



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
- Implementation Guidelines
(User)



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1. Introduction

The electronic Annual Performance Appraisal Report (SPARROW) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of Service by the State Government/ Central Government. The aim of the system is to facilitates the electronic filling of PAR by officers in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience.

PAR filling process starts at the beginning of the financial year. The PAR Manager creates the workflow of the individual officer. The custodian generates the PAR of the respective Organization officers and sends the blank PAR forms to the individual officer. The officer fills the PAR for further submission to his/ her Reporting officer. The PAR moves from Reporting officer to Reviewing officer and to Accepting officer mandatorily marking CR Section a slip.

There are some prerequisites that need to be fulfilled before implementing the application.

2. Prerequisites:

2.1 NIC email ID

Note:

The detailed steps regarding getting the NIC email Id are explained in [Annexure I](#).

2.2 Digital Signing Certificate (DSC)

Note:

The detailed steps regarding installation of the DSC are explained in [Annexure II](#).

2.3 eSign

Note:

For using the eSign Aadhaar number should be registered in the application.

2.4 NIC Net/ Internet

The user should have NIC Net and internet connectivity in their system.

NIC Net is the network connectivity provided by NIC which allows user to access SPARROW application.

2.5 Browser Compatibility

The SPARROW application is compatible in all the three browsers i.e. Internet explorer, Mozilla Firefox and Chrome; however in case of DSC the application is incompatible with chrome browser.

3. Application Flow

3.1 Login Steps in SPARROW

Step 1: For accessing the SPARROW application visit the SPARROW URL using the browsers like IE 11 or Mozilla Firefox.

Step 2: A window will appear as shown in **Fig.SPARROW.4**, enter the credentials, username for SPARROW will be NIC email ID (before the '@' sign) if officer's NIC email ID is one of among types i.e., abc@nic.in, abc@ias.nic.in or abc@gov.in and password will be the same as password of NIC email ID.



Fig.SPARROW.4

Note: If the officer does not know the Username, he/she can use the link Find Your User Name as shown in Fig.SPARROW.5 by entering the details like service, email ID, Aadhaar No. etc.

Fig.SPARROW.5

Step 3: As a result the screen appears is shown in **Fig.SPARROW.6** to access the application.

Fig.SPARROW.6

Note:

In case of Invalid Login, officer should reset the NIC email id password.

3.2 Access PAR

Officer can access the PAR through two ways:

- 1) DSC
- 2) eSign

3.2.1 DSC Enrollment:

Note:

To enroll the DSC refer the steps mentioned in [Annexure III](#).

3.2.2 Steps to Access APAR using DSC

Step 1: Click on **Inbox**→**My PAR**.

Step 2: Open the APAR by clicking on PAR ID as in **Fig.SPARRROW.7**.

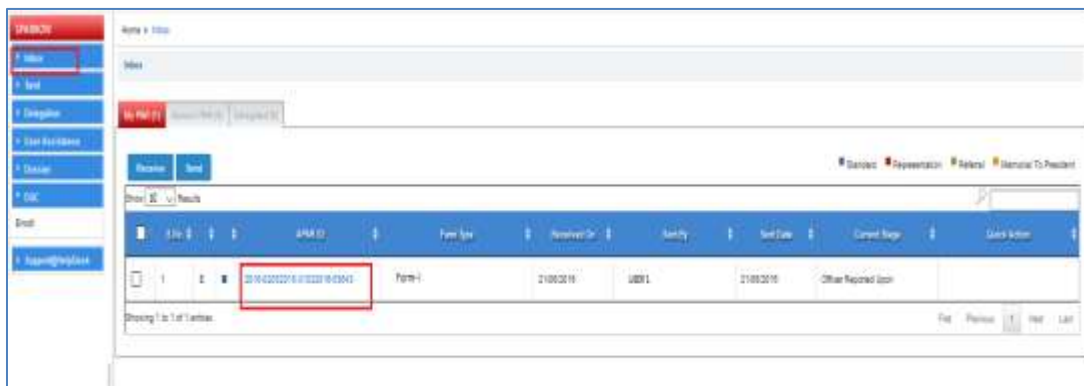


Fig.SPARRPOW.7

Step 3: After filling the PAR click on Send to Reporting authority button.

Step 4: A Pop-up window will appear enter the DSC pin.

Step 5: A message will appear that the PAR is sent successfully.

3.2.3 Aadhaar Registration

Note:

For Aadhaar Registration refer the steps mentioned in [Annexure IV](#).

3.2.4 Steps to Access APAR using eSign

Step 1: Click on **Submit with eSign (Send To Employee)** button, as shown in **Fig.SPARRPOW.8**

Smart Performance Appraisal Report Recording Online Window

USER:1 (Officer-AP) | Update Aadhaar/Email/Mobile

Home » eForm » Generation

Officer Name : User 1 | Cadre : Andhra Pradesh Service : IAS Designation : RETIRED Batch : 1986 Assessment Period : 01/04/2015 to 31/03/2019

Standard Section I

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon: R. K Himaj Singh

2. Service: IAS | 3. Cadre: MANIPUR TRIPURA

4. Year of Allotment: 1990 | 5. Date of Birth: 13/06/1954

6. Present Grade: 0.00 | 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked
			From Date To Date

Note:
 * Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
 * Having any issue during Submit & Signing, kindly Troubleshoot

Save As Draft | Submit With DSC (Send To Employee) | Submit With eSign (Send To Employee)

Fig.SPARRPOW.8

Step 2: Select the check box and click on **I agree** button, Fig.SPARRPOW.9. An alert window appears click on **OK** button; user will get an OTP (One Time Password) on the mobile number registered with Aadhaar Number

Please check the box to provide your consent to the below option. I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSignGateway from National Informatics Centre . I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC:

- * Common Name (name as obtained from e-KYC)
- * Unique Identifier (hash of Aadhaar number)
- * Pseudonym (unique code sent by UIDAI in e-KYC response)
- * State or Province (state as obtained from e-KYC)
- * Postal Code (postal code as obtained from e-KYC)
- * Telephone Number (hash of phone as obtained from e-KYC)

I understand that National Informatics Centre shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I Agree | Cancel

Fig.SPARRPOW.9

Step 3: Enter the OTP and click on **verify with eSign** button, as shown in Fig.SPARRPOW.10

eSigning and sending...

Please wait for the OTP to be sent by eSign Service Provider (C-DAC)/ UIDAI on your Registered Mobile Number.

Enter OTP (The Unique Number Received On Your Registered Mobile Number with UIDAI.)

Problem in getting OTP -

- 1.) Please ensure that your Aadhaar Number is registered with SPARROW is valid.
- 2.) Please ensure that your mobile number is registered with UIDAI and can be verified through <https://esup.uidai.gov.in/web/quest/update>.
- 3.) National Informatics Centre is using services of C-DAC for eSign, there might be a problem at C-DAC eSign service.

Do you want to cancel eSign transaction?

Fig.SPARRPOW.10

Step 4: The message prompts is shown in Fig.SPARRPOW.11

Message

APAR ID 2016-01042015-31032016-2929 has been successfully sent to User 1 (01MT014010) - RETIRED

Fig.SPARRPOW.11

Annexure I

Steps for getting NIC email ID

All officials of implementing department must have NIC email Ids for login into eOffice (SPARROW) application. For obtaining NIC email ID, user needs to perform the following steps:

Step 1: User can download the forms for email account creation (individual/group) using the following links:

For Individual Subscription: http://mailnicin/docs/MailService_e-mail_Subscription_FormVer0p7pdf

For Bulk Subscription: http://mailnicin/docs/MailService_Bulk_e-mail_Subscription_FormVer0p7pdf

Steps 2: The users will now fill the above downloaded form, get it signed from Competent Authority department and then submit it to NIC Coordinator of the department for email ID creation.

Note:

The form should be filled in CAPITAL LETTERS.

Signatures of Competent Authority and NIC Coordinator of the department must be with date and seal.

All the fields must be filled.

Annexure II

Digital Signature Certificate (DSC) is the digital equivalent of physical, or paper certificates. DSC provides a secure way of accessing the application and can be presented electronically to prove one's identity or one's right to access information or services on the internet. DSC is available in the form of a smart card or USB eToken.

A digital signature uses the system of Public Key encryption to verify that a document has not been altered. Public key encryption (PKE) uses a system of two keys:

- A private key, which only you use (and should protect with a well-chosen, carefully, protected passphrase); and
- A public key, which other people use. Public keys are often stored on public key servers.

Pre-requisites for DSC Installation:

1. JAVA Installation
2. JAVA Security Settings
3. Middleware (USB Token Driver) Installation

Following steps will be followed to acquire the DSC:

Step 1: Obtain DSC from Certifying Authority (CA) as follows:

- Fill up and submit the duly signed DSC form to CA (For digital signature and non-deputation certificates).
- Get the DSC token (hardware).

Digital Signature Certificates (DSC) Installation Process:

Following steps will be followed to install DSC:

Step 1: Install JRE

- Download Java version 1.8 if not available already on your desktop/ laptop.

Step 2: Configure Java Security Settings

- Open Java from control panel
- Go to security tab and set security level to Medium/ Low.

Step 3: Install Middleware (Token Drivers)

- Download the DSC token drivers provided by CA.
- Install the DSC token driver.

Note:
The DSC is applicable for 2 years.

Annexure III

Steps to Enroll DSC with SPARROW application:

Step1: Plug DSC, click **Enroll** () link under **DSC** () module and click **DSC Registration** () Button, as shown in **Fig.SPARROW.12**

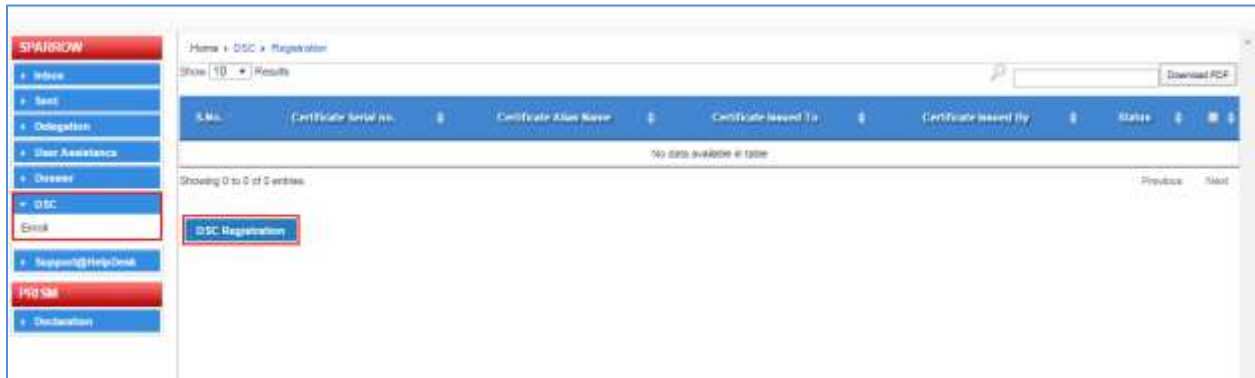


Fig.SPARROW.12

Step 2: Select the enrolled certificates and click **Register** () Button as shown in **Fig.SPARROW.13**



Fig.SPARROW.13

Step 3: Enter **User PIN** and click **Login** () Button as shown in **Fig.SPARROW.14**



Fig.SPARROW.14

Step 4: A message prompts, 'The DSC has been registered successfully', click **OK** () as shown in Fig.SPARROW.15

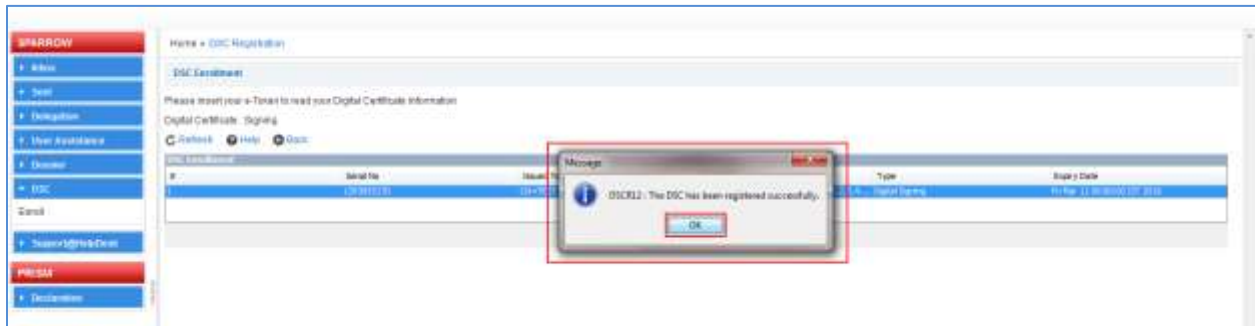


Fig.SPARROW.15

Step 5: User can view the registered DSC (Active), as shown in Fig.SPARROW.16



Fig.SPARROW.16

Note:

To deactivate registered DSC, click Deactivate DSC () button. Inactive DCS cannot be activated.

Annexure IV

Steps to Verify Aadhaar Number with SPARROW application

Step1: Visit the SPARROW URL using the browsers like IE 10 or Mozilla Firefox.

Step 2: A window will appear as in **Fig.SPARRPOW.17**, click the **Continue** button.



Fig.SPARRPOW.17

Step 3: Another window appears as shown in **Fig.SPARRPOW.18**. Enter the credentials, username for SPARROW will be NIC email ID (before the '@' sign) if officer's NIC email ID is one of among types i.e., abc@nic.in, abc@ifs.nic.in or abc@gov.in and password will be the same as password of NIC email ID and Click on **Login** button.



Fig.SPARRPOW.18

Step 4: After login, **User Information** page appears, enter the Aadhaar number and click on **Verify and Update** button as shown in **Fig.SPARRPOW.19**

Fig.SPARRPOW.19

Step 5: Select the check box and click on **I agree** button, **Fig.SPARRPOW.20**. User will get an OTP (One Time Password) on the mobile number registered with Aadhaar Number

Fig.SPARRPOW.20

Step 6: Enter the OTP and click on **verify with eSign** button, as shown in **Fig.SPARRPOW.21**

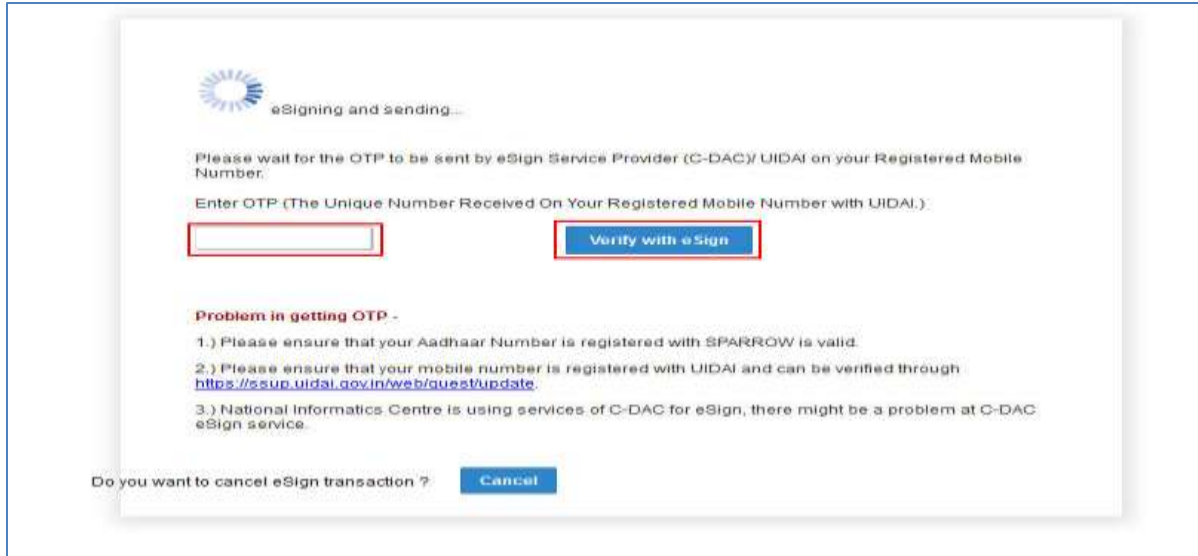


Fig.SPARRPOW.21

Step 7: As a result message prompts “Verified successfully”, shown in Fig.SPARRPOW.22

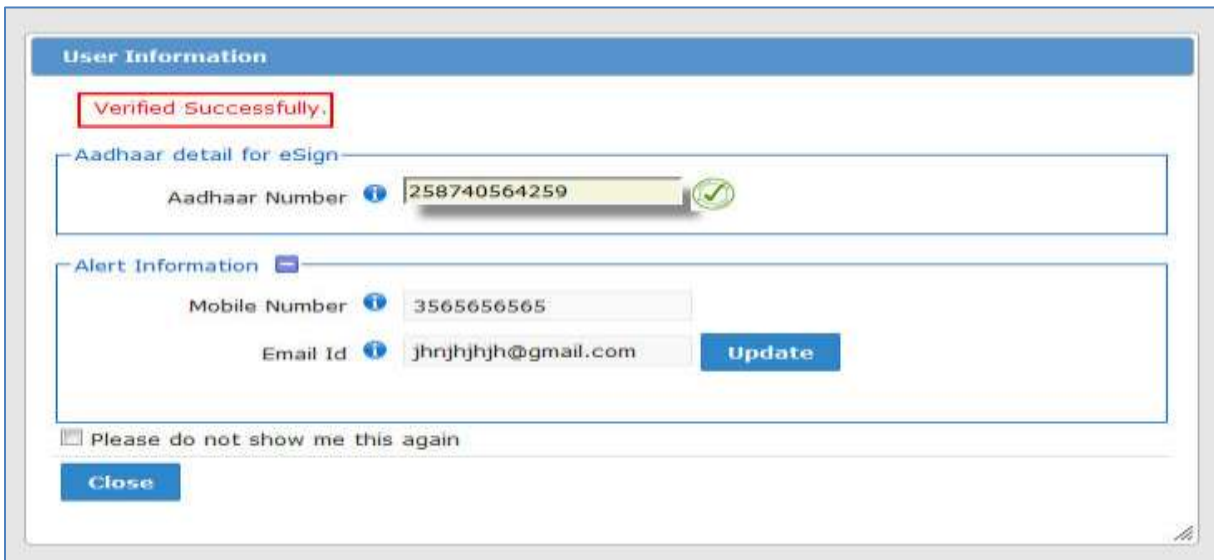


Fig.SPARRPOW.22

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