

The slide features a header with the 'eoffice' logo on the left and the Government of India emblem on the right. The main title 'eOffice – SPARROW' is centered in a large, bold font. Below it, the subtitle 'SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW' is displayed in a smaller font. The NIC National Informatics Centre logo is located in the bottom right corner.

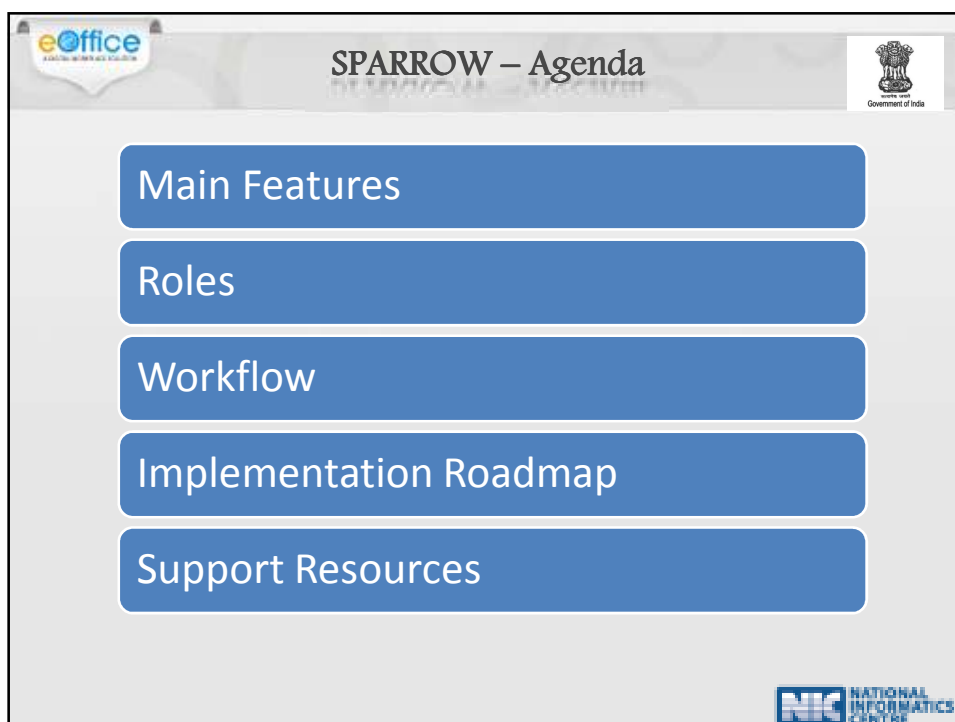
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ELECTRONIC OFFICE SOLUTIONS

Government of India

eOffice – SPARROW

SMART PERFORMANCE APPRAISAL
REPORT RECORDING ONLINE WINDOW

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The slide features a header with the 'eoffice' logo on the left and the Government of India emblem on the right. The title 'SPARROW – Agenda' is centered. Below the title, five blue rounded rectangular buttons are stacked vertically, containing the following text: 'Main Features', 'Roles', 'Workflow', 'Implementation Roadmap', and 'Support Resources'. The NIC National Informatics Centre logo is located in the bottom right corner.


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SPARROW – Agenda


- Main Features
- Roles
- Workflow
- Implementation Roadmap
- Support Resources

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eoffice SPARROW – Snapshot of Features 

Workflow Setting	Authorisation & Access Roles	Document Upload option
Digital Signing	Online PAR Generation	Centralized Database De-Centralised Administration
Delegation (Authority & Permission)	Linkage to eOffice PIMS (eService Book)	Alerts & Notifications

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eoffice SPARROW – Main Features 


On line Generation	<ul style="list-style-type: none"> • PAR Generation from the predefined template
Workflow module	<ul style="list-style-type: none"> • To set the Hierarchy Workflow • Reporting, Reviewing, Accepting • Representation to Accepting Authority • Referral Board /Memorial to President
Delegation (Authority)	<ul style="list-style-type: none"> • Delegation of Authority • Authority delegation is a delegation where all rights and privileges are provided to do the same function
Delegation (PAR Draft Preparation)	<ul style="list-style-type: none"> • Delegate the right to prepare the draft PAR on behalf of the officer • This type of rights are normally provided by the officer to PA/PS



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Roles	
Functional (Two categories)	<p>Ownership</p> <ul style="list-style-type: none"> • PAR Custodian (Overall) • Alternate PAR Custodian • Decentralized PAR Custodian <p>PAR Generation/Work flow creation</p> <ul style="list-style-type: none"> • PAR Manager
Hierarchy (Channel Of Submission)	<ul style="list-style-type: none"> • Reporting Authority • Reviewing Authority • Accepting Authority
Application (Employee Database)	<ul style="list-style-type: none"> • EMD Manager
System (System Setup)	<ul style="list-style-type: none"> • System Administrator (Assignment Of Roles)

Role	Responsible	Who	DSC (Req)
PAR Custodian (Overall)	<ul style="list-style-type: none"> • Custodian of the SPARROW Database • Custodian of the Central Repository of ePAR (Dossier of officers) 	Service Controlling Authority	Yes
PAR Custodian (Dept/Ministry/ State)	<ul style="list-style-type: none"> • Is the custodian of the PARs of the Department/ Ministry/State 	Establishment/ Admin Section of the Department/ Ministry/ State	Yes
PAR Manager	<ul style="list-style-type: none"> • Sets the channel of submission (Reporting/Reviewing/Accepting Authority) in Workflow for PAR 	Establishment/ Admin Section of the Department/ Ministry/ State	No

 SPARROW – Roles (Hierarchy) 			
Role	Responsible	Who	DSC (Req)
Officer	<ul style="list-style-type: none"> Fill the PAR Form and Submit to Reporting Officer as per the defined schedule and time line 	Officer Reported Upon	Yes
Reporting Authority	<ul style="list-style-type: none"> Assessment of the PAR Reporting Officer grades the PAR forwarding to Reviewing Officer 	-do-	Yes
Reviewing Authority	<ul style="list-style-type: none"> Reviews the comments of the Reporting Officer Reviewing Authority grades the PAR and forwards to the Accepting Authority 	-do-	Yes
Accepting Authority	<ul style="list-style-type: none"> Accepting Authority is responsible for finalizing the PAR 	-do-	Yes

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 SPARROW – Roles (Application) 			
Role	Responsible	Who	DSC (Req)
EMD Manager	<ul style="list-style-type: none"> Updating the employee information <ul style="list-style-type: none"> On transfer/superannuation On new joining Immediate action on update to happen on issue of transfer order 	Establishment/ Admin Section of the Department/ Ministry/ State	No

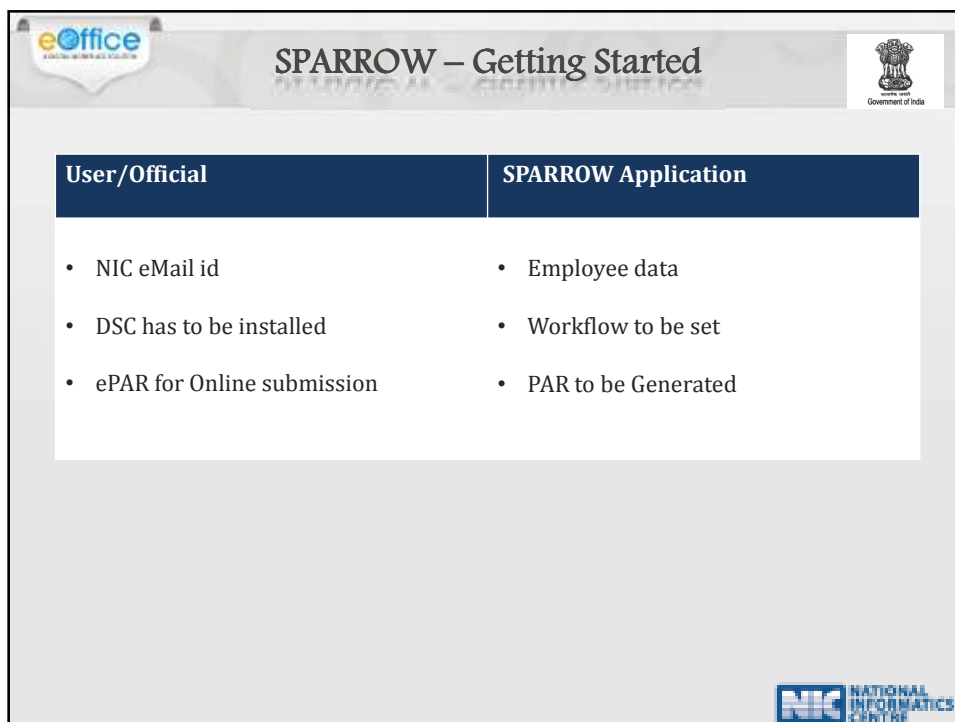
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Role	Responsible	Who	DSC (Req)
PAR Administrator	<ul style="list-style-type: none"> Sets the PAR System parameters <ul style="list-style-type: none"> PAR/Appraisal Templates Period of appraisal Populates all the primary databases Update and maintain the PAR templates for the respective cadres Assign and De-assign of SPARROW Roles Custodian of SPARROW Database 	Service Controlling Authority	No
System Administrator	<ul style="list-style-type: none"> Development/Enhancement of SPARROW Application Technical Support 	NIC	No

Standard	Normal flow of submission Flow will be based on the set hierarchy of Reporting/Reviewing/Accepting
Representation	<ul style="list-style-type: none"> Sent by Custodian to Representation Accepting Authority to take necessary decision
Referral	Sent by Custodian to Representation Accepting Authority to take necessary decision
<p>Manual Workflow :</p> <p>To Define the transition point of the electronic PAR to be manually submitted</p>	




The slide features a header with the 'eoffice' logo on the left, the title 'SPARROW – Implementation Roadmap' in the center, and the Government of India emblem on the right. The main content area is a large, empty light gray rectangle. The NIC National Informatics Centre logo is positioned in the bottom right corner.



The slide features a header with the 'eoffice' logo on the left, the title 'SPARROW – Getting Started' in the center, and the Government of India emblem on the right. Below the header is a table with two columns: 'User/Official' and 'SPARROW Application'. The table lists requirements for user setup and application configuration. The NIC National Informatics Centre logo is in the bottom right corner.

User/Official	SPARROW Application
<ul style="list-style-type: none">• NIC eMail id	<ul style="list-style-type: none">• Employee data
<ul style="list-style-type: none">• DSC has to be installed	<ul style="list-style-type: none">• Workflow to be set
<ul style="list-style-type: none">• ePAR for Online submission	<ul style="list-style-type: none">• PAR to be Generated

eoffice SPARROW – Help Resources 


1. User Manuals

- SPARROW
- DSC Installation and Troubleshooting Guide

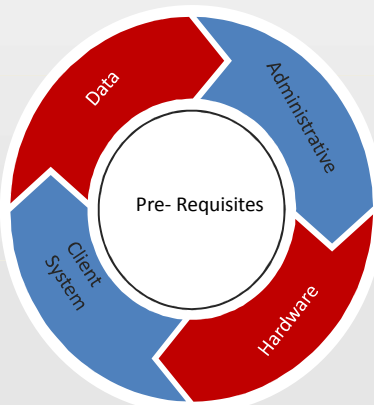
2. On line Interactive Tutorials

3. Support Portal

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eoffice SPARROW – System Requirement 

- NIC eMail
- Employee Data
- Workflow entry



- Roles
- Mapping Users to the Roles
- DSC Process

- OS: MS Windows, Linux
- Browser: Internet Explorer 10 or higher/ Mozilla Firefox 2.6 or higher
- Adobe Reader 7.0 or higher
- Antivirus Software

- Centralized hosting at NIC data center.
- Multiple network lines
- Best view resolution: 1024 X 768 pixels
- RAM: 2 GB DDR or higher
- Scanners

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The image is a screenshot of a web page. At the top left, there is a logo for 'eoffice' with the tagline 'ELECTRONIC OFFICE SOLUTIONS'. In the center, the title 'SPARROW - Contact Us' is displayed in a large, bold font. To the right of the title is the Government of India emblem, featuring the Lion Capital of Ashoka, with the text 'Government of India' underneath. The main body of the page is a large, empty light gray area. In the bottom right corner, there is a logo for 'NIC' (National Informatics Centre) with the text 'NATIONAL INFORMATICS CENTRE' next to it.