



भारत सरकार /Government of India
खान मंत्रालय/Ministry of Mines
भारतीय खान ब्यूरो /Indian Bureau of
Mines



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Nagpur, d ated 22/03/2024

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 01-04-2023 to 31-03-2024 in the SPARROW module – reg.

All the Divisional/Zonal/Regional/Sectional/RMPL Heads of IBM may kindly refer the DoPT O.M. No. 21011/01/2005-Estt.(A) Pt II dated 23.07.2009 issued towards the preparation and maintenance of Annual Performance Assessment Reports (APAR). In this regard, the Smart Performance Appraisal Report Recording Online Window (SPARROW) module has been implemented for the APAR writing in Indian Bureau of Mines during the year 2022-23. Therefore, the APAR for the year 2023-24 will also be recorded in the SPARROW module only by replacing the physical APARs.

The PAR Manager nominated by the Offices shall create the workflow for their respective offices and accordingly their PAR has to be generated by the respective PAR Manager by filling the basic information from the Service Book available in his office. The general guidelines for the PAR Manager is enclosed herewith as Annexure-I.

In view of the above, all the Divisional/Zonal/Regional/Sectional/RMPL Heads are requested to issue necessary instructions to the PAR Manager nominated by them for their office for the completion of the stages i.e. Workflow Creation and PAR Generation in respect all the concerned Officers/Officials before 31.03.2024, so that the officers/officials may be able to fill their part and submit to their Reporting Officer by 15.04.2024.

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Suptdg. Mining Geologist &
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Distr :-

1. All the Divisional/Zonal/Regional/Sectional/RMPL Heads.
2. Officer-in-charge, TMIS, Nagpur for uploading this Circular in 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 dropdown 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.
- 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 dropdown menu in the SPARROW portal and can refer Page 22 onwards of the manual.