

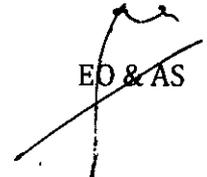
Dear Member of the Service,

In continuation of my earlier mails, this is to share with you that online filing of PAR(Smart Performance Appraisal Report Recording Online Window viz., SPARROW) available at <http://sparrow.eoffice.gov.in> would become operational w.e.f. 29th March, 2014. It may be noted that NIC email ID which is registered with the NIC for this purpose is mandatory to log in to the SPARROW. In order to facilitate the usage of application for MoS, a set of FAQs related to online filing of PAR has been made available on the Home Page of SPARROW(copy enclosed).

2. If you still encounter any difficulty, you may report the matter to support@HelpDesk facility available in the application which would be responded expeditiously or alternately you can call at the Help Desk number: 011 23093416.

Regards,

Yours sincerely,


EO & AS

Frequently Asked Questions (FAQs) related to SPARROW

Q. From which date the system for online filing of PAR will become effective?

Ans. It would become effective from 1st April, 2014.

Q. What is the name of the application for online filing of PAR?

Ans. The name of the application is SPARROW which stands for Smart Performance Appraisal Report Recording Window and is available at <http://sparrow.eoffice.gov.in>.

Q. How do I access the application?

Ans. You can access the application through your registered NIC email ID and password. The DSC is not required to access the application. For example: If the user's email ID is abc.xyz@nic.in then his username by which he would be accessing the application would be 'abc.xyz'. The password for this application would be the same as that of NIC email ID.

Q. What should I do if I am not having a NIC email ID?

Ans. The Member of Service (MoS) would have to apply for NIC email ID by clicking the link **Apply for NIC eMail ID** available on the Home Page of the application. Thereafter, a new window would open where the MoS would have to fill in the personal details and submit it. On submission of the details, MoS would receive a reference number on his registered mobile number. Subsequently, he would have to take a printout of the Registration Form already filled in by him and get it signed by the NIC Co-coordinator. Then the MoS will have to again click the same link. Thereafter, following steps may be followed for applying for NIC-email ID:

- a) First click on the link "Already Applied".
- b) After clicking this link, a new window would open which would ask the MoS to enter the Reference Number sent to his Registered Mobile No. and then he will have to click on upload PDF available on the window.
- c) Subsequently, the user will receive a One Time Password(OTP) on his registered mobile no. which he would have to feed in the new window having two fields viz., OTP and File Upload.
- d) After the OTP is entered, the user would click on "File Upload" which will upload the Scanned Copy of his Signed Registration Form.
- e) Thereafter, he would receive confirmation that his details have been received by NIC and his eMail ID/Password will be sent to his registered mobile number.

Q. How would I know whether my NIC email ID is registered or not and how to get it registered?

Ans. If you are having a registered NIC email ID, you would be able to access the application. In case the email ID is not registered, you will have to report the issue to NIC on support-sparrow@nic.in who would do the registration on the same day.

Q. How do I fill my self-appraisal?

Ans. If you are working in State then the Principal Secretary, GAD or if in Centre then the JS(Admn.) of your Ministry/Deptt. will forward the PAR form with Section I duly filled in online. The PAR form would come into your Inbox of the SPARROW (inbox→My PAR) and could be accessed after entering the application through your NIC email ID. You would also receive an alert on your registered mobile number as well as on your NIC email ID that the PAR form has been forwarded to you.

Q. How do I attach my medical report, appreciation letters, etc. with my PAR?

Ans. The medical report, appreciation letters, etc. could be uploaded by MoS at the beginning of the year while filing his self-appraisal for which a tab has been provided on the same page where the MoS would be recording his self-appraisal by following the steps indicated below:

- MoS needs to scan all the documents which he/she wants to upload in a single PDF.
- Press the button "Reference Document Upload" given at the bottom of the Section II.
- Choose the scanned PDF file from your computer to upload.

However, if the MoS desires to get any document uploaded in the middle of the year or separately, he would have to send the document manually to the Pr. Secretary, GAD or JS(Admn.) who would screen and take a call on whether to upload it.

Q. Is it possible that when I submit my PAR to my Reporting Authority, it may go to some other officer?

Ans. The flow of submission of PAR in respect of every officer would be pre-defined by the GAD/Personnel Dept/JS (Adm.). When the officer reported upon(ORU) would submit his self-appraisal, it will automatically go to the Inbox of his pre-defined Reporting Authority. As soon as the PAR is submitted by the ORU, a message will appear on the screen displaying the name of the officer to whom the PAR has been sent. The ORU would receive an alert in this regard on his mobile number as well as in his registered NIC email ID.

Q. Is DSC a must for online filing of my PAR? What if I am not having DSC?

Ans. Yes, DSC is required by the officer to authenticate his self appraisal as well as comments/gradings recorded in the PAR of his subordinates. However, for login to the application you need to have only duly registered NIC email ID. Without DSC, the self appraisal as well as PAR of his subordinates would not move. In case you are not having DSC, then you would have to fill in the DSC form available on the Home Page of DOPT's website under the caption 'DSC - Monitoring System'. The DSC form could also be downloaded from the website <http://nicca.nic.in>. After filling up the form, this would have to be sent to the local NIC through the GAD/Personnel Dept in case the MoS is serving in the cadre or through JS (Adm.) of the Central Ministry/Department. In case you find any difficulty in filling up the form, you should contact the local NIC who would assist you in this regard.

Q. When will the PAR be disclosed to me?

Ans. Pr. Secy., GAD or JS (Adm.) would disclose the PAR to the officer by sending it online in his Inbox of application once it gets completed. MoS would also get an alert regarding this on his registered mobile phone and NIC email ID.

Q. How PAR is to be recorded by a political executive in the new system?

Ans. Presently, the political executives are not being issued DSCs and would record their remarks/gradings manually for which the concerned GAD/Adm. Division would take a printout upto the level where it is online, obtain the remarks/grading from political executive and then upload it. Thereafter, the PAR would move online.

Q. How will my Reporting/Reviewing/Accepting Authority record the PAR online in case he is not carrying DSC or he is not able to do so for some other reasons?

Ans. If the Reporting/Reviewing/Accepting Authority is not having DSC or for some other reasons he cannot record the PAR online, the system is having flexibility of having manual PAR. Pr. Secy., GAD/JS(Admn.) has been given the option to take necessary action in this regard if such a situation arises.

Q. How to represent against an adverse entry or lower grades or to submit a memorial?

Ans. In respect of representation/memorial, separate FAQ is being prepared which would be communicated later, though adequate provisions have been incorporated in the software for this purpose.

Q. Can I take a printout of my PAR?

Ans. Yes, the user can take a printout of the PAR as the self-appraisal submitted by him to his Reporting Officer as well as the duly complete PAR sent to him by Pr. Secy./JS(Admn.) for disclosure would remain in the Sent Items and Inbox respectively.

Q. How will I distinguish between my PAR and PAR of my juniors which I would have to assess?

Ans. The application has separate tabs in the inbox of the MoS i.e.

My PAR → Where he can see his own PAR

Assess PAR → to see and record the PARs of his subordinates

Q. How should I record the PARs if I am not adept in typing?

Ans. The officer would have the option to delegate the recording of the PAR to his/her PA/PS by giving dictation to them who would then record the same in the PAR after accessing the system through their NIC e-Mail ID which too could be generated immediately. The privilege of sending the PAR to the next reporting authority would be, however, available to the officer himself after authentication with his DSC.

Q. What are the requirements for PA/PS to access the software?

Ans. The PA/PS should have a NIC email ID/pwd with them in order to take dictation from the officer. No registration is required with NIC.

Q. Is it possible to record PAR after 31st December of the year in which the financial year ended?

Ans. No. It would not be possible to record the PAR after 31st December. Moreover, the date on which the PAR is digitally signed would get reflected on the PAR.

Q. What safety measures have been taken to keep the document sacrosanct?

Ans. The application has adequate inbuilt mechanism to ensure that nobody can tamper with the data.

Q. Is there any mechanism for reminding the officer with whom the PAR is pending?

Ans. The application has provision for sending auto alerts to the concerned officer(s) with whom the PAR would be pending beyond the specified time.
