



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
- Implementation Guidelines
(PAR Manager)



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1. Introduction

The electronic Annual Performance Appraisal Report (SPARROW) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of Service by the State Government/ Central Government. The aim of the system is to facilitates the electronic filling of PAR by officers in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience.

PAR filling process starts at the beginning of the financial year. The PAR Manager creates the workflow of the individual officer. The custodian generates the PAR of the respective Organization officers and sends the blank PAR forms to the individual officer. The officer fills the PAR for further submission to his/ her Reporting officer. The PAR moves from Reporting officer to Reviewing officer and to Accepting officer mandatorily marking CR Section a slip.

There are some prerequisites that need to be fulfilled before implementing the application.

2. Prerequisites:

2.1 NIC email ID

Note:

The detailed steps regarding getting the NIC email Id are explained in [Annexure I](#).

2.2 Digital Signing Certificate (DSC)

Note:

The detailed steps regarding installation of the DSC are explained in [Annexure II](#).

2.3 eSign

Note:

For using the eSign Aadhaar number should be registered in the application.

2.4 NIC Net/ Internet

The user should have NIC Net and internet connectivity in their system.

NIC Net is the network connectivity provided by NIC which allows user to access SPARROW application.

2.5 Browser Compatibility

The SPARROW application is compatible in all the three browsers i.e. Internet explorer, Mozilla Firefox and Chrome; however in case of DSC the application is incompatible with chrome browser.

3. Application Flow:

3.1 Login Steps in SPARROW

Step 1: For accessing the SPARROW application visit the SPARROW URL using the browsers like IE 11 or Mozilla Firefox.

Step 2: A window will appear as shown in **Fig.SPARROW.1**, enter the credentials, username for SPARROW will be NIC email ID (before the '@' sign) if officer's NIC email ID is one of among types i.e., abc@nic.in, abc@ias.nic.in or abc@gov.in and password will be the same as password of NIC email ID.



Fig.SPARROW.1

Note: If the officer does not know the Username, he/she can use the link Find Your User Name as shown in Fig.SPARROW.2 by entering the details like service, email ID, Aadhar No. etc.



Fig.SPARROW.2

Step 3: As a result the screen appears is shown in **Fig.SPARROW.3** to access the application.

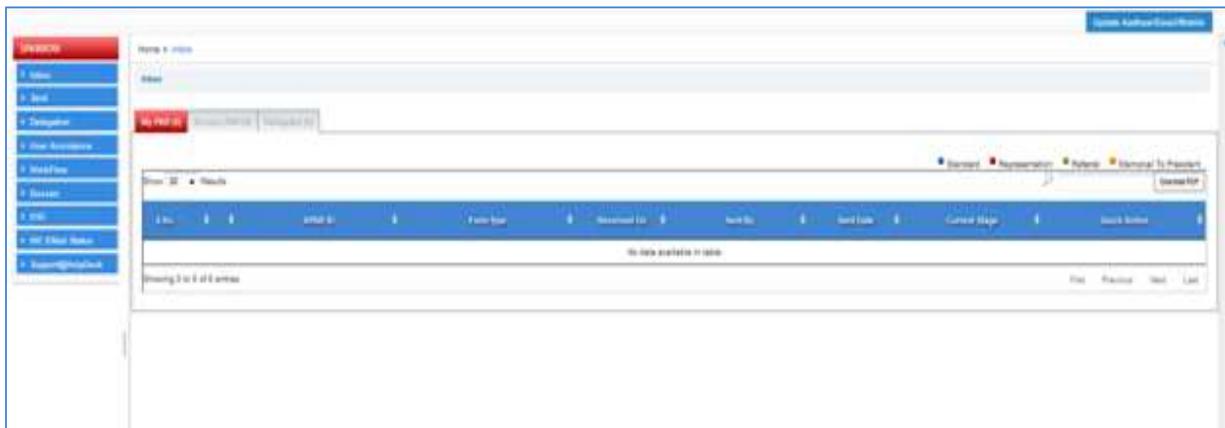


Fig.SPARROW.3

Note:

In case of Invalid Login, officer should reset the NIC email id password.

4. Responsibilities of PAR Manager

4.1 Workflow (Create/ Update):

4.1.1 Workflow Creation

Step 1: To create workflows go to **WorkFlow** → **Create/ Update**.

Step 2: Select the **Assessment period**; search Officer, to create a workflow as shown in **Fig.SPARROW.4**:

The screenshot shows a web form titled "Employee Search for Assessment - Workflow Creation". It has two tabs: "Workflow Within Same Organisation" (selected) and "Workflow With All Organisation". The "Assessment Period" is a dropdown menu set to "2014-2015". Below it, there are input fields for "Employee Code", "Choose Designation", "Employee Name", and "Batch". The "Employee Search by" section includes a "Select Cadre" dropdown set to "IAS" and three radio buttons: "IN PROCESS", "COMPLETED", and "NOT STARTED" (which is selected). A blue "Search" button is located at the bottom right of the form.

Fig.SPARROW.4

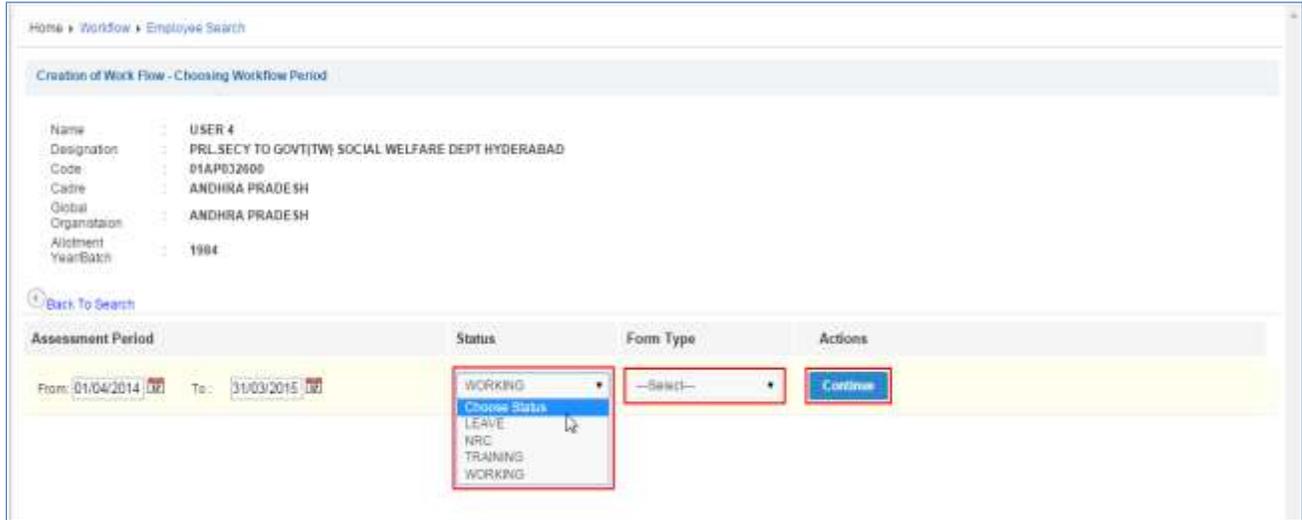
Step 3: As a result the list of searched employee page appears, select the employee as shown in **Fig.SPARROW.5**

The screenshot shows the search results page. At the top, the same search form as in Fig.SPARROW.4 is visible. Below it, there are status indicators for "IN PROCESS", "COMPLETED", and "NOT STARTED". A "Show 10 Results" link and a "Download PDF" button are also present. The main part of the page is a table with the following data:

S.No.	Name	Allotment Year/Slatch	Employee Code	Designation	Cadre
1	USER 1	1984	01AP032500	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	USER 2	1989	01AP035800	CHIEF OPERATIN ...	ANDHRA PRADESH
3	USER 3	1995	01AP038915	COMMISSIONER B ...	ANDHRA PRADESH
4	USER 4	1984	01AP032600	PRL SECY TO GOV ...	ANDHRA PRADESH
5	USER 5	1986	01AP034100	SR DIRECTING ST ...	ANDHRA PRADESH
6	USER 6	1987	01AP034500	PRL SECRETARY ...	ANDHRA PRADESH
7	USER 7	1991	01AP036900	COMMISSIONER T ...	ANDHRA PRADESH
8	USER 8	1984	01AP032701	PRL SECRETARY ...	ANDHRA PRADESH
9	USER 9	1983	01AP030600	SPL CS TO GOVT. ...	ANDHRA PRADESH
10	USER 10	1984	01AP032300	PRL SECRETARY ...	ANDHRA PRADESH

Fig.SPARROW.5

Step 4: As a result page appears, provide necessary like **Status** and **Type of Form**, click **Continue** () as shown in **Fig.SPARROW.6**:



Home » Workflow » Employee Search

Creation of Work Flow - Choosing Workflow Period

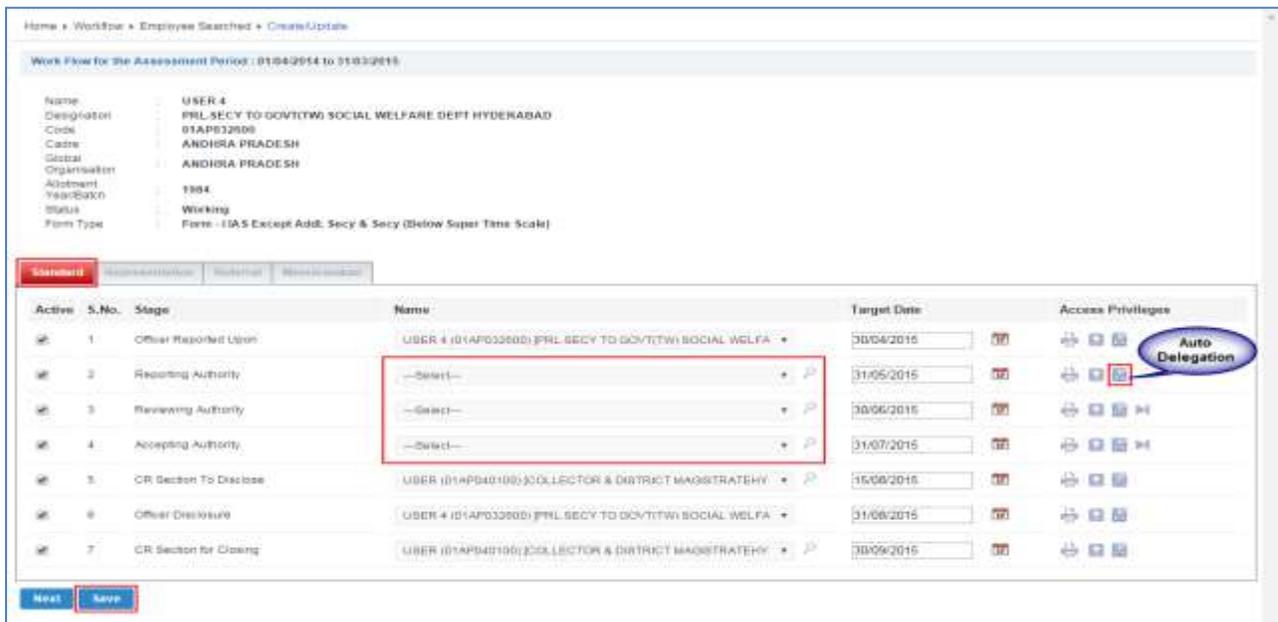
Name : USER 4
Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
Code : 01AP032000
Cadre : ANDHRA PRADESH
Global Organisation : ANDHRA PRADESH
Allotment Year/Batch : 1984

[Back To Search](#)

Assessment Period	Status	Form Type	Actions
From: 01/04/2014 To: 31/03/2015	WORKING Choose Status LEAVE NRC TRAINING WORKING	-Select-	

Fig.SPARROW.6

Step 5: A page appears, open **Standard** (), select officers, click **Save** () button as shown in **Fig.SPARROW.7**:



Home » Workflow » Employee Searched » Create/Update

Work Flow for the Assessment Period : 01/04/2014 to 31/03/2015

Name : USER 4
Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
Code : 01AP032000
Cadre : ANDHRA PRADESH
Global Organisation : ANDHRA PRADESH
Allotment Year/Batch : 1984
Status : Working
Form Type : Form - IAS Except Addl. Secy & Secy (Below Super Time Scale)

Standard | [Workflow Creation](#) | [Workflow](#) | [Workflow Update](#)

Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	USER 4 (01AP032000) PRL.SECY TO GOVT(TW) SOCIAL WELFA	01/04/2015	
<input checked="" type="checkbox"/>	2	Reporting Authority	-Select-	31/05/2015	 
<input checked="" type="checkbox"/>	3	Reviewing Authority	-Select-	30/06/2015	
<input checked="" type="checkbox"/>	4	Accepting Authority	-Select-	31/07/2015	
<input checked="" type="checkbox"/>	5	CR Section To Disclose	USER (01AP040100) COLLECTOR & DISTRICT MAGISTRATEHY	15/08/2015	
<input checked="" type="checkbox"/>	6	Officer Dislosure	USER 4 (01AP032000) PRL.SECY TO GOVT(TW) SOCIAL WELFA	01/08/2015	
<input checked="" type="checkbox"/>	7	CR Section for Closing	USER (01AP040100) COLLECTOR & DISTRICT MAGISTRATEHY	30/09/2015	

[Next](#) [Save](#)

Fig.SPARROW.7

Step 6: A message prompts **“Workflow Created Successfully”**.

Note:

Custodian\PAR Manager Creates\updates the workflow.

4.1.2 Update Workflow

Step 1: To edit or **Update** (**Update**) workflow, search Officer, a page appears, click **Update** (**Update**) button as shown in **Fig.SPARROW.8**:

Home » Workflow » Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global Organisation : ANDHRA PRADESH
 Allotment Year/Batch : 1984

Back To Search

Assessment Period	Status	Form Type	Actions
From: 01/04/2014 To: 31/03/2015	WORKING	Form - IAS Except A	Update Delete

Fig.SPARROW.8

Step 2: A page appears, **Standard** (**Standard**), Update fields, click **Update** (**Update**) as shown in **Fig.SPARROW.9**:

Home » Workflow » Employee Searched » Create/Update

Work Flow for the Assessment Period : 01/04/2014 to 31/03/2015

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global Organisation : ANDHRA PRADESH
 Allotment Year/Batch : 1984
 Status : Working
 Form Type : Form - IAS Except A & B, Secy & Secy (Below Super Time Scale)

Active	S.No.	Stage	Name	Target Date	Access Privileges
SE	1	Officer Reported Upon	USER 4 (01AP032600) (PRL.SECY TO GOVT(TW) SOCIAL WELFA	30/04/2015	🔍 📄 🗑️
SE	2	Reporting Authority	USER 1 (01AP032300) (VICE-CHAIRMAN & MANAGING DIRECTO	31/05/2015	🔍 📄 🗑️
SE	3	Receiving Authority	USER 2 (01AP032800) (CHIEF OPERATING OFFICER RAJALAKSH	30/06/2015	🔍 📄 🗑️
SE	4	Approving Authority	USER 3 (01AP032815) (COMMISSIONER (C.W.) FARE HYDERA	31/07/2015	🔍 📄 🗑️
SE	5	CR Section To Dispose	USER 0 (1AP040100) (COLLECTOR & DISTRICT MAGISTRATEHY	30/08/2015	🔍 📄 🗑️
SE	6	CR Section Disburse	USER 4 (01AP032600) (PRL.SECY TO GOVT(TW) SOCIAL WELFA	31/08/2015	🔍 📄 🗑️
SE	7	CR Section By Closing	USER 0 (1AP040100) (COLLECTOR & DISTRICT MAGISTRATEHY	30/09/2015	🔍 📄 🗑️

Next Update

Fig.SPARROW.9

Step 3: A message prompts **“Workflow Updated Successfully”**.

Annexure I

Steps for getting NIC email ID

All officials of implementing department must have NIC email IDs for login into eOffice (SPARROW) application. For obtaining NIC email ID, user needs to perform the following steps:

Step 1: User can download the forms for email account creation (individual/group) using the following links:

For Individual Subscription: http://mailnicin/docs/MailService_e-mail_Subscription_FormVer0p7pdf

For Bulk Subscription: http://mailnicin/docs/MailService_Bulk_e-mail_Subscription_FormVer0p7pdf

Steps 2: The users will now fill the above downloaded form, get it signed from Competent Authority department and then submit it to NIC Coordinator of the department for email ID creation.

Note:

The form should be filled in CAPITAL LETTERS.

Signatures of Competent Authority and NIC Coordinator of the department must be with date and seal.

All the fields must be filled.

Annexure II

Digital Signature Certificate (DSC) is the digital equivalent of physical, or paper certificates. DSC provides a secure way of accessing the application and can be presented electronically to prove one's identity or one's right to access information or services on the internet. DSC is available in the form of a smart card or USB eToken.

A digital signature uses the system of Public Key encryption to verify that a document has not been altered. Public key encryption (PKE) uses a system of two keys:

- A private key, which only you use (and should protect with a well-chosen, carefully, protected passphrase); and
- A public key, which other people use. Public keys are often stored on public key servers.

Pre-requisites for DSC Installation:

1. JAVA Installation
2. JAVA Security Settings
3. Middleware (USB Token Driver) Installation

Following steps will be followed to acquire the DSC:

Step 1: Obtain DSC from Certifying Authority (CA) as follows:

- Fill up and submit the duly signed DSC form to CA (For digital signature and non-deputation certificates).
- Get the DSC token (hardware).

Digital Signature Certificates (DSC) Installation Process:

Following steps will be followed to install DSC:

Step 1: Install JRE

- Download Java version 1.8 if not available already on your desktop/ laptop.

Step 2: Configure Java Security Settings

- Open Java from control panel
- Go to security tab and set security level to Medium/ Low.

Step 3: Install Middleware (Token Drivers)

- Download the DSC token drivers provided by CA.
- Install the DSC token driver.

Note:
The DSC is applicable for 2 years.

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