

No. AN/I/SPARROW/Grp-B/2017-18
O/o the PCDA (NC)
Jammu-180003
Dated: 27.06.2018

To
All SAOs/AOs/AD(OL) & AAOs
Under PCDA (NC) Jammu

Sub:- Introduction of SPARROW for completion of APAR : All Group- B gazetted officer.

As we are aware that SPARROW system i.e. online writing system of APAR for FY 2017-18 in respect all Group-B gazetted Officers (SAO/AO/AAO/ AD (OL) has been implemented by Hqrs. office.

In order to assist the users, a step by step work flow has been given in the succeeding paras.

- i). Log in to URL sparrow-dad.eoffice.gov.in on Mozilla or Internet Explorer.
- ii) Log in with NIC e-mail ID and the password (which is used to open NIC e-mail) along with captcha. Log in ID will be before @ sign of NIC e-mail ID.
- iii) A screen will open and click on INBOX to complete the PART-II of the APAR.
- iv) After completion of Part-II of APAR the same will be submitted by clicking e-sign, on acceptance, OTP will be generated, on feeding the OTP, PART-II of the APAR will be submitted to the reporting Officer automatically.


Sr Accounts Officer (AN)