

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization

FDA Bhawan, Kotla Road
New Delhi
Dated: 15.03.2024

OFFICE MEMORANDUM

Subject: To provide information in respect of Reporting/Reviewing Officers for creating workflow and generating APAR in "sparrow-cdsco.mohfw.gov.in" for the year 2023-2024-Reg.

The undersigned is directed to refer to the above mentioned subject and request to all employees of CDSCO (HQ), Zones, Sub-Zone, Port Offices, and Laboratories including Mini Labs of CDSCO to furnish details in the following prescribed format in order to facilitate timely generation of APARs for the year 2023-2024:

For CDSCO Officials:

Name & Designation	
Joining or Allotment Year/ Batch	
Date since holding the current post	
Place of Posting	
Period of APAR	
Reporting Officer (with sparrow code)	
Reviewing Officer (with sparrow code)	
Durations of training/leave during the period	

2. All concerned are requested for necessary compliance and the exercise needs to be completed by 31.03.2024 positively. However, if there is any query related to sparrow APARs, kindly contact to iconnect@cdsco.nic.in


15/3/2024
(Dileep Kumar Rajput)
Director (Admn.)

To

The Heads of all Officer / Divisions of CDSCO (HQ). Zones, Sub-Zones, Port Offices and Laboratories including Mini-Labs.

Copy to:-

- (i) DCG (I) Sectt.
- (ii) PA to Director (Admn)
- (iii) PA to DDA (D).
- (iv) Under Secretary, Drugs Regulation section, MoHFW
- (v) Guard file.