

# **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 Reviewing officer

For any assistance or queries related to SPARR



User Name  Login with NIC User ID\* [Find Your User Name \\*](#)

Password

Captcha  Please Enter the Captcha

**fYgcHR** 

[? Frequently Asked Questions\\*](#)

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

The image shows a screenshot of the Sparrow email client interface. On the left is a vertical sidebar with a dark red header labeled 'Sparrow'. Below the header are several blue menu items: 'Inbox', 'Sent', 'Delegation', 'User Assistance' (with a dropdown arrow), 'Dossier' (with a dropdown arrow), 'DSC' (with a dropdown arrow), 'IPR', and 'Support@ServiceDesk'. The main content area on the right has a light blue breadcrumb 'Home > Inbox'. Below this is a legend with a blue square for 'Standard' and a red square for 'Representation'. At the bottom of the main area is a filter bar with three buttons: 'My Par(0)' (highlighted in dark red), 'Assess Par(1)', and 'Delegated Par(0)' (disabled).

# Click on Assess PAR and then, on APAR ID

■ Standard ■ Representation

My Par(0) **Assess Par(1)** Delegated Par(0)

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S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2019-16042018-24072018-2106533	CRCL Group A	ASHISH KUMA...	25/04/2019	DHARMSHILA ...	25/04/2019	Reviewing Auth...	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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

**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	Appraisal	Reviewing
<p>Reload Old PAR </p> <p style="text-align: center;"><b>खंड IV- समीक्षा</b> <b>Section IV-Review</b></p> <p>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 संख्यात्मक मूल्यांकन से सहमत न हों, तो कृपया उस खंड में आपके लिए निर्धारित कालम 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)</p> <p><input type="radio"/> Yes/ हों <input checked="" type="radio"/> No/ नहीं</p>			

# The following message appears

## 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!**





