



Government of India
Ministry of Mines
Indian Bureau of Mines



File No. A-28022/3/2022-Rectt.

Nagpur, dated 29/03/2023

CIRCULAR

Subject : Writing of Annual Performance Assessment Reports (APARs) in respect of Group- 'A' & 'B' Officers and Group - 'B'(NG) & 'C' Officials for the period 01-04-2022 to 31-03-2023 in the SPARROW module.

All the Divisional/Zonal/Regional/Sectional/RMPL Heads of IBM are hereby informed that from the year 01-04-2022 to 31-03-2023, IBM has introduced the Smart Performance Appraisal Report Recording Online Window (SPARROW) for writing APAR in respect of Officers and staff of IBM in the online module developed by the NIC. While writing the APAR all the officers should follow the guidelines prescribed by the DoPT vide O.M. No. 21011/01/2005-Estt.(A) pt II dated 23rd July 2009. It is also intimated that it is mandatory for all the offices to write APAR in respect of the Officers/staff working under them through online mode only with effect from **01.04.2023** and no physical APAR will be entertained under any circumstances.

It is also informed that the nodal officers so nominated by the Divisional/Zonal/Regional/Sectional/RMPL Heads, IBM are responsible for creating workflow for the Officers and staff working in the respective offices in the SPARROW module. Subsequently, the nodal officers outside HQs are also responsible to fill the first page of APAR for PAR Generation, in respect of the Officers and staff posted in their office with the help of the Official who is dealing with the service books in the respective offices. However, the Nodal Officer of different Division/Section at HQs after creating the workflow in SPARROW, it will go to the Establishment section for filling the first page of APAR for PAR Generation in respect of Officers and staff posted at HQs and in-charges of Zonal Offices/Regional Offices/MMPLs.

The nodal Officers must ensure that after filling the first page of APAR, the same has been received by the Officer/staff reported upon. Further, the Reporting and Reviewing Officer must adhere strictly the timelines prescribed by the DoPT for writing the APAR in online mode as well. The procedure to be followed by the nodal officers towards creating workflow is attached at **Annexure-I** alongwith the procedure to be followed for PAR Generation.

In view of the above, all the Divisional/Zonal/Regional/Sectional/RMPL Heads are requested to issue necessary instructions to the nodal officers nominated by them to their respective offices to complete the Workflow creation and PAR Generation in respect of all officers/staff posted over there before 01 Apr 2023, so that the officer/staff reported upon may fill the self appraisal part before the date prescribed by the DoPT.

The compliance report in this regard may be sent to the HQs.

This issues with the approval of competent authority.

(Parag M. Tadlimbekar)
Suptdg. Mining Geologist
& Head of Office

To:

- (1) All the Divisional/Zonal/Regional/Sectional/RMPL Heads of IBM.
- (2) Officer-in-charge, TMIS, Nagpur for uploading circular on IBM's website.

Annexure I**General Guidelines for the SPARROW module****1. Workflow**

- The Nominated Officer of the each respective Office will create the workflow from the 'Workflow Creation' option in the left pane of the SPARROW module for all the Officers/Officials under the particular office.
- The Workflow would include the mapping of Reporting and Reviewing Authority for the Officer/Official concerned.
- The mapping of Authorities for the Representation of the concerned Officer/Official can be skipped.
- The SPARROW User Manual can be accessed from the Help drop down menu in the SPARROW portal and can refer Page 16 onwards of the manual.

2. PAR Generation

- After the creation of workflow for an Officer/Official, the PAR has to be generated for the period of the service of the Officer/Official under the designated office.
- The first page of the APAR of the Officer/Official then has to be filled by accessing his service book.
- After the completion of the first page of the Officer/Official, the submitted APAR goes to the Officer/Official reported upon for self appraisal.
- The SPARROW User Manual can be accessed from the Help drop down menu in the SPARROW portal and can refer Page 22 onwards of the manual.