### How to LOGIN for online ACR submission(SPARROW)

### Step 1:

Open URL = "<u>www.acr.assam.gov.in</u>"

# **Step 2** :

Click on the "continue" Button

Welcome to SPARROW X	+			— (	) ×
← → ⊂ ☆	0	https://acr.assam.gov.in	··· 🛛 🏠	111\	⊡ ≡
	SPAR	RROW - Read Me			^
			Ciose Continue		
		SPARROW Applicat	ion is now eSign enabled.		
		<ol> <li>User must have an Aadha</li> <li>User has to update his A</li> <li>a opter OTD received on the</li> </ol>	aar Number and a mobile number registered with Aadhaar. adhaar number in SPARROW application and then verify it. For verification, he has a Adhaar registered mobile. Once wrified, Adhaar gate registered and undated		
		in SAPRROW. Once verified a	e Aduitaal registered income. Once vermed, Aduitaal gets registered and updated ind updated in SPARROW it can not be updated again. In SDAPROW to diaitally sign. As part of the adjoing process be will be required		- 1
		to enter the OTP received o provider will complete the	n the Aadhaar registered mobile. After successful OTP entry in SPARROW, eSign digital signing of content and return back to SPARROW. After registering or		- 1
		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 initia	tive for allowing easy, efficient, and secure signing of electronic documents by		
		authenticating signer using A	Aadhaar eKYC services. With this service, any Aadhaar holder can digitally sign an		
		electronic document without	ut having to obtain a physical digital signature dongle through OTP based		
		aumentication. The user sh	with Aadhaar number at the time of Aadhaar Registration		
		For OTP Verification kindly re	fer the link https://sup.uidai.gov.in/web/quest/update.		~
■ O Type here to search		U C C	n 🔒 🛋 🌛 🚺 🕼 🧔 📓 👘	토미G 12:09 IN 03/05/20	18 2

### **Step 3** :

In this step we need active NIC mail id & password(mandatory)...

- a) Enter valid NIC mail id.
- **b**) Enter valid password.
- c) Fill the given captcha.
- d) Click on Login button.



## Step 4 : Click on "Close" Button

		^
	Smart Performance Appraisal Report Recording Online Window Mr. Tapan Chandra Sarma (COMMISSIDHER - ASSAM MEGHALAYA - ASSAM) ¥ Help Update Aadhaar.Email.Mobile	~
SPARROW  Inbox Sent User Assistance PAR VorkFlow Dossier Dossier DSC NIC EMail Status Roles Detail	User Information     Aadhaar detail for eSign     Aadhaar Number •     Aadhaar Number •     Verify and Update     Alert Information •     Please do not show me this again     Close     Verify and Update	

# Step 5 :

Now click on "inbox" button to check your PAR.

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eettice	Smart Performance Appraisal Report Recording Online Window	
A DIGITAL WORK PLACE SOLUTION	Mr. Tapan Chandra Sarma (COMMISSIONER	- ASSAM MEGHALAYA - ASSAM) V Help V
		Update Aadhaar/Email/Mobile
SPARROW	DashBoard	(
► Inbox	SELECT ASSESSMENT YEAR : Choose Assessment Period V Submit	
<ul> <li>User Assistance</li> </ul>		
▶ PAR		
▶ WorkFlow		
▶ Dossier		
► DSC		
► NIC EMail Status		
▶ Support@HelpDesk		
▶ Roles Detail		
	I. Contraction of the second se	

# Step 6 : Click your PAR id for further process.

eoffice	Smart Performance Appraisal Report Recording Online Window						
A DIGITAL WORK PLACE SOLUTION	Mr. Prasanta Borkakati (DEPUTY SECRETARY - ASSAM - PERSONNEL DEPARTMENT) + Help + Update Aadhaar/Email/Mobile						
SPARROW	Home + Inbox						
▶ Inbox	Inbox						
► Sent							
User Assistance	My PAR (1) Assess PAR (0) Delegated (0) Manual Process(0) Process (0)						
<ul> <li>PAR</li> <li>WorkFlow</li> </ul>	Receive Send Standard Representation Referral Memorial To President						
► Dossier	Show 10 V Results						
► DSC	E Silo & A ATARIN & Form Tuno & Paraliud On & Sour by A Sent & Cuirrent & Ouise Action &						
NIC EMail Status	Since y and the sense of y sense y bate y stage y which follow y						
▶ Support@HelpDesk	Image: Second						
Roles Detail	Showing 1 to 1 of 1 entries First Previous 1 Next Last						
IPR							
Declaration For IPR							
	v						
	Designed and maintained by National Informatics Centre (NIC) Government of India.						

### **Step 7** :

Check Section 1 then click on Section 2 for submission of self assessment.

Smart Performance Appraisal Report Recording Online Window  In: Presente Boraleti (DEPUTY SECRETARY - ASSAM - PERSONNEL DEPARTMENT) * Hele *					
	Update Aadhaar/Email/Mobile				
- Workflow Details	^				
Standard					
Section I Section II					
Department/Office of					
(Part I) (TO BE FILLED BY OFFICE)					
	Preview				
1. Name of the Officer	: Prasanta Borkakati				
2. Designation during the reporting period	: DEPUTY SECRETARY				
3. Date of Birth	: 01/05/1967				
4. Year of allotment to State Civil Services					
5. Date of Continuous appointment to State civil services	: 01/04/1992				
6. Date of appointment to the post reported upon	: 01/04/2017				
The session time-or	ut is 30 minutes.				
Note: • Please Do Not Copy & Paste From Any Rich Text Editor Like MS Word, Excel etc. • Having any issue during Submit & Signing. Kindly <u>Troubleshoot</u>					
Save As Draft Submit With DSC ( Send To Reporting Aut	hority) Saved				
Designed and maintained by National Info	rmatics Centre (NIC) Government of India.				
	Vordifow Details  Vordifow Details  Standard  Section Section Section Comparison Section Comparison Compariso				

## Step 8:

Click on **submit** button.

A DIGITAL WORK PLACE SOLUTION Mr. Presanta Borkakali (DEPUTY SECRETARY - ASSAM - PERSONNEL DEPAR Update Andhaarit	TMENT) 🔻 Help 🔻
Update Aadhaarit	and a second
	mail/Mobile
SPARROW Officer Name : Prasanta Borkakati Cadre : NOT APPLICABLE Service : ACS Designation : DEPUTY SECRETARY Batch : Assessment Period : 01/04/2017 to 31/03/2018	^
▶ Inbox 😫 Workflow Details	
Sent     Standard	
User Assistance Section I	
5. Please indicate instances,if any,of delinquency among your subordinates and action taken in such cases.	
▶ ModeEnw	
Le construction de la constructi	
6. Please indicate whether A.C.R's of officer(s0 under your control are duly recorded by you.In case any ACR is yet to be recorded, type reason	
NIC EMail Status     Tor not doing so may be mentioned).	
Support@HelpDesk	
Roles Detail	
IPD at the second s	
Dete: 03/05/2018     Dete: 03/05/2018     Signature of officer reported upon	
V DECARATION FOLIAR	
Reference Document Upload(only pdf files with 3mb maximum size) Browse No file selected.	
The session time-out is 30 minutes.	
Note: • Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc. • Having any issue during Submit & Signing. Kindly <u>Troubleshool</u>	
Save As Draft Submit Submit Submit Submit Save As Draft 1	
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# NOTE

If NIC **mail id** has not been used for more than Three (3) months, then login will be unsuccessful as NIC will have disabled it. Therefore officers are requested to re-activate their NIC mail id using **URL** = <u>https://mail.gov.in</u>. Guidelines regarding the same are available in PDF format on the Department's website.