

The slide features a header with the 'eoffice' logo on the left and the Government of India emblem on the right. The main title 'eOffice – SPARROW' is centered in a large, bold font. Below it, the subtitle 'SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW' is displayed in a smaller font. The NIC National Informatics Centre logo is located in the bottom right corner.

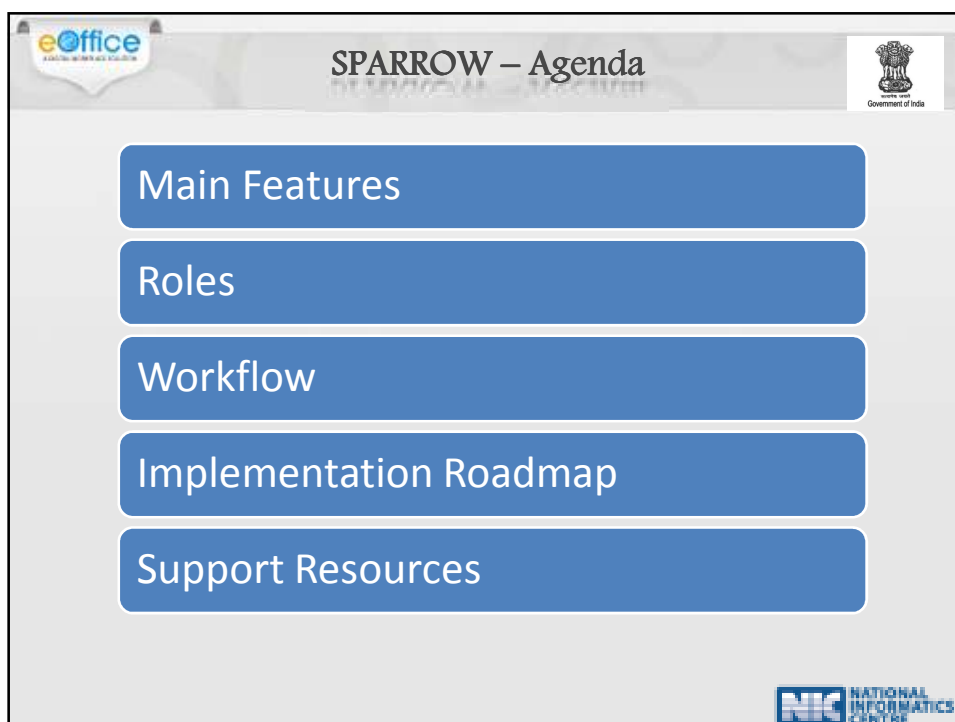
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ELECTRONIC OFFICE SOLUTIONS

Government of India

eOffice – SPARROW

SMART PERFORMANCE APPRAISAL
REPORT RECORDING ONLINE WINDOW

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The slide features a header with the 'eoffice' logo on the left and the Government of India emblem on the right. The main title 'SPARROW – Agenda' is centered. Below the title, five blue rounded rectangular buttons are stacked vertically, containing the following text: 'Main Features', 'Roles', 'Workflow', 'Implementation Roadmap', and 'Support Resources'. The NIC National Informatics Centre logo is located in the bottom right corner.


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SPARROW – Agenda

- Main Features
- Roles
- Workflow
- Implementation Roadmap
- Support Resources


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eoffice **SPARROW – Snapshot of Features** 

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Workflow Setting	Authorisation & Access Roles	Document Upload option
Digital Signing	Online PAR Generation	Centralized Database De Centralised Administration
Delegation (Authority & Permission)	Linkage to eOffice PIMS (eService Book)	Alerts & Notifications

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eoffice **SPARROW – Main Features** 



Government of India


On line Generation	<ul style="list-style-type: none"> • PAR Generation from the predefined template
Workflow module	<ul style="list-style-type: none"> • To set the Hierarchy Workflow • Reporting, Reviewing, Accepting • Representation to Accepting Authority • Referral Board /Memorial to President
Delegation (Authority)	<ul style="list-style-type: none"> • Delegation of Authority • Authority delegation is a delegation where all rights and privileges are provided to do the same function
Delegation (PAR Draft Preparation)	<ul style="list-style-type: none"> • Delegate the right to prepare the draft PAR on behalf of the officer • This type of rights are normally provided by the officer to PA/PS



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Roles	
Functional (Two categories)	<p>Ownership</p> <ul style="list-style-type: none"> • PAR Custodian (Overall) • Alternate PAR Custodian • Decentralized PAR Custodian <p>PAR Generation/Work flow creation</p> <ul style="list-style-type: none"> • PAR Manager
Hierarchy (Channel Of Submission)	<ul style="list-style-type: none"> • Reporting Authority • Reviewing Authority • Accepting Authority
Application (Employee Database)	<ul style="list-style-type: none"> • EMD Manager
System (System Setup)	<ul style="list-style-type: none"> • System Administrator (Assignment Of Roles)

Role	Responsible	Who	DSC (Req)
PAR Custodian (Overall)	<ul style="list-style-type: none"> • Custodian of the SPARROW Database • Custodian of the Central Repository of ePAR (Dossier of officers) 	Service Controlling Authority	Yes
PAR Custodian (Dept/Ministry/ State)	<ul style="list-style-type: none"> • Is the custodian of the PARs of the Department/ Ministry/State 	Establishment/ Admin Section of the Department/ Ministry/ State	Yes
PAR Manager	<ul style="list-style-type: none"> • Sets the channel of submission (Reporting/Reviewing/Accepting Authority) in Workflow for PAR 	Establishment/ Admin Section of the Department/ Ministry/ State	No

 SPARROW – Roles (Hierarchy) 			
Role	Responsible	Who	DSC (Req)
Officer	<ul style="list-style-type: none"> Fill the PAR Form and Submit to Reporting Officer as per the defined schedule and time line 	Officer Reported Upon	Yes
Reporting Authority	<ul style="list-style-type: none"> Assessment of the PAR Reporting Officer grades the PAR forwarding to Reviewing Officer 	-do-	Yes
Reviewing Authority	<ul style="list-style-type: none"> Reviews the comments of the Reporting Officer Reviewing Authority grades the PAR and forwards to the Accepting Authority 	-do-	Yes
Accepting Authority	<ul style="list-style-type: none"> Accepting Authority is responsible for finalizing the PAR 	-do-	Yes

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 SPARROW – Roles (Application) 			
Role	Responsible	Who	DSC (Req)
EMD Manager	<ul style="list-style-type: none"> Updating the employee information <ul style="list-style-type: none"> On transfer/superannuation On new joining Immediate action on update to happen on issue of transfer order 	Establishment/ Admin Section of the Department/ Ministry/ State	No

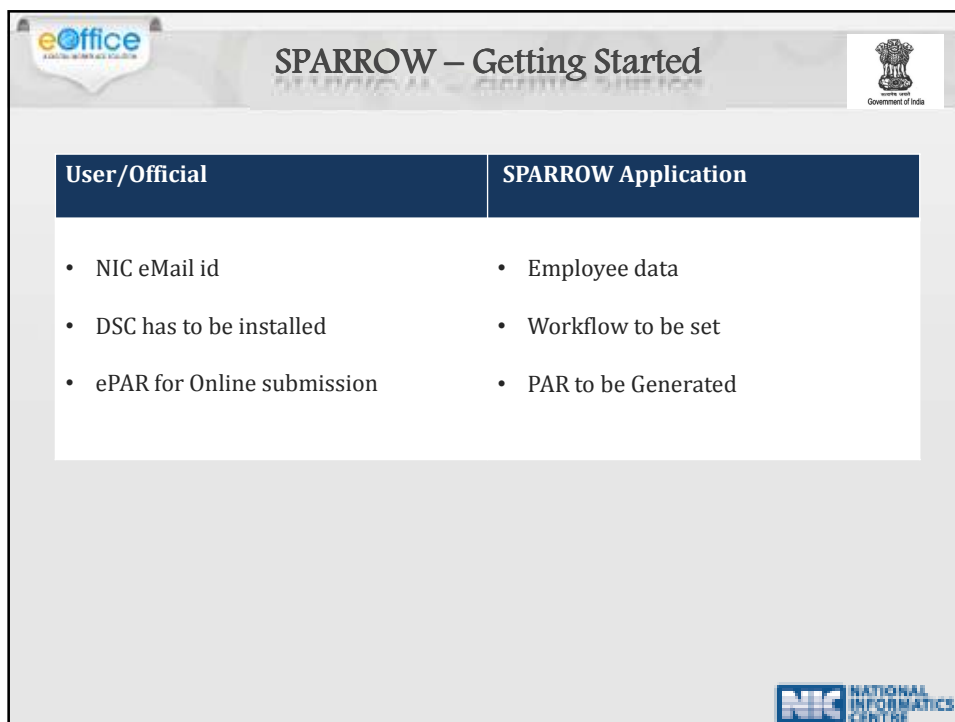
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Role	Responsible	Who	DSC (Req)
PAR Administrator	<ul style="list-style-type: none"> Sets the PAR System parameters <ul style="list-style-type: none"> PAR/Appraisal Templates Period of appraisal Populates all the primary databases Update and maintain the PAR templates for the respective cadres Assign and De-assign of SPARROW Roles Custodian of SPARROW Database 	Service Controlling Authority	No
System Administrator	<ul style="list-style-type: none"> Development/Enhancement of SPARROW Application Technical Support 	NIC	No

Standard	Normal flow of submission Flow will be based on the set hierarchy of Reporting/Reviewing/Accepting
Representation	<ul style="list-style-type: none"> Sent by Custodian to Representation Accepting Authority to take necessary decision
Referral	Sent by Custodian to Representation Accepting Authority to take necessary decision
<p>Manual Workflow :</p> <p>To Define the transition point of the electronic PAR to be manually submitted</p>	



The slide features a header with the 'eoffice' logo on the left, the title 'SPARROW – Implementation Roadmap' in the center, and the Government of India emblem on the right. The main content area is a large, empty light gray rectangle. The NIC National Informatics Centre logo is positioned in the bottom right corner.



The slide features a header with the 'eoffice' logo on the left, the title 'SPARROW – Getting Started' in the center, and the Government of India emblem on the right. Below the header is a table with two columns: 'User/Official' and 'SPARROW Application'. The table lists requirements for user setup and application configuration. The NIC National Informatics Centre logo is in the bottom right corner.

User/Official	SPARROW Application
<ul style="list-style-type: none">• NIC eMail id	<ul style="list-style-type: none">• Employee data
<ul style="list-style-type: none">• DSC has to be installed	<ul style="list-style-type: none">• Workflow to be set
<ul style="list-style-type: none">• ePAR for Online submission	<ul style="list-style-type: none">• PAR to be Generated

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SPARROW – Help Resources

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1. User Manuals

- SPARROW
- DSC Installation and Troubleshooting Guide

2. On line Interactive Tutorials

3. Support Portal

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SPARROW – System Requirement

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Pre-Requisites

- NIC eMail
- Employee Data
- Workflow entry
- OS: MS Windows, Linux
- Browser: Internet Explorer 10 or higher/ Mozilla Firefox 2.6 or higher
- Adobe Reader 7.0 or higher
- Antivirus Software
- Roles
- Mapping Users to the Roles
- DSC Process
- Centralized hosting at NIC data center.
- Multiple network lines
- Best view resolution: 1024 X 768 pixels
- RAM: 2 GB DDR or higher
- Scanners

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The image is a screenshot of a web page. At the top left, there is a logo for 'eoffice' with the tagline 'ELECTRONIC OFFICE SOLUTIONS'. In the center, the main heading reads 'SPARROW - Contact Us' with the subtitle 'DEPARTMENT OF INFORMATION & PUBLIC RELATIONS'. To the right of the heading is the Government of India emblem and the text 'Government of India'. The main body of the page is a large, empty light gray area. In the bottom right corner, there is a logo for 'NIC NATIONAL INFORMATICS CENTRE'.