

A-11014/25/2014/MFCGA(A)/Gr.B/Pt.File/129  
Government of India  
Ministry of Finance, Department of Expenditure  
Controller General of Accounts

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Mahalekha Niyantarak Bhawan,  
GPO Complex, INA  
New Delhi

Dated 11<sup>th</sup> May, 2017

**Office Memorandum**

**Sub. : Implementation of Smart Performance Appraisal Report Recording Online Window (SPARROW) – reg.**

Attention is invited to this office OM of even no. dated 8<sup>th</sup> November, 2017 on the subject cited above. The SPARROW system is to be made effected from April, 2017.

In order to implement SPARROW for Group 'B' Officers(SrAO/AO/AAO), the Pr.CCA/CCA/CAs are requested to nominate EMD (Employee Master Data) Manager in their respective Ministries. The EMD Manager would be responsible for management of data of the individuals including upadation/corrections thereof. The nomination of EMD Manager must be forwarded to this office latest by **15<sup>th</sup> May, 2017**. To familiarize the EMD Managers with the SPARROW, a workshop will be organized very shortly.

It may kindly be noted that this **exercise is being monitored at the highest level and any lapse to adhere timeline for above nomination** would be viewed seriously.

This issues with the approval of the competent authority.



( G. Ramesh )  
Asstt. Controller of Accounts

To

- i) All Pr.CCA/CCA/CAs of Ministry/Department Concerned.
- ii) Sr.AO(ITD).