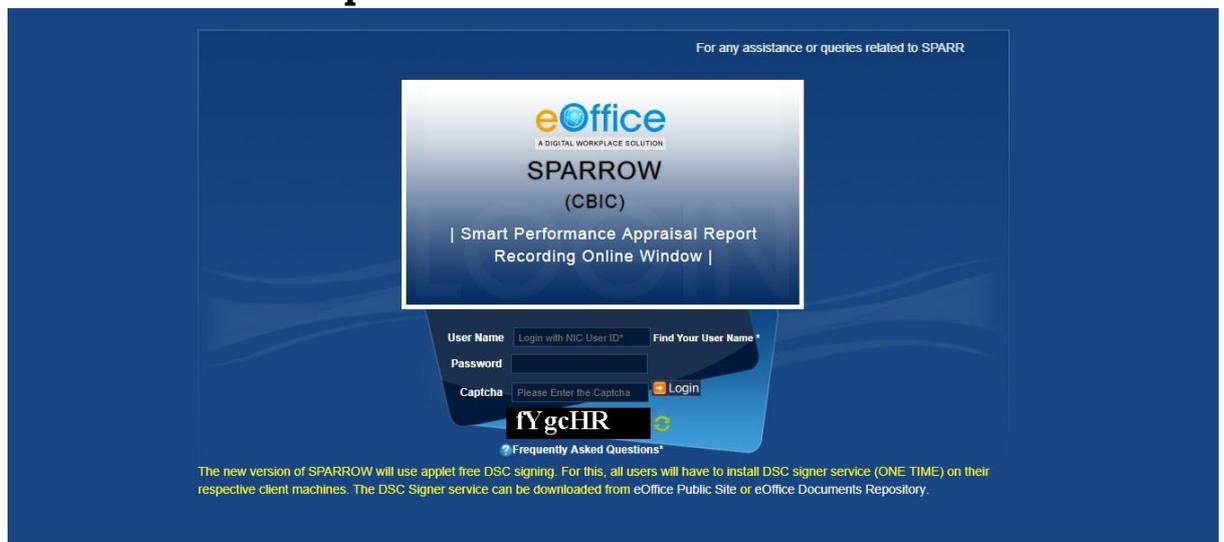


Step by step guide for “Officer Reported Upon”.

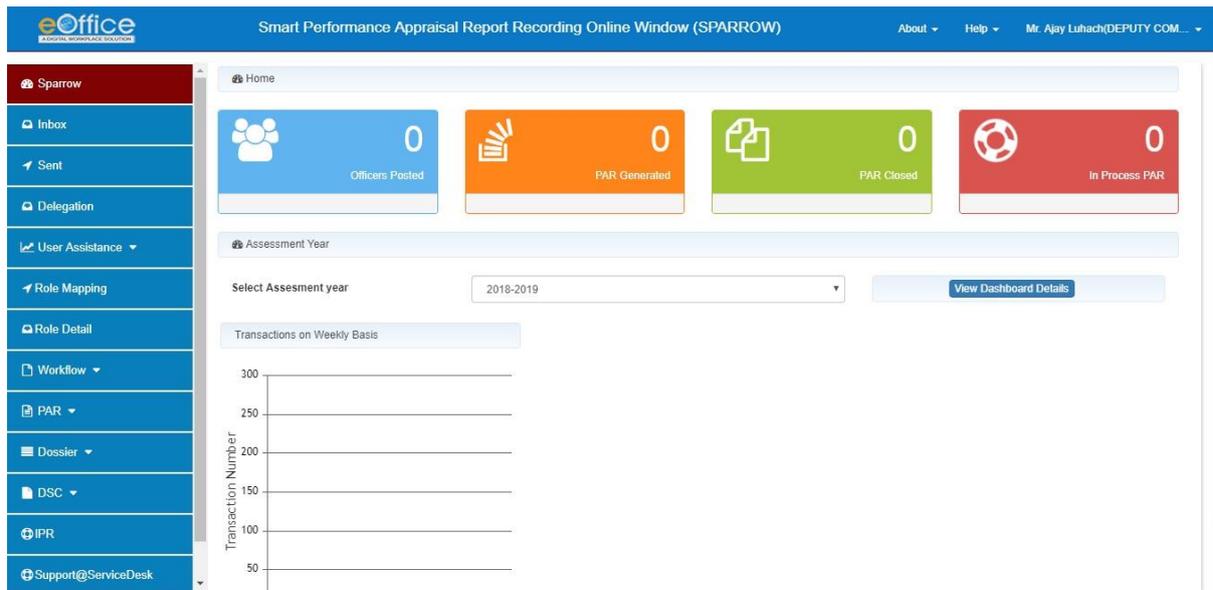
1. Open the url <https://sparrow-cbic.rcil.gov.in/> in browser.
2. The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".



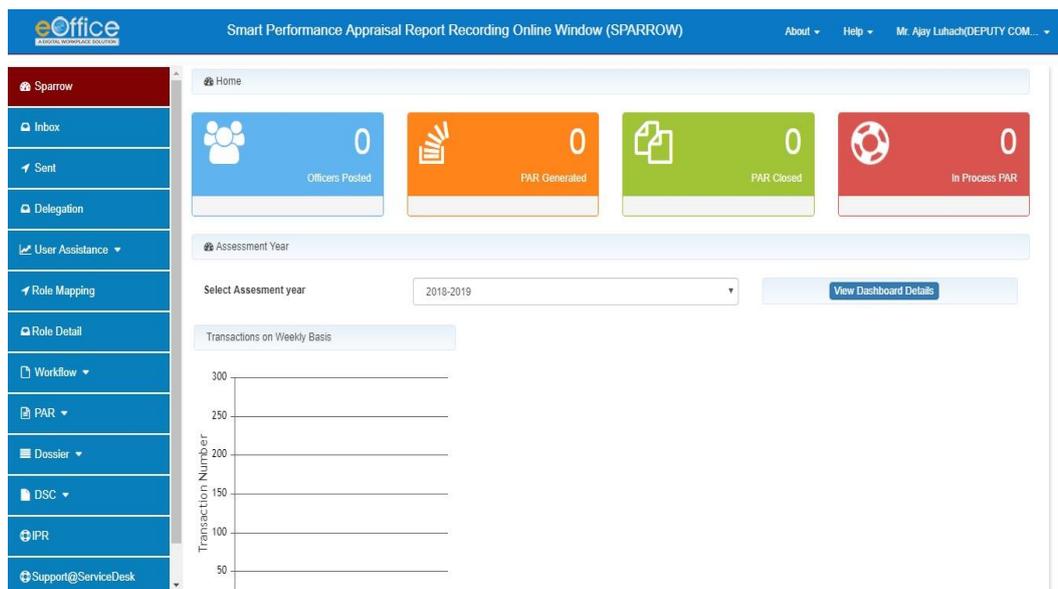
The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is ashish.solanki@nic.in or ashish.solanki@gov.in, then, the user id will be ashish.solanki.

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



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



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.

Home > Inbox

Standard Representation

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

Search:

S.No	Form Type	APAR ID	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	CRCL Group A	2019-16042018-24072018-2106533	25/04/2019	MANMOHAN SI...	25/04/2019	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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	To	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 shot below).

Designation: INSPECTOR Batch: 1900 Assessment Period: 16/04/2018 to 24/07/2018

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

खंड-1 - मूलभूत सूचना
Section I - Basic Information
उसे प्रशासनिक प्रभाग/कार्मिक विभाग द्वारा भरा जाएगा
(To be filled in by the Administration Division/Personnel Department)

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
Date of Entry into Govt. Service

5. जन्म तिथि
Date of Birth 30/01/1970

6. वर्तमान ग्रेड
Present grade

7. वर्तमान 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.

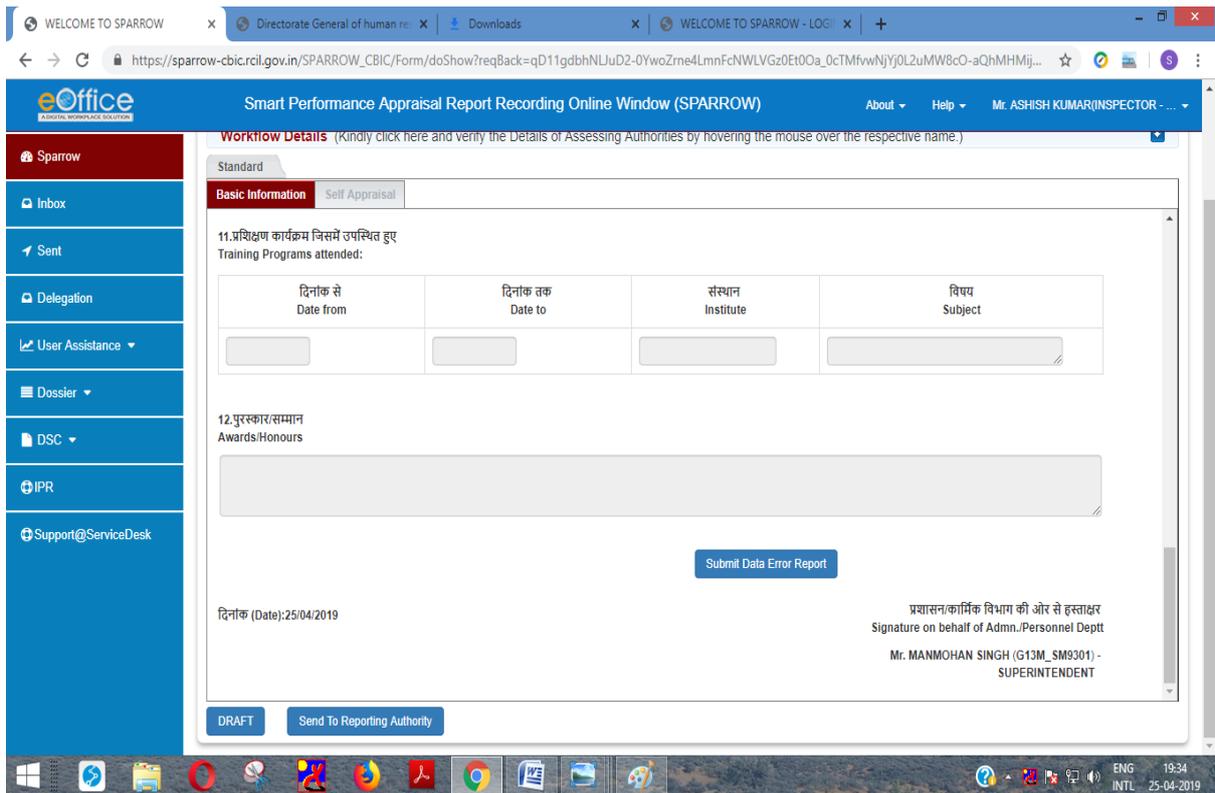
The screenshot displays the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)'. The interface includes a left-hand navigation menu with options like 'Sparrow', 'Inbox', 'Sent', 'Delegation', 'User Assistance', 'Dossier', 'DSC', 'IPR', and 'Support@ServiceDesk'. The main content area is titled 'Workflow Details' and contains several sections:

- Standard**: A tabbed interface with 'Basic Information' and 'Self Appraisal' tabs.
- Present post**: A section for '8. वर्तमान पद पर नियमित नियुक्ति की तारीख' (Date of regular appointment to present post).
- 9. रिपोर्टिंग और पुनरीक्षण प्राधिकारी** (Reporting & Reviewing Authorities): A table listing the reporting and reviewing authorities.
- 10. अवकाश आदि पर अनुपस्थित रहने की अवधि** (Period of absence on leave, etc.): A table for recording leave periods.

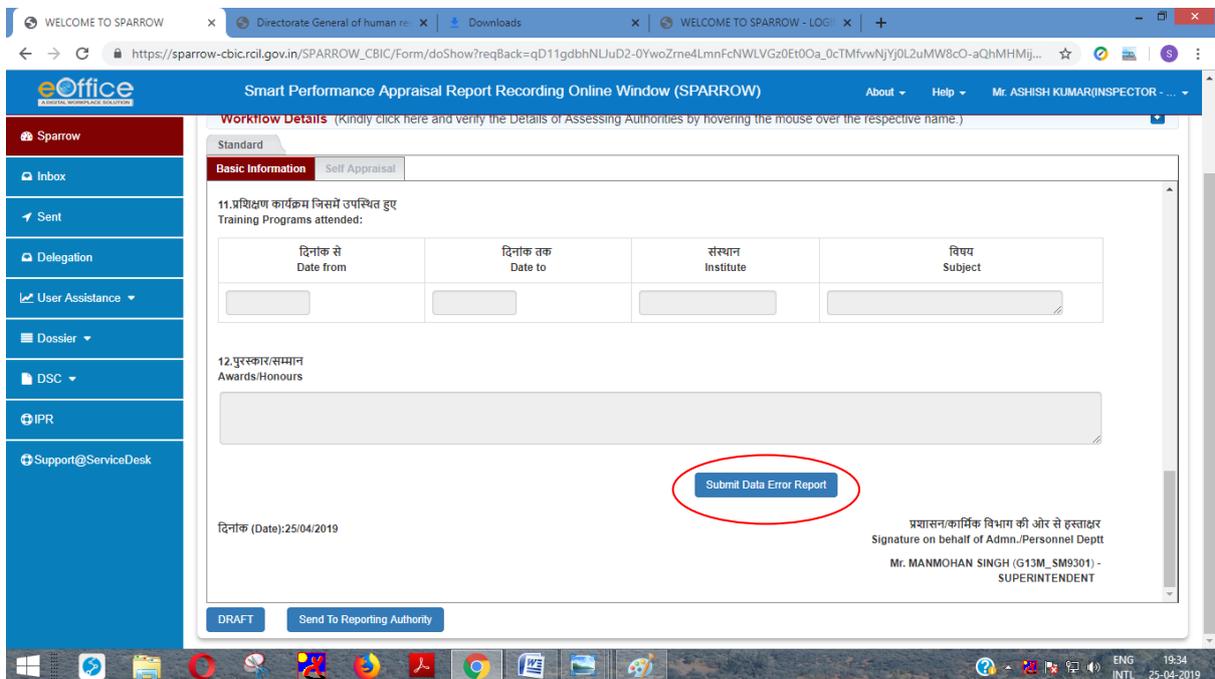
At the bottom of the form, there are buttons for 'DRAFT' and 'Send To Reporting Authority'. The system tray at the bottom right shows the date as 25-04-2019 and time as 19:33.

प्राधिकारी Authority	नाम Name	पदनाम Designation	कृत कार्य की अवधि Period Worked	
			From Date	To Date
Reporting Authority	DHARMSHILA UPADHYAY	TAX ASSISTANT	16/04/2018	24/07/2018
Reviewing Authority	GAURAV SHARMA	TAX ASSISTANT	16/04/2018	24/07/2018

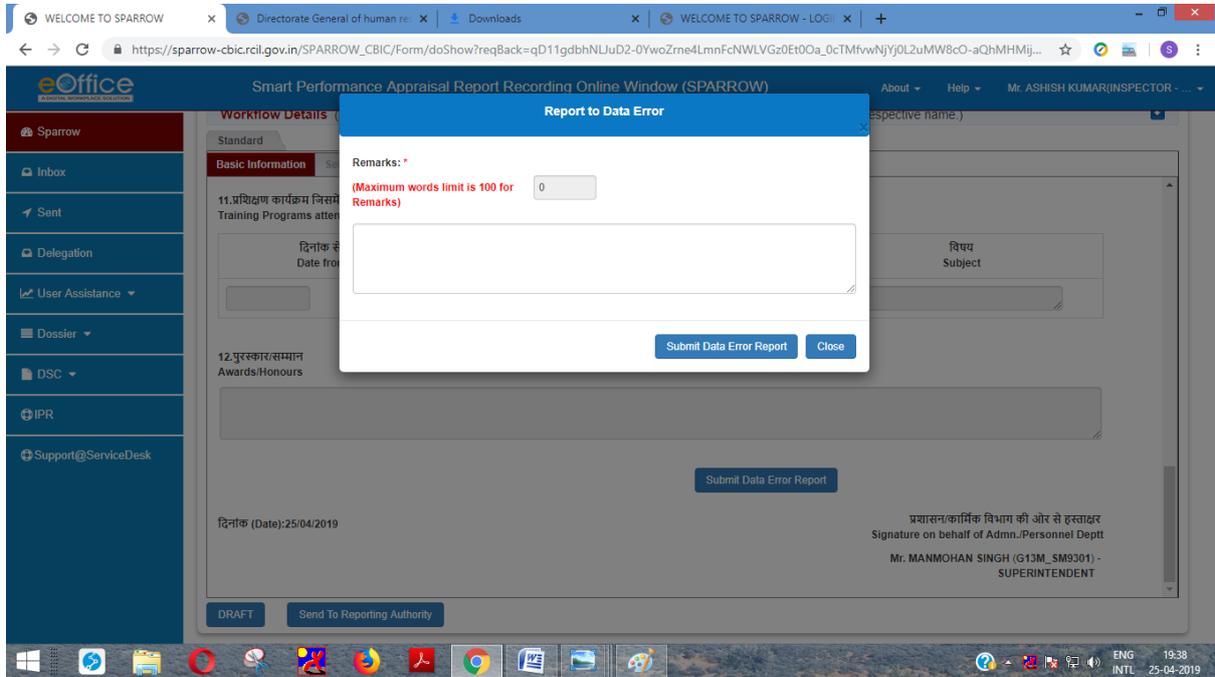
अवकाश पर (प्रकार दर्शाएँ) On Leave	अवधि से Period From	अवधि तक Period To	प्रकार Type	टिप्पणियाँ, Remarks



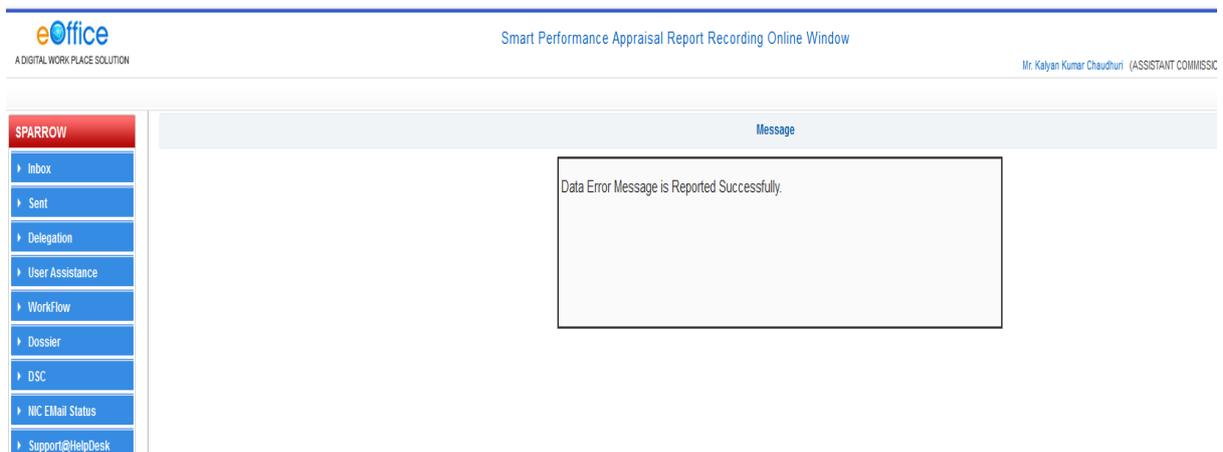
8. If any information is found to be incorrect then he can submit error report to Custodian by clicking **Submit Error Report** tab. If all the information filled in is correct, the officer can click Section-II of APAR and fill Section-II of APAR.



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.



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.



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.

Standard

Basic Information **Self Appraisal**

Reload Old FAR

खंड-II-स्वमूल्यांकन
Section II-Self Appraisal
(समीक्षाधीन अधिकारी द्वारा भरा जाए)
(To be filled by the officer reported upon)

1. दायित्वों का संक्षिप्त विवरण
Brief description of duties:
आपके धारित पद का उद्देश्य और कार्य जिसका किया जाना आसने अपेक्षित है, लगभग 100 शब्दों में लिखें।
(Objectives of the position you hold and the tasks you are required to perform, in about 100 Words)

2. वार्षिक कार्य योजना और उपलब्धि
Annual Work Plan and Achievement

अ.क्र. S.No	दिया गया कार्य Tasks Assigned	किया गया कार्य Tasks Performed	कमिया यदि कोई ए और कमियों का कारण Shortfall if any & Reason for Shortfall
1			

DRAFT Send To Reporting Authority

Standard

Basic Information **Self Appraisal**

Reload Old FAR

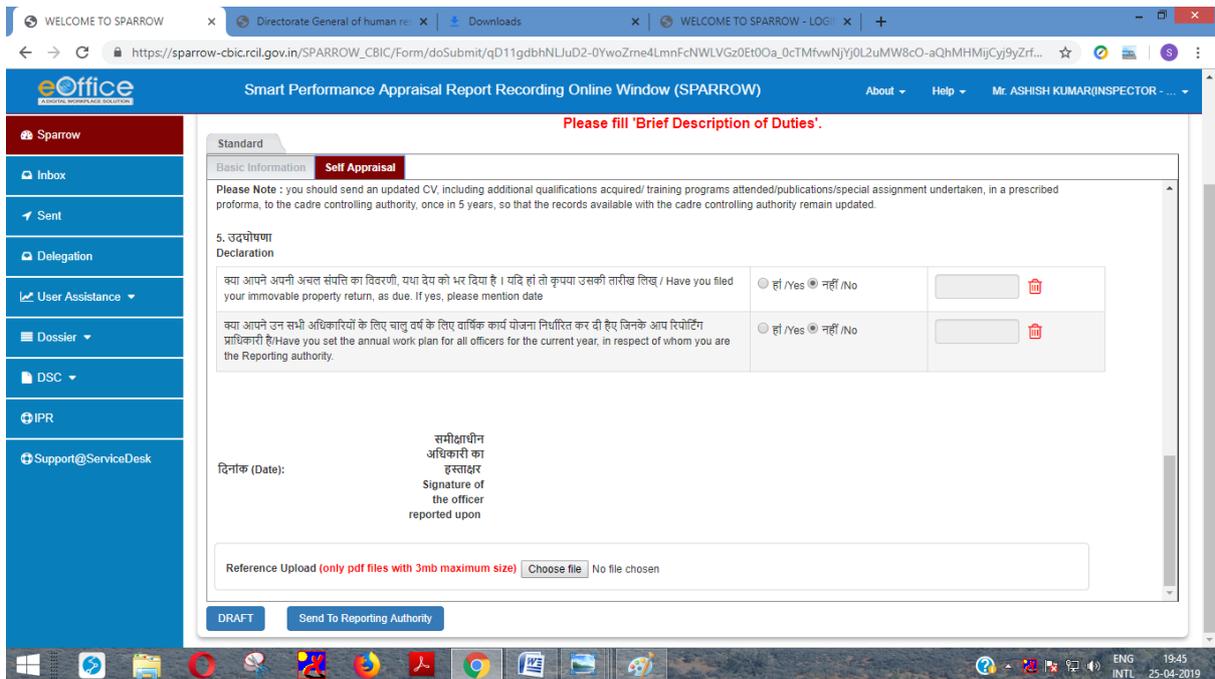
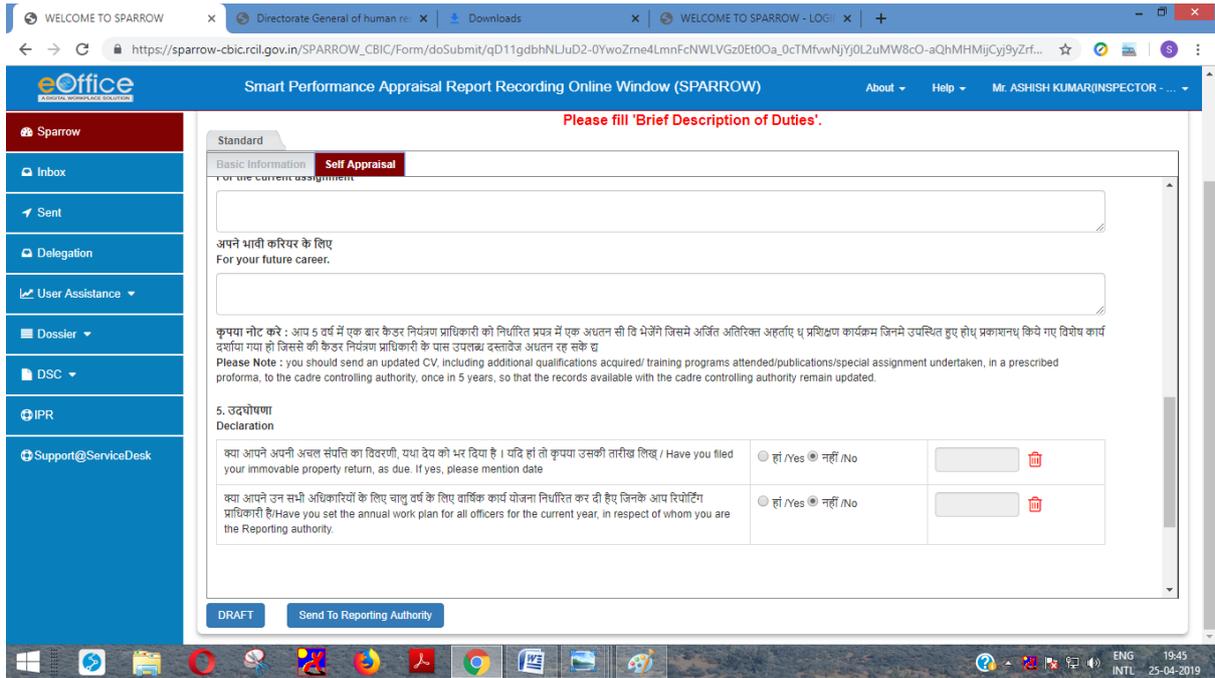
खंड-II-स्वमूल्यांकन
Section II-Self Appraisal
(समीक्षाधीन अधिकारी द्वारा भरा जाए)
(To be filled by the officer reported upon)

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/ or reduction in time and costs)? if so, please give a verbal description (within 100 words):
क्या आप सोचते हैं कि पुनरीक्षाधीन अवधि के दौरान क्या आपने कोई असाधारण योगदान, जैसे कि किसी असाधारण पुनरीक्षण कार्य को सफलतापूर्वक करना या बहुत बड़ा व्यवस्थापरक सुधार जिससे कि जनता को बहुत लाभ पहुंचा हो और /या समय और खर्च में बचत हुई हो किया है। यदि ऐसा है तो इसका विवरण 100 शब्दों के भीतर लिखें।
(Maximum words limit is 100)

4. कृपया उन विशेष क्षेत्र को बताएं जिसमें आप प्रशिक्षण कार्य के माध्यम से अपनी कार्यकुशलता को उन्नत करने की जरूरत महसूस करते हैं
Please indicate specific areas in which you feel the need to upgrade your skills through training programmes.
वर्तमान कार्य के लिए
For the current assignment

अपने भावी करियर के लिए
For your future career.

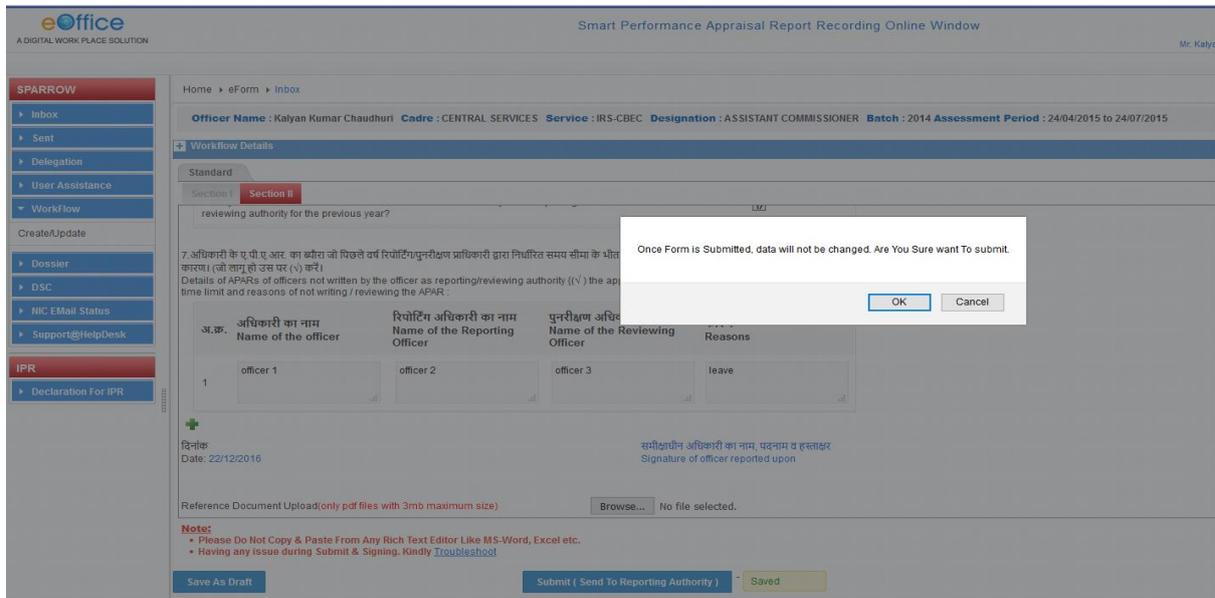
DRAFT Send To Reporting Authority



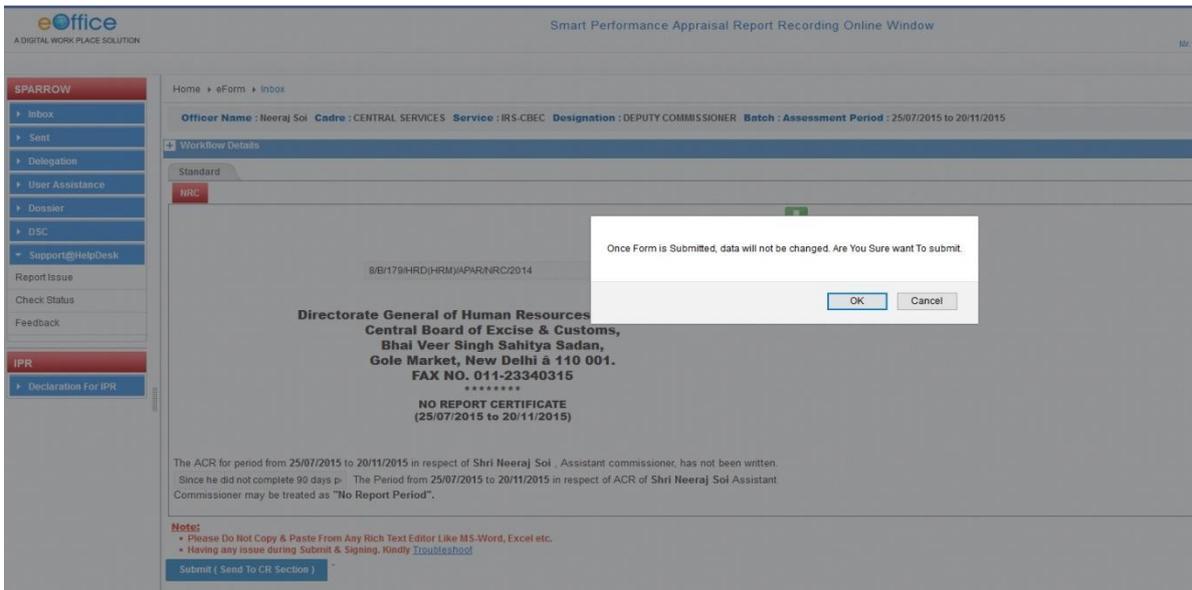
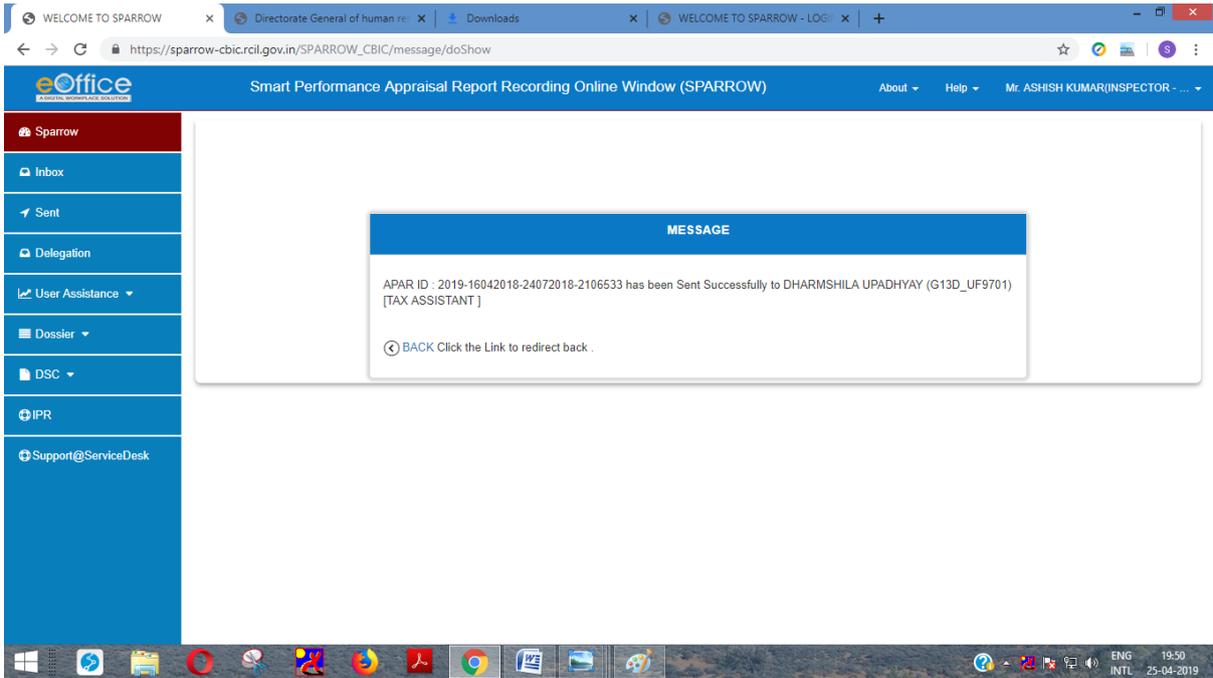
12. After filling all the details in Section–II, the officer can also upload any supporting documents in pdf format up to 3 mb by clicking Browse button.

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”**.

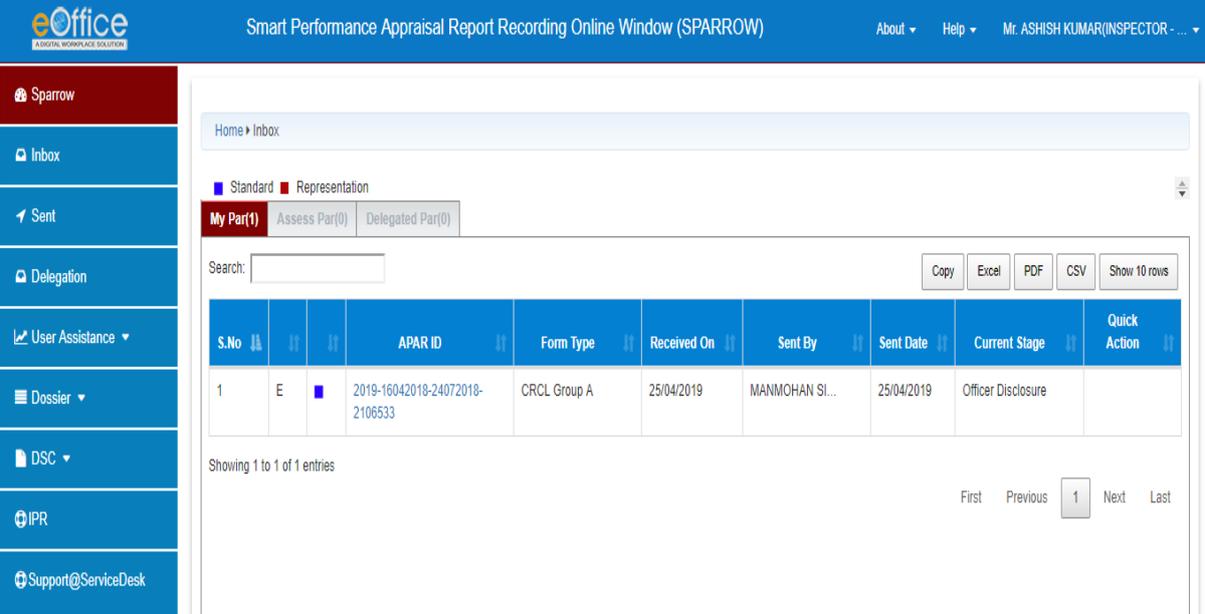


15. After pressing the OK button a message would pop up saying that the APAR has been sent to the Reporting Authority as shown in screen below. An email and SMS will also be sent to the Reporting Officer to this effect.



Acceptance of APAR or making representation by the Officer Reported Upon

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.



The screenshot displays the SPARROW (Smart Performance Appraisal Report Recording Online Window) interface. The top navigation bar includes the eOffice logo, the application name, and user information for Mr. ASHISH KUMAR (INSPECTOR). A left sidebar contains navigation options like Sparrow, Inbox, Sent, Delegation, User Assistance, Dossier, DSC, IPR, and Support@ServiceDesk. The main content area shows a breadcrumb trail (Home > Inbox) and tabs for 'My Par(1)', 'Assess Par(0)', and 'Delegated Par(0)'. A search bar and action buttons (Copy, Excel, PDF, CSV, Show 10 rows) are present. A table lists APAR entries with columns for S.No, APAR ID, Form Type, Received On, Sent By, Sent Date, Current Stage, and Quick Action. One entry is visible with APAR ID 2019-16042018-24072018-2106533, Form Type CRCL Group A, Received On 25/04/2019, Sent By MANMOHAN SI..., Sent Date 25/04/2019, and Current Stage Officer Disclosure. The table indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls (First, Previous, 1, Next, Last).

S.No	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2019-16042018-24072018-2106533	CRCL Group A	25/04/2019	MANMOHAN SI...	25/04/2019	Officer Disclosure	

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

Sparrow

Inbox

Sent

Delegation

User Assistance ▾

Dossier ▾

DSC ▾

IPR

Support@ServiceDesk

MESSAGE

APAR ID : 2019-16042018-24072018-2106533 has been Sent Successfully to MANMOHAN SINGH (G13M_SM9301)
[SUPERINTENDENT]

[⏪ BACK](#) Click the Link to redirect back .
