

Office Memorandum

Sub: Introduction of Smart Performance Appraisal Report Recording Online Window (SPARROW) for P&T BWS Gr.'A' officers.

As per decision taken in the meeting held with DoP&T an online APAR system is being introduced in DOT for the financial year 2016-17 onwards for all the officers, including those on deputation to various organizations. The pre-requisites for online submission of APAR include:

- (i) NIC e-mail id (xxxx@nic.in, OR xxxx@gov.in)
- (ii) eSign (Aadhar ID linked with mobile number - to be used for OTP based authentication of APAR)

2. All the P&T BWS officers are requested to get their NIC e-mail ID and also ensure that their mobile number is linked with Aadhar ID to facilitate eSign. Those officers who do not have NIC e-mail ID, are requested to apply on the prescribed form to this department immediately. (form enclosed)

3. It is impressed upon all concerned that paper-based APARs will not be entertained from 2016-17 onwards. Further, the System will not permit any delay in the submission of self-appraisal for online APAR beyond prescribed schedule, and hence, onus for any adverse entry in this regard will be on the Officer reported upon.

4. Keeping in view of above, it is requested to furnish following information duly signed by the officer in hard copy and also on e-mail : soae.hq-dot@nic.in immediately latest by 10.12.2016 positively for further necessary action.

- (i) Copy of Aadhar linked with mobile number
- (ii) NIC e-mail id (xxxx@nic.in, OR xxxx@gov.in)
- (iii) Staff Number
- (iv) Date of Birth
- (v) Mobile number



(D. S. Parmar)
Director (Electrical)
Tel: 011-23218925

To,

All the officers of P&T BWS

All Architecture officers

All Electrical wing officers

All Civil wing officers.

Government of India
Ministry of Electronics and Information Technology,
NATIONAL INFORMATICS CENTRE

Application for E-Mail/Auth [Tick] account for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "iNOC, NIC, A4B2 Bay, A-Block C.G.O. Complex") . Please use CAPITAL LETTERS.

- 1) Name of the applicant*: _____
 (Dr./Mr./Ms. First name Middle Name Surname)
- 2) (a)Date of Birth: _____ (b)Designation*: _____
- 3) Min./Dept./Org*: _____
- 4) Address for correspondence*: _____
 _____ City: _____ Pin Code: _____
- 5) Telephone Number :(O)* _____ (R) _____ Mobile*: _____
- 6) Preferred Email/Auth id**: a) _____
 b) _____
- 7) Alternate e-mail address for correspondence*: _____
- 8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
 (DD/MM/YYYY)* _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent
 Authority of the Department
 with date and seal

Signature of the Applicant
 with date and seal

Account Category:

Free/ Paid

If free, on What Basis: _____

If paid, Project No. : _____

Signature of NIC Coordinator/HOD
 with date and seal

Name & Designation: _____
 E-mail and Tel. _____

FOR OFFICE USE

Billing Division(RR Section):

File Number:

Payment Processed: Yes/ No

Signature

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO):

Signature of iNOC incharge

Signature of the Operator

Name & Desig.: _____

* Entries are mandatory and need to be filled.

**The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

**A suffix may be added to make the email id unqi across the domain