

F.No.12021/1/2016-ISS
Government of India
Ministry of Statistics and Programme Implementation
ISS Division

Sardar Patel Bhavan,
Sansad Marg, New Delhi
Dated: 21.07.2017

OFFICE MEMORANDUM

Subject: Implementation of "SPARROW" for Indian Statistical Service (ISS) Officers – regarding.

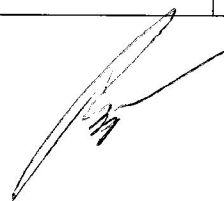
The undersigned is directed to refer to O.M of even number dated 21st Nov, 2016 (copy enclosed) regarding online recording of APARs of ISS Officers for theyear 2016-17 and onwards through SPARROW.

2. The website enabling online recording of APARs for ISS Officers has been made live and is accessible through <https://sparrow-iss.eoffice.gov.in>. The flow chart of APAR in electronic environment, general instruction for recording APAR online and Frequently Asked Question (FAQ) pertaining to SPARROW are enclosed herewith as Annexure(s) A,B & C respectively for smooth operation of the platform.

3. For online recording of APAR, all participating Ministries / Departments / Organisations were already requested to nominate officers to perform role of **PAR Custodian** and **PAR Manager** vide O.M. of even number dated 4th May, 2017. The requisite information received so far has been incorporated. However the same is yet to be received from many participating Ministries / Departments / Organizations. It is requested that the same may please be provided at the earliest. The information may be furnished to this division by e-mail only at iss@nic.in.

4. DoPT vide its OM No. 21011/02/2015 –Esst (A-II) – Part II dated 13.06.2017 has revised the time schedule for all Organised Group 'A' services for completion of APAR through SPARROW for the year 2016-17 as a onetime measure **only**. The revised target dates for recording of APAR online for the year 2016-17 are as follows:

S. No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to the Reporting Officer	31 st July,2017
2.	Forwarding of report by Reporting Officer to Reviewing Officer	16 th August, 2017



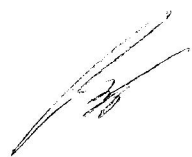
S. No.	Activity	Date by which to be completed
3.	Forwarding of report by Reviewing Officer to the Accepting Authority	31 st August, 2017
4.	Appraisal by Accepting Authority	15 th September, 2017
5.	Disclosure of APAR to the officer reported upon.	25 th September, 2017
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the Competent Authority	31 st October, 2017
8.	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority
9.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 15 days of finalization of decision by Competent Authority.
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December, 2017

Note: Entire APAR process should be completed by 31st December 2017, after which APAR will be finally taken on record. No changes can be made in the APAR after the midnight of 31st December 2017 and same will be automatically closed and finally submitted irrespective of its pendency in the channel.

5. The above relaxation in timeline is being resorted to as a one-time measure to cater to the needs of initial implementation of SPARROW application. Standard timeline has to be scrupulously followed from the year 2017-18.

6. All the Participating Ministries/Departments/ Organizations are requested that APARs of ISS officers may be filled online only with an exception in respect of those Officers whose physical APAR(s) have already filled and are completed in all respect **on or before 20th July 2017**. Such officers need **not** submit the APAR online. Future APAR(s) have to be submitted **online only** keeping in view the standard timelines of DoP&T vide its O.M. No. 22/10/2015-CS I (APAR) dated 27th May 2016 read with O.M No. 210011/18/2005-estt. (a) 9Pt. II) dated 23rd July 2009.

7. Help Manual as well as video clip in form of step guide for different roles as Custodian, PAR Manager, Officer Reported Upon, Reporting Officer and Reviewing Officer is available under the Help tab on <https://sparrow-iss.eoffice.gov.in>.



8. The following are the details of NIC team dedicated for addressing the queries regarding SPARROW portal for ISS:

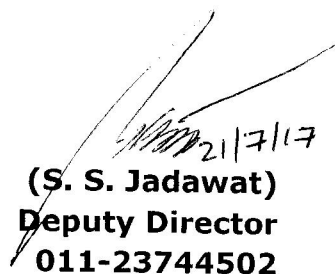
Helpdesk No: 1800111555

Email : (i) ssd2.eoffice-nic@nic.in
:(ii) support@nic.in

9. In case of further queries, please e-mail at ashish.saxena89@gov.in with complete details of the problem being faced or you may contact the following officer:-

Name	-	Shri Ashish Saxena
Designation	-	Assistant Director (APAR)
Telephone No.	-	011-23744620
Mobile No.	-	8802916969

Encl: As above


(S. S. Jadawat)
Deputy Director
011-23744502

Copy for information and necessary action to:

1. All the participating Ministries/ Departments/ Organisations.
2. All Additional Director General of MoSPI.
3. Deputy Director General, P.I. Wing, MoSPI.
4. Director (HOD)/Director (ISS)/Director (SSS)/Deputy Secretary (AD-II/III)/ Deputy Secretary (C&P).
5. Under Secretary (APAR), MoSPI.
6. Assistant Director (APAR), MoSPI.

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Most Immediate

**No. 12021/1/2016-ISS
Government of India
Ministry of Statistics and Programme Implementation
(ISS Division)**

**Sardar Patel Bhavan,
Sansad Marg, New Delhi,
Dated 21st November 2016**

OFFICE MEMORANDUM

Subject: Mandatory online filing of APARs of ISS Officers – regarding.

It has been decided to make the online filing of APAR mandatory for the year 2016-17 and onwards in respect of ISS Officers.

2. Mandatory online APAR system for ISS Officers would be modeled on the Smart Performance Appraisal Report Recording Online Window (SPARROW) system and would be rolled out for APARs pertaining to the Financial Year 2016-17 onwards.

3. For online filing of APAR, either 'Digital Signature Certificate (DSC) or 'eSign' of every officer is required to authenticate the documents. Here it is relevant to mention that 'DSC' requires a biennial renewal and has financial implication whereas eSign, a user friendly tool, is based on Aadhaar.

4. For 'eSign', an NIC email and Aadhaar Number of each ISS Officer is a pre-requisite.

5. 'eSign' is an online service providing secure signing of electronic documents, wherein any Aadhaar card holder can digitally sign an electronic document through OTP based authentication. For OTP based authentication, the mobile number of the user should be registered with Aadhaar Number. Therefore, the current Mobile Number in use should be mapped with the Aadhaar Number of the officer.

6. In view of the above, all the officers of ISS are requested to create an email id on NIC platform and to get the Aadhaar Number, if not already available with them.

It is to be mentioned that the current mobile number of the officer should invariably be registered with his Aadhaar Number.

7. Creation of email ids on NIC platform and registration for Aadhaar Number of ISS Officers, wherein the current Mobile Number should be registered, may be completed positively **before 30th November 2016.**

8. This issues with the approval of Competent Authority.


(Tapan Mitra)


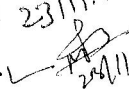

Director (ISS)

Tel: 011-23744502

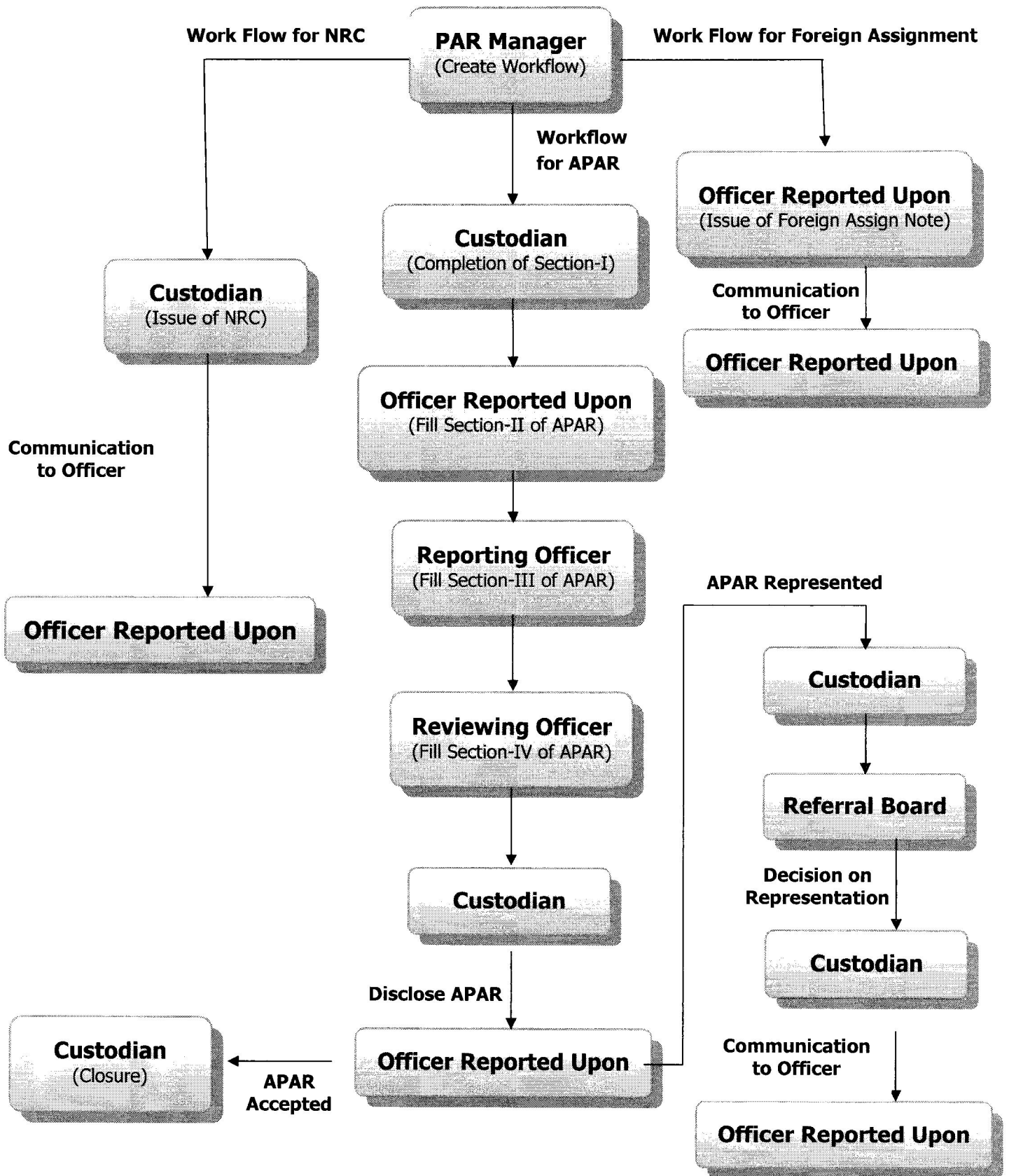
To:

1. All participating Ministries/Departments/Organisations for necessary action.
2. DDG (Admn.), NSSO (FOD) Hqrs. New Delhi.
3. DDG, NSSO (CPD), New Delhi.
4. DDG (CAP), MoSPI, New Delhi.
5. DDG (PI), MoSPI, New Delhi.
6. DDG (Computer Centre), New Delhi.
7. DDG (SSD), New Delhi.
8. HoD, NSSO (SDRD), Kolkata.
9. HoD, NSSO (DPC), New Delhi.
10. HoD, MoSPI, New Delhi.
11. Computer Centre for placing on the website of the Ministry under ISS.

Copy to:

1. PPS to Secretary, MoSPI. 
2. PPS to DG, CSO-cum-NSSO. 
3. PPS to Joint Secretary. 


Work Flow of APAR in SPARROW



General Instruction for online recording of APAR in SPARROW

1. Officer should open the url <https://sparrow-iss.effice.gov.in/> preferably in Mozilla browser. The software runs smoothly on Mozilla browser and thus it is recommended. Then the "**SPARROW - Read Me**" window (given below) will open which shows the information about the e-signing facility in the SPARROW.

SPARROW Application is now eSign enabled.



For using eSign

- 1.) User must have an Aadhaar Number and a mobile number registered with Aadhaar.
- 2.) User has to update his Aadhaar number in SPARROW application and then verify it. For verification, he has to enter OTP received on the Aadhaar registered mobile. Once verified, Aadhaar gets registered and updated in SAPRROW. Once verified and updated in SPARROW it can not be updated again.
- 3.) User can now use eSign in SPARROW to digitally sign. As part of the eSigning process, he will be required to enter the OTP received on the Aadhaar registered mobile. After successful OTP entry in SPARROW, eSign provider will complete the digital signing of content and return back to SPARROW. After registering or updating the mobile at UIDAI site, it may take 15-20 days for using eSign service provided by CDAC.

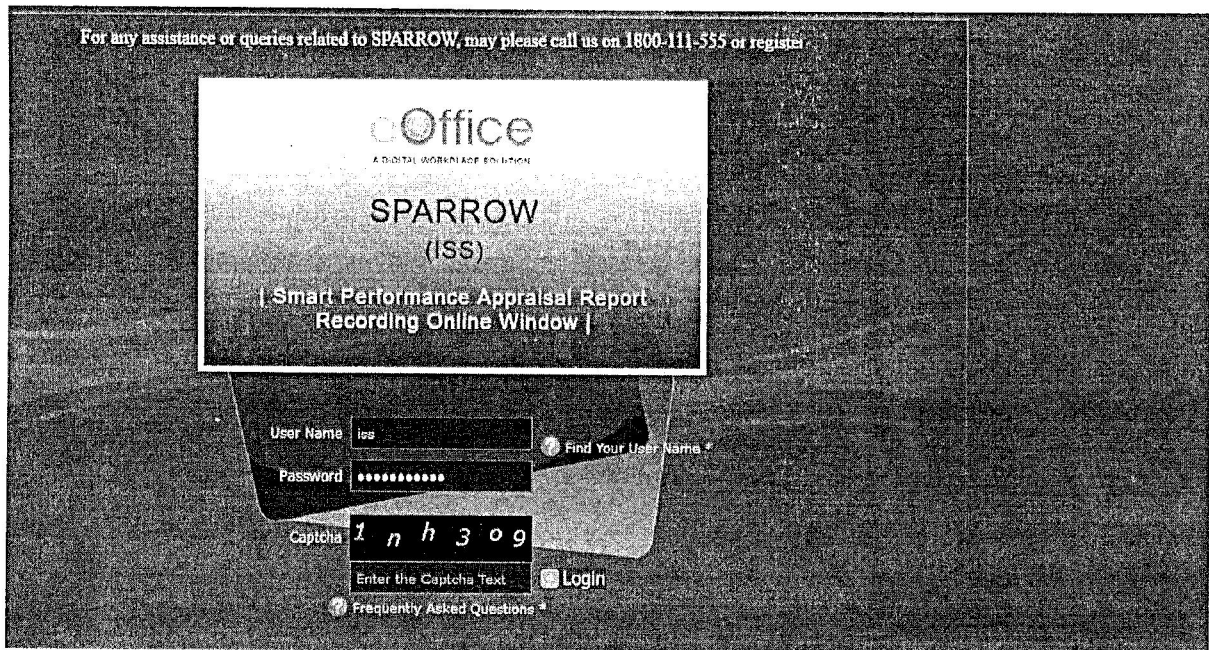
What is eSign?

eSign is an innovative initiative for allowing easy, efficient, and secure signing of electronic documents by authenticating signer using Aadhaar eKYC services. With this service, any Aadhaar holder can digitally sign an electronic document without having to obtain a physical digital signature dongle through OTP based authentication. The user should have 12 digits Aadhaar Number. For OTP based authentication, the mobile number should be registered with Aadhaar number at the time of Aadhaar Registration.

For OTP Verification kindly refer the link <https://ssup.uidai.gov.in/web/guest/update>.

Close Continue

2. The read me window will have two buttons namely **Close** and **Continue** marked in blue, you can click any of the two buttons they will be doing the same function. On clicking any of the above two buttons, the user will be directed to the login screen of the SPARROW.



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**".
4. The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is anil.kumar@nic.in or anish.upadhay@gov.in, then, the user id will be anil.kumar.
5. The password for the application will be same as your NIC email ID password.
6. It is mandatory for all ISS officers to link their **Aadhaar Number with the functional mobile number** for e-signing the APAR. A screen would appear where the officer has to enter Aadhaar number and press Verify and update button. On pressing, an **OTP number** will be generated and sent to the registered mobile. Once this OTP number is fed, the Aadhaar number will get verified and the SPARROW screen would open.
7. The officers have been assigned various roles for smooth implementation of software. The roles are – PAR Manager, Custodian, Officer Reported Upon, Reporting and Reviewing Officer. Each role is explained in brief below.
8. The basic function of the **PAR Manager** is to define the work flow. The PAR Manager has to click the tab "**workflow**" on the left hand side the screen and then click **Create / Update** link. The officer can then search the officer whose workflow is to be generated, using employee code. The PAR manager would then enter the Reporting Authority and Reviewing Authority by searching them using their employee codes and save the workflow.

9. After generation of workflow, the **Custodian** would generate APAR for the Officer Reported upon. Further Custodian would fill the Section-I of APAR with details like leave taken, training attended etc and forward it to the Officer Reported Upon after e-signing based on OTP received on his linked mobile.
10. Further, the **Officer Reported Upon** would then fill Section-II of APAR and would forward it to the Reporting Officer after e-signing.
11. The **Reporting Officer** would then fill Section-III of APAR and would give grades to the Officer Reported Upon after e-signing.
12. The **Reviewing Officer** would then fill Section-IV of APAR and would give grades to the Officer Reported Upon after e-signing.
13. Custodian will then forward it to the Officer Reported Upon.
14. The Officer Reported Upon can either accept the APAR or can put the APAR for Representation. In case the officer accepts the APAR, the APAR would go to Custodian for closure.
15. In case the Officer chooses the option for "**Put for representation**" the APAR would be sent to **Custodian** who will send it to the Referral Board. Further process will be done manually by Referral board. The Referral Board will upload the orders manually and will forward the same to Custodian who will communicate it to the Officer Reported Upon.

FAQ – Issue encountered by officers in logging in.

- 1. I am getting security exception in my Mozilla Firefox window. Kindly resolve the issue?**

The officers have to add this site as **exception in Mozilla Firefox** after which the problem will be resolved. An option mentioning **ADVANCED >> Add to Exception** is available in Mozilla Firefox Screen. Officers are requested to kindly add this site as exception.

- 2. How would I know my email-ID for signing into SPARROW?**

The NIC email-ID of the officers has been sent to SPARROW support team already. However it can also be ascertained by visiting the sparrow website by going to sparrow-iss.eoffice.gov.in. A link at the home screen of SPARROW portal (adjacent to Username option) is available wherein the officer can know his username by entering his Employee Code.

- 3. Can I search in Google or some other search engine to go to Sparrow website?**

If any officer searches SPARROW in any search engine, then Sparrow for IAS or IPS officers with links "**sparrow.eoffice.gov.in**" or "**sparrow-ips.eoffice.gov.in**" would appear as search result. The officer will not be able to login to SPARROW for ISS officers. The officers are requested to type URL "**sparrow-iss.eoffice.gov.in**" into the address bar.

- 4. Personnel Information Management System (PIMS) screen is opening when I try to login to SPARROW. Why?**

Personnel Information Management System (PIMS) window will open in 2 cases. First, the officer's email-ID is not been registered in SPARROW module or Second, he is using a different NIC email-ID than has been registered.

- a) The username for SPARROW is case sensitive and not using correct case in username results into opening of **PIMS** screen. The officers are requested to search the username as explained in Question 2 of this FAQ and enter the case sensitive username.
- b) Some officers are also using @gov.in or @nic.in after the SPARROW Username due to which they are being directed to PIMS Screen. The officers are requested to use only username before @ while logging in.