Step by step guide for "Officer Reported Upon".

1.   Open the url https://edgevpn.rcil.gov.in/ and log in with your details (kindly read the Help Manual for VPN).

2.   The following window will appear:
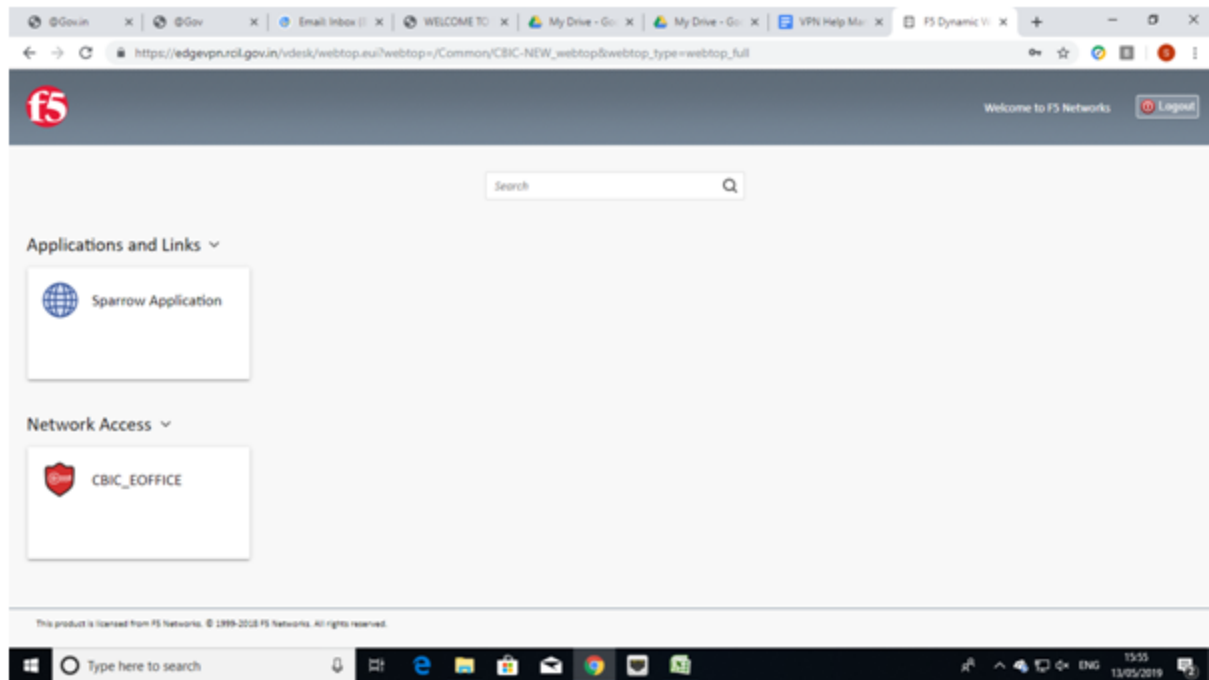
3.   . Click on the SPARROW Application Tab and the following window will appear:
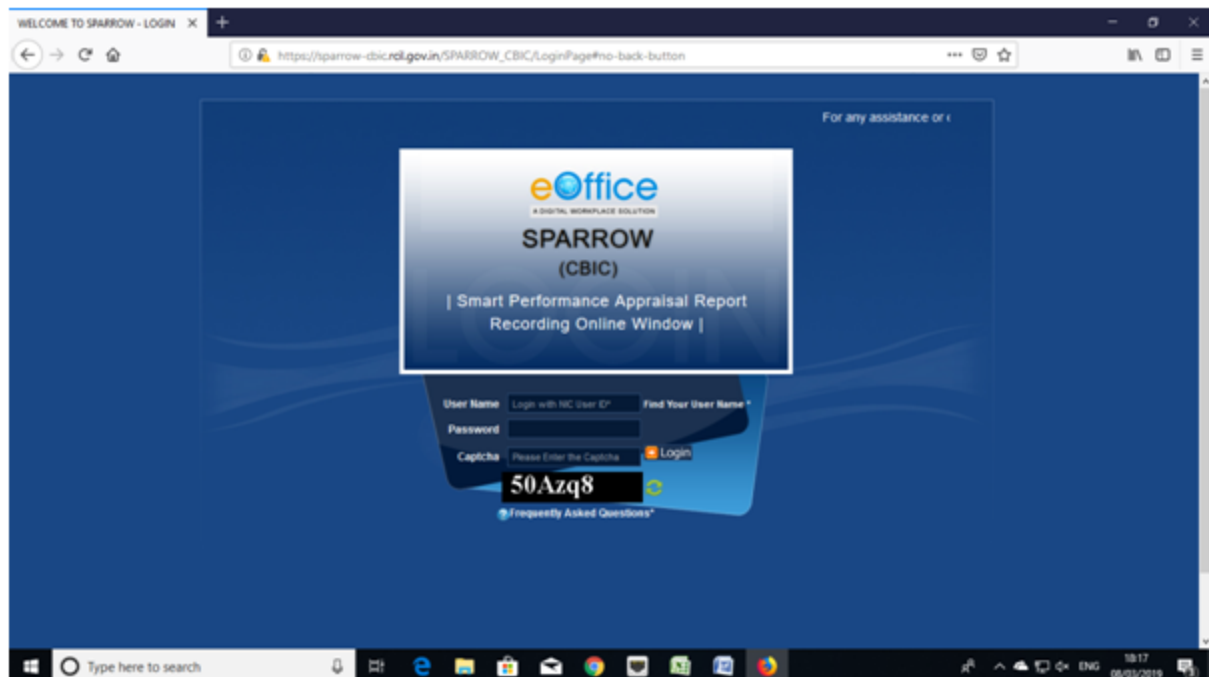
The "Smart Performance Appraisal Report Recording Online Window" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "Username", "Password" and "Captcha".

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.
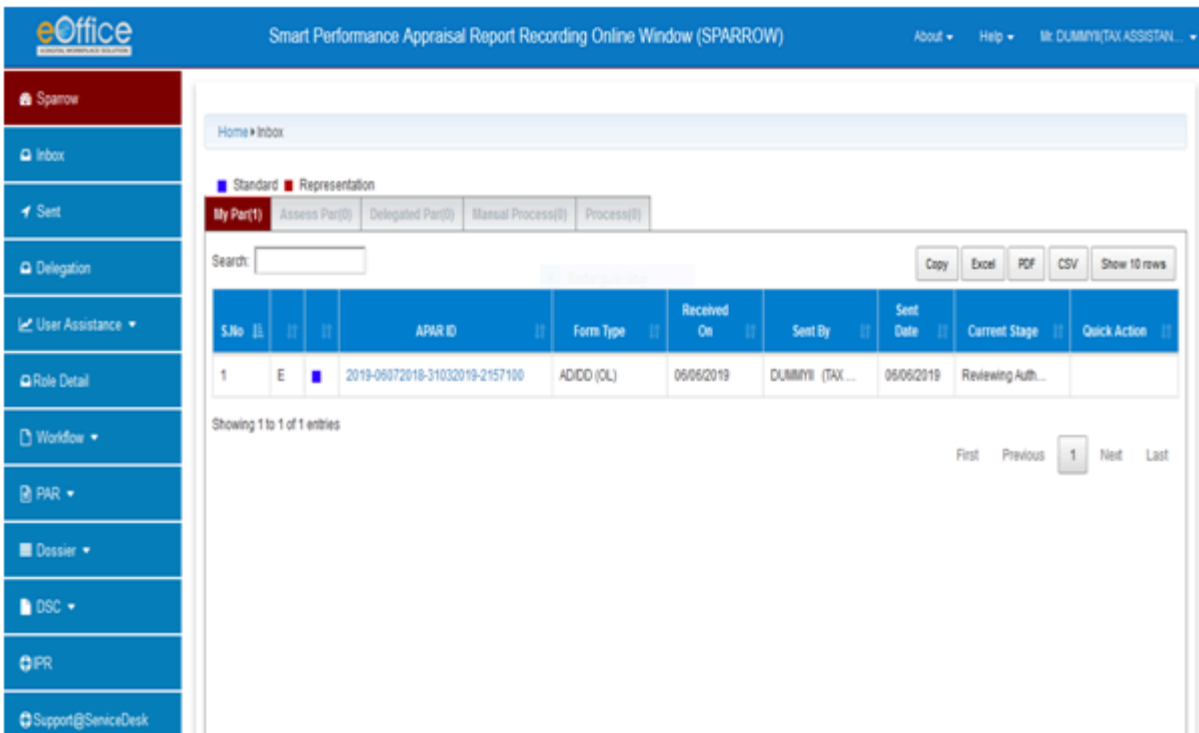
4. After successful login, the above window will open up. This page will have some tabs in the left side depending upon the role assigned to the officer. These roles are allocated centrally by DGHRD / NIC and on logging in, different window will open up depending upon the role assigned to that user ID.

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

5.   Now, the officer Reported upon will select his PAR 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).

5. 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.

6. 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.

7. Also the dates of filling the immovable property returns for year ending December, date of medical examination etc would be auto populated as they have been filled by Custodian.

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.

SPARROW

- Inbox
- Sent
- Delegation
- User Assistance
- WorkFlow
- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk

IPR

- Declaration For IPR

Officer Name : Kalyan Kumar Chaudhuri Cadre : CENTRAL SERVICES Service : IRS-CBEC Designation : ASSISTANT COMMISSIONER Batch : 2014 Assessment Period : 24/04/2015 to 24/07/2015

Workflow Details

Standard

Section I   Section II

रिटर्न भरे जाने की तारीख
Date of filing the Immovable property return for the
year ending December

13.लोकपाल व लोकायुक्त अधिनियम, 2013 के अंतर्गत
सम्पत्तियों व देयताओं की घोषणा प्रस्तुत करने की तारीख
Date of filing the assets and liabilities declaration,
under the Lokpal and Lokayuktas Act, 2013.

14. अंतिम निर्धारित चिकित्सा जांच (40 साल से अधिक उम्र वाले
अधिकारियों के लिए रिपोर्ट के भाग 'ग' की प्रति संलग्न करें)
Date of last prescribed medical examination(for
officers over 40 years of age).
(Attach copy of Part 'C' of report)

Date : 21/12/2016

Signature (Administrative/Personnel Dept.)
Mahboob Ahmad Ansari
(1814) -
ADDITIONAL COMMISSIONER

Submit Error Report

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing. Kindly Troubleshoot

Save As Draft

Submit (Send To Reporting Authority)

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.

SPARROW

- Inbox
- Sent
- Delegation
- User Assistance
- WorkFlow
- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk

IPR

- Declaration For IPR

Home ▸ Data Error Report

Data Error Report

Error Details

Submit

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eOffice
A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Mr. Kalyan Kumar Chaudhuri (

SPARROW

- Inbox
- Sent
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- Support@HelpDesk

IPR

- Declaration For IPR

Home ▸ Data Error Report

Data Error Report

test for error report

Submit

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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.

SPARROW

- Inbox
- Sent
- Delegation
- User Assistance
- WorkFlow
- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk

Message

Data Error Message is Reported Successfully.

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11. After sending the error report, the officer should go to Section-II of PAR and fill all his particulars for performance appraisal.

SPARROW

- Inbox
- Sent
- Delegation
- User Assistance
- WorkFlow

CreateUpdate

- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk

IPR

- Declaration For IPR

Home » eForm » Inbox

Officer Name : Kalyan Kumar Chaudhuri **Cadre** : CENTRAL SERVICES **Service** : IRS-CBEC **Designation** : ASSISTANT COMMISSIONER **Batch** : 2014 **Assessment Period** : 24/04/2015 to 24/07/2015

+ Workflow Details

Standard

Section I **Section II**

reviewing authority for the previous year?

7 अधिकारी के ए.पी.ए.आर. का ब्यौरा जो पिछले वर्ष रिपोर्टिंग/पुनरीक्षण अधिकारी द्वारा निर्धारित समय सीमा के भीतर न लिखा गया हो तथा उनके साथ न लिखने पुनरीक्षण करने के कारण। (जो लागू हो उस पर (√) करें)
Details of APARs of officers not written by the officer as reporting/reviewing authority ([√] the applicable) for the previous year within the stipulated time limit and reasons of not writing / reviewing the APAR :

अ.क्र. Name of the officer	रिपोर्टिंग अधिकारी का नाम Name of the Reporting Officer	पुनरीक्षण अधिकारी का नाम Name of the Reviewing Officer	कारण Reasons
1	officer 1	officer 2	officer 3	leave

+

दिनांक
Date: 22/12/2016

समीक्षाधीन अधिकारी का नाम, पदक्रम व हस्ताक्षर
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.
- Having any issue during Submit & Signing, Kindly Troubleshoot

Save As Draft   Submit (Send To Reporting Authority)   * Saved

17. 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.

18. 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.

19. 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".

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