No.-A-28011/12/2017-APAR
Government of India/भारत सरकार
Ministry of Corporate Affairs/कारपोरेट कार्य मंत्रालय

'A' Wing, 5th Floor, Shastri Bhawan,
New Delhi, the 28th March, 2018

OFFICE MEMORANDUM

Subject :   Implementation of SPARROW for Group 'B' & 'C' officers/officials
including Stenographers' Grade – reg.

The undersigned is directed to inform all concerned that online APAR
module (SPARROW), even for Group 'B' and 'C' employees of the Ministry, has
been made live, and is now accessible through https://sparrow-icls.eoffice.gov.in.
The APAR of all cadres (i.e. Group 'A', 'B' and 'C') can be generated and accessed
at the said 'single platform' using NIC e-mail ID and password.

2.   The training on the module for generation and processing of on-line APAR
has already been imparted to the nominated officers of each Directorate. Their
services may be utilized now for resolving any issue pertaining to generation and
processing of APAR.

3.   As the module is being implemented for the first time for Group 'B' and 'C'
officials, a help desk has also been set up in the ministry. The desk will assist the
Nodal Officers of the Directorate in the said process. **The primary responsibility of
timely generation and processing of APAR will however, rests with Directorates
for the officials posted in offices under their respective jurisdiction.** The details
of help desk are as under:

Email:- helpdesk-icls@gov.in
Details of the helpdesk unit:-

   (a)   **Shri Madhav Kumar Singh (in Charge)**
          ASO, MCA – 8527524050
   (b)   **Shri Alok Mishra**
          JTA, MCA - 9599332379
   (c)   **Shri Akin Sharma**
          Mobile – 9810754930
   (d)   **Shri Dhananjay Kumar**
          Mobile – 8010381045

4.   All EMD Administrators are also requested to verify correctness and
completeness of data of the officials before generation of APAR.

5.   It may be noted that the SPARROW module has been upgraded to a new version, since last year. In order to facilitate access to the 'upgraded version' two screenshots are attached herewith as **Annexure-I**.

6.   The 'post-based' functionaries for performing various roles in the module, as circulated vide this Ministry's OM dated 22.03.2018, needs to be operationalized now. RDs are requested to **immediately** nominate officers as alternate custodian, EMD administrator and PAR Manager for respective Directorates, under intimation to this Ministry.

Encl:- Annexure - I

(Ravi Vazirani)
Under Secretary to the Govt. of India

To

1. All Regional Directors
2. All officers/officials of MCA Hqrs and offices under Regional Directorates – through their respective custodian.
3. All SPARROW functionaries – through their respective custodian.

Copy, for information, to:-

1. PPS to Secretary, CA
2. PPS to JS(G)
3. PS to DS(VK)
4. US(Ad.II)
5. SO(Ad.II)/SO(Ad.III)

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SPARROW

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Select Service ▾

User Name   Login with NIC User ID*
             [Find Your User Name]
Password
Captcha   Please Enter the Captcha

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● Login

● Frequently Asked Questions

For any assistance

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SPARROW

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Select Service
ICLS
CSSS-ASO (GROUP B AND A)
GFS - MCA (STENOGRAPHER)

Select Service
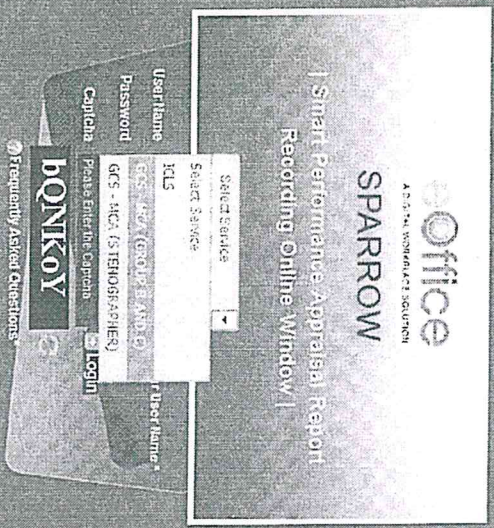
User Name
Password
Captcha   Please Enter the Captcha

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r User Name*

Login

Frequently Asked Questions

ueries related to SPARROW, may please call us on 1800-111-555 or register your complaint at servicedesk.nic.in

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3/28/2018