

# eOffice – SPARROW

SMART PERFORMANCE  
APPRAISAL REPORT RECORDING  
ONLINE WINDOW

Main Features

Roles

Workflow

Roles and Responsibilities

Support Resources

# SPARROW – Snapshot of Features

**Workflow  
Setting**

**Authorization &  
Access Roles**

**Document  
Upload option**

**Digital Signing & e-  
Signing**

**Online PAR  
Generation**

**Centralized Database  
De-Centralized  
Administration**

**Delegation  
( Authority &  
Permission)**

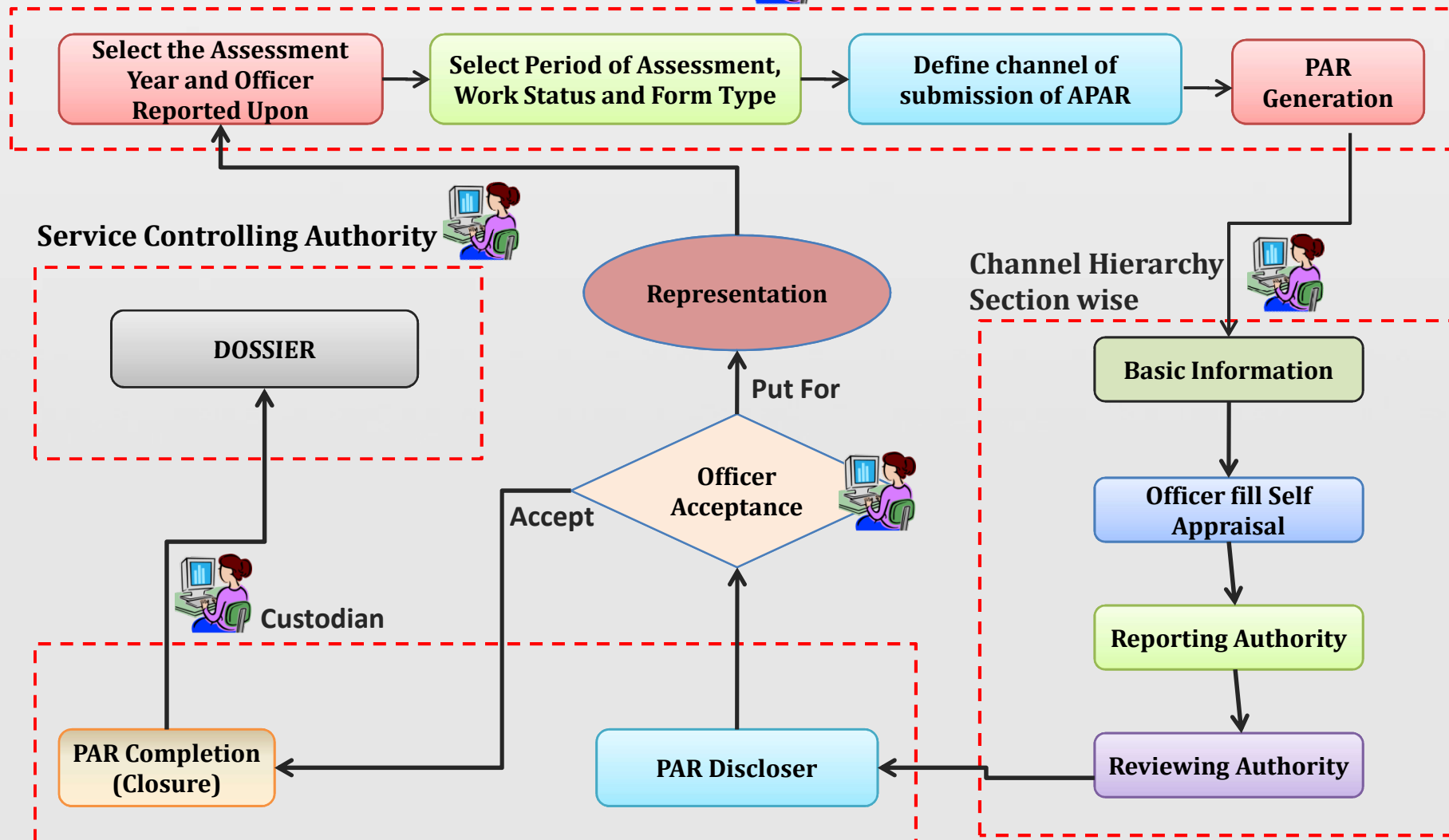
**Linkage to eOffice  
PIMS**

**Alerts & Notifications**

# SPARROW - Process



Custodian



## Roles

Functional  
(Two categories)

### Ownership

- Service Controlling Authority/ PAR Custodian (Overall)
- PAR Central/ State Custodian (Primary)
- PAR Central/ State Custodian (Alternate)

### 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 / eSign (Req)
PAR Custodian (Overall)	<ul style="list-style-type: none"> <li>Custodian of the SPARROW Database for all Command</li> <li>Complete Dashboard view</li> <li>Custodian of the Central Repository of ePAR (Dossier of all officers)</li> </ul>	Service Controlling Authority	Yes
PAR Custodian (Central/ State)	<ul style="list-style-type: none"> <li>Is the custodian of the PARs of the respective Command.</li> </ul>	Establishment/ Admin Section of the Department/ Ministry/ State	Yes
PAR Manager	<ul style="list-style-type: none"> <li>Sets the channel of submission (Reporting/Reviewing/Accepting Authority) in Workflow for PAR, to assist the work of Custodian</li> </ul>	Establishment/ Admin Section of the Department/ Ministry/ State	No

# SPARROW – Roles (Hierarchy)

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

# SPARROW – Roles (Application)

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



# SPARROW – Roles (System)

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

## Standard

Normal flow of submission

Flow will be based on the set hierarchy of Reporting/Reviewing/Accepting

## Representation

Sent by Custodian to Representation Competent Authority to take necessary decision

## Manual Workflow :

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

## PAR Central/State Custodian (Primary & Alternate)

- **Create or Update Workflow.**
- **Generation of PAR's for the Officers.**
- **Writing Section I – Basic Information**
- **Sign & Send to the PAR to officers reported upon.**
- **Dashboard View**

## PAR Central/State Custodian (Special cases)

- **Manual Process of PAR's.**
- **Force Forwarding of PAR's.**
- **Skip Level in PAR**
- **Tracking the PAR's status.**
- **Update Section I.**
- **Deletion of PAR's. (Only Primary Custodian)**
- **Pendency alerts through Dashboard to respective organization.**

## PAR Manager

- **Create or Update Workflow.**

## EMD Manager

- **Maintains the Basic Information.**
- **Update Login-id.**
- **Transfer the account of Officers.**
- **Performs Joining for the Transferred Officers.**

## Officer Reported Upon

- Login into the application.
- Access his/her PAR from Inbox>My PAR.
- Submit the PAR to next level.

## Reporting/Reviewing/Accepting

- Login into the application.
- Access subordinate's PAR from Inbox>Assess PAR.

# SPARROW – Getting Started

## User/Official

- NIC eMail id
- DSC has to be installed/e-Sign
- ePAR for Online submission

## SPARROW Application

- Employee data
- Workflow to be set
- PAR to be Generated

## 1. User Manuals

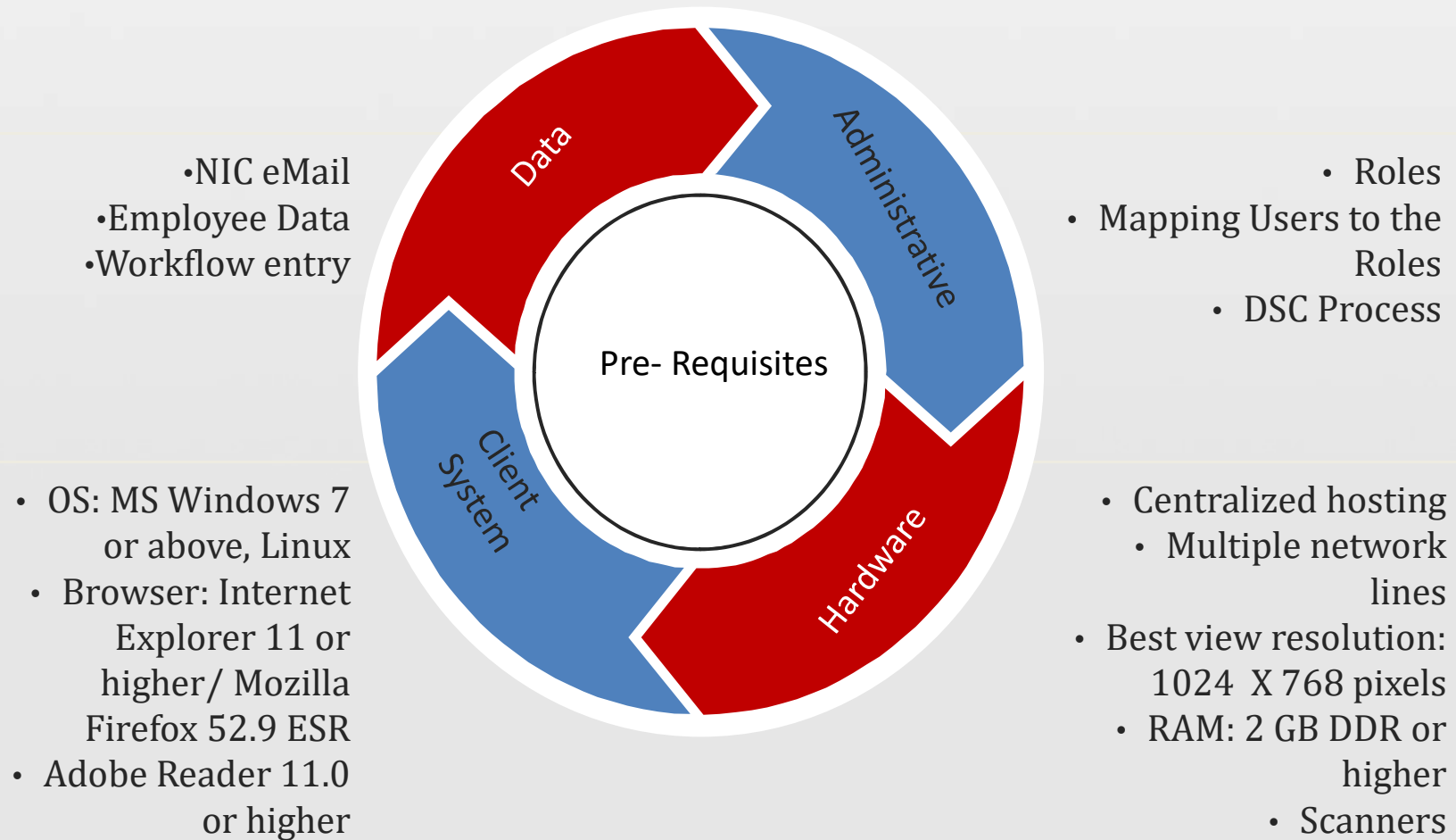
- SPARROW
- DSC Installation and Troubleshooting Guide

## 2. On line Interactive Tutorials

## 3. Support Portal (Service Desk)



# SPARROW – System Requirement





# Any Queries?

# Thank You