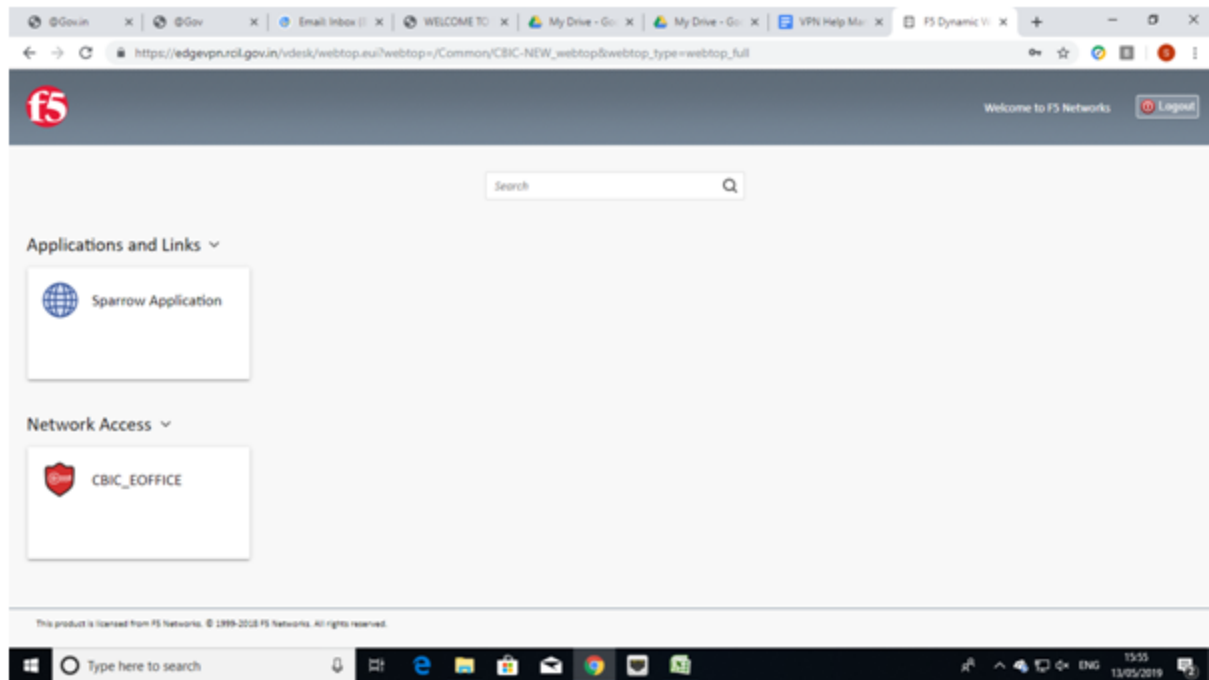
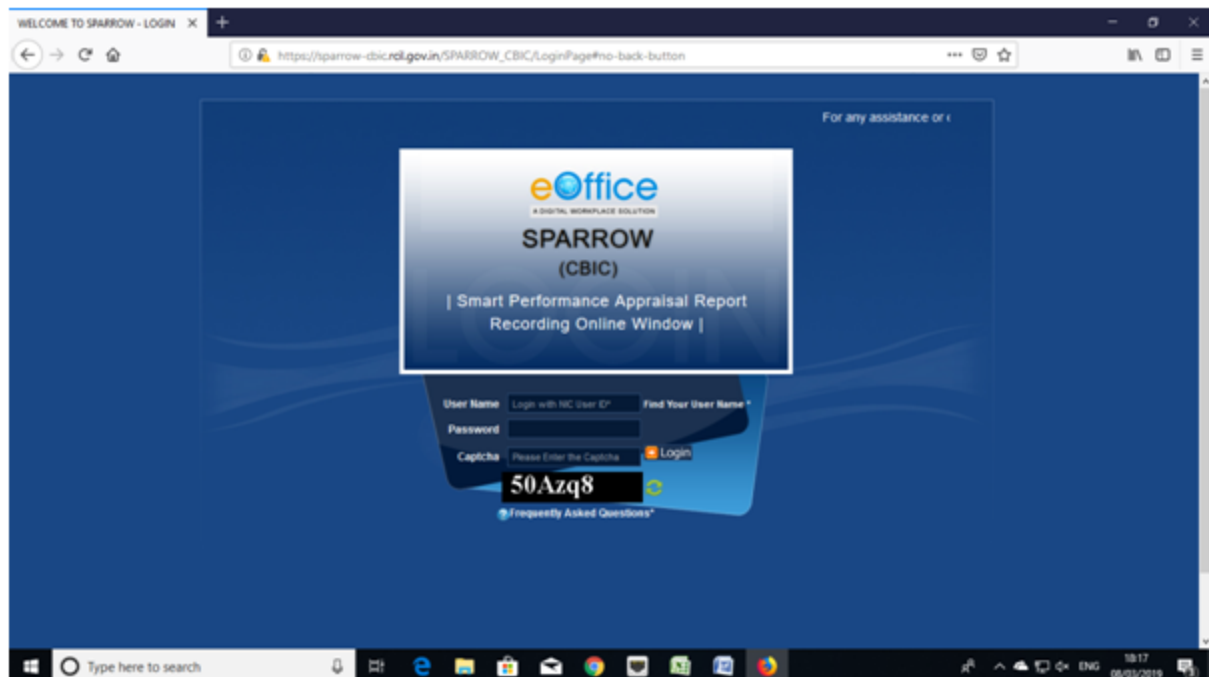


Step by step guide for “Officer Reported Upon”.

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:



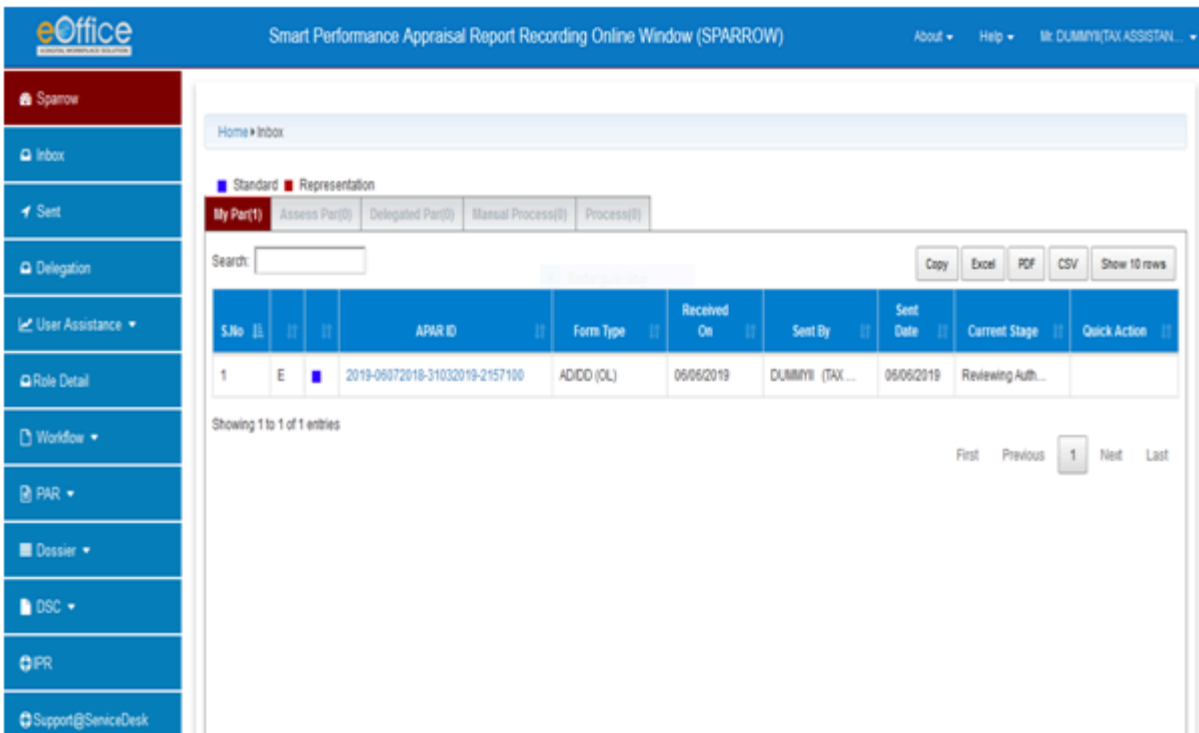
3. Click on the SPARROW Application Tab and the following window will appear:



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).

The screenshot displays the 'eOffice' Smart Performance Appraisal Report Recording Online Window (SPARROW). The interface includes a left sidebar with navigation options: Sparrow, Inbox, Sent, Delegation, User Assistance, Role Detail, Workflow, PAR, Dossier, DSC, and PR. The main content area is titled 'Basic Information' and contains the following details:

Name:	DUMMIYI	Cadre:	CENTRAL SERVICES	Service:	CBIC
Designation:	TAX ASSISTANT	Batch:	1900	Assessment Period:	06/07/2018 to 31/03/2019

Below the basic information, there is a 'Workflow Details' section with a note: '(Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)'. The 'Standard' tab is active, showing a sub-tab for 'Self Appraisal'. The main content area is titled 'भाग-II-अधिकारी द्वारा किए गए काम का संक्षिप्त विवरण' (Part II-Brief resume of the work done by the officer). It includes a report period from 06/07/2018 to 31/03/2019 and a note in Hindi: 'दिनांक 06/07/2018 से 31/03/2019 की अवधि के दौरान अधिकारी द्वारा अर्पित विशेष उपलब्धियों के संबंध में रिपोर्ट दी गई।' (Report submitted during the period from 06/07/2018 to 31/03/2019 regarding special achievements of the officer). A note in English states: 'Note: The resume should not exceed three hundred words. (Maximum words limit is 300)'. A text input field with the value '41' is visible at the bottom.

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

Send

Delegation

User Assistance

Workflow

Dossier

DISC

MC Email Status

Support@HelpDesk

IPR

Declaration For IPR

Home » eForm » Inbox

Officer Name : Kalyan Kumar Chaudhri

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

1000000 से ज़्यादा की संपत्ति

Date of filing the immovable property return for the year ending December

13. लोकपाल व लोकपाल अधिनियम, 2013 के अंतर्गत संपत्ति और वित्त की घोषणा करने की तारीख

Date of filing the assets and liabilities declaration, under the Lokpal and Lokpalas Act, 2013.

14. अंतिम निर्धारित चिकित्सा जांच (40 साल से अधिक उम्र वाले अधिकारियों के लिए रिपोर्ट के 40 या उससे अधिक दिनों 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.)

Mahmoud Ahmad Ansari

(1814)

ADDITIONAL COMMISSIONER

Submit Error Report

Notes:

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.

eoffice
A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

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

eoffice
A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Mr. Kalyan Kumar Chaudhuri

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

test for error report

Submit

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.

A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Mr. Kalyan Kumar Chaudhuri (ASSTANT COMMISS)

SPARROW

Inbox
Sent
Delegation
User Assistance
Workflow
Dossier
OSC
NIC Email Status
Support@HelpDesk

Message

Data Error Message is Reported Successfully.

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

A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Mr. Kalyan Kumar Chaudhuri (A

SPARROW

Inbox
Sent
Delegation
User Assistance
Workflow
Dossier
OSC
NIC Email Status
Support@HelpDesk

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

reviewing authority for the previous year?

7. अधिकारी के दृष्टि से आ. का दौरा जो रिपोर्ट एवं निवेदन/पुनरीक्षण अधिकारी द्वारा निर्धारित समय सीमा के भीतर न किया गया हो तथा उसके 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(s) for the previous year within the stipulated time limit and reasons of not writing / reviewing the APAR :

अ.क्र.	अधिकारी का नाम 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

समीक्षार्थ अधिकारी का नाम, पदनाम व हस्ताक्षर

Signature of officer reported upon

Reference Document Upload(only pdf files with 2mb maximum size)

Browse...

No file selected.

Notes:

- 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”.

The screenshot displays the 'eOffice' interface for recording a Smart Performance Appraisal Report. The top navigation bar includes 'Home', 'eForm', and 'Index'. The left sidebar lists various modules like 'SPARROW', 'Info', 'Stat', 'Delegation', 'User Assistance', 'Workflow', 'Create/Update', 'Decision', 'SNC', 'MC (Mid Status)', and 'Support@mpgDesk'. The main content area shows the 'Workflow Details' for a specific officer, including their name, centre, service, designation, batch, and assessment period. A confirmation dialog box is overlaid on the screen, asking 'Once Form is Submitted, data will not be changed. Are You Sure want To submit.' with 'OK' and 'Cancel' buttons. Below the dialog, there is a table for 'Reviewing authority for the previous year?' with columns for 'Name of the officer', 'Name of the Reporting Officer', 'Name of the Reviewing Officer', and 'Reasons'. The table contains one row with 'officer 1', 'officer 2', 'officer 3', and 'leave'. At the bottom, there is a 'Reference Document Upload' section with a 'Browse...' button and a 'Save As Draft' button.

Sl. No.	अधिकारी का नाम Name of the officer	रिपोर्टिंग अधिकारी का नाम Name of the Reporting Officer	रीवायटिंग अधिकारी का नाम Name of the Reviewing Officer	Reasons
1	officer 1	officer 2	officer 3	leave
