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

No. A-28022/3/2022-Rectt

Indira Bhavan,
Civil Lines, Nagpur
Date: 20/03/2025

C I R C U L A R

Subject : **Writing of Annual Performance Assessment Reports (APARs) in respect of Group – 'A' & 'B' Officers and Group – 'B' (NG) & 'C' Officials for the period 01-04-2024 to 31-03-2025 in the SPARROW module – reg.**

   All the Divisional/Zonal/Regional/Sectional/RMPL Heads of IBM may kindly refer the guidelines issued by the DoPT vide O.M. No. 21011/01/2005-Estt.(A) Pt II dated 23rd July, 2009 towards the preparation and maintenance of Annual Performance Assessment Reports (APAR). In this regard, it is intimated that the Smart Performance Appraisal Report Recording Online Window (SPARROW) module has been implemented for the APAR writing in Indian Bureau of Mines since 2022-23. Therefore, The APARs for the period 01-04-2024 to 31-03-2025 in respect of all the Officers/Officials will be recorded in the SPARROW module only and no physical APARs will be entertained at any cost.

02.   The PAR Manager nominated by the concerned Offices shall create the workflow correctly for their respective Officers/Officials i.e., Form I for Gazetted Officers and Form II for non-Gazetted Officials, as it has been seen on the previous occasions that some offices have not used the correct format to fill the APARs in respect of Officers/Officials. Further the PAR Manager has to generate APAR by filling the basic information from their Service Book available in his office. The general guidelines for the PAR Manager is enclosed herewith as Annexure-I. All the PAR Manager are also hereby informed that while creating workflow the pay level of Reporting and Reviewing Officer may be kept in mind, as it has been seen previously that some PAR Managers have created workflow of Reporting as well as Reviewing from the Officer of same level, which is not correct and not acceptable and also viewed seriously, as this practice violates the guidelines prescribed by the DoPT.

-2-

03.   In view of the above, all the Divisional/Zonal/Regional/Sectional/RMPL Heads are requested to issue necessary instructions to their respective PAR Manager nominated by them for the completion of all the stages related to APAR i.e. Workflow Creation and PAR Generation in respect of all the Officers/Officials in the prescribed format before 31.03.2025, so that the officers/officials may be able to fill their Self Appraisal part and submit to their Reporting Officer by 15.04.2025.

This issues with the approval of competent authority.

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

Distr to:-

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.
- For Gazetted Officers, Form I- Group A and B shall be selected and for Non Gazetted Officials, Form II – Group B and C shall be selected.
- 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 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 dropdown menu in the SPARROW portal and can refer Page 22 onwards of the manual.