

F. No. 25-4/2013-SPG (Vol II-Pt.)

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated: 30/10/2025

31

To,

The Chief Postmaster General
All Postal Circles

**Subject: Submission of Details for Creation of SPARROW Accounts
for Officers Promoted to Junior Time Scale (JTS) of IPoS Group 'A'**

Sir/Madam,

The undersigned is directed to refer to this office order no R-04/13/2024-SPG-DOP dated 15.10.2025 vide which 87 officers have been promoted to the Junior Time Scale (JTS) of IPoS Group 'A'.

2. In this connection, it is necessary to create SPARROW accounts for all the promoted officers to facilitate the submission of their Annual Performance Appraisal Reports (APAR) and Annual Immovable Property Returns (AIPR).

3. In view of the above, it is requested that the requisite details of the promoted officers may kindly be provided in **prescribed excel format only (Annexure-A)** at the earliest for creation of their SPARROW accounts. The required information may be collected by respective Circle and sent to this office in soft copy (excel format only) through email at **dopspg@gmail.com**.

Yours faithfully

Digitally signed by
Kaushik Banerjee
Date: 31-12-2025

12:27:13
(Kaushik Banerjee)

Assistant Director General (SPG)

Copy to:

1. GM, CEPT with a request to upload order on India Post website.
2. ADG, Admin with request to upload on eOffice notice board.

SPARROW account creation and VPN access format

Annexure-A

F. No. 25-4/2013-SPG (Vol II-Pt.) dated 31.12.2025

S. N o	Employee Code	Name	Email Address (gov.in/nic.i n/indiapost .gov.in) (Mandatory)	Father Name	Mobile No	Designati on	Date of Birth	Date of Joining in Departme nt	Religion	Categor y	Circle Name	Location/ Office	City	State Name	Aadhar No	Appointme nt date in Grade	Allotment year

Note: Circles are requested to compile and forward the requisite details of all newly promoted officers in a consolidated Excel format only.