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/

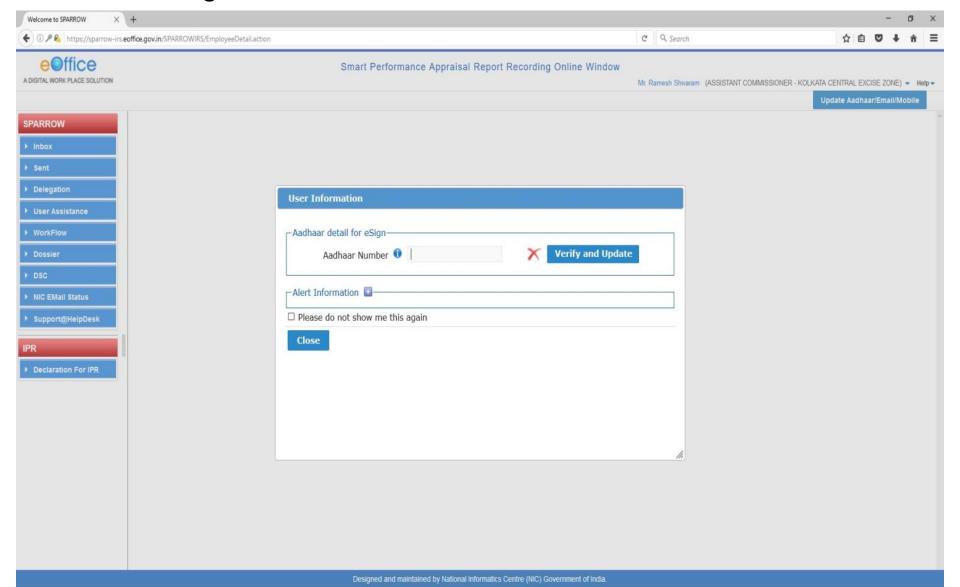- Login using Nic mail id followed by OTP through registered mobile number.

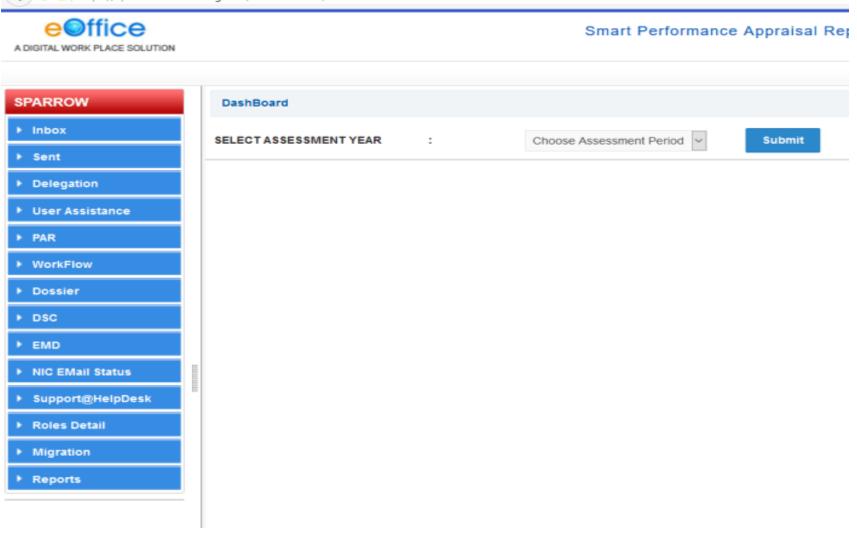# Step by step guide for the role of Reporting officer

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 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 Inbox window will have 5 tabs as **My PAR**, **Assess PAR**,

Delegated, **Manual Process** and **Process**.

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

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**.**

Generation

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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'**
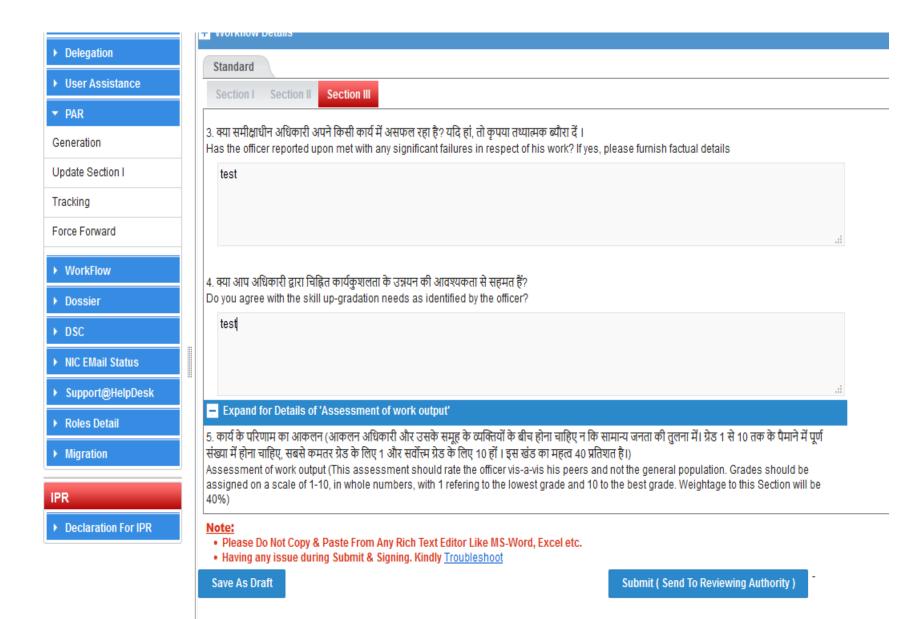
5. कार्य के परिणाम का आकलन (आकलन अधिकारी और उसके समूह के व्यक्तियों के बीच होना चाहिए न कि सामान्य जनता की तुलना में। ग्रेड 1 से 10 तक के पैमाने में पूर्ण संख्या में होना चाहिए, सबसे कमतर ग्रेड के लिए 1 और सर्वोत्तम ग्रेड के लिए 10 हों । इस खंड का महत्व 40 प्रतिशत है।)
Assessment of work output (This 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 refering to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%)

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)

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
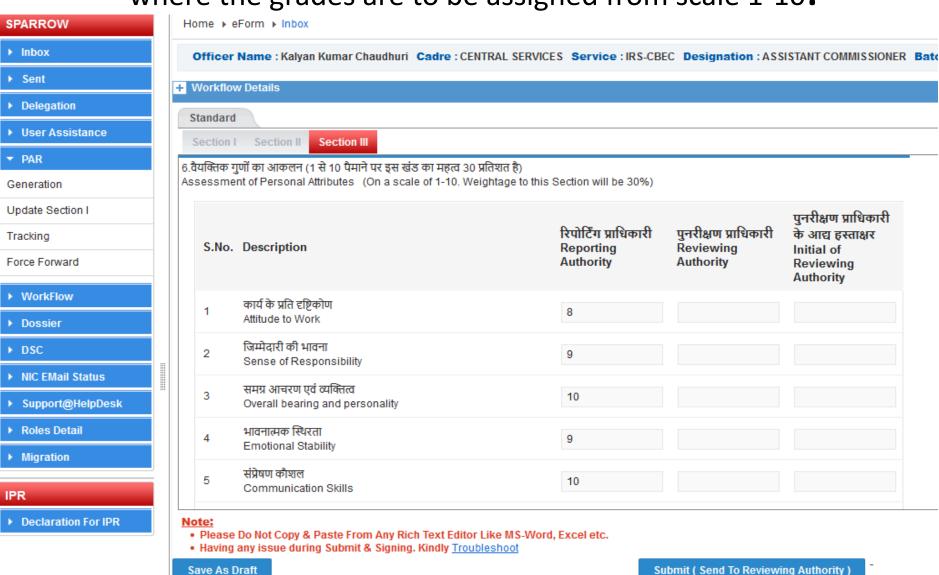

Delegation

User Assistance

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Section I   Section II   **Section III**

Authority

1	नियोजित कार्य को पूरा होना Accomplishment of planned work	10		
2	परिणाम की गुणवत्ता Quality of output	9		
3	किये गये असाधारण कार्य/अप्रत्याशित कार्य को पूरा करना Accomplishment of exceptional work/unforeseen tasks performed.	10		
4.	कार्य के परिणाम की सकल ग्रेडिंग Overall Grading on 'Work Output' [(i + ii + iii) / 3]	9.67		
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		

— **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%)

समीक्षा अधिकारी

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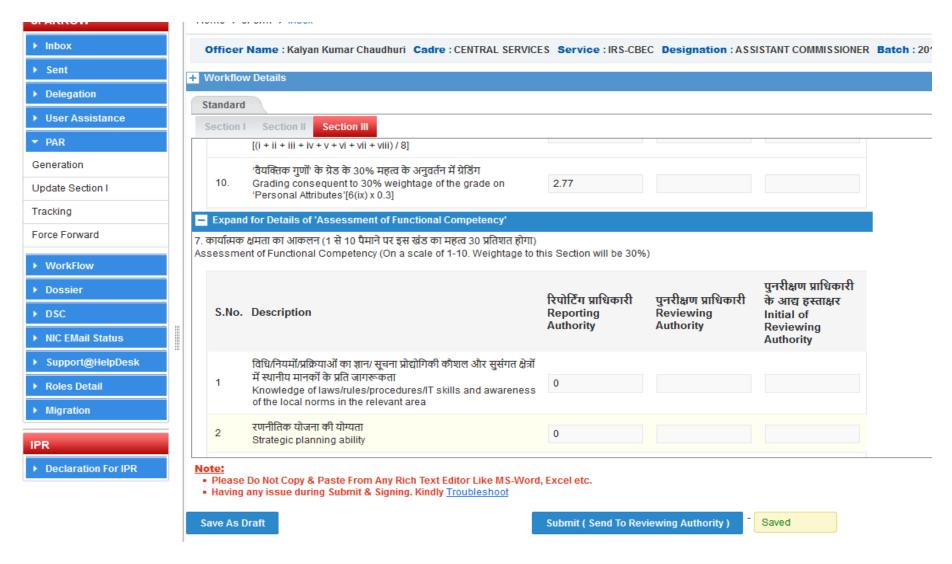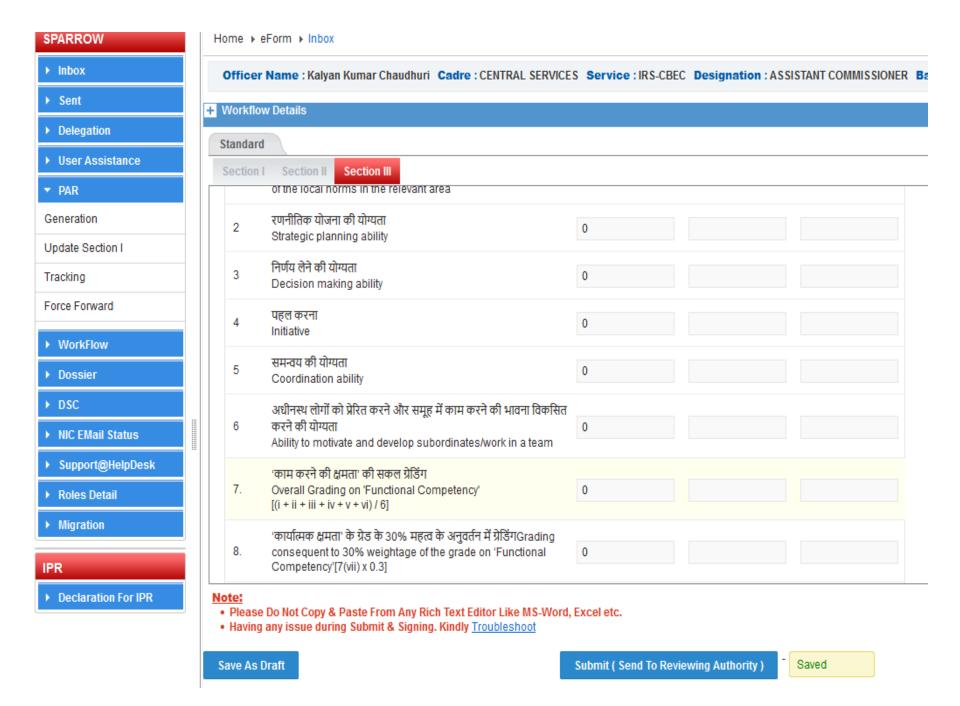**Column no. 6** will consist of assessment of Personal attributes where the grades are to be assigned from scale 1-10**.**

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Sent

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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) x 0.3]	2.44		

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

SPARROW

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- ▸ Declaration For IPR

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

➕ Workflow Details

Standard

| Section I | Section II | **Section III** |

	of the local norms in the relevant area			
2	रणनीतिक योजना की योग्यता Strategic planning ability	0		
3	निर्णय लेने की योग्यता Decision making ability	0		
4	पहल करना Initiative	0		
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.	'कार्यात्मिक क्षमता' के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंगGrading consequent to 30% weightage of the grade on 'Functional Competency'[7(vii) x 0.3]	0		

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Save As Draft

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

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 ग्रेडिंगGrading 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:
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- **Having any issue during Submit & Signing. Kindly Troubleshoot**

Save As Draft   **Submit (Send To Reviewing Authority)** ‾ Saved

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Section I Section II **Section III**

8. सत्यानिष्ठा
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:
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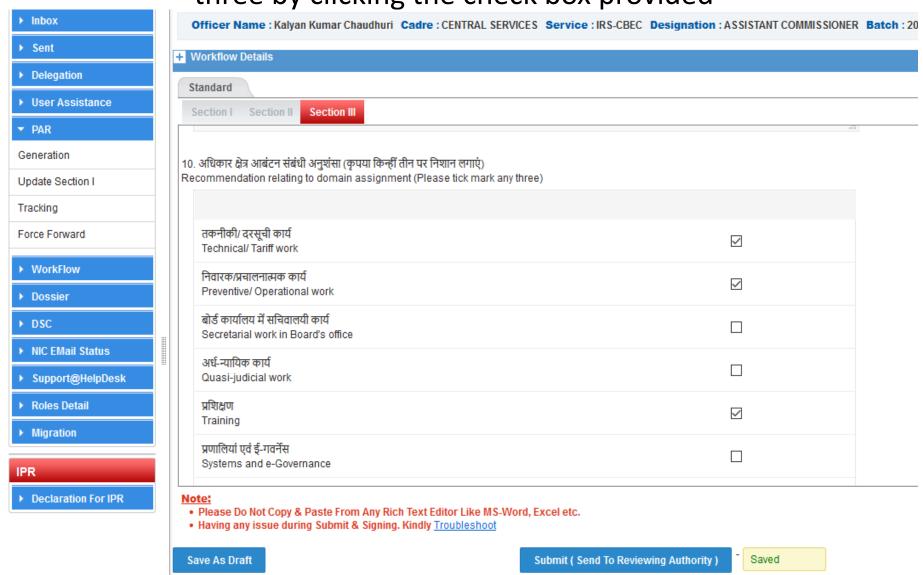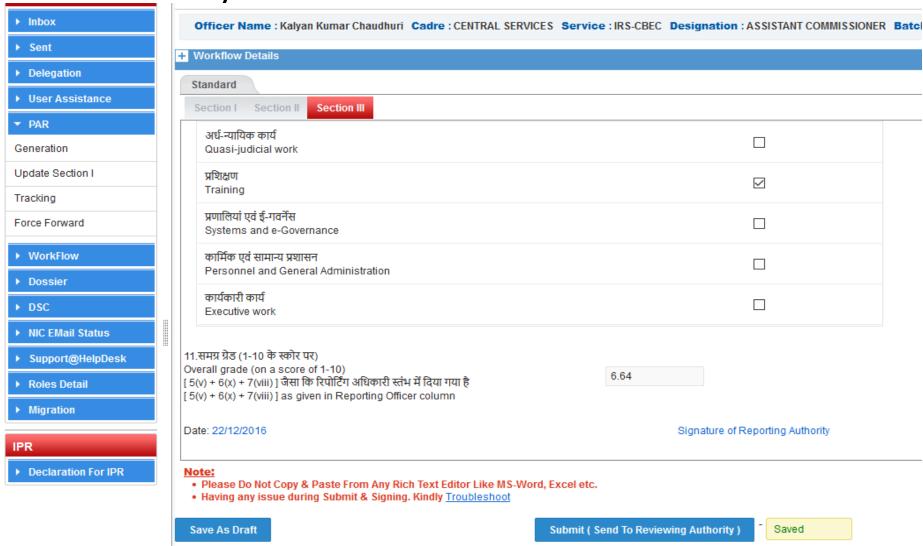**Save As Draft**

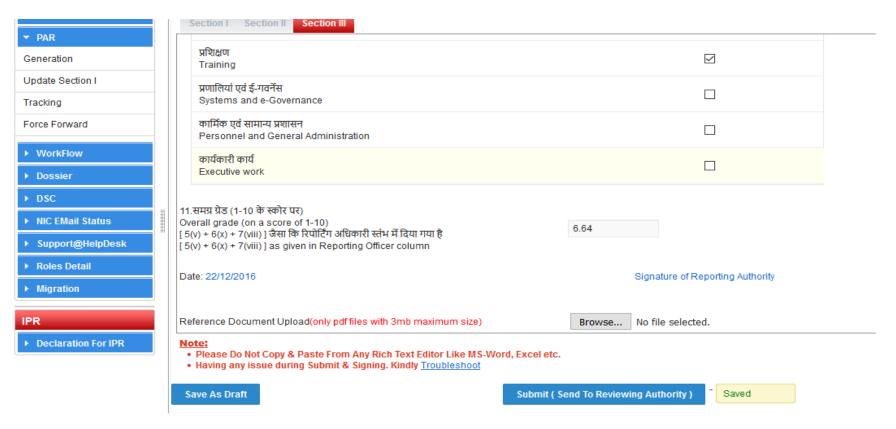**Submit (Send To Reviewing Authority)** - Saved

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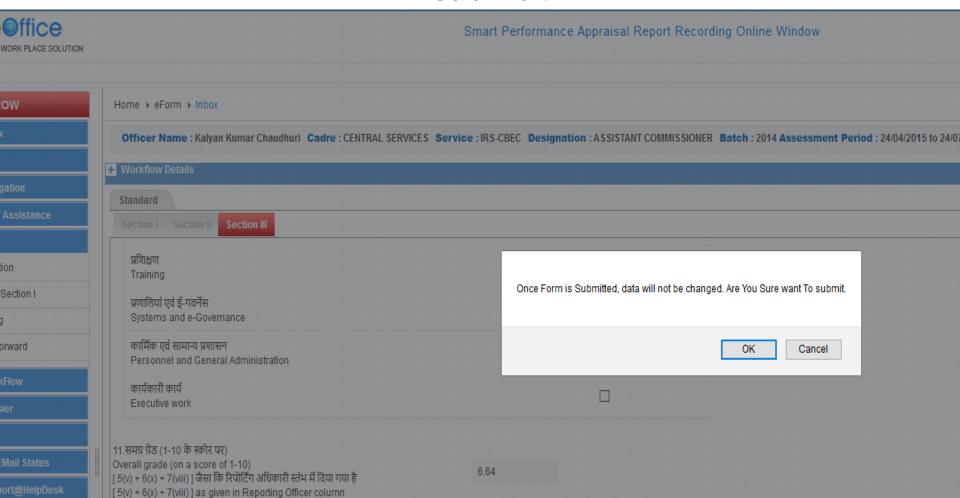
Column no. 11 will reflect the overall grades of the officer and it will also be calculated automatically by the system as shown in the screen below.

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)**"

Section I   Section II   **Section III**

प्रशिक्षण Training	☑
प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance	☐
कार्मिक एवं सामान्य प्रशासन Personnel and General Administration	☐
कार्यकारी कार्य Executive work	☐

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   6.64

Date: 22/12/2016   Signature of Reporting Authority

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

Note:
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- **Having any issue during Submit & Signing. Kindly Troubleshoot**

Save As Draft   **Submit (Send To Reviewing Authority)**   Saved

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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".**

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.

Ms. Sor

SPARROW

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IPR

Message

APAR ID 2016-24042015-24072015-72801 of Kalyan Kumar Chaudhuri (5549) - ASSISTANT COMMISSIONER has been successfully sent to K.K. Kabirpanthi (PRINCIPAL COMMISSIONER)

Back To Inbox

Thank You