

Immediate

No.A-28012/04/2016-CLS-I
Government of India
Ministry of Labour and Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 28th March, 2019

OFFICE MEMORANDUM

Sub: Introduction of SPARROW for online submission of APARs of Group 'A' Central Labour Service (CLS) officers – reg.

The undersigned is directed to say that the matter relating to introduction of Smart Performance Appraisal Report Recording Online Window (SPARROW) for Central Labour Service has been under consideration for some time. It has now been decided to introduce SPARROW from 1st April, 2019 onwards i.e. for APAR of the year 2018-19 onwards in respect of Central labour Service Officers. Hence **it will now be mandatory for all the CLS officers to submit their APARs online from the year 2018-2019 onwards and no more manual filing of APARs shall be permitted.**

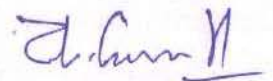
2. For filing the APAR online, the officer has to access SPARROW by logging into <https://sparrow-cls.eoffice.gov.in> The user id and password will be same as of NIC mail id. The User manual link for SPARROW and the flow chart of APAR are annexed as Annexure A & B respectively.

3. In this connection, this Ministry's earlier O.M. of even number dated 05.02.2019 and 20.02.2019 may be referred, whereby all the stakeholder organizations were requested to furnish the contact details for PAR Custodian and PAR Manager. The requisite information has only been received from (1)Office of CLC(C), (2)Office of DGLW, (3)DGOFB, Kolkata and (4)Dte of Printing, MoUD. Rest of the organizations are once again requested to provide the requisite details in respect of PAR Custodian and PAR Manager latest by 29.03.2019 on email : cls1-mole@gov.in.

4. The time schedule issued by DOPT for preparation/completion of APAR from time to time, is to be strictly adhered to.

5. The following are the details of NIC team dedicated for addressing the queries regarding SPARROW portal for CLS:

Helpdesk No. : 1800111555
Email : <https://servicedesk@nic.in>
: <https://support-sparrow@nic.in>

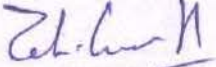


(C S Rao)

Under Secretary to the Govt. of India

To,

1.	CLC(C), Ministry of Labour & Employment, New Delhi	No hard copy of APAR may be accepted.
2.	DGLW, Ministry of Labour & Employment, Jaisalmer House, New Delhi	
3.	The Director General, Ordnance Factory Board, S.K. Bose Marg, Kolkata	
4.	Director General of Works, CPWD, Nirman Bhavan, New Delhi	
5.	Labour Welfare Commissioner (Central), Director General Quality Assurance, 'G' Block, Ministry of Defence, New Delhi-110011	
6.	Labour Welfare Commissioner (Central), Naval Headquarters, Ministry of Defence, 'A' Block, New Delhi-110011	
7.	Labour Welfare Commissioner (Central), MGO's Branch, Ministry of Defence (Army), Wing-IIInd, Block-3, Ist Floor, R.K. Puram, New Delhi	
8.	Labour Welfare Commissioner (Central), Defence Research Development Organisation, DRDO Bhavan, New Delhi-110011	
9.	M/o Health & Family Welfare, (Central Hospitals), Nirman Bhavan, New Delhi	
10.	Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi	
11.	Chief Conservator, Forest Deptt, Andaman & Nicobar Islands, Port Blair-744101	
12.	The General Manager, Delhi Milk Scheme, Near Shadipur Depot, Patel Nagar West, New Delhi-110008	


(C S Rao)

Under Secretary to the Govt. of India

Annexure-A

Link for User Manual of SPARROW

<https://labour.gov.in/>



Central Labour Service



User Manual for SPARROW

