

Room No. 537, 'A' Wing  
5<sup>th</sup> floor, Shastri Bhawan, New Delhi  
Dated: 20<sup>th</sup> February, 2018

To,  
All Regional Directors  
(as per standard list)

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

Sir,

I am directed to refer to DoPT's OM dated 01.02.2012 and to inform that the Annual Medical Check-up scheme has been introduced for Group 'A' officers of Central Civil Service of and above the age of 40 years vide DoPT's OM ibid. A certificate issued to this effect by the Medical Authority is to be attached by the officers concerned in their APARs at the time of filling self appraisal.

2. Further, it is also informed that previous year some of the officers, while filling up their APARs, have asked for extension of timeline in SPARROW module for submitting the Annual Medical Report due to non availability of slots in various hospitals for Medical Examination. In this context, it is to inform that timely completion of medical check-up is the responsibility of concerned officers. Thus, all ICLS officers of and above the age of 40 years may be advised to get appointment for Annual Medical Check-up well in advance to avoid rush in the hospital at the last moment.

3. Moreover, your kind attention is also invited to DoPT's OM dated 23.07.2009 wherein timeline for filling up of APARs at various levels i.e. Officer reported upon, Reporting Officer and Reviewing Officer has been prescribed. As this time i.e. for the FY 2017-18 no extension in timeline for writing of APAR, at any level, shall be given, on any ground.

4. Therefore, all RDs, being custodian in SPARROW module, are requested to bring the content of this letter to the notice of all concerned officers/officials posted under your Administrative Jurisdiction.

Encl.: As above.

Yours faithfully



(Manish Kumar Sahay)

Under Secretary to the Govt. of India

Ph: 2338 3507

Copy, for circulation and compliance among all officers/officials of the Ministry, to:

1. All ROCs
2. All OLs
3. All ROC-cum-OLs
4. Director ICLS Academy, IICA, Manesar/ROC, CRC, Manesar
5. Secretary, NCLT
6. Director, SFIO
7. All ICLS officers of MCA HQ
8. O/o IEPFA

Copy, for information, to:

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