

No.A-28012/01/2021-CLS-I
Government of India
Ministry of Labour & Employment

Shramshakti Bhawan, Rafi Marg
New Delhi, dated the 13th July, 2020.

OFFICE MEMORANDUM

Subject :- Seeking details of CLS officers, posted in Defence formations, for registration in the SPARROW Portal for uploading their APARs manually on the Portal - reg.

The undersigned is directed to state that APARs in respect of CLS officers posted in Defence formations viz., IHQs, Army & Navy, DGQA, DRDO etc. are being received in the physical format and uploaded manually on the SPARROW Portal by the Ministry.

2. In this connection, it has been noted that some of the officers posted in the aforesaid Defence formations have not been registered yet in the SPARROW Portal despite several reminders due to which their APARs cannot be uploaded on the Portal. It is, therefore, requested to furnish the requisite details as per the attached format immediately for registration in the SPARROW Portal to enable this Ministry to upload their APARs manually on the Portal. Officers may leave the column blank in place of NIC email id in the aforesaid format which would be updated at later stage.

Encl: As above



(Satish Chander)
Under Secretary

To

1. All the officers concerned
2. Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011.
3. Labour Welfare Commissioner (Central), Naval Headquarters, Ministry of Defence, 'A' Block, New Delhi-110011.
4. Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), Wing-IIInd, Block-3, Ist Floor, R.K. Puram, New Delhi.
5. Labour Welfare Commissioner (Central), Defence Research Development Organisation, DRDO Bhavan, New Delhi-110011.
6. Director, NIC with the request to upload the OM on Ministry's Website.

FORMAT OF DETAILS REQUIRED FOR REGISTRATION IN SPARROW PORTAL

S. No.	Heading	Information (needed)
23.	Employee Code	
24.	Appellation	
25.	Name	
26.	Present Designation	
27.	Present Place of Posting	
28.	Present establishment/ Organisation	
29.	Designation during the relevant APAR period	
30.	Place of posting during the relevant APAR period	
31.	Establishment/ Organisation during the relevant APAR period	
32.	Gender	
33.	Father name	
34.	Date of birth	
35.	Date of birth (in words)	
36.	Nationality	
37.	Religion	
38.	Category	
39.	Allotment/Batch Year	
40.	NIC Mail ID (Personal)*	
41.	Type of appointment	
42.	Initial appointment Order date	
43.	CLS Service Appointment/Joining date	
44.	Designation (initial)	

* CLS officers posted in Defence formation may leave the column blank in place of NIC email Id which would be updated at later stage.

I certified that the foregoing information is correct and complete to the best of my knowledge and belief.

Date:
Place:

(Signature)
Name:
Designation: