

**SPORTS AUTHORITY OF INDIA
PERSONNEL DIVISION**

F. No. SAI/Pers./eOffice/2020

Date: 15.11.2021

Office Memorandum...329/2021

Sub: Submission of Online APAR through SPARROW – reg.

Reference is invited to the on-going submission of Online APARs on SPARROW(Smart Performance Appraisal Report) platform for Group A/ Group B Officials of Admin Cadre and Coaching Cadre for the FY 2020-2021 (<https://sparrow.sportsauthorityofindia.gov.in/>).

2. The Competent Authority has decided to make the online filing of APAR mandatory for the year 2020-21 onwards in respect of officials of Group A/B Admin cadre and Coaching cadre. The officers and officials who are yet to submit their APARs(Paper or Electronic) have to mandatorily submit their APARs through SPARROW . The Group 'C' employees must file their APAR through SPARROW mandatorily from 1st April 2022 for FY 2021-2022 onwards.

3. In this regard, the status of APARs on SPARROW as on date is indicated as below:-

Particulars	Completed	Pending	Total
No of APARs generated	671	0	671
No of APARs with concerned Officers/Staff/Coaches	255	416	671
No of APARs with the Reporting Authority	35	220	255
No of APARs with the Reviewing Authority	12	23	35
Pending with the Personnel Division for Officer Disclose	0	3	3
No of APARs closed	0	0	0

4. The following is reiterated for convenience :

- i. Necessary information has been sent to the Officers /Staff Concerned regarding filling and submission of APARs through SMS. An email dated 21.10.2021 was sent to all Regional Centres detailing the work flow of APAR for officials/ Coaches and User Manual for recording APAR.
- ii. Except for NSRC Lucknow & RC Guwahati for which leave details of Coaches are awaited (which is mandatory for creating APAR workflow), the APARs for Coaches have been created by Personnel Division.
- iii. It has emerged that a number of users have not used their gov ID for the past 06 months after creation of their email IDs, and consequently their email ID has been automatically inactivated by the NIC (as per NIC guidelines). Accordingly, it is requested that all users facing such issues may send an


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- email to sai.eoffice@gov.in with the details of their email ID. It may be noted that NIC takes 5-6 working days for activation of email ID.
- iv. In case, any user is facing problems regarding login issues or online filling/submission of APARs, the same may be contacted to the following eOffice/SPARROW team:
Md.Ehsaanullah: 9999264559
ShGandam Koushik: 7416151829
Ms Shivani Nayan : 8229897581
Email ID: sai.eoffice@gov.in
- v. The manual for filling/submission for APARs on SPARROW is enclosed at Annexure-I.

5. All the respective Reported officers, Reporting Officers and Reviewing Authorities are requested to ensure online filling of the APARs on SPARROW platform.

6. The undersigned is nominated as the Nodal Officer/Local Admin for the project.

This is issued with the approval of the Competent Authority.


(C. Dhandapani)
Deputy Director (Pers.)

To

1. Heads of the Regional Centres/ Institutions
2. Divisional Heads of SAI Head Office
3. Assistant Director (IT)
4. AD to DG, SAI
5. SPA to Secretary SAI