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## Access of SPARROW Application Through SACCESS

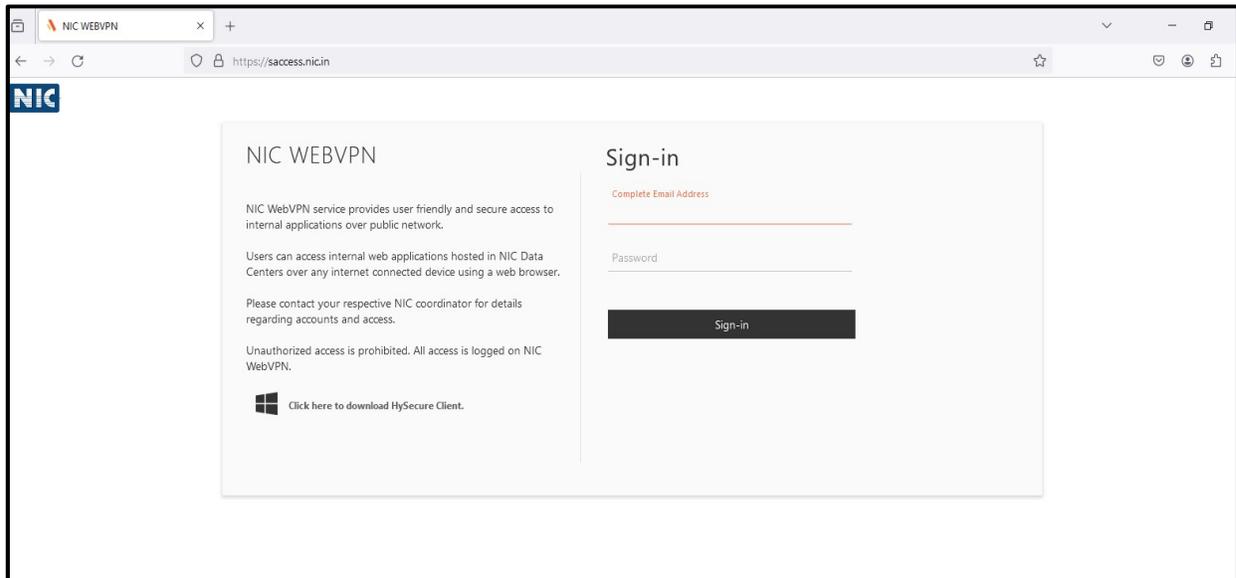
### Introduction:

SACCESS is an application providing WebVPN over internet. NIC WebVPN service provides user friendly and secure access to internal applications over public network. Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser.

This setup helps ensure that only authorized personnel can access sensitive or restricted government applications, enhancing both security and efficiency.

### Steps to access SPARROW application through SACCESS:

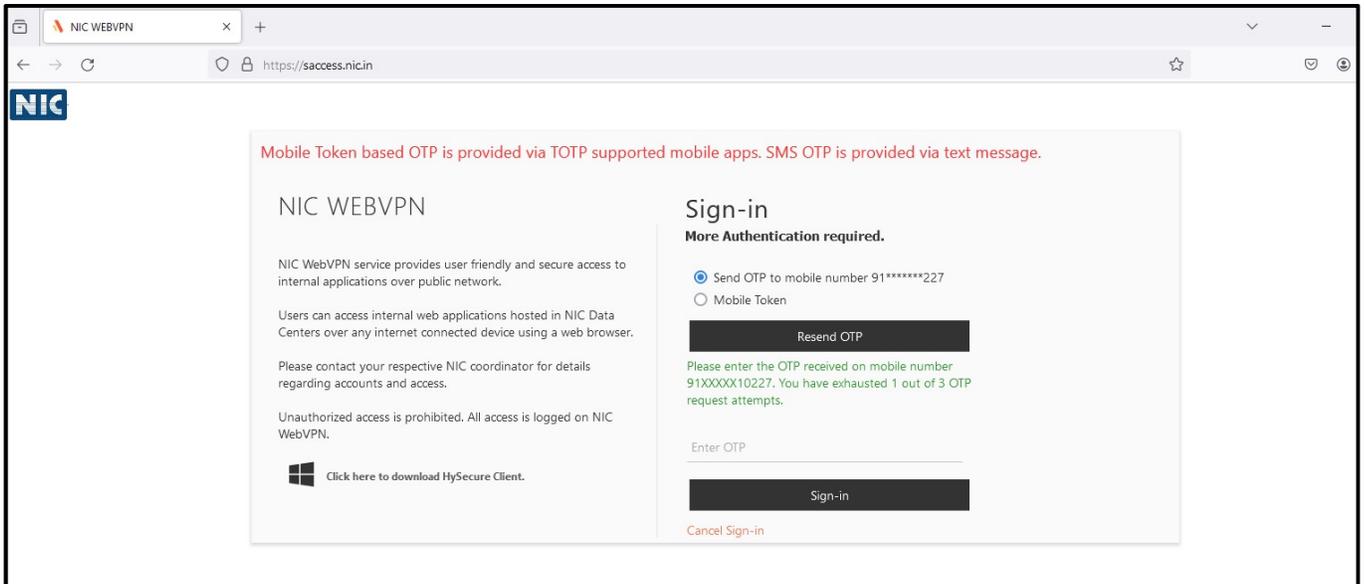
**Step I:** Officer will login using their official NIC or government email credentials into SACCESS portal. (URL: - <https://saccess.nic.in>) (Refer Fig: 1.0)



**Fig: 1.0**

**Step II:** Officer authenticate in SACCESS portal by choosing either one of the two options (Refer Fig: 1.1).

1. Through OTP on the registered Mobile Number
2. Or through Mobile Token (Mobile Token based OTP is provided via TOTP supported mobile apps. SMS OTP is provided via text message)



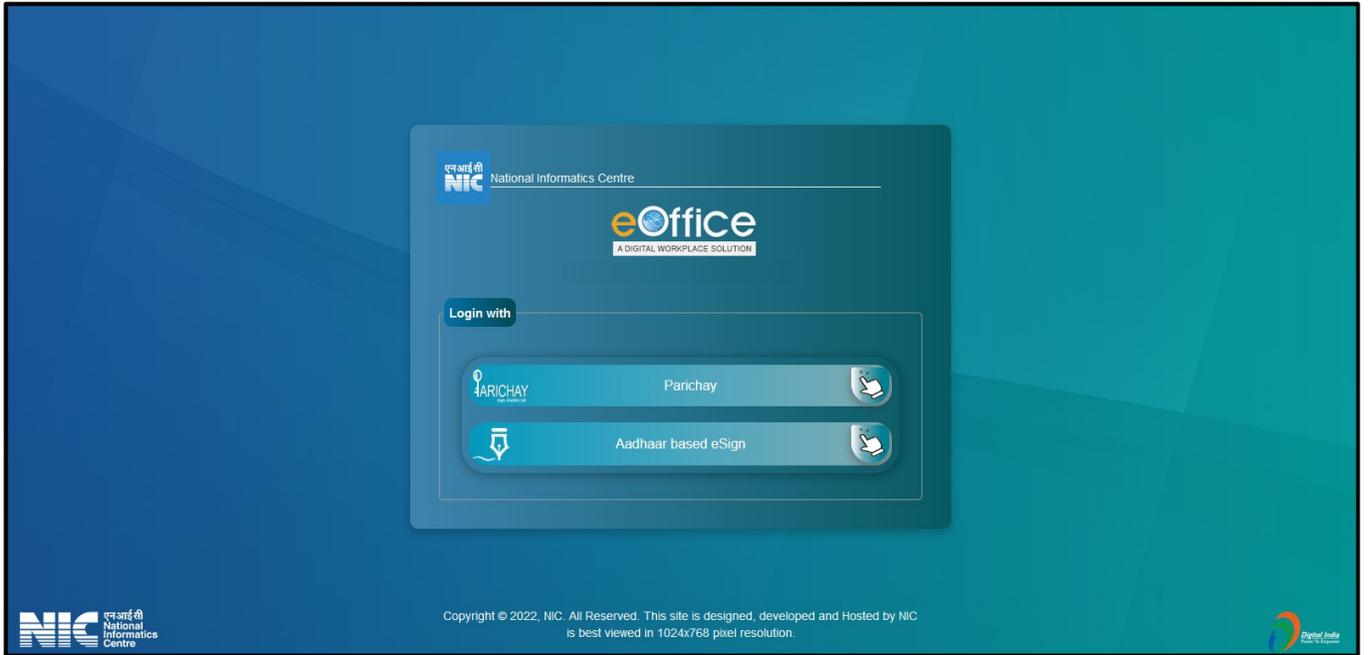
**Fig: 1.1**

**Step III:** Officer will get respective SPARROW service icon (Refer Fig: 1.2).



**Fig: 1.2**

**Step IV:** By clicking on respective service icon (Refer **Fig: 1.3**) will redirect the user to SPARROW login page.



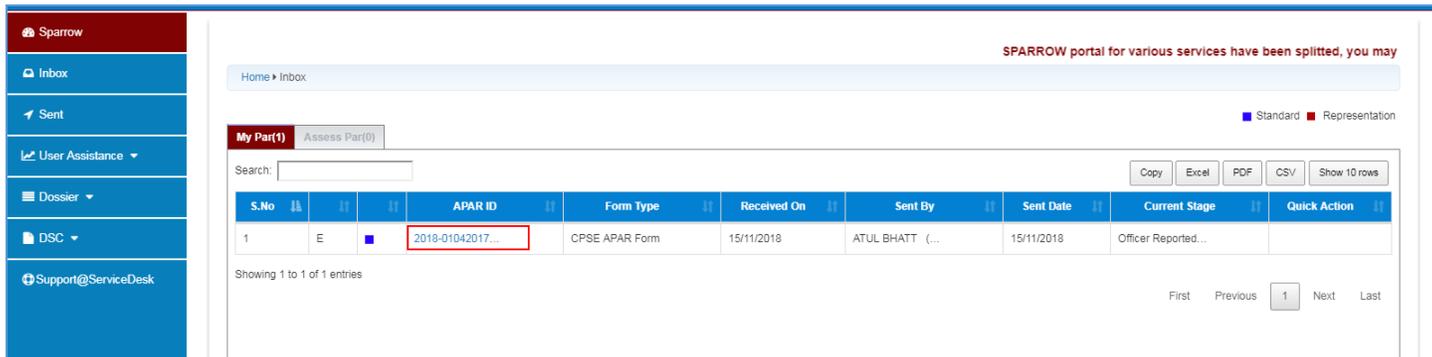
**Fig: 1.3**

**Note:** To get an account in SACCESS, officials may contact their respective NIC Coordinators.

## Movement of PAR-Standard Flow

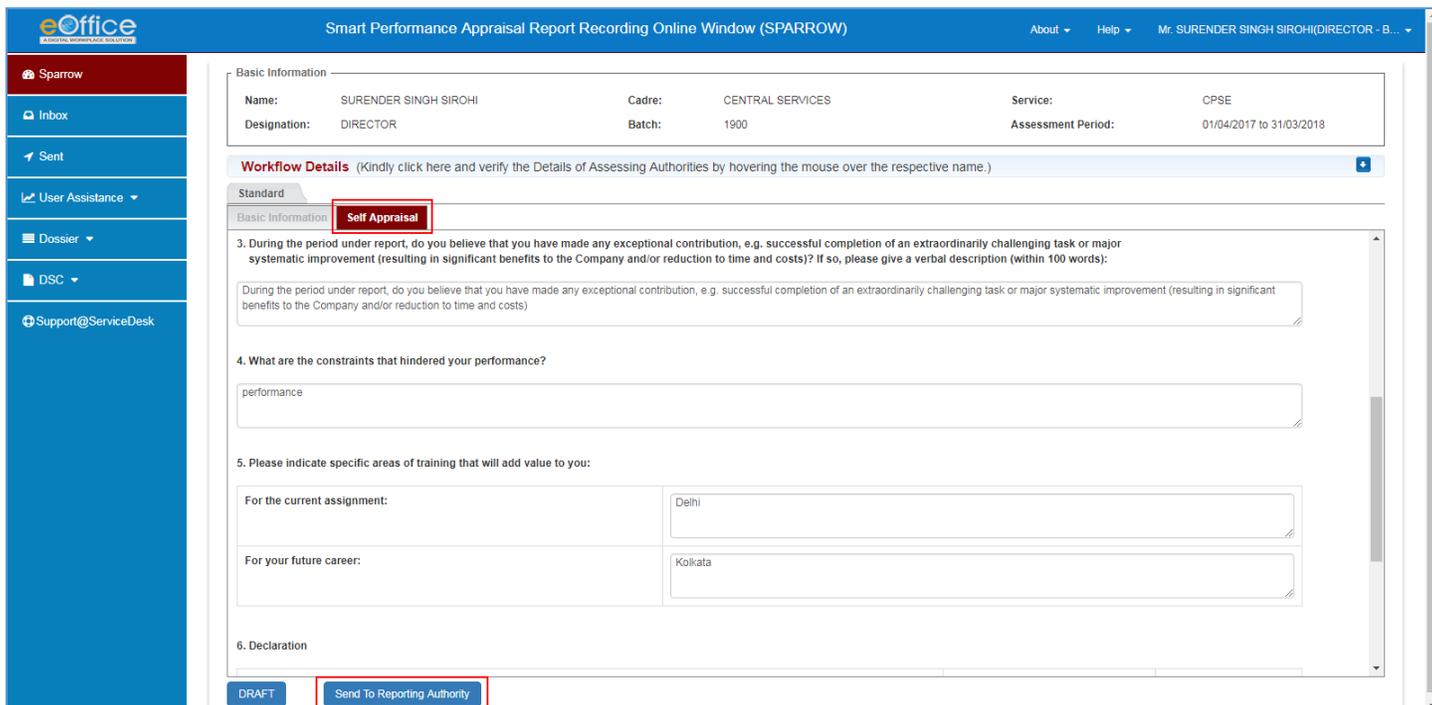
### Stage 1: Officer performs the following steps to fill PAR:

- Click **PAR ID** ( 2018-01042017-31032018-2016551 ) under **My Par** tab to open PAR as shown in **Fig.20**:



**Fig.20**

- Officer fills the **Self Appraisal** form and click **Send To Reporting Authority** ( **Send To Reporting Authority** ) button, as shown in **Fig.21**:



**Fig.21**

- A confirmation window appears click on **OK** ( **OK** ) button as shown in **Fig.22**:

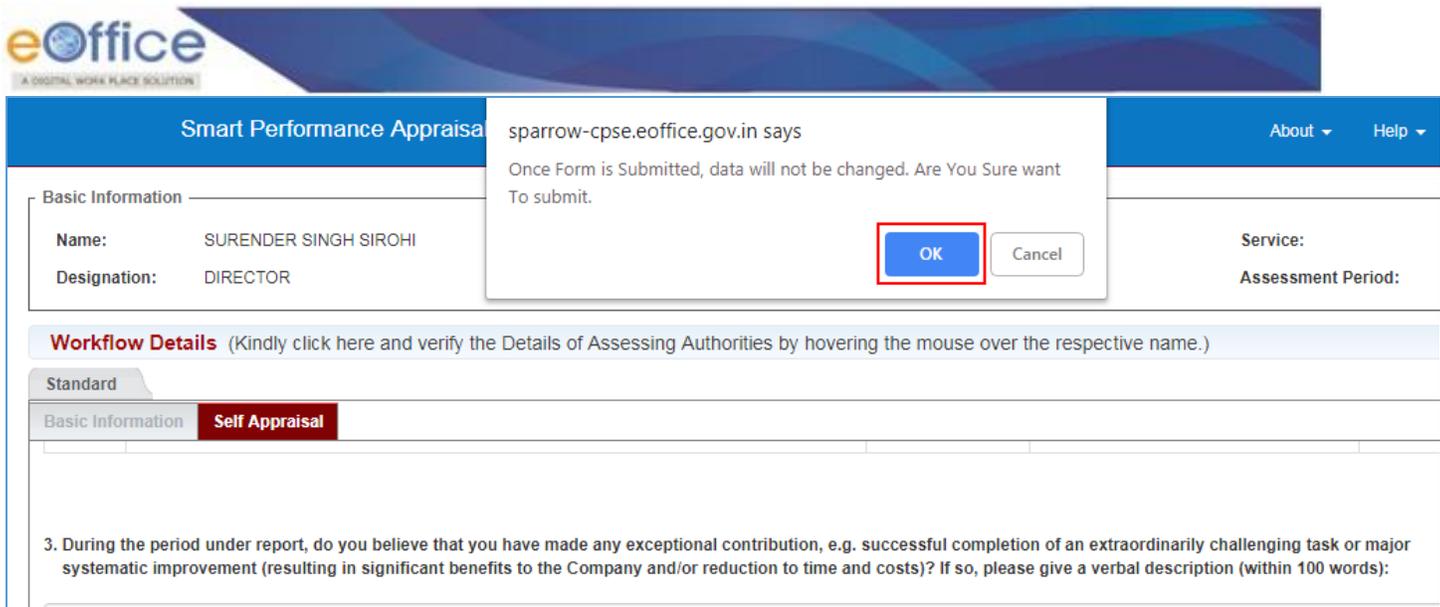


Fig.22

- A message prompts “Sent Successfully to” as shown in Fig.23:

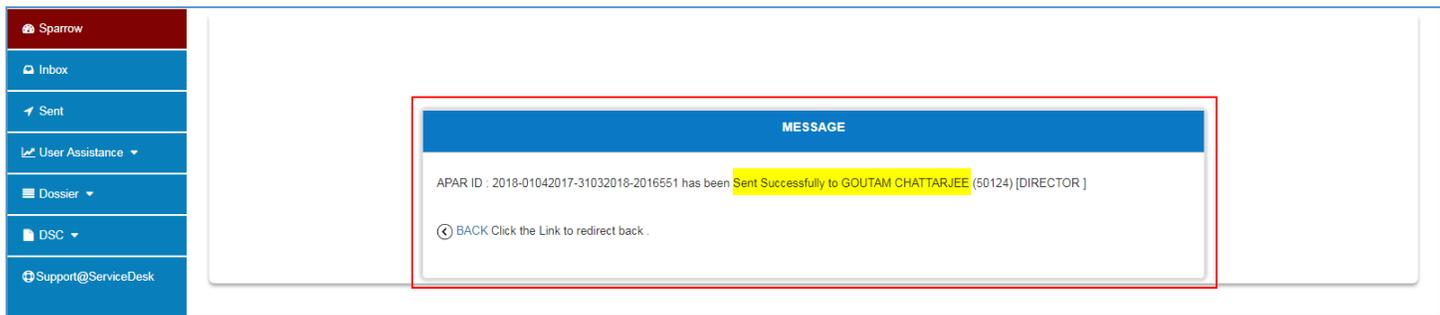


Fig.23

**Stage 2: Reporting Authority performs the following steps to Forward to Reviewing Authority:**

- Click PAR ID ( 2018-01042017-31032018-2016651 ) under Access Par tab to open the Form as shown in Fig.24:

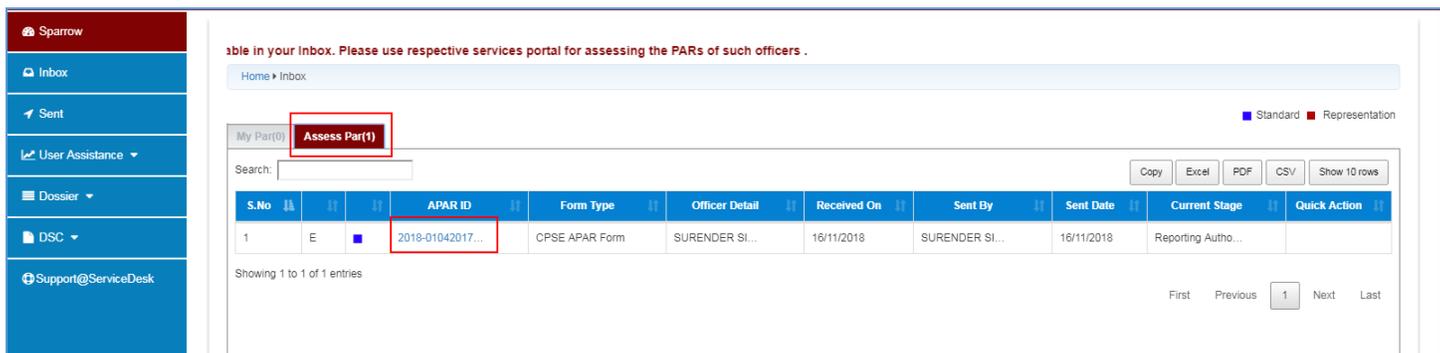


Fig.24

- A page appears, Reporting Authority views Basic Information & Self Appraisal forms, grades the PAR in Appraisal, click Send to Reviewing Authority ( Send To Reviewing Authority ) button as shown in Fig.25:

# E-SIGN Registration Manual

**E-Sign Registration:** In order to maintain security in submission of PAR using Aadhar based e-Sign facility for signing in the SPARROW application, all users will now be required to register e-sign before using this feature while submitting PAR.

**In SPARROW application, following steps are needed to be performed to register e-Sign:**

**Step 1.1: Click on Register eSign UID Token-> Register eSign, as shown in Fig.1.1.**

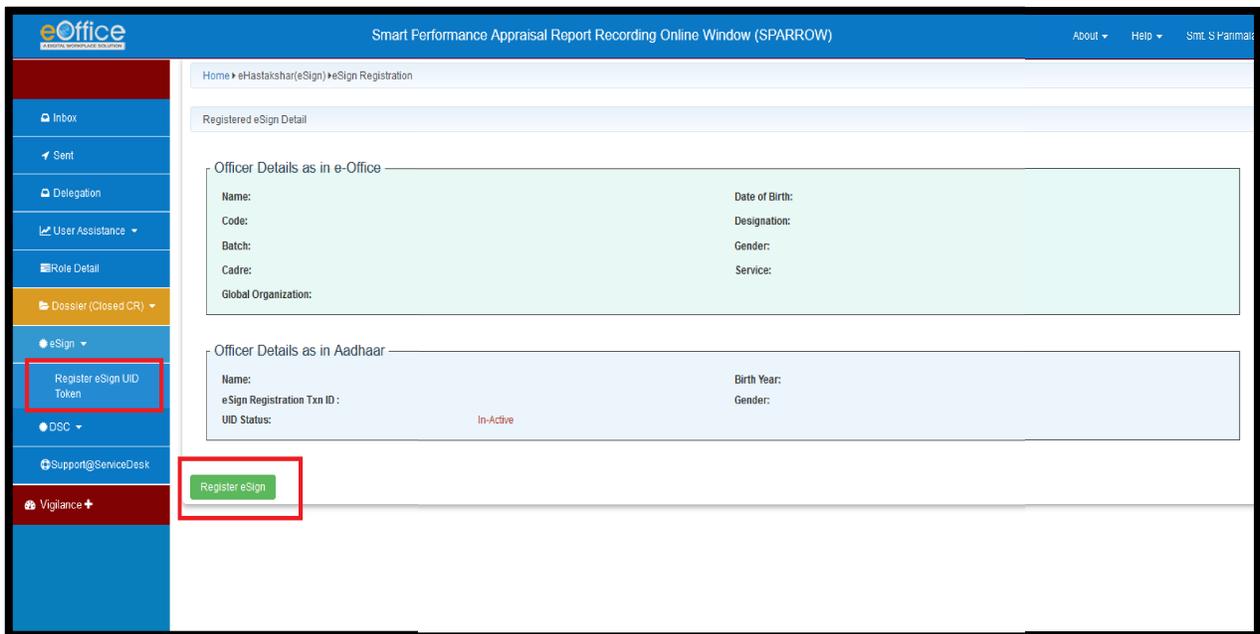


Fig.1.1

Step 1.2: By checking consent form (in case of agreement) click ok button, as shown in Fig.1.2

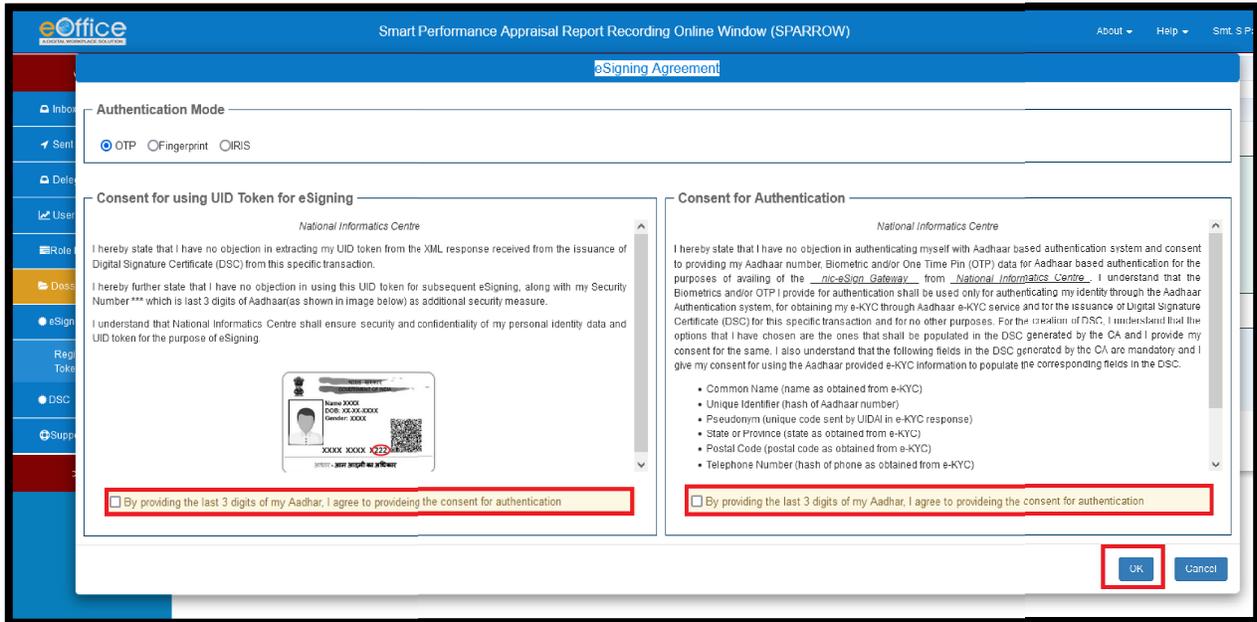


Fig.1.2

Step 1.3: Enter your 12 digit Aadhar No-> Get OTP->Enter OTP-> click on **Submit** as shown in Fig.1.3

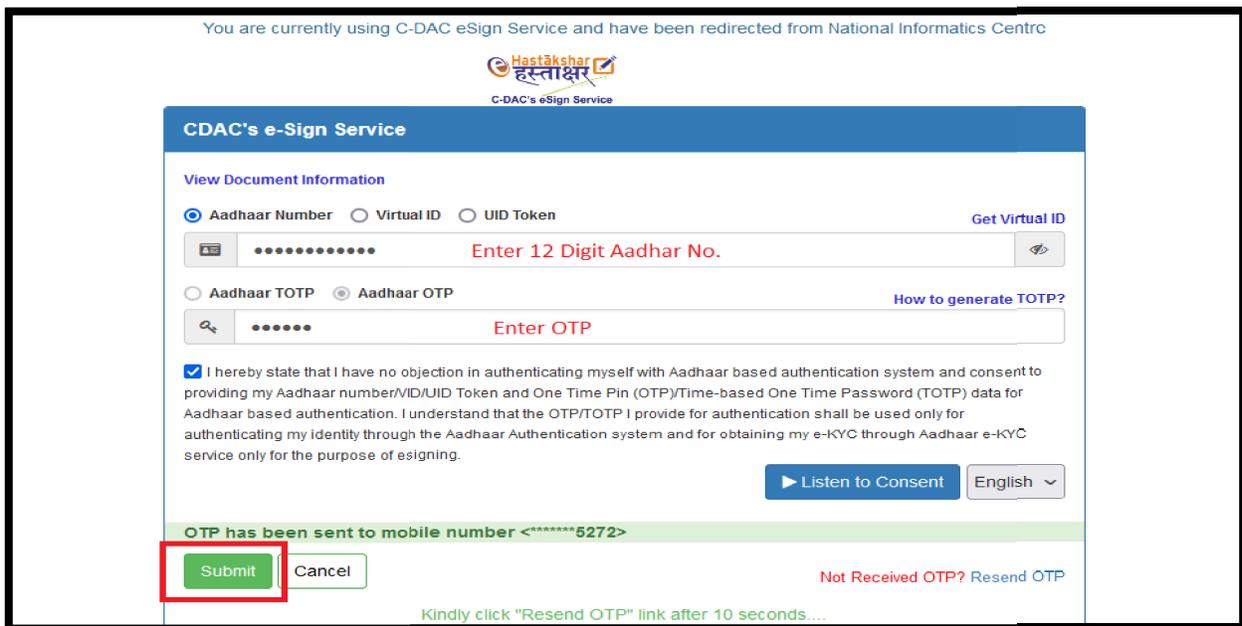


Fig.1.3

**Note: For successful registration of e-Sign, user also must ensure to updated their mobile numbers with Aadhar (UIDAI).**

Step 1.4: User will receive message for **Successful Registration** of e-Sign, as shown in Fig.1.4

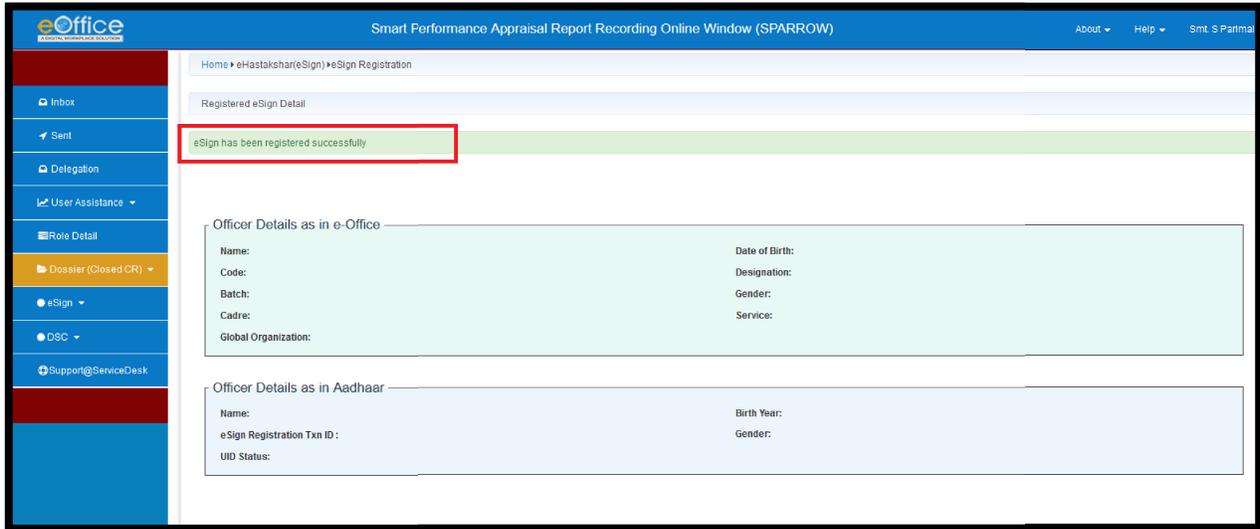


Fig.1.4

**For PAR Submission:** Following steps are needed to be performed to submit PAR:

**Case 1:** In case of same details like (Name, DOB, Gender etc.) in e-office (SPARROW) account data and Aadhar registered data, user will get below screens.

Step 2.1: At the time of submission of PAR-> Enter your last 3 digit of Aadhar No-> Check Consent-> click **Ok** as shown in Fig.2.1

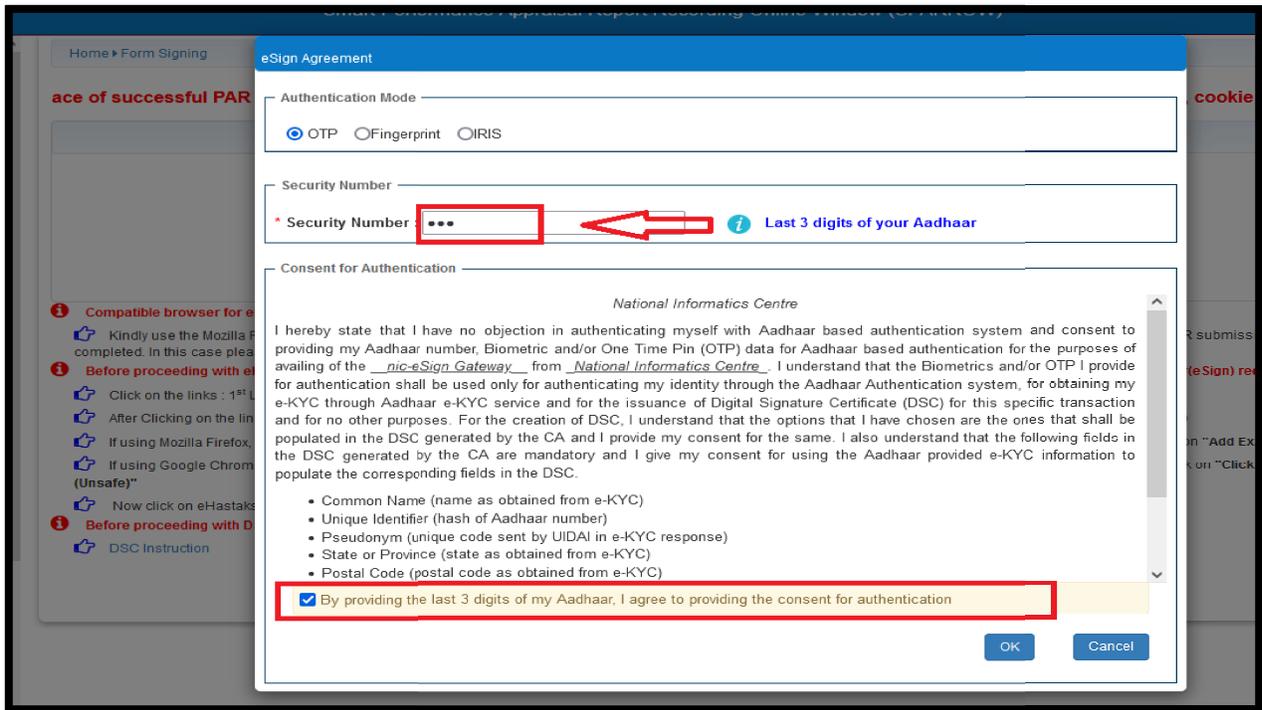


Fig.2.1

Step 2.2: With prefilled UID Token Click on Get OTP -> Enter OTP-> click **Submit** as shown in Fig.2

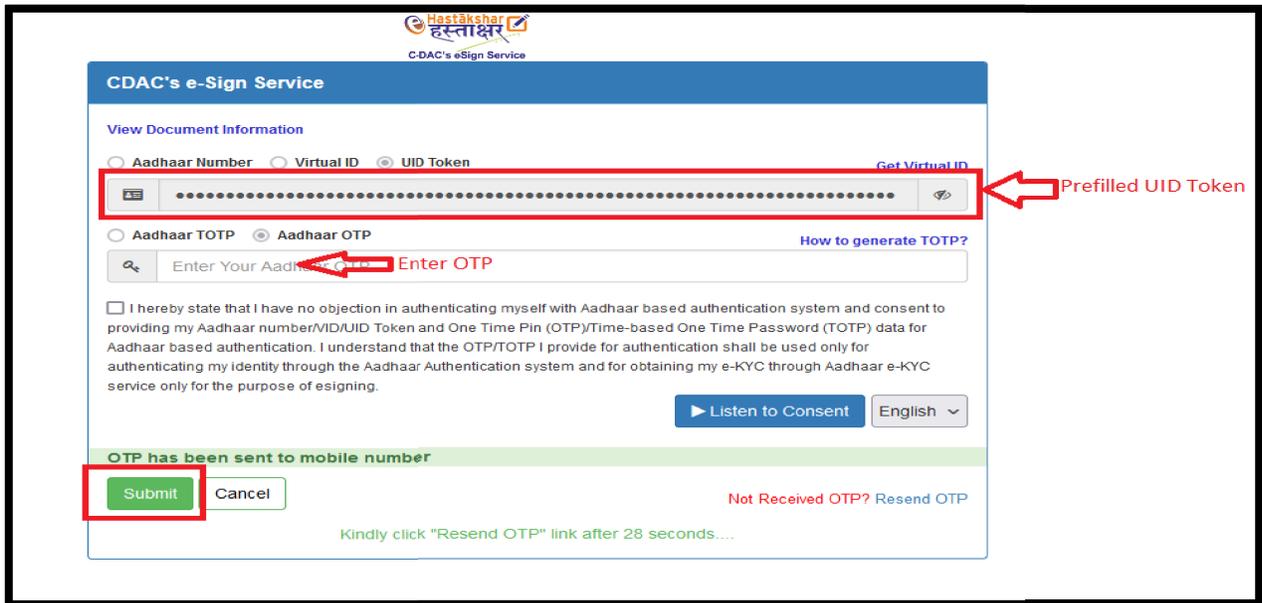


Fig.2.2

Step 2.3: User will get message for Successful Submission of PAR, as shown in Fig.2.3

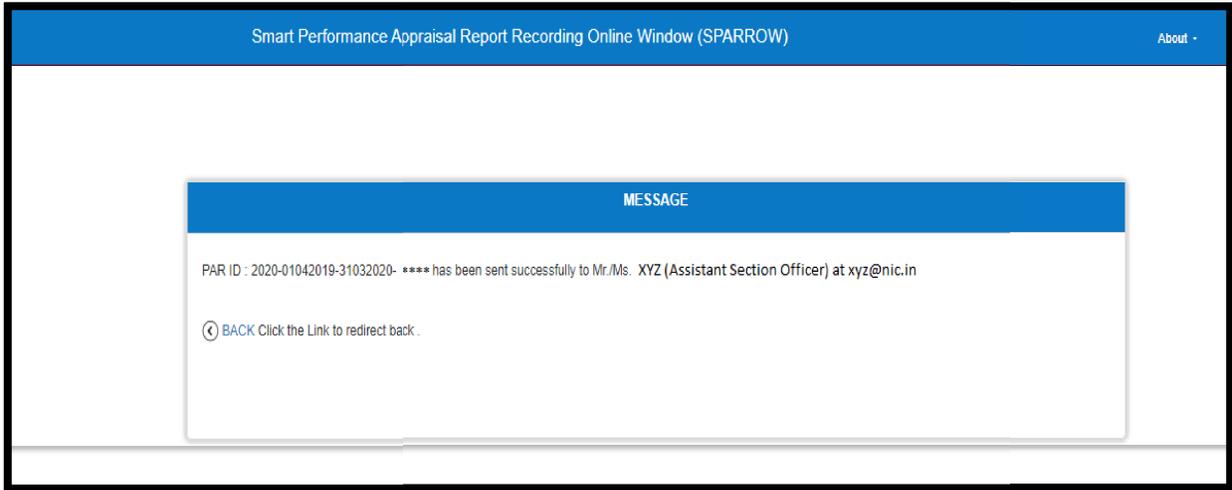


Fig.2.3

**Case 2: In case of mismatch in details like (Name, DOB, Gender etc.) in e-office (SPARROW) account data and Aadhar registered data, user will get below screens.**

Step 3.1: At the time of submission of PAR user can either **Deregister e-Sign** or **Continue Signing** as shown in Fig.3.1

