No. __16-1(50)/2022-CCOACR__   Dated __20.03.2023__

From

       संयुक्त सचिव (प्रशासन)
       Joint Secretary (Admn.)

To

       The Directors/Heads of all CSIR Labs/instts/Centre/Units

       Sub: **Implementation of SPARROW system of APAR for the Non-Technical Cadres in CSIR.**

Sir/Madam,

       CSIR is in advance stage of implementation of SPARROW (Smart Performance Appraisal Report Recoding Online Window) for Non-Technical Cadres of CSIR and it has been decided to implement the system in a time-bound manner. The final PAR proforma for Group 'A' (Senior), Group 'A' Group 'B' and Group 'C' employee is enclosed for reference.

2.   Given the transformation in APAR management and need for smooth implementation of SPARROW, it has been decided to nominate some officers from CSIR Labs/instt./HQ and provide them with offline/online training to familiarize them with all aspects of the SPARROW.

3.   Following the training, the officers will serve as master trainers and their services will be utilized for the seamless implementation of Sparrow in the CSIR. Each Master Trainer shall also provide necessary support and guidance to the neighboring/designated laboratories. The labs/instt. shall provide logistics and other assistance to the master trainer.

4.   The Master Trainer will work under the direction of CSIR HQ and in coordination with the Nodal Officers and Assistant Nodal Officers of CSIR, Laboratories.

5.   A list of designated officers and laboratories/institutions assigned to them for the purpose is enclosed herewith as **Annexure-I**.

Yours faithfully,

20/03/23

(Sunil Kumar)
Under Secretary

Encl : As above
Copy to:

1.   Directors/Heads of all CSIR Labs/instts/Centre/Units
2.   Office of JS (Admn.), CSIR
3.   Sr.COA/COA/AO of all CSIR Labs/instts/Centre/Units
4.   Sr. DS (HR) / Sr. DS (CO) / Sr. DS (PD) / DS (Cx.)
5.   IT Division - with the request to host this OM on CSIR website
6.   Guard File
7.   Office copy

S.No	Name of Officer	Assigned Labs/Instt/HQ/Cx.
1.	1. Ms. Kanika Goel AO, IMTECH 1. Mr. Farid Mohammad SO (G), IIP	IIIM Jammu
		IIP Dehradun
		IHBT Palampur
		CSIO Chandigarh
		IMT Chandigarh
2.	1. Mr. Meesam Zaidi SO (G), HQ. 2. Mr. Ashish Singh SO (G), IGIB	CRRI New Delhi
		IGIB New Delhi
		NISCPR New Delhi
		CBRI Roorkee
3.	1. Ms. Daisy SO (G), HQ. 2. Mr. Amit Kumar Gupta SO (G), NPL	NPL New Delhi
		CSIR HQ, New Delhi
		CEERI Pilani
4.	1. Mr. L. N Pandey SO (G), IITR 2. Mr. Vikas Verma SO (G), CIMAP	CDRI Lucknow
		IITR Lucknow
		NBRI Lucknow
		CIMAP Lucknow
5.	1. Mr. Biswajit Bhowmik SO (G), CMERI 2. Mr. Kajal Saha Talukdar SO (G), IICB	CMERI Durgapur
		NEIST Jorhat
		IICB Kolkata
		CGCRI Kolkata
6.	1. Mr. Balaram Musunuri SO (G), IICT 2. Mr. N.C. Vamshi Krishna SO (G), CCMB	CCMB Hyderabad
		IICT Hyderabad
		NGRI Hyderabad
7.	1. Ms. I. Vanitha SO (G), CLRI 2. Mr. Sivaraman K. SO (G), CECRI	CLRI Chennai
		CSIR Cx. Chennai
		SERC Chennai
		CECRI Karaikudi
		NIIST Thiruvananthapuram
8.	1. Mr. Kumar Rahul AO, CIMFR 2. Mr. Ajay Tirkey SO (G), NML	CIMFR Dhanbad
		IMMT Bhubaneshwar
		NML Jamshedpur
9.	1. Mr. Vivek Khare SO (G), AMPRI 2. Mr. Durga Prasad Choudhury SO (G), NEERI	NEERI Nagpur
		AMPRI Bhopal
		CSMCRI Bhavnagar
10.	1. Mr. Aditya Vikas Kulkarni SO (G), NCL 2. Mr. Abhijna SO (G) 4-PI	CFTRI Mysore
		4PI, Bengaluru
		NAL Bengaluru
		NCL Pune
		NIO Goa

The training schedule be notified shortly in consultation NICSI.