

File No. CS/Adv(Finance)/SPARROW/2019-20
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan 20, Ashoka Road, New Delhi-110001.
(CS & Protocol Section)

Dated: 28 .02.2020

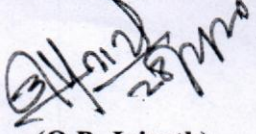
OFFICE MEMORANDUM

Sub: Master Data Updation in SPARROW Portal of IP&TAFS Group 'A' Officers-Reg.

Reference is invited to the subject cited above regarding correction / updation in master data of IP&TAFS Group 'A' officers at SPARROW (APARs) Portal.

2. All the Group 'A' officers of the cadre are requested to check their profile details at SPARROW Portal by using your login Id and Password at <http://sparrow-dot.eoffice.gov.in>.
3. Kindly follow the below process to check your profile details after login at SPARROW Portal:
 - a) Select Dossier -- My Completed APAR -- Assessment Period -- Choose Assessment Year -- 2018-2019 / 2019-2020--- Press Submit.
 - b) Check your Basic Information I.e. Code; Name; Designation; Batch etc.
4. In case, if any correction required, please send an email to this office at **dot.fin.sparrow@gmail.com** with necessary documents i.e. office order copy as proof for correction and uploading the same at SPARROW Portal for master data updation on or before 15th March, 2020 positively.
5. If all information in master data found correct and updated, kindly arrange to supply a certificate to this office through email as per Annexure attached on or before 15th March, 2020 positively.
6. This information is urgently required for processing the cases of Promotions, Empanelment etc.
7. This issues with the approval of Competent Authority.

Enclosure (As above)


(O.P. Jairath)
ADG (SEA)

To

1. The CGCA, Ghitorni, New Delhi
2. All Sr DDG/Pr CCA/ CCA's/ DG NICF Ghitorni/ Sr DDG (PAF), DoP Hq.
3. All DDG Accounts & Finance Side DoT Hq /Administrator, USOF.
4. All Officers of IP&TAFS Group 'A' officers including the officers presently on deputation/training/ leave.
- ✓ 5. US (SEA II) for uploading on the DoT Website.
6. Guard File / Spare.

Certificate

This is to certify that all information in my master data found correct and updated at SPARROW Portal.

Name of the officer: _____

Present Designation: _____

Present Place of Posting: _____

Official Email Id: _____

Contact Details: _____

Mobile Number: _____

Signature of the Concerned Officer

Dated: