

Help Manual/ Step by Step Guide for Unified SPARROW

Inbox

The Unified SPARROW is a facility provided by NIC wherein all the inbox of different SPARROW Systems pertaining to a particular Officer can be accessed through a single system.

For Instance, all the IRS (C&IT) Officers are having 2 separate accounts pertaining to SPARROW-IRS and SPARROW-CBIC systems respectively. The Unified SPARROW Inbox facility allows the Officers to access both the inbox from a single system.

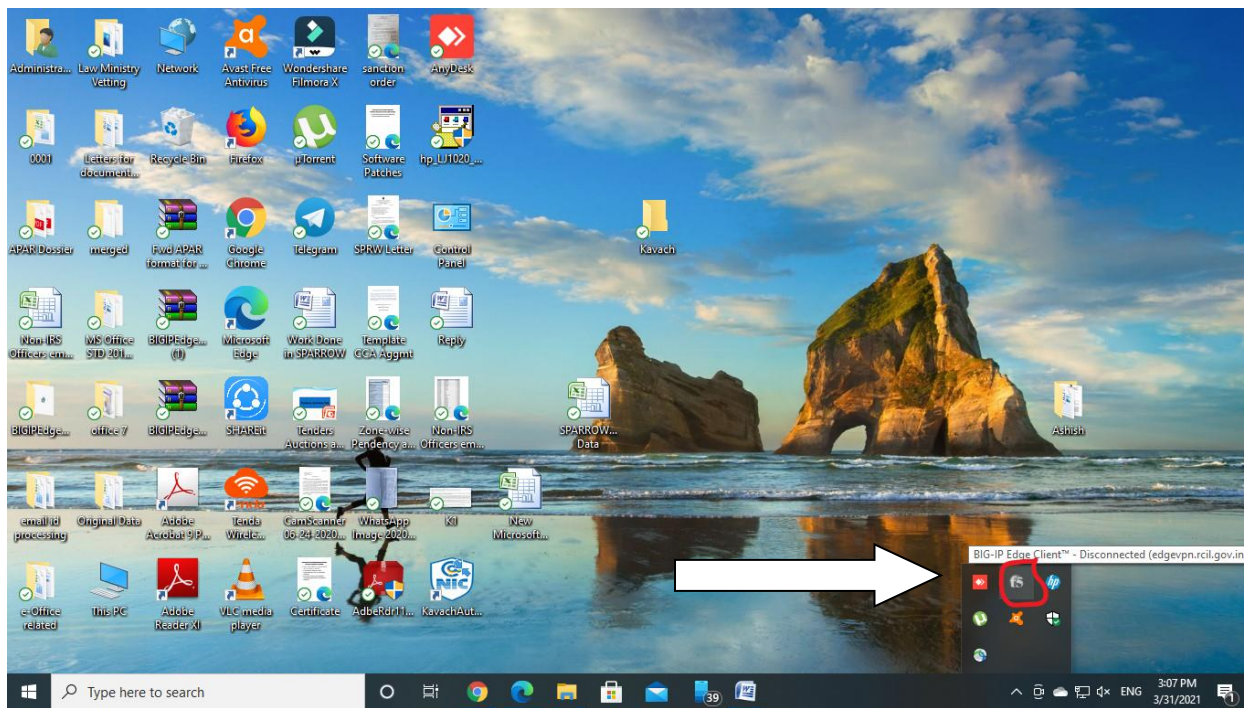
It can be done in two ways:

1. Through VPN Client;
2. Through Web VPN

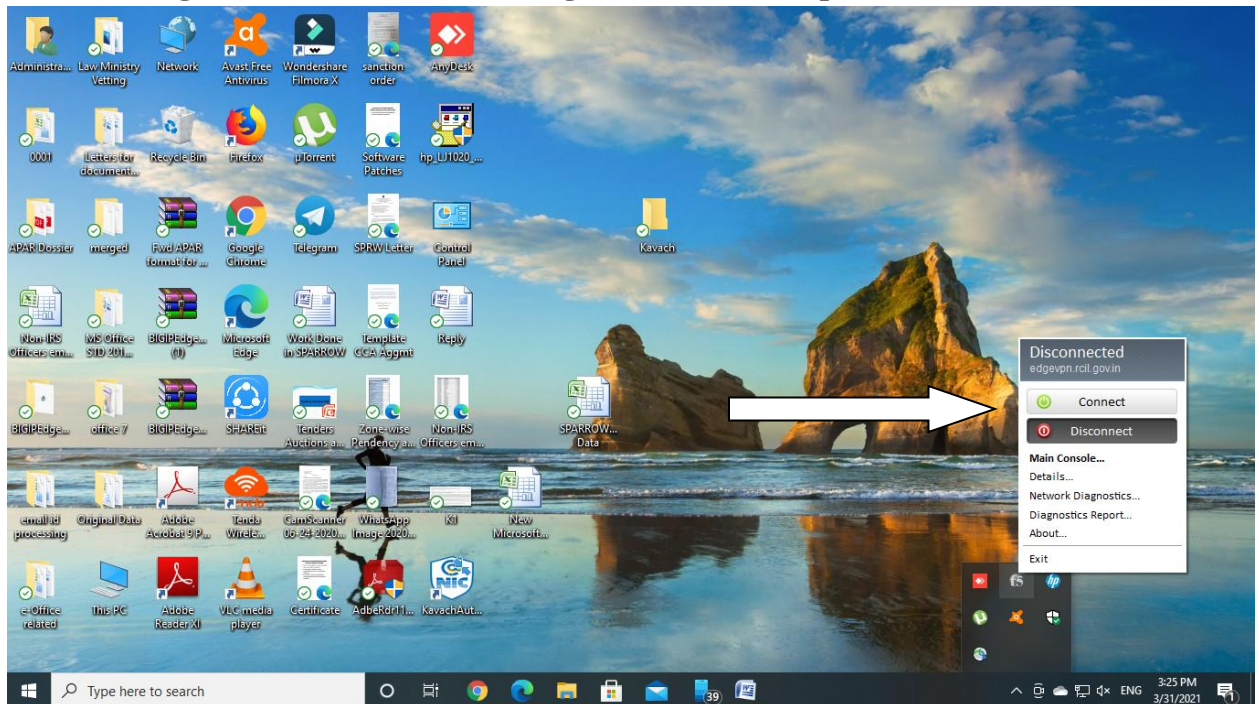
I. Step by Step Guide for accessing Unified SPARROW through VPN Client

(Note: Step by step guide for downloading VPN Client has been uploaded separately, which may be referred to for the purpose)

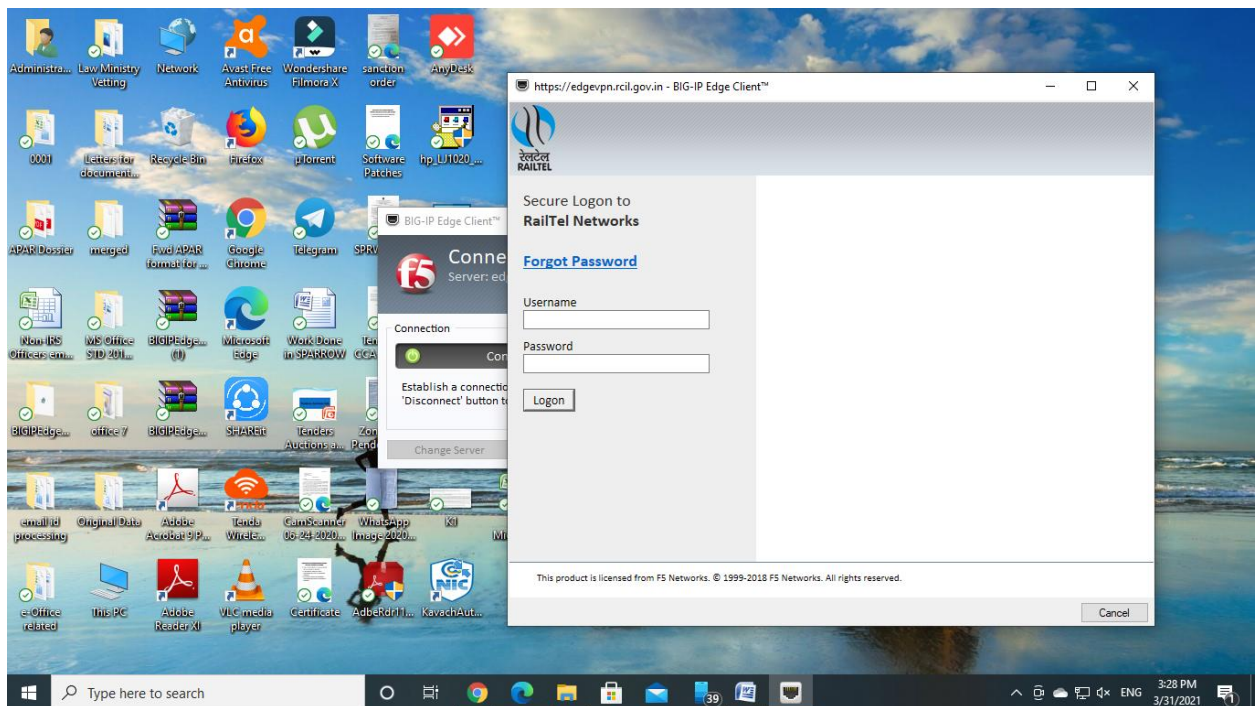
1. Click on the icon of BIG IP Edge Client (with a symbol of “f5”) from the Task Bar, as shown below:



On clicking the Icon, the following window will open:

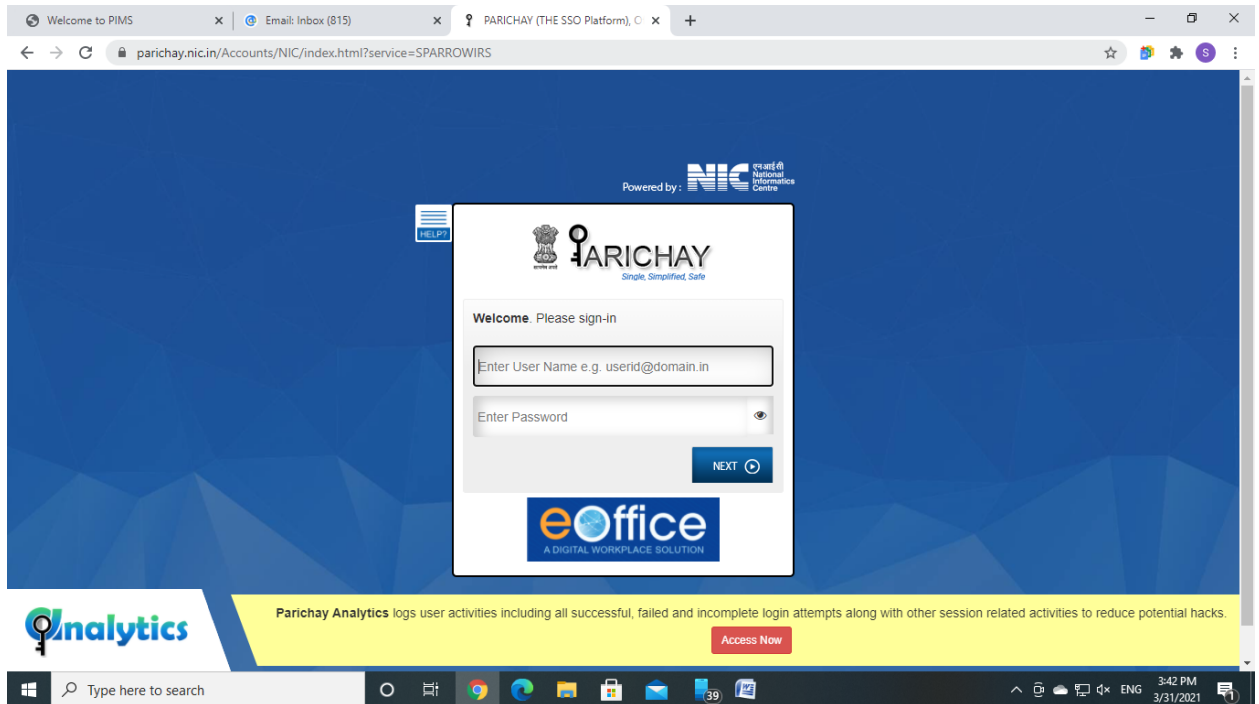


Click on the “**Connect**” button and the following window will appear:

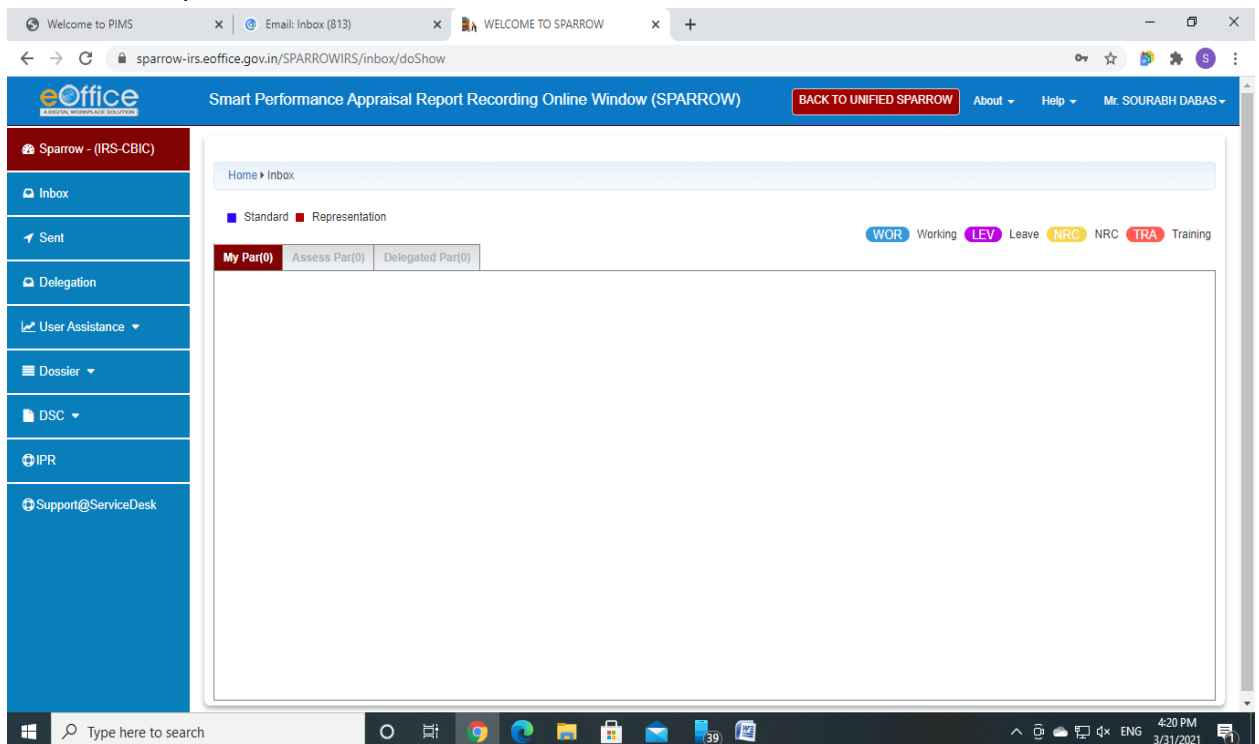


Login by entering the **Username** and **Password** of edgeVPN provided to each Officer.

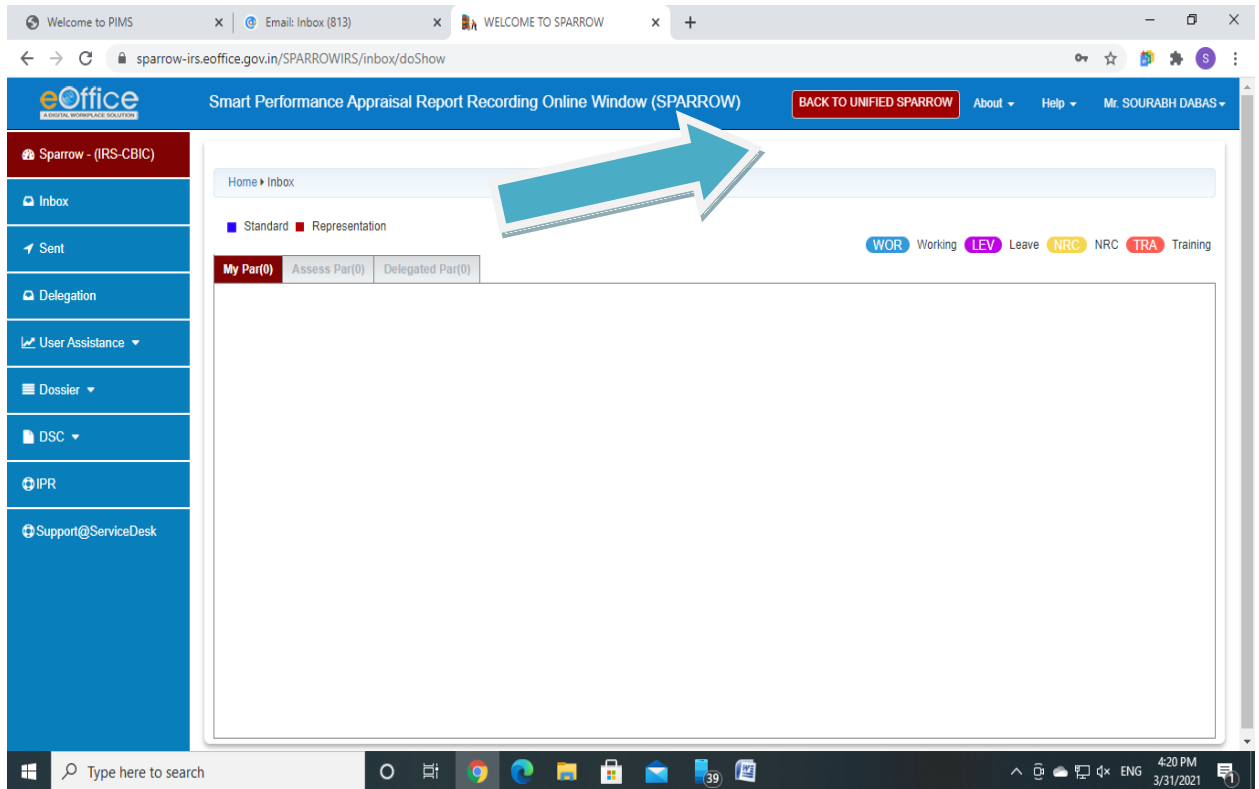
2. Once the VPN is connected, open the url of SPARROW-IRS, i.e., <http://sparrow-irs.eoffice.gov.in/> and the following window of PARICHAY Portal will open:



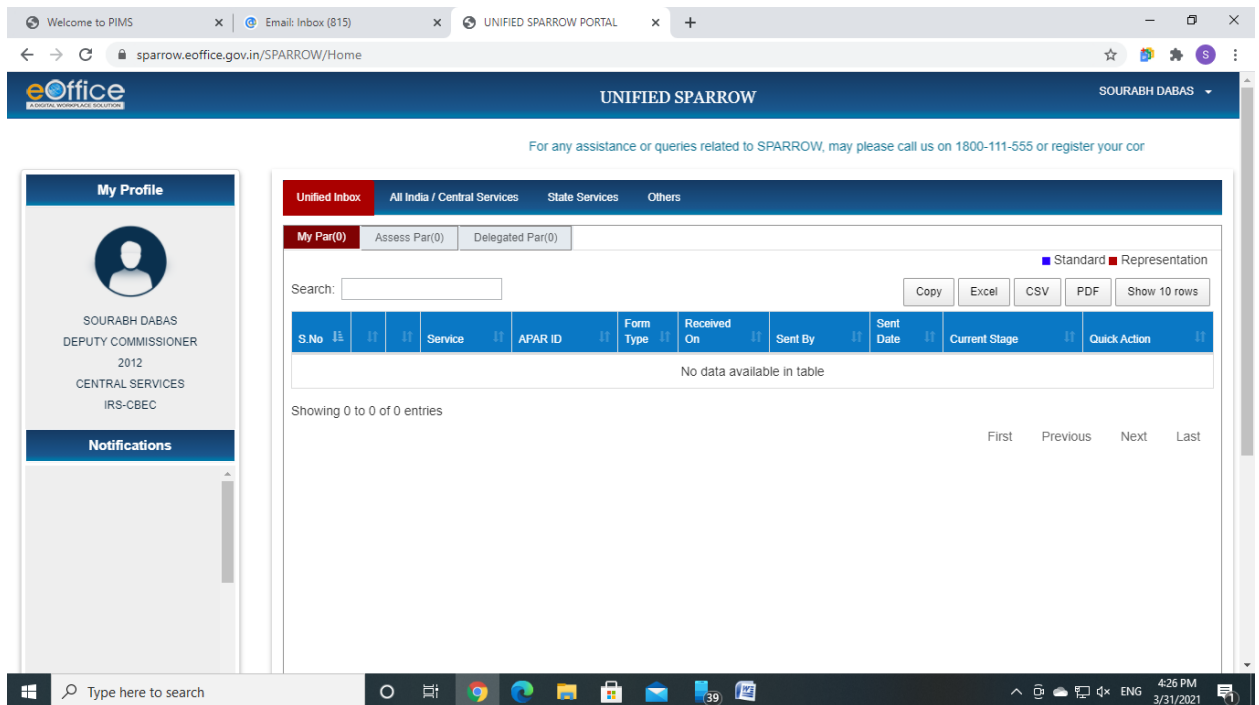
3. Login into the PARICHAY Portal with your SPARROW Credentials, and the following window will open:



4. Click on the **“BACK TO UNIFIED SPARROW”** button in the top panel (colored in red) as shown below:



Clicking on it, the following window will open:



5. Click on the tab named **“All India/Central Services”** in the top panel, as shown below:

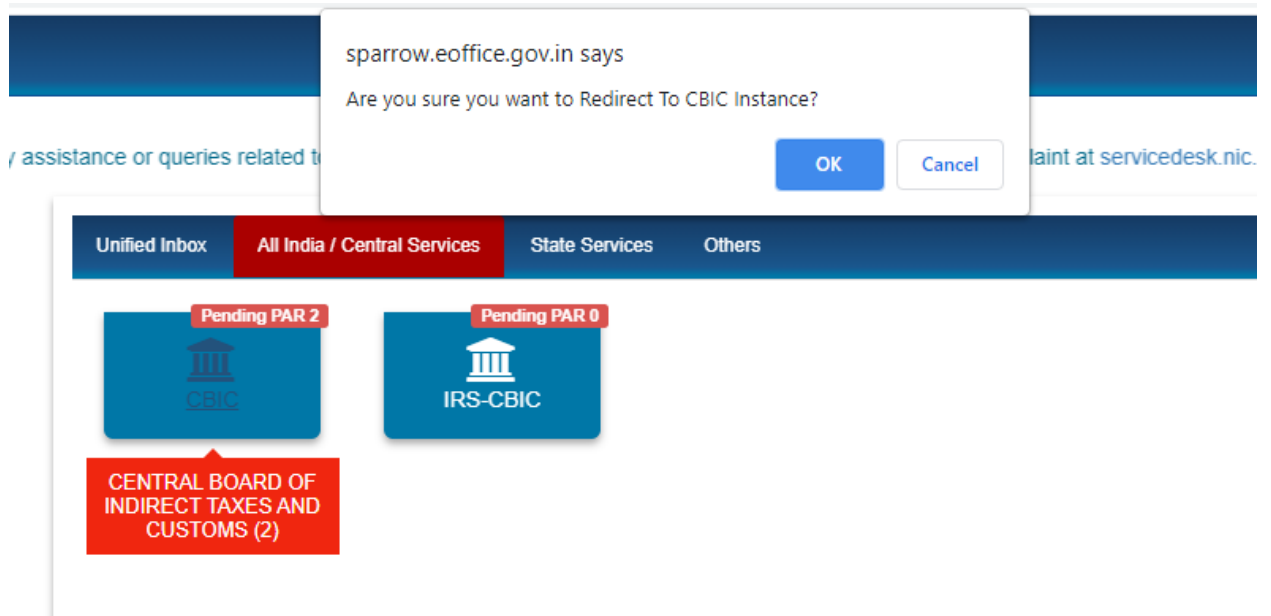
The screenshot shows the UNIFIED SPARROW portal interface. The top navigation bar includes tabs for 'Unified Inbox', 'All India / Central Services' (which is highlighted with a red arrow), 'State Services', and 'Others'. Below the navigation bar, there are filters for 'My Par(0)', 'Assess Par(0)', and 'Delegated Par(0)'. A search bar is present with buttons for 'Copy', 'Excel', 'CSV', 'PDF', and 'Show 10 rows'. A table with columns 'S.No', 'Service', 'APAR ID', 'Form Type', 'Received On', 'Sent By', 'Sent Date', 'Current Stage', and 'Quick Action' is displayed, but it contains no data. The left sidebar shows the user's profile: SOURABH DABAS, DEPUTY COMMISSIONER, 2012, CENTRAL SERVICES, IRS-CBEC. The bottom of the screen shows the Windows taskbar with the time 4:26 PM on 3/31/2021.

Clicking on it, the following window will open:

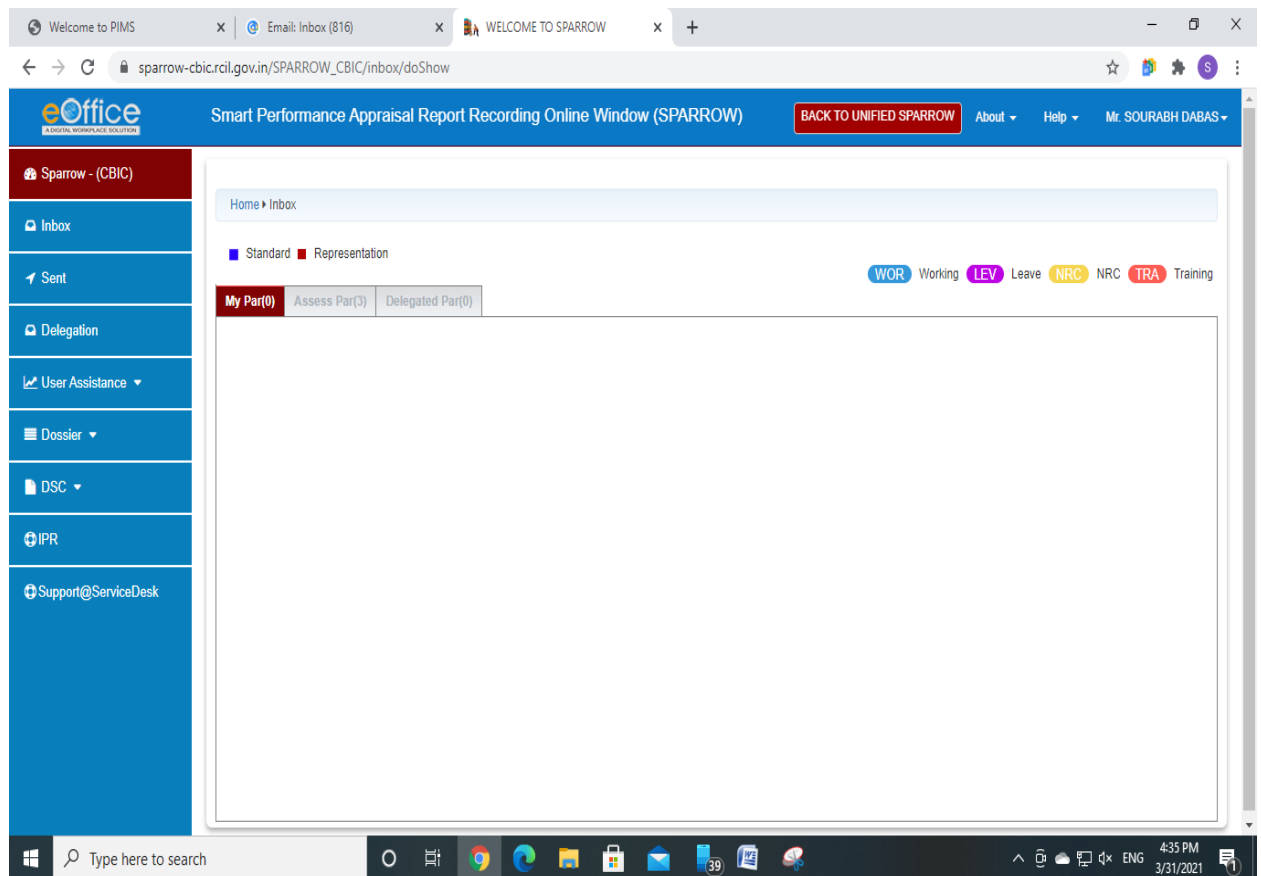
The screenshot shows the UNIFIED SPARROW portal interface after clicking on the 'All India / Central Services' tab. The top navigation bar is the same. Below the navigation bar, there is a red note: '*Note: (PAR Pendency will be updated in every 30 minutes)'. A search bar is present. Two blue boxes with white text and icons are displayed: 'Pending PAR 2' for CBIC and 'Pending PAR 0' for IRS-CBIC. The left sidebar shows the user's profile: SOURABH DABAS, DEPUTY COMMISSIONER, 2012, CENTRAL SERVICES, IRS-CBEC. The bottom of the screen shows the Windows taskbar with the time 4:30 PM on 3/31/2021.

As can be seen that it contains the Inbox for both SPARROW systems, viz., CBIC and IRS.

6. If you want to open the Inbox of SPARROW-CBIC, then click on the Icon of CBIC and the following Message window will pop-up:

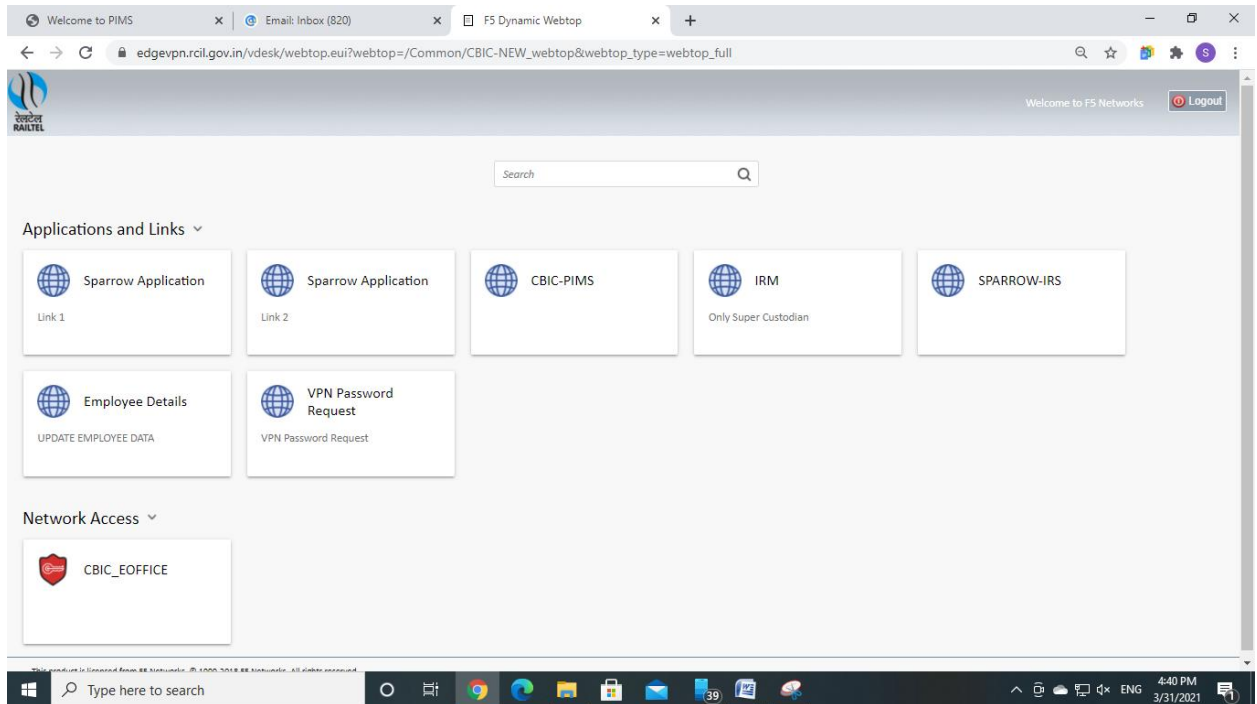


Click on “OK” and it will redirect you to the inbox of SPARROW-CBIC as shown below:

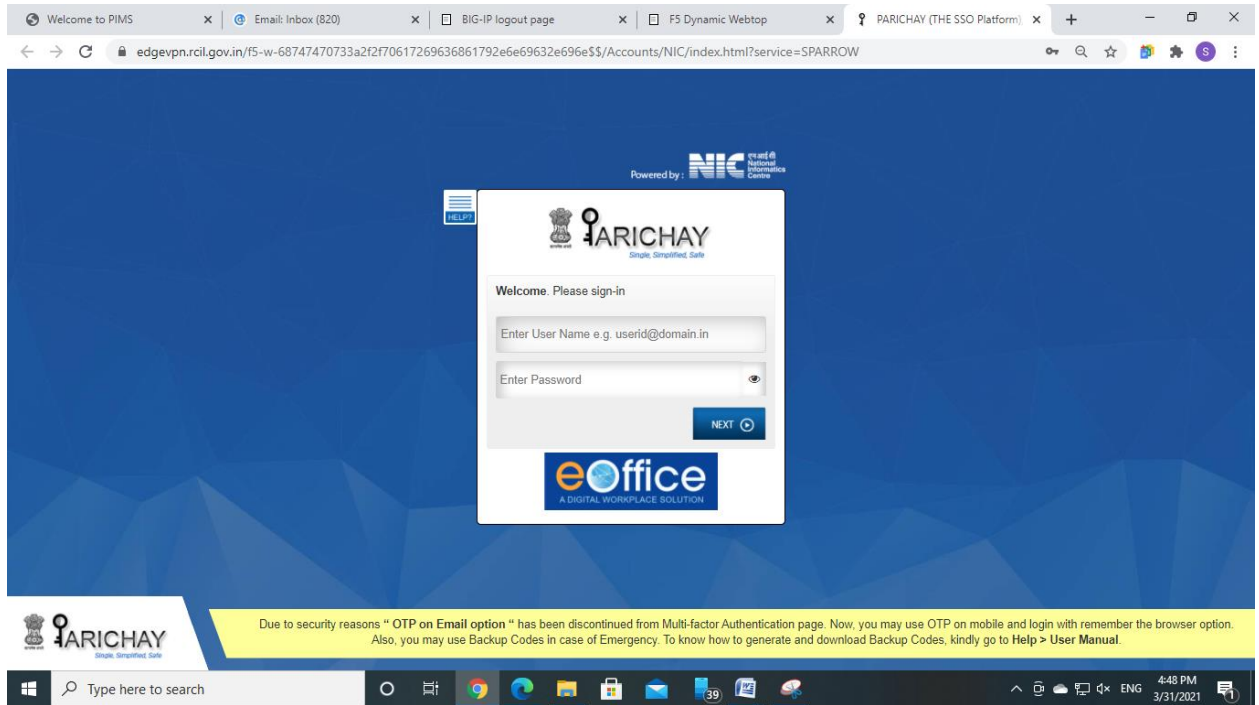


II. Step by Step Guide for accessing Unified SPARROW through VPN Client

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. If you want to access the Inbox of SPARROW-CBIC, then click on either of the **“Sparrow Application Link 1”** or **“Sparrow Application Link 2”**.
4. If you want to access the Inbox of SPARROW-IRS, then click on **“SPARROW-IRS”**.
5. The login screen of PARICHAY portal will open as shown below:



Login into SPARROW by using your credentials.