

Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts

Mahalekha Niyantak Bhawan,
E-Block, GPO Complex, INA,
New Delhi

Dated 2nd December, 2020

OFFICE MEMORANDUM

Subject: Implementation of "SPARROW" in respect of AAOs, AOs and Sr.AOs of Central Civil Accounts Service - regarding.

The undersigned is directed to refer to O.M of even number dated 28th August, 2020 on the subject requesting all the departmentalized accounts organizations for authorization of Custodian/PAR Manager for online recording of APARs of AAOs, AOs and Sr.AOs of CCAS Cadre through SPARROW. **The Principal Accounts Offices which have not so far authorized the Custodian/PAR Manager may please furnish the information at the earliest through e-mail at groupbsec-cga@gov.in.**

The website enabling online recording of APARs for AAOs, AOs and Sr.AOs is accessible through <https://sparrow-cga.eoffice.gov.in>. The role of designates in SPARROW is explained in the **Annexure** attached for smooth operation of the platform.

All the departmentalized accounts organizations of Ministries/Departments are requested that APARs of AAOs, AOs and Sr.AOs may be filled up online only with an exception in respect of those officers whose physical APARs have already filled up and are completed in all respect.

While initiating APARs in SPARROW, the designated PAR Manager/Custodian must ensure that APAR of the concerned officer is not initiated previously through manual process to avoid duplicacy.

Help Manual for different roles as Custodian/PAR Manager/Officer Reported Upon etc. is available under the help tab on the <https://sparrow-cga.eoffice.gov.in>.

Queries if any may please be mailed at groupbsec-cga@gov.in with complete details


(Kulbir Singh)

Sr. Accounts Officer

Encls.: As above

To
All Pr.CCA/CCA/CAs of Ministry/Department Concerned
ADG (B&A), Prasar Bharti; Director, INGAF

Copy to : Sr.AO(ITD) for its uploading on website.

Guide for the role of PAR Manager.

USER MANUAL FOR LOGIN INTO SPARROW

PAR MANAGER

- STEP 1. Type URL <https://sparrow-cga.eoffice.gov.in>
- STEP 2. Navigate to PARICHAY PORTAL
- STEP 3. LOGIN USING THE USER ID AND PASSWORD
- STEP 4. ON LOGIN A PAGE WILL APPEAR WITHIN BOX
- STEP 5. THEN CREATE WORKFLOW
- **By Clicking on USER ASSISTANCE from left sidebar.**
 - **Select CREATE SELF WORKFLOW.**
 - **For officers who are in the Department they may pick Within the organization from drop down menu as per the designations viz. AAO/AO/SrAO.**
 - **The officer may select Reporting and Reviewing Authorities. For selecting Reporting and Reviewing Authority once again either the officer can be picked from drop down menu if within the organization or through a GLOBAL SEARCH Option available to choose from any other Service.**
 - **The officers may also choose option of WORKING, LEAVE OR NRC FOR THE SELECTED PERIOD.**
Once Workflow is created it Gets saved and goes to Custodian.

SOP FOR CUSTODIAN/ALTERNATE CUSTODIAN

- The Custodians /Alternate Custodian will then login fromhis/her loginID.**
- Then the Custodian will go to WORK FLOW from SideBar.**
- Create/update**
- Search the ConcernedOfficer.**
- Go to Create Work-Flow for varidation of entry work by PAR Manager**
- Then go to Action**
- Copy Workflow as filled by theOfficer.**
- Action to GeneratePAR**
- Then click onActions**
- GENERATE PAR**

PART - I OF APAR TO BE FILLED BY CUSTODIAN

- **After filling Basic Data in PART - I the Custodian will then E- sign using OTP received on his AADHAR linked phone.**

- **The Custodian will then send this APAR to the Officer to be Reported upon.**

The Officer Reported upon will be intimated through an email that the verified APAR is ready to be written for self-appraisal.

The officer Reported upon will once again login in through his/her ID into PARICHAY and APAR will be reflected in the My PAR1.

If the officer reported upon wants any detail in PART - I to be changed, he/she may send an error report to the custodian for such corrections.

PART-II OF APAR TO BE FILLED BY THE OFFICER (SELF-APPRAISAL)

- By clicking on APAR ID the APAR Section II can be filled.**
- After filling this Section the officer will send it to Reporting Officer after E- signing through OTP on Aadhar linked Mobile.**
- Once the officer reported upon sends the APAR to Reporting officer he/she gets alert on e-MAIL.**
- Similar steps follow for Reporting and Reviewing officer. Each time they Report or Review they would have to e-sign through an OTP received on Aadhar linked Mobile.**
- The Reviewing officer has an option to accept the grading as given by the Reporting Officer or grade the concerned officer again.**
- If he accepts the APAR goes to Custodian. (CR section)**
- If Reviewing Officer wants to give grading again then it can be done by clicking on Appraisal again, which helps coming back to grading chart. After grading then the Reviewing can send to Custodian.**
- After Reviewing the APAR is received back by the Custodian/AlternateCustodian.**
- The Custodian then DISCLOSES to the Officer Reported/Reviewed upon. On disclosure the officer being reported upon has two options either to**
- ACCEPT or REPRESENT.**
- If the officer accepts APAR it gets CLOSED.**
- If the Officer Reported Upon REPRESENTS then once again the APAR opens and WORKFLOW needs to be CREATED.**