

# RAIL WHEEL FACTORY

Yelahanka Bangalore – 560 064

Office of the  
General Manager

No. RWF/GM/C/SPARROW/Vol. I

Date : 14.03.2018

**All Officers in JS & SS  
RWF/YNK**

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

Ministry of Railways is in the process of implementing online filing of APAR through the mechanism of SPARROW ( Smart Performance Appraisal Report Recording Online Window ) for officers in Jr. Scale and Sr. Scale, for the year 2017-18, instead of manual processing of APARs.

It is advised that all officers shall have a valid and working email account on the `gov.in` domain, hosted on the NIC servers. This will facilitate creation of user accounts on the SPARROW portal.

Hence, it is required that all officers in Jr. and Sr. Scale may submit their request for their e-mail ID by name on the `gov.in` domain **by 30<sup>th</sup> March 2018** duly advising this office.

For creation of `gov.in` e mail account, the officers may login to their respective RUID on REIS website and click on "NIC email ID".

(Path —→ <http://www.reis.railnet.gov.in/default.asp>)

The print-out of request for creation of NIC email ID, duly forwarded by the controlling HODs may be uploaded to REIS website .

An urgent action is solicited please.

o/c  
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*K. S. Kiran*  
14/3  
( K S KIRAN )  
A D GM &  
APAR Manager ( SPARROW )