

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001.**

No. 16-1(50)/2022-CCOACR

Dated : 30.06.2023

**OFFICE MEMORANDUM**

**Sub: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) in place of O-APAR for the Non-Technical Cadres in CSIR.**

**Ref: CSIR letter of even number dated 16.08.2022 & dated 29.11.2022 & 15.03.2023**

Kind attention is invited to CSIR letters referred above, wherein it was decided to implement the SPARROW system for the Non-Technical Cadres in CSIR. The SPARROW system for writing Performance Appraisal Report (PAR) is now active and available for the Non-Technical Cadres in CSIR. Accordingly, the PAR for the year 2022-23 and onwards should be filled in online mode on the new online system.

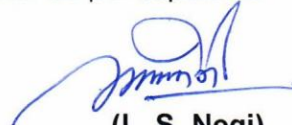
2. It is also informed that the Nodal officers/Assistant Nodal Officers so nominated by the CSIR labs/Instt. are responsible for creating of workflow in the SPARROW module for the officers and staff working in the respective offices and generation of PARs latest by 20.07.2023.

3. The detailed guidelines highlighting the salient features of the SPARROW system and roles of individuals and designated Authorities are enclosed in Annexure-I. For more details, all concerned may kindly refer to the manuals, guidelines and videos available on SPARROW homepage under the sub heading/menu – “Help”. All the concerned are requested to familiarize themselves with the SPARROW system so that it may be implemented smoothly.

4. Keeping in view the fact that the implementation of SPARROW in CSIR is at a nascent stage, it has been decided to relax the target dates as a one-time measure for the reporting Year 2022-23. The relaxed target dates for recording of PAR for the reporting Year 2022-23 are annexed herewith at Annexure II. All concerned are requested to kindly adhere to the target dates strictly.

5. Further, the designated Master trainers will continue to provide the necessary support as notified vide CSIR O.M No. 16-1(50)/2022-CCOACR dated 20.03.2023.

6. It is requested to bring to the notice of all concerned the above instructions for strict compliance to ensure recording of PARs in time bound manner as per stipulated time-line.

  
(L. S. Negi)  
Sr. Deputy Secretary

Copy to:-

1. Directors/Heads of all CSIR Labs/institts/Centre/Units
2. Office of DG, CSIR
3. Office of JS (Admn.), CSIR
4. Office of FA, CSIR
5. Office of CVO, CSIR
6. LA, CSIR
7. Sr. DS (CO) / Sr. DS (PD)
8. IT Division - with the request to host this OM on CSIR website
9. Office copy

**Steps to be followed for filling the Performance Appraisal Report (PAR) IN SPARROW**

**(A) Prerequisites for operating the system :-**

The nodal officer/ Custodian has been provided with a unique NIC email ID linked to their mobile number. NIC email ID is the user ID for the SPARROW system and the password of email ID is the password for operating SPARROW. For online filling of PAR, e-sign with Aadhaar enabled mobile is required by every user for authentication.

In future PAR written on hard copies will not be accepted by the custodian, except if the comments of the Political Executive are solicited and the officer is on deputation to an organization where the SPARROW system is not operational/active.

PAR gets closed at midnight of every stage as per the schedule (**Annexure –II**).

**Instruction for Nodal Officers:-**

1. URL for SPARROW login is <https://sparrow-dsir.eoffice.gov.in>
2. The Nodal/Custodian will be responsible for the generation and custody of PAR in respect of officials/officers of Labs./Instt. /Units /CSIR HQ. Workflow for the generation of PARs for the working period (Full/Part) in respect of employees has to be done by the Nodal/Custodian. The PAR should be generated keeping in view of CSIR OM No. 16-1(50)/2022-CCOACR dated 29.11. 2022 & dated 15.03.2023(for Group B, Group A and Senior most Group A). The nodal officer of Labs./Instt. /Units /CSIR HQ will generate and send the PAR after filling section –I to the officer reported upon for self-appraisal.
3. The Nodal/Custodian will generate the PAR immediately whenever Reporting or Reviewing Officer is going to retire/transfer, they will not wait till the end of the Financial Year for the generating the PAR and completed the whole process.
4. Generation of No Report Certificate (NRC) shall be done by the Nodal/Custodian depending upon the case.
5. Any problem related to login should be addressed by the Nodal officer at its end. In case the problem still persists Nodal officer can approach to CSIR through email to [csirsparrow@csir.res.in](mailto:csirsparrow@csir.res.in) , along with the details of the User.
6. Nodal Officer/Custodian will ensure the continuation of the email id of the Employee in the case of Transfer/ deputation. Email id in this case shall be transferred to New OU (Organization Unit) after completing the PAR of their

Labs./Instt. /Units /CSIR HQ. The old Nodal Officer/ Custodian should immediately inform to CCOACR Cell through email. Consequently, changes will be actualized by CCOACR Cell in their Organization Unit (OU).

7. Whenever the Nodal/Custodian is designated in Labs./Instt. /Units /CSIR HQ for SPARROW implementation is transferred/retired their role has to be revoked by the CCOACR Cell upon request. In case of Labs./Instt./Units /CSIR Hq. want to change the roles assigned to the officer , the request alongwith the details of new officer(s) should be immediately reported to CCOACR Cell through email. Consequently, changes will be actualized by CCOACR Cell in their Organization Unit (OU)

**Instructions for officers to be reported upon (ORU):-**

1. URL for SPARROW is <https://sparrow-dsir.eoffice.gov.in>
2. Enter official e-mail ID (USER NAME) and Password – Click ‘Next’ – click ‘OTP on Mobile’ – click ‘Next’ – Type OTP –click ‘Next’. Your page in the ‘SPARROW’ will open and the PAR uploaded will be displayed on the screen – On clicking on the PAR id number your relevant PAR will be displayed on the screen.
3. There are two parts in the PAR form.
  - (i) Basic information: Click to view the basic information, check whether the entries are filled up correct. In case of any discrepancy found in the basic details, Data error report should be filled up immediately.
  - (ii) Self-Appraisal: Click to fill the PAR, After filling all the blank cells, of self- Appraisal, click ‘Draft’ and verify whether the entries are correctly made. After ensuring that entries are made correctly, click ‘send to Reporting Authority’ button to send the self-Appraisal to the Reporting Authority. As the name of the Reporting Officer has already been entered, there is no need to type the name of the Reporting Authority.
  - (iii) The last date for sending the duly-filled PAR to the Reporting Authority is 04.08.2023. However, All employees are requested to fill the self-Appraisal and upload the PAR to the Reporting Authority as early as possible.
  - (iv) Kindly note that if the Self – Appraisal is not sent to the Reporting Authority within the time limit prescribed by CSIR, CCOACR Cell will be constrained to ‘ force forward’ the PAR to the Reporting Authority without the self-Appraisal of the officer reported upon.
4. The ORU should ensure that he is duly mapped in the SPARROW system. If not already done by their Office. They should immediately contact the concerned section dealing with SPARROW for the generation of their online PAR.
5. All the activities relating to SPARROW are to be handled by Custodian/Nodal officer in the respective Lab. Any problem being faced by the ORU is to be reported

to their Nodal Officers to solve the issues at their end, in case matter remain unsolved then only it may be reported to CCOACR Cell by the Nodal Officers concerned preferably through email at the following address: [csirsparrow@csir.res.in](mailto:csirsparrow@csir.res.in)

6. The officers, who have been promoted/transferred during the period of Report, should ensure that their data with regard to transfer/ promotion is updated by the Nodal Officer. This will help the Nodal Officer /Custodian in the Labs./Instt. /Units /CSIR HQ to create the workflow.
7. Recording and transmission of PAR in the sparrow system require e-signing, and it is essential that the mobile number of the officers concerned must be linked with their Aadhaar. For this purpose, the officials/officers are advised to link their mobile number with their Aadhaar, if it is not done earlier.
8. All the users should invariably ensure that their Mobile is linked with Aadhaar for e-signing their PAR.

#### **Instructions for Reporting Officers/Reviewing Officers:-**

- (i) The Reporting/Reviewing officer should record their remarks and grading in PAR of the ORU well within the time limit. This is not desirable to wait until the last day of time limits to register their comments and may kindly stick to the respective date lines as prescribed in **Annexure-II**.

#### **Accepting Authority**

- (i) In case of Senior Most Group 'A' and Group 'A' employees, a third level of assessment of Performance Appraisal is done by Accepting Authority as the case may be.
- (ii) Grading and Remarks Given by Accepting Authority shall be considered Final.
- (iii) After acceptance of PAR by Accepting Authority, the completed PAR is to be sent Nodal officer/Custodian of Labs./Instt. /Units /CSIR HQ for disclosure to the Officer Reported Upon.

#### **Disclosure of PAR and disposal of the representation ,if any , received from the officer reported upon :**

1. Once the PAR is completed, the nodal officer/Custodian of Labs./Instt./Units /CSIR HQ concerned shall be responsible for communicating the full PAR, to the concerned officer as per the time Schedule.
2. In case the concerned officer accepts the PAR, the Nodal officer of the concerned of Labs./Instt. /Units /CSIR HQ will close the PAR and the completed PAR will be auto-forwarded to the concerned employee and PAR Nodal Officer/Custodian.
3. In case of the representation by the officer reported upon within the prescribed time limit, further action will be taken by the nodal officer of the concerned Labs./Instt. /Units /CSIR HQ.

## **SPARROW User Manual :**

An online Help Manual in the form of step by step guide is available on the Homepage of SPARROW under the Help tab/menu of sparrow system.

### **Helpdesk:**

A Helpdesk team for addressing the queries regarding CSIR SPARROW portal (log in, writing self-assessment PAR or sending PAR to next level) has been setup which may be contacted if required . The contact details of Helpdesk of team are as under:

**Landline** 011-23470433

**Email id** [csirsparrow@csir.res.in](mailto:csirsparrow@csir.res.in)

In case problem still persist, kindly contact on below mentioned officials

Name	Sh. Sushant Singh
Designation	Section Officer
Landline	011-23470403
Email	<a href="mailto:ccoacrcell@csir.res.in">ccoacrcell@csir.res.in</a>

Name	Sh. Sunil Kumar
Designation	Under Secretary
Landline	011-23470344

**Time Schedule for recording of PAR for the Reporting Year 2022-23**

The Competent Authority has decided to extend the timelines for distribution/online generation, recording, and completion of the entire PAR Process for the year 2022-23, as a one-time measure. They shall be allowed to record their remarks till the respective extended cut-off dates.

Where the Reporting and the Reviewing authorities fail to record their comments within the time frame, the officer reported upon may be assessed based on the overall record and self-assessment for the year, if he/she has submitted his/her self-appraisal within a stipulated time.

S.No.	Activity	Extended Date of submission
1.	Generation PAR form to be given to the officer reported upon (ORU) by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority	20 <sup>th</sup> July, 2023
2.	Submission of Self-Appraisal to Reporting by officer reported upon	4 <sup>th</sup> Aug, 2023
3.	Forwarding of report by reporting officer to Reviewing Officer/Next level	18 <sup>th</sup> Aug, 2023
4.	Forwarding of report by Reviewing Officer to Administration/PAR Cell or the accepting authority (wherever provided)	5 <sup>th</sup> Sep, 2023
5.	Appraisal by accepting authority, wherever provided	29 <sup>th</sup> Sep 2023
6.	(i) Disclosure of PAR to the officer reported upon where there is no accepting authority  (ii) Disclosure of PAR to the officer reported upon where there is accepting authority	15 <sup>th</sup> Sep, 2023  20 <sup>th</sup> Oct, 2023
7.	Receipt of representation , if any , on PAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority  (iii) where there is no accepting authority for PAR  (iv) Where there is accepting authority for PAR	Immediate after the receiving the Comments

9.	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by competent authority
10.	Communication of the decision of the competent authority on the representation by the PAR Cell	Within 15 days of finalization of decision by competent authority.
11.	End of entire PAR process, after which the PAR will be finally taken on record	30 <sup>th</sup> Jan ,2024