No AN/XIII/13133/Misc/SPARROW/2017   Dated:28.07.2021

To

    All Pr. Controllers/Controllers/CsFA (Fys)
    (Through CGDA's web-site)

Sub: Implementation of third phase of SPARROW for SA/Adr in Defence Accounts Department.

Ref:- In continuation of this HQrs Office letter of even no dated 06.04.2021.

    In order to implement third phase of SPARROW for Senior Auditors/Auditors in Defence Accounts Department, it is intimated that the online APAR of SA/Adr is now live on the SPARROW application and is accessible through URL https://sparrowbandc-dad.cgda.gov.in on Internet for uploading/ updation of data base/processing of APAR.

2.   It is, therefore, requested to intimate the name of the officials, who will perform under mentioned roles in each controller offices by return mail on sparrow.dad@hub.nic.in, so as to enable this HQrs office to assign the roles for processing of on line APAR.

Sl No.	Role	Responsibility	Preferable officer
1.	Employee Management Data (EMD) Manager	He is responsible for entering all the basic details of employee and update it in the sparrow portal.	SAO/AO/AAO
2.	PAR Manager	Create the PAR/Update the workflow / delete the workflow, if required.	SAO/AO/AAO
3.	Primary Custodian	Create the PAR/Update the workflow / delete the workflow, if required. Mangage and maintain the PAR database and also responsible for disclosing of APAR to the individual after closing of APAR.	SAO/AO/AAO (only one person can be given this responsibility in whole organisation (viz. PCDA/CDA/CFA)

4.	Alternative Custodian	Create the workflow/PAR	SAO/AO/AAO
5.	Dossier Access Authority	Access the dossier of completed APARs	SAO/AO/AAO (only one person in each controller)
6.	EMD Verifier	Rectification of data, transfer in or transfer out of the staff	SAO/AO/AAO

Note:-

i.   EMD Manager (Sl. No. 1) and EMD Verified (Sl. No. 6) should not be the same officer.

ii.   Only one officer can be designated as Primary Custodian and Dossier Access Authority in each Controllers offices.

iii.   EMD Manager, EMD Verifier, PAR Manager and Alternative Custodian can be allotted to multiple officials.

iv.   The officials who are already performing the roles mentioned under column no. 2 of table in respect of SAO/AO/AAO can also be assigned (to be nominated again) similar or different roles in respect of SA/Adr.

4.   Further, it is also noted that alert facility via SMS/mail is not operational as of now. However, efforts are being made to make it operational in due course. It is, therefore, necessary that all the users to check their inbox of APAR for adhering the time limit in processing of APARs.

5.   A Standard Operation Porceudre(SOP) is attached for use and ready reference. In case of any difficulties in the implementation of SPARROW this HQrs office may be approached through the abovementioned mail.

6.   In view of the above, hard copies of APAR form of SA/Adr should not be issued/processed for the AY 2020-21.

7.   Matter may please be accorded 'Top Priority'.
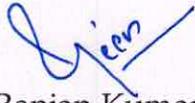
(Rajeev Ranjan Kumar)
Dy. CGDA(AN)

Standard Operating Procedure (SOP)

For

Group-'B' Non-Gazetted and 'C' employees

The SPARROW application of Senior Auditors/Auditors is now accessible through URL https://sparrowbandc-dad.cgda.gov.in on Internet for uploading/ updation of data base/processing of APAR.

(https://sparrowbandc-dad.cgda.gov.in through Internet)
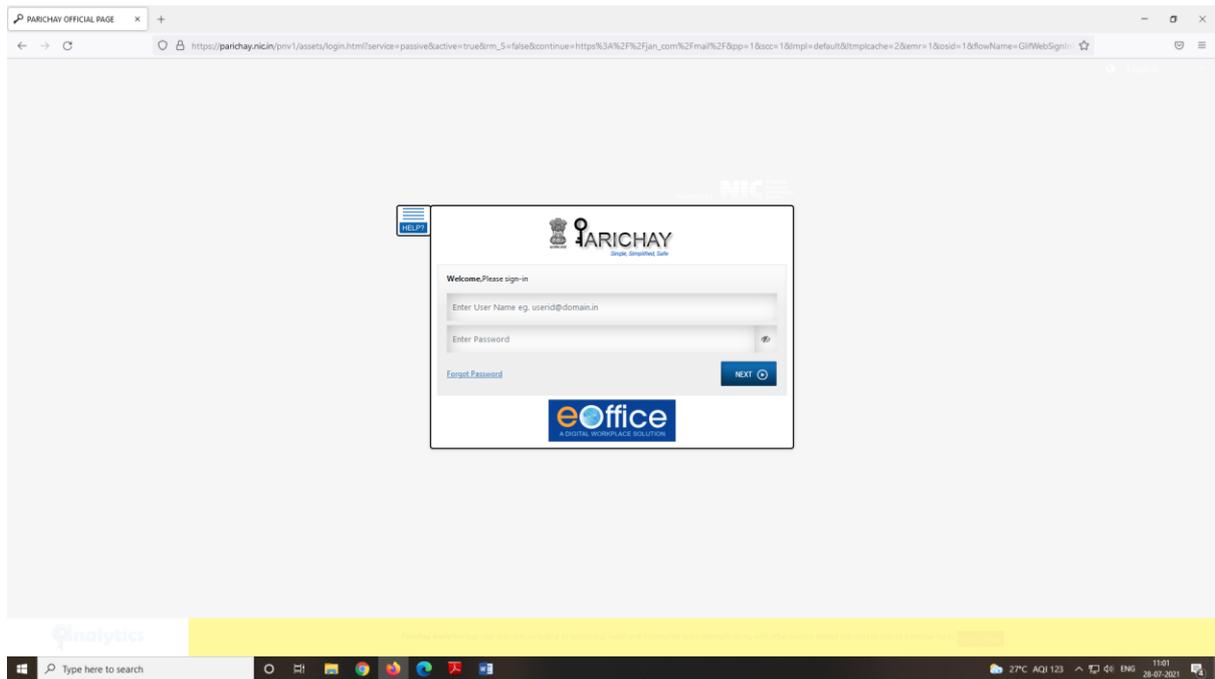
This is the first screen of Smart Performance Appraisal Report Recording Online Window (SPARROW) system. This screen asks for the User Name, Password and OTP to log in to the system. System authenticates the user name and password from the database and then allows the user to continue.

3. User name is NIC e-mail ID in full and password is NIC e-mail password. OTP will be send on mobile number linked with NIC mail ID.

4. After logging in through User ID & Password, the following screen appears and in the left side of the screen below SPARROW icon, different tab is available and Administrator and user may click the tab as per their requirement.

User- Standard Menu- The user select the button 'My PAR' in the screen appears below and fill the Part –II of the form i.e Self-Appraisal and Submitted to the Reporting Authority by using Adhar Based e –Hastakshar and also check the personal details in Part-I of the APAR. User may also click the tab 'User Assistance' to track their PAR and click the 'Dossier' tab to download/view their completed APAR.
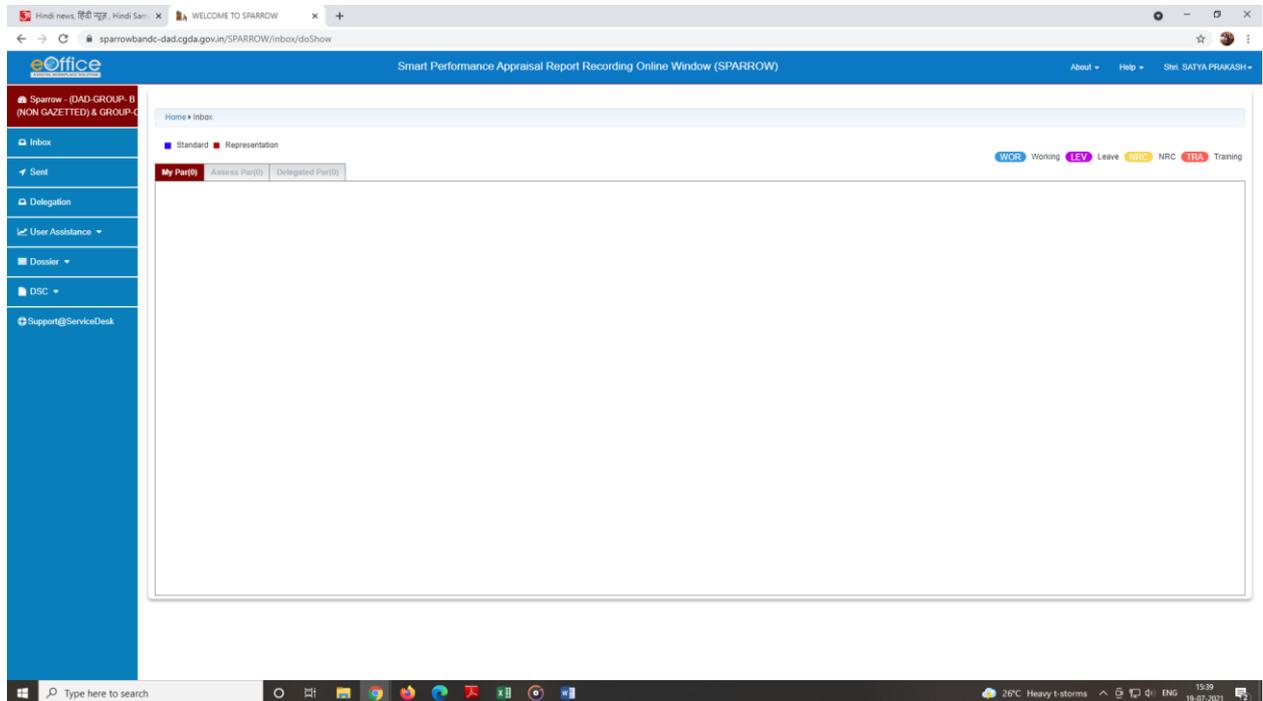
Administrator-Standard Menu
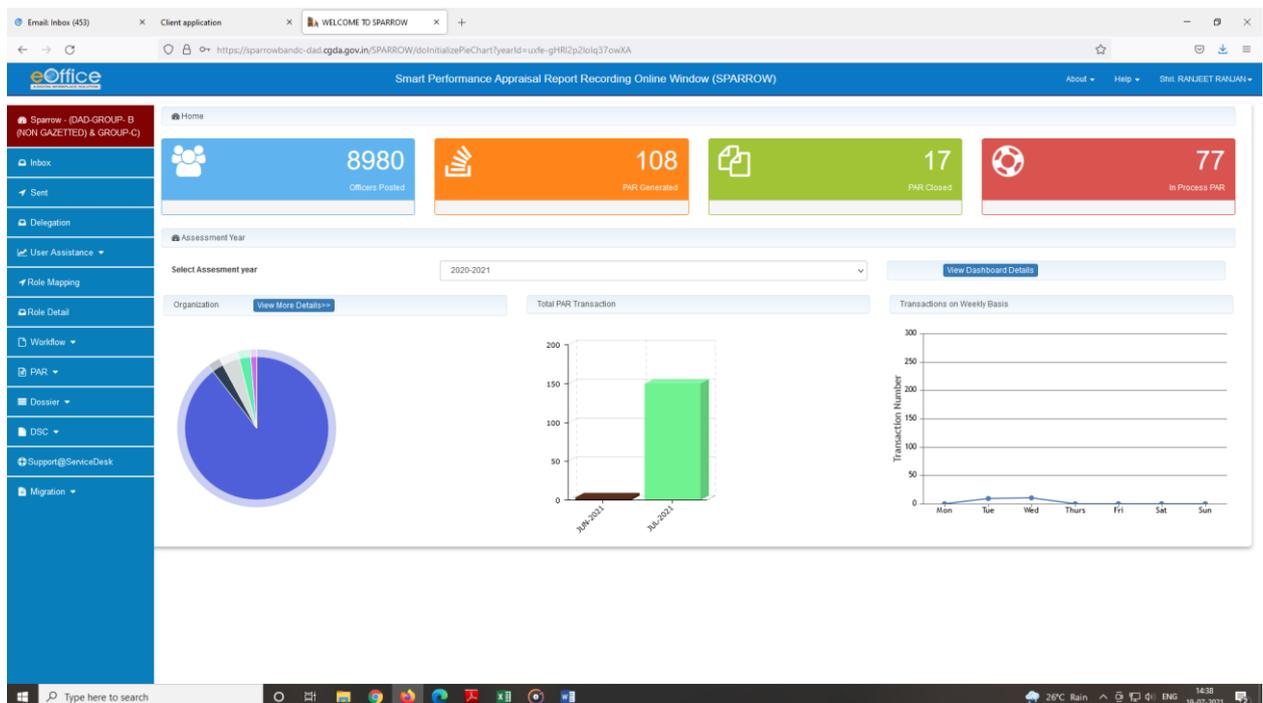
5.   **Standard Menu- Administrator -**

      EMD tab, there are two roles in EMD tab, one is EMD manager who is responsible for punching of data in the SPARROW portal and other role is EMD verifier who is responsible for rectification of data, transferring of officials in their organization etc.

(A)**EMD Manager**- After clicking the EMD tab the following screen appears:-

(ii).   In the above screen, there are three icons in the tool bars. EMDs should have to be clicked on 'Search Employee' through which EMD can search any employee of their organization and by clicking 'Create New Employee' for feeding the data of a new employee.

(iii).   During the feeding of data the following points should be taken care for:

(a)   All the asterisk mark data should be mandatory to feed.

(b)   Others column are optional.

(c)   When the date of birth is filed in the right side of the above screen the date of birth in the left side (Christian era in words) should automatically indicated.

(d)   In the 'Login Type' option EMD Manager to click on LDAP.

(e)   For the 'Type of Appointment' click on Regular Basis.

(iv)   While feeding the data, service should be selected Group-'B' (Non Gazetted) & Group- 'C' .   {Group A & B (Gazetted) is only for SAO/AO/AAO only}

(v) Designation should be selected from drop box as Senior Auditor/Auditor as the case may be.

(B)**EMD Verifier** –After clicking the EMD tab following screen appear:-

There are six icons in the toll bar, EMD verifier can search the employee and edit their data, initiate transfer, relieving the employee and also transfer in the employee in their organization.

(C)   **Workflow-** After clicking the workflow tab following screen appear:-

In the above screen, we have select the icon 'workflow within the same organization' and search the employee whose workflow will be created by clicking his Account No./name etc.

After clicking the 'search' button, the following screen appears:-
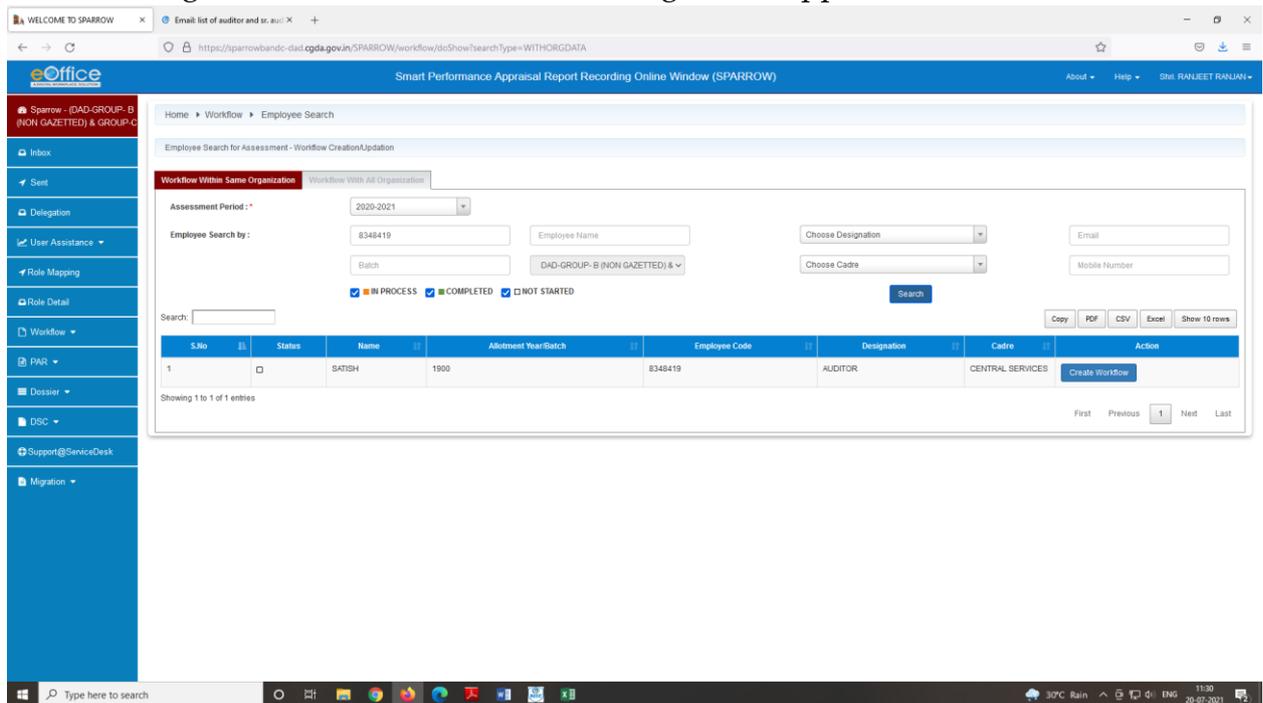
We have to click the icon create workflow for the individual, then the following screen appears:-
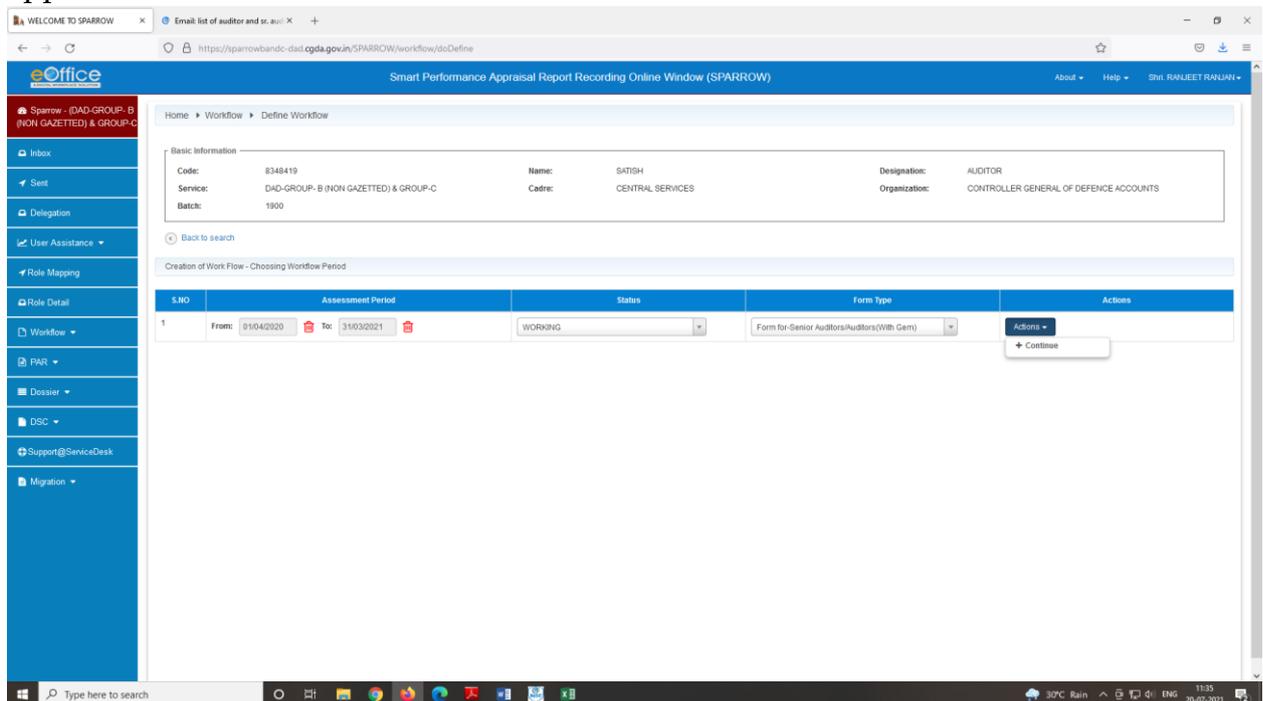
In the above screen, we have to select the assessment period and click the icon action and then click the continue to proceed further.

After clicking the continue icon the following screen appears:-

We have to select the **Reporting Authority, Reviewing Authority & Accepting Authority** by clicking the search button. After clicking the search button the following screen appears:-

We have to search the employee by selecting group i.e IDAS, DAD A & B (Gazetted) and their Account No./name etc. After selecting Reporting, Reviewing & Accepting Authority we have to click 'save' button.

After clicking the save button, the following screen appear: -
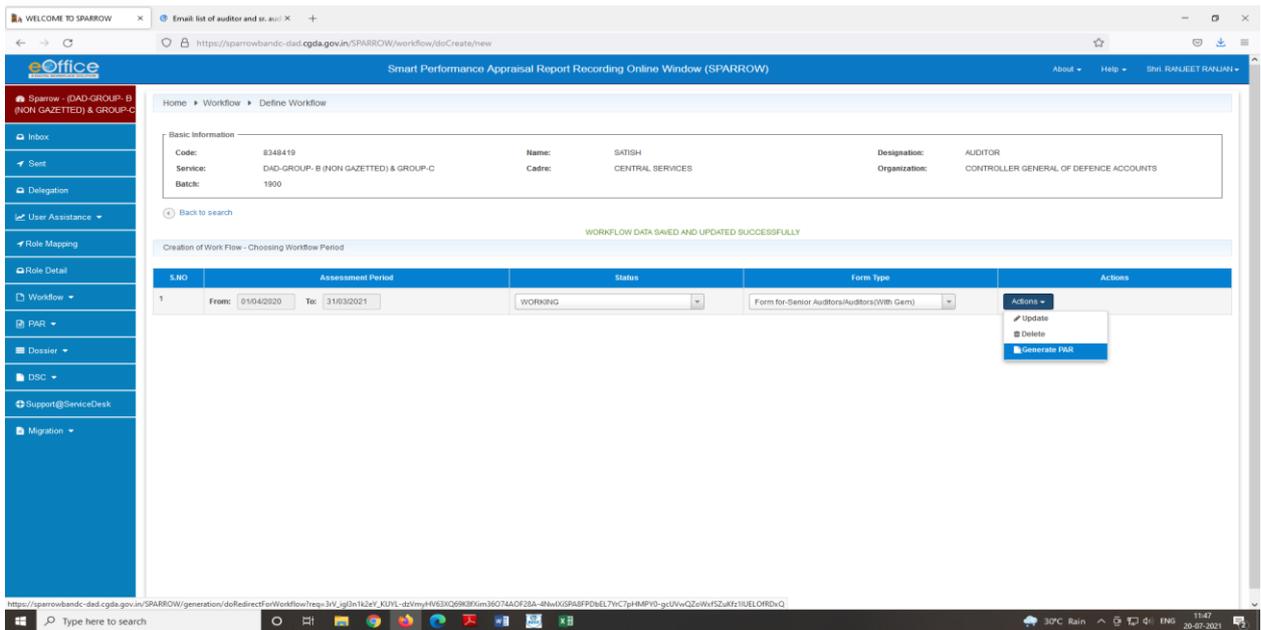
In the above screen, we have to click the button 'Action' then three button appears Update, Delete & Generate APAR. We have to click button 'Generate PAR' button to generate the APAR of official. After that the following screen appears:-
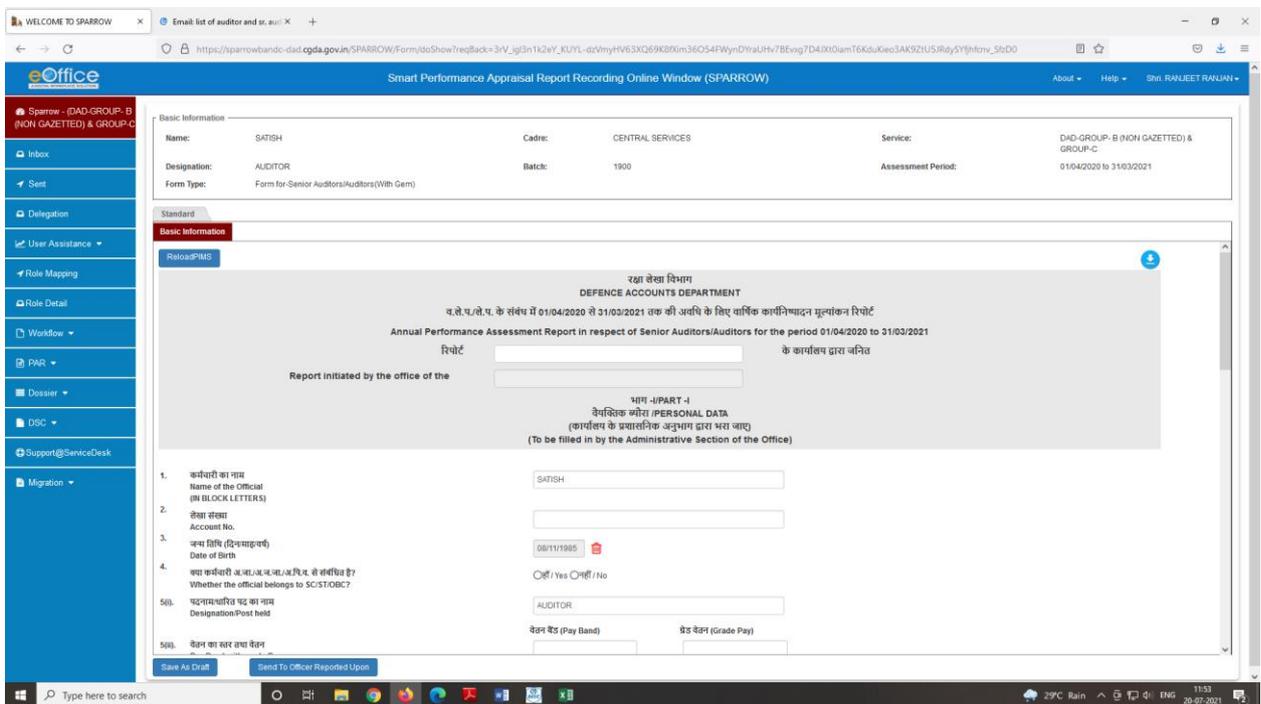
We have to fill up the Part-I of the APAR very carefully as per the available documents and clicking the button 'Send to Officer Reported upon'.

After clicking the button 'Send to Officer Reported upon' , the following screen appears:-

We have to click the button 'e-Hastakshar' for mode of signing and tick the box just above 'I agree' button to proceed further, the following screen appears :-
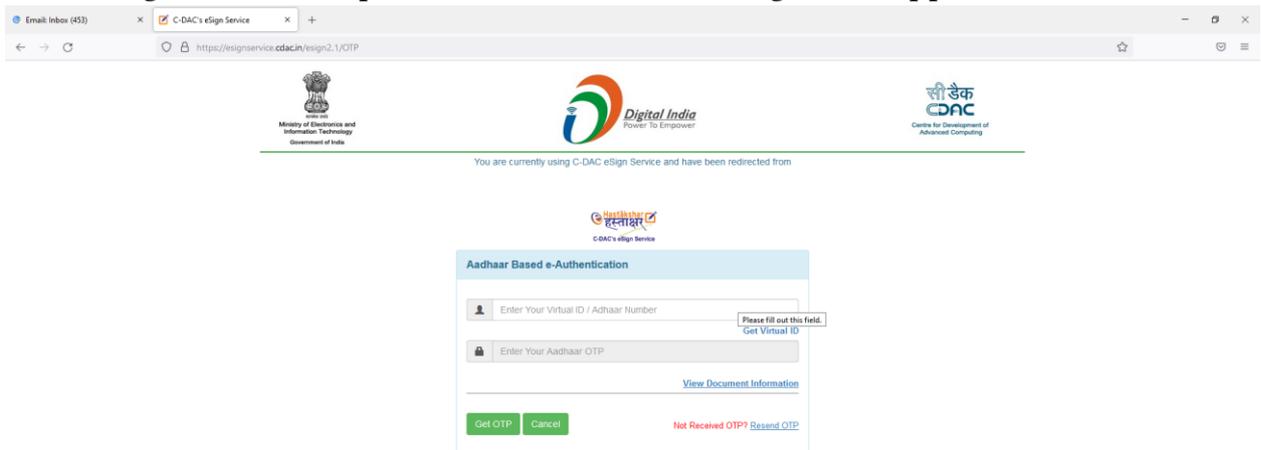
We have to enter our 12 digit Adhar No. and click the button 'Get OTP' and after entering the OTP the APAR has successfully sent to the individual. OTP will be send on the mobile number linked with the Adhar.

6.   "SIGNOUT" button to be used for logging out of the system.

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