E-OFFICE LITE SPARROW

• Training on Smart Performance Appraisal Report Recording Online Window

• 30.04.2019
SPRROW (Smart Performance Appraisal Report Recording Online Window)

• Implemented for Gr B and C Officers
• Group A officers: for the last 3 years.
• Steps are same to that of Pen-paper mode.
• [https://sparrow-cbic.rcil.gov.in/](https://sparrow-cbic.rcil.gov.in/)
• Login using Nic mail id followed by OTP through registered mobile number.
Step by step guide for “Officer Reported Upon”.

- The "Smart Performance Appraisal Report Recording Online Window" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "Username", "Password" and "Captcha".
- The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is ashish.solanki@nic.in or ashish.solanki@gov.in, then, the user id will be ashish.solanki.
- The Captcha as given in the box should be entered then click the "Login" button.
After Login the screen will look like
The software would automatically move to next screen. By default, the SPARROW window will open up as shown in the next page.
APAR generated by Custodian will appear here in Inbox
The officer Reported upon will select the first PAR by clicking the APAR-ID for the relevant period. This would open section-I of the APAR.

<table>
<thead>
<tr>
<th>Work Information</th>
<th>Self Appraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I – Basic Information</strong></td>
<td></td>
</tr>
<tr>
<td>खंड-1 - मूलभूत सूचना</td>
<td></td>
</tr>
<tr>
<td>(To be filled in by the Administration Division/Personnel Department)</td>
<td></td>
</tr>
</tbody>
</table>

1. पिच्चर से संबंधित अधिकारी का नाम
   Name of the Officer reported upon
   ASHISH KUMAR

2. सेवा
   Service
   CBIC

3. योग्यता
   Qualification

4. सरकारी सेवा में भर्ती की तिथि
   Date of Entry into Govt. Service

5. जन्म तिथि
   Date of Birth
   30/01/1970

6. वर्तमान ग्रेड
   Present grade

7. वर्तमान पद
   Present post
   INSPECTOR
The **Officer Reported Upon** can check all his details filled in the Section-I which is name, Year of Allotment, Employee code, Date of Birth, work duration under Reporting and Reviewing Authority etc.
If any information is found to be incorrect then he can submit error report to Custodian by clicking **Submit Error Report tab**. If all the information filled in is correct, the officer can click Section-II of APAR and fill Section-II of APAR.
If he clicks **Submit Error Report** option following screen will open up which will have a text box. The officer can give the nature of errors / details which are to be corrected in the text box and click **Submit** button.
After clicking **Submit** a message would appear with text “**Data Error Message is Reported Successfully**” which means that the report has been sent to Custodian to make relevant changes.
After sending the error report, the officer should go to **Self Appraisal** of PAR and fill all his particulars for performance appraisal.
Please fill 'Brief Description of Duties'.

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of extraordinarily challenging tasks or major systemic improvement (resulting in significant benefits to the public and or reduction in time and costs)? If so, please give a verbal description (within 100 words):

(Maximum words limit is 100)

4. For the current assignment

For your future career.
Please fill 'Brief Description of Duties'.

For the current assignment.

For your future career.

Please Note: you should send an updated CV, including additional qualifications acquired/ training programs attended/publications/special assignment undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

5. उपयोगकर्ता

Declaration

क्या आपने अपनी अवधि संक्षिप्त का विहंगम, यथा देय को भर दिया है? यदि हां तो कृपया उसकी तारीख दिखाइए / Have you filed your immovable property return, as due. If yes, please mention date

क्या आपने उस सभी अधिकारियों के लिए नामूना वर्ष के लिए पर्याप्त कार्य क्षेत्र निर्धारित कर दी है? इसके आयोजन प्रश्नों का संबंध है? / Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting authority.
After filling all the details in Section–II, the officer can also upload any supporting documents in pdf format up to 3 mb by clicking Browse button.

Please fill ‘Brief Description of Duties’.
• The officer has an option to save the document and come back later to change/amend the same by clicking Save as Draft tab. Officers are also requested to keep on saving the document by clicking Save as Draft to avoid loss of data due to electricity failure or network connectivity issues.
Alternatively, the officer may send the PAR to Reporting officer after completing Section II of APAR for which the officer should click on Submit (Send to Reporting Authority). On clicking Submit button, a window asking OTP will appear in which you have to fill the OTP which will be received in your mobile linked with Adhaar card. After clicking this button a confirmation screen for submitting the Section II of APAR will appear with warning- “Once the form is submitted, data will not be changed. Are you sure you want to submit”.
After pressing the OK button a message would pop up saying that the APAR has been sent to the Reporting Authority as shown in screen below. An email and SMS will also be sent to the Reporting Officer to this effect.
APAR ID: 2019-16042018-24072018-2106533 has been Sent Successfully to DHARMISHILA UPADHYAY (G13D_UF9701) [TAX ASSISTANT]

BACK Click the Link to redirect back.
Acceptance of APAR or making representation by the Officer Reported Upon: Once Custodian discloses the completed APAR to the Officer Reported Upon, the APAR will be available in the My PAR tab and on clicking the Tab, following screen will appear.
• After clicking on APAR-ID, all four sections of APAR can be seen by the Officer Reported Upon by clicking on different sections. The officer can also save this APAR by clicking on Preview Option as shown in the image in every section.

• After clicking on Preview, the officer would have option to only open or SAVE the document. Click on SAVE File to make a copy in the computer.

• After viewing his Section III and Section IV the officer can either click on “I ACCEPT” the APAR or “PUT FOR REPRESENTATION”. If the officer clicks on I Accept Button, a confirmation message would pop up and APAR would be sent to the Custodian for closing
MESSAGE

APAR ID: 2019-16042018-24072018-2106533 has been Sent Successfully to MANMOHAN SINGH (G13M_SM9301) [SUPERINTENDENT]

BACK Click the Link to redirect back.
Thank you