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**Registered Post**

Government of India  
Ministry of Defence  
Department of Defence Production  
Dte General of Quality Assurance  
Nirman Bhawan P.O  
New Delhi - 110011

No. 97118/APAR/Online/DGQA/ADM-6B

20 Jul 2018

**CQA(AVE), HVF Campus  
Avadi, Chennai- 600054**

**ONLINE APAR : SPARROW**

*(Part Procedure)*

1. Reference your letter No. 20085/Est/Z/SPARROW dated 05 Jun 2018.
2. The observations mentioned vide your ibid letter regarding problems in functioning of SPARROW software for online APAR have been taken note of. Following solutions are provided in response to issues raised:-
  - a) In case of any officer's name is not shown in dropdown menu while workflow creation, it is suggested to search their names in the 'global search'(follow detailed guideline provided in flowchart furnished vide our letter No. 97118/APAR/Online/DGQA/Adm-6B dated 01 May 2018)  
If name of officer doesn't show even in global search, then officers name may not have been entered into SPARROW database. Kindly communicate the detailed data in r/o such officers to EMD creator i.e. DDG(Adm) for DQAS and DDG(O) for PSSO.
  - b) SPARROW Account for Tenure officers who are (IO/RO for some Officers) would be created by DDG(O)/Adm-4. So kindly forward the detailed data of Tenure officers to Adm-4.
  - c) The list of officers mentioned in your letter dated 05 Jun 2018, necessary action has been taken regarding transfer of their estt in SPARROW database.
  - d) The suggestive options mentioned at para1(d), 2(c), (d), (e) could not be rectified by this office, as these issues pertain to changes in SPARROW software which is the dealt by NIC SPARROW Team.

*Priti*  
(Priti B Desai)  
Asstt Dir(Adm-6B)

Copy to :-

✓ ADGQA(L) : For information please.