<u>Urgent</u>

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Controller General of Defence Accounts
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Ulan Batar Road, Palam, Delhi Cantt 110010

No AN/XIII/13133/Misc/SPARROW/2017   Dated: 21 .03.2018

To,

> The All Pr. Controllers/Controllers
> (Through CGDA's web-site)

Sub: Introduction of SPARROW for completion of APARs in r/o all Group-'B' Gazetted officers of DAD.

Ref: This HQrs office letter of even No dated 22.12.2017, 05.01.2018, 11.01.2018, 22.01.2018 , 30.01.2018 & 12.02.2018.

In order to implement the SPARROW Group-'B' Gazetted officer, NIC has assigned/created with the EMD Role/CREATOR of all the respective Pr. Controllers/Controllers.

2.   The undersigned has been directed to state that data of all the Group-'B' Gazetted officer pertaining to your organization need to be fed in the **Employee Management Data Manager(EMD) .** This exercise to be completed on or before 31.03.2018

3.   SOP for feeding the data in the SPARROW software programme is enclosed as Annexure 'A' for guidelines please.

4.   It is advisable that LOGIN ID and Password of EMD Manager should be kept confidential to avoid any misuse at later stage.

A Compliance report may be sent to this HQrs office.

This issues with the approval of the Jt.CGDA(AN).

(Brij Kishore)
For CGDA

EDP to upload on our Website please. ①
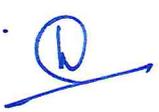
Dy. CGDA (AN)

<u>**Standard Operating Procedure (SOP)**</u>

For

Entering the data by Employee Management Data Manager in the SPARROW-

Group-'B' Gazetted officer

1.   The SPARROW application is accessible through URL for uploading/ updation of data base in respect of Group-B-Gazetted officer.
(https://sparrow-dad.eoffice.gov.in through Internet)
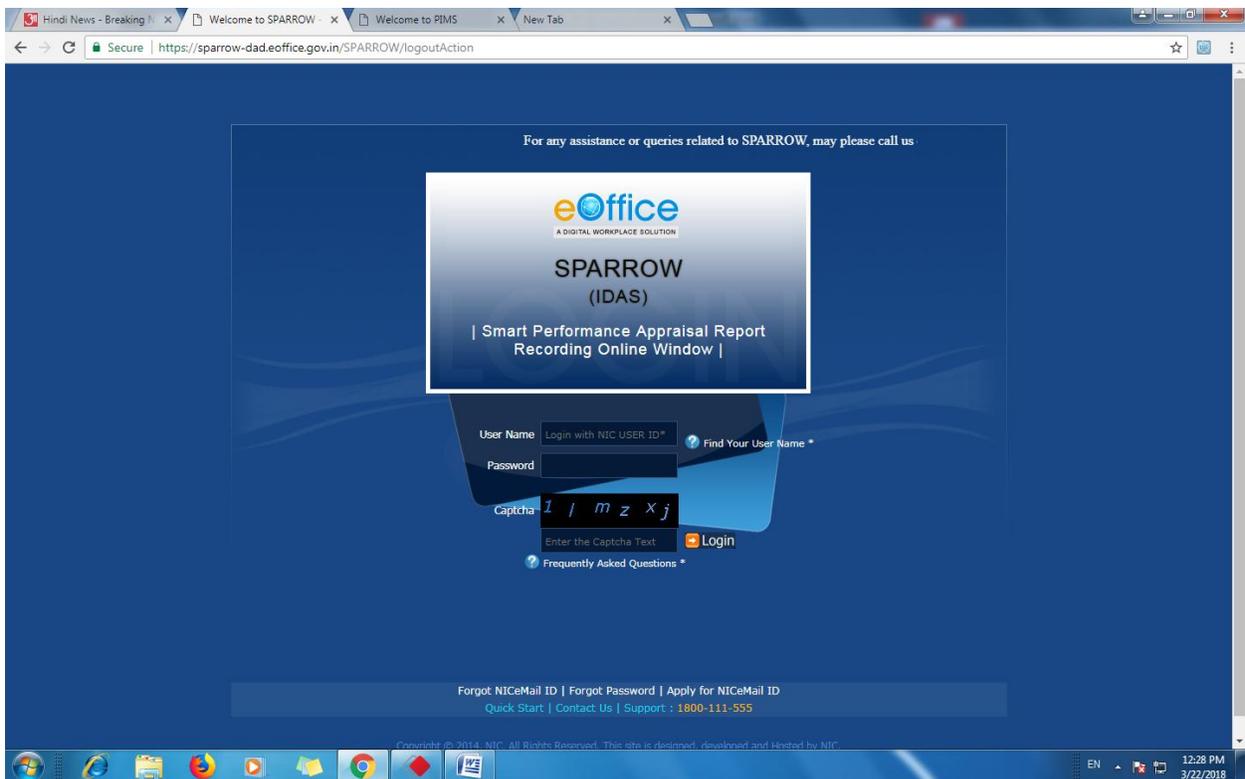
    This is the first screen of Smart Performance Appraisal Report Recording Online Window (SPARROW) system. This screen asks for the User Name, Password and Captcha to log in to the system. System authenticates the user name and password from the database and then allows the user to continue.

2.   User name is NIC e-mail ID(only the character/alphabets before @ should be written in the user name) and password is NIC e-mail password. For example:

    NIC mail is <u>ranjeetranjan.dad@nic.in</u> but you have to type in the user name as ranjeetranjan.dad .
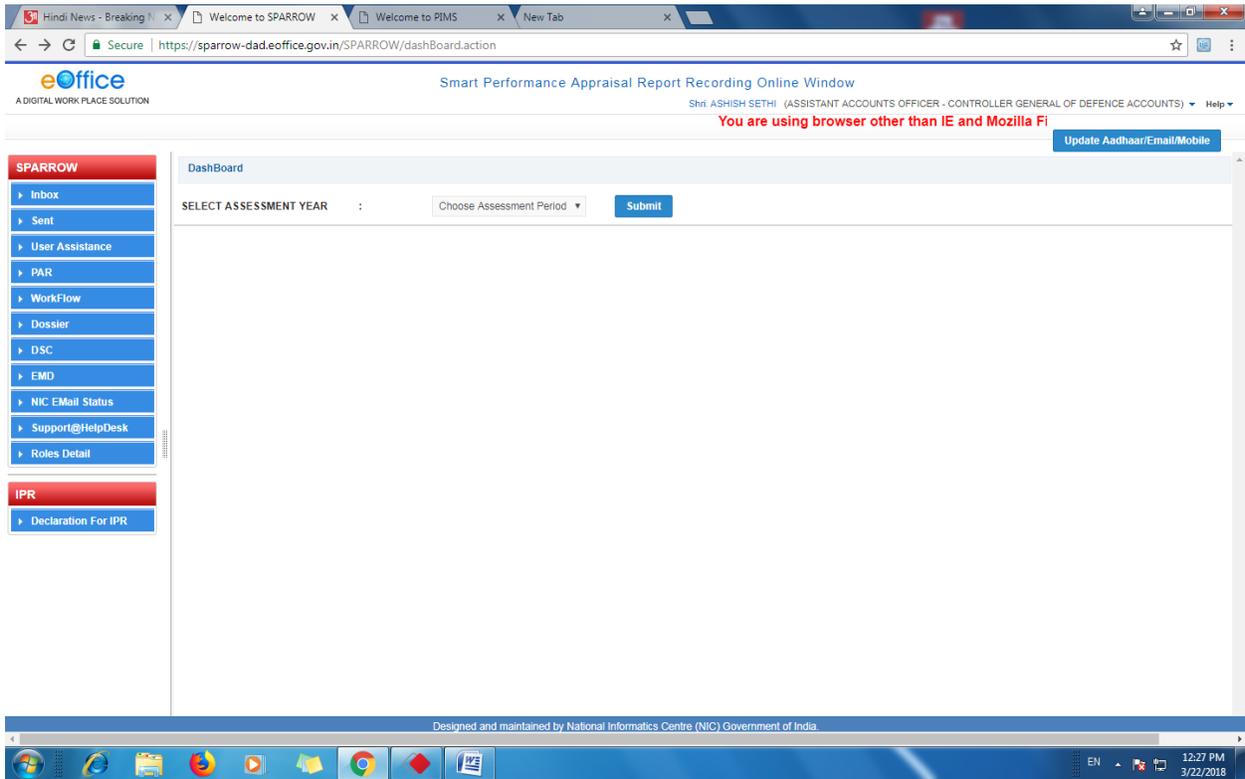
2.   After logging in through User ID & Password, the above screen appears.

3.   In the left side of the screen below SPARROW icon, button EMD should be clicked.

4.   After clicking the EMD button the following screen appears.

5.   In the above screen, there are four icons in the tool bars. EMDs should have to be clicked on 'Create New Employee' for feeding the data of a new employee.

6.   During the feeding of data the following points should be taken care for:

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

(ii)   Others column are optional.

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

(iv)   In the 'Login Type' option EMD have to be clicked on LDAP.

(v)   'Allotment year' should be written as the year of appointment in DAD. (Not for seniority purpose).

(vi)   For the 'Type of Appointment' EMD have to be clicked on Regular Basis.

6.   There is another icon i.e. 'Search Employee' through which EMD can search any employee and also edit their respective data.
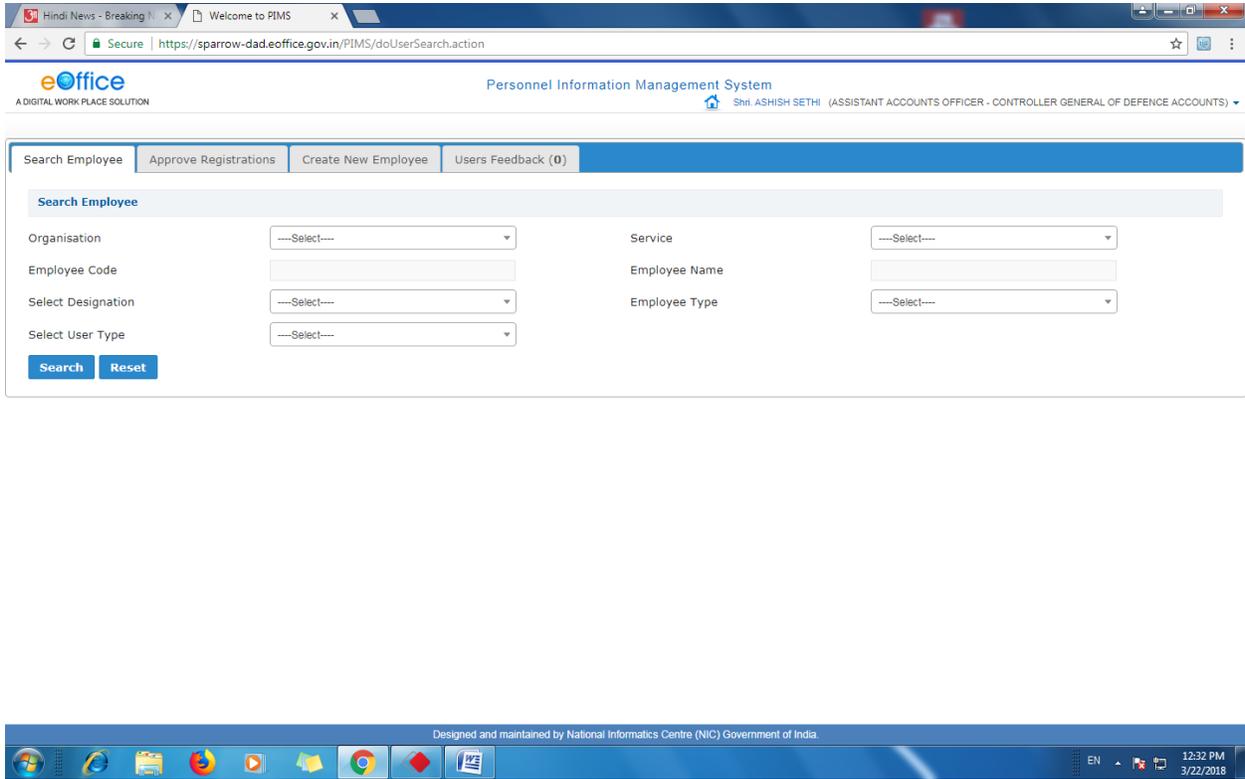
7.   "SIGNOUT" button to be used for logging out of the system.