

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001.**

No. 16-1(50)/2026-CCOACR

Dated: 06.05.2026

OFFICE MEMORANDUM

Sub: Implementation and Operation for Non-Scientific and Non-Technical Cadre

Ref: CSIR letter of even number dated 29.11.2022,15.03.2023 and 15.04.2026

The undersigned has been directed to invite attention to CSIR OMs dated 29.11.2022, 15.03.2023 and 15.04.2026 regarding implementation and Operation of PAR(SPARROW) for Non-Scientific and Non-Technical Cadre. The SPARROW system was implemented in CSIR w.e.f. the reporting year 2022–23 with the objective of ensuring transparency, timely completion of APARs, and effective online workflow-based monitoring.

2. It has, however, been observed that despite issuance of detailed instructions and prescribed timelines from time to time, Labs/Institutes are not adhering to the prescribed procedures and timelines. The following issues have been observed in the implementation of SPARROW:

(i) Incorrect configuration of the reporting chain at the time of PAR generation, leading to mapping of wrong Reporting/Reviewing/Accepting Authorities and necessitating cancellation and re-initiation of PARs at a later stage, particularly problematic in cases where the concerned officers have retired or been transferred. This problem is more common in respect of Senior most Gr.'A' officers and other than Gr.'A' officers.

(ii) Creation of multiple workflows for the same officer for the same reporting year and non-deletion of redundant workflows, resulting in duplication and confusion.

(iii) Non-adherence to prescribed timelines, with PARs activities.

(iv) Delay or non-initiation of part-period PARs in cases of transfer, deputation or retirement of Reporting/Reviewing Officers, and non-issuance of No Reporting Certificates (NRCs) where applicable.

(v) Pendency of representation cases relating to earlier years without timely disposal or forwarding to Headquarters.

(vi) Non-correction of discrepancies in basic data and failure to report errors through the prescribed mechanism, along with issues relating to Aadhaar-based e-sign, mismatch of mobile number/email ID between SPARROW and e-office platform and lack of continuity of e-Office accounts upon transfer/deputation.

(vii) Inadequate monitoring and lack of timely intervention at the level of Nodal/Assistant Nodal Officers, resulting in accumulation of pending cases and avoidable delays.

3. The above issues indicate that present guidelines and instructions are not followed in toto. Nodal/Assistant Nodal Officers are required to ensure correct configuration, continuous monitoring, and timely resolution of issues, which is not being done uniformly.
4. In view of the above, all CSIR Labs/Institutes are advised to ensure the following:

(i) The reporting chain shall be verified thoroughly before generation of any PAR, and PARs shall not be initiated without proper verification. Multiple workflows for the same reporting year shall not be created. The separate work flow should be select for case pertaining to the Senior most Gr 'A' officers and other than Gr.'A' officers.

(ii) APARs shall be generated for all eligible officers, including both full-year and part-period cases, without exception. In cases of transfer, deputation or impending retirement, part-period PARs shall be generated immediately and NRCs issued wherever applicable.

(iii) Duplicate or redundant workflows, if any, shall be identified and deleted without delay.

(iv) Officers Reported Upon shall verify basic details before submission of self-appraisal and report discrepancies immediately.

(v) All pending PARs, including those from 2022–23 onwards, shall be reviewed on priority and brought to closure at the earliest.

(vi) It shall be ensured that Aadhaar-linked mobile number and email ID in SPARROW and e-office platforms are identical to avoid login issues. Further, labs may advice their staff to update their i-GOT profile with the same mail id and mobile number.

(vii) Nodal/Assistant Nodal Officers shall remain proactive in handling cases where Reporting/Reviewing Officers retire or transfer mid-cycle, and such cases shall be resolved or escalated without delay.

(viii) Avoid frequent change/transfer of roles of Assistant Nodal Officer and PAR Manager to ensure smooth processing.

(ix) Issues that can be resolved at the Lab/Institute level shall not be referred to Headquarters without due examination.

5. The instructions contained in CSIR OMs dated 29.11.2022, 15.03.2023 and 15.04.2026 are comprehensive and constitute the framework for PAR processing through SPARROW. Strict compliance of these instructions shall be ensured by all concerned.
6. For operational issues, the SPARROW Help section may be referred to. Unresolved matters may be taken up with CCOACR Cell (Email: cco.acrcell@csir.res.in, Tel: 011-23470433).

Sushant
06/05/2026
(Sushant Singh)
Section officer

Copy to:-

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