

# रक्षा लेखा महानियंत्रक / Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी / Ulan Batar Road, Palam, Delhi Cantt - 110 010.

No AN/XIII/13133/Misc/SPARROW/2017

Dated:24 .02.2020

To

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

Sub: Introduction of 3<sup>rd</sup> phase of SPARROW for completion of APARs in r/o all Sr. Auditors/Auditors of DAD.

Ref:- This HQrs Office letters of even no dated 25.10.2019 & 22.01.2010.

In order to implement the 3<sup>rd</sup> phase of SPARROW in respect of Sr. Auditor/Auditor, NIC has assigned the roles of EMD Manager/EMD verifier for all Pr. Controllers/Controllers/CFAs whose nominations have been received and sent to NIC. Therefore, it is requested that the requisite data may be fed in the system. This exercise may be completed before 15.03.2020.

2. Further, some of the offices of PCDA/CDA/CFA are yet to propose names for assigning roles and the same are still awaited in spite of repeated requests (reminders dated 10.02.2020 also refers). It is, therefore, requested to forward the names **by return e-mail/fax**.

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.

  
(Rajeev Ranjan Kumar)  
Dy.CGDA(AN)

Copy to:-

IT & S Cell(Local)

For uploading on CGDA website

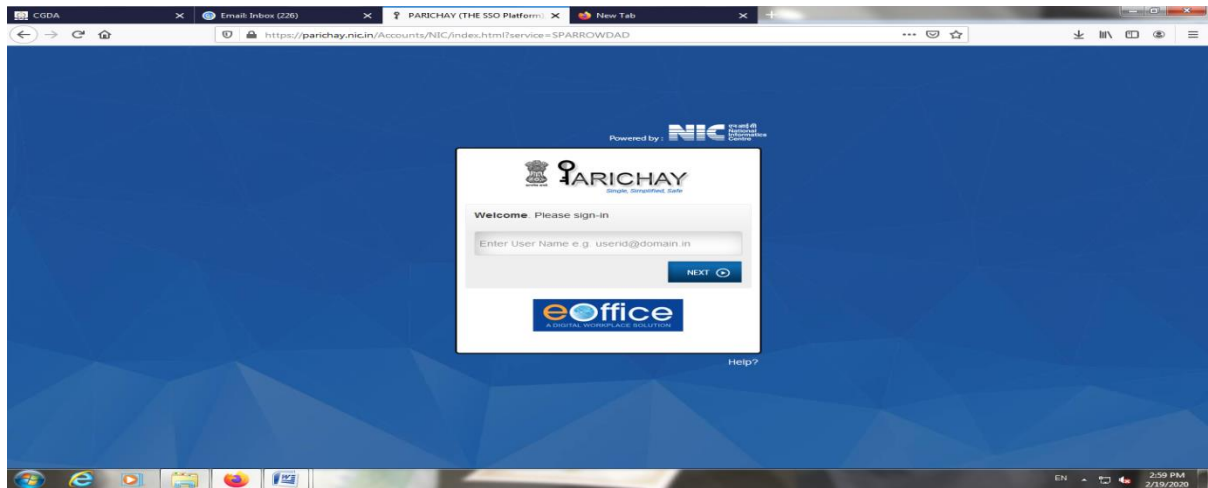
  
(Rajeev Ranjan Kumar)  
Dy.CGDA(AN)

## Standard Operating Procedure (SOP)

For

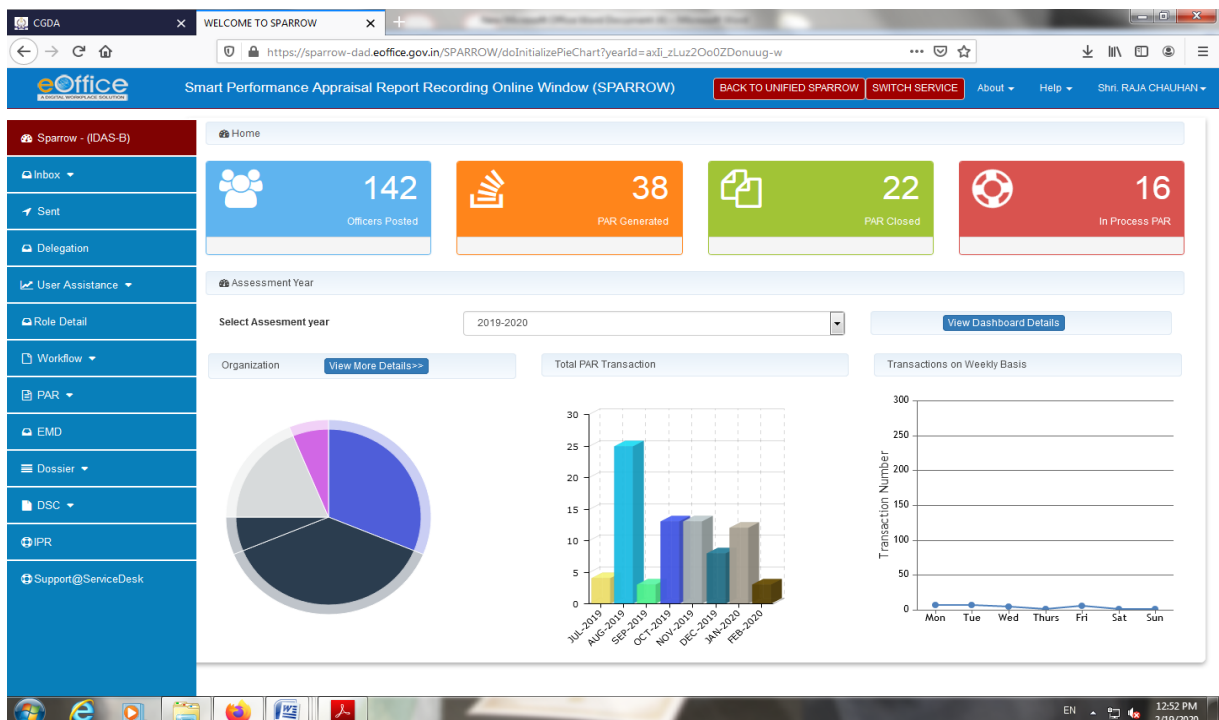
### Entering the data by Employee Management Data Manager in the SPARROW-Senior Auditor/Auditor

1. The SPARROW application is accessible through URL for uploading/ updation of data base in respect of **Senior Auditor/Auditor** (<https://parichay.nic.in> or <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 and Password. 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 in full and password is NIC e-mail password.
3. After logging in through User ID & Password, the below 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:-

The screenshot shows a web browser window with the URL <https://sparrow-dad.eoffice.gov.in/PIMS/doUserSearch.action>. The page header includes the 'eoffice' logo and the text 'Personnel Information Management System'. The user is identified as 'Shri. RAJA CHAUHAN (ASSISTANT ACCOUNTS OFFICER - CONTROLLER GENERAL OF DEFENCE ACCOUNTS)'. The main navigation bar contains four tabs: 'Search Employee', 'Approve Registrations', 'Create New Employee', and 'Users Feedback ()'. The 'Search Employee' tab is active, displaying a search form with the following fields: Organisation (dropdown), Employee Code (text), Select Designation (dropdown), Select User Type (dropdown), Service (dropdown), Employee Name (text), and Employee Type (dropdown). There are 'Search' and 'Reset' buttons at the bottom of the form.

5. In the above screen, there are four icons in the tool bars. EMD Manager should click on 'Create New Employee' for feeding the data of a new employee.

The screenshot shows a web browser window with the URL <https://sparrow-dad.eoffice.gov.in/PIMS/doCreateUser.action>. The page header includes the 'eoffice' logo and the text 'Personnel Information Management System'. The user is identified as 'Shri. ASHISH SETHI (ASSISTANT ACCOUNTS OFFICER - CONTROLLER GENERAL OF DEFENCE ACCOUNTS)'. The main navigation bar contains four tabs: 'Search Employee', 'Approve Registrations', 'Create New Employee', and 'Users Feedback (0)'. The 'Create New Employee' tab is active, displaying the 'New User Registration' form. The form includes the following fields: Employee Code\*, Appellation\* (dropdown), Gender\* (dropdown), Date of Birth\* (text, with a note '(Christian era in words)'), Category\* (dropdown), Allotment Year, User Type\* (dropdown), Confirm Aadhaar Number\*, Login Type\* (radio buttons for 'Temporary' and 'LDAP'), Name\* (text), Father Name\* (text), Nationality\* (dropdown), Organisation\* (dropdown), Service\* (dropdown), Aadhaar Number\* (text), Name (n hindi) (text), Date Of Birth\* (text, with a calendar icon), Religion\* (dropdown), From Date\* (text, with a calendar icon), and Cadre Service\* (dropdown). The page footer includes the text 'Designed and maintained by National Informatics Centre (NIC) Government of India.' and the system tray shows the date '3/22/2018' and time '12:27 PM'.

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 Manager to click on LDAP.

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

(vi) 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}

The screenshot displays the 'New Employee Registration' form in the Personnel Information Management System. The form is divided into several sections with various input fields and dropdown menus. The 'User Type' dropdown menu is currently open, showing two options: 'DAD-GROUP A & B (GAZETTED)' and 'DAD-GROUP-B (NON GAZETTED) & GROUP-C'. The 'Login Type' is set to 'LDAP'. The form also includes fields for 'Employee Code', 'Name', 'Gender', 'Date of Birth', 'Category', 'Allotment Year', 'Service Appointment Date', 'Login ID', 'Appellation', 'Name (in hindi)', 'Father Name', 'Nationality', 'Organisation', 'Religion', 'From Date', 'Cadre Service', and 'User Type'. The 'Date of Birth' and 'From Date' fields have calendar icons next to them. The 'Organisation' field is set to 'CONTROLLER GENERAL OF ...'. The 'User Type' field is currently empty. The 'Login Type' field has radio buttons for 'Temporary' and 'LDAP', with 'LDAP' selected. The form is part of a larger application interface with a navigation bar at the top and a footer at the bottom.

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

CGDA WELCOME TO SPARROW Welcome to PIMS  
https://sparrow-dad.eoffice.gov.in/PIMS/doCreateUser.action

eoffice Personnel Information Management System  
Shri. RAJA CHAUHAN (ASSISTANT ACCOUNTS OFFICER - CONTROLLER GENERAL OF DEFENCE ACCOUNTS)

Search Employee Approve Registrations Create New Employee Users Feedback (1)

Date of Birth\* (Christian era in words) Nationality\* Religion\*  
Category\* Organisation\* From Date\*  
Allotment Year Service\* Cadre Service\*  
Service Appointment Date User Type\* Login Type\*  
Login ID\*

Designation Details

Designation\* Type of Appointment\* Appointment Order Date\*  
Designation Joining Date\* Designation From Date\* Designation Suffix

Note: All fields marked with \* are mandatory.

SUBMIT

7. There is another icon i.e. 'Search Employee' through which EMD verifier can search any employee and also edit their respective data.

Designed and maintained by National Informatics Centre (NIC) Government of India.

Hindi News - Breaking Welcome to PIMS  
Secure | https://sparrow-dad.eoffice.gov.in/PIMS/doUserSearch.action

eoffice Personnel Information Management System  
Shri. ASHISH SETHI (ASSISTANT ACCOUNTS OFFICER - CONTROLLER GENERAL OF DEFENCE ACCOUNTS)

Search Employee Approve Registrations Create New Employee Users Feedback (0)

Search Employee

Organisation Employee Code Select Designation Select User Type  
Service Employee Name Employee Type

Search Reset

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

