

THROUGH E-MAIL ONLY

File No.A-28013/2/2016-CAC
Ministry of Finance
Department of Expenditure
Office of Chief Adviser Cost

2nd Floor, 'C' Wing, Loknayak Bhawan,
New Delhi, Dated 19th January, 2017

OFFICE MEMORANDUM

Subject: Implementation of on-line APAR system (SPARROW) in respect of ICoAS Officers –Training of ICoAS Officers reg.

The undersigned is directed to refer to this office OMs dated 16th January 2017 intimating the schedule of training on the customized e-Office (SPARROW) software provided by the NIC.

In view of the early closure of Government offices in connection with Republic Day Parade on 25th January 2017, it has been decided to **prepone the SPARROW training of Directors/Joint Directors level ICoAS officers on 24th January 2017 at 3.00 P.M** which was earlier scheduled on 25th January 2017. **Time & Venue remains the same.**

All the Directors/Joint Directors level ICoAS officers are requested to ensure their participation in the above training program as per the revised schedule.



(Vikas Mathur)
Deputy Director (Cost)
Ph. 24653487

To,
All Directors/Joint Directors level ICoAS officers

Copy for information to”

PPS to ACA(C)

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2nd Floor, 'C' Wing, Loknaya Bhawan,
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OFFICE MEMORANDUM

Subject: Implementation of on-line APAR system (SPARROW) in respect of ICoAS Officers –Training of ICoAS Officers reg.

The undersigned is directed to refer to this office earlier OMs on the subject cited above and to say that testing module of the customized e-Office (SPARROW) software has been provided by the NIC with a request that software may be tested before the same is made live for everyone.

Accordingly, it is been decided to conduct preliminary training session to provide hands on practice to all the ICoAS officers in batches as per the details given below:

Sl. No.	For whom	Proposed dates	Time & Venue
1	Principal Advisers/Advisers	18 th January 2017	3.00 P.M
2	Directors/Joint Directors	25 th January 2017	Conference Room,
3	Dy. Directors/Asstt. Directors	1 st February 2017	Office of Chief Adviser Cost Ministry of Finance
4	Leftovers/Absentees ICoAS officers, APAR Managers, Custodians etc.	8 th February 2017	Department of Expenditure 2nd Floor, 'C' Wing, Loknaya Bhawan, New Delhi

It is reiterated that as per the direction of Finance Secretary & Secretary (Expenditure) on-line APAR system (SPARROW) for the ICoAS Officers **is to be implemented from the assessment year 2016-17 onwards.**

In view of the above all the ICoAS officers are requested to ensure their participation in the above training programs.



(Vikas Mathur)
Deputy Director (Cost)
Ph. 24653487

To,
All ICoAS Officers