• 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 the role of Reviewing officer

For any assistance or queries related to SPARR

SPARROW (CBIC)
| Smart Performance Appraisal Report Recording Online Window |

User Name: Login with NIC User ID*
Password:
Captcha: Please Enter the Captcha

fYgcHR

The new version of SPARROW will use applet free DSC signing. For this, all users will have to install DSC signer service (ONE TIME) on their respective client machines. The DSC Signer service can be downloaded from eOffice Public Site or eOffice Documents Repository.
Your inbox will appear like this
Click on Assess PAR and then, on APAR ID

<table>
<thead>
<tr>
<th>S.No</th>
<th>Form Type</th>
<th>APAR ID</th>
<th>Officer Detail</th>
<th>Received On</th>
<th>Sent By</th>
<th>Sent Date</th>
<th>Current Stage</th>
<th>Quick Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E</td>
<td>2019-16042018-24072018-2106533</td>
<td>CRCL Group A</td>
<td>25/04/2019</td>
<td>DHARMSHILA ...</td>
<td>25/04/2019</td>
<td>Reviewing Auth...</td>
<td></td>
</tr>
</tbody>
</table>
By Default, the Grades by Reviewing are same as that of Reporting Authority. If the Reviewing Authority wants to grade differently, he has to click on No, and then fill Grades in Section III:

After giving grades, and filling in Section IV, it will go to Custodian.

1. क्या आप खंड III में रिपोर्टिंग अधिकारी द्वारा कार्य परिणाम तथा विभिन्न गुणों के संबंध में किए गए मूल्यांकन से सहमत हैं? क्या आप रिपोर्टिंग अधिकारी की असाधारण उपलब्धियों/या महत्वपूर्ण असफलताओं के संदर्भ में किए गए मूल्यांकन से सहमत हैं? (यदि आप गुणों के संक्षेपात्मक मूल्यांकन से सहमत न हों, तो कृपया उस खंड में आपके लिए निर्धारित काहम में अपना मूल्यांकन दर्ज करें तथा अपनी प्रविष्टि के नीचे हस्ताक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon?

(in case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

- Yes/ होँ
- No/ नहीं
The following message appears

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!