A-28011/9/2018-APAR Cell
भारत सरकार/Government of India
कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs
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Room No. 537, 'A' Wing
5th floor, Shastri Bhawan, New Delhi
Dated: 18th January, 2018

To,

All Regional Directors
(as per standard list)

Subject: **Implementation of SPARROW module in the Ministry-reg.**

Sir,

I am directed to inform you that SPARROW module for Group 'B' and 'C' officials is to be implemented w.e.f. the Assessment Year 2017-18. Accordingly, all RDs are requested to take stock of available infrastructure, and training need of the concerned officials. It is relevant to mention here that offices have become wiser after successful implementation of the module for Group 'A' officers, and the 'experience' should be put to use in anticipation of difficulties and resolutions thereof. Further, the available trained manpower should be used by the RDs to impart in-house training on the module.

2. The following pre-requisites for implementation of the module may also be ensured for all Group 'B' and 'C' employees: -

(a) NIC e-mail ID and Password;

(b) Aadhar Number and updation of active Mobile Number in Aadhar Database;

(c) Wherever Aadhar Card has not been issued (as in Assam), DSC must be arranged.

3. Considering the fact that the number of Group 'B' and 'C' employees is quite large, and they may need 'intensive training' of longer duration for appreciation on the on-line module, RDs are requested to arrange their training in respective offices, through video conferencing or otherwise. A confirmation with regard to 'in-house training' of all concerned employees may be submitted to the Ministry latest **by 05.02.2018**

Yours faithfully

(Manish Kumar Sahay)
Under Secretary to the Govt. of India
Ph: 2338 3507

Copy, for circulation and compliance among all Group 'B' and 'C' officials of the Ministry, to:

1. All ROCs
2. All OLs
3. All ROC-cum-OLs
4. Director ICLS Academy, IICA, Manesar
5. Secretary, NCLT
6. Director, SFIO
7. All Section of MCA HQ

Copy, for information, to:

1. PPS to Secretary/JS(G)
2. O/o DGCoA
3. PS to DS(VK)