

IMPORTANT CIRCULAR

No. GAU/EDP/SPARROW/356/Vol.I

Date :- 11-07-2018

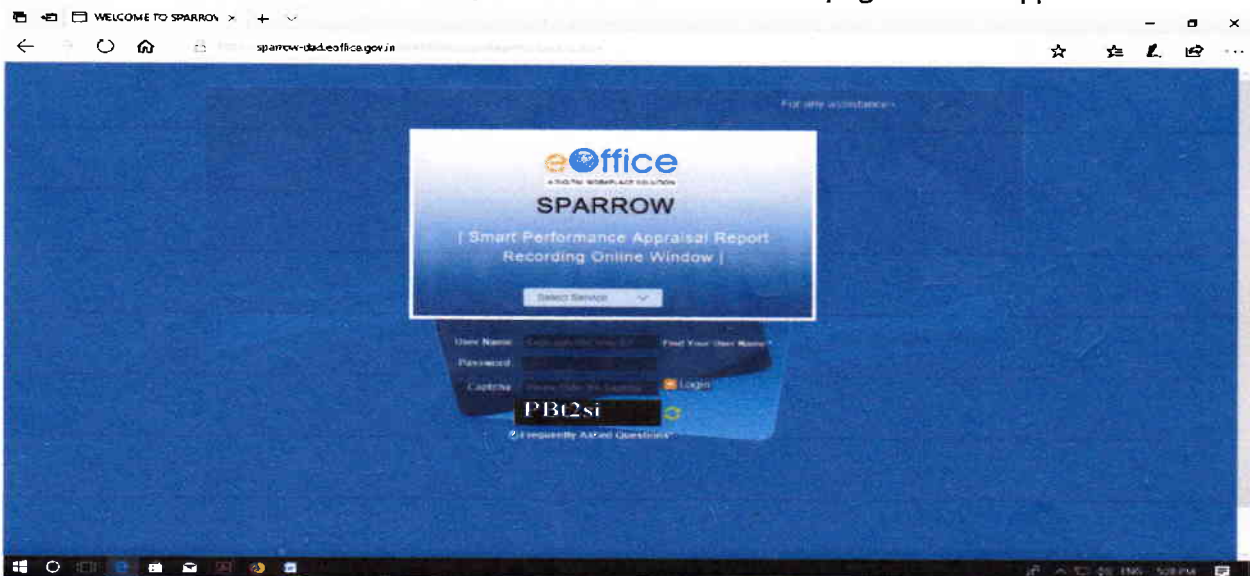
Subject :- **Introduction of Sparrow for completion of APAR in DAD- SAOs/AOs/AAOs.**

It has been intimated by HQrs Office that from 1st April 2017 onwards, there should be no manual Annual Performance Appraisal Report (APAR) for Senior Accounts Officer/Accounts Officer/ Assistant Accounts Officer. The Smart Performance Appraisal Report Recording Online Window, "SPARROW", is an online system for filling of APAR. The completion of online APARs is a mandatory system and is to be completed from the reporting year 2017-2018 onwards online.

In tune with this, all SAOs, AOs and AAOs (barring those who do not have NIC mail id or Aadhar Card), may now access Sparrow website. The URL of the website is

<https://sparrow-dad.eoffice.gov.in>

On logging into the website, the undermentioned page will appear:



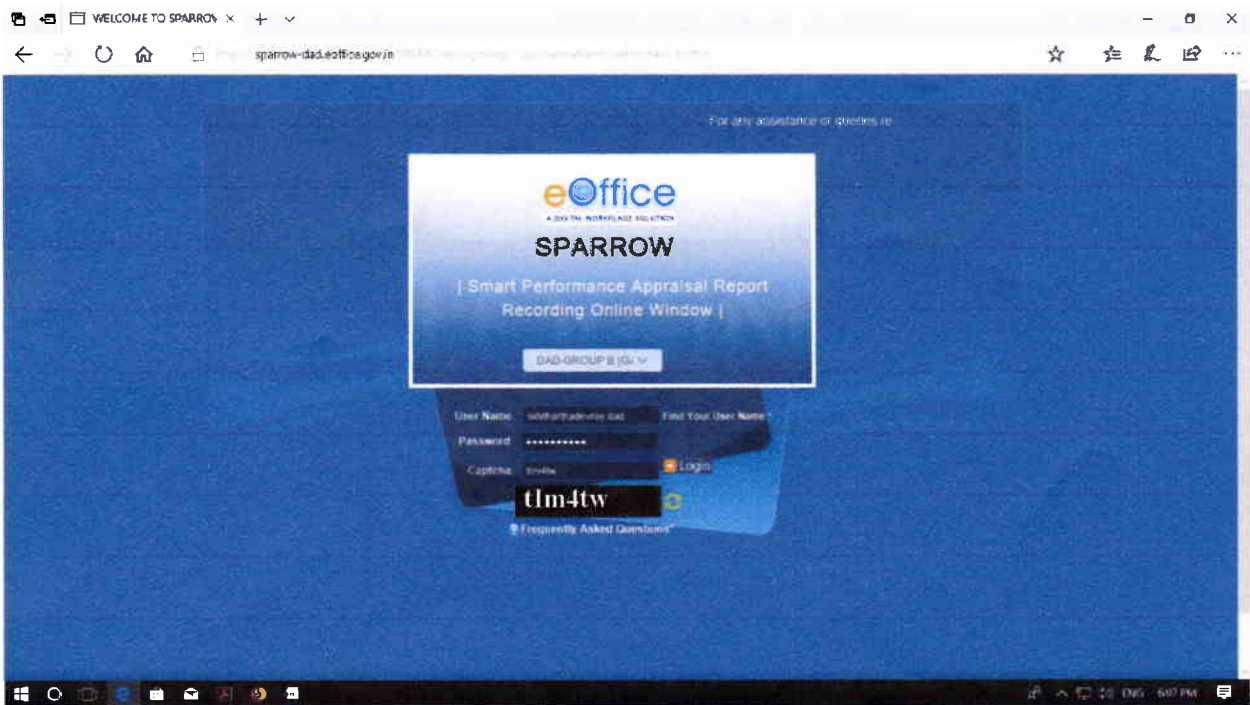
In tab 'Select Services', select 'DAD-GROUP-B GAZETTED' .

User name= NIC mail id

In user name write upto ".dad" only, e.g.if mail-id is "xxxx.dad@hub.nic.in", then in user name write "xxxx.dad".

Password = NIC mail password.

An exemplary screen is displayed below :



After login to the system, follow the under mentioned steps:

Click on

My Par \longrightarrow APAR ID

On clicking 'APAR ID' the following form will open :

The screenshot shows a web browser window displaying the 'eoffice' Smart Performance Appraisal Report Recording Online Window (SPARROW). The user is logged in as 'SI DDHARTHA SARATHI DEV ROY'. The interface includes a sidebar with navigation options like 'Inbox', 'Sent', 'User Assistance', 'Dossier', 'DSC', and 'Support@ServiceDesk'. The main content area displays 'Basic Information' for the user, including Name, Cadre, Service, Designation, Batch, and Assessment Period. Below this, there is a 'Workflow Details' section with a 'Standard' tab. The main form area is titled 'भाग-B/PART-II स्व-मूल्यांकन/Self Appraisal' and contains instructions in Hindi and English. It includes a 'Withdraw Old FAR' button and two numbered questions for the user to fill out.

| Basic Information | | | |
|-------------------|----------------------------|--------------------|--------------------------|
| Name: | SIDDHARTHA SARATHI DEV ROY | Cadre: | CENTRAL SERVICES |
| Designation: | | Batch: | 1990 |
| Service: | IDAS-B | Assessment Period: | 01/04/2017 to 31/03/2018 |

Workflow Details
Standard

Withdraw Old FAR

भाग-B/PART-II
स्व-मूल्यांकन/Self Appraisal
(जिस अधिकारी की रिपोर्ट लिखी जानी है, उसके द्वारा भरा जाए)
(TO BE FILLED BY THE OFFICER REPORTED UPON)


1. किये गए कार्यों का संक्षिप्त विवरण
Brief description of duties.

2. क्या आपने अपने लिए वार्षिक कार्य योजना निर्धारित की है? यदि हाँ, तो कार्य के संक्षिप्त विवरण सहित निर्धारित किए गए लक्ष्यों का ब्यौरा दें।
Have you set the annual work plan for yourself? If yes, please write details of targets set with brief resume of the work.

On filling in the above mentioned Self Appraisal form, the user may save the form by clicking on the 'DRAFT' button and finally send the form by hitting 'Send to Reporting Authority'.

The user may contact under mentioned official for any further assistance if required while filling the online APAR, SPARROW :

1. Sri S S Dev Roy, SR AO (IT) :-
Phone :- 9435302179, E-MAIL:- siddharthadevroy.dad@gov.in
2. Sri Nilanajan Chakraborty, AAO (IT) :-
Phone :- 8697675486, E-Mail:- nchakraborty.dad@hub.nic.in


(K Lalbiakchung)
ACDA (IT)