



Government of India  
Dr. Ram Manohar Lohia Hospital, New Delhi  
Ministry of Health and Family Welfare



F.No. Misc/2016-17-RMLH(APAR)/10

Dated: 09/03/2017

**Sub: Online recording of APARs through SPARROW for CHS and Dental doctors for the year 2016-17 onwards.**

Please find enclosed herewith a copy of letter No. Z.16024/05/2017-CHS.V(Pt) dated 27<sup>th</sup> February, 2017 issued by Ministry of Health & Family Welfare.

All the HODs are hereby informed that online recording of APARs through SPARROW (Smart Performance Appraisal Report Recording Online Window) is being introduced for CHS and dental doctors for the year 2016-17 onwards w.e.f. 01.04.2017. Hence, master data in prescribed template (Annexure-I) is required to be submitted to NIC. For login in the SPARROW software, all doctors must have GOI/NIC e-mail id. The doctors who do not have the GOI/NIC e-mail ids may forward their information in prescribed template (Annexure-II) in addition to Annexure-I. The digital signing of APAR reports is mandatory part of eOffice (SPARROW) product. The digital signing is made available through eSign (Aadhar Based Digital Signing).

All HODs are hereby requested to ensure that the requisite information is furnished to the undersigned **by 15/03/2017 positively** so that the same may be forwarded to the Ministry. *This information may also be*

*mailed to dda.rmlh.2@gmail.com*

(Shambhu Kumar)  
Deputy Director (Admn.)

Copy to:

1. All Addl. M.S.
2. All HODs (Medicine, Ortho, Surgery, Skin, Eye, Dental, Family Welfare, ENT, Cardiology, Paediatrics, Pathology, Neurology, Radiology, CTVS, Burn & Plastic, Anaesthesia, Paediatric Surgery, Nephrology, Urology, Psychiatry, Endocrinology, Gynae, Gastroenterology, Microbiology, Blood Bank, Histopathology, Biochemistry, Cytology, Forensic Science, Dietics)
3. Officer I/c NIC with the request to upload the same on hospital website.
4. PS to MS

सुधीर कुमार  
संयुक्त सचिव

SUDHIR KUMAR  
JOINT SECRETARY  
Tel. : 011-23063585  
E-mail : kumars14@nic.in



सत्यमेव जयते

387/DDA  
7/3/17

भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
निर्माण भवन, नई दिल्ली - 110011  
Government of India  
Ministry of Health & Family Welfare  
Nirman Bhavan, New Delhi - 110011

No.Z.16024/05/2017-CHS.V (Pt)

Dated : 27<sup>th</sup> February, 2017

Dear Shri/Smt.

It has been decided to introduce online recording of APARs through SPARROW (Smart Performance Appraisal Report Recording Online Window) for the Central Health Service (CHS) and Dental doctors for the year 2016-17 onwards with effect from 01.04.2017.

2. In order to operationalize the SPARROW software, master data in prescribed template (Annexure-I) in respect of all CHS and Dental doctors is required to be submitted to NIC urgently. Further, for login in the SPARROW software, all doctors must have GOI/NIC e-mail id. The doctors who do not have the GOI/NIC e-mail ids may forward their information in prescribed template (Annexure-II) in addition to Annexure-I. Further, digital signing of PAR reports is mandatory part of eOffice (SPARROW) product. The digital signing is made available through eSign (Aadhar Based Digital Signing).

3. All participating unit heads are, therefore, requested to ensure that the requisite information as stated in para-2 above, is mailed to sm.routray67@gov.in and v.kumar13@nic.in **positively by 6<sup>th</sup> March, 2017 without fail** to enable this Ministry to operationalize the SPARROW software w.e.f 1<sup>st</sup> April, 2017.

With regards,

Yours Sincerely,

*Sudh*  
(Sudhir Kumar) 27/2/17

All Heads of Participating units

*APARs urgently*

*APAR cell*  
*6/3/17*

*Dn(B) office*

*DA-409*  
*3-3-17*

