E-OFFICE LITE SPARROW

 Training on Smart Performance Appraisal Report Recording Online Window

30.04.2019

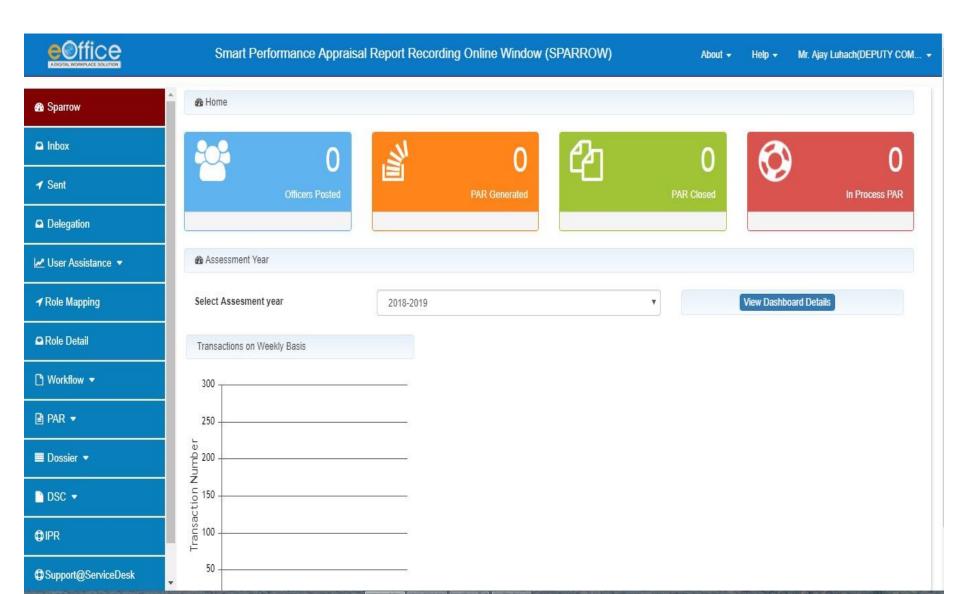
SPRROW (Smart Performance Appraisal Report Recording Online Window)

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

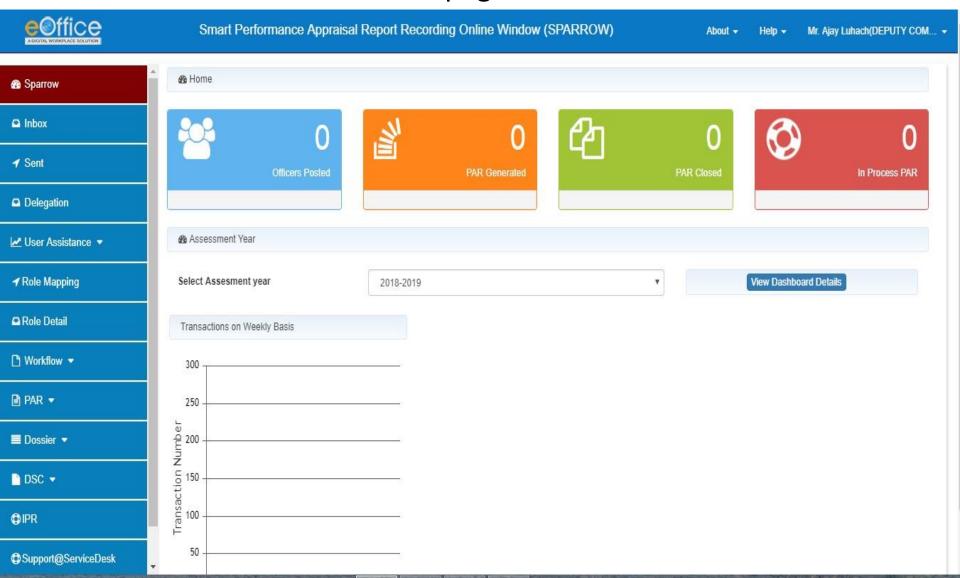
Step by step guide for "Officer Reported Upon".

- 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.

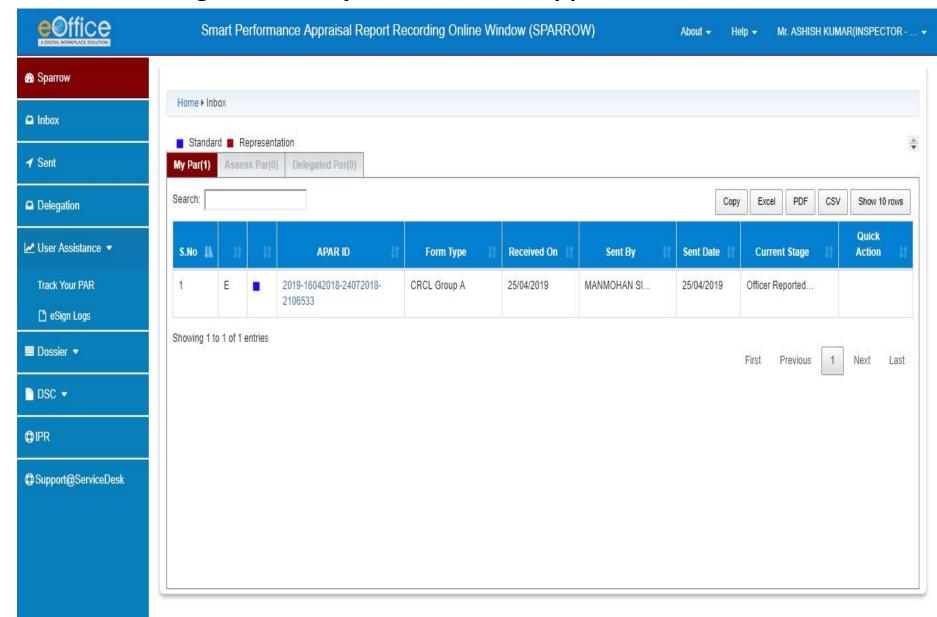
After Login the screen will look like



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



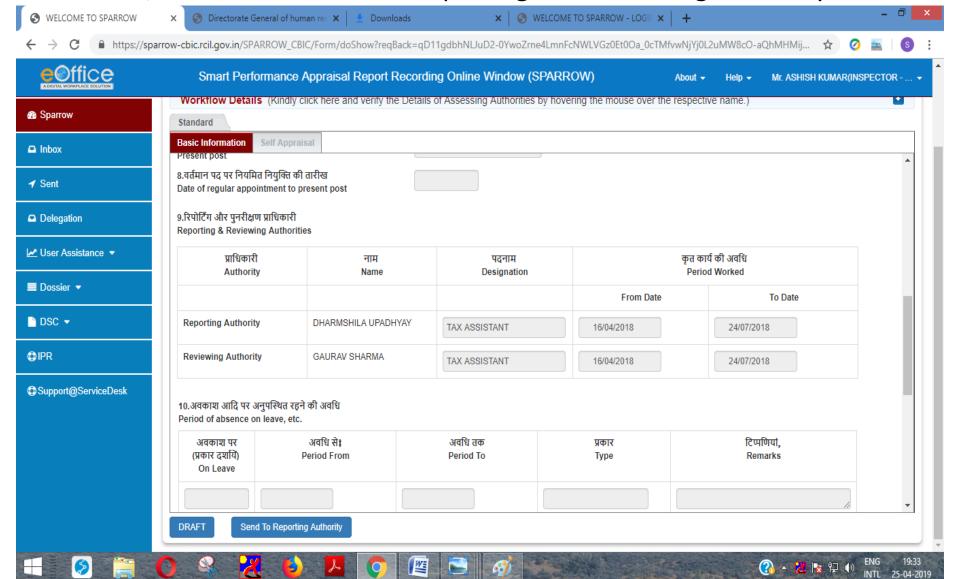
APAR generated by Custodian will appear here in Inbox



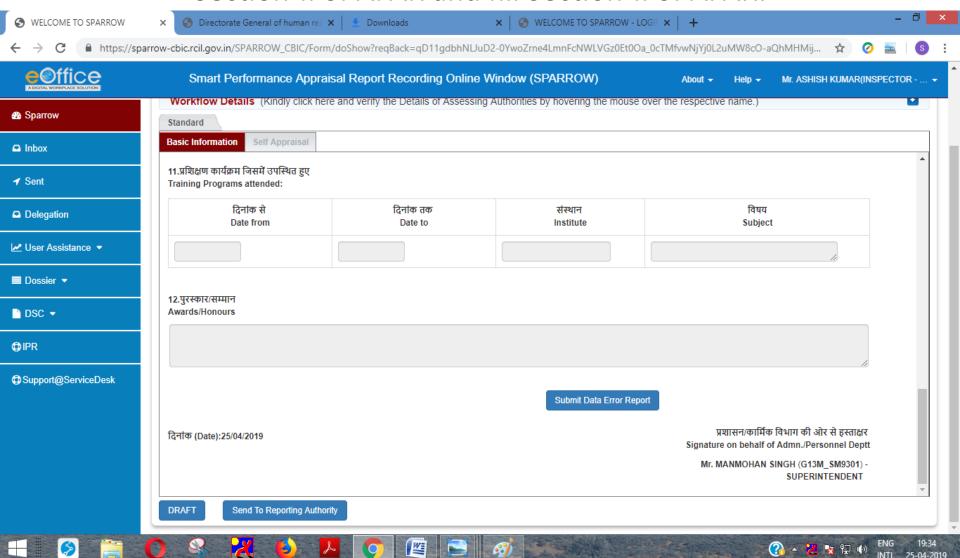
The officer Reported upon will select the first PAR by clicking the APAR-ID for the relevant period. This would open section-I of the APAR

eoffice	Smart Performance Appraisal Rep	port Recording Online Window (SPARROW)	About ▼ Help ▼	Mr. ASHISH KUMAR(INSPECTOR ▼
В Sparrow	Designation: INSPECTOR	Batch: 1900	Assessment Period:	16/04/2018 to 24/07/2018
□ Inbox	Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.) Standard			
✓ Sent	Basic Information Self Appraisal			
□ Delegation	खंड-1 - मूलभूत सूचना Section I – Basic Information			
∠ User Assistance ▼	ठसे प्रशासनिक प्रभाग/कार्मिक विभाग द्वारा भरा जाएगा (To be filled in by the Administration Division/Personnel Department)			
■ Dossier ▼				
DSC ▼	1.रिपोर्ट से संबंधित अधिकारी का नाम Name of the Officer reported upon	ASHISH KUMAR		
⊕ IPR	2.सेवा Service	CBIC		
Support@ServiceDesk	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			•

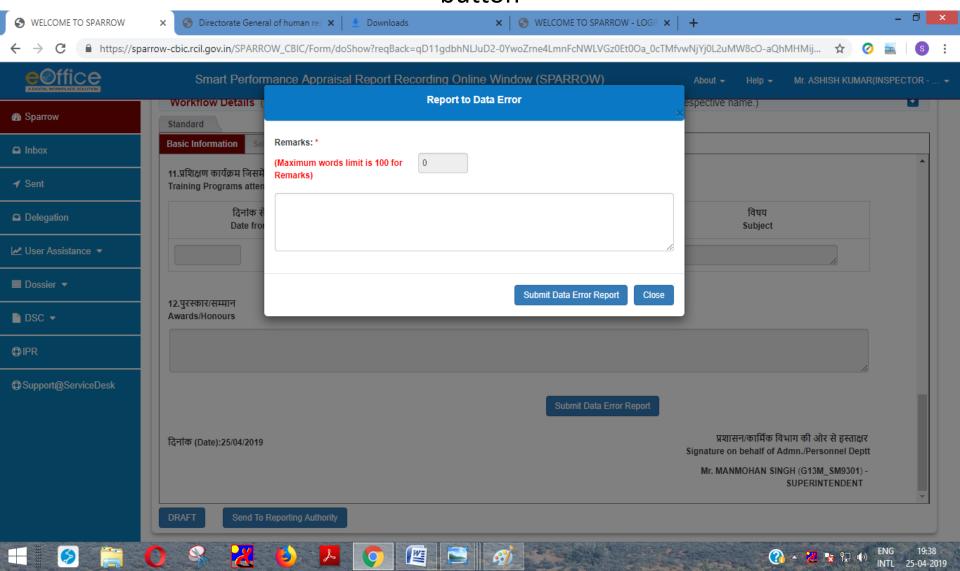
The **Officer Reported Upon** can check all his details filled in the Section-I which is name, Year of Allotment, Employee code, Date of Birth, work duration under Reporting and Reviewing Authority etc



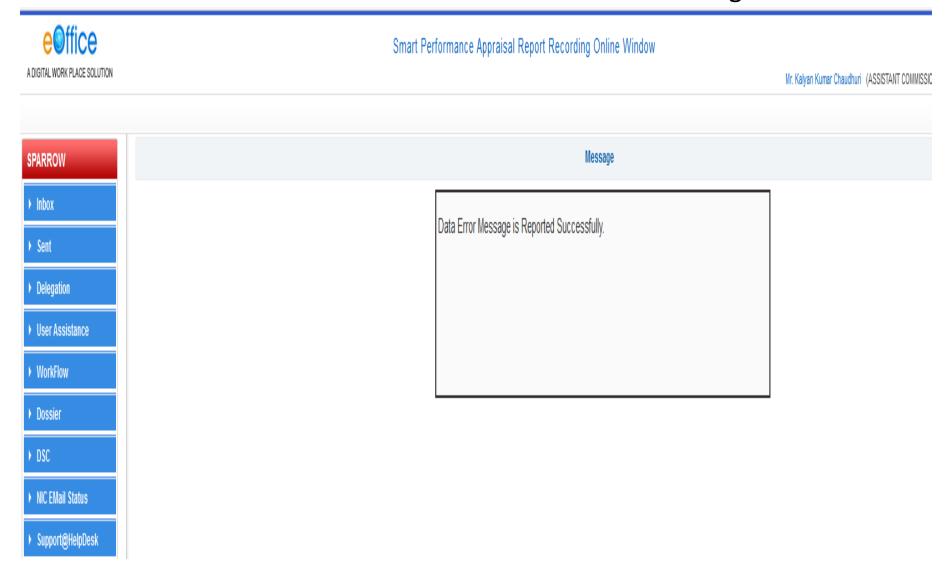
If any information is found to be incorrect then he can submit error report to Custodian by clicking **Submit Error Report tab**. If all the information filled in is correct, the officer can click Section-II of APAR and fill Section-II of APAR.



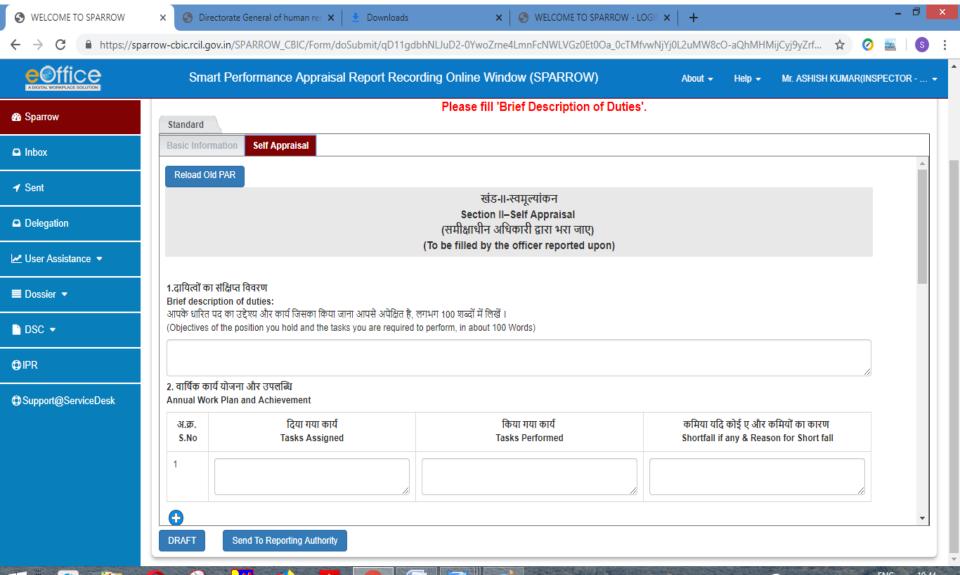
If he clicks **Submit Error Report** option following screen will open up which will have a text box. The officer can give the nature of errors / details which are to be corrected in the text box and click **Submit** button

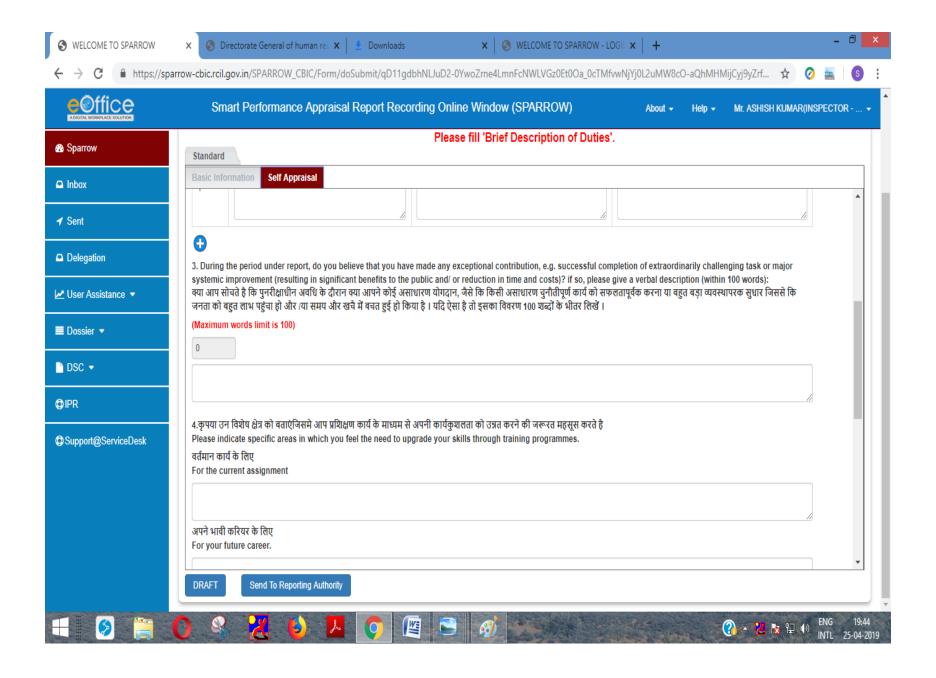


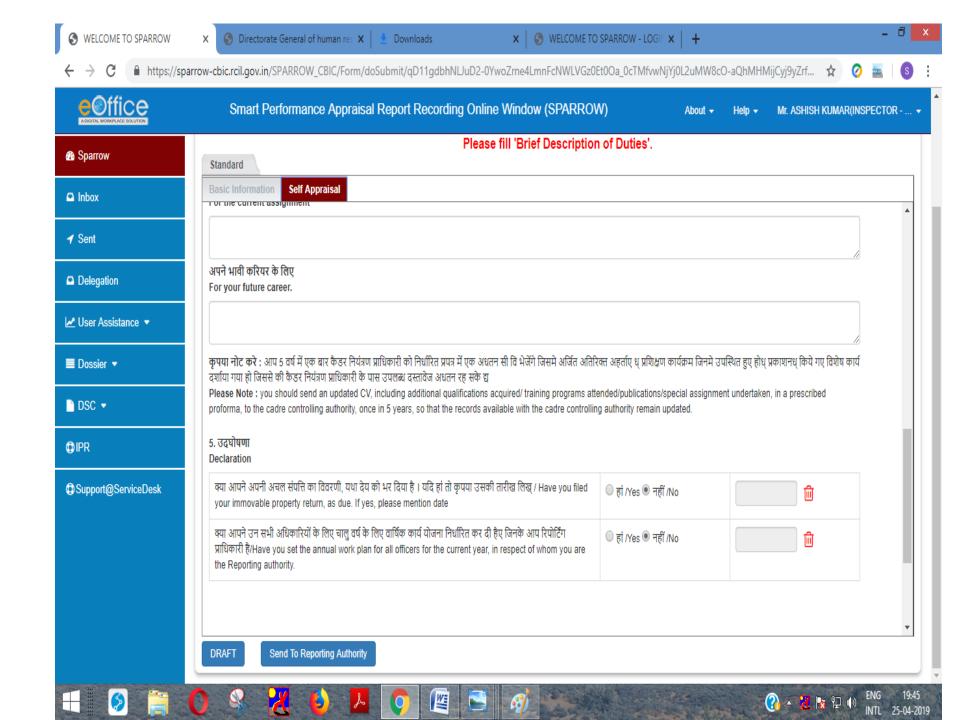
After clicking **Submit** a message would appear with text **"Data Error Message is Reported Successfully"** which means that the report has been sent to Custodian to make relevant changes



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

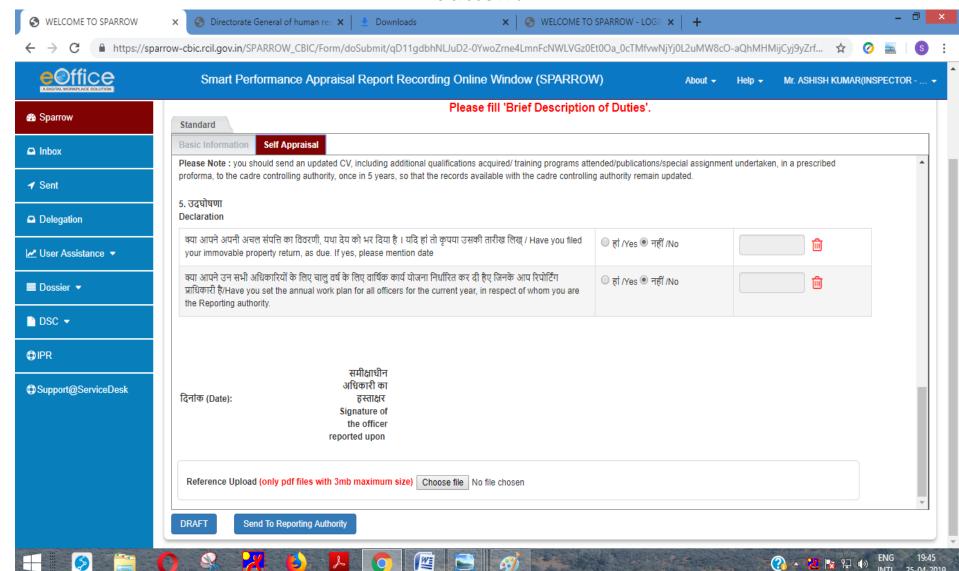






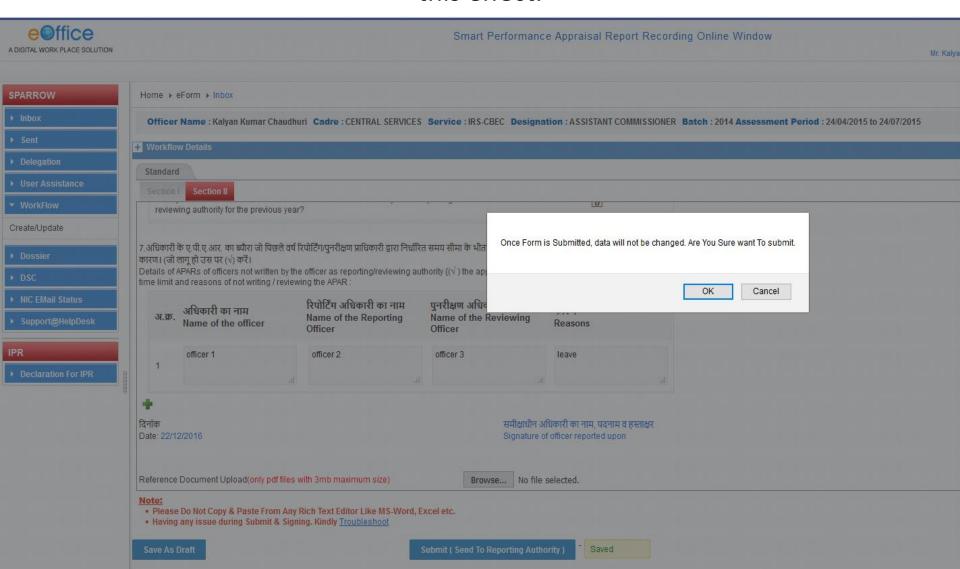
After filling all the details in Section–II, the officer can also upload any supporting documents in pdf format up to 3 mb by clicking Browse

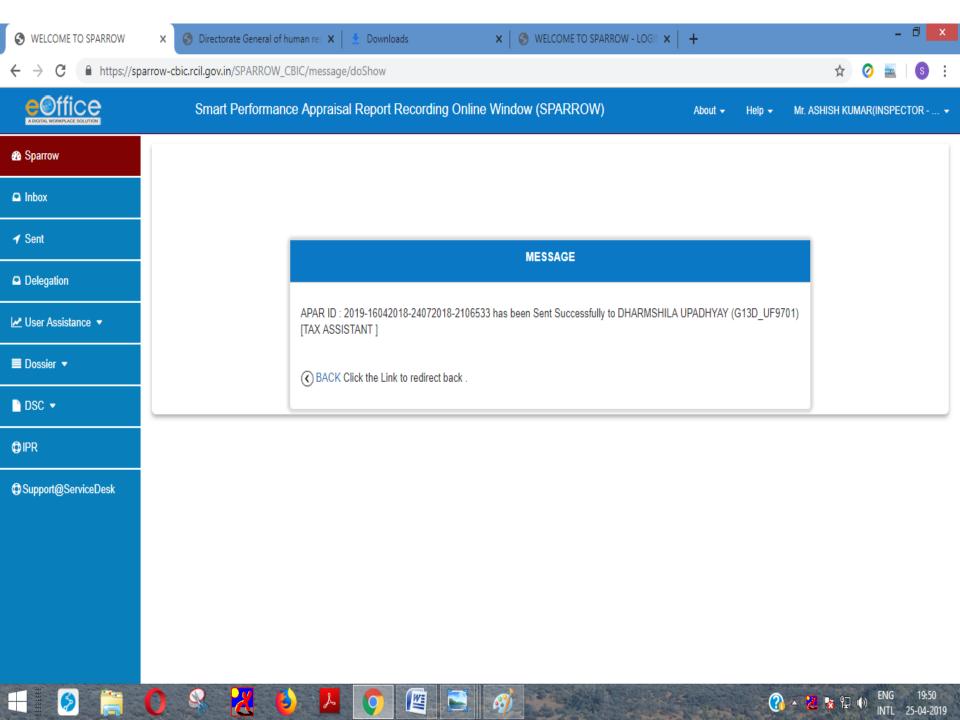
button.



 The 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".

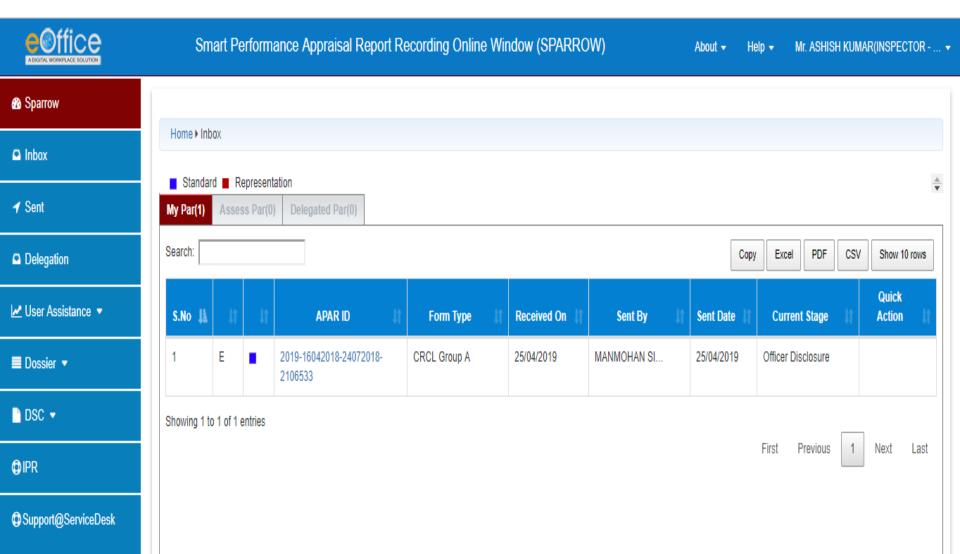
After pressing the OK button a message would pop up saying that the APAR has been sent to the Reporting Authority as shown in screen below. An email and SMS will also be sent to the Reporting Officer to this effect.



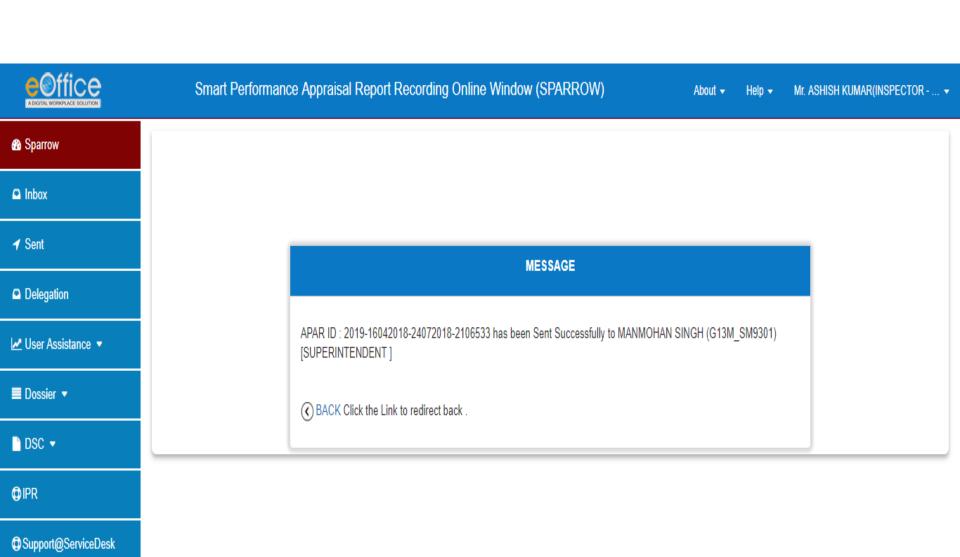


Acceptance of APAR or making representation by the Officer Reported

<u>Upon:</u> 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



Shank yoy