Step by step guide for the role of Custodian.

(Note: All the functions performed by the Custodian can also be performed by the Alternate Custodian, except the deletion of APAR)

Login

1. Open the url **<u>https://sparrow-cbic.rcil.gov.in/</u>**

2. On opening the url, the "Login Screen of SPARROW Software" (given below) will open.



3. 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 password for the application will be same as your NIC email ID password.

Note: For practice environment, till software is launched, the default password for logging into the system is kept as "eoffice" for all the users. The following accounts can be used as the accounts of Custodians for the Training purposes:

- 1. Shri Man Mohan Singh <u>manmohansing.g139301@gov.in</u>
- 2. Rajesh Mittal <u>rajeshmittal.g139301@gov.in</u>
- 3. Praveen Pathak <u>praveenpatha.g139201@gov.in</u>
- 4. Shri Deepak Verma <u>deepakverma.g139601@gov.in</u>
- 5. Manoj Kumar Sharma manojkumarsh.g131102@gov.in
- 6. AMAR RAI amarkumarrai.g139401@gov.in
- 7. Shri Jagdarshan Bist jagdarshansi.g139401@gov.in
- 8. Manish Agarwal <u>manishagrawa.g139001@gov.in</u>
- 9. PRAKASH RAWAT prakashsingh.g139501@gov.in
- 10. Shri Sanjay Mishra <u>sanjaymishra.g138601@gov.in</u>

4. The Captcha as given in the box should be entered then click the "**Login**" button.

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



6. After successful login, the above window will open up. This page will have some tabs in the left side depending upon the role assigned to the officer. Above page is for the role of Custodian. These roles are allocated Super Custodian (Zonal Nodal Officer) and on logging in, different window will open up depending upon the role assigned to that user ID.

The basic function of the Custodian is to define the work flow. Accordingly, the Custodian has to click the tab "**workflow**" on the left hand side the screen and then click **Create/ update** link.

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7. On clicking the Workflow, the Tab will extend and "**Create/Update**" link will be displayed. On clicking the

"Create/Update" link (as shown in image above), the "<u>Employee</u> <u>Search for Assessment - Workflow Creation</u>" window will open up.

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8. Workflow Creation" window will have two tabs which are "Workflow Within same Organisation" and "Workflow With All Organisation". Now depending upon whether the Custodian is creating workflow for the employee in same formation or in some different formation, he will choose "Workflow Within same Organisation" or "Workflow With All Organisation" respectively. It is advisable to select "Workflow With All Organisation".

Custodian should then select "**Assessment Period**" from the drop down menu provided.

Now the Custodian has to search the officer in respect of whom he wants to create work flow. Out of all the displayed option, the Custodian can search either <u>by name or employee code</u>. It is advisable to use the "<u>Employee Code</u>" of the officer for search as it is unique identification number for any officer

Once the "**<u>Employee Code</u>**" is entered & search button is pressed; the name of the officer whose workflow is to be created will be populated in a table below:

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9. Three square boxes will also be displayed in the left side of the officer's name. These square boxes will have a colour depending upon the status of workflow creation for the officer which is given as below.



Custodian should click the **Create Workflow** Tab (In Blue Colour) which will populate the details of the Officer and a window will open for <u>"Creation of Work Flow - Choosing Workflow Period"</u> as given in the screen below.

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In this window, the "**Assessment Period**" has to be selected first which has to be done very carefully. The Assessment period has to be selected depending upon the dates during which the officer has worked under different Reporting and Reviewing officers during the financial year.

The APAR can be generated for period which is not less than 90 days. There may be periods where he has not worked under any Reporting and Reviewing officer for 90 days or more. In such cases, the form for NRC has to be selected by PAR Manager as in such cases NRC is to be issued. Hence, PAR Manager may be required to create more than one work flow during the year for any officer.

The dates for assessment period (from and to) are to be selected from the calendar as shown below.

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10. After selection of the assessment period, the Status has to be selected from the drop down menu out of the three options i.e. "WORKING", "NRC" and "FOREIGN ASSIGNMENT". Where ever the APAR is to generated, staus "WORKING" should be selected. Foreign Assignment is to be selected when the officer is on any Foreign Assignment with UN / WCO etc where the APAR is not written.

After selection of the Status, in case where the Status selected is **Working,** then the Form Type has to be selected from the drop down

menu out of the two options depending on the present grade of the officer.

11. Let us now create work flow for an officer who has worked under one set of Reporting and Reviewing officers from 16th April to 24th July 2018 and he has not completed 90 days under any Reporting / Reviewing officer for middle period which is more than 90 days and he went for Foreign Assignment for remaining period with UN / WCO etc where the APAR is not written and only Foreign Assignment Note is to be placed in APAR folder as per DoP&T O.M. The work durations of this officer is tabulated below.

<u>S.No.</u>	From	<u>To</u>
1.	16/04/2018	24/07/2018
2.	25/07/2018	20/11/2018
3.	21/11/2018	31/03/2019

12. The workflow details have to be filled in by the Custodian in the table below:

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	3	Reviewing Authority		SELECT		- Q	31/07/2018	ŵ	
	4	CR Section To Disclose		MANMOHAN SINGH(G13M_SM9301)[S	UPERINTENDENT - MEERUT GST ZONE - APPE	ALS (D *	15/08/2018	ŵ	
	5	Officer Disclosure		ASHISH KUMAR(G13A_KM9301)[INSP	ECTOR -MEERUT GST ZONE - APPEALS (DEHR	ADUN)] *	31/08/2018	ŵ	
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13. Till now, only workflow has been generated by Custodian but no PAR has been generated. Custodian can generate the PAR for which "**PAR tab**" should be clicked. On clicking it, the PAR tab will extend and 4 links will be displayed below PAR tab i.e. "**Generation**", "**Update Section I**", "**Tracking**" and "**Force Forward**".

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14. On clicking **"Generation**" link, the "<u>APAR Generation</u>" window will open up as shown below. In this window, he has to select the Assessment Period

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Then he can search employee by his/her Employee Code by filling the Employee code and clicking search button whereby all the PARs workflow created for that employee will be populated.

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Alternatively, he can leave the Employee Code as blank and can only tick the "**Not Generated**" checkbox. In this case, the details of all the employees whose workflow has been created by Custodian but PARs are yet to be generated will be listed. The Custodian can select the work flow for any employee from the list for generation of APAR.

15. Let's try to create APAR for an officer for whom 3 work flows have been created by the PAR Manager for any year based on the following work durations.

S.No.	From	<u>To</u>	Status
1.	16/04/2018	24/07/2018	Working
2.	25/07/2018	20/11/2018	NRC
3.	21/11/2018	31/03/2019	Foreign Assignment

16. For above work durations, the Custodian had already created three work flows. One for the period during which the officer has worked under one set of Reporting and Reviewing officers from 16th April to 24th July 2018. Second for the period where he has not

completed 90 days under any Reporting / Reviewing officer but this period is more than 90 days and third for period during which he was on Foreign Assignment with UN / WCO where the APAR is not written and only Foreign Assignment Note is to be placed in APAR folder as per DoP&T O.M. These 3 workflow will be reflected as shown below in the Custodian screen for this officer.

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17. Custodian needs to be click **Generate** under the heading "**Quick Action**" for generating APAR. Now let us consider all the three cases one by one.

18. First we will generate the APAR for the period 16-04-2018 to 24-07-2018. The Custodian should click the **Generate** which is in the line of the Work Flow for the period 16-04-2018 to 24-07-2018 and the first page of the APAR i.e. Section-I of APAR will open up as shown below.

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Role Detail	केन्द्रीय राजस्व निय	ान्त्रण प्रयोगशाला, केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड में ग्रुप ५ए अधिकारियों के वार्षि २०२२ २०२२ २०२२ ४४ ४४ ४४ ४४ ४४ ४४ ४४ ४४ ४४ ४४ ४४ ४४ ४	क निष्पादन की मूल्पांकन रिपोट	
🗅 Workflow 🔻	ANNUAL PERFORMANCE ASSESSMENT REP	CUSTOMS	ORKING UNDER CENTRAL BUARD	OF INDIRECT TAX &
🗎 PAR 👻	अवधि 16/04/2018 से 24/07/2018 तक की निष्पादन मू Performance Appraisal Report for the period fro	ल्यांकन रिपोर्ट m 16/04/2018 to 24/07/2018		
Dossier 💌		खंड-1 - मूलभूत सूचना Section L. Basic Information		
DSC -		उत्तर प्रशासनिक प्रभागकार्मिक विभाग द्वारा भरा जाएगा ठरो प्रशासनिक प्रभागकार्मिक विभाग द्वारा भरा जाएगा (To be filled in by the Administration Division/Personnel Departmen	t)	
₿ IPR				
Support@ServiceDesk	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	∧		•
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19. Certain fields like **Name of the officer**, **Year of Allotment**, **Date of Birth**, and **Employee Code** in the Section I of the APAR will be auto populated. If these values are incorrect the same can be changed/corrected by the Custodian.

20. Custodian should take extra care in filling the "Period Worked" under the Reporting and Reviewing officer (column no. 9) <u>factually & correctly</u>. The names of the **Reporting Officer** & **Reviewing Officer** along with the date field of "Period Worked" will be auto populated. The date fields will auto populate with same dates which are the initial and final dates of the period of work flow. The **Custodian** should however update these from and to dates for both Reporting and Reviewing officer with actual dates of supervision by these officers (which may last beyond the period under consideration) by clicking the calendar.

While updating these dates, if Custodian finds any mistake in creation of Work Flow, the **Custodian** can delete the work flow and can create a new work flow. This deletion of workflow is explained later in this manual.

21. In column no. 10, **leave details** are to be filled by selecting the dates from the calendar icon and entering the type of leave and remark as shown in screen below. For adding more leaves click on add "+" tab in green colour as shown in the screen below.

arrow	Basic Information									
IX	Name: Designation:	ASHISH KUMAR INSPECTOR		Cadre: Batch:	CENTRAL SERVI 1900	CES	Service: Assessment Per	iod:	CBIC 18/04/2018 to 24/07/2018	
	Standard									
gation	Basic Information Reporting Authority	1	UHARMSHILA UPADHYA	AY TAX AS	SISTANT	16/04/2018	Ŵ	24/07/2018		
r Assistance 🔻	Reviewing Authority	y	GAURAV SHARMA	TAX AS	SISTANT	16/04/2018		24/07/2018		
Detail	10.अवकाश आदि पर अ Period of absence on	नुपस्थित रहने की अवधि 1 leave, etc.	ù							
KTIDW •	अवकाश पर (प्रकार दर्शाये) On Leave	अ Peri	वधि से¤ iod From	अवधि त Period	φ Γο	प्रकार Type		टिप्पणियां। Remarks		
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) •	0									
	11.प्रशिक्षण कार्यक्रम जि Training Programs at	समें उपस्थित हुए ttended:								
iort@ServiceDesk		दिनांक से Date from		दिनांक तक Date to		संस्थान Institute		विषय Subject		
		Û		Û				h		

22. Column no. 11 consists of the **Training details** to be filled if the officer has attended any training during the period for which the APAR is being written. Training dates are to be selected from the calendar under "**Date From**" and "**Date To**". Enter the **Institution** or **Organisation** where an officer has attended training and also the **Subject** in which the officer has been provided training.

23. Column no. 12 consists of **Awards** and **Honours** details. For adding more awards click on add "+" tab in green colour as shown in the screen below.

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\leftrightarrow \rightarrow C \square https	://sparrow-cbic.	rcil.gov.in/SPARROW_C	BIC/Form/doShow?reqBack=Q0FLphC)i2XCKehJdqtWOb_tdeu8bmEtpHZ	ZGRTeJI9K6PJVSUX80bK 🗣	२ 🛧 📀 🖪	s :
		Smart Performance	ce Appraisal Report Recording Online	Window (SPARROW)	About 👻 Help 👻	Mr. MANMOHAN SINGH(SUPE	rinten 🝷
🍘 Sparrow	Basic Information						
Inbox	Name: Designation:	ASHISH KUMAR	Cadre: Batch:	CENTRAL SERVICES 1900	Service: Assessment Period:	CBIC 16/04/2018 to 24/07/2018	
✔ Sent	Standard						
Delegation	Basic Information	ादनाक स Data form	।ইনাক নক Data ta	संस्थान	ावम्य		
🛃 User Assistance 🔻		Date from			Subject		
Role Detail							
🗅 Workflow 👻							
PAR 🝷	Awards/Honours						
Dossier •						li	
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Support@ServiceDesk					Signature on behal	f of Admn./Personnel Deptt	
	Reference Uploa	ad (only pdf files with 3mb maxi	mum size) Choose File No file chosen				*
	DRAFT	Send To Officer Reported Upon					
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24. There are two options provided at the bottom, one as "Save as Draft" and "Send To Officer Reported Upon" as seen in the screen above. If the Custodian needs to save the Section-I of document for later reference he/she can click on "Save As Draft" or otherwise the document can be send to the Officer Reported Upon by clicking "Send To Officer Reported Upon ".

On clicking "Send To Officer Reported Upon" 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. 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". Click OK to submit the Section-I of APAR. 25. Once the PAR document is sent to the **Officer reported upon**, a confirmation message will be displayed as shown below and an email and sms alert will also be sent to the officer reported upon to this effect.

Deletion of Work flow:

Action required by Custodian when work flow created is not correct

26. In case, the Custodian finds that the work flow created is not correct and one or more work flow needs to be modified, he has the power to delete any work flow. The deletion can only be done before the generation of the APAR. Once the APAR is generated by Custodian, deletion is not possible.

For deletion, the custodian has to go to the "Workflow" menu of 27. the SPARROW. On clicking the Workflow, the Tab will extend and "Create/Update" link will be displayed. On clicking the "Create/Update" link, the "Employee Search for Assessment -Workflow Creation" window will open up. Workflow Creation" window will have two tabs which are "Workflow Within same Organisation" and "Workflow With All Organisation" respectively. Now Custodian has to select "Workflow With All Organisation". Custodian should then select "Assessment Period" from the drop down menu provided. Once the "Assessment Period" is selected from the drop down menu; various search options will come on the screen as below.

WELCOME TO SPARROW	× +		– o ×
← → ♂ ☆	🛈 🖍 https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/workflow/doShow?searchType=WITHORGDATA	♡ ☆	
	Smart Performance Appraisal Report Recording Online Window (SPARROW)	About 👻 Help 👻	Mr. Ajay Luhach(DEPUTY COM 👻
a Sparrow	Home > Workflow > Employee Search		
Inbox	Employee Search for Assessment - Worldflow Creation/Updation		
✓ Sent	Workflow Within Same Organization Workflow With All Organization		
🛃 User Assistance 🔻	Assessment Period :* 2018-2019 v		
	Employee Search by : Code Employee Name Choose Design	ation	Email
Role Detail	Batch IRS-CBEC v Choose Cadre	•	Mobile Number
🗅 Work flow 👻		Search	
🗈 PAR 👻			
EMD			
■ Dossier 🕶			
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⊕ IPR			
⊕ Type here to search □	ch 🔱 🛱 🤮 🔚 🏦 🕿 🌖 🖾 🕼 🌆	۶ ^۹ ۸	▲ 및 ↓× ENG 18:36

28. Out of all the displayed option, the Custodian should fill the "**Employee Code**" of the officer who's APAR he wants to delete.

29. The Name of the officer will be displayed.

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\leftrightarrow \rightarrow C \square http:	s://sparrow-cbic.rcil.gov.i	in/SPARROW_CBIC/wor	kflow/doShow?searchType	=WITHORGDATA			० २ 🕁	Ø 🖪 🛛 🔕	:
	Si	mart Performance Appra	isal Report Recording Onli	ne Window (SPARROW	0	About +	Help 👻 Mr. MANMC	HAN SINGH(SUPERINTEN	•
🍘 Sparrow	Home + Workflow + E	mployee Search							
	Employee Search for Assessr	ment - Workflow Creation/Updatio	n						
┩ Sent	Workflow Within Same Organ	nization Workflow With All O	rganization						
Delegation	Assessment Period : *	2018-2019	v						
🛃 User Assistance 🔻	Employee Search by :	G13A_KM9301	Employee Na	me	Choose Design	ation	Email		
Role Detail		Batch	CBIC	Ŧ	CENTRAL SER	WICES *	Mobile	Number	
🗅 Workflow 🔻		🕑 📕 IN PROCESS	🖉 🔳 COMPLETED 🕑 🗖 NOT S	TARTED		Search			
🗟 PAR 🔻	Search:						Copy PDF CSV	Excel Show 10 rows	
Dossier 🔻	S.No 🖺 Status	Name IT	Allotment Year/Batch	Employee Code	Designation	Cadre	11	Action	
DSC 🔻	•	ASHISH KUWAR	1900	GIALIWISOT	INSPECTOR	GENTRAL SER	Create	Jpdate Workflow	
⊕ IPR	Showing 1 to 1 of 1 entries						First Previou	s 1 Next Last	
Support@ServiceDesk									
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30. After clicking on **Create/Update Workflow** all the workflows created for the officer will be displayed as below:

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\leftrightarrow \rightarrow C \square https:	//sparrow-cbic.rcil.gov.in/SPARROW_CBIC/workflow/doDefine?	employeeParam=U9COsD4MhZBHP0sR	RJcn-eQ&assessmentYearParam=S 💁 🤅	२ 🖈 📀 🗉 🔕 :
	Smart Performance Appraisal Report Reco	rding Online Window (SPARROW)	About + Help +	M: MANMOHAN SINGH(SUPERINTEN 👻
🍘 Sparrow	Home Workflow Define Workflow			
Inbox	Basic Information			
🖌 Sent	Code: G13A_KM8301 Name: ASHISH KUMAR Service: CBIC Cadre: CENTRAL SERVICES	Designation: Organization:	INSPECTOR MEERUT GST ZONE - APPEALS (DEF	(RADUN)
Delegation	Batch: 1900			
🛃 User Assistance 🔻	() Back to search			
Role Detail	Creation of Work Flow - Choosing Workflow Period			
🗅 Workflow 🔻	S.NO Assessment Period	Status	Form Type	Actions
🖹 PAR 🔻	1 From: 18/04/2018 To: 24/07/2018	WORKING	CRCL Group A	Update Delete
Dossier 💌	2 From: 25/07/2018 To: 20/11/2018	NRC	NRC (No Reporting Certificate)	Update Delete
DSC -	3 From: 21/11/2018 To: 31/03/2019	FOREIGN ASSIGNMENT	IRS ON FOREIGN ASSIGNMENT	Update Delete
⊕ IPR	4 From: 01/04/2018 🗎 To: 15/04/2018 🗎	SELECT	SELECT	Continue
Support@ServiceDesk				
O Type here to	search 📮 🗒 🛱	i 🖬 🧿 🛡 🔼 (ه ^ ^م	토 d× ENG 19:29 25/04/2019 🖏

31. The workflow created will have two options **Update** and **Delete** as shown in the screen above. The Custodian can delete the wrong Workflow generated. On clicking the Delete button a message box will open up as shown in the screen below wherein the Reason for Deletion is to be filled up. Custodian can also attach any reference document if required.

🕒 @Gov.i: 🗙 📔 W	ELCO: X G western: X 🕹 Search : X 🚼 Email id: X W PAR Ma X 🝐 My Driv: X 🖬 Zonal M X 🗅 WELCO: X 🗅 @Gov.i: X + 🛛 🗖 X
\leftrightarrow \rightarrow C \cong htt	ps://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/workflow/doDefine?employeeParam=U9COsD4MhZBHP0sRJcn-eQ&assessmentYearParam=S 💁 🍳 🏚 🔋 😫 🗄
eoffice	Smart Performance Appraisal Report Recording Online Window (SPARROW)
Sparrow Sparrow	Home + Workflow + Define Workflow
Inbox	r Basic Information
	Code: G13A_VXXX201 Name: ASHISH KILIMAR Detrimation: INSPECTOR Service: CBIC Cas Workflow Detailon MEERUT GST ZONE - APPEALS (DEHRADUN)
Delegation	Batch: 1900 Reason for Deletion: "
🖉 User Assistance 👻	Back to search
Carla Role Detail	Creation of Work Flow - Choosing Workflow Peri Any of the Reference file is to be upload :
🗅 Workflow 👻	S NO Assessm (Alowed File FormatMax Size + PDF/3 MB) Form Type Actions
PAR 👻	1 From: 1804/2018 To:
🔳 Dossier 👻	2 From: 25/07/2018 To:
DSC -	3 From: 21/11/2018 To: 31/03/2019 FOREIGN ASSIGNMENT v IRS ON FOREIGN ASSIGNMENT v Update Delete
⊕ IPR	4 From: 01042018 🝵 To: 15042018 📦 -SELECT 💌 -SELECT 🔍 Continue
Support@ServiceDesk	
Type here t	to search 📮 🛱 😋 🥽 💼 🕿 🧑 🔝 📉 🙉 🛤 🗚 🕫 🕫 1933 🖏

32. After writing the reason and uploading the document, Click Submit. The system will ask for confirmation before deletion. A confirmation message will pop up as shown below:

🕒 @Gov.ir 🗙 🏻 🕒 WE	ELCO 🗙 🛛 G western 🗙 🖌 📤 Search 🗴 🖌 🚼 Email ic 🗙 🛛 ₩ PAR Ma 🗙 🖌 🙆 My Driv 🗙 🕇 🔂 Zonal N 🗴 🗋	WELCO × C @Gov.: × + - C ×
\leftrightarrow \rightarrow C $$ http	ps://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/workflow/doDefine?employeeParam=U9COsD4MhZBHP0sRJcn-eQ&as	sessmentYearParam=S 🕶 🔍 🛧 🙋 🖪 🛛 🔕 🗄
eoffice	Smart Performanc sparrow-cbic.rcil.gov.in says	
🚳 Sparrow	Home + Workflow + Define Workflow Are you Sure you want to delete?	
🕰 Inbox	Basic Information Cancel	
	Service: CBIC Cas Workflow Deletion	MEERUT GST ZONE - APPEALS (DEHRADUN)
Delegation	Batch: 1900 Reason for Deletion: *	
🗠 User Assistance 👻	Back to search wrongly created	
Role Detail	Creation of Work Flow - Choosing Workflow Peri Any of the Reference file is to be upload :	
🗅 Workflow 👻	S.NO Assessm (Allowed File Format/Max Size - PDF/3 MB)	Form Type Actions
🗎 PAR 👻	1 From: 18/04/2018 To:	A Update Delete
🔳 Dossier 👻	2 From: 25/07/2018 To:	torting Certificate)
🖹 DSC 🛨	3 From: 21/11/2018 To: 31/03/2019 FOREIGN ASSIGNMENT v IRS ON FO	REIGN ASSIGNMENT Update Defete
⊕ IPR	4 From: 01/04/2018	Continue
Support@ServiceDesk		
Type here to	o search 🔱 🗄 🤤 🚍 🏦 😒 🧿 💌 🔤	g ^R へ �� 巨 q× ENG 19:32 25/04/2019 号 3

33. Once Ok is clicked, the said work flow will be deleted and the system will automatically propagate the remaining period for which the workflow is not yet to be created. The custodian can then generate the corrected workflow again.

Disclosing of APAR to the Officer Reported Upon

34. After the Reviewing officer assesses the APAR and submits it to the Custodian, the APAR is reflected in the **Inbox Section** of the Custodian. The Inbox section of the Custodian contains 5 tabs which are **My PAR**, **Assess PAR**, **Delegated**, **Manual Process** and **Process** as shown in the screen below.

	Smart Performance Appraisal Report Recording Online Window (SPARROW)	About +	Help 🕇	Mr. MANMOHAN SINGH(SUPERINTEN 🔻
🍘 Sparrow				
Inbox	Home ¥ Inbox			
◀ Sent	Standard Representation My Par(0) Assess Par(0) Delegated Par(0) Manual Process(0) Process(1)			Ť
Delegation				
🖌 User Assistance 🔻				
Ω Role Detail				
🗅 Workflow 👻				
🗟 PAR 👻				
Dossier •				
DSC -				
⊕ IPR				
Support@ServiceDesk				

35. The **APAR** generated, **NRC** and **Foreign Assignment** will be shown in **Process** tab.

	Smart Performance Appraisal Report Recording Online Window (SPARROW)	About + Help + Mr. MANMOHAN SINGH(SUPERINTEN +
🍘 Sparrow		
Inbox	Home>indox	
✔ Sent	My Par(0) Assess Par(0) Delegated Par(0) Manual Process(0) Process(1)	·
Delegation	Search:	Copy Excel PDF CSV Show 10 rows
🖌 User Assistance 🔻	S.No. II. II APAR ID II Form Type II Officer Detail II Reserved On II Sent By II 1 E 2010/10/10/19/20170019. OPCI Centre & ASHISH // IMA 25/10/20110 GALIPA/ SHAR	Sent Date Current Stage Quick Action
Ω Role Detail	2109633	
🗅 Workflow 👻	Showing 1 to 1 of 1 entries	First Previous 1 Next Last
PAR 🝷		
Dossier 💌		
DSC -		

36. Clicking on the APAR ID the Disclose to Officer Section will be opened.

		Smart Performance Appraisal	Report Recording Onlin	e Window (SPARROW)	About +	Help - Mr. Manmohan Singh(Superinte
Sparrow	Basic Information					
🕰 Inbox	Name: Designation:	ASHISH KUMAR	Cadre: Batch:	CENTRAL SERVICES	Service: Assessment Period:	CBIC : 16/04/2018 to 24/07/2018
✔ Sent	Workflow Det	ails (Kindly click here and verify the Detai	ls of Assessing Authorities by	y hovering the mouse over the res	spective name.)	
Delegation	Standard					
🛃 User Assistance 🔻	Basic Information	i Self Appraisal Appraisal Reviewing	Disclose To Officer			•
Role Detail				Disclose To Officer		e
🗅 Workflow 👻						
🖹 PAR 👻	This is to certify	that this APAR (PAR Id : 2019-16042018-2407	2018-2106533) for the period 16	5/04/2018 to 24/07/2018 has been disc	closed to the officer reported upon (A SHISH	KUMAR) and all actions in compliance
E Dossier 🔻	to the DOP&T O.	.M No. 21011/1/2005-Estt. (A) (Pt.II) dated 14th	May, 2009 in connection with th	e Annual Performance Appraisal rep	ort of the officer have been completed.	
🖹 DSC 🔻						
€IPR	Date:					Signature At Disclosure Level
Support@ServiceDesk	Reference Uplo	ad (only pdf files with 3mb maximum size)	hoose File No file chosen			
	Disclose To Officer					

37. Clicking on the Disclose to Officer Button, the APAR will be sent to the Officer Reported Upon and the following message will appear:

	Smart Performance Appraisal Report Recording Online Window (SPARROW)
box	
Sent	MESSAGE
elegation	
User Assistance 🔻	APAR ID : 2019-18042018-24072018-2108533 has been Sent Successfully to ASHISH KUMAR (G13A_KM9301) [INSPECTOR]
Role Detail	$\textcircled{\ensuremath{\mathbb S}}$ BACK Click the Link to redirect back .
Workflow 🔻	
PAR 🔻	
Dossier 💌	
DSC 🔻	

Closing of APAR generated.

38. Click **Process** tab in the Inbox and the following screen will appear.

				Smart Performance Appra	isal Report Recording) Online Window (SF	ARROW)		About -	Help +	Mr. Manmoha	N SINGH(SUPER	rinten 🔻
🚯 Sparrow													
• Inbox	Home ▶ Ir	Home+ Indox Standard Representation My Par(0) Assess Par(0) Delegated Par(0) Manual Process(0) Process(1)											_
🕈 Sent	My Par(0)												T
Delegation	Search:									Сору	Excel PDF	CSV Show 1	10 rows
🛃 User Assistance 🔻	S.No 🎚	1	11	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	11 C	urrent Stage	1 Quick Act	ion (†
Role Detail		5		2106533	CROL GROUP A	Aphion KUMA	2010412019	ADRIDE KUWA	20/04/2018	UKB	ection for		
🗅 Workflow 💌	Showing 1	Showing 1 to 1 of 1 entries First Previous 1 Next Last											
PAR 🔻													
🔳 Dossier 🔻													
DSC 🕶													
⊕ IPR													
Support@ServiceDesk													

The APAR so generated for the period from 24-04-2018 to 24-07-2018 in case of the given example will appear here. The Current stage here will show CR section to Disclose.

39. The Custodian has to Click over the APAR id relating to the APAR generated and the following screen will appear.

		Smart Performance Appraisal F	Report Recording Onli	ne Window (SPARROW)	About + Help •	Mr. MANMOHAN SINGH(SUPERINTI				
论 Sparrow	Basic Information	ASHISH KUMAR	Cadre:	CENTRAL SERVICES	Service	CBIC				
Inbox	Designation:	INSPECTOR	Batch:	1900	Assessment Period:	16/04/2018 to 24/07/2018				
✔ Sent	Workflow Deta	ails (Kindly click here and verify the Details	of Assessing Authorities I	by hovering the mouse over the resp	ective name.)					
Delegation	Standard Basic Information	Self Appraisal Appraisal Reviewing	Disclose To Officer Offic	er Acceptance						
🖌 User Assistance 🔻						0				
Role Detail		OFFICER ACCEPTANCE								
🗅 Workflow 🔻										
🖹 PAR 🔻	The full APAR (F	PAR Id : 2019-16042018-24072018-2106533) incl	uding the overall score and a	issessment of integrity has been show	/communicated to me. The final grading awarded h	as also been noted.				
Dossier 🔻										
DSC 🗸										
₿IPR	Date: 25/04/2019				M- A CLICU VIMAD	Signature At Officer Level				
Support@ServiceDesk					Mr. A Shi Shi Kumari	GISA_RM3501) - INGECTOR				
	Close									

40. Click **Close** button to close the APAR and the following message will appear



41. Now the generated APAR will go to the account of the Officer reporting Upon.
