

Step by step guide for the role of “Custodian”.

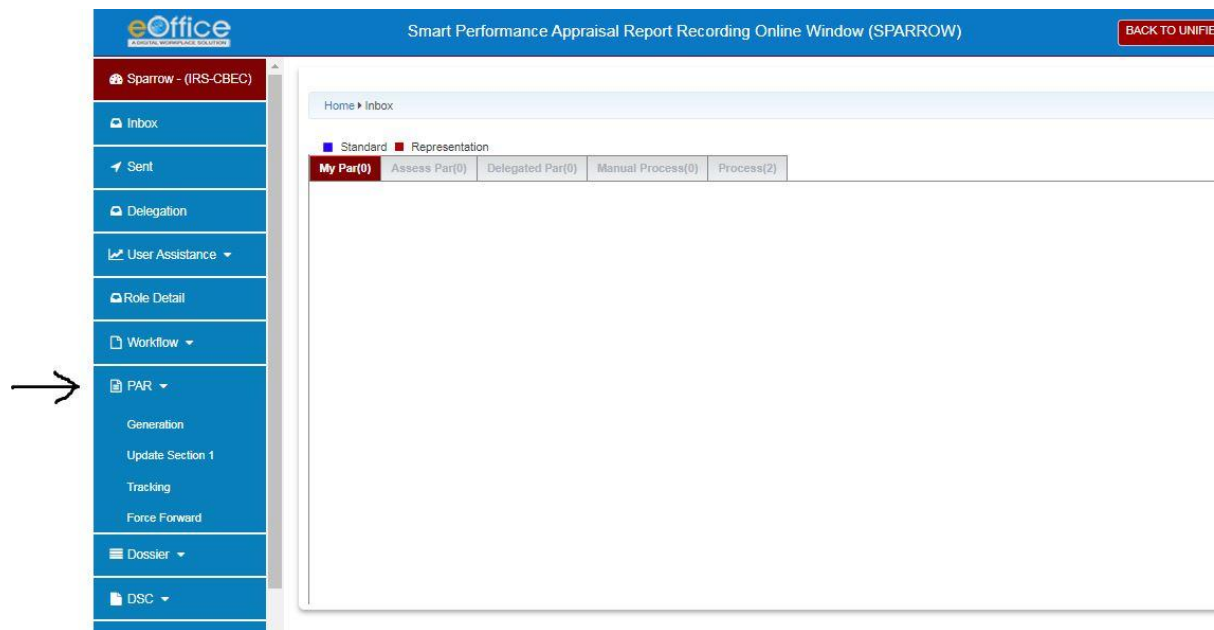
1. To know about the login process, refer to the help manual “**How to Login in SPARROW-IRS module**”.

2. After successful login, the window shown below will open up. This page will have some tabs in the left side depending upon the role assigned to the officer.



In the present case the officer is **CUSTODIAN**, so he will have all the menu buttons which are available in the case of **PAR MANAGER** and in addition he will also have other buttons such as PAR.

Till now, only workflow has been created by PAR Manager but no PAR has been generated. Custodian can generate the PAR for which "**PAR tab**" should be clicked. On clicking it, the PAR tab will extend and 4 links will be displayed below PAR tab i.e. "**Generation**", "**Update Section I**", "**Tracking**" and "**Force Forward**".



On clicking "**Generation**" link, in the next window Custodian has to select the Assessment Period, then "**APAR Generation**" window will open up as shown below. In this window, he can search employee by his/her Employee Code by filling the Employee code and clicking search button whereby all the PARs workflow created for that employee will be populated.

The screenshot shows the 'APAR Generation' window. The left sidebar is partially visible, showing the 'PAR' menu. The main content area has a header 'Home > APAR Generation' and a sub-header 'Generation of APAR'. Below this, there are search filters: 'Assessment Period' (dropdown menu showing '2019-2020'), 'Employee Search by' (text input for 'Employee Code'), 'Choose Designation' (dropdown menu), 'Employee Name' (text input), 'Batch' (text input), 'IRS-CBEC' (dropdown menu), and 'Choose Cadre' (dropdown menu). At the bottom, there are checkboxes for 'Generated' and 'Not Generated', and a 'Search' button.

Alternatively, he can leave the Employee Code as blank and can only tick the "**Not Generated**" checkbox. In this case, the details of all the employees whose workflow has been created by PAR Manager but PARs are yet to be generated will be listed. The Custodian can select the work flow for any employee from the list for generation of APAR.

3. Let's try to create APAR for an officer for whom 3 work flows have been created by the PAR Manager for any year based on the following work durations.

S.No.	From	To	Form Type
1.	16/04/2019	24/07/2019	Up to HAG grade New
2.	25/07/2019	20/11/2019	NRC
3.	21/11/2019	31/03/2020	Foreign Assignment

For above work durations, the PAR Manager had already created three work flows. One for the period during which the officer has worked under one set of Reporting and Reviewing officers from 16th April to 24th July 2015. Second for the period where he has not completed 90 days under any Reporting / Reviewing officer but this period is more than 90 days and third for period during which he was on Foreign Assignment with UN / WCO where the APAR is not written and only Foreign Assignment Note is to be placed in APAR folder as per DoP&T O.M. These 3 workflow will be reflected as shown below in the Custodian screen for this officer.

Home » APAR Generation

Generation of APAR

Assessment Period : 2019-2020

Employee Search by : 0004

Choose Designation : IRS-CBEC

Employee Name :

Batch :

Choose Cadre :

☒ Generated ☒ Not Generated

Search

Copy Excel PDF CSV Show 10 rows

S.No.	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	JTS upto HAG ...	0004	2017	DUMMY 4	No Designation	16-04-2019	24-07-2019	Generate
2	E	NRC (No Report...	0004	2017	DUMMY 4	No Designation	25-07-2019	20-11-2019	Generate
3	E	IRS ON FOREI...	0004	2017	DUMMY 4	No Designation	21-11-2019	31-03-2020	Generate

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Custodian needs to be click **Generate** button under the heading "**Quick Action**" for generating APAR. Now let us consider all the three cases one by one.

4. First we will generate the APAR for the period 24-04-2019 to 24-07-2019. The Custodian should click the **Generate** button which is in the line of the Work Flow for the period 24-04-2019 to 24-07-2019 and the first page of the APAR i.e. Basic Information (Section-I) of APAR will open up as shown below.

ice
Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW About Help Mr. DUMMY 4

IRS-CBEC

Basic Information

Name: DUMMY 4 Cadre: CENTRAL SERVICES Service: IRS-CBEC
Designation: No Designation Batch: 2017 Assessment Period: 16/04/2019 to 24/07/2019
Form Type: JTS upto HAG New

Standard

Basic Information

ReloadPIMS

भारतीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड में भारतीय राजस्व सेवा (अप्रत्यक्ष कर और सीमा शुल्क) के राजपत्रित अधिकारियों के लिए वार्षिक निष्पादन की मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE APPRAISAL REPORT FOR OFFICERS OF INDIAN REVENUE SERVICE (CUSTOMS AND CENTRAL EXCISE) IN
CENTRAL BOARD OF INDIRECT TAX & CUSTOMS
(Applicable for Junior/Senior Time Scale, Junior, Senior Administrative Grade & HAG grade New)

अवधि 16/04/2019 से 24/07/2019 तक की निष्पादन मूल्यांकन रिपोर्ट
Performance Appraisal Report for the period from 16/04/2019 to 24/07/2019

वा.नि.मू.रि. की अवधि के दौरान कार्यालय
Office during the period of APAR:

खंड-1 - मूलभूत सूचना
Section I - Basic Information

(इसे प्रशासनिक प्रभाग/कार्मिक विभाग द्वारा भरा जाएगा)
(To be filled in by the Administration Division/Personnel Department)

1. रिपोर्ट से संबंधित अधिकारी का नाम
Name of the Officer reported upon DUMMY 4

2. आवंटन का वर्ष
Year of allotment 2017

5. Certain fields like **Name of the officer**, **Year of Allotment**, **Date of Birth**, and **Employee Code** in the Basic Information (Section-I) of the APAR will be auto populated. If these values are incorrect the same can be changed/corrected by the Custodian as these fields are editable.

6. First entry in the Basic Information (Section-I) of APAR is the "**Office during the period of APAR**" in which the name of the office has to be entered where the employee was working during the period of the APAR i.e. Central Excise Commissionerate, Meerut or DGCEI, Mumbai. Custodian has to enter **Present Grade** and **Present Post** of the **Officer Reported Upon** in column no. 4 and column no. 5. The APAR can be scrolled down for filling various sections and all the details should be filled as is presently being filled in manual format.

Smart Performance Appraisal Report Recording Online window (SPARROW)

Designation: No Designation Batch: 2017 Assessment Period: 16/04/2019 to 24/07/2019

Form Type: JTS upto HAG New

Standard

Basis Information

5. वर्तमान पद
Present post No Designation

6. वर्तमान पद पर नियुक्ति की तारीख
Date of Appointment to Present Post

7. कर्मचारी कोड
Employee Code 0004

8. रिपोर्टिंग और पुनरीक्षण प्राधिकारी
Reporting & Reviewing Authorities

प्राधिकारी Authority	नाम Name	पदनाम Designation	कृत कार्य की अवधि Period Worked	
			From Date	To Date
Reporting Authority	DUMMY 1	ASSISTANT COMMISSIONER	16/04/2019	24/07/2019
Reviewing Authority	DUMMY 3	COMMISSIONER	16/04/2019	24/07/2019

9. अवकाश आदि पर अनुपस्थित रहने की अवधि
Period of absence on leave, etc.

Save As Draft Send To Officer Reported Upon

7. Custodian should take extra care in filling the **"Period Worked"** under the Reporting and Reviewing officer (column no. 8) factually & correctly. The names of the **Reporting Officer & Reviewing Officer** along with the date field of **"Period Worked"** will be auto populated. The date fields will auto populate with same dates which are the initial and final dates of the period of work flow. The **Custodian** should however update (if period of workflow is not exactly same as that of of reporting or reviewing) these "from" and "to" dates for both Reporting and Reviewing officer with actual dates of supervision by these officers (which may last beyond the period under consideration) by clicking the calendar.

While updating these dates, if Custodian finds any mistake in creation of Work Flow by the PAR manager, the **Custodian** can delete the work flow and can create a new work flow. This deletion of workflow is explained later in this manual.

8. In column no. 9, **leave details** are to be filled by selecting the dates from the calendar icon and entering the type of leave and remark as shown in screen below. For adding more leaves click on add "+" tab in blue colour as shown in the screen below.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Designation: No Designation Batch: 2017 Assessment Period: 18/04/2019 to 24/07/2019

Form Type: JTS upto HAG New

Standard

Basic Information

9. अवकाश आदि पर अनुपस्थित रहने की अवधि
Period of absence on leave, etc.

अवकाश पर (प्रकार दर्शाईं) On Leave	अवधि से: Period From	अवधि तक Period To	प्रकार Type	टिप्पणियाँ, Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+

10. प्रशिक्षण कार्यक्रम जिसमें उपस्थित हुए
Training Programs attended:

कार्यक्रम की अवधि (दिन/माह/वर्ष) से DD/MM/YYYY Period of programme from	(दिन/माह/वर्ष) DD/MM/YYYY to (DD/MM/YYYY) to	संस्थान Institute	विषय Subject
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+

11. पुरस्कार/सम्मान
Awards/Honours

Save As Draft Send To Officer Reported Upon

9. Column no. 10 consists of the **training details** to be filled if the officer has attended any training during the period for which the APAR is being written. Training dates are to be selected from the calendar under “**Date From**” and “**Date To**”. Enter the **Institution** or **Organisation** where an officer has attended training and also the **Subject** in which the officer has been provided training.

10. Column no. 11 consists of **Awards** and **Honours** details. For adding more awards click on add “+” tab in blue colour available under Point no.11

11. In Column no. 12 date on which **Immovable Property Return** was filled is to be selected from the calendar button.

In Column no. 13 the Date on which declaration under the Lokpal and Lokayuktas Act, 2013 is filed is to be selected from the calendar button. This is presently not needed as the rules are yet to be notified.

In Column No. 14 the Date of last prescribed medical examination is to be entered. The Medical report and any other document can be scanned and attached in the Reference Document upload section provided by clicking Browse button. The document must be in pdf format and up to maximum of 3 MB size.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Designation: No Designation Batch: 2017 Assessment Period: 10/04/2019 to 24/07/2019

Form Type: JTS upto HAG New

Standard

Basic Information

12. दिसम्बर को समाप्त होने वाले वर्ष से संबंधित अचल सम्पत्ति विवरणी भरे जाने की तारीख-
Date of filing the Immovable property return for the year ending December
28/05/2020

13. लोकपाल व लोकयुक्त अधिनियम, 2013 के अंतर्गत सम्पत्तियों व देनदारियों की घोषणा फाइल 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)

दिनांक (Date):

प्रशासन/कार्मिक विभाग की ओर से हस्ताक्षर
Signature on behalf of Admin./Personnel Deptt

Reference Upload (only pdf files with 3mb maximum size) Choose file No file chosen

Save As Draft Send To Officer Reported Upon


12. There are two options provided at the bottom, one as "**Save as Draft**" and "**Submit (Send to Officer Reported Upon)**" as seen in the screen above. If the Custodian needs to save the Section-I of document for later reference he/she can click on "**Save As Draft**" or otherwise the document can be send to the **Officer Reported Upon** by clicking "**Submit (Send to Officer Reported Upon)**".

On clicking **Submit (Send to Officer Reported Upon)** button, a window shown below will come giving two modes of signing the document 1. DSC 2. eHastakshar(eSign). Click on eHastakshar(eSign) icon.


Smart Performance Appraisal Report Recording Online Window (SPARROW) BACK TO UNIFIED SPARROW About Help Mr. DUMMY 4

Home » Form Signing

SELECT MODE OF SIGNING



DSC



eHastakshar(eSign)

Compatible browser for eHastakshar(eSign):

- Kindly use the Link <https://nic-eSignGateway.nic.in/eSignReport/Firefox-Portable-Custom-v54.rar> for portable version of Firefox provided below. This does not need installation, just download and unzip. Updates have been disabled for this version to maintain compatibility. This will not affect any existing installed versions of Firefox but it may not be possible to use both at the same time.

Before proceeding with eHastakshar(eSign), please follow the instructions given below (only to be performed only once or if the browser gets stuck during eHastakshar(eSign) redirection):

- Click on the links : 1st Link -<https://esignservice1.cdac.in/esignservice2.1/2.1/signdoc> and 2nd Link -<https://esignservice.cdac.in/esignservice2.1/2.1/signdoc>
- After Clicking on the links above if message received is "The request method is inappropriate for the URL", please ignore below steps and click on eHastakshar(eSign).
- If using Mozilla Firefox, then a security warning may appear after clicking on the links in the first step with message as "Your connection is not secure", in that case click on "Add Exception" and "Confirm Security Exception"
- If using Google Chrome, then a security warning may appear after clicking on the links in the first step with message as "Your connection is not private", in that case click on "Click Advance" and "Proceed to link of 1st or 2nd url" (Unsafe)"
- Now click on eHastakshar(eSign) in SPARROW.

Before proceeding with DSC Signing, please follow the instructions in the link given below:

- DSC Instruction

After clicking eHastakshar(eSign) icon a small window will pop up with information about e-sing. Custodian needs to **tick the check box** and then press **I Agree button**. Then it will redirect you to C-DAC eSign Service website shown below.





You are currently using C-DAC eSign Service and have been redirected from



C-DAC's eSign Service

Aadhaar Based e-Authentication

Get Virtual ID

[View Document Information](#)

Get OTP
Cancel
Not Received OTP? [Resend OTP](#)

Here authority who is generating the APAR has to fill his/her Aadhaar number after that click on Get OTP button, OTP which will be received in your mobile linked with Aadhaar card need to be entered in concerned field. Then click on submit button and wait for few seconds the screen will again redirect to the SPARROW-IRS portal and message will appear giving confirmation that APAR has been successfully sent to Abc.

13. Once the PAR document is sent to the **Officer reported upon**, an email and sms alert will also be sent to the officer reported upon to this effect.

14. Now, to generate the PAR for other periods in the workflow for this officer as defined by the PAR Manager, click **PAR** button on the left hand side. Click on **Generation** button. Then select the assessment year. Again the screen to search the employee will appear. Enter the employee code of the officer and click on search button.

15. Again 3 work flows will be listed but there will be no **Generate button** under the Quick action column for the period 16-04-2019 to 24-07-2019 as PAR for this period has been already generated. In fact a form id will be generated and shown for this period as illustrated in the screen below.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

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Home » APAR Generation

Generation of APAR

Assessment Period : 2019-2020

Employee Search by : 0004 Choose Designation Employee Name

Batch IRS-CBEC Choose Cadre

☒ Generated ☒ Not Generated Search

Search:

Copy Excel PDF CSV Show 10 rows

	S.No		Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
<input type="checkbox"/>	1	E		NRC (No Report...	0004	2017	DUMMY 4	No Designation	25-07-2019	20-11-2019	Generate
<input type="checkbox"/>	2	E	2020-16042019-24072019-2010514	JTS upto HAG ...	0004	2017	DUMMY 4	No Designation	16-04-2019	24-07-2019	
<input type="checkbox"/>	3	E	2020-21112019-31032020-2010514	IRS ON FOREL...	0004	2017	DUMMY 4	No Designation	21-11-2019	31-03-2020	Generate

Showing 1 to 3 of 3 entries

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16. Now we will generate the NRC for the period 25/07/2019 to 20/11/2019 for which Custodian shall again click on the **Generate button** under the Quick Action for the above period.

As a result a new form for issue of online NRC will appear as shown in the screen below. The detailed reason for NRC should be given.

The screenshot displays the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The top navigation bar includes a 'BACK TO UNIFIED SPARROW' button and links for 'About' and 'Help'. The user is logged in as 'M. DUMM'. The left sidebar contains a menu with items like 'w - (IRS-CBEC)', 'tion', 'ssistance', 'etail', 'ow', and '@ServiceDesk'. The main content area shows a form for generating a 'NO REPORT CERTIFICATE' for the period from 25/07/2019 to 20/11/2019. The form includes fields for 'Name' (DUMMY 4), 'Cadre' (CENTRAL SERVICES), 'Service' (IRS-CBEC), 'Designation' (No Designation), 'Batch' (2017), and 'Form Type' (NRC (No Reporting Certificate)). The 'Assessment Period' is set to '25/07/2019 to 20/11/2019'. The form also contains a section for 'Office Name And Address' and a large text area for providing reasons for the NRC. At the bottom, there are buttons for 'Save As Draft' and 'Send To Competent Authority', along with a 'Signature' field.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW About Help M. DUMM

w - (IRS-CBEC)

Name: DUMMY 4 Cadre: CENTRAL SERVICES Service: IRS-CBEC
Designation: No Designation Batch: 2017 Assessment Period: 25/07/2019 to 20/11/2019
Form Type: NRC (No Reporting Certificate)

Standard

Section

Office Name And Address

NO REPORT CERTIFICATE
(For the period from 25/07/2019 to 20/11/2019)

The APAR for the period from 25/07/2019 To 20/11/2019 in respect of DUMMY 4 (Designation: No Designation) then
(Designation during report:) (Employee Code: 0004) presently working as(Present Post: No Designation) could not initiated due to
reason:-

During this period DUMMY 4 remained Posted in (place of posting:), His/Her Reporting Officer was/were,
and Reviewing Officer was/were, .

Therefore, the Period from 25/07/2019 to 20/11/2019 of DUMMY 4 may be treated as 'No Report Period'. After the issue of this NRC, no APAR for the subject Period will be taken on record.

Date: Signature

Save As Draft Send To Competent Authority

17. There is provision for attaching any reference document (maximum size 3 mb) if need ,by clicking on choose file button available at the bottom as shown below.

Name:	DUMMY 4	Cadre:	CENTRAL SERVICES	Service:	IRS-CBEC
Designation:	No Designation	Batch:	2017	Assessment Period:	25/07/2019 to 20/11/2019
Form Type:	NRC (No Reporting Certificate)				

Standard

Section I

(For the period from 25/07/2019 to 20/11/2019)

The APAR for the period from 25/07/2019 To 20/11/2019 in respect of (Designation:) then
 (Designation during report:) (Employee Code: 0004) presently working as (Present Post:) could not initiated due to
 reason:-

During this period DUMMY 4 remained Posted in (place of posting:) . His/Her Reporting Officer was/were,
 and Reviewing Officer was/were, .

Therefore, the Period from 25/07/2019 to 20/11/2019 of DUMMY 4 may be treated as 'No Report Period'. After the issue of this NRC, no APAR for the subject Period will be taken on record.

Date: Signature

Reference Upload (only pdf files with 3mb maximum size) No file chosen

Here also, the custodian will have both the options to save the NRC as draft for further reference by clicking **“Save as Draft”** or the custodian can submit the NRC by clicking **“Send To Competent Authority”**.

18. On clicking **“Send To Competent Authority”** button, a window shown below will come giving two modes of signing the document 1. DSC 2. eHastakshar(eSign). Click on eHastakshar(eSign) icon. Follow the same process of e-signing explained above for e-signing APAR

19. Once the document is sent to Competent Authority, a confirmation message will be displayed on screen, a confirmation Email and sms alert will also be sent to the Competent Authority to this effect.

20. The process of issue of NRC for the period 25/07/2019 to 20/11/2019 is complete. Now, Custodian has to generate the APAR for third workflow which is for Foreign Assignment. Again, the Custodian will go to the **PAR → Generation** enter assessment year and then enter the employee code and click search again.

All the workflows for the officer will be shown again. The Generate button under quick action column for already generated APAR and NRC would not appear.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > APAR Generation

Generation of APAR

Assessment Period : 2019-2020

Employee Search by : 0004

Choose Designation

Employee Name

Batch

IRS-CBEC

Choose Cadre

☒ Generated ☒ Not Generated

Search

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	2020-25072019-20112019-2010514	NRC (No Report...	0004	2017	DUMMY 4	No Designation	25-07-2019	20-11-2019	
2	2020-16042019-24072019-2010514	JTS upto HAG ...	0004	2017	DUMMY 4	No Designation	16-04-2019	24-07-2019	
3	2020-21112019-31032020-2010514	IRS ON FOREI...	0004	2017	DUMMY 4	No Designation	21-11-2019	31-03-2020	Generate

Showing 1 to 3 of 3 entries

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21. Custodian will click the Generate button for the period **21-11-2019 to 31-03-2020** and a new form for the Foreign Assignment will open up as shown below. The form will have text box to fill the details related with Foreign Assignment namely the details for File No. and the details of Foreign Assignment which are basically the organisation (UN /WCO) where the officer has gone on foreign assignment and his / her designation there. There will be option to upload any reference document by clicking **choose file** button.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW

About Help Mr. DUMMY 4

Designation: No Designation

Form Type: IRS ON FOREIGN ASSIGNMENT

Assessment Period: 21/11/2019 to 31/03/2020

Standard

Basic Information

Directorate General of Human Resources Development
Central Board of Excise And Customs,
Bhai Veer Singh Sahitya Sadan,
Gole Market, New Delhi - 110 001.
FAX NO. 011-23340315

Date :

DUMMY 4 has been on for the

period from 21/11/2019 to 31/03/2020 .

This note is being issued in terms of DOP&T OM No. 1/5/86 - FAS dated 3rd March 2015.

Date:

Signature

Reference Upload (only pdf files with 3mb maximum size) Choose file No file chosen

Save As Draft Send To Officer Reported Upon

22. Once the details of Foreign Assignment are filled in the text boxes, the **Custodian** will have both the options to save the Foreign Assignment note as draft for further reference by clicking “**Save as Draft**” or the Custodian can submit the Foreign Assignment note by clicking “**Send To Employee**”.

30. On clicking “**Send To Competent Authority**” button, a window shown below will come giving two modes of signing the document 1. DSC 2. eHastakshar(eSign). Click on eHastakshar(eSign) icon. Follow the same process of e-signing explained above for e-signing APAR.

23. Once the document is sent to officer reported upon, a confirmation message will be displayed on screen. An Email and SMS alert will also be sent to the officer reported upon to this effect also.

24. Thus Custodian has successfully created 3 APARS / NRC / Foreign Assignment Note and all these have been sent to the officers concerned. The Custodian may now either generate the PAR for other officer or may log out.

Deletion and Updation of Work flow:

25. Action required by Custodian when work flow created by the PAR Manager is not correct or he wants to delete the APAR

In case, the Custodian finds that the work flow created by PAR Manager is not correct and one or more work flow needs to be modified, he has the power to delete any work flow. The deletion can only be done by **Primary** Custodian before the APAR reaches to Reviewing Authority stage. Once the APAR reaches to Reviewing authority Primary Custodian will not be able to delete it.

For deletion, the custodian has to go to the "**Workflow**" menu of the SPARROW. On clicking the Workflow, the Tab will extend and "**Create/Update**" link will be displayed. On clicking the "**Create/Update**" link, the "**Employee Search for Assessment - Workflow Creation**" window will open up. **Workflow Creation** window will have two tabs which are "**Workflow Within same Organisation**" and "**Workflow With All Organisation**" respectively. Now Custodian has to select "**Workflow With All Organisation**". Custodian should then select "**Assessment Period**" from the drop down menu provided. Once the "**Assessment Period**" is selected from the drop down menu; various search options will come on the screen

Out of all the displayed option, the Custodian should fill the "**Employee Code**" of the officer who's APAR he wants to delete as shown below

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Workflow > Employee Search

Employee Search for Assessment - Workflow Creation/Update

Workflow Within Same Organization | **Workflow With All Organization**

Assessment Period : * 2018-2019

Employee Search by : 0004 Employee Name Choose Designation Email

Batch IRS-CBEC Choose Cadre Mobile Number

☒ IN PROCESS ☒ COMPLETED ☐ NOT STARTED

Search

Copy PDF CSV Excel Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1		DUMMY 4	2017	0004	No Designation	CENTRAL SERVICES	Create/Update Workflow

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Now click on create/update workflow button available in front of name of the Officer. The workflow generated for the officer will be displayed as shown below.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Workflow > Define Workflow

Basic Information

Code: 0004 Name: DUMMY 4 Designation: No Designation

Service: IRS-CBEC Cadre: CENTRAL SERVICES Organization: DGHRD - DELHI

Batch: 2017

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 03/05/2018 To: 15/08/2018	WORKING	JTS Upto HAG	Actions
2	From: 16/09/2018 To: 30/11/2018	WORKING	JTS Upto HAG	Actions
3	From: 01/12/2018 To: 31/03/2019	WORKING	JTS upto HAG New	Actions
4	From: 01/04/2018 To: 02/05/2018	--SELECT--	--SELECT--	Actions

Suppose if workflow for more than one period of APARs/NRCs has been created for a particular year, then Action button will be available in front of every period as shown in the screen above. The Custodian should click the Action button available in front of wrong Workflow generated which he wants to delete. On clicking the Action button two options (“update” and “delete”) will pop up beside action button as shown in screenshot below. If this has been the SPARROW account of Alternate Custodian only update button would have popped up because Alternate Custodian can only update the workflow but can’t delete it.

Smart Performance Appraisal Report Recording Online Window (SPARROW) BACK TO UNIFIED SPARROW About Help Mr. DUMMY 4

Home > Workflow > Define Workflow

Basic Information

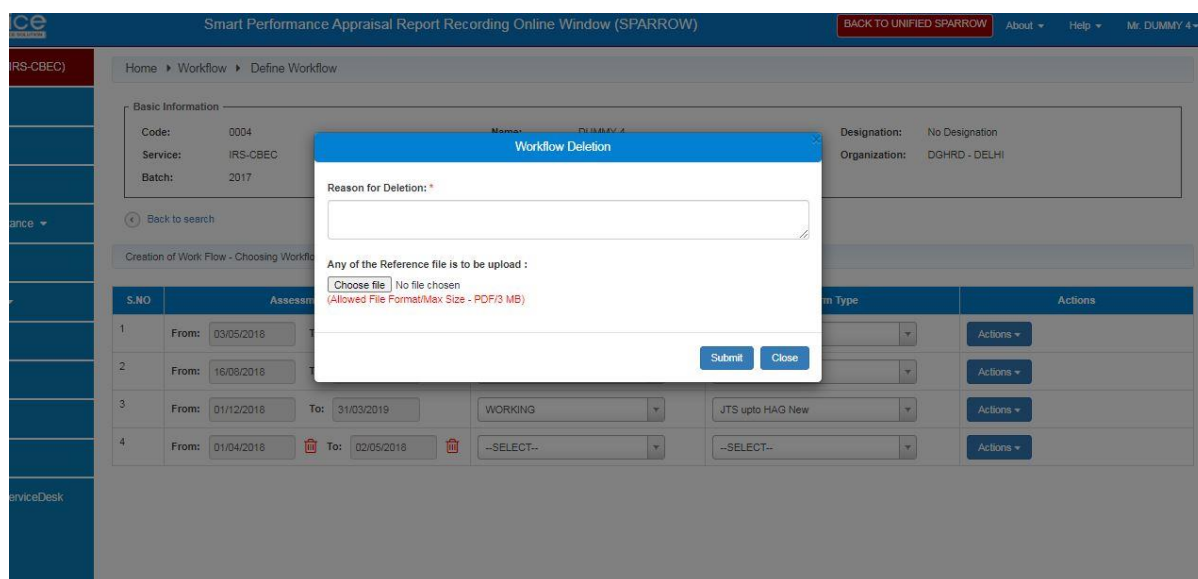
Code:	0004	Name:	DUMMY 4	Designation:	No Designation
Service:	IRS-CBEC	Cadre:	CENTRAL SERVICES	Organization:	DGHRD - DELHI
Batch:	2017				

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Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 03/05/2018 To: 15/08/2018	WORKING	JTS Upto HAG	Actions
2	From: 16/08/2018 To: 30/11/2018	WORKING	JTS Upto HAG	Actions Update Delete
3	From: 01/12/2018 To: 31/03/2019	WORKING	JTS upto HAG New	Actions
4	From: 01/04/2018 To: 02/05/2018	--SELECT--	--SELECT--	Actions

After clicking on delete button message box will pop up as shown in the screen below wherein the Reason for Deletion is to be filled up. Custodian can also attach any reference document if required.



After writing the reason, click Submit. The system will ask for confirmation before deletion. A confirmation message “Are you Sure you want to delete” will pop up.

Once Ok is clicked, the said work flow will be deleted and the system will automatically propagate the remaining period for which the workflow is not yet to be created. The custodian can then generate the workflow himself or can ask PAR Manager to generate corrected workflow again.

26. Updation of Workflow and Section-1 (Basic Information):

Both Primary Custodian and Alternate Custodian can update the workflow and Section-1(Basic Information).

(a) In case when details of Section-1 need to be changed after the generation of APAR.

In case Custodian get to know about the discrepancies in details filled in Section-1. To change details in Section-1, Custodian should go to **PAR** tab then in drop down menu there will be **Update Section-1** tab, click on it. Choose assessment year. After that below shown screen will come.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > PAR Update Section

Update Section

Assessment Period : 2019-2020

Employee Search by :

EmployeeCode Choose Designation Employee Name

Batch IRS-CBEC Choose Cadre

☒ Reported Error ☐ All Generated PARs ☐ Action Taken

Search

Now as shown in above screen there are two bubble seen **“Reported error”** and **“All generated PARs”**. When Officer Reported Upon opens the APAR and reports some error in Section-1 electronically by using the **“Submit Data Error Report”** tab available to him at the bottom of Section-1, in this case Custodian should select the bubble **“Reported error”** and click on search. In this way list of Officers who Reported the error in section-1 electronically will be populated.

When Custodian gets to know about the discrepancies in Section-1 by any other way mentioned above he should select the bubble **All generated PAR** and click on search button, the list of all APARs generate from Custodian’s formation will be populated as shown below.

Smart Performance Appraisal Report Recording Online Window (SPARROW) [BACK TO UNIFIED SPARROW](#) [About](#) [Help](#) [Mr. DUMMY](#)

Home » PAR Update Section

Update Section

Assessment Period : 2019-2020

Employee Search by : EmployeeCode Choose Designation Employee Name

Batch IRS-CBEC Choose Cadre

☐ Reported Error ☒ All Generated PARs ☐ Action Taken [Search](#)

Search:

[Copy](#) [Excel](#) [PDF](#) [CSV](#) [Show 10 rows](#)

S.No	Form ID	Name	Code	Designation	Allotment Year	Quick Action
1	2020-01042019-29062019-101035	DUMMY 1	0001	ASSISTANT CO...	1900	+
2	2020-01042019-12122019-71724	BHARTI SHARMA	4313	DEPUTY COM...	2011	+
3	2020-13122019-31032020-71724	BHARTI SHARMA	4313	DEPUTY COM...	2011	+
4	2020-01042019-12122019-73577	Mudit Rai	4427	DEPUTY COM...	2012	+
5	2020-13122019-31032020-73577	Mudit Rai	4427	DEPUTY COM...	2012	+
6	2020-01042019-12122019-2080888	ARVIND KUMAR	8732	ASSISTANT CO...	2018	+
7	2020-13122019-31032020-2080888	ARVIND KUMAR	8732	ASSISTANT CO...	2018	+
8	2020-01042019-31032020-2048771	NEERAJ BABU JAIN	8852	ASSISTANT CO...	2018	+
9	2020-01042019-31032020-2080256	DIBYENDU DAS	8949	ASSISTANT CO...	2018	+

It should be noted if two part period APARs are generate for a particular year, then they will be shown separately as shown in above seen picture. If we see Form ID carefully we would be able to see/deduce the exact period of APAR. Now click on **blue arrow icon** available under Quick Action column in front of APAR for which Section-1 needs to be update. Then Section-1 will load on screen, change/update the required details. After updating all the details click on **update button** available at the bottom and e-sign.

- (b) **In case where name of Reporting and Reviewing has been wrongly selected in Workflow** and PAR has already been generated. To change the name of Reporting or Reviewing Officer in Workflow, Custodian have to go to Workflow tab available on left side of home screen of SPARROW account. After that follow same procedure as undertaken while creating workflow and come to below shown screen.

Smart Performance Appraisal Report Recording Online Window (SPARROW) BACK TO UNIFIED SPARROW About Help Mr. DUMMY 4

Home > Workflow > Define Workflow

Basic Information

Code:	0004	Name:	DUMMY 4	Designation:	No Designation
Service:	IRS-CBEC	Cadre:	CENTRAL SERVICES	Organization:	DGHRD - DELHI
Batch:	2017				

[Back to search](#)

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 03/05/2018 To: 15/08/2018	WORKING	JTS Upto HAG	Actions
2	From: 16/08/2018 To: 30/11/2018	WORKING	JTS Upto HAG	Actions
3	From: 01/12/2018 To: 31/03/2019	WORKING	JTS upto HAG New	Actions
4	From: 01/04/2018 To: 02/05/2018	--SELECT--	--SELECT--	Actions

The Custodian should click the Action button available in front of wrong Workflow generated which he wants to update. On clicking the Action button, two options (“update” and “delete”) will pop up beside action button. Click on Update button. A message will appear that “updatation in workflow might impact the movement of APARAre you sure you want to update”, click on OK button. Below shown screen with workflow details will come.

Work Flow for Assessment Period :16/04/2019 to 24/07/2019

WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY

Standard **Representation**

S.No	Stage	Name	Target Date	Disposal Days	Access Privileges
1	Rep - CR Section	JAGDISH LAL SEHGAL(8072)([ASSISTANT COMMISSIONER -DGHRD - DELHI])	31/08/2021	30	+
2	COMPETENT AUTHORITY	VISHNU KUMAR(3284)([ADDITIONAL DIRECTOR -DGHRD - DELHI])	31/08/2021	30	+ -
3	Rep - Reporting Authority	DUMMY 1(0001)([NOT AVAILABLE -DGHRD - DELHI])	31/08/2021	30	+ -
4	Rep - Reviewing Authority	DUMMY 3(0003)([COMMISSIONER -CHANDIGARH GST ZONE - JALANDHAR])	31/08/2021	30	+ -
5	COMPETENT AUTHORITY	VISHNU KUMAR(3284)([ADDITIONAL DIRECTOR -DGHRD - DELHI])	31/08/2021	30	+ -
6	Rep - CR Section To Disclose	JAGDISH LAL SEHGAL(8072)([ASSISTANT COMMISSIONER -DGHRD - DELHI])	31/08/2021	30	+ -
7	Rep - Employee Disclosure	DUMMY 4(0004)([No Designation -DGHRD - DELHI])	31/08/2021	30	+ -
8	Rep - CR Section for Closing	JAGDISH LAL SEHGAL(8072)([ASSISTANT COMMISSIONER -DGHRD - DELHI])	31/08/2021	30	+

Action

[Update](#) [Save and Next](#) [Back To Employee Search](#)

Now change the name of Reporting/Reviewing as required in both Standard and Representation part of workflow. Access privilege icons can also be updated. After making changes click on update button available at the bottom.

In case the APAR for which name of Reporting/Reviewing has been updated in workflow was generated before the workflow updation then name of Reporting/Reviewing should also be updated in Section-I (Basic Information). Custodian will go to PAR tab then in drop down menu there will be **Update Section-1** tab, click on it. Then select assessment year. After that select the “**All generated PARs**” bubble and click search button. Now click the on **blue arrow icon** available under Quick Action column in front of APAR in which name of Reporting/Reviewing in Section-1 needs to be update. Then Section-1 will load on screen, as shown below.

Designation: ASSISTANT COMMISSIONER Batch: 1900 Assessment Period: 01/04/2019 to 29/06/2019
Form Type: JTS upto HAG New

Standard

SECTION I

Date of Appointment to Present Post

7.कर्मचारी कोड
Employee Code 0001

8.रिपोर्टिंग और पुनरीक्षण प्राधिकारी
Reporting & Reviewing Authorities

प्राधिकारी Authority	नाम Name	पदनाम Designation	कृत कार्य की अवधि Period Worked	
			From Date	To Date
Reporting Authority	DUMMY 1	NOT AVAILABLE	01/04/2019	29/06/2019
Reviewing Authority	DUMMY 4	No Designation	01/04/2019	28/07/2019

9.अवकाश आदि पर अनुपस्थित रहने की अवधि
Period of absence on leave, etc.

अवकाश पर (प्रकार दर्शाएँ) On Leave	अवधि से Period From	अवधि तक Period To	प्रकार Type	टिप्पणियाँ, Remarks
---------------------------------------	------------------------	----------------------	----------------	------------------------

Update Section

In the screenshot, just above the details of Reporting/Reviewing on the right hand side **Refresh icon in green colour** is there. When Custodian click this icon, updated details of Reporting/Reviewing will be incorporated/picked from workflow which was updated earlier. Custodian should check other details of Reporting/Reviewing such period, designation etc. After clicking on refresh icon Custodian should wait for few seconds before the details get updated. Now as

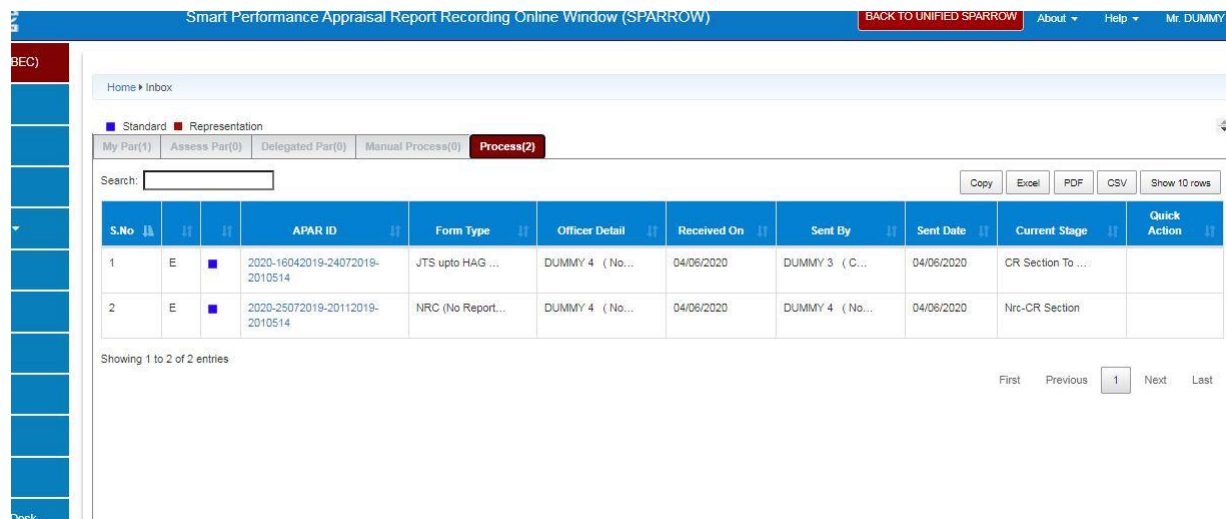
other details in Section-1 are not required to be changed click on **update button** available at the bottom and e-sign.

Note: DGHRD (HRM-I) receives requests for updation of profile details. Even after updating of profile details in SPARROW database, these updated information will not reflect in profile details of a particular officer if the APAR was generated before updating of profile in SPARROW database. If APAR has been generated then Custodian can update the Section-1 profile details using the update section-1 method explained above.

27. Disclosing of APAR to Officer Reported Upon.

Disclosing of Reported and Reviewed APARs to Officer Reported Upon is the duty of Custodian. These APARs reflect in Process tab of Inbox in Custodian's account.

Click **Process** tab in the Inbox and the following screen will appear. The APAR so generated for the period from 24-04-2019 to 24-07-2019 in case of the given example will appear here. The Current stage here will show CR section to Disclose.



The screenshot displays the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The top navigation bar includes a 'BACK TO UNIFIED SPARROW' button and user information for 'Mr. DUMMY'. The left sidebar shows a navigation menu with 'BEC' and 'Desk' options. The main content area is titled 'Home > Inbox' and features a tabbed interface with 'My Par(1)', 'Assess Par(0)', 'Delegated Par(0)', 'Manual Process(0)', and 'Process(2)'. The 'Process' tab is active, showing a search bar and a table of APARs. The table has columns for S.No, E, APAR ID, Form Type, Officer Detail, Received On, Sent By, Sent Date, Current Stage, and Quick Action. Two entries are listed, both with a 'Current Stage' of 'CR Section To ...'. Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides pagination controls: 'First', 'Previous', '1', 'Next', and 'Last'.

S.No	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2020-16042019-24072019-2010514	JTS upto HAG ...	DUMMY 4 (No...	04/06/2020	DUMMY 3 (C...	04/06/2020	CR Section To ...	
2	E	2020-25072019-20112019-2010514	NRC (No Report...	DUMMY 4 (No...	04/06/2020	DUMMY 4 (No...	04/06/2020	Nrc-CR Section	

The Custodian has to Click over the APAR id relating to the APAR generated and the following screen will appear.

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The top navigation bar includes the 'Office' logo, the window title, a 'BACK TO UNIFIED SPARROW' button, and user options 'About', 'Help', and 'Mr. DUMMY 2'. A left sidebar contains a menu with items like '(IRS-CBEC)', 'Assistance', 'Detail', 'Flow', 'er', and 'rt@ServiceDesk'. The main content area is titled 'Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)'. It features a tabbed interface with 'Standard' selected, and sub-tabs for 'Basic Information', 'Self Appraisal', 'Appraisal', 'Reviewing', and 'Disclose To Officer'. The 'Disclose To Officer' tab shows the 'Name of officer reported upon :- DUMMY 4' and a 'Disclose To Officer' button. Below this is a text box stating: 'This is to certify that this APAR (PAR Id : 2020-16042019-24072019-2010514) for the period 16/04/2019 to 24/07/2019 has been disclosed to the officer reported upon (DUMMY 4) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (PLI) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.' There are fields for 'Date:' and 'Signature At Disclosure Level'. At the bottom, there is a 'Reference Upload (only pdf files with 3mb maximum size)' section with a 'Choose file' button and 'No file chosen' text. A 'Disclose To Officer' button is located at the very bottom of the main content area.

Click **Disclose to Officer** button provided at the bottom by which the APAR will be sent to the Officer Reported upon. After clicking **Disclose to Officer** button a confirmation message will pop up as shown in the screen below.

The screenshot shows the same SPARROW interface, but with a 'MESSAGE' pop-up box in the center. The message box has a blue header and contains the text: 'APAR ID : 2020-16042019-24072019-2010514 has been Sent Successfully to Mr./Ms. DUMMY 4 (0004) [No Designation]'. Below the message is a 'BACK' button with a circular arrow icon and the text 'Click the Link to redirect back.'.

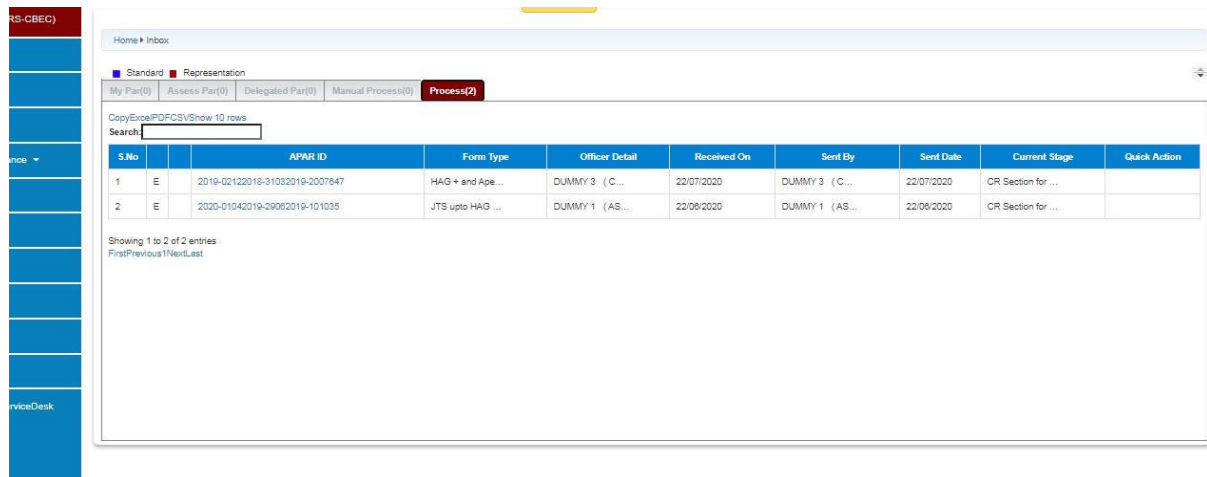
APAR will be disclosed and an email and SMS will go to the Officer Reported Upon in this regard.

Custodian need not disclose NRC/Foreign assignment note as these are directly moved to the account of Officer Reported Upon after approval/rejection from Competent authority.

28. Action after Officer reported upon accepts the APAR/NRC/Foreign Assignment Note

Note: Before closing NRC special care should be taken and it should be checked whether NRC has been approved by the competent authority. In case NRC is rejected it should not be closed but correction should be made as directed by Competent authority in Remarks Column. These correction may be made by deleting the NRC workflow and generating the NRC again keeping in mind corrections as demanded by the Competent authority.

Once the APAR is accepted by the Officer Reported upon , it will be sent to the inbox of the Custodian for closer. The Custodian has to click the **Process** tab of Inbox which will show this PAR current stage as CR Section for Closing as illustrated in the screen below.



S.No	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	HAG + and Age...	DUMMY 3 (C...	22/07/2020	DUMMY 3 (C...	22/07/2020	CR Section for ...	
2	JTS upto HAG ...	DUMMY 1 (AS...	22/06/2020	DUMMY 1 (AS...	22/06/2020	CR Section for ...	

The Custodian has to Click over the **APAR id** which is in blue colour relating to the APAR generated and the following screen will appear.

Designation:	COMMISSIONER	Batch:	2017	Assessment Period:	02/12/2018 to 31/03/2019
Form Type:	HAG + and Apex scale				

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard
Basic Information Self Appraisal Appraisal Reviewing Disclose To Officer Officer Acceptance

Name of officer reported upon :-

OFFICER ACCEPTANCE

The full APAR (PAR Id : 2019-02122018-31032019-2007647) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded has also been noted.

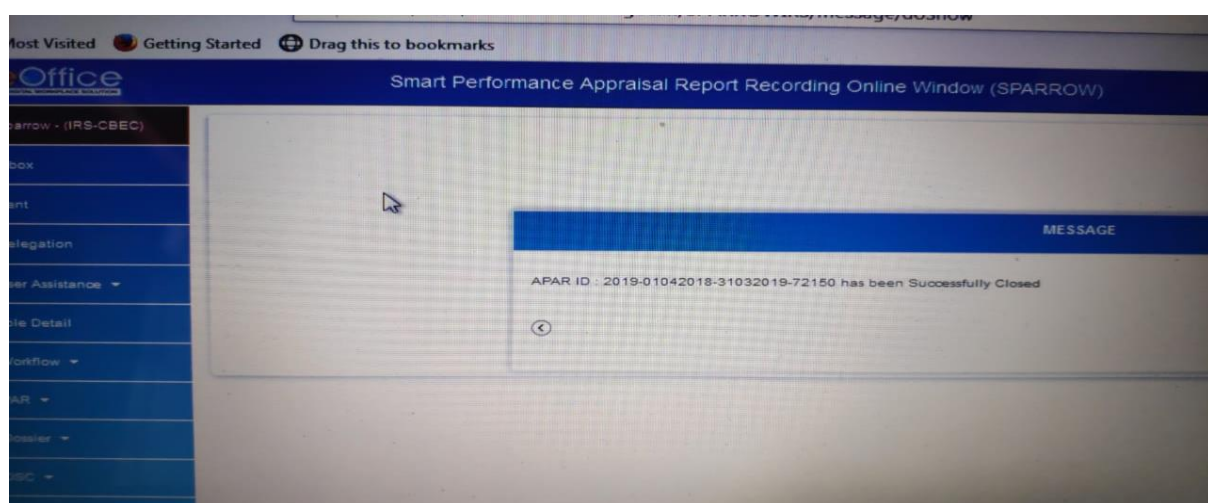
Date: 22/07/2020

Signature At Officer Level
Dr. DUMMY 3 (0003) - COMMISSIONER

Close

The Custodian has to click **Submit(Close)** button to close the APAR. After clicking **Submit (Close)** button, a confirmation message will pop up “Are you sure you want to submit ?”. Click on “OK”

After that page will direct to next page where e-sign process should be done as explained above in PAR generation. When e-signing is successful following message will appear which confirms closing of APAR.



29. In case if any Officer Reported Upon opts for Representation

If any Officer Reported Upon opts for Representation of his APAR the same would appear in the Access PAR tab of the Custodian in Inbox. A red coloured box would appear in front of the APAR-ID that has been put for representation. The Custodian would click on the APAR-ID to open it.

Office
Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Inbox

Standard Representation

My Par(1) Assess Par(1) Delegated Par(0) Manual Process(0) Process(1)

Search: [] Copy Excel PDF CSV Show 10 rows

S.No		APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2020-16042019-24072019-2010514	JTS upto HAG ...	DUMMY 4 (No...	05/06/2020	DUMMY 4 (No...	05/06/2020	Rep - CR Section	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

After clicking on the APAR-ID the Letter Section wherein the reason for the representation would be seen as mentioned by the Officer Reported Upon.

Note: If after clicking on APAR-ID the letter Section submitted by Officer Reported Upon do not come inspite message occurs “Representation Workflow not defined” then it means that while creating workflow for the concerned APAR representation part was not created. Therefore workflow should be updated in such case and representation part should be created. Then Custodian should try again to submit the representation to Competent Authority.

Section I to IV of APAR will also appear as shown in screen below.

The screenshot displays the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The top navigation bar includes a 'BACK TO UNIFIED SPARROW' button and user information for 'Mr. DUMMY 2'. The left sidebar contains various menu items. The main content area is titled 'Workflow Details' and includes a sub-header 'Representation'. Below this, there are tabs for 'Letter Information', 'Basic Information', 'Self Appraisal', 'Appraisal', 'Reviewing', and 'Disclose To Officer'. The 'Letter Information' tab is active, showing a 'Letter I - Employee' section. This section includes a text input field with the value 'abcd', a date field set to '05/06/2020', and a signature area with a green 'eSign' logo, the text 'Mr. DUMMY 4', and the identifier '0004 No Designation'. A 'Choose Stage' dropdown menu is located at the top right of the main content area. At the bottom of the 'Letter I' section, there are buttons for 'Save As Draft' and 'Send To Competent Authority - Stage I'.

Custodian may give his comments in Letter II box as shown in screenshot below. The Custodian can also upload any reference documents in pdf format, if any by clicking on choose file button.

This screenshot shows the 'Letter II' section of the SPARROW system. The interface is similar to the previous one, with the 'Letter Information' tab active. The 'Letter II' section includes a text input field with the value 'abcd', a date field set to '05/06/2020', and a signature area with a green 'eSign' logo, the text 'Mr. DUMMY 4', and the identifier '0004 No Designation'. Below the signature area, there is a 'Letter II' section with a text input field containing 'CR SECTION' and a date field. At the bottom of this section, there is a 'Reference Upload' area with a note '(only pdf files with 3mb maximum size)', a 'Choose file' button, and the text 'No file chosen'. The 'Save As Draft' and 'Send To Competent Authority - Stage I' buttons are also present at the bottom.

After that by clicking **Send to Competent Authority – Stage I** button the Representation can be submitted to Competent authority through e-sign process of which has already been explained above during generation of APAR

A message would appear that the APAR-ID has been successfully sent to the competent authority
