## Step by step guide for the role of Reporting officer.

- 1. Open the url <u>https://sparrow-cbic.rcil.gov.in/</u> in browser.
  - The "<u>Smart Performance Appraisal Report Recording Online</u> <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.

3. Your inbox will appear like this:

3 Sparrow							
O labox	Home ► Inbox						
	Standar	d 🔳 Representati					
✓ Sent	My Par(0)	Assess Par(1)	Delegated Par(0)				
Delegation							
🗠 User Assistance 👻							
■ Dossier 🔻							
DSC 👻							
<b>⊕</b> IPR							
Support@ServiceDesk							

## 4. Click on Assess PAR and then, on APAR ID

Standard Representation										
My Par(0) Assess Par(1) Delegated Par(0)										
Search: Copy Excel PDF CSV Show 10 ro									Show 10 rov	
S.No 🏨	١ţ	ţţ	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										

5.

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

Standard									
Basic Information	Self Appraisal	Appraisal	Reviewing						
Reload Old PAR									3
				खंड IV- सम	नीक्षा				
				Section IV-F	eview				
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 सदंभ 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)									
🔍 Yes/ हॉ 🔍 No/	नहीं								

- 6. After giving grades, and filling in Section IV, press send to CR section
- 7.
- 8. 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 .