No.A-28012/04/2016-CLS-I

Government of India Ministry of Labour & Employment

> Shram shakti Bhawan, Rafi Marg New Delhi, dated the 5 July,2019.

OFFICE MEMORANDUM

Subject :-Implementation of SPARROW for CLS Officers - reg.

The undersigned is directed to enclose herewith a format for submitting the requisite details in respect of the CLS Officers concerned posted in the following organizations along with the details of their Reporting and Reviewing Officers for creating IDs and workflow in the SPARROW Portal to facilitate online submission of APARs.

SI. No	Concerned Ministry/ Department	Organizations								
(i)	Ministry of Urban Development	(i) CPWD (DCEC) I.P Bhavan, New Delhi, (ii) CPWD (Central), Vidyut Bhavan, (iii) CPWD (Hort.), I.P Bhavan, New Delhi, (iv) CPWD (DCC-V), R.K Puram, New Delhi, and (v) CPWD, Chandigarh, Hyderabad, Guwahat Chennai, Mumbai, Kolkata, Bhopal and Patna.								
(ii)	Department of Revenue	(i) Govt.Opium & Alkaloid Factory, Gazipur (ii) Govt.Opium & Alkaloid Factory, Neemuch								
(iii)	Ministry of Home Affairs (Andaman & Nicobar Islands)	(i) A&N Islands, Port Blair - Forest Department (ii) A&N Islands, Port Blair - Marine Department								
(iv)	Ministry of Health & Family Welfare (Hospitals)	(i) Safdarjung Hospital(ii) Ram Manohar Lohia Hospital(iii) Lady Harding Medical College(iv) Central Institute of Psychiatry								

Encl:- As above

(C.S Rao

Under Secretary to the Government of India

Ph.No.011-23766903

To

- Director General of Works, CPWD, Nirman Bhawan, New Delhi (i)
- (ii) M/o Health & Family Welfare (Central Hospitals), Nirman Bhawan, New Delhi

- (iii) Chief Conservator, Forest Deptt, Andaman & Nicobar Islands, Port Blair 744101
- (iv) Director (Shipping Services), Directorate of Shipping Services, Andaman & Nicobal Administration, Port BLiar 744101
- (v) O/o General Manager, Govt. Opium & Alkaloid Factory, Neemuch
- (vi) O/o General Manager, Govt. Opium & Alkaloid Factory, Gazipur

Formating for submitting information in respect of Reporting and Reviewing Officers													
SI.No	Employee Code	Appellation (Mr., Ms., Dr, etc.)	Official Name	Gender	Father's Name	Date of Birth	Nationality	Religion	Gen/SC/ST/ OBC/PH				
1	2	3	4	5	. 6	7	8	9	10				

NIC e-mail ID (in individual's Name e.g. abc@nic.in	Mobile Number	Organization	Service/ Name of the Cadre	Designation	Place of Posting	Type of appointment	Appointment Date	Allotment/ Batch year	
11	12	13	14	15	16	17	18	19	

						30	
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	3						