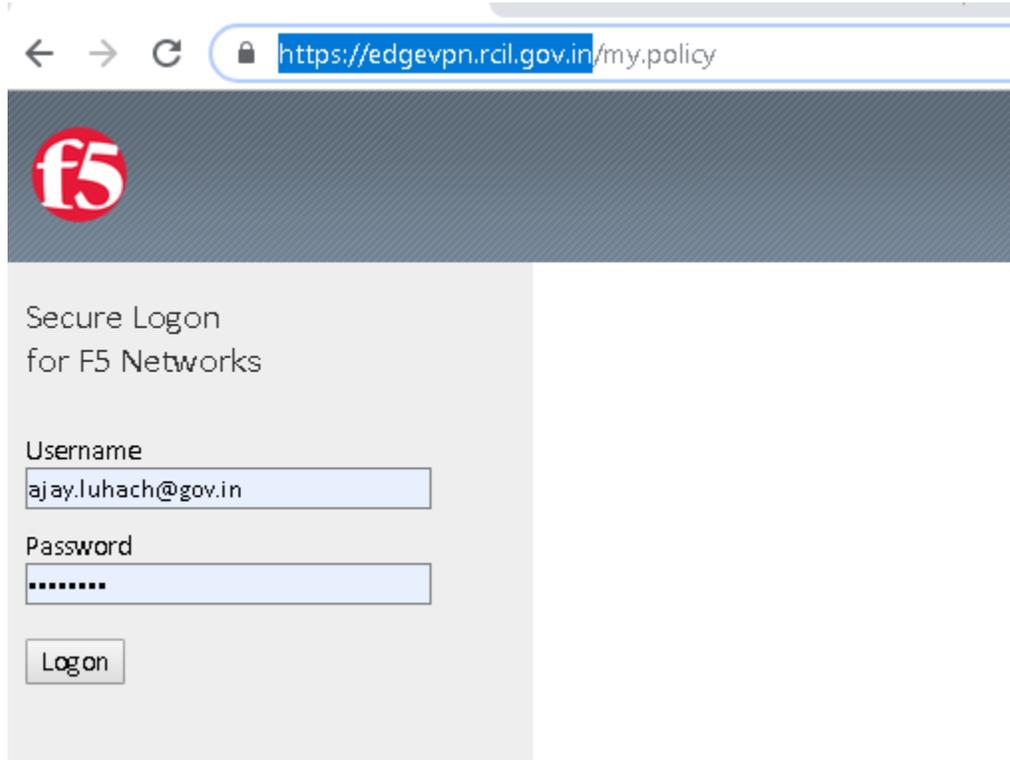


Custodian/ Alternate Custodian - Role Assignment Guide in SPARROW-CBIC

1. Logon to <https://edgevpn.rcil.gov.in>
2. User id is your gov.in mail id in full. Password is cbicvpn@123 for first time login. After that, you will be prompted to change the password.



The screenshot displays a web browser window with the address bar containing the URL <https://edgevpn.rcil.gov.in/my.policy>. The page header includes the F5 logo. Below the logo, the text "Secure Logon for F5 Networks" is displayed. The login form consists of the following elements:

- Username:** A text input field containing the value "ajay.luhach@gov.in".
- Password:** A password input field with the characters masked by seven dots.
- Logon:** A button labeled "Logon" positioned below the password field.

3. Click on SPARROW Application

Applications and Links ▾

 Sparrow Application	 CBIC-PIMS
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Network Access ▾

 CBIC_EOFFICE
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4. Login to SPARROW application. Your NIC email id without @gov.in is your user id . NIC password is your password.

eoffice
A DIGITAL WORKPLACE SOLUTION

SPARROW
(CBIC)

| Smart Performance Appraisal Report
Recording Online Window |

User Name [Find Your User Name *](#)

Password

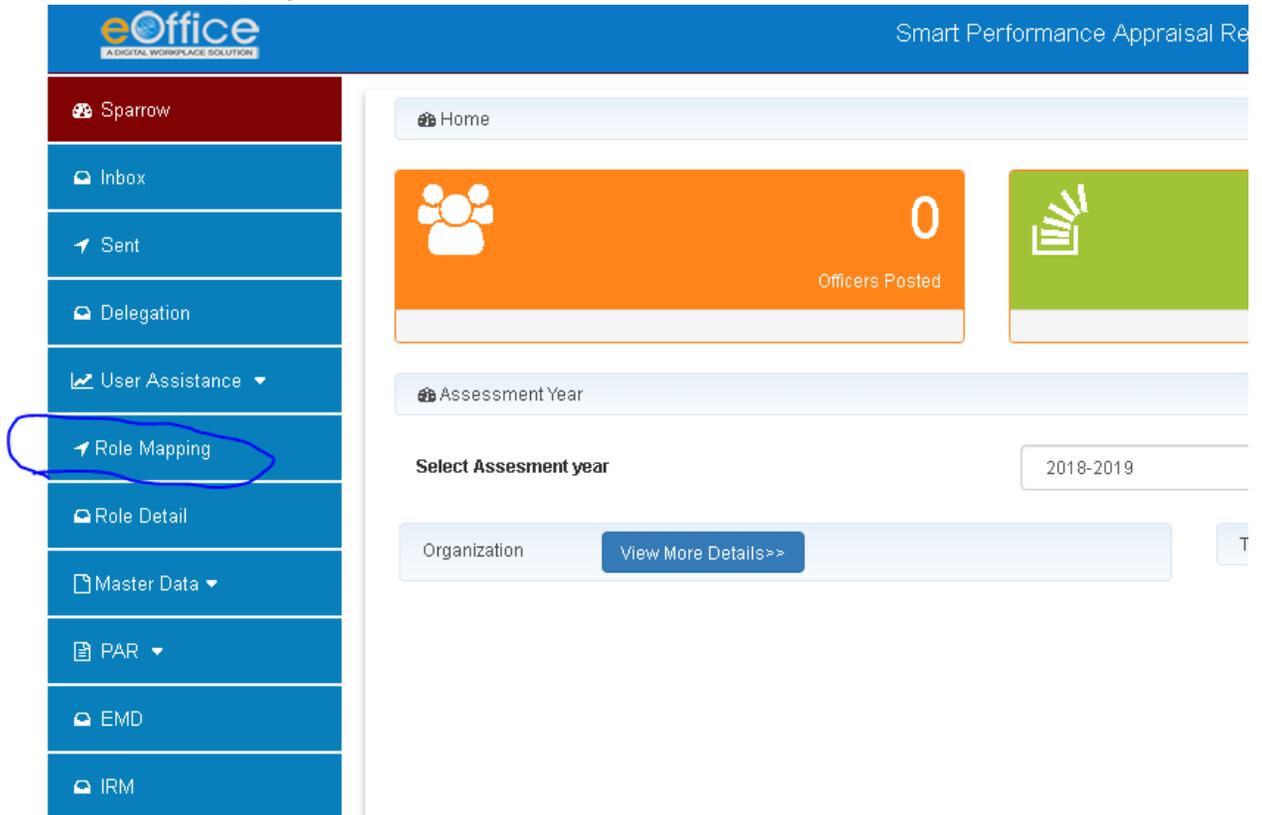
Captcha

f0MqAo

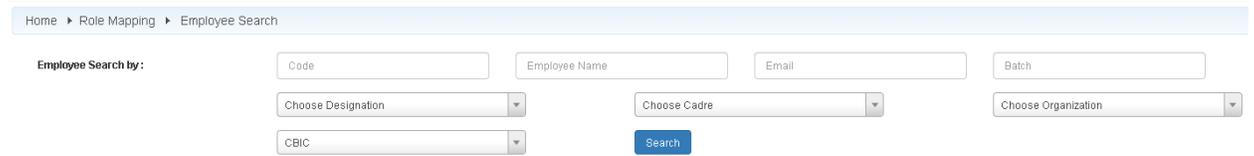
[Frequently Asked Questions*](#)

ew version of SPARROW will use applet free DSC signing. For this, all users will have to install DSC signer service (ONE TIME) on their
tive client machines. The DSC Signer service can be downloaded from eOffice Public Site or eOffice Documents Repository.

5. Click on Role Mapping.

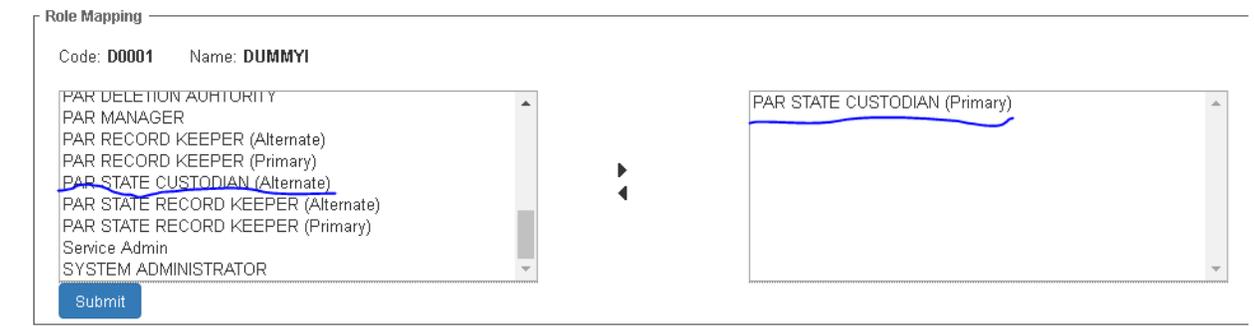


6. Select service as CBIC. Search for the officer either by name or employee code.



7. Assign PAR STATE CUSTODIAN (Primary) or PAR STATE CUSTODIAN (Alternate)

Showing 1 to 8 of 8 entries



8. A message appears Role Assigned Successfully.