

दक्षिण पश्चिम रेलवे  
SOUTH WESTERN RAILWAY



Head Quarters Office,  
Personnel Department,  
Hubli - 580 020

No. SWR/HQ/P.184/Gaz/SPARROW

Dated: 03.03.2017.

All PHODs, All CHODs  
CAO/CN/BNC  
DRMs-UBL, MYS, SBC  
CWMS-UBLS, MYSS

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

Ref: Secretary, Railway Board, New Delhi, D.O. letter No. 2017/RBCC/7/10/eOffice-SPARROW dated 07.02.2017 (copy enclosed)

\* \* \* \* \*

Ministry of Railways is in the process of implementing **online filing of APAR** through the mechanism of SPARROW (Smart Performance Appraisal Report Recording Online Window). This new system shall be implemented starting with the APARs for the year 2016-17 for officers of the level of Deputy Secretary (**JAG**) and **above**, instead of manual processing of their APARs.

Para 5 of the enclosure to the Railway Board letter advises that all officers shall have a valid and working email account on the '**gov.in**' domain, hosted on the NIC servers. This will facilitate creation of user accounts on the SPARROW portal. **Hence, it is required that all JAG Officers and above should register their email ID by name on the 'gov.in' domain at the earliest duly advising this office, so that we are in readiness for initiation of APARs for the year 2016-17.**

For creation of 'gov.in' email account, the officers may login to their respective RUID on REIS website and click on "NIC email ID".

**(Path → <http://www.reis.railnet.gov.in/default.asp>)**

An urgent action is solicited please.

Encl: As above (six sheets)

(G.R.S.Rao)

Dy.CPO(Gaz) &  
Nodal Officer(SPARROW)  
For Chief Personnel Officer

Copy to:

Secretary to GM - For kind information of GM.

PS(Gazetted) to GM @ Camp Office/SBC & Alternative Custodian/SPARROW.