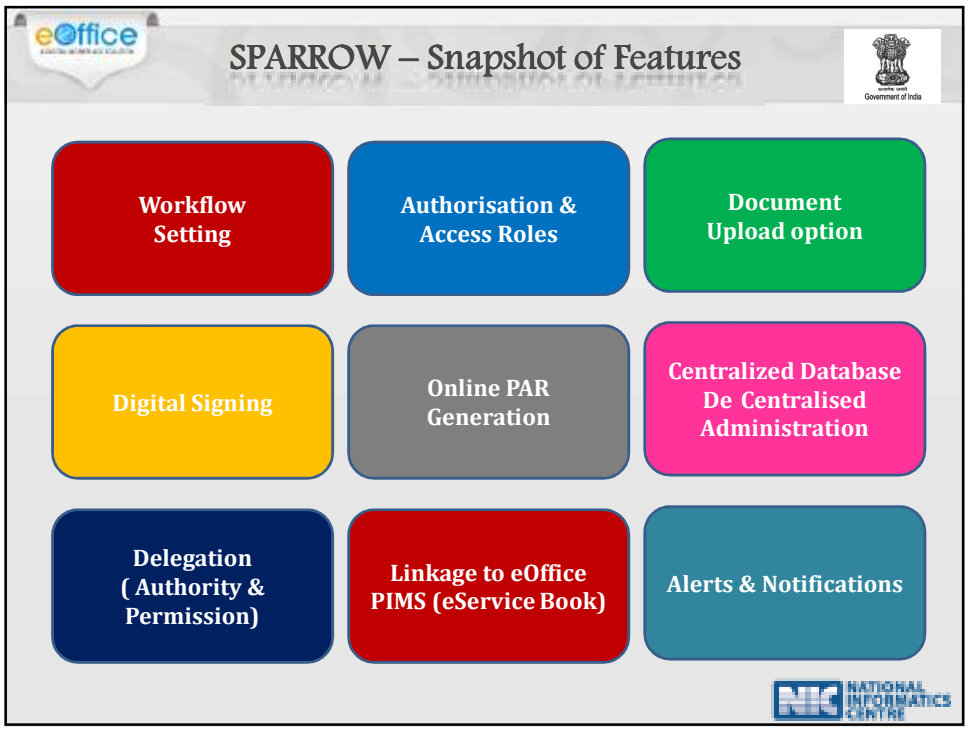
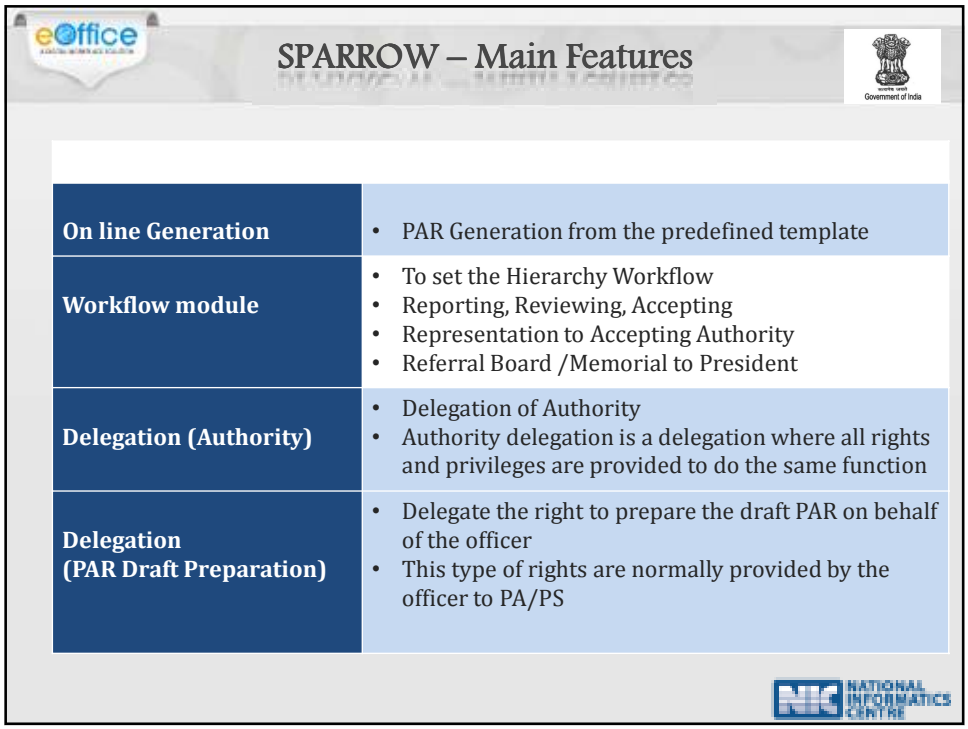
eOffice – SPARROW

SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW

SPARROW – Agenda

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





On line Generation	• PAR Generation from the predefined template
Workflow module	• To set the Hierarchy Workflow • Reporting, Reviewing, Accepting • Representation to Accepting Authority • Referral Board /Memorial to President
Delegation (Authority)	• Delegation of Authority • Authority delegation is a delegation where all rights and privileges are provided to do the same function
Delegation (PAR Draft Preparation)	• 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

SPARROW – Roles

Roles	
Functional (Two categories)	**Ownership** • PAR Custodian (Overall) • Alternate PAR Custodian • Decentralized PAR Custodian **PAR Generation/Work flow creation** • PAR Manager
Hierarchy (Channel Of Submission)	• Reporting Authority • Reviewing Authority • Accepting Authority
Application (Employee Database)	• EMD Manager
System (System Setup)	• System Administrator (Assignment Of Roles)

SPARROW – Roles (Functional – Ownership)

Role	Responsible	Who	DSC (Req)
PAR Custodian (Overall)	• Custodian of the SPARROW Database • Custodian of the Central Repository of ePAR (Dossier of officers)	Service Controlling Authority	Yes
PAR Custodian (Dept/Ministry/ State)	• Is the custodian of the PARs of the Department/ Ministry/State	Establishment/ Admin Section of the Department/ Ministry/ State	Yes
PAR Manager	• 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	• Fill the PAR Form and Submit to Reporting Officer as per the defined schedule and time line	Officer Reported Upon	Yes
Reporting Authority	• Assessment of the PAR • Reporting Officer grades the PAR forwarding to Reviewing Officer	-do-	Yes
Reviewing Authority	• Reviews the comments of the Reporting Officer • Reviewing Authority grades the PAR and forwards to the Accepting Authority	-do-	Yes
Accepting Authority	• Accepting Authority is responsible for finalizing the PAR	-do-	Yes

SPARROW – Roles (Application)

Role	Responsible	Who	DSC (Req)

EMD Manager	• Updating the employee information
	  • 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

SPARROW – Roles (System)

Role	Responsible	Who	DSC (Req)

PAR Administrator	• Sets the PAR System parameters
	  • 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	• Development/Enhancement of SPARROW Application • Technical Support	NIC	No

SPARROW – Workflow

Standard	Normal flow of submission Flow will be based on the set hierarchy of Reporting/Reviewing/Accepting
Representation	• Sent by Custodian to Representation Accepting Authority to take necessary decision
Referral	Sent by Custodian to Representation Accepting Authority to take necessary decision

Manual Workflow :

To Define the transition point of the electronic PAR to be manually submitted

SPARROW – Implementation Roadmap

SPARROW – Getting Started

User/Official	SPARROW Application
• NIC eMail id	• Employee data
• DSC has to be installed	• Workflow to be set
• ePAR for Online submission	• PAR to be Generated

SPARROW – Help Resources

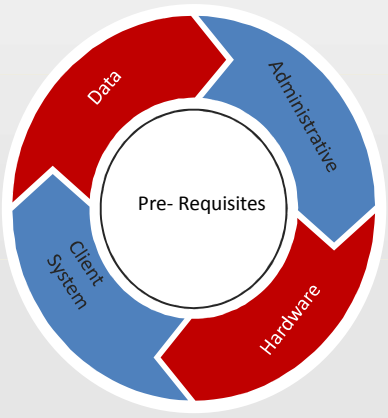
1.User Manuals

- SPARROW
- DSC Installation and Troubleshooting Guide

2.On line Interactive Tutorials

3. Support Portal

SPARROW – System Requirement



- NIC eMail
- Employee Data
- Workflow entry

- Roles
- Mapping Users to the Roles
- DSC Process

- OS: MS Windows, Linux
- Browser: Internet Explorer 10 or higher/ Mozilla Firefox 2.6 or higher
- Adobe Reader 7.0 or higher
- Antivirus Software

- 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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SPARROW – Contact Us
Government of India
NATIONAL INFORMATICS CENTRE