

R.K. Verma

सचिव रेलवे बोर्ड
Secretary, Railway Board

ADGM
As discussed
Jh
23/2/17



सत्यमेव जयते



एक कदम स्वच्छता की ओर

Sy...
23/2/17

भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

7

D.O.No.2017/RBCC/7/10/eOffice-SPARROW

Dated: 17.02.2017

Dear Shri Agarwal,

Sub: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window)

In compliance of DoPTs' latest directions, Ministry of Railways is in the process of implementing online filing of APAR (SPARROW – Smart Performance Appraisal Report Recording Online Window). This implementation shall facilitate electronic filing of APAR by officers which is expected to make the process timely and simultaneously increase transparency.

2. The new system shall be implemented starting with the APARs for the year 2016-17. Initially the system shall be implemented for officers of the level of Deputy Secretary (JAG) and above.
3. Implementation of online filing of APAR requires preparatory works to be completed in time. The Railway Board Computer Centre (RBCC) & Confidential Cell have prepared comprehensive instructions for the same. The copy of the document No. 2017/RBCC/7/10/eOffice-SPARROW Ver-1.0-WD0 issued 15/02/2017 is enclosed.
4. All units, maintaining a confidential cell, are instructed to provide the nomination details for the following roles. The details about the roles and the mode of submission of updation details are described in the attached document.
 - 4.1 Primary Custodian
 - 4.2 Alternative Custodian
 - 4.3 PAR Manager
 - 4.4 EMD Manager
5. It shall be ensured that the nomination details are submitted as instructed, positively by 23/02/2017.

With regards,

Enclosure: As above

Shri O.P. Agarwal,
General Manager,
Rail Wheel Factory,
Yelahanka.

Yours sincerely,

(R.K. Verma)