## Step by step guide for "Officer Reported Upon".

- 1. Open the url **<u>https://sparrow-cbic.rcil.gov.in/</u>** in browser.
  - The "Smart Performance Appraisal Report Recording Online <u>Window</u>" 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. However for practice environment, till software is launched, the default password for logging into the system is kept as "**eoffice**" for all the users.

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

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<b>@</b> Sparrow	@ Home
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Delegation	
🛃 User Assistance 👻	Assessment Year
✓ Role Mapping	Select Assessment year 2018-2019 View Dashboard Delaits
Role Detail	Transactions on Weekly Basis
🗅 Workflow 🔻	300
🖹 PAR 👻	250
🔳 Dossier 👻	5 <u><u><u></u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u>
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3. The software would automatically move to next screen. By default, the SPARROW window will open up as shown in the next page.

	Smart Performance Appraisal Report Recording Online Window (SPARROW)
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4. 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. These roles are allocated centrally by DGHRD / NIC and on logging in, different window will open up depending upon the role assigned to that user ID.

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Support@ServiceDesk		

Above page is for the **Officer Reported Upon**. In the inbox, on clicking the My Par Tab, all the 3 PARs generated by the Custodian shall be listed with their corresponding APAR-IDs (shown in blue colour) which are for the following work durations:

S.No.	From	<u>To</u>	Status
1.	16/04/2018	24/07/2018	Working

5. Now, the officer Reported upon will select the first PAR for the period 16/04/2018 to 24/07/2018 by clicking the APAR-ID for the relevant period. This would open section-I of the APAR as filled and generated by the Custodian (shown in the screen shotbelow).

eoffice	Smart Performance Appraisal Rep	port Recording Online Window (SPARROW)	About 👻 Help 👻	Mr. ASHISH KUMAR(INSPECTOR +
Sparrow	Designation: INSPECTOR	Batch: 1900	Assessment Period:	16/04/2018 to 24/07/2018
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Delegation		खंड-1 - मूलभूत सूचना Section I – Basic Information		
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E 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.वर्त्तमान पद Present post	INSPECTOR		
	8.वर्तमान पद पर नियमित नियुक्ति की तारीख Date of regular appointment to present post			•

6. 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.

7. Further the officer has to check his leave details and trainings attended. These details would also be auto populated as they have been filled by Custodian.

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DSC 🗸	Reporting Authority	DHARMSHILA UPADH	YAY TAX ASSISTANT	16/04/2018	24/07/201	8	
<b>©</b> IPR	Reviewing Authority	GAURAV SHARMA	TAX ASSISTANT	16/04/2018	24/07/201	8	
Support@ServiceDesk	10.अवकाश आदि पर अनुपस्थित रा Period of absence on leave, et	इने की अवधि c.					- 11
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Support@ServiceDesk	
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	Mr. MANMOHAN SINGH (G13M_SM8301) - SUPERINTENDENT
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8. 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.

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9. 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. This will send Section-I of the PAR to Custodian and thus allow Custodian to make requisite corrections to Section-I of the APAR.

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10. 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.

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SPARROW	Message	
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11. After sending the error report, the officer should go to **Self Appraisal** of PAR and fill all his particulars for performance appraisal. The screenshots presented below shows the details of fields for Section-II which is same as that for the manual format of APAR.

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€ 4.q Support@ServiceDesk Ple	कृपया उन विशेष क्षेत्र को बताएंजिसमे आप प्रशिक्षण कार्य के माध्यम से र ease indicate specific areas in which you feel the need to upg	भपनी कार्यकुश्चलता को उन्नत करने की जरूरत महसूस करते है rade your skills through training programmes.		
वर्ता For	र्तमान कार्य के लिए or the current assignment			
अप For	पने भावी करियर के लिए or your future career.			
	PAET Cond To Departing Authority			•
DR	KAPT Send to Reporting Automity			



12. 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.

13. 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.

14. 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".

COFFICE A DIGITAL WORK PLACE SOLUTION	Smart Performance Appraisal Report Recording Online Window
SPARROW	Home + eForm > Inbox
▶ Inbox	Officer Name : Kalyan Kumar Chaudhuri Cadre : CENTRAL SERVICES Bervice : IRS-CBEC Designation : ASSISTANT COMMISSIONER Batch : 2014 Assessment Period : 2404/2015 to 24/07/2015
Sent	Verkflow Details
▶ Delegation	Standard
User Assistance	Section 1 Section 1
✓ WorkFlow	reviewing authority for the previous year?
Create/Update	
▶ Dossier	7 अधिकारी के पूर्वी पुरस र का प्रदेश से विषके को रियोटिंगसुनरीक्षल प्राधिकारी द्वारा निधारित समय सीम के भीत Once Form is Submitted, data will not be changed. Are You Sure want To submit.
▶ DSC	Details of APARs of officers not written by the officer as reporting/reviewing authority ((<) the ap time limit and reasons of not writting / reviewing the APAR;
▶ NIC EMail Status	OK Cancel
▶ Support@HelpDesk	आ.क. अधिकार्स की नाम Name of the officer Officer Officer Officer
IPR	officer 1 officer 2 officer 3 leave
Declaration For IPR	
	" दिनांक समीक्षाचीन अधिकारी का नाम पढनाम व हस्साध्य
	Date: 22/12/2016 Signature of officer reported upon
	Reference Document Upload(only pdf files with 3mb maximum size) Browse No file selected.
	Note:           • Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.           • Naving any issue during Submit & Signing. Kindly Toubleshool
	Save As Draft Submit ( Send To Reporting Authority ) * Saved

15. 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.

S WELCOME TO SPARROW	🗙 💿 Directorate General of human rei: 🗙   🐁 Downloads 🛛 🗙 🛛 🗞 WELCOME TO SPARROW - LOGII 🗙   🕂 🗕 🗖 📉
$\leftrightarrow$ $\rightarrow$ C $$ https://sp	arrow-cbic.rcil.gov.in/SPARROW_CBIC/message/doShow 🖈 🧿 🔤 🚺 📀 🗄
	Smart Performance Appraisal Report Recording Online Window (SPARROW) About + Help + Mr. ASHISH KUMAR(INSPECTOR +
Sparrow	
Inbox	
✓ Sent	MESSAGE
Delegation	
🗠 User Assistance 👻	APAR ID : 2019-16042018-24072018-2106533 has been Sent Successfully to DHARMSHILA UPADHYAY (G13D_UF9701) [TAX ASSISTANT ]
E Dossier 👻	BACK Click the Link to redirect back .
DSC 👻	
₽IPR	
Support@ServiceDesk	
4 🔕 🚞	🔘 🇣 🔀 🤞 🔼 💽 🖉 🖻 🧭

eOffice A DIGITAL WORK PLACE SOLUTION	Smart Performance Appraisal Report Recording Online Window
SPARROW	Homa + aForm + Inbox
► Inbox	Officer Name : Neeraj Sol. Cadre : CENTRAL SERVICES. Service : IRS.CBEC. Designation : DEPUTY COMMISSIONER. Batch : Assessment Period : 2507/2015 to 2011/2015
▶ Sent	2 Workflow Details
Delegation	Standard
► User Assistance	HRC
▶ Dossier	-
▶ DSC	
▼ Support@HelpDesk	Unce Form is submitted, data will not be changed. Are tou sure want to submitte
Report Issue	SECT DISTUIJENTING PROTOCOLO IN
Check Status	Directorate General of Human Resources
Feedback	Central Board of Excise & Customs,
IPR	Bhai veer singn Sanitya Sadan, Gole Market, New Delhi à 110 001.
Declaration For IPR	FAX NO. 011-23340315
	NO REPORT CERTIFICATE
	(2010/1/2015 to 20171/2015)
	The ACR for penod from 25/07/2015 to 20/11/2015 in respect of Shri Neeraj Sol , Assistant commissioner, has not been written. Since he did not complete 90 days p . The Penod from 25/07/2015 to 20/11/2015 in respect of ACR of Shri Neeraj Sol Assistant Commissioner may be treated as "No Report Period".
	Note: Passe Do Not Copy & Passe From Any Rich Text Editor Like MS Word, Excel etc. Hoving any insue during Submit & Signing, Kindly <u>Troubleshool</u> Submit (send To CR Section)

## <u>Acceptance of APAR or making representation by the Officer</u> <u>Reported Upon</u>

16. 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.

	Smart Performance Appraisal Report Recording Online Window (SPARROW) About + Help + Mr. ASHISH KUMAR(INSPECTOR +
🚳 Ѕрагтом	
Inbox	
✔ Sent	Wy Par(1) Assess Par(0) Delegated Par(0)
Delegation	Search: Copy Excel PDF CSV Show 10 rows
🗠 User Assistance 🔻	S.No II II APAR ID II Form Type II Received On II Sent By II Sent Date II Current Stage II Action II
🔳 Dossier 🔻	1 E E 2019-16042018-24072018- CRCL Group A 25/04/2019 MANMOHAN SI 25/04/2019 Officer Disclosure
DSC 🔻	Showing 1 to 1 of 1 entries
ØIPR	First Previous 1 Next Last
Support@ServiceDesk	

17. After clicking on APAR-ID, all four sections of APAR can 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.

18. 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.

19 . 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.

	Smart Performance Appraisal Report Recording Online Window (SPARROW)
🚯 Ѕрагтоw	
Inbox	
🖌 Sent	MESSAGE
Delegation	
🛃 User Assistance 🔻	APAR ID : 2019-16042018-24072018-2106533 has been Sent Successfully to MANMOHAN SINGH (G13M_SM9301) [SUPERINTENDENT]
E Dossier 💌	BACK Click the Link to redirect back .
DSC 🗸	
<b>⊜</b> IPR	
Support@ServiceDesk	

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