

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House
Copernicus Marg, New Delhi

No. Misc-1001/8/2019-PPC

Dated: 07 Apr, 2020

OFFICE MEMORANDUM

Sub: Implementation of Online filing of APAR through SPARROW application for IB(E)S officers for the year 2019-20 onwards.

This has reference to Prasar Bharati Secretariat's Office Order No. 161/2019-PPC dated 14.05.2019, Minutes of the Meeting held on 14.05.2019 and OM of even no. dated 11.06.2019 respectively, regarding implementation of SPARROW Module for filing of online APARs in respect of IB(E)S and IB(P)S Officers.

2. Now, with the approval of competent authority, it is decided that the APAR of all the IB(E)S Officers are to be reported online through SPARROW application w.e.f 2019-2020. No APAR for the period 2019-20 onwards will be accepted in physical forms.

3. The online submission of APAR is accessible through <https://sparrow.prasarbharati.gov.in>. All IB(E)S Officers can login in SPARROW application using credentials of their government email id.

3. IT division has assigned the role of PAR Custodian and Central Custodian/Nodal Officers for Workflow Creation and PAR generation, in respect of IB(E)S officers, to the list of officers attached as **Annexure-I**. The list of PAR Custodian and Central Custodian/Nodal Officers is in partial modifications to the Annexure to the OM of even no. dated 11.06.2019.

4. All the IB(E)S cadre officers are required to fill their personal details and Training/leave records (signed and stamped) including details of Reporting & Reviewing officers for generating workflow as per **Annexure-II** and send it to respective Nodal Officer through email. Instruction for filling up the Annexure-II is also enclosed.

5. The Nodal Officers are required to generate the workflow and APARs as per the timeline in DoPT OM No. 21011/01/2009-Estt.(A) Pt.II dated 23.7.2009 or as extended by DoPT.

6. A one day training program will be conducted by IT Division for the Nodal Officers for PAR generation and workflow creation for which the IT Division will issue a separate circular.

Encl: As stated above

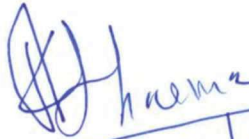

07/04/20
(Alok Kumar Sharma)
Director (Pers)

To

- i. E-in C, (BO)/E-in-C (SI&NS)
- ii. APAR Cell, DG:AIR [with a request to circulate the instructions
- iii. APAR Cell, DG: DDn to all concerned]
- iv. ADG (A), DG: AIR/ ADG(A) DG:DD / Zonal ADGs(E)/ ADG (NABM)
- v. ADG (HR)/ ADG (A)/ ADG (F) /ADG (Tech) PBS
- vi. ADG(IT)/ ADG (IR, AR&Mktg)/ ADG (Content Ops)/ ADG(B&R)/ ADG (Procurement)PB
- vii. DDG (EPM) DG:AIR/ DDG (E-HR) DG:DD/ DDG (A), DG:AIR
- viii. DDG(T) with a request the get the OM uploaded in PB Website

Copy to:

- i. Staff Officer to CEO, Prasar Bharati
- ii. PS to Member (F), Prasar Bharati

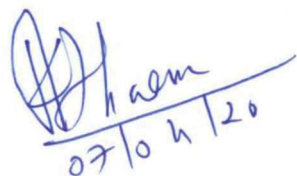

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Central Custodian/Nodal Officer/PAR Manger for online APAR system (SPARROW) IB(E)S Cadre									
Sl. No.	Status	Name (Sh./Smt/MS)	HRIS No.	Designation	Office/ Zone	Unit	Station	Nodal Officer's domain area	email id
1.	PAR Custodian Primary	K K Maurya	9013782	Dy. Dir. Gen. (Engg-HR)	AIR Directorate	AIR Directorate	New Delhi	For all IB(E)S officers	kkmaurya@prasarbharati.gov.in 9818311700
2	PAR Custodian Secondary	J M Kharche	9013489	Dy. Dir. Gen (Engg-HR)	Doordarshan Directorate	Doordarshan Directorate	New Delhi	For all IB(E)S officers	jmkharche@prasarbharati.gov.in 9868331684
Nodal Officer/PAR Manager									
3	Main	Rajan Chopra	9015301	Dy. Dir (Engg)	AIR Directorate	P&D unit, DG:AIR	New Delhi	All IB(E)S cadre officers posted or are drawing salary from DG:AIR and P&D unit	rajan Chopra@prasarbharati.gov.in 9868112262
4	Alternate	M. Baiju	9015135	Dy. Dir (Engg)	AIR Directorate	P&D unit, DG:AIR	New Delhi	All IB(E)S cadre officers posted or are drawing salary from DG:AIR and P&D unit	baijumvr@prasarbharati.gov.in 9447118522
5	Main	Ravinder Dev	9015074	Dy. Dir (Engg)	North Zone	ADG (E) (NZ), AIR & DD	New Delhi	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (NZ) and the offices under O/o ADG(E) (NZ)	ravinderdev@prasarbharati.gov.in 9968078998
6	Alternate	Sanjeev Pandey	9015277	Dy. Dir (Engg)	North Zone	ADG (E) (NZ), AIR & DD	New Delhi	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (NZ) and the offices under O/o ADG(E) (NZ)	sanjeevpandey@prasarbharati.gov.in 9868854834
7	Main	Baliram Dagdu Rajpur	1320323	Asst. Dir (Engg)	West zone	ADG (E) (WZ), AIR & DD	Mumbai	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (WZ) and the offices under O/o ADG(E) (WZ)	bdrajput@prasarbharati.gov.in 9404508006
8	Alternate	Ajay J. Surwade	1800339	Dy. Dir (Engg)	West Zone	ADG (E) (WZ), AIR & DD	Mumbai	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (WZ) and the offices under O/o ADG(E) (WZ)	ajaysurwade@prasarbharati.gov.in 9403372041

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9	Main	Athimoolam Sivakumar	9015303	Dy. Dir (Engg.)	South Zone	ADG (E) (SZ), AIR & DD	Chennai	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (SZ) and the offices under O/o ADG(E) (SZ).	sathimoolam@prasarbharati.gov.in 7010271835
10	Alternate	Peruman Padmavathi	9015090	Dy. Dir (Engg.)	South Zone	ADG (E) (SZ), AIR & DD	Chennai	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (SZ) and the offices under O/o ADG(E) (SZ).	padmavati@prasarbharati.gov.in and tvprojects@prasarbharati.gov.in 9283449691*
11	Main	Santosh Kumar Pradhan	9015094	Dy. Dir (Engg)	East Zone	ADG (E) (EZ), AIR & DD	Kolkata	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (EZ) and the offices under O/o ADG(E) (EZ).	sakupibes@prasarbharati.gov.in 8100022122
12	Alternate	Mrinal Gupta	1890326	Asst. Dir (Engg)	East Zone	ADG (E) (EZ), AIR & DD	Kolkata	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (EZ) and the offices under	mrinalgupta64@prasarbharati.gov.in 9830682704
13	Main	K. Gopakumar	9014130	Dir (Engg.)	North-East zone	ADG(E) (NEZ), AIR & DD	Guwahati	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (NEZ) and the offices under	kgopakumar1@prasarbharati.gov.in 9400691945
14	Alternate	Jalaludin khan	1320325	Asst. Dir (Engg)	North-East zone	ADG(E) (NEZ), AIR & DD	Guwahati	All Officers of IB(E)S cadre posted in, or, are drawing salary from O/o ADG(E) (NEZ) and the offices under O/o ADG(E) (NEZ).	jalaluddinkhan@prasarbharati.gov.in mob no 9453397436
15	Main	Prashant Srivastava	9015123	Dy. Dir (Engg)	Doordarshan Directorate	Doordarshan Directorate	New Delhi	All IB(E)S cadre officers posted or are drawing salary from DG:DDn	prashantsrivastava@prasarbharati.gov.in 7042300361
16	Alternate	R.K. Jain	1530328	Asst. Dir (Engg)	Doordarshan Directorate	Doordarshan Directorate	New Delhi	All IB(E)S cadre officers posted or are drawing salary from DG:DDn	raiendrakumariain@prasarbharati.gov.in 9968393838

* Email Id mentioned in sparrow : tvprojects@prasarbharati.gov.in . Station has been asked to apply for name based email ID and will be updated shortly. For correspondence purpose both the emails can be given.


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Annexure-II

Details to be Provided by the IB(E)S officers to their PAR Custodian / Manager for generation of PAR.

- A. Report for the year:
 B. Period of Report (From & To in DD/MM/YYYY):
 C. eAPAR Part No.(If "Period of Report" is less than a year):

1.	Name of the Officer				
2.	Date of Birth (DD/MM/YYYY)				
3.	Employee details	SPARROW Employee Code (Refer item b of Instructions)			
		Service			
		Cadre			
4.	Date of continuous appointment to present grade (Period concerned)	Date			
		Grade			
		Regular/NFU			
5.	Date of continuous appointment to present post (Period concerned)	Date			
		Post i.e. Designation during period concerned			
6.	Reporting officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reporting officer part of any SPARROW system of Gol (Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee code			
7.	Reviewing officer during the period of Report (as defined in his/ her eAPAR SPARROW system if he/ she is part of any eAPAR SPARROW system)	Is reviewing officer part of any SPARROW system of Gol(Yes/No)			
		Name			
		Batch (Allotment year)			
		Service			
		Cadre			
		Designation			
		SPARROW Employee code			
8.	<i>Period of absence from duty (on training, leave etc.) during the year. If he has undergone training. Specify complete details or NIL, as the case may be</i>				
9.	Absence category	Period From	Period To	Type	Remarks

Self Certification: Certified that the information provided above is true and correct to the best of my knowledge.

Signature:
 Mobile No.:

Details to be provided by the IB(E)S and IB(P)S officers to their PAR Custodian/ PAR Manager for generation of PAR

Instructions

- a. If the "Period of Report" is less than a year then kindly submit duly completed Annexure-II for each "Period of Report".
- b. "Employee Code" for IBES and IBPS officers is of seven characters. Same may be extracted from either HRIS or eOffice portal.
- c. In case the Reporting officer or Reviewing officer is not a part of any eAPAR SPARROW system then kindly provide his/ her details to the extent possible.
- d. For IB(E)S and IB(P)S officers "Service" is IBES and IBPS respectively and "Cadre" is Prasar Bharati Cadre.
- e. Retired officers are available in SPARROW only upto one month after their date of retirement.
- f. The PAR Custodian/ PAR Manager can generate either of the following four "Form Type" based on the classification of each "period of report".
 - i. Study Leave Form
 - ii. No Report Certificate (NRC) Form
 - iii. Training Form
 - iv. eAPAR Forms
- g. Item no. 6 & 7 of Annexure-II is not required in case of Study Leave Form, Training Form and No Report Certificate (NRC) Forms.
- h. eAPAR Forms would be generated based on the information provided against item no. 4 of Annexure-II.
- i. Mobile Alert & Email Alert is generated at each stage of the PAR process flow right from the generation of PAR by PAR Custodian/ PAR Manager.
- j. Kindly ensure that your mobile no. is updated in AADHAAR database to receive One-time password (OTP) for **eSign**. Registered Mobile No. in Aadhaar database can be verified at <https://resident.uidai.gov.in/verify-email-mobile>.
- k. The SPARROW portal of Prasar Bharati is <https://sparrow.prasarbharati.gov.in>. The Officer reported upon as well as Reporting officer & Reviewing officer have to essentially login into this portal only. Reporting & Reviewing officer using any other SPARROW portal would not be able to complete the report.
- l. For login use your Name based official eMail id on Domain: @prasarbharati.gov.in or @gov.in. and password of your email id. The password can be reset by visiting the url <https://passapp.nic.in/>. The OTP for password reset is received on the mobile no. linked to your email id only. Further, the NIC Service Desk details are as follows: <https://servicedesk.nic.in/> and 1800 111 555.
- m. Corrections, if any, in Section I of the PAR can be reported to PAR Custodian/ PAR Manager through "Error Reporting" feature.
- n. Summary of Annual Health Checkup: The officer can upload this as attachment to his report.

For Frequently Asked Questions(FAQs) and User Manual kindly click the links namely the "Frequently Asked Questions" and "Quick Start" respectively at url is <https://sparrow.prasarbharati.gov.in>