

# **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 the role of Reporting officer

**eOffice**  
A DIGITAL WORKPLACE SOLUTION

## SPARROW (IRS-CBEC)

| Smart Performance Appraisal Report  
Recording Online Window |

User Name  [? Find Your User Name \\*](#)

Password

Captcha **1 j z d q 9**  
 [? Frequently Asked Questions +](#)

# Steps to Login

- The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is anish.upadhay@nic.in or anish.upadhay@gov.in, then, the user id will be anish.upadhyay.
- The password for the application will be same as your NIC email ID password.
- The Captcha as given in the box should be entered then click the "**Login**" button. It would open a POP UP Window to verify and update the Aadhaar number

The officer has to enter Aadhaar number and press Verify and update button. On pressing, an OTP number will be generated and sent to the registered mobile. Once this OTP number is fed, the Aadhaar number will get verified and a green colour tick mark will come where redcross is there.

The screenshot displays the SPARROW web application interface. The browser address bar shows the URL: <https://sparrow-irs.eoffice.gov.in/SPARROWIRS/EmployeeDetail.action>. The page header includes the eoffice logo, the text "Smart Performance Appraisal Report Recording Online Window", and the user name "Mr. Ramesh Shivaram (ASSISTANT COMMISSIONER - KOLKATA CENTRAL EXCISE ZONE)". A "Help" dropdown menu is visible. A blue button labeled "Update Aadhaar/Email/Mobile" is located in the top right corner.

The main content area features a sidebar with navigation options under "SPARROW" (Inbox, Sent, Delegation, User Assistance, WorkFlow, Dossier, DSC, NIC EMail Status, Support@HelpDesk) and "IPR" (Declaration For IPR). The central focus is a "User Information" dialog box with the following elements:

- User Information** (Title bar)
- Aadhaar detail for eSign** (Section header)
- Aadhaar Number input field with an information icon (i) and a red 'X' icon.
- Verify and Update** (Blue button)
- Alert Information** (Section header with a plus icon)
- Please do not show me this again
- Close** (Blue button)

The Reporting officer must click over the Inbox to check the APAR received to assess after the Custodian has completed the Section I and the officer reported upon has completed Section II.

The screenshot displays the eoffice SPARROW dashboard. At the top left is the eoffice logo with the tagline 'A DIGITAL WORK PLACE SOLUTION'. At the top right, the text 'Smart Performance Appraisal Re' is partially visible. On the left side, there is a vertical navigation menu with a red header labeled 'SPARROW'. The menu items are: Inbox, Sent, Delegation, User Assistance, PAR, WorkFlow, Dossier, DSC, EMD, NIC EMail Status, Support@HelpDesk, Roles Detail, Migration, and Reports. The main content area is titled 'DashBoard' and contains a form with the label 'SELECT ASSESSMENT YEAR :'. To the right of the label is a dropdown menu labeled 'Choose Assessment Period' and a blue 'Submit' button.

# The Inbox window will have 5 tabs as **My PAR**, **Assess PAR**, **Delegated**, **Manual Process** and **Process**.

The screenshot displays the SPARROW system interface. On the left is a vertical navigation menu with the following items: SPARROW (red header), Inbox, Sent, Delegation, User Assistance, PAR (expanded), Generation, Update Section I, Tracking, Force Forward, WorkFlow, Dossier, DSC, NIC EMail Status, Support@HelpDesk, and Roles Detail. The main content area shows the breadcrumb 'Home > Inbox' and the title 'Inbox'. Below this is a tabbed interface with five tabs: 'My PAR (0)' (active, red), 'Assess PAR (1)', 'Delegated (0)', 'Manual Process(0)', and 'Process (0)'. To the right of the tabs is a legend for form types: Standard (blue), Representation (red), Referral (green), and Memorial To President (orange). Below the legend is a search bar and a 'Show 10 Results' dropdown. The main area contains a table with the following columns: S.No., APAR ID, Form Type, Received On, Sent By, Sent Date, Current Stage, and Quick Action. The table is currently empty, displaying 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and navigation links for 'First', 'Previous', 'Next', and 'Last'.

The reporting officer must click on the **Assess PAR** tab. The **Assess PAR** tab will also bear the number of APARs received to be assessed in bracket. Click the APAR id to assess

The screenshot shows a web application interface with a sidebar on the left containing navigation options: Inbox, Sent, Delegation, User Assistance, PAR (selected), Generation, Update Section I, Tracking, Force Forward, Workflow, Dossier, and DSC. The main content area is titled 'Inbox' and features a tabbed interface with 'Assess PAR (1)' selected. A tooltip above the 'Assess PAR (1)' tab reads: 'It depicts the details of the APAR needs to be Assessed.' Below the tabs are 'Receive' and 'Send' buttons. A legend indicates four categories: Standard (blue), Representation (red), Referral (green), and Memorial To President (orange). A search bar and a 'Show 10 Results' dropdown are present. The main table has the following data:

<input type="checkbox"/>	S.No.		APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
<input type="checkbox"/>	1	E	2016-24042015-24072015-72801	Upto HAG Grade	Kalyan Kumar Cha... (ASSISTANT COMM...	22/12/2016	Kalyan Kumar Cha... (ASSISTANT COMM...	22/12/2016	Reporting Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last



Section III of the APAR will be open by default. The reporting officer would be able to see **Section I** and **Section II**(no changes possible). The format of **Section III** will be same as in case of manual APAR.

**SPARROW**

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- ▶ Workflow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR


Home ▶ eForm ▶ Inbox

**Officer Name** : Kalyan Kumar Chaudhuri **Cadre** : CENTRAL SERVICES **Service** : IRS-CBEC **Designation** : ASSISTANT COMMISSIONER **Batch** : 20

**Workflow Details**

Standard

Section I Section II **Section III**

मूल्यांकन  
Appraisal  Preview

अधिकारी के निष्पादन का मूल्यांकन करते समय खंड II के पैरा 1(i) में चिह्नित मापदंडों पर निष्पादन को ध्यान में रखा जाए।  
While appraising officer's performance, the performance in the parameters identified at Para 1(i) of Section II may be kept in mind.

1. कृपया बताएं कि क्या आप कार्य योजना और अप्रत्याशित कार्य के पूरा करने से संबंधित प्रतिक्रियाओं से, जैसा कि खंड -II में भरा गया है, सहमत हैं ? यदि नहीं, तो कृपया तथ्यात्मक ब्यौरा दें ।  
Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filed out in Section II. If not, please furnish factual details.

2. कृपया समीक्षाधीन अधिकारी के द्वारा दावे किये गये किसी असाधारण योगदान (यदि कोई किया गया हो) पर अपनी टिप्पणी दें ।  
Please comment on the claim (if made) of exceptional contribution by the officer reported upon

**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 Reviewing Authority )

- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- ▶ Workflow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

Workflow Details

Standard

Section I
Section II
Section III

3. क्या समीक्षाधीन अधिकारी अपने किसी कार्य में असफल रहा है? यदि हां, तो कृपया तथ्यात्मक ब्यौरा दें।  
 Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details

test

4. क्या आप अधिकारी द्वारा चिह्नित कार्यकुशलता के उन्नयन की आवश्यकता से सहमत हैं?  
 Do you agree with the skill up-gradation needs as identified by the officer?

test

Expand for Details of 'Assessment of work output'

5. कार्य के परिणाम का आकलन (आकलन अधिकारी और उसके समूह के व्यक्तियों के बीच होना चाहिए न कि सामान्य जनता की तुलना में। ग्रेड 1 से 10 तक के पैमाने में पूर्ण संख्या में होना चाहिए, सबसे कमतर ग्रेड के लिए 1 और सर्वोत्तम ग्रेड के लिए 10 हों। इस खंड का महत्व 40 प्रतिशत है।)  
 Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%)

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Submit ( Send To Reviewing Authority )

**Column no. 5** will consist of assessment of work output where the grades are to be assigned from scale 1-10(decimal also). By default, the values are zero. The grading must start from the scale “1” being the minimum. The grading according to the weightage will also be calculated automatically by the system

- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- ▶ Workflow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration
- IPR**
- ▶ Declaration For IPR

Standard				Authority
Section I	Section II	Section III		
1	नियोजित कार्य को पूरा होना Accomplishment of planned work	10	<input type="text"/>	<input type="text"/>
2	परिणाम की गुणवत्ता Quality of output	9	<input type="text"/>	<input type="text"/>
3	किये गये असाधारण कार्य/अप्रत्याशित कार्य को पूरा करना Accomplishment of exceptional work/unforeseen tasks performed.	10	<input type="text"/>	<input type="text"/>
4.	कार्य के परिणाम की सकल ग्रेडिंग Overall Grading on 'Work Output' [(i + ii + iii) / 3]	9.67	<input type="text"/>	<input type="text"/>
5.	'कार्य के परिणाम' के ग्रेड के 40% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 40% weightage of the grade on 'Work Output'[5(iv) x 0.4]	3.87	<input type="text"/>	<input type="text"/>

Expand for Details of 'Assessment of Personal Attributes'

6.वैयक्तिक गुणों का आकलन (1 से 10 पैमाने पर इस खंड का महत्व 30 प्रतिशत है)  
Assessment of Personal Attributes (On a scale of 1-10. Weightage to this Section will be 30%)

एनसीथीआ एग्रेसिवि

**Note:**

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# Column no. 6 will consist of assessment of Personal attributes where the grades are to be assigned from scale 1-10.

**SPARROW**

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▶ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

Home ▶ eForm ▶ **Inbox**

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Bat**

**Workflow Details**

**Standard**

Section I Section II **Section III**

6.वैयक्तिक गुणों का आकलन (1 से 10 पैमाने पर इस खंड का महत्व 30 प्रतिशत है)  
Assessment of Personal Attributes (On a scale of 1-10. Weightage to this Section will be 30%)

S.No.	Description	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण प्राधिकारी के आद्य हस्ताक्षर Initial of Reviewing Authority
1	कार्य के प्रति दृष्टिकोण Attitude to Work	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>
2	जिम्मेदारी की भावना Sense of Responsibility	<input type="text" value="9"/>	<input type="text"/>	<input type="text"/>
3	समग्र आचरण एवं व्यक्तित्व Overall bearing and personality	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>
4	भावनात्मक स्थिरता Emotional Stability	<input type="text" value="9"/>	<input type="text"/>	<input type="text"/>
5	संप्रेषण कौशल Communication Skills	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>

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Save As Draft

Submit ( Send To Reviewing Authority )

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR

- Generation
- Update Section I
- Tracking
- Force Forward

- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :**

**+ Workflow Details**

**Standard**

- Section I
- Section II
- Section III

3	समग्र आचरण एवं व्यक्तित्व Overall bearing and personality	10		
4	भावनात्मक स्थिरता Emotional Stability	9		
5	संप्रेषण कौशल Communication Skills	10		
6	पेशेवर दृढ़ता के लिए नैतिक उत्साह और इच्छा Moral courage and willingness to take a professional stand	9		
7	नेतृत्व गुण Leadership qualities	10		
8	समय सीमा के भीतर कार्य को पूरा करने की क्षमता Capacity to work in time limit	9		
9.	वैयक्तिक गुणों की सकल ग्रेडिंग Overall Grading on 'Personal Attributes' [(i + ii + iii + iv + v + vi + vii + viii) / 8]	9.25		
10.	'वैयक्तिक गुणों' के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Personal Attributes' (6 (ix) v 0.31)	2.44		

**Note:**

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Save As Draft

Submit ( Send To Reviewing Authority )

# Column no. 7 will consist of assessment of Functional competency where the grades are to be assigned from scale 1-10.

**STARTROW**

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

Home / Profile / **IPR**

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :** 2017

**Workflow Details**

**Standard**

Section I Section II **Section III**

[[i + ii + iii + iv + v + vi + vii + viii) / 8]

10.	वैयक्तिक गुणों के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Personal Attributes'[6(ix) x 0.3]	2.77		
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**Expand for Details of 'Assessment of Functional Competency'**

7. कार्यात्मक क्षमता का आकलन (1 से 10 पैमाने पर इस खंड का महत्व 30 प्रतिशत होगा)  
Assessment of Functional Competency (On a scale of 1-10. Weightage to this Section will be 30%)

S.No.	Description	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण प्राधिकारी के आद्य हस्ताक्षर Initial of Reviewing Authority
1	विधि/नियमों/प्रक्रियाओं का ज्ञान/ सूचना प्रौद्योगिकी कौशल और सुसंगत क्षेत्रों में स्थानीय मानकों के प्रति जागरूकता Knowledge of laws/rules/procedures/IT skills and awareness of the local norms in the relevant area	0		
2	रणनीतिक योजना की योग्यता Strategic planning ability	0		

**Note:**

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Save As Draft Submit ( Send To Reviewing Authority ) Saved

**SPARROW**

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR

Generation

Update Section I

Tracking

Force Forward

▶ WorkFlow

▶ Dossier

▶ DSC

▶ NIC EMail Status

▶ Support@HelpDesk

▶ Roles Detail

▶ Migration

**IPR**

▶ Declaration For IPR

Home ▶ eForm ▶ [Inbox](#)**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **B2****+ Workflow Details****Standard**Section I   Section II   **Section III**

or the local norms in the relevant area

2	रणनीतिक योजना की योग्यता Strategic planning ability	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
3	निर्णय लेने की योग्यता Decision making ability	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
4	पहल करना Initiative	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
5	समन्वय की योग्यता Coordination ability	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
6	अधीनस्थ लोगों को प्रेरित करने और समूह में काम करने की भावना विकसित करने की योग्यता Ability to motivate and develop subordinates/work in a team	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
7.	'काम करने की क्षमता' की सकल ग्रेडिंग Overall Grading on 'Functional Competency' [(i + ii + iii + iv + v + vi) / 6]	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
8.	'कार्यात्मक क्षमता' के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग consequent to 30% weightage of the grade on 'Functional Competency'[7(vii) x 0.3]	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

**Note:**

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Save As Draft

Submit ( Send To Reviewing Authority )

Saved

# Column no. 8 will consist of the text box to comment on the integrity of the officer

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch**

**+ Workflow Details**

Standard

Section I Section II **Section III**

5	समन्वय की योग्यता Coordination ability	0		
6	अधीनस्थ लोगों को प्रेरित करने और समूह में काम करने की भावना विकसित करने की योग्यता Ability to motivate and develop subordinates/work in a team	0		
7.	'काम करने की क्षमता' की सकल ग्रेडिंग Overall Grading on 'Functional Competency' [(i + ii + iii + iv + v + vi) / 6]	0		
8.	'कार्यात्मक क्षमता' के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Functional Competency'[7(vii) x 0.3]	0		

**8. सत्यनिष्ठा**  
कृपया अधिकारी की सत्यनिष्ठा पर अपनी टिप्पणी दें।  
Integrity

Please comment on the integrity of the officer

**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 Reviewing Authority )

Saved



Standard

Section I

Section II

Section III

8. सत्यनिष्ठा

कृपया अधिकारी की सत्यनिष्ठा पर अपनी टिप्पणी दें।

Integrity

Please comment on the integrity of the officer

Beyond Doubt

9. रिपोर्टिंग अधिकारी द्वारा शब्द चित्र। कृपया अधिकारी के सशक्त तथा कमजोर क्षेत्रों और कमजोर वर्गों के प्रति उसके दृष्टिकोण को शामिल करते हुए उसके समग्र गुणों पर टिप्पणी (लगभग 100 शब्दों में) दें।

Pen Picture by Reporting Officer. Please comment(in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. अधिकार क्षेत्र आबंटन संबंधी अनुशंसा (कृपया किन्हीं तीन पर निशान लगाएं)

Recommendation relating to domain assignment (Please tick mark any three)

**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 Reviewing Authority )

Saved

**Column no. 10** relates to the recommendation relating to domain assignment. The reporting officer has to tick mark any three by clicking the check box provided

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC Email Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :** 20

+ Workflow Details

Standard

Section I Section II **Section III**

10. अधिकार क्षेत्र आबंटन संबंधी अनुशंसा (कृपया किन्हीं तीन पर निशान लगाएं)  
Recommendation relating to domain assignment (Please tick mark any three)

तकनीकी/ दरसूची कार्य Technical/ Tariff work	<input checked="" type="checkbox"/>
निवारक/प्रचालनात्मक कार्य Preventive/ Operational work	<input checked="" type="checkbox"/>
बोर्ड कार्यालय में सचिवालयी कार्य Secretarial work in Board's office	<input type="checkbox"/>
अर्ध-न्यायिक कार्य Quasi-judicial work	<input type="checkbox"/>
प्रशिक्षण Training	<input checked="" type="checkbox"/>
प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance	<input type="checkbox"/>

**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 Reviewing Authority )

Saved

**Column no. 11** will reflect the overall grades of the officer and it will also be calculated automatically by the system as shown in the screen below.

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration

**IPR**

- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :**

**+ Workflow Details**

Standard

Section I   Section II   **Section III**

अर्ध-न्यायिक कार्य Quasi-judicial work	<input type="checkbox"/>
प्रशिक्षण Training	<input checked="" type="checkbox"/>
प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance	<input type="checkbox"/>
कार्मिक एवं सामान्य प्रशासन Personnel and General Administration	<input type="checkbox"/>
कार्यकारी कार्य Executive work	<input type="checkbox"/>

11.समग्र ग्रेड (1-10 के स्कोर पर)  
Overall grade (on a score of 1-10)  
[ 5(v) + 6(x) + 7(viii) ] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है  
[ 5(v) + 6(x) + 7(viii) ] as given in Reporting Officer column

Date: 22/12/2016

6.64

Signature of Reporting Authority

**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 Reviewing Authority )   Saved

After all the columns are filled and the reference document is uploaded, the reporting officer will have the options to save the section III as draft for further reference and modifications by clicking **“Save as Draft”** or send it to the reviewing officer by clicking **“Submit( Send to Reviewing Authority)”**

<b>PAR</b>	Section I	Section II	<b>Section III</b>
Generation	प्रशिक्षण Training <input checked="" type="checkbox"/>		
Update Section I	प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance <input type="checkbox"/>		
Tracking	कार्मिक एवं सामान्य प्रशासन Personnel and General Administration <input type="checkbox"/>		
Force Forward	कार्यकारी कार्य Executive work <input type="checkbox"/>		
<b>Workflow</b>	11.समग्र ग्रेड (1-10 के स्कोर पर) Overall grade (on a score of 1-10) [ 5(v) + 6(x) + 7(viii) ] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है [ 5(v) + 6(x) + 7(viii) ] as given in Reporting Officer column		
<b>Dossier</b>	6.64		
<b>DSC</b>	Date: 22/12/2016 <span style="float: right;">Signature of Reporting Authority</span>		
<b>NIC EMail Status</b>	Reference Document Upload(only pdf files with 3mb maximum size) <span style="float: right;">Browse... No file selected.</span>		
<b>Support@HelpDesk</b>	<b>Note:</b> <ul style="list-style-type: none"><li>• Please Do Not Copy &amp; Paste From Any Rich Text Editor Like MS-Word, Excel etc.</li><li>• Having any issue during Submit &amp; Signing. Kindly <a href="#">Troubleshoot</a></li></ul>		
<b>Roles Detail</b>	<b>Save As Draft</b> <span style="float: right;"><b>Submit ( Send To Reviewing Authority )</b> <b>Saved</b></span>		
<b>Migration</b>			
<b>IPR</b>			
<b>Declaration For IPR</b>			

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 Aadhaar card. Once OTP is submitted, a confirmation window will pop up reading- **"Once Form is Submitted, data will not be changed. Are You Sure want to Submit"**.

The screenshot displays the 'Office' web application interface. The header includes the 'Office' logo and the text 'WORK PLACE SOLUTION' on the left, and 'Smart Performance Appraisal Report Recording Online Window' on the right. The main content area shows a breadcrumb trail 'Home > eForm > Inbox' and a summary of user details: 'Officer Name : Kalyan Kumar Chaudhuri', 'Cadre : CENTRAL SERVICES', 'Service : IRS-CBEC', 'Designation : ASSISTANT COMMISSIONER', 'Batch : 2014', and 'Assessment Period : 24/04/2015 to 24/07/2015'. Below this is a 'Workflow Details' section with a 'Standard' tab and three sub-sections: 'Section I', 'Section II', and 'Section III'. A table lists activities: 'प्रशिक्षण / Training', 'प्रणालियां एवं ई-गवर्नेंस / Systems and e-Governance', 'कार्मिक एवं सामान्य प्रशासन / Personnel and General Administration', and 'कार्यकारी कार्य / Executive work'. A confirmation dialog box is overlaid on the screen with the message: 'Once Form is Submitted, data will not be changed. Are You Sure want To submit.' and 'OK' and 'Cancel' buttons. At the bottom, there is a section for 'Overall grade (on a score of 1-10)' with a value of '6.64' and a note in Hindi: '11.समग्र ग्रेड (1-10 के स्कोर पर) Overall grade (on a score of 1-10) [ 5(v) + 6(x) + 7(viii) ] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है [ 5(v) + 6(x) + 7(viii) ] as given in Reporting Officer column'.

Then Click on **OK**. Once the document is sent to the Reviewing Authority and the officer reported upon, a message will be displayed as shown below. An Email and sms alert will also be sent to the officer reported upon to this effect.

The screenshot displays a web application interface. On the left is a sidebar menu with a red header labeled "SPARROW" and a red footer labeled "IPR". The menu items include: Inbox, Sent, Delegation, User Assistance, PAR (expanded), Generation, Update Section I, Tracking, Force Forward, WorkFlow, Dossier, DSC, NIC EMail Status, Support@HelpDesk, Roles Detail, and Migration. The main content area has a light blue header with the word "Message" in blue. Below this header is a white box containing the text: "APAR ID 2016-24042015-24072015-72801 of Kalyan Kumar Chaudhuri (5549) - ASSISTANT COMMISSIONER has been successfully sent to K.K. Kabirpanthi (PRINCIPAL COMMISSIONER)". A blue button labeled "Back To Inbox" is positioned to the left of the message box.

A close-up photograph of a computer keyboard. The central focus is a large, rectangular blue key with the words "Thank You" printed in a bold, white, sans-serif font. The key is slightly raised and has a subtle shadow. Surrounding it are several other white keys with black markings: a key with a curly brace and a vertical line, a key with a double quote and a comma, and a key with a single vertical line. The lighting is soft, highlighting the texture of the keys and the vibrant blue of the "Thank You" key.

**Thank You**