

F. No. 25-4/2013-SPG
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, New Delhi

Dated: 03/01/2019

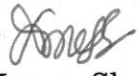
Subject: Extension and activation of 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' for the officers of Indian Postal Service (IPoS), Group 'A'.

This is with regards to extension and activation of SPARROW for Group 'A' regular officers of Department of Post which will be used to fill Performance Appraisal Reports (PAR) of officers in online mode instead of present offline mode.

2. It is required to create NIC e-mail ID with XXXX@gov.in for all officers and master details of officers have to be feed in SPARROW portal. So, all Group 'A' regular officers of Department of Posts have to submit their detail in a specified format provided by National Informatics Centre (NIC) (copy of format is enclosed).

3. It is to inform that in case of officers posted in Circles, information has already been submitted by most of circles while officers who are posted in Postal, BD&M, PLI & Parcel Directorate and on deputation have to submit requisite information directly to this office. So, it is requested to all officers posted in Directorate and on deputation to submit the information at earliest. The same may be e-mailed at adgsgp@indiapost.gov.in in excel format.

Encl.: as above

 03/01/19
(Dinesh Kumar Sharma)
Director (Staff)

Copy to:

- All DDsG, Dak Bhawan, GMs (PLI, BD&M & Parcel Dte.)
- All Indian Postal Service (IPoS) officers on deputation
- GM (CEPT) - for uploading on website
- ADG (Admin.), Dak Bhawan – for circulation among Group 'A' officers of Directorate via e-Office

