



भारतीय कृषि अनुसंधान परिषद  
उत्तर पूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर  
उमरोई रोड, उमियम - 793103, मेघालय  
पदकपंद ब्वनदबपस वऱि हतपबनसजनतंस त्मेमंतबी  
ICAR Research Complex for NEH Region  
Umroi Road, Umiam-793103, Meghalaya  
(Legal & APAR Cell)



F. No. RC/LC/7/2021

[icarnehsparrow@gmail.com](mailto:icarnehsparrow@gmail.com)

Dated 11<sup>th</sup> May 2022

**CIRCULAR**

It is hereby informed to all Scientific/ Administrative and Technical Staff the following for effective implementation and processing of PAR's in SPARROW:

1. All Scientific, Administrative and Technical staff are requested to login SPARROW ([sparrow.icar.gov.in](http://sparrow.icar.gov.in)) using their gov.in e-mail ID's so as to Report/ Review PARs of employees for whom they are the Reporting/ Reviewing Officer.
2. All employees who have duly filled in their PARs may check the movement of the same (i.e. the present status of the PAR either pending with Reporting/ Reviewing Officer or closed). The same can be checked by login in [sparrow.icar.gov.in](http://sparrow.icar.gov.in) using their gov.in e-mail IDs.
3. It is also informed that the time period post generation of PAR as follows:
  - a) 15 Days after generation of PAR for an employee to complete his filling up of PAR and sending it to the reporting Officer.
  - b) 15 Days for the Reporting Officer to Report the PAR and onward submission to the Reviewing Officer for Review.
  - c) 30 Days for the Reviewing Officer to Review the PAR.
4. The hierarchy of the employee and his / her reporting/ Reviewing Officer has already been incorporated in SPARROW as per information received from the concerned employee/ Heads.

It is hereby requested that all concerned in respect to the above may check SPARROW portal regularly for the aforesaid responsibilities. It is also stated that generating of PARs are taking place daily until complete incorporation of all employees in SPARROW.

(N. Borthakur)  
In-charge Legal & APAR Cell  
Nodal Officer (SPARROW)

Copy to:

1. PS to the Director for kind information of the Director.
2. All Concerned & also for uploading in the Institute website/ Notice Board.