

## SPARROW

Smart Performance Appraisal Report Recording Online Window - Implementation Guidelines

SPARROW

Prepared by National Informatics Centre





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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 <u>Annexure I</u>.

## 2.2 Digital Signing Certificate (DSC)

Note: The detailed steps regarding installation of the DSC are explained in <u>Annexure II</u>.

### 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.4**, 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., <u>abc@nic.in</u>, <u>abc@ais.nic.in</u> or <u>abc@gov.in</u> and password will be the same as password of NIC email ID.



Fig.SPARROW.4



Note: If the officer does not know the Username, he/she can use the link Find Your User Name as shown in Fig.SPARROW.5 by entering the details like service, email ID, Aadhaar No. etc.

Know Your User Name			×	
Know Yo	ur.	Jser Name		
Service Id /Civil List Id	2			
Service	÷.			
Email Id (NIC Mail Id)	1			
Mobile No				
Aadhaar No				
		Sinarch		
Fig.SPA	<b>A</b> F	RROW.5		-

**Step 3:** As a result the screen appears is shown in **Fig.SPARROW.6** to access the application.

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### Fig.SPARROW.6

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



### **3.2 Access PAR**

Officer can access the PAR through two ways:

- 1) DSC
- 2) eSign

**3.2.1 DSC Enrollment:** 

Note: To enroll the DSC refer the steps mentioned in <u>Annexure III</u>.

3.2.2 Steps to Access APAR using DSC

#### **Step 1:** Click on **Inbox**→**My PAR**.

Step 2: Open the APAR by clicking on PAR ID as in Fig.SPARROW.7.

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Fig.SPARRPOW.7

**Step 3:** After filling the PAR click on Send to Reporting authority button.

Step 4: A Pop-up window will appear enter the DSC pin.

Step 5: A message will appear that the PAR is sent successfully.

3.2.3 Aadhaar Registration

Note:

For Aadhaar Registration refer the steps mentioned in Annexure IV.

#### 3.2.4 Steps to Access APAR using eSign

Step 1: Click on Submit with eSign (Send To Employee) button, as shown in Fig.SPARRPOW.8

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Ver hill levy	1. Name of the Officer									
her warmer and a second se	reported	R. K.Nimai Singh								
160	2. Service	IAB		à Cadre	MANIPUR TRIPORA					
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Fig.SPARRPOW.8

**Step 2:** Select the check box and click on **I agree** button, **Fig.SPARRPOW.9**. An alert window appears click on **OK** button; user will get an OTP (One Time Password) on the mobile number registered with Aadhaar Number



#### Fig.SPARRPOW.9

Step 3: Enter the OTP and click on verify with eSign button, as shown in Fig.SPARRPOW.10

NH4
eSigning and sending
Please wait for the OTP to be sent by eSign Service Provider (C-DAC)/ UIDAI on your Registered Mobile
Number
Enter OTP (The Unique Number Received On Your Registered Mobile Number with UIDAL)
Submit With e Sign
Restrict to restrict OTD
Problem in getting OTP -
3) Please ensure that your mobile number is registered with UIDAI and can be verified through https://ssup.uidai.gov.in/web/guest/update.
3.) National Informatics Centre is using services of C-DAC for eSign, there might be a problem at C-DAC eSign service.

Fig.SPARRPOW.10

Step 4: The message prompts is shown in Fig.SPARRPOW.
---

PAR ID 2016-01042015-31032016-2929 has been successfully sent to 01MT014010) - RETIRED	User 1
92	

Fig.SPARRPOW.11



## **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.



## **Annexure III**

Steps to Enroll DSC with SPARROW application:

Step1: Plug DSC, c	lick Enroll (Enroll) link under DSC (	) module and click DSC Registration (
DSC Registration	) Button, as shown in Fig.SPARROW.12	

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otc	Trace Transmission								
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### Fig.SPARROW.12

Step 2: Select the enrolled certificates and click Register (Register) Button as shown in Fig.SPARROW.13

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		Regate		
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Step 3: Enter User PIN and click Login (Login) Button as shown in Fig.SPARROW.14

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### Fig.SPARROW.14

**Step 4:** A message prompts, '**The DSC has been registered successfully**', click **OK** (**OK**) as shown in **Fig.SPARROW.15** 

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-			-			

### Fig.SPARROW.15

Step 5: User can view the registered DSC (Active), as shown in Fig.SPARROW.16

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#### Fig.SPARROW.16

Note:	
To deactivate registered DSC, click Deactivate DSC ( Inactive DCS cannot be activated.	Deactivate DSC ) button.



## **Annexure IV**

### Steps to Verify Aadhaar Number with SPARROW application

**Step1:** Visit the SPARROW URL using the browsers like IE 10 or Mozilla Firefox.

Step 2: A window will appear as in Fig.SPARRPOW.17, click the Continue button.

	Close Contin
SPARROW Application is now eSign enabled	
or Articott Application is now coigh chapica.	
For using eSign	
1.) User must have an Aadhaar Number and a mobile number regi	stered with Aadhaar.
2.) User has to update his Aadhaar number in SPARROW applicati	ion and then verify it. For verification, he has
to enter OTP received on the Aadhaar registered mobile. Once v	rerified, Aadhaar gets registered and updated
in SAPRROW. Once verified and updated in SPARROW it can not b	se updated again.
3.) User can now use eSign in SPARROW to digitally sign. As part	t of the eSigning process , he will be required
to enter the OTP received on the Aadhaar registered mobile. Aft	ter successful OTP entry in SPARROW , eSign
provider will complete the digital signing of content and return ba	ack to SPARROW .
What is e8ign7	
eSign is an innovative initiative for allowing easy, efficient, and	d secure signing of electronic documents by
authenticating signer using Aadhaar eKYC services. With this ser	vice, any Aadhaar holder can digitally sign an
electronic document without having to obtain a physical di	igital signature dongle through OTP based
authentication. The user should have 12 digits Aadhaar Number	r. For OTP based authentication, the mobile
number should be registered with Aadhaar number at the time of	Aadhaar Registration.
For OTP Verification kindly refer the link https://ssup.uidai.gov.in	/web/guest/update.

Fig.SPARRPOW.17

**Step 3:** Another window appears as shown in **Fig.SPARRPOW.18**. 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., <u>abc@nic.in</u>, <u>abc@ifs.nic.in</u> or <u>abc@gov.in</u> and password will be the same as password of NIC email ID and Click on **Login** button.





**Step 4:** After login, **User Information** page appears, enter the Aadhaar number and click on **Verify and Update** button as shown in **Fig.SPARRPOW.19** 

-Aadhaar detail for eSign—			
Aadhaar Number	0	Verify	and Update
Alert Information			
🗇 Please do not show me t	this again		
Close			

Fig.SPARRPOW.19

**Step 5:** Select the check box and click on **I agree** button, **Fig.SPARRPOW.20**. User will get an OTP (One Time Password) on the mobile number registered with Aadhaar Number



Fig.SPARRPOW.20

Step 6: Enter the OTP and click on verify with eSign button, as shown in Fig.SPARRPOW.21

-	
	esigning and sending
	Please wait for the OTP to be sent by eSigh Service Provider (C-DAC)/ UIDAI on your Registered Mobile Number
	Enter OTP (The Unique Number Received On Your Registered Mobile Number with UIDAL) Verify with e Sign
	Problem in getting OTP -
	1.) Please ensure that your Aadhaar Number is registered with SPARROW is valid.
	<ol> <li>Please ensure that your mobile number is registered with UIDAI and can be verified through https://ssup.uidai.gov/in/web/guest/update.</li> </ol>
	<ol> <li>National informatics Centre is using services of C-DAC for eSign, there might be a problem at C-DAC eSign service.</li> </ol>

Fig.SPARRPOW.21

Step 7: As a result message prompts "Verified successfully", shown in Fig.SPARRPOW.22

Aadhaar detail for eSign- Aadhaar detail for eSign-	1258740564259	
Alert Information  Mobile Number Email Id	3565656565     jhnjhjhjh@gmail.com	
Please do not show me	his again	

### Fig.SPARRPOW.22



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