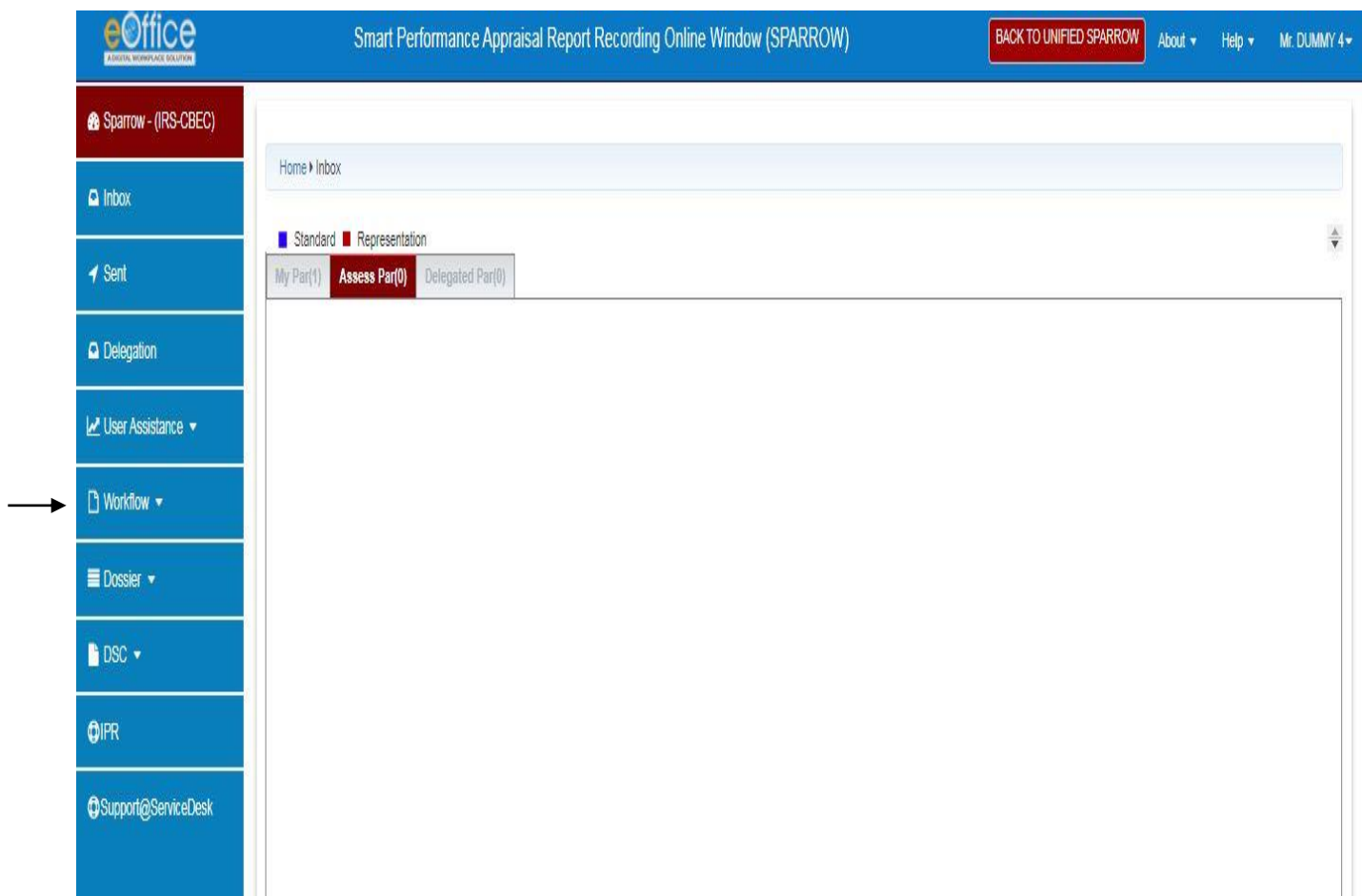


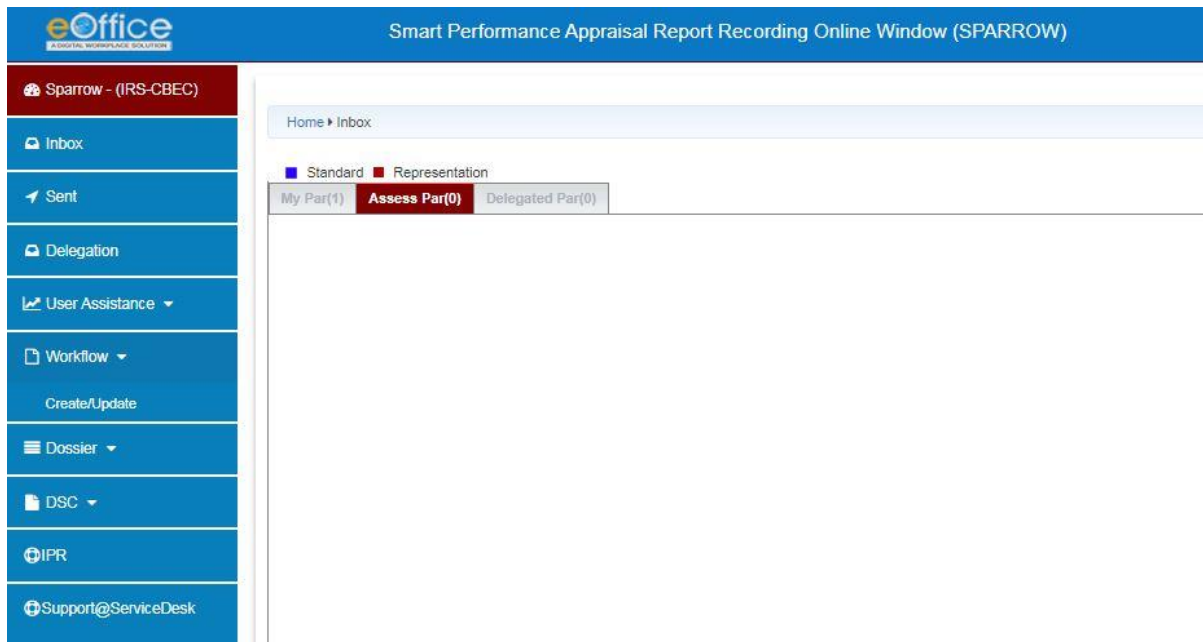
Step by step guide for the role of PAR Manager.

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.



Above page is for the role of PAR Manager. These roles are allocated centrally by DGHRD on requests received from field formations.

The basic function of the PAR Manger is to define the work flow. Accordingly, the PAR Manager has to click the tab **"workflow"** on the left hand side.



3. On clicking the Workflow, the Tab will extend and "**Create/Update**" link will be displayed. On clicking the "**Create/Update**" link (as shown in image above), the "**Employee Search for Assessment - Workflow Creation**" window will open up.

 The screenshot shows the 'Employee Search for Assessment - Workflow Creation/Update' window. It has a breadcrumb 'Home > Workflow > Employee Search'. Below the breadcrumb is a tab bar with 'Workflow Within Same Organization' and 'Workflow With All Organization' (active). The form includes:

- 'Assessment Period : *' dropdown set to '2019-2020'.
- 'Employee Search by :' section with input fields for 'Code', 'Employee Name', 'Batch', and a dropdown for 'IRS-CBEC'.
- Dropdowns for 'Choose Designation' and 'Choose Cadre'.
- Input fields for 'Email' and 'Mobile Number'.
- Filter checkboxes: ☒ IN PROCESS, ☒ COMPLETED, ☐ NOT STARTED.
- A 'Search' button.

4. "**Workflow Creation**" window will have two tabs which are "**Workflow Within same Organisation**" and "**Workflow With All Organisation**". Now depending upon whether the PAR Manager is creating workflow for the employee in same formation or in some different formation, he will choose "**Workflow Within same**

Organisation" or "Workflow With All Organisation" respectively. It is advisable to select "**Workflow With All Organisation**" by clicking on the tab.

PAR Manager should then select "**Assessment Period**" from the drop down menu provided.

5. Now the PAR manager has to search the officer in respect of whom he wants to create work flow. Out of all the displayed option, the PAR Manager can search either by name or employee code. It is advisable to use the "**Employee Code**" of the officer for search as it is unique identification number for any officer.

6. Once the "**Employee Code**" is entered & search button is pressed; the name of the officer whose workflow is to be created will be populated in a table below

ice
Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW About Help

Home > Workflow > Employee Search

Employee Search for Assessment - Workflow Creation/Updation

Workflow Within Same Organization Workflow With All Organization

Assessment Period : * 2019-2020

Employee Search by : 0004 Employee Name Choose Designation Email

Batch IRS-CBEC Choose Cadre Mobile Number

☒ IN PROCESS ☒ COMPLETED ☒ NOT STARTED

Search

Search: Copy PDF CSV Excel Sh

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	<input type="checkbox"/>	DUMMY 4	2017	0004	No Designation	CENTRAL SERVICES	Create Workflow

Showing 1 to 1 of 1 entries

Three square boxes will also be displayed in the left side of the officer's name. These square boxes will have a colour depending upon the status of workflow creation for the officer which is given as below.



In Process



Completed



Not Started

7. PAR Manager should click the tab **“Create/update workflow”** tab available under Action which will populate the details of the Officer and a window will open for **“Creation of Work Flow - Choosing Workflow Period”** as given in the screen below.

8. In this window, the **“Assessment Period”** has to be selected first which has to be done very carefully. The Assessment period has to be selected depending upon the dates during which the officer has worked under different Reporting and Reviewing officers during the financial year.

9. The APAR can be generated for period which is not less than 90 days. There may be periods where Officer has not worked under any Reporting and Reviewing officer for the period of duration 90 days or more. In such cases, the form for NRC has to be selected by PAR Manager as in such cases NRC is to be issued. Hence, PAR Manager may be required to create more than one work flow during the year for any officer.

Note: NRC workflow should not be created for less than 90 days

The dates for assessment period (from and to) are to be selected from the calendar as shown below.

EC)

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: 01/04/2019 To: 31/03/2020	--SELECT--	-- SELECT --	Actions ▼

ask

10. After selection of the assessment period, the Status has to be selected from the drop down menu out of the three options i.e. **"WORKING"**, **"NRC"** and **"FOREIGN ASSIGNMENT"**. Where ever the APAR is to generated, staus **"WORKING"** should be selected. **Foreign Assignment** is to be selected when the officer is on any Foreign Assignment with UN / WCO etc where the APAR is not written.

11. After selection of the Status, in case where the Status selected is **Working**, then the Form Type has to be selected from the drop down menu out of the two options depending on the present grade of the officer.

In Form type, select

"JTS Up to HAG new" -----For officer up to the Rank of Principal Commissioner.

"HAG+ and Apex Scale" -----For Officers of the rank Chief Commissioner or above

12. Let us now create work flow for an officer who has worked under one set of Reporting and Reviewing officers from 16th April to 24th July 2020 and he has not completed 90 days under any Reporting / Reviewing officer for middle period which is more than 90 days and he went for Foreign Assignment for remaining period with UN / WCO etc where the APAR is not written and only Foreign Assignment Note is to be placed in APAR folder as per DoP&T O.M. The work durations of this officer is tabulated below.

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

13. Now in case of this officer, PAR Manager has to create 3 workflows i.e. APAR for first period, NRC for the second period and work flow for Foreign Assignment for last period.

14. **Creation of first workflow for period from 16th April to 24th July 2020**

- In this case, for period selection, choose 16th April 2020 as the starting date i.e. "From" date and 24th July 2020 as end date i.e. "To" date.
- Select Status as **Working** and
- In Form type, select as **"JTS Up to HAG new"** (if the officer is up to the grade of Principal Commissioner).

Thereafter, press the **Action> continue** button and a new screen will open up which will have the option to select the Reporting and Reviewing authority.

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

Basic Information

Code: 0004 Name: DUMMY 4 Designation: No Designation
 Service: IRS-CBEC Cadre: CENTRAL SERVICES Organization: DGHRD - DELHI
 Batch: 2017 Status: WORKING Form Type: JTS upto HAG New

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

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	DUMMY 4(0004)[No Designation -DGHRD - DELHI]	30/04/2021	
2	Reporting Authority	--SELECT--	31/05/2021	
3	Reviewing Authority	--SELECT--	30/06/2021	
4	CR Section To Disclose	JAGDISH LAL SEHGAL(8072)[ASSISTANT COMMISSIONER -DGHRD - DELHI]	15/08/2021	
5	Officer Disclosure	DUMMY 4(0004)[No Designation -DGHRD - DELHI]	31/08/2021	
6	CR Section for Closing	JAGDISH LAL SEHGAL(8072)[ASSISTANT COMMISSIONER -DGHRD - DELHI]	30/09/2021	

Action

Save Save and Next Back To Employee Search

15. For selection of Reporting / Reviewing Authority, although a drop down tab is provided but it is advisable to select through search option given next to select tab. By pressing the search button, a window containing search criteria will open.

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

Basic Information

Code: 0004 Name: DUMMY 4 Designation: No Designation
 Service: IRS-CBEC Cadre: CENTRAL SERVICES Organization: DGHRD - DELHI
 Batch: 2017 Status: WORKING Form Type: JTS upto HAG New

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

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	DUMMY 4(0004)[No Designation -DGHRD - DELHI]	30/04/2021	
2	Reporting Authority	--SELECT--	31/05/2021	
3	Reviewing Authority	--SELECT--	30/06/2021	
4	CR Section To Disclose	JAGDISH LAL SEHGAL(8072)[ASSISTANT COMMISSIONER -DGHRD - DELHI]	15/08/2021	
5	Officer Disclosure	DUMMY 4(0004)[No Designation -DGHRD - DELHI]	31/08/2021	
6	CR Section for Closing	JAGDISH LAL SEHGAL(8072)[ASSISTANT COMMISSIONER -DGHRD - DELHI]	30/09/2021	

Action

Save Save and Next Back To Employee Search

Employee Search

Employee Search by :

Code Employee Name Choose Designa
 Batch IRS-CBEC Choose Organiz
 Choose Cadre

16. Now enter the **employee code** and press search button to search the “**Reporting Officer**”

Basic Information

Code: 0004 Name: DUMMY 4 Designation: No Designation
Service: IRS-CBEC Cadre: CENTRAL SERVICES Organization: DGHRD - DELHI
Batch: 2017 Status: WORKING Form Type: JTS upto HAG New

Work Flow for Assessment

Standard

Employee Search

Employee Search by : 0001 Employee Name Choose Designation
Batch IRS-CBEC Choose Organization
Choose Cadre Search

Search:

Copy Excel CSV PDF Show 10 rows

S.No	Employee Code	Employee Name	Batch	Designation	Cadre	Organisation
1	0001	DUMMY 1	1900	NOT AVAILABLE	CENTRAL SERVICES	DGHRD - DELHI

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Action

Save Save and Next Back To Employee Search

17. The name of the **Reporting officer** will be displayed in blue. The Reporting officer can be selected now by clicking the name of the Reporting Officer.

18. The name of the Reporting officer will be populated and the screen now will reappear for selecting the “**Reviewing Officer**” which can be similarly selected as in case of “**Reporting Officer**”

19. Once the name of the Reporting Authority and Reviewing Authority is selected, following screen will appear.

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

Basic Information

Code:	0004	Name:	DUMMY 4	Designation:	No Designation
Service:	IRS-CBEC	Cadre:	CENTRAL SERVICES	Organization:	DGHRD - DELHI
Batch:	2017	Status:	WORKING	Form Type:	JTS upto HAG New

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

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	DUMMY 4(0004)(No Designation -DGHRD - DELHI)	30/04/2021	1 2
2	Reporting Authority	DUMMY 1(0001)(NOT AVAILABLE -DGHRD - DELHI)	31/05/2021	1 2
3	Reviewing Authority	DUMMY 3(0003)(COMMISSIONER -CHANDIGARH GST ZONE - JALANDHAR)	30/06/2021	1 2 3
4	CR Section To Disclose	JAGDISH LAL SEHGAL(8072)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	15/08/2021	1
5	Officer Disclosure	DUMMY 4(0004)(No Designation -DGHRD - DELHI)	31/08/2021	1 2
6	CR Section for Closing	JAGDISH LAL SEHGAL(8072)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	30/09/2021	1

Action

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

20. Now we have created the standard part of workflow by selecting the period of APAR and selecting the names of the Reporting & Reviewing Authority. We have to now define the Representation Part of workflow for which one should press **Save and Next** button at the bottom. Do not press **SAVE** button.

21. After pressing Save and Next button “**Representation**” screen will appear as given below. This window is required to set the workflow in case the officer wants to represent against the grading / remarks of APAR to Referral Board.

Code: 0004 Name: DUMMY 4 Designation: No Designation
Service: IRS-CBEC Cadre: CENTRAL SERVICES Organization: RANCHI GST ZONE - RANCHI
Batch: 2017 Status: WORKING Form Type: JTS upto HAG New

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

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	1
2	COMPETENT AUTHORITY	DUMMY 1(0001)(ASSISTANT COMMISSIONER -FINANCE - DEPARTMENT OF REVENUE)	31/08/2021	30	1 2
3	Rep - Reporting Authority	DUMMY 1(0001)(ASSISTANT COMMISSIONER -FINANCE - DEPARTMENT OF REVENUE)	31/08/2021	30	1 2
4	Rep - Reviewing Authority	DUMMY 3(0003)(COMMISSIONER -DGHRD - DELHI)	31/08/2021	30	1 2
5	COMPETENT AUTHORITY	DUMMY 1(0001)(ASSISTANT COMMISSIONER -FINANCE - DEPARTMENT OF REVENUE)	31/08/2021	30	1 2
6	Rep - CR Section To Disclose	JAGDISH LAL SEHGAL(8072)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	31/08/2021	30	1 2
7	Rep - Employee Disclosure	DUMMY 4(0004)(No Designation -RANCHI GST ZONE - RANCHI)	31/08/2021	30	1 2
8	Rep - CR Section for Closing	JAGDISH LAL SEHGAL(8072)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	31/08/2021	30	1

Action

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

22. PAR Manager should check that all the fields should be filled in Representation part of workflow.

23. Now we have to only click the **Update** button at the bottom of the screen. **Do not click save and next button.** On clicking the Update button, the Screen will go back to the **employee search** window and a message will be displayed saying **workflow created successfully**. This Workflow which has been successfully created will automatically move to the queue of the Custodian.

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: 16/04/2019 To: 24/07/2019	WORKING	JTS upto HAG New	Actions
	From: 25/07/2019 To: 31/03/2020	--SELECT--	--SELECT--	Actions

24. It can be seen in the screenshot that it has auto populated the remaining period of 25/07/2019 to 31/03/2020 for creation of workflow. Now the PAR Manager has to see that what workflow is to be created for this period. As can be seen in the table, there is no Reporting / Reviewing Authority who has supervised the work of the officer for 90 days or more. So in next period of 25/07/2019 to 20/11/2019 will be treated as No Report Period and accordingly, PAR Manger will now create a workflow for NRC for this period.

S.No.	From	To	Form Type
1.	16/04/2019	24/07/20	JTS Up to HAG New
2.	25/07/2020	20/11/2019	NRC

3.	21/11/2019	31/03/2020	Foreign Assignment
----	------------	------------	--------------------

25. Now the PAR manager will select the period 25/07/2019 to 20/11/2019 in the calendar for next workflow and PAR manager should select **NRC** under **Status tab** and select **NRC** under **Form type tab**.

26. Once both these are selected, the PAR Manager has to then click Action button and then continue. On clicking continue, the next screen that appears is shown below in with Competent Authority's name who will issue NRC have to be filled by PAR Manager. The names of the Custodian and the Officer Reported upon will be auto populated. The PAR Manager has to press the **Save** button at the bottom.

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

Basic Information

Code: 0004 Name: DUMMY 4 Designation: No Designation
Service: IRS-CBEC Cadre: CENTRAL SERVICES Organization: DGHRD - DELHI
Batch: 2017 Status: NRC Form Type: NRC (No Reporting Certificate)

Work Flow for Assessment Period : 25/07/2019 to 20/11/2019

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Nrc-Competent Authority	DUMMY 1(0001)[ASSISTANT COMMISSIONER -DGHRD - DELHI]	31/12/2020	+
2	Nrc-Officer Reported Upon	DUMMY 4(0004)[No Designation -DGHRD - DELHI]	31/12/2020	+
3	Nrc-CR Section	JAGDISH LAL SEHGAL(8072)[ASSISTANT COMMISSIONER -DGHRD - DELHI]	31/12/2020	+

Action

Save Back To Employee Search

27. On pressing the Save button, the Screen will go back to the **employee search** window and a message will be displayed saying **workflow created successfully**. This Workflow which has been successfully created will automatically move to the queue of the Custodian and the remaining period of 21/11/2019 to 31/03/2020 will appear for creation of workflow.

28. Now the PAR Manager has to see that what workflow is to be created for this period which is **Foreign Assignment** as the officer was on foreign assignment with UN / WCO.

For this, the PAR manager will select the period 21/11/2015 to 31/03/2016 in the calendar for next workflow and PAR manager should select **Foreign Assignment** under **Status** tab and select **IRS on Foreign Assignment** under **Form type** tab.

29. The details of the officer reported upon would be auto populated. If the details are not auto populated then click on search icon and select the required Employee ID of **Officer Reported Upon**. The screenshots are attached below for reference.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW About Help Mr. DUMMY 4

CBEC)

Basic Information

Code: 0004	Name: DUMMY 4	Designation: No Designation
Service: IRS-CBEC	Cadre: CENTRAL SERVICES	Organization: DGHDR - DELHI
Batch: 2017	Status: FOREIGN ASSIGNMENT	Form Type: IRS ON FOREIGN ASSIGNMENT

Work Flow for Assessment Period :21/11/2019 to 31/03/2020

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	--SELECT--	31/12/2020	ⓘ ⚙
2	CR Section	--SELECT--	31/12/2020	ⓘ ⚙

Action

Save Back To Employee Search

eDesk

30. Once both these are selected, the PAR Manager has to then click the **Save** button at the bottom. The Screen will go back to the **employee search** window a message that workflow created successfully will be displayed.

Important: For period less than 90 days, neither the NRC is to be issued nor is any APAR to be generated

31. No more action is required to be taken by PAR Manager as the workflow has been created successfully for this officer as given above. If PAR Manager has to create the workflow for another officer, then he should press workflow tab again and then press create/update link. Else, he can simply logout by clicking his name at the top of the window.

32. Action required by PAR Manager in some Special cases

Case 1: There is no Reviewing Authority who has supervised the officer for 90 days or more during the APAR period for which workflow is being created.

The PAR Manager has to select/highlight the **SKIP** ICON against “**Reviewing Authority**” tab under the Access Privileges. After clicking on skip icon a box will open where detailed reason for skipping Reviewing authority should be mention with name and respective period of all reviewing authorities. As a result, the APAR after being reported by Reporting Officer will not go to the queue of Reviewing Authority & instead move directly to the queue of Custodian. The SKIP button has been encircled in red in the screen shot below.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW About Help

Basic Information

Code:	0004	Name:	DUMMY 4	Designation:	No Designation
Service:	IRS-CBEC	Cadre:	CENTRAL SERVICES	Organization:	DGHRD - DELHI
Batch:	2017	Status:	WORKING	Form Type:	JTS upto HAG New

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

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	DUMMY 4(0004)(No Designation -DGHRD - DELHI)	30/04/2021	+
2	Reporting Authority	DUMMY 1(0001)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	31/05/2021	+
3	Reviewing Authority	SKIPPEDOFFICER	30/06/2021	+
4	CR Section To Disclose	JAGDISH LAL SEHGAL(8072)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	15/08/2021	+
5	Officer Disclosure	DUMMY 4(0004)(No Designation -DGHRD - DELHI)	31/08/2021	+
6	CR Section for Closing	JAGDISH LAL SEHGAL(8072)(ASSISTANT COMMISSIONER -DGHRD - DELHI)	30/09/2021	+

Action

Case 2: If any of the officer in the chain (Reported upon, Reporting Officer or Reviewing officer) cannot online write APAR in the SPARROW due to non-availability of Adhaar or any other reason.

For example if the Reporting Officer is not able to write the APAR online, a provision has been made that for his section (Section III), the APAR can be written manually by him which can be scanned and uploaded by the Custodian in SPARROW. In such cases, the APAR will not go to the queue of Reporting Officer & instead move to the queue of Custodian. The Custodian shall take the Section-III manually written by Reporting Officer and upload after scanning the manually

written Section -III. The APAR will then be sent by Custodian to the queue of Reviewing Authority.

For this, the PAR Manager has to select/highlight the **Manual Upload** ICON against “**Reporting Authority**” tab under the Access Privileges. The Manual Upload button has been highlighted in the screen shot below.

A DIGITAL WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Mr. Ramesh Shivaram (ASSISTANT COMMISSIONER - KOLKATA CENTRAL EXCISE ZONE)

Update Aadhaar/Email/Mobile

SPARROW

Inbox

Sent

Delegation

User Assistance

Workflow

Create/Update

Dossier

DSC

NIC EMail Status

Support@HelpDesk

IPR

Declaration For IPR

Home » Workflow » Employee Searched » Create/Update

Work Flow for the Assessment Period : 24/04/2015 to 24/07/2015

Name : Kalyan Kumar Chaudhuri

Designation : ASSISTANT COMMISSIONER

Code : 5549

Cadre : CENTRAL SERVICES

Global Organisation : KOLKATA CENTRAL EXCISE ZONE

Allotment Year/Batch : 2014

Status : Working

Form Type : Upto HAG Grade

Standard

Representation

S.No.	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	Kalyan Kumar Chaudhuri (5549) [ASSISTANT COMMISSIONER - KOLKATA C	30/04/2016	
2	Reporting Authority	Somesh Tiwari (1614) [ADDITIONAL COMMISSIONER - LUCKNOW CENTRA	31/05/2016	
3	Reviewing Authority	K.K. Kabirpanthi (400) [PRINCIPAL COMMISSIONER - AHMEDABAD CENTR	30/06/2016	
4	CR Section To Disclose	Mahboob Ahmad Ansari (1814) [ADDITIONAL COMMISSIONER - KOLKATA C	30/06/2016	
5	Officer Disclosure	Kalyan Kumar Chaudhuri (5549) [ASSISTANT COMMISSIONER - KOLKATA C	31/08/2016	
6	CR Section for Closing	Mahboob Ahmad Ansari (1814) [ADDITIONAL COMMISSIONER - KOLKATA C	30/09/2016	

Next

Update

Select this for manual uploading
