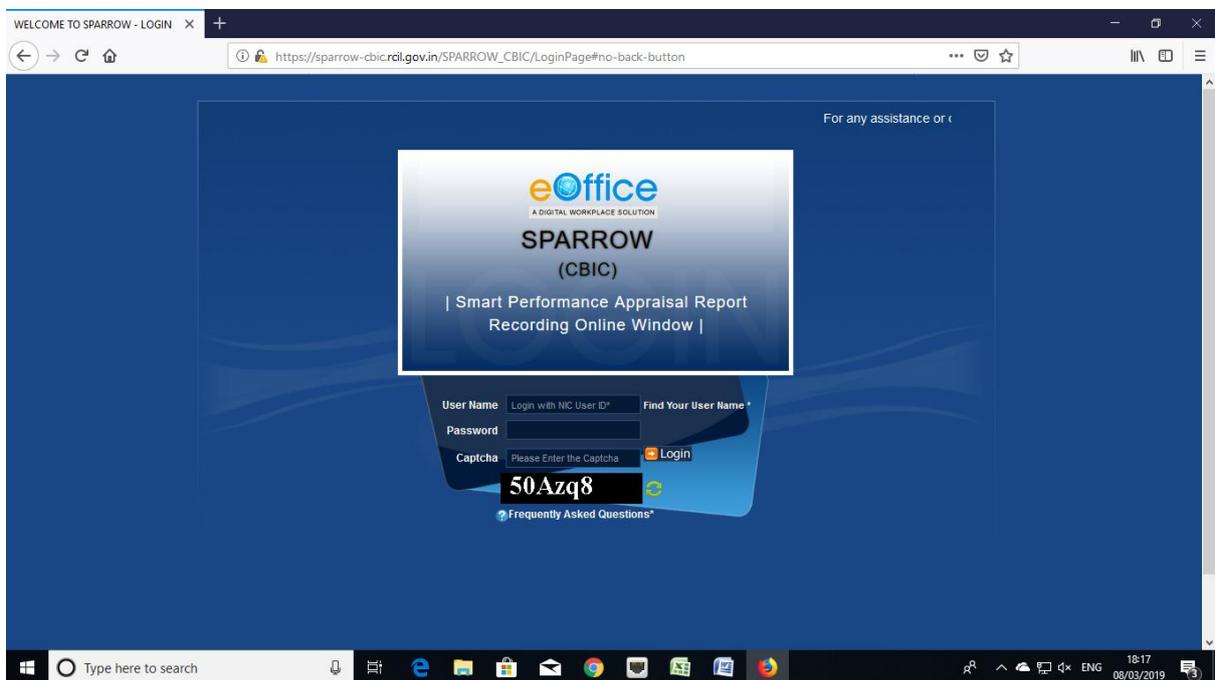


Step by step guide for the role of Custodian.

(Note: All the functions performed by the Custodian can also be performed by the Alternate Custodian, except the deletion of APAR)

Login

1. Open the url **<https://sparrow-cbic.rcil.gov.in/>**
2. On opening the url, the "Login Screen of SPARROW Software" (given below) will open.



3. The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".

The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is ashish.solanki@nic.in or ashish.solanki@gov.in, then, the user id will be ashish.solanki.

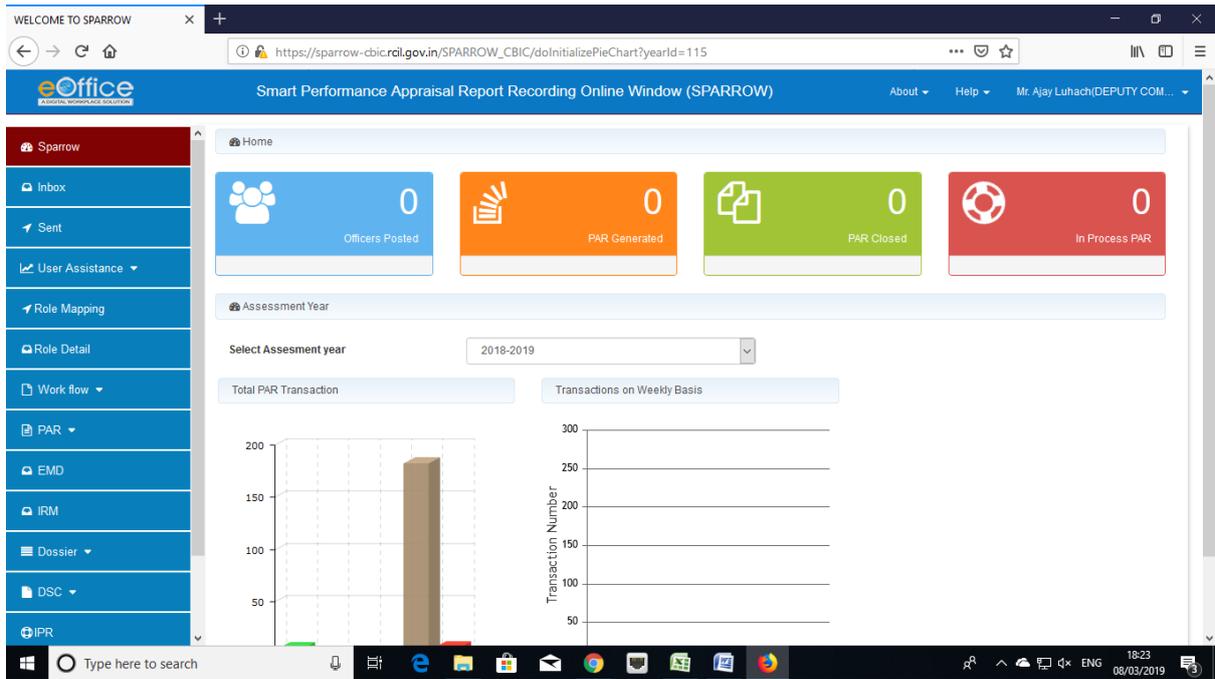
The password for the application will be same as your NIC email ID password.

Note: For practice environment, till software is launched, the default password for logging into the system is kept as "eoffice" for all the users. The following accounts can be used as the accounts of Custodians for the Training purposes:

1. Shri Man Mohan Singh - manmohansing.g139301@gov.in
2. Rajesh Mittal - rajeshmittal.g139301@gov.in
3. Praveen Pathak - praveenpatha.g139201@gov.in
4. Shri Deepak Verma - deepakverma.g139601@gov.in
5. Manoj Kumar Sharma - manojkumarsh.g131102@gov.in
6. AMAR RAI - amarkumarrai.g139401@gov.in
7. Shri Jagdarshan Bist - jagdarshansi.g139401@gov.in
8. Manish Agarwal - manishagrawa.g139001@gov.in
9. PRAKASH RAWAT - prakashsingh.g139501@gov.in
10. Shri Sanjay Mishra - sanjaymishra.g138601@gov.in

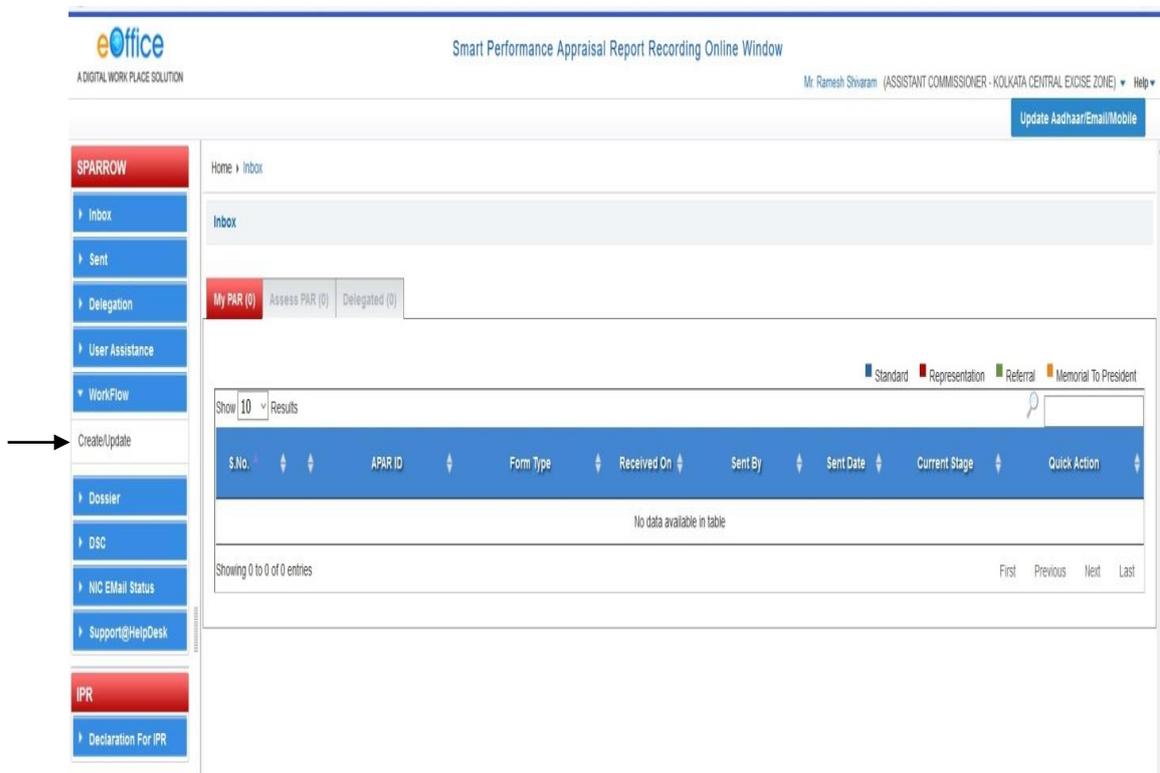
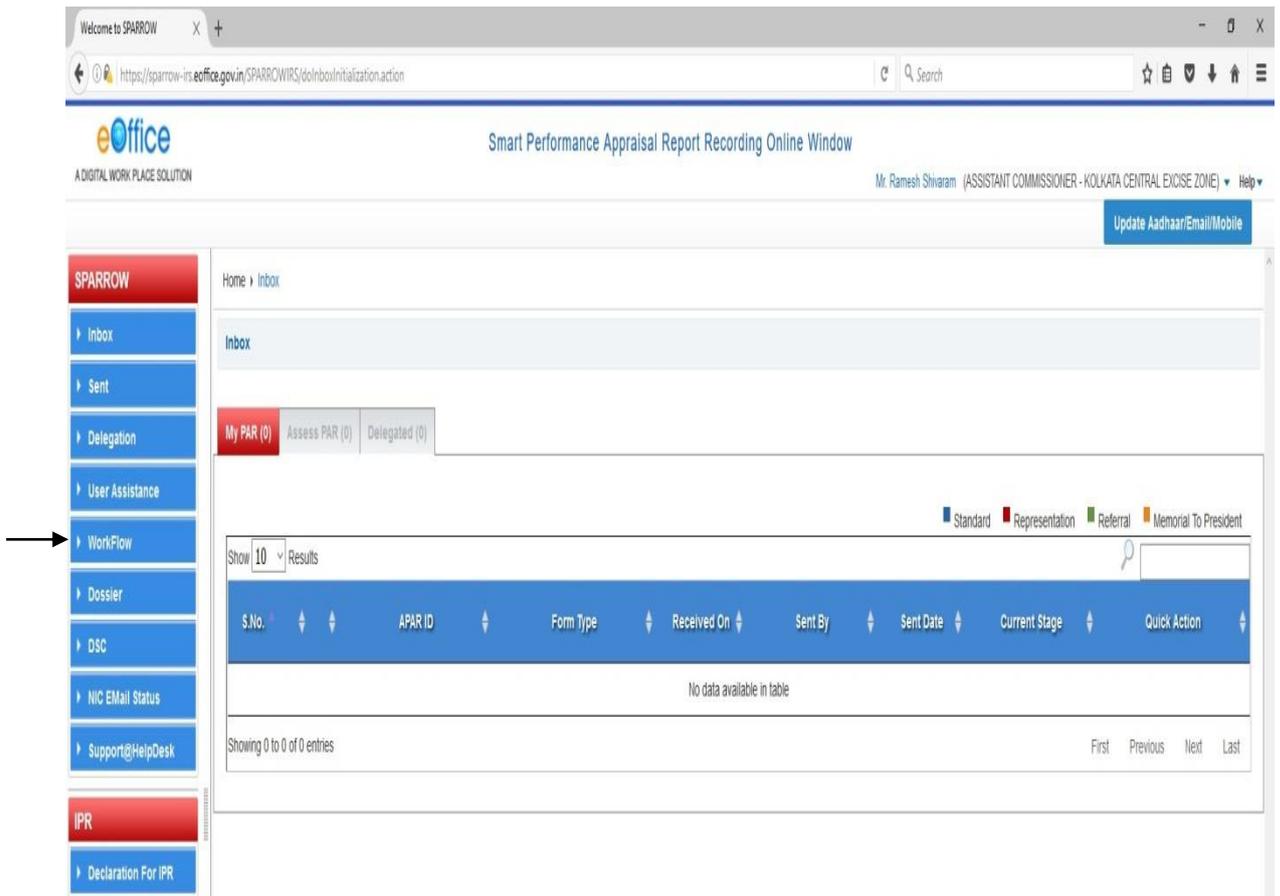
4. The Captcha as given in the box should be entered then click the "**Login**" button.

5. After logging in, the software would automatically move to next screen. By default, the SPARROW window will open up as shown in the next page.



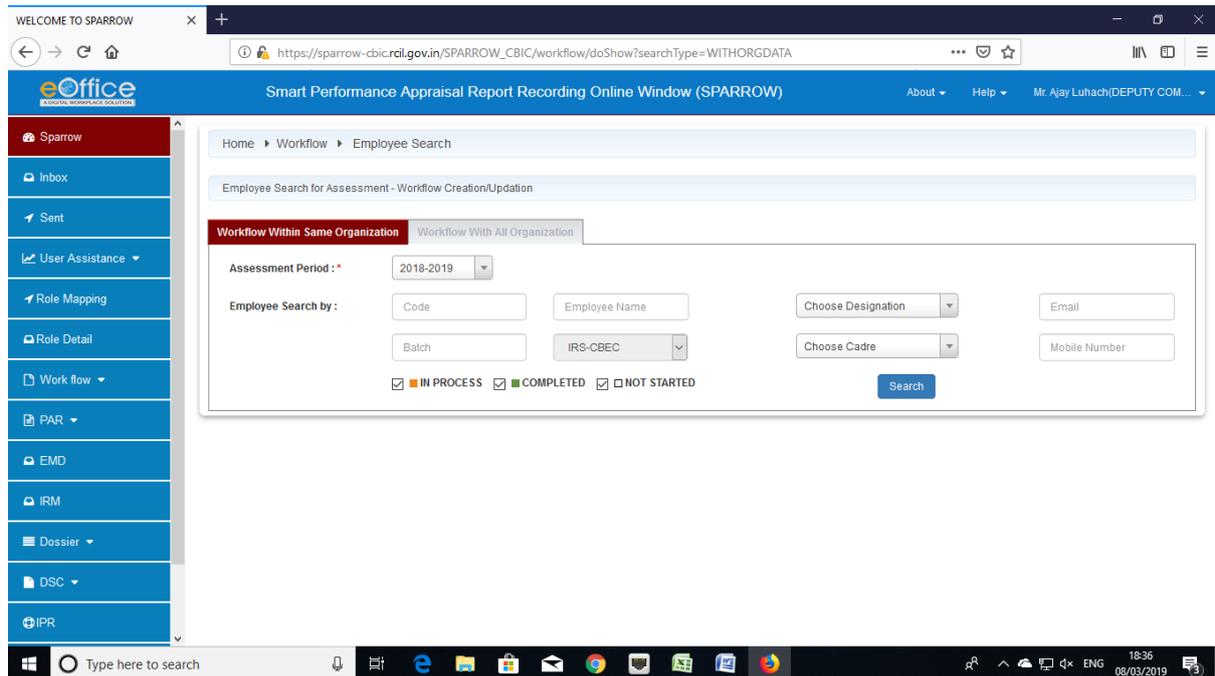
6. After successful login, the above window will open up. This page will have some tabs in the left side depending upon the role assigned to the officer. Above page is for the role of Custodian. These roles are allocated Super Custodian (Zonal Nodal Officer) and on logging in, different window will open up depending upon the role assigned to that user ID.

The basic function of the Custodian is to define the work flow. Accordingly, the Custodian has to click the tab "**workflow**" on the left hand side the screen and then click **Create/ update** link.



7. On clicking the Workflow, the Tab will extend and "Create/Update" link will be displayed. On clicking the

"Create/Update" link (as shown in image above), the **"Employee Search for Assessment - Workflow Creation"** window will open up.



"Workflow Creation" window will have two tabs which are **"Workflow Within same Organisation"** and **"Workflow With All Organisation"**. Now depending upon whether the Custodian is creating workflow for the employee in same formation or in some different formation, he will choose **"Workflow Within same Organisation"** or **"Workflow With All Organisation"** respectively. It is advisable to select **"Workflow With All Organisation"**.

Custodian should then select **"Assessment Period"** from the drop down menu provided.

Now the Custodian has to search the officer in respect of whom he wants to create work flow. Out of all the displayed option, the Custodian can search either by name or employee code. It is advisable to use the **"Employee Code"** of the officer for search as it is unique identification number for any officer

Once the **"Employee Code"** is entered & search button is pressed; the name of the officer whose workflow is to be created will be populated in a table below:

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Workflow > Employee Search

Employee Search for Assessment - Workflow Creation/Update

Workflow Within Same Organization | Workflow With All Organization

Assessment Period: 2018-2019

Employee Search by: G13A_KM0301

Employee Name: [] Choose Designation: [] Email: []

Batch: [] CBIC: [] CENTRAL SERVICES: [] Mobile Number: []

IN PROCESS COMPLETED NOT STARTED

Search: [] [Search]

Copy PDF CSV Excel Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	<input type="checkbox"/>	ASHISH KUMAR	1900	G13A_KM0301	INSPECTOR	CENTRAL SER...	Create Workflow

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

9. Three square boxes will also be displayed in the left side of the officer's name. These square boxes will have a colour depending upon the status of workflow creation for the officer which is given as below.



In Process



Completed



Not Started

Custodian should click the **Create Workflow** Tab (In Blue Colour) which will populate the details of the Officer and a window will open for "**Creation of Work Flow - Choosing Workflow Period**" as given in the screen below.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Workflow > Define Workflow

Basic Information

Code: G13A_KM0301 Name: ASHISH KUMAR Designation: INSPECTOR

Service: CBIC Cadre: CENTRAL SERVICES Organization: MEERUT GST ZONE - APPEALS (DEHRADUN)

Batch: 1900

Back to search

Creation of Work Flow - Choosing Workflow Period

S.No	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2018 To: 31/03/2019	-SELECT-	-SELECT-	Continue

In this window, the "**Assessment Period**" has to be selected first which has to be done very carefully. The Assessment period has to be selected depending upon the dates during which the officer has worked under different Reporting and Reviewing officers during the financial year.

The APAR can be generated for period which is not less than 90 days. There may be periods where he has not worked under any Reporting and Reviewing officer for 90 days or more. In such cases, the form for NRC has to be selected by PAR Manager as in such cases NRC is to be issued. Hence, PAR Manager may be required to create more than one work flow during the year for any officer.

The dates for assessment period (from and to) are to be selected from the calendar as shown below.

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The 'Basic Information' section displays the following details:

Code:	G13A_VM9301	Name:	ASHISH KUMAR	Designation:	INSPECTOR
Service:	CBIC	Cadre:	CENTRAL SERVICES	Organization:	MEERUT GST ZONE - APPEALS (DEHRADUN)
Batch:	1900				

The 'Creation of Work Flow - Choosing Workflow Period' section contains a table with the following structure:

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2018	--SELECT--	--SELECT--	Continue

A calendar for April 2018 is open, showing the dates from 1st to 30th. The 1st of April is highlighted in yellow.

10. After selection of the assessment period, the Status has to be selected from the drop down menu out of the three options i.e. "**WORKING**", "**NRC**" and "**FOREIGN ASSIGNMENT**". Where ever the APAR is to be generated, staus "**WORKING**" should be selected. **Foreign Assignment** is to be selected when the officer is on any Foreign Assignment with UN / WCO etc where the APAR is not written.

After selection of the Status, in case where the Status selected is **Working**, then the Form Type has to be selected from the drop down

menu out of the two options depending on the present grade of the officer.

11. Let us now create work flow for an officer who has worked under one set of Reporting and Reviewing officers from 16th April to 24th July 2018 and he has not completed 90 days under any Reporting / Reviewing officer for middle period which is more than 90 days and he went for Foreign Assignment for remaining period with UN / WCO etc where the APAR is not written and only Foreign Assignment Note is to be placed in APAR folder as per DoP&T O.M. The work durations of this officer is tabulated below.

S.No.	From	To
1.	16/04/2018	24/07/2018
2.	25/07/2018	20/11/2018
3.	21/11/2018	31/03/2019

12. The workflow details have to be filled in by the Custodian in the table below:

The screenshot displays the SPARROW web application interface. The main content area shows the following details:

Basic Information

Code:	G13A_KM001	Name:	ASHISH KUMAR	Designation:	INSPECTOR
Service:	CBIC	Cadre:	CENTRAL SERVICES	Organization:	MEERUT GST ZONE - APPEALS (DEHRADUN)
Batch:	1900	Status:	WORKING	Form Type:	CRCL Group A

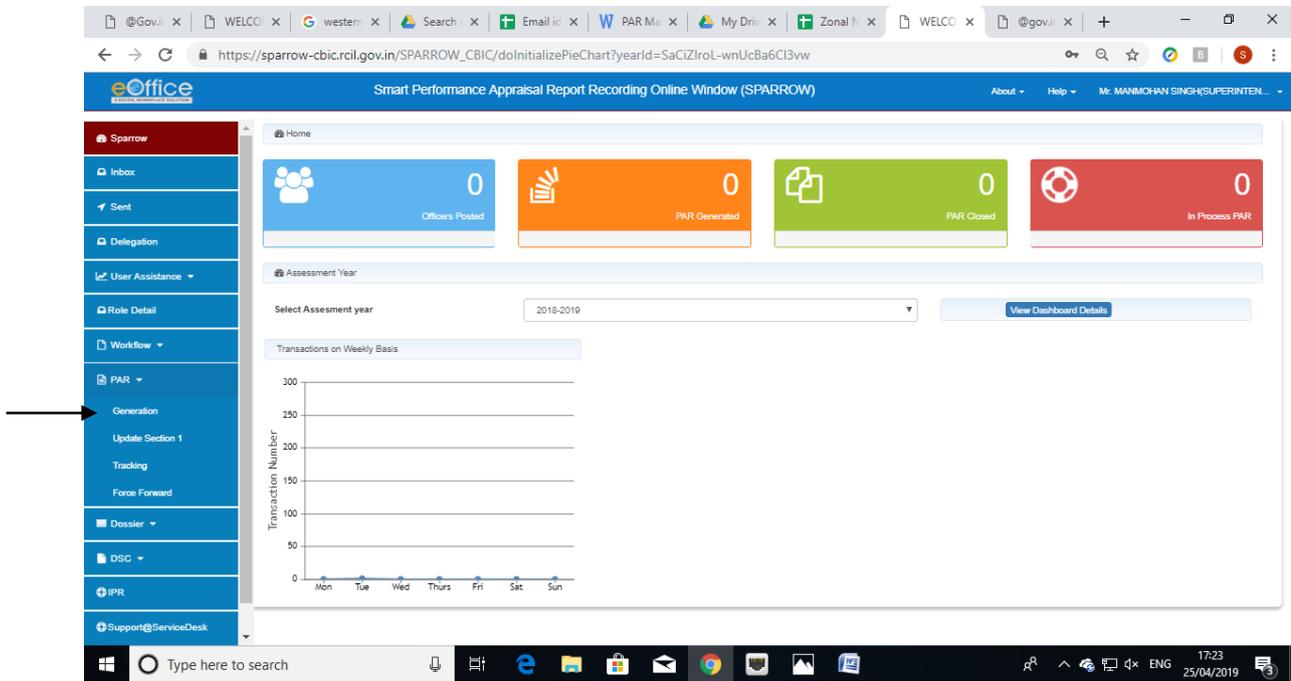
Work Flow for Assessment Period : 16/04/2018 to 24/07/2018

S.No	Stage test	Name	Target Date	Access Privileges
1	Officer Reported Upon	ASHISH KUMAR(G13A_KM001)[INSPECTOR -MEERUT GST ZONE - APPEALS (DEHRADUN)]	31/05/2018	+
2	Reporting Authority	--SELECT--	31/05/2018	+
3	Reviewing Authority	--SELECT--	31/07/2018	+
4	CR Section To Disclose	MANMOHAN SINGH(G13M_SM0301)[SUPERINTENDENT -MEERUT GST ZONE - APPEALS (D...	15/08/2018	+
5	Officer Disclosure	ASHISH KUMAR(G13A_KM001)[INSPECTOR -MEERUT GST ZONE - APPEALS (DEHRADUN)]	31/08/2018	+
6	CR Section for Closing	MANMOHAN SINGH(G13M_SM0301)[SUPERINTENDENT -MEERUT GST ZONE - APPEALS (D...	31/08/2018	+

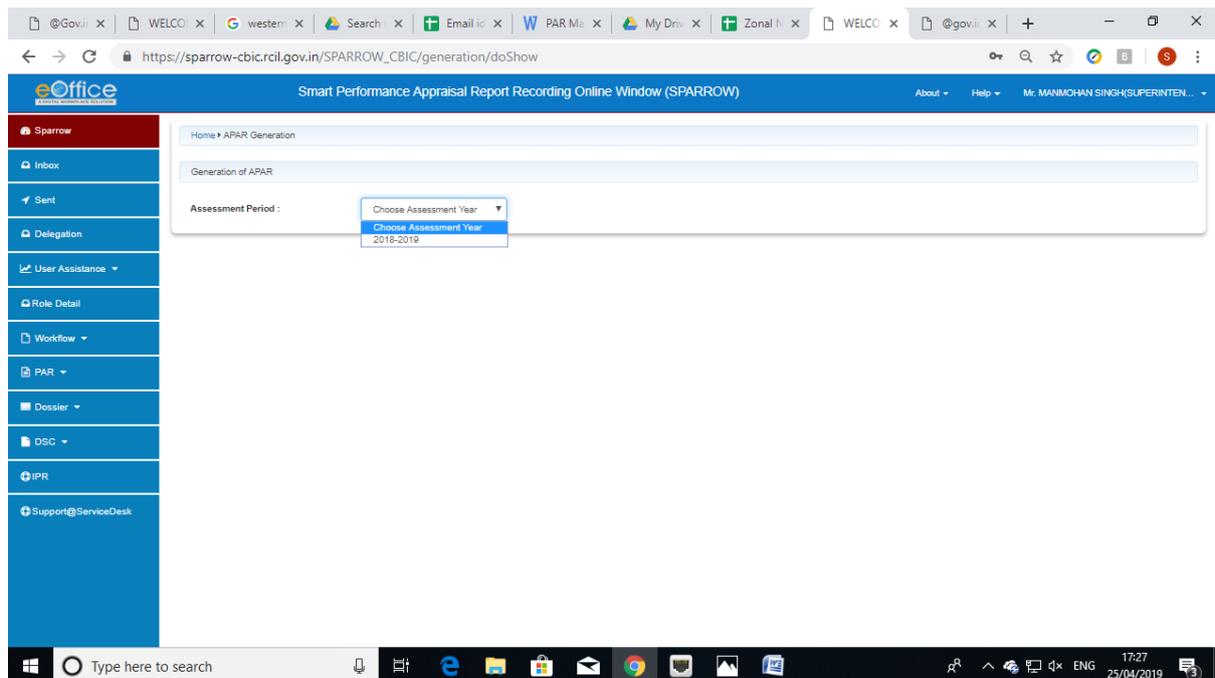
Action

Save Save and Next Back To Employee Search

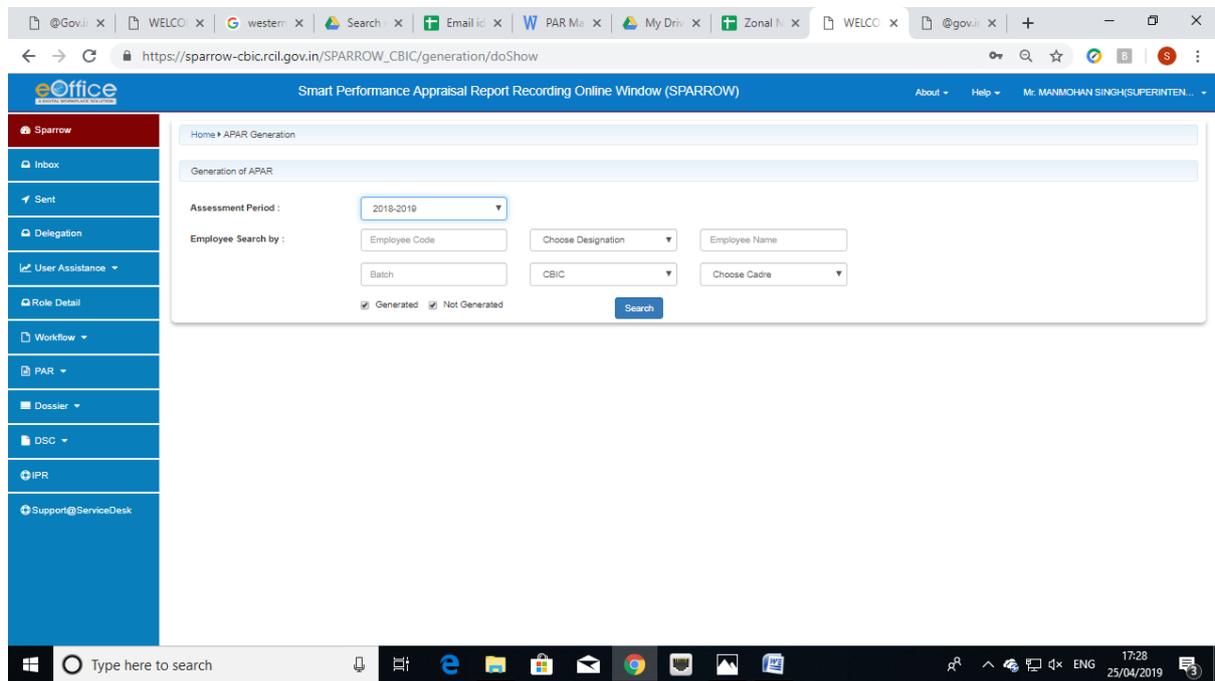
13. Till now, only workflow has been generated by Custodian but no PAR has been generated. Custodian can generate the PAR for which "**PAR tab**" should be clicked. On clicking it, the PAR tab will extend and 4 links will be displayed below PAR tab i.e. "**Generation**", "**Update Section I**", "**Tracking**" and "**Force Forward**".



14. On clicking "**Generation**" link, the "**APAR Generation**" window will open up as shown below. In this window, he has to select the Assessment Period



Then he can search employee by his/her Employee Code by filling the Employee code and clicking search button whereby all the PARs workflow created for that employee will be populated.



Alternatively, he can leave the Employee Code as blank and can only tick the "**Not Generated**" checkbox. In this case, the details of all the employees whose workflow has been created by Custodian but PARs are yet to be generated will be listed. The Custodian can select the work flow for any employee from the list for generation of APAR.

15. Let's try to create APAR for an officer for whom 3 work flows have been created by the PAR Manager for any year based on the following work durations.

S.No.	From	To	Status
1.	16/04/2018	24/07/2018	Working
2.	25/07/2018	20/11/2018	NRC
3.	21/11/2018	31/03/2019	Foreign Assignment

16. For above work durations, the Custodian had already created three work flows. One for the period during which the officer has worked under one set of Reporting and Reviewing officers from 16th April to 24th July 2018. Second for the period where he has not

completed 90 days under any Reporting / Reviewing officer but this period is more than 90 days and third for period during which he was on Foreign Assignment with UN / WCO where the APAR is not written and only Foreign Assignment Note is to be placed in APAR folder as per DoP&T O.M. These 3 workflow will be reflected as shown below in the Custodian screen for this officer.

The screenshot shows the SPARROW web application interface. The main content area is titled "Generation of APAR" and includes a search form with fields for "Assessment Period" (set to 2018-2019), "Employee Search by" (set to g13a_km9301), "Batch" (set to 1900), and "CBIC" (set to G13A_KM9301). Below the search form is a table with the following data:

S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	NRC (No Repor...	G13A_KM9301	1900	ASHISH KUMAR	INSPECTOR	25-07-2018	20-11-2018	Generate
2	E	IRS ON FOREI...	G13A_KM9301	1900	ASHISH KUMAR	INSPECTOR	21-11-2018	31-03-2019	Generate
3	E	CRCL Group A	G13A_KM9301	1900	ASHISH KUMAR	INSPECTOR	16-04-2018	24-07-2018	Generate

The table also includes columns for "Form ID", "Form Type", "Code", "Batch", "Name", "Designation", "From Date", and "To Date". The "Quick Action" column contains a "Generate" button for each row. A red circle highlights the "Generate" button in the third row.

17. Custodian needs to be click **Generate** under the heading "**Quick Action**" for generating APAR. Now let us consider all the three cases one by one.

18. First we will generate the APAR for the period 16-04-2018 to 24-07-2018. The Custodian should click the **Generate** which is in the line of the Work Flow for the period 16-04-2018 to 24-07-2018 and the first page of the APAR i.e. Section-I of APAR will open up as shown below.

19. Certain fields like **Name of the officer**, **Year of Allotment**, **Date of Birth**, and **Employee Code** in the Section I of the APAR will be auto populated. If these values are incorrect the same can be changed/corrected by the Custodian.

20. Custodian should take extra care in filling the **"Period Worked"** under the Reporting and Reviewing officer (column no. 9) factually & correctly. The names of the **Reporting Officer & Reviewing Officer** along with the date field of **"Period Worked"** will be auto populated. The date fields will auto populate with same dates which are the initial and final dates of the period of work flow. The **Custodian** should however update these from and to dates for both Reporting and Reviewing officer with actual dates of supervision by these officers (which may last beyond the period under consideration) by clicking the calendar.

While updating these dates, if Custodian finds any mistake in creation of Work Flow, the **Custodian** can delete the work flow and can create a new work flow. This deletion of workflow is explained later in this manual.

21. In column no. 10, **leave details** are to be filled by selecting the dates from the calendar icon and entering the type of leave and remark as shown in screen below. For adding more leaves click on add “+” tab in green colour as shown in the screen below.

The screenshot displays the SPARROW (Smart Performance Appraisal Report Recording Online Window) interface. The user is logged in as Mr. MANMOHAN SINGH (SUPERINTEN...). The main content area shows a form for recording appraisal details for an Inspector named Ashish Kumar.

Basic Information:

Name:	ASHISH KUMAR	Cadre:	CENTRAL SERVICES	Service:	CBIC
Designation:	INSPECTOR	Batch:	1800	Assessment Period:	18/04/2018 to 24/07/2018

Reporting Authority:

Reporting Authority:	UPHARMISHILA UPADHYAY	TAX ASSISTANT	18/04/2018	24/07/2018
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Reviewing Authority:

Reviewing Authority:	GAURAV SHARMA	TAX ASSISTANT	18/04/2018	24/07/2018
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10. अवकाश आदि पर अनुपस्थित रहने की अवधि
Period of absence on leave, etc.

अवकाश पर (प्रकार दृश्य में) On Leave	अवधि से Period From	अवधि तक Period To	प्रकार Type	टिप्पणियाँ Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

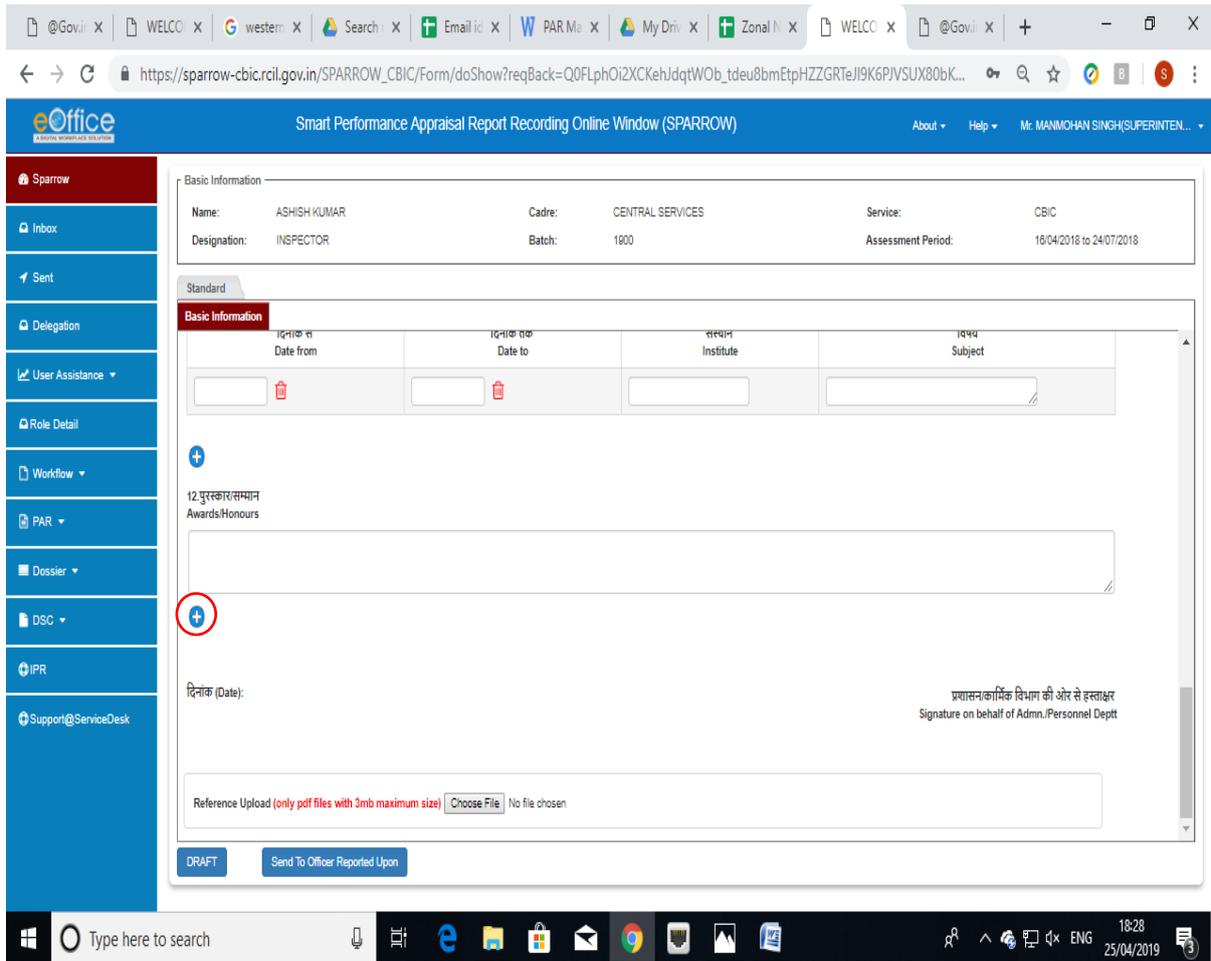
11. प्रशिक्षण कार्यक्रम जिसमें उपस्थित हुए
Training Programs attended:

दिनांक से Date from	दिनांक तक Date to	संस्थान Institute	विषय Subject
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: DRAFT, Send To Officer Reported Upon

22. Column no. 11 consists of the **Training details** to be filled if the officer has attended any training during the period for which the APAR is being written. Training dates are to be selected from the calendar under “**Date From**” and “**Date To**”. Enter the **Institution** or **Organisation** where an officer has attended training and also the **Subject** in which the officer has been provided training.

23. Column no. 12 consists of **Awards** and **Honours** details. For adding more awards click on add “+” tab in green colour as shown in the screen below.



24. There are two options provided at the bottom, one as "**Save as Draft**" and "**Send To Officer Reported Upon**" as seen in the screen above. If the Custodian needs to save the Section-I of document for later reference he/she can click on "**Save As Draft**" or otherwise the document can be send to the **Officer Reported Upon** by clicking "**Send To Officer Reported Upon**".

On clicking "**Send To Officer Reported Upon**" button, a window asking OTP will appear in which you have to fill the OTP which will be received in your mobile linked with Adhaar card. Once OTP is submitted, a confirmation window will pop up reading- "**Once form is submitted, data will not be changed. Are you sure want to Submit**". Click OK to submit the Section-I of APAR.

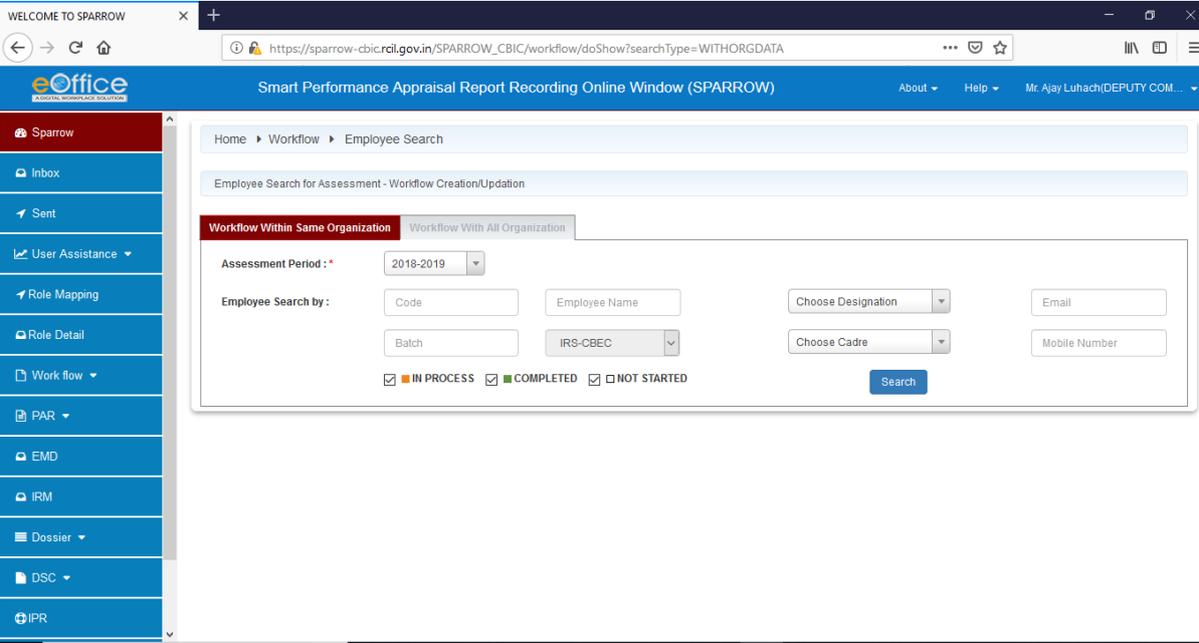
25. Once the PAR document is sent to the **Officer reported upon**, a confirmation message will be displayed as shown below and an email and sms alert will also be sent to the officer reported upon to this effect.

Deletion of Work flow:

Action required by Custodian when work flow created is not correct

26. In case, the Custodian finds that the work flow created is not correct and one or more work flow needs to be modified, he has the power to delete any work flow. The deletion can only be done before the generation of the APAR. Once the APAR is generated by Custodian, deletion is not possible.

27. For deletion, the custodian has to go to the "**Workflow**" menu of the SPARROW. On clicking the Workflow, the Tab will extend and "**Create/Update**" link will be displayed. On clicking the "**Create/Update**" link, the "**Employee Search for Assessment - Workflow Creation**" window will open up. **Workflow Creation** window will have two tabs which are "**Workflow Within same Organisation**" and "**Workflow With All Organisation**" respectively. Now Custodian has to select "**Workflow With All Organisation**". Custodian should then select "**Assessment Period**" from the drop down menu provided. Once the "**Assessment Period**" is selected from the drop down menu; various search options will come on the screen as below.



The screenshot displays the SPARROW web application interface. The browser address bar shows the URL: https://sparrow-cbic.rail.gov.in/SPARROW_CBIC/workflow/doShow?searchType=WITHORGDATA. The application header includes the eOffice logo and the title "Smart Performance Appraisal Report Recording Online Window (SPARROW)". The user is identified as "Mr. Ajay Luhach(DEPUTY COM...".

The main content area shows the "Employee Search for Assessment - Workflow Creation/Update" window. The window has two tabs: "Workflow Within Same Organization" (selected) and "Workflow With All Organization". The "Assessment Period" is set to "2018-2019". The "Employee Search by:" section includes the following fields and options:

- Code (text input)
- Employee Name (text input)
- Choose Designation (dropdown menu)
- Email (text input)
- Batch (text input)
- IRS-CBEC (dropdown menu)
- Choose Cadre (dropdown menu)
- Mobile Number (text input)

There are checkboxes for "IN PROCESS", "COMPLETED", and "NOT STARTED", and a "Search" button.

28. Out of all the displayed option, the Custodian should fill the "**Employee Code**" of the officer who's APAR he wants to delete.

29. The Name of the officer will be displayed.

The screenshot displays the SPARROW web application interface. The browser address bar shows the URL: https://sparrow-cbic.rcil.gov.in/SPARROW_CBIC/workflow/doShow?searchType=WITHORGDATA. The application header includes the 'eOffice' logo and the title 'Smart Performance Appraisal Report Recording Online Window (SPARROW)'. The user is identified as 'Mr. MANMOHAN SINGH(SUPERINTEN...'. The left sidebar contains navigation options: Sparrow, Inbox, Sent, Delegation, User Assistance, Role Detail, Workflow, PAR, Dossier, DSC, IPR, and Support@ServiceDesk. The main content area shows the 'Employee Search' workflow. The search criteria are: Assessment Period: 2018-2019; Employee Search by: G13A_KM9301; Employee Name: (empty); Choose Designation: (empty); Email: (empty); Batch: (empty); CBIC: (empty); CENTRAL SERVICES: (empty); Mobile Number: (empty). The search results table is as follows:

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	■	ASHISH KUMAR	1800	G13A_KM9301	INSPECTOR	CENTRAL SER...	Create/Update Workflow

Showing 1 to 1 of 1 entries. Navigation: First, Previous, 1, Next, Last.

30. After clicking on **Create/Update Workflow** all the workflows created for the officer will be displayed as below:

Home > Workflow > Define Workflow

Basic Information

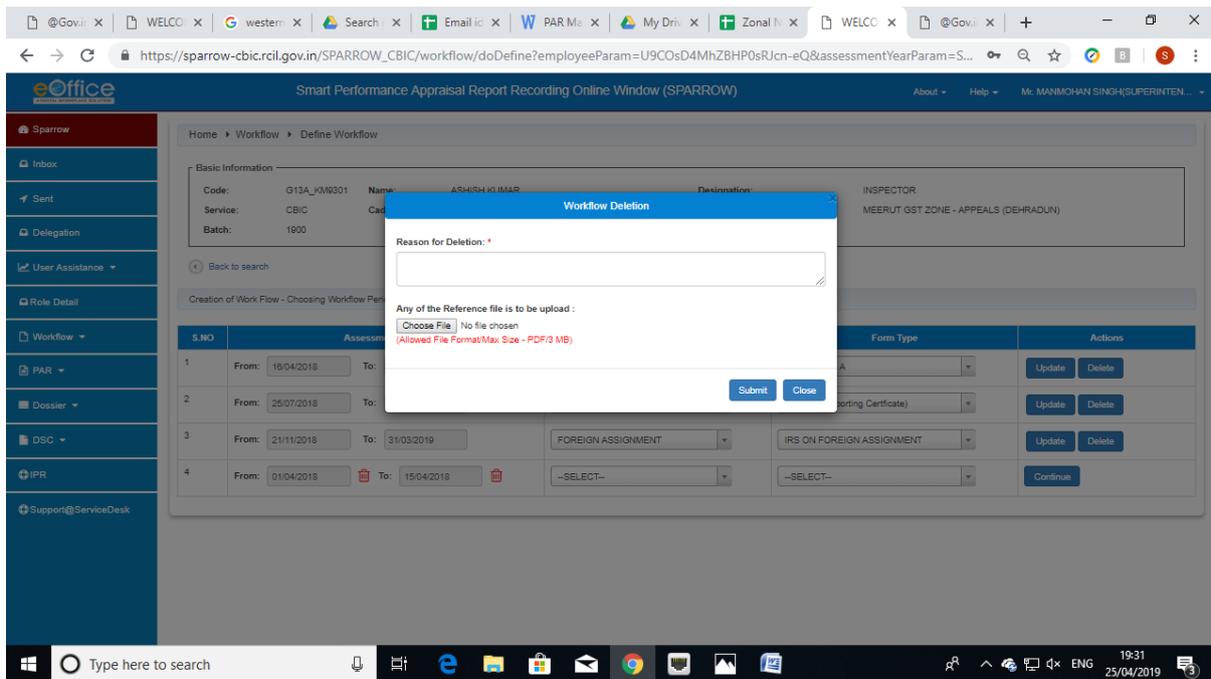
Code:	G13A_KM/301	Name:	ASHISH KUMAR	Designation:	INSPECTOR
Service:	CBIC	Cadre:	CENTRAL SERVICES	Organization:	MEERUT GST ZONE - APPEALS (DEHRADUN)
Batch:	1900				

Back to search

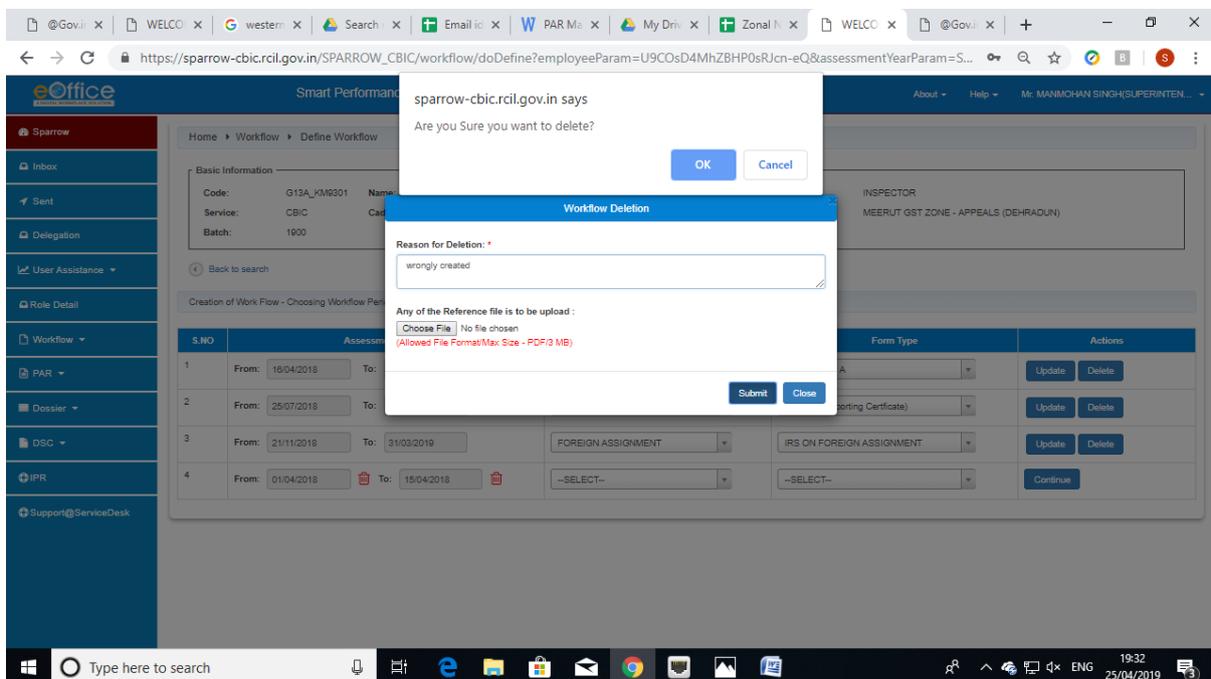
Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 16/04/2018 To: 24/07/2018	WORKING	CRCL Group A	Update Delete
2	From: 25/07/2018 To: 20/11/2018	NRC	NRC (No Reporting Certificate)	Update Delete
3	From: 21/11/2018 To: 31/03/2019	FOREIGN ASSIGNMENT	IRS ON FOREIGN ASSIGNMENT	Update Delete
4	From: 01/04/2018 To: 15/04/2018	--SELECT--	--SELECT--	Continue

31. The workflow created will have two options **Update** and **Delete** as shown in the screen above. The Custodian can delete the wrong Workflow generated. On clicking the Delete button a message box will open up as shown in the screen below wherein the Reason for Deletion is to be filled up. Custodian can also attach any reference document if required.



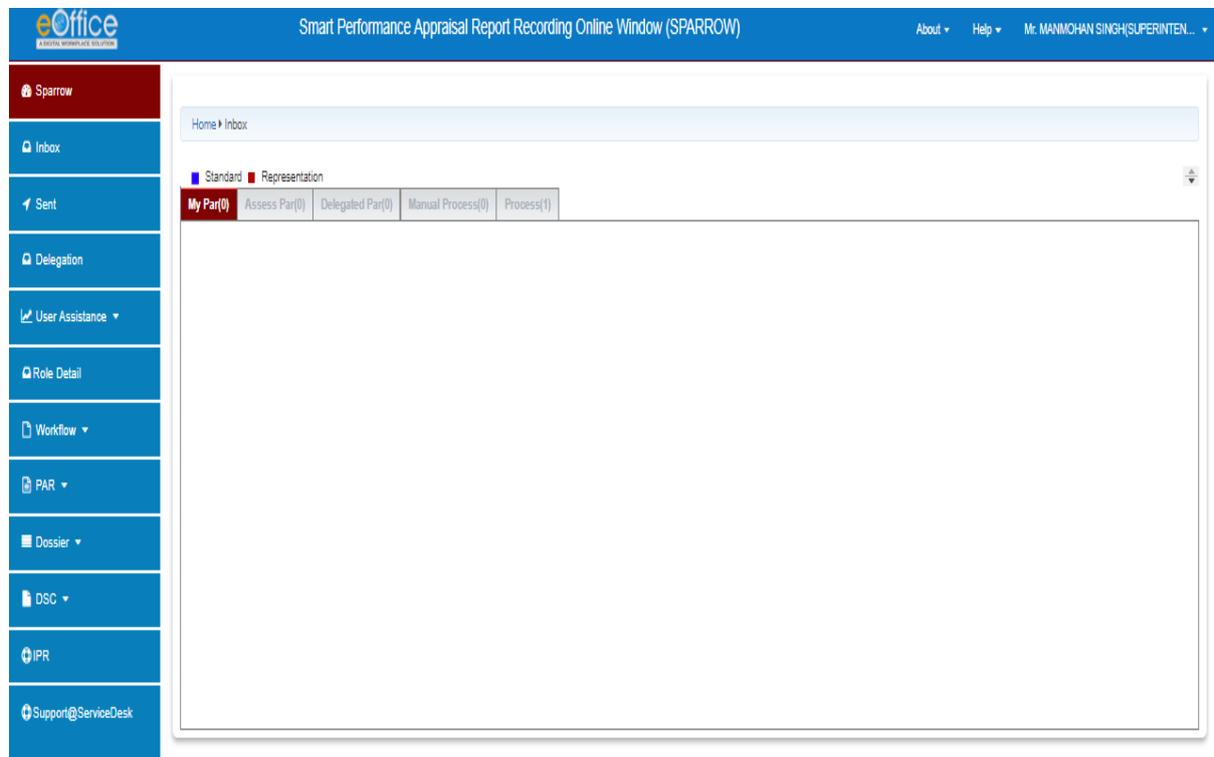
32. After writing the reason and uploading the document, Click Submit. The system will ask for confirmation before deletion. A confirmation message will pop up as shown below:



33. Once Ok is clicked, the said work flow will be deleted and the system will automatically propagate the remaining period for which the workflow is not yet to be created. The custodian can then generate the corrected workflow again.

Disclosing of APAR to the Officer Reported Upon

34. After the Reviewing officer assesses the APAR and submits it to the Custodian, the APAR is reflected in the **Inbox Section** of the Custodian. The Inbox section of the Custodian contains 5 tabs which are **My PAR**, **Assess PAR**, **Delegated**, **Manual Process** and **Process** as shown in the screen below.



35. The **APAR** generated, **NRC** and **Foreign Assignment** will be shown in **Process** tab.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Inbox

Standard Representation

My Par(0) Assess Par(0) Delegated Par(0) Manual Process(0) **Process(1)**

Search: Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E		2019-16042018-24072018-2106533	CRCL Group A	ASHISH KUMA...	25/04/2019	GAURAV SHAR...	25/04/2019	CR Section To ...	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

36. Clicking on the APAR ID the Disclose to Officer Section will be opened.

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Basic Information

Name: ASHISH KUMAR Cadre: CENTRAL SERVICES Service: CBIC
 Designation: INSPECTOR Batch: 1900 Assessment Period: 16/04/2018 to 24/07/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal Appraisal Reviewing **Disclose To Officer**

Rectangular Snip

Disclose To Officer

This is to certify that this APAR (PAR Id : 2019-16042018-24072018-2106533) for the period 16/04/2018 to 24/07/2018 has been disclosed to the officer reported upon (ASHISH KUMAR) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (PLI) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

Date: _____ Signature At Disclosure Level

Reference Upload (only pdf files with 3mb maximum size) No file chosen

37. Clicking on the Disclose to Officer Button, the APAR will be sent to the Officer Reported Upon and the following message will appear:

The screenshot displays the eOffice SPARROW interface. The top header is blue and contains the eOffice logo, the title "Smart Performance Appraisal Report Recording Online Window (SPARROW)", and user information "Mr. MANMOHAN SINGH(SUPERINTEN...". A vertical sidebar on the left lists various menu items: Sparrow, Inbox, Sent, Delegation, User Assistance, Role Detail, Workflow, PAR, Dossier, DSC, and IPR. The main content area shows a "MESSAGE" box with the following text: "APAR ID : 2018-16042018-24072018-2106533 has been Sent Successfully to ASHISH KUMAR (G13A_KM8301) [INSPECTOR]". Below the message is a "BACK" button with a circular arrow icon and the text "Click the Link to redirect back."

Closing of APAR generated.

38. Click **Process** tab in the Inbox and the following screen will appear.

eOffice
A DIGITAL WORKSPACE SOLUTION

Smart Performance Appraisal Report Recording Online Window (SPARROW)

About Help Mr. MANMOHAN SINGH(SUPERINTEN...

Sparrow

Inbox

Sent

Delegation

User Assistance

Role Detail

Workflow

PAR

Dossier

DSC

IPR

Support@ServiceDesk

Home Inbox

Standard Representation

My Par(0) Assess Par(0) Delegated Par(0) Manual Process(0) **Process(1)**

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S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E		2019-18042018-24072018-2108533	CRCL Group A	ASHISH KUMA...	25/04/2019	ASHISH KUMA...	25/04/2019	CR Section for ...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

The APAR so generated for the period from 24-04-2018 to 24-07-2018 in case of the given example will appear here. The Current stage here will show CR section to Disclose.

39. The Custodian has to Click over the APAR id relating to the APAR generated and the following screen will appear.

The screenshot displays the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)'. The interface includes a top navigation bar with the 'eOffice' logo, the application title, and user information for 'Mr. MANMOHAN SINGH(SUPERINTEN...'. A left-hand sidebar contains various menu items such as 'Sparrow', 'Inbox', 'Sent', 'Delegation', 'User Assistance', 'Role Detail', 'Workflow', 'PAR', 'Dossier', 'DSC', 'IPR', and 'Support@ServiceDesk'. The main content area is titled 'Basic Information' and shows details for 'ASHISH KUMAR', an 'INSPECTOR' in 'CENTRAL SERVICES' with 'CBIC' service, assessed from '18/04/2018 to 24/07/2018'. Below this, a 'Workflow Details' section is active, showing a sequence of steps: 'Basic Information', 'Self Appraisal', 'Appraisal', 'Reviewing', 'Disclose To Officer', and 'Officer Acceptance'. The 'Officer Acceptance' step is highlighted, displaying a message box with the text: 'The full APAR (PAR Id : 2019-16042018-24072018-2106533) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded has also been noted.' The date '25/04/2019' and the signature 'Mr. ASHISH KUMAR (G13A_KMS301) - INSPECTOR' are also visible. A 'Close' button is located at the bottom left of the main content area.

40. Click **Close** button to close the APAR and the following message will appear

This screenshot shows the same SPARROW application interface, but with a message dialog box displayed in the center. The dialog box has a blue header with the word 'MESSAGE' and a white body containing the text: 'APAR ID : 2018-18042018-24072018-2106533 has been Successfully Closed'. Below the message, there is a 'BACK' button with a circular arrow icon and the text 'Click the Link to redirect back.' The background of the application is dimmed, and the 'Close' button from the previous screenshot is no longer visible.

41. Now the generated APAR will go to the account of the Officer reporting Upon.
