

E-OFFICE LITE SPARROW

- **Training on Smart Performance
Appraisal Report Recording
Online Window**

• **30.04.2019**

SPRRROW (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/>
- Login using Nic mail id followed by OTP through registered mobile number.

Step by step guide for “Officer Reported Upon”.

- Open the url <https://sparrow-cbic.rcil.gov.in/> in browser.
- 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 screenshot displays the Sparrow dashboard interface. At the top, there is a blue header with the eOffice logo on the left, the title "Smart Performance Appraisal Report Recording Online Window (SPARROW)" in the center, and navigation links for "About", "Help", and the user "Mr. Ajay Luhach(DEPUTY COM...)" on the right.

On the left side, there is a vertical navigation menu with the following items: Sparrow, Inbox, Sent, Delegation, User Assistance, Role Mapping, Role Detail, Workflow, PAR, Dossier, DSC, IPR, and Support@ServiceDesk.

The main content area is titled "Home" and features four summary cards, each with a count of 0:

- Officers Posted (blue card with people icon)
- PAR Generated (orange card with document icon)
- PAR Closed (green card with document icon)
- In Process PAR (red card with circular icon)

Below the summary cards is the "Assessment Year" section, which includes a dropdown menu set to "2018-2019" and a "View Dashboard Details" button.

The bottom section is titled "Transactions on Weekly Basis" and contains a line chart. The y-axis is labeled "Transaction Number" and ranges from 0 to 300 in increments of 50. The chart area is currently empty, showing only the axes.

The software would automatically move to next screen. By default, the SPARROW window will open up as shown in the next page.

The screenshot displays the SPARROW (Smart Performance Appraisal Report Recording Online Window) interface. The top navigation bar includes the eOffice logo, the application title, and user information. A left sidebar contains navigation links for various system functions. The main dashboard area features four status cards with zero counts, an assessment year selector, and a chart titled 'Transactions on Weekly Basis'.

Navigation Bar:

- eOffice A DIGITAL WORKPLACE SOLUTION
- Smart Performance Appraisal Report Recording Online Window (SPARROW)
- About ▾
- Help ▾
- Mr. Ajay Luhach(DEPUTY COM... ▾

Left Sidebar:

- Sparrow
- Inbox
- Sent
- Delegation
- User Assistance ▾
- Role Mapping
- Role Detail
- Workflow ▾
- PAR ▾
- Dossier ▾
- DSC ▾
- IPR
- Support@ServiceDesk

Dashboard Cards:

- Officers Posted: 0
- PAR Generated: 0
- PAR Closed: 0
- In Process PAR: 0

Assessment Year Section:

Select Assesment year: 2018-2019 View Dashboard Details

Chart: Transactions on Weekly Basis

The chart area shows a vertical axis labeled 'Transaction Number' ranging from 0 to 300 in increments of 50. The chart area is currently empty.

APAR generated by Custodian will appear here in Inbox

Sparrow

Inbox

Sent

Delegation

User Assistance ▾

Track Your PAR

eSign Logs

Dossier ▾

DSC ▾

IPR

Support@ServiceDesk

Home ▸ Inbox

■ Standard ■ Representation

My Par(1)

Assess Par(0)

Delegated Par(0)

Search:

Copy

Excel

PDF

CSV

Show 10 rows

S.No			APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2019-16042018-24072018-2106533	CRCL Group A	25/04/2019	MANMOHAN SI...	25/04/2019	Officer Reported...	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

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

eOffice A DIGITAL WORKPLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window (SPARROW) About ▾ Help ▾ Mr. ASHISH KUMAR(INSPECTOR - ... ▾

Designation: INSPECTOR Batch: 1900 Assessment Period: 16/04/2018 to 24/07/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal

खंड-1 - मूलभूत सूचना
Section I – Basic Information
ठसे प्रशासनिक प्रभाग/कार्मिक विभाग द्वारा भरा जाएगा
(To be filled in by the Administration Division/Personnel Department)

1.रिपोर्ट से संबंधित अधिकारी का नाम Name of the Officer reported upon	ASHISH KUMAR
2.सेवा Service	CBIC
3.योग्यता Qualification	
4.सरकारी सेवा में प्रवेश 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
8.वर्तमान पद पर नियमित नियुक्ति की तारीख Date of regular appointment to present post	

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

WELCOME TO SPARROW x Directorate General of human re: x Downloads x WELCOME TO SPARROW - LOGI x +

https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/Form/doShow?reqBack=qD11gdbhNLJuD2-0YwoZrne4LmnFcNWLVGz0Et0Oa_0cTMfwNjYj0L2uMW8cO-aQhMHMij...

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW) About Help Mr. ASHISH KUMAR(INSPECTOR - ...

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal

Present post

8.वर्तमान पद पर नियमित नियुक्ति की तारीख
Date of regular appointment to present post

9.रिपोर्टिंग और पुनरीक्षण प्राधिकारी
Reporting & Reviewing Authorities

प्राधिकारी Authority	नाम Name	पदनाम Designation	कृत कार्य की अवधि Period Worked	
			From Date	To Date
Reporting Authority	DHARMSHILA UPADHYAY	TAX ASSISTANT	16/04/2018	24/07/2018
Reviewing Authority	GAURAV SHARMA	TAX ASSISTANT	16/04/2018	24/07/2018

10.अवकाश आदि पर अनुपस्थित रहने की अवधि
Period of absence on leave, etc.

अवकाश पर (प्रकार दर्शायें) On Leave	अवधि से: Period From	अवधि तक Period To	प्रकार Type	टिप्पणियां, Remarks

DRAFT Send To Reporting Authority

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**.

The screenshot displays the SPARROW web application interface. The browser address bar shows the URL: https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/Form/doShow?reqBack=qD11gdbhNLUjD2-0YwoZrne4LmnFcNWLVGz0Et0Oa_0cTMfwNjYj0L2uMW8cO-aQhMHMij...

The application header includes the 'eoffice' logo, the title 'Smart Performance Appraisal Report Recording Online Window (SPARROW)', and user information 'Mr. ASHISH KUMAR(INSPECTOR - ...)'. A navigation sidebar on the left contains links for Sparrow, Inbox, Sent, Delegation, User Assistance, Dossier, DSC, IPR, and Support@ServiceDesk.

The main content area is titled 'Workflow Details' and contains a 'Standard' tab. Under the 'Basic Information' sub-tab, there are two sections:

- 11. प्रशिक्षण कार्यक्रम जिसमें उपस्थित हुए**
Training Programs attended:

दिनांक से Date from	दिनांक तक Date to	संस्थान Institute	विषय Subject
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 12. पुरस्कार/सम्मान**
Awards/Honours

Below these sections is a 'Submit Data Error Report' button. At the bottom left, the date is displayed as 'दिनांक (Date): 25/04/2019'. At the bottom right, there is a signature block: 'प्रशासन/कार्मिक विभाग की ओर से हस्ताक्षर', 'Signature on behalf of Admn./Personnel Deptt', and 'Mr. MANMOHAN SINGH (G13M_SM9301) - SUPERINTENDENT'. At the very bottom, there are 'DRAFT' and 'Send To Reporting Authority' buttons.

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

The screenshot shows a web browser window with the URL https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/Form/doShow?reqBack=qD11gdbhNLUd2-0YwoZrne4LmnFcNWLVGz0Et0Oa_0cTMfwNjYj0L2uMW8cO-aQhMHMij.... The page title is "Smart Performance Appraisal Report Recording Online Window (SPARROW)".

The main content area is titled "Workflow Details" and includes sections for "Basic Information" and "Awards/Honours". A "Report to Data Error" dialog box is overlaid on the page. The dialog box has a blue header and contains the following text:

Report to Data Error

Remarks: *

(Maximum words limit is 100 for Remarks)

0

Submit Data Error Report Close

The background page shows a sidebar with navigation options like "Sparrow", "Inbox", "Sent", "Delegation", "User Assistance", "Dossier", "DSC", "IPR", and "Support@ServiceDesk". The main content area includes a "Date from" field and a "Submit Data Error Report" button. The footer of the page displays the date "दिनांक (Date):25/04/2019" and the signature of "Mr. MANMOHAN SINGH (G13M_SM9301) - SUPERINTENDENT".

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



A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Mr. Kalyan Kumar Chaudhuri (ASSISTANT COMMISSIC

- SPARROW
- › Inbox
- › Sent
- › Delegation
- › User Assistance
- › WorkFlow
- › Dossier
- › DSC
- › NIC EMail Status
- › Support@HelpDesk

Message

Data Error Message is Reported Successfully.

After sending the error report, the officer should go to **Self Appraisal** of PAR and fill all his particulars for performance appraisal

The screenshot shows the SPARROW web application interface. The browser address bar displays the URL: https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/Form/doSubmit/qD11gdbhNLJuD2-0YwoZme4LmnFcNWLVGz0Et0Oa_0cTMfwNjYj0L2uMW8cO-aQhMHMijCyj9yZrf...

The application header includes the **eoffice** logo, the title **Smart Performance Appraisal Report Recording Online Window (SPARROW)**, and user information: **About**, **Help**, and **Mr. ASHISH KUMAR(INSPLECTOR - ...)**.

The main content area is titled **Please fill 'Brief Description of Duties'.** It features a **Standard** tab and a **Self Appraisal** sub-tab. A **Reload Old PAR** button is visible. The central section is labeled **खंड-II-स्वमूल्यांकन** (Section II-Self Appraisal) and includes the instruction: **(समीक्षाधीन अधिकारी द्वारा भरा जाए) (To be filled by the officer reported upon)**.

The first section is **1. दायित्वों का संक्षिप्त विवरण** (Brief description of duties: आपके धारित पद का उद्देश्य और कार्य जिसका किया जाना आपसे अपेक्षित है, लगभग 100 शब्दों में लिखें। (Objectives of the position you hold and the tasks you are required to perform, in about 100 Words)). Below this is a large text input field.

The second section is **2. वार्षिक कार्य योजना और उपलब्धि** (Annual Work Plan and Achievement). It contains a table with the following structure:

अ.क्र. S.No	दिया गया कार्य Tasks Assigned	किया गया कार्य Tasks Performed	कमिया यदि कोई ए और कमियों का कारण Shortfall if any & Reason for Short fall
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the form, there are buttons for **DRAFT** and **Send To Reporting Authority**.

- Sparrow
- Inbox
- Sent
- Delegation
- User Assistance
- Dossier
- DSC
- IPR
- Support@ServiceDesk

Please fill 'Brief Description of Duties'.

Standard

Basic Information | **Self Appraisal**

+

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of extraordinarily challenging task 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):
 क्या आप सोचते हैं कि पुनरीक्षाधीन अवधि के दौरान क्या आपने कोई असाधारण योगदान, जैसे कि किसी असाधारण चुनौतीपूर्ण कार्य को सफलतापूर्वक करना या बहुत बड़ा व्यवस्थापरक सुधार जिससे कि जनता को बहुत लाभ पहुंचा हो और /या समय और खर्च में बचत हुई हो किया है। यदि ऐसा है तो इसका विवरण 100 शब्दों के भीतर लिखें।

(Maximum words limit is 100)

0

4. कृपया उन विशेष क्षेत्र को बताएं जिसमें आप प्रशिक्षण कार्य के माध्यम से अपनी कार्यकुशलता को उन्नत करने की जरूरत महसूस करते हैं
 Please indicate specific areas in which you feel the need to upgrade your skills through training programmes.

वर्तमान कार्य के लिए
 For the current assignment

अपने भावी करियर के लिए
 For your future career.

DRAFT | Send To Reporting Authority

- Sparrow
- Inbox
- Sent
- Delegation
- User Assistance
- Dossier
- DSC
- IPR
- Support@ServiceDesk

Please fill 'Brief Description of Duties'.

Standard

Basic Information Self Appraisal

For the current assignment

अपने भावी करियर के लिए
For your future career.

कृपया नोट करें : आप 5 वर्ष में एक बार कैडर नियंत्रण प्राधिकारी को निर्धारित प्रपत्र में एक अधतन सी वि भेजेंगे जिसमे अर्जित अतिरिक्त अहर्ताए ध प्रशिक्षण कार्यक्रम जिनमे उपस्थित हुए होध प्रकाशनध किये गए विशेष कार्य दर्शाया गया हो जिससे की कैडर नियंत्रण प्राधिकारी के पास उपलब्ध दस्तावेज अधतन रह सके छ

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. उदघोषणा
Declaration

क्या आपने अपनी अचल संपत्ति का विवरणी, यथा देय को भर दिया है। यदि हां तो कृपया उसकी तारीख लिख / Have you filed your immovable property return, as due. If yes, please mention date	<input type="radio"/> हां /Yes <input checked="" type="radio"/> नहीं /No	<input type="text"/>
क्या आपने उन सभी अधिकारियों के लिए चालु वर्ष के लिए वार्षिक कार्य योजना निर्धारित कर दी हैए जिनके आप रिपोर्टिंग प्राधिकारी है/Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting authority.	<input type="radio"/> हां /Yes <input checked="" type="radio"/> नहीं /No	<input type="text"/>

DRAFT Send To 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.

The screenshot shows a web browser window with the URL https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/Form/doSubmit/qD11gdbhNLJuD2-0YwoZrne4LmnFcNWLVGz0Et0Oa_0cTMfwNjYj0L2uMW8cO-aQhMHMijCjy9yZrf.... The page title is "Smart Performance Appraisal Report Recording Online Window (SPARROW)". The user is logged in as "Mr. ASHISH KUMAR(INSPECTOR - ...)".

The main content area is titled "Please fill 'Brief Description of Duties'." and contains a "Self Appraisal" form. The form includes a "Basic Information" tab and a "Declaration" section. The declaration section contains two rows of questions with radio button options for "हां /Yes" and "नहीं /No".

Question	हां /Yes	नहीं /No	Action
क्या आपने अपनी अचल संपत्ति का विवरणी, यथा देय को भर दिया है। यदि हां तो कृपया उसकी तारीख लिखें / Have you filed your immovable property return, as due. If yes, please mention date	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
क्या आपने उन सभी अधिकारियों के लिए चालु वर्ष के लिए वार्षिक कार्य योजना निर्धारित कर दी है जिनके आप रिपोर्टिंग प्राधिकारी हैं/Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting authority.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

दिनांक (Date):

समीक्षाधीन अधिकारी का हस्ताक्षर
Signature of the officer reported upon

Reference Upload (only pdf files with 3mb maximum size) No file chosen

- 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.

The screenshot displays the 'eoffice' interface for 'Smart Performance Appraisal Report Recording Online Window'. The user is Mr. Kalyan Kumar Chaudhuri, an Assistant Commissioner in the Central Services (CBEC) cadre, with an assessment period from 24/04/2015 to 24/07/2015. The workflow is currently in 'Section II', which asks if the reporting authority is reviewing the officer's performance for the previous year. A confirmation dialog box is overlaid on the screen, stating: 'Once Form is Submitted, data will not be changed. Are You Sure want To submit.' with 'OK' and 'Cancel' buttons. Below the dialog, a table lists reporting and reviewing officers. At the bottom, there is a 'Reference Document Upload' section and a 'Note' regarding file uploads and a 'Submit' button.

Home ▶ eForm ▶ Inbox

Officer Name : Kalyan Kumar Chaudhuri Cadre : CENTRAL SERVICES Service : IRS-CBEC Designation : ASSISTANT COMMISSIONER Batch : 2014 Assessment Period : 24/04/2015 to 24/07/2015

Workflow Details

Standard

Section I Section II

reviewing authority for the previous year?

7. अधिकारी के ए.पी.ए.आर. का ब्योरा जो पिछले वर्ष रिपोर्टिंग/पुनरीक्षण प्राधिकारी द्वारा निर्धारित समय सीमा के भीतर कारणों (जो लागू हों उस पर (√) करें।
Details of APARs of officers not written by the officer as reporting/reviewing authority {{(√)}} the appropriate time limit and reasons of not writing / reviewing the APAR :

अ.क्र.	अधिकारी का नाम Name of the officer	रिपोर्टिंग अधिकारी का नाम Name of the Reporting Officer	पुनरीक्षण अधिकारी का नाम Name of the Reviewing Officer	Reasons
1	officer 1	officer 2	officer 3	leave

दिनांक
Date: 22/12/2016

समीक्षाधीन अधिकारी का नाम, पदनाम व हस्ताक्षर
Signature of officer reported upon

Reference Document Upload(only pdf files with 3mb maximum size) Browse... No file selected.

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft Submit (Send To Reporting Authority) Saved



- Sparrow
- Inbox
- Sent
- Delegation
- User Assistance
- Dossier
- DSC
- IPR
- Support@ServiceDesk

MESSAGE

APAR ID : 2019-16042018-24072018-2106533 has been Sent Successfully to DHARMSHILA 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.


The screenshot displays the Sparrow web application interface. The top navigation bar includes the eOffice logo, the title 'Smart Performance Appraisal Report Recording Online Window (SPARROW)', and user information 'Mr. ASHISH KUMAR(INSPECTOR - ...)'. The left sidebar contains navigation options: Sparrow, Inbox, Sent, Delegation, User Assistance, Dossier, DSC, IPR, and Support@ServiceDesk. The main content area shows the 'Home > Inbox' breadcrumb, filter options for 'Standard' and 'Representation', and tabs for 'My Par(1)', 'Assess Par(0)', and 'Delegated Par(0)'. A search bar and action buttons (Copy, Excel, PDF, CSV, Show 10 rows) are present. A table with one entry is displayed, showing details for an APAR.

S.No			APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2019-16042018-24072018-2106533	CRCL Group A	25/04/2019	MANMOHAN SI...	25/04/2019	Officer Disclosure	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last


- 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


 Sparrow

 Inbox

 Sent


 Delegation

 User Assistance ▾

 Dossier ▾

 DSC ▾

 IPR

 Support@ServiceDesk

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

