Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt-110 010

No. AN/I/1058/SPARROW/11   Date: 19th May 2017

To

All Principal Controllers/ Controllers

(for PAR Managers/Custodians)
(through CGDA's website)

Subject : Introduction of SPARROW for completion of APARs: Creation of work flow and Generation of PAR.

As informed earlier, SPARROW system i.e. online writing system of APAR in respect of IDAS officers/SAOs/AOs and AAOs is being implemented phase wise. SPARROW system has been activated in respect of IDAS officers as 1st phase.

2. Queries from various Controllers' offices are being received in this HQrs office regarding **creation of work flow** and **generation of PAR**.

3. In order to assist the users, a step by step work flow supported with screen shots has been created which is given in the succeeding paras.

   a) Log in to URL **sparrow-dad.eoffice.gov.in** on Mozilla or Internet Explorer (version 10 or above).

   b) Log in with NIC e-mail ID and the password (which is used to open NIC e-mail) along with captcha. Login ID will be before @ sign of NIC e-mail ID (e.g. type **kavitag** instead of kavitag@nic.in against user name).

   c) A screen will open asking for your Aadhar Number.

      ➢ Please type your Aadhar number.
      ➢ Type the OTP (one time password) that you receive at your RMN (registered mobile number)
      ➢ Click verify and update.
      ➢ On successful verification, a success message will appear/ a green tick will appear.

      i) This is a **one-time activity** which is **mandatory** since this will enable e-sign .feature. To complete an activity on Sparrow, e-signing is required. Hence, by completing the above steps, e-signing will be done automatically by the system.

ii) It is mandatory under Sparrow for e-signing purpose that your mobile number is registered and mapped with your Aadhar number. Kindly verify whether your mobile number is registered with Aadhar (through UIDAI website). If your mobile number is not registered, please get it registered through your nearest Aadhar centre. Once your Aadhar Number is registered complete the steps for e-signing as stated above.

d) **Creation of Work flow:**

i) After log in, work flow is to be created i.e. channel of reporting, reviewing and accepting.

> Go to the tab 'workflow'.
> Click it and below 'workflow' a tab 'create/update' will appear.
> On clicking the 'create/update' tab a screen appears, screenshot of which is enclosed as 'workflow1'.
> Select 'Workflow for All organization'.
> Type employee name/part of employee name in the box made for the purpose.
> Select 'IDAS' in the service column as illustrated in 'workflow1'.
> Click on search.

ii) A screen opens (screenshot enclosed as 'workflow2').

> Click at the name of the officer in the screen.
> Do not click on the check box, which appears on left side of the officers' name. The check box is just for indication.
  a) Blank check box means 'Work flow not started'.
  b) Yellow colour of check box symbolizes 'Workflow in progress'.
  c) Green colour of checkbox symbolizes that 'Workflow already created'.

iii) After clicking on the name of the officer, a new screen opens (screenshot enclosed as 'workflow3) showing the details of the officer viz. Name, Designation, organization etc.

> Select the Assessment period.
> Select the appropriate status viz leave, NRC (No Report Certificate, Training, Working).
> Select the appropriate form type.
> Press on 'Continue'.

iv) A new screen opens (screenshot enclosed as 'workflow4').

> Select the 'Standard' tab.
> Select the Reporting Officer from drop down menu.
> Select the Reviewing Officer from drop down menu.

> Select the Accepting Authority from drop down menu.
> If the appropriate officer's name does not appear in the drop down menu, click in global search, placed just adjacent to the box where name of Reporting Officer/ Reviewing Officer/ Accepting Authority are to be selected and select the appropriate Reporting Officer/ Reviewing Officer/ Accepting Authority from global search.
> Name of the PAR Manager/Custodian will appear against 'CR Section to disclose.
> Name of Officer Reported upon will appear against 'Officer Disclosure'.
> Name of the PAR Manager/Custodian will appear against 'CR Section for closing'.
> Click on 'Save' button.

Note: Work flow for Representation/Referral/Memorandum will be created afterwards, in case the officer reported upon willing to put to the representation board/put to referral board/put to Memorial against assessment.

(e) **Generation of PAR** :

i) In PAR generation, the Custodian/PAR Manager fills the section 1 of the APAR.

> Click on 'PAR' at the left side of the screen.
> Generation, Update Section 1, Force Forward options will be seen in the dropdown menu. (screenshot enclosed as 'par1')
> Click on 'Generation' menu.
> Select the Assessment period.
> Type the employee name in the box made for the purpose.
> Click on 'Search'.

ii) A screen opens (screenshot enclosed as 'par2').

> Click on 'Quick action' button on the right side of the screen against the name of the officer concerned.

iii) A new screen opens (screenshot enclosed 'par3') for filling the section1 of the APAR, which is similar to physical form of APAR.

> Fill in the details.
> Click on 'Save as Draft'.
> The details entered will be saved and a message 'saved' will appear at bottom.
> At top, 'Preview' button will appear which can also be used to pre-view the details filled in.
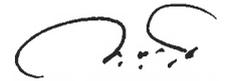
iv) After clicking on 'Save as Draft', amendment/ modification can be done in Section by repeating action from 'Quick Action' stage. It may be noted that errors can be corrected at this stage only and before sending the same to employee.

v) Thereafter the PAR may be sent to the officer for his/her self-appraisal by clicking 'send to employee (with e-sign)'.

4. For any queries kindly e-mail to **sparrow.dad@hub.nic.in** or call to Ph.no.011-25665716. Further, helpline no. 1800-111-555 can be used for any assistance or register your complaint at servicedesk.nic.in.

Encl.: soft copy of screenshots]

(S.K. Sharma)
For CGDA
Phone : 011-25665566
Email:sushilsharma.dad@gov.in

Welcome to SPARROW

https://sparrow-dad.eoffice.gov.in/SPARROW/doWorkflowActionTab

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Smart Performance Appraisal Report Recording Online Window

Mr. SUSHIL KUMAR SHARMA   (SENIOR ACCOUNTS OFFICER - CONTROLLER GENERAL OF DEFENCE ACCOUNTS)   Help ▾

Work flow1

Update Aadhaar/Email/Mobile

SPARROW

▸ Inbox

▸ Sent

▸ Delegation

▸ User Assistance

▸ PAR

▾ WorkFlow

Create/Update

▸ Dossier

▸ DSC

▸ EMD

▸ NIC EMail Status

▸ Support@HelpDesk

▸ Roles Detail

▸ Migration

▸ Reports

PRISM

Home ▸ Employee Search

Employee Search for Assessment - Workflow Creation

Workflow Within Same Organisation	Workflow With All Organisation

Assessment Period :   2016-2017 ▾

Employee Search by :

| Employee Code | Choose Designation ▾ | Employee Name | Batch |

| Select Cadre ▾ | IDAS ▾ |

☑ IN PROCESS   ☑ COMPLETED   ☑ NOT STARTED   **Search**

Type here to search

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Welcome to SPARROW

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Workflow 2

Update Aadhaar/Email/Mobile

SPARROW

▸ Inbox

▸ Sent

▸ Delegation

▸ User Assistance

▸ PAR

▾ WorkFlow

Create/Update

▸ Dossier

▸ DSC

▸ EMD

▸ NIC EMail Status

▸ Support@HelpDesk

▸ Roles Detail

▸ Migration

▸ Reports

PRISM

Home ▸ Employee Search

Employee Search for Assessment - Workflow Creation

| Workflow Within Same Organisation | Workflow With All Organisation |

Assessment Period : [2016-2017 ▾]

☐ IN PROCESS　■ COMPLETED　☐ NOT STARTED

Show [10 ▾] Results 🔍 [_____]

S.No.		Name	Allotment Year/Batch	Employee Code	Designation	Cadre
1	■	T KABILAN	2005	111000345217	DEPUTY CONTRO...	CENTRAL SERVICES

Showing 1 to 1 of 1 entries

First　Previous　1　Next　Last

Type here to search

Welcome to SPARROW

https://sparrow-dad.eoffice.gov.in/SPARROW/createWorkflowAction.action

Search

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Workflow 3

Update Aadhaar/Email/Mobile

SPARROW

▶ Inbox

▶ Sent

▶ Delegation

▶ User Assistance

▶ PAR

▼ WorkFlow

Create/Update

▶ Dossier

▶ DSC

▶ EMD

▶ NIC EMail Status

▶ Support@HelpDesk

▶ Roles Detail

▶ Migration

▶ Reports

Home ▶ Workflow ▶ Employee Search

Creation of Work Flow - Choosing Workflow Period

Name	:	SONALKAR ANUPAM DEEPAK
Designation	:	STUDENT OFFICER
Code	:	110020421248
Cadre	:	CENTRAL SERVICES
Organistaion Posted	:	CONTROLLER OF DEFENCE ACCOUNTS, CHENNAI
Allotment Year/Batch	:	2008

◀ Back To Search

Assessment Period	Status	Form Type	Actions
From: 01/04/201 📅　To : 31/03/201 📅	WORKING ▾	---Select--- ▾	Continue

Type here to search

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https://sparrow-dad.eoffice.gov.in/SPARROW/createWorkflowAction.action

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Workflow 4

Update Aadhaar/Email/Mobile

SPARROW

▸ Inbox

▸ Sent

▸ Delegation

▸ User Assistance

▸ PAR

▸ WorkFlow

Create/Update

▸ Dossier

▸ DSC

▸ EMD

▸ NIC EMail Status

▸ Support@HelpDesk

▸ Roles Detail

▸ Migration

▸ Reports

Organisation
Allotment
Year/Batch   :   2008
Status   :   Working
Form Type   :   Form III - Junior Administrative Grade & Below (including NFSG)

| Standard | Representation | Referral | Memorandum |

S.No.	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	SONALKAR ANUPAM DEEPAK (110020421248) [STUDENT OFFIC ⌄	30/04/2017 📅	🖨 ⬆ 🔳
2	Reporting Authority	---Select--- ⌄ 🔍	31/05/2017 📅	🖨 ⬆ 🔳
3	Reviewing Authority	---Select--- Select employee ⌄ 🔍	30/06/2017 📅	🖨 ⬆ 🔳 ⏭
4	Accepting Authority	---Select--- ⌄ 🔍	31/07/2017 📅	🖨 ⬆ 🔳 ⏭
5	CR Section To Disclose	SUSHIL KUMAR SHARMA (8329940) [SENIOR ACCOUNTS OFFIC ⌄ 🔍	15/08/2017 📅	🖨 ⬆ 🔳
6	Officer Disclosure	SONALKAR ANUPAM DEEPAK (110020421248) [STUDENT OFFIC ⌄	31/08/2017 📅	🖨 ⬆ 🔳
7	CR Section for Closing	SUSHIL KUMAR SHARMA (8329940) [SENIOR ACCOUNTS OFFIC ⌄ 🔍	30/09/2017 📅	🖨 ⬆ 🔳

Next   Save

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Search

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Par 1

Update Aadhaar/Email/Mobile

SPARROW

▸ Inbox

▸ Sent

▸ Delegation

▸ User Assistance

▾ PAR

Generation

Update Section I

Tracking

Force Forward

▸ WorkFlow

▸ Dossier

▸ DSC

▸ EMD

▸ NIC EMail Status

▸ Support@HelpDesk

▸ Roles Detail

Home ▸ APAR Generation

Generation of APAR

Assessment Period	:	2016-2017

Employee Search by	:	Employee Code	Choose Designation	Employee Name	Batch	Choose Cadre	IDAS

Generated ☑ Not Generated ☑   Search

⊞ Type here to search

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Search

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Por 2

Update Aadhaar/Email/Mobile

SPARROW

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR

Generation

Update Section I

Tracking

Force Forward

- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ EMD
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail

Home ▶ APAR Generation

Generation of APAR

Assessment Period	:	2016-2017				
Employee Search by	:	Employee Code	Choose Designation	VINAY KHANNA	Batch	Choose Cadre	IDAS

Generated ☑ Not Generated ☑   Search

Show 10 Results

☐	S.No.	Form ID	Form Type	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
☐	1	E	2017-01042016-31...	Form III - Junior Ad...	976209	2011	VINAY KHANNA	SENIOR CONTROL...	01/04/2016	31/03/2017	➡

Showing 1 to 1 of 1 entries   First   Previous   1   Next   Last

Generate   Send   Genrate & Send

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ENG
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Welcome to SPARROW   ✕   +

https://sparrow-dad.eoffice.gov.in/SPARROW/intializeeFormAction.action   ⟳   🔍 Search

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Par3

Update Aadhaar/Email/Mobile

SPARROW

▸ Inbox

▸ Sent

▸ Delegation

▸ User Assistance

▾ PAR

Generation

Update Section I

Tracking

Force Forward

▸ WorkFlow

▸ Dossier

▸ DSC

▸ EMD

▸ NIC EMail Status

▸ Support@HelpDesk

Home ▸ eForm ▸ Generation

Officer Name : VINAY KHANNA   **Cadre** : CENTRAL SERVICES   **Service** : IDAS   **Designation** : SENIOR CONTROLLER GENERAL OF DEFENCE ACCOUNTS   **Batch** : 2011 **Assessment Period** : 01/04/2016 to 31/03/2017

Standard

Section I

भारतीय रक्षा लेखा सेवा
INDIAN DEFENCE ACCOUNTS SERVICE
(कनिष्ठ प्रशासनिक श्रेणी एवं निम्न(एन एफ एस जी सहित))
(JUNIOR ADMINISTRATIVE GRADE & BELOW (INCLUDING NFSG))

(01/04/2016 से 31/03/2017) की अवधि की कार्य निस्पादन मूल्यांकन रिपोर्ट
Performance Assessment Report for the period from (01/04/2016 to 31/03/2017)

भाग -I/PART -I
वैयक्तिक विवरण/PERSONAL DATA
(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम
   Name of the Officer

   VINAY KHANNA

2. आबंटन का वर्ष
   Year of Allotment

   2011

3. जन्म की तारीख (दिन/माह/वर्ष)
   Date of Birth

   11/06/1959   📅

4. वर्तमान श्रेणी

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