Directorate of Human Resource Development, CBDT, New Delhi

USER MANUAL FOR LOGIN INTO SPARROW

STEP 1.   **Type URL https://sparrow.incometax.gov.in**

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STEP 2.   **Navigate to PARICHAY PORTAL**

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STEP 3.   **LOGIN USING THE USER ID AND PASSWORD**

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STEP 4.   **ON LOGIN A PAGE WILL APPEAR WITH INBOX**

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Step 5.   **THEN CREATE WORK FLOW**

- **By Clicking on USER ASSISTANCE from left side bar.**

- **Select CREATE SELF WORK FLOW.**

- **For officers who are in the Department they may pick Within the organization, pick Form Type from drop down menu as per the designations, ACIT, ADIT /DCIT, DDIT/JCIT, JDIT and so forth.**

- For officers on Deputation they may pick Form Type from the drop-down menu as under IRS (IT) DEPUTATION. They may select CBDT IT under the option CADRE.

- Here forms used in Ministries are available for all levels.

- 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 SELECT PERIOD.

ONCE WORKFLOW IS CREATED IT GETS SAVED AND GOES TO CUSTODIAN.

SOP FOR CUSTODIAN/ALTERNATE CUSTODIAN

- ➤ **The Custodians /Alternate Custodian will then login from his/her login ID.**

- ➤ **Then the Custodian will go to WORK FLOW from Side Bar.**

- ➤ **Create/update**

- ➤ **Search the Concerned Officer.**

- ➤ **Go to Create Work-Flow**

- ➤ **Then go to Action**

- ➤ **Copy Workflow as filled by the Officer.**

- ➤ **Action to Generate PAR**

- ➤ **Then click on Actions**

- ➤ **GENERATE PAR**

SECTION 1 OF APAR TO BE FILLED BY CUSTODIAN

➢ **After filling Basic Data in Section 1 the Custodian will then E-sign using OTP received on his AADHAR linked phone/existing DSC.**

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

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

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➢ **The officer Reported upon will once again login in through his/her ID into PARICHAY and APAR will be reflected in the My PAR 1.**

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➢ **If the officer reported upon wants any detail in section 1 to be changed, he/she may send an error report to the custodian for such corrections.**

SECTION II   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 Phone number/existing DSC

- Once the officer reported upon sends the APAR to Reporting officer he/she gets alert on EMAIL.

- 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 phone number/existing DSC

- 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 CR

➤ **After Reviewing the APAR is received back by the Custodian/Alternate Custodian.**

➤ **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.**

Important:

- **Keep Aadhar linked phone ready for e –sign.**
- **The OTP generate will have 10 minutes validity.**
- **The Portal is available on Internet so can be accessed from anywhere.**
- **The Password provided by NIC can be personalized by visiting http://Gov.in**
- **Please contact @1800111555 for any tech support.**