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भारत सरकार
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
दीपस्तंभ और दीपपोत महानिदेशालय
ए-13, सैक्टर-24, नोएडा-201301
उत्तर प्रदेश

File No.- VIG-01/1/2023-VIG

Noida, Dated 26th March, 2025

To

The Deputy Director General,
Directorate of Lighthouses and Lightships,
VTS Kandla (Gandhidham)/Kolkata/Mumbai/Jamnagar.

The Director,
Directorate of Lighthouses and Lightships,
Chennai/Cochin/Kolkata/Port Blair/ Jamnagar/
Mumbai/Visakhapatnam/Goa/NAIS Mumbai/VTS Gandhidham.

Sub: SOP (Standard Operating Procedures) for filling up and grading of APARs on SPARROW portal for the reporting year 2024-25 commencing from 01.04.2024-reg.

For filling up the APAR by all the officers reported upon (ORU) for the reporting year 2024-25 commencing from 01.04.2024, Standard Operating Procedures as mentioned below, is to be followed up: -

1. For Officers Reported Upon (ORU): -

- a) Last date of filling up self-appraisal by officers by reported upon compulsorily: **15th April 2025.**
- b) FORMS
 - Form type to be filled by the officers posted in non-assessment charges including Headquarters and Directorates: Form-I.
 - Form type to be filled by the officers posted in DGLL and Regional Directorates and Lighthouses.
 - For officers of Regional Directorate, Forms type already available on SPARROW shall be used.
- c) The APAR period needs to be ascertained by the ORU (officer reported upon) according to the time period of supervision by the reporting officer. In case of a single reporting officer and multiple reviewing officers for a given reporting year, then invariably the reviewing officer who has supervised the work of ORU for more than **90 days** shall be selected in APAR work flow for the entire reporting year. In case of two or more reviewing officers who are eligible to review the performance of ORU, the last eligible reviewing officer may be selected for the entire reporting year.
- d) Description of duties of officers to be elaborately given in Section-II (Self-appraisal) in not more than 1500 words including the accomplishments in the form of Appeal Orders / Quality Assessment orders/ Penalty/ Draft Assessment orders/ Verification Reports/Review Reports technical Reports, for faceless hierarchy and disposal of pending rectifications, appeal effects, dossier handling, scrutiny reports, prosecution reports etc. wherever applicable.
- e) In the column on outstanding contribution, the ORU shall also mention the specific areas for capacity building and upgradation of skills undertaken /identified through training programs (iGOT, in house trainings, MOOCs through SWAYAM, Seminars attended) etc.

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8. For Reporting Officers: Integrity Column

- e) In Section-III (A) Appraisal while commenting on the integrity of the officer reported upon ONLY following comments should be put: -

- i. Beyond Doubt.
- ii. Since the integrity of the officer is doubtful, a secret note is attached.
- iii. Not watched the officer's work for sufficient time to form a definite Judgment but nothing adverse has been reported to me about the officer in the box provided.

- f) If a secret note is written in the integrity column, then the reporting shall communicate the secret note to DGLL, Hqs manually and not upload on the system.
- g) If the grading is equivalent above 9, the reporting officer shall give an elaborate pen picture to Justify the grading so awarded as the same is considered by DPC for promotions and empanelment's etc. along with overall gradings.
- h) In the pen picture the Reporting Officers are advised to focus only on the overall qualities of the officer including areas of strengths and his attitude towards weaker sections.

9. The above instructions are to be followed by all officers while filling up or grading APARs for reporting year 2024-25. A user manual for SPARROW (PARICHAY) prepared by the DOPT is enclosed herewith as **Annexure-I**.

The user manual for SPARROW (PARICHAY) may also be accessed online as follows:

- <https://sparrow-dgll.railel.in>
- Login using User ID and Password as provided by NIC. (email ID and password).
- The password provided by NIC can be personalized and changed by visiting site <http://gov.in>
- For the officials and staff posted at Lighthouse can use the following portal.
- <https://dgll-vpn.rcil.gov.in> by enduring their official email.ID on NIC.
- Password for VPN is e Office@7890

10. The above may be circulated to the all the officials.

Encl: As above.

Yours faithfully,

(Digvijay Singh)
Deputy Director
For DGLL

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हस्ताक्षर /Sign.....

दिनांक /Date..... 04/14/25

(All copies send by mail)