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#### **Access of SPARROW Application Through SACESS**

#### 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)

| NIC WEBVPN                  | × +                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          |   | $\sim$ | -   | ٥   |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---|--------|-----|-----|
| $\leftarrow \rightarrow $ G | O A https://saccess.nic.in                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          | ☆ |        | . € | ) 釣 |
| NIC                         | NIC WEBVPN<br>NIC WebVPN service provides user friendly and secure access to<br>internal applications over public network.<br>Users can access internal web applications hosted in NIC Data<br>Centers over any internet connected device using a web browser.<br>Please contact your respective NIC coordinator for details<br>regarding accounts and access.<br>Unauthorized access is prohibited. All access is logged on NIC<br>WebVPN.<br>Cick here to download HySecure Client. | Sign-in<br>Complete Email Address<br>Password<br>Sign-in |   |        |     |     |

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.

|                                        | National Informatics Centre                                                                                                             |           |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                        | Aadhaar based eSign                                                                                                                     |           |
| etarge di<br>Nationali<br>priormatices | Copyright © 2022, NIC. All Reserved. This site is designed, developed and Hosted by NIC<br>is best viewed in 1024x768 pixel resolution. | Desertion |

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** (<sup>2018-01042017-31032018-2016551</sup>) under **My Par** tab to open PAR as shown in **Fig.20**:

| n Sparrow           | SPARROW portal for various services have been shifted your                                 |
|---------------------|--------------------------------------------------------------------------------------------|
| 🕰 Inbox             | Home > Inbox                                                                               |
| ✓ Sent              | Standard E Represent                                                                       |
| 🗠 User Assistance 🔻 | My Par(1) Assess Par(0) Search: Copy Excel PDF CSV Show 10 rov                             |
| E Dossier 💌         | S.No La i APAR ID i Form Type i Received On i Sent By Sent Date Current Stage Quick Action |
| DSC -               | 1 E 2018-01042017 CPSE APAR Form 15/11/2018 ATUL BHATT ( 15/11/2018 Officer Reported       |
| Support@ServiceDesk | Showing 1 to 1 of 1 entries                                                                |
|                     | Filst Previous 1 HeAL Lo                                                                   |
|                     |                                                                                            |



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

|                       | Smart Performance Appraisal Report Recordin                                                                                                                                     | g Online Window (SPARROW)                                                                                                     | About + Help + Mr. SURENDER SINGH SIROHI(DIRECTO                                    |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| n Sparrow             | Basic Information                                                                                                                                                               |                                                                                                                               |                                                                                     |
| 🗅 Inbox               | Name:         SURENDER SINGH SIROHI         Ca           Designation:         DIRECTOR         Ba                                                                               | dre: CENTRAL SERVICES<br>tch: 1900                                                                                            | Service:         CPSE           Assessment Period:         01/04/2017 to 31/03/2018 |
| ✓ Sent                | Workflow Details (Kindly click here and verify the Details of Assessin                                                                                                          | g Authorities by hovering the mouse over the respec                                                                           | ctive name.)                                                                        |
| 🛩 User Assistance 🔻   | Standard Setf Appraisal                                                                                                                                                         |                                                                                                                               |                                                                                     |
| ■ Dossier 🔻           | <ol> <li>During the period under report, do you believe that you have made any exce<br/>systematic improvement (resulting in significant benefits to the Company and</li> </ol> | ,<br>itional contribution, e.g. successful completion of an exi<br>d/or reduction to time and costs)? If so, please give a ve | traordinarily challenging task or major<br>rbal description (within 100 words):     |
|                       | During the period under report, do you believe that you have made any exceptional bandits to the Company and/or reduction to time and costs)                                    | ontribution, e.g. successful completion of an extraordinarily                                                                 | challenging task or major systematic improvement (resulting in significant          |
| ⊕ Support@ServiceDesk | 4. What are the constraints that hindered your performance?     performance      5. Please indicate specific areas of training that will add value to you:                      |                                                                                                                               | 6<br>                                                                               |
|                       | For the current assignment:                                                                                                                                                     | Delhi                                                                                                                         |                                                                                     |
|                       | For your future career:                                                                                                                                                         | Kolkata                                                                                                                       | ß                                                                                   |
|                       | 6. Declaration                                                                                                                                                                  |                                                                                                                               |                                                                                     |
|                       | DRAFT Send To Reporting Authority                                                                                                                                               |                                                                                                                               |                                                                                     |

Fig.21

• A confirmation window appears click on **OK** (

) button as shown in **Fig.22**:

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|                       | Smart Performance Appraisa              | sparrow-cpse.eoffice.gov.in says                                          | About 🚽 Help                   |
|-----------------------|-----------------------------------------|---------------------------------------------------------------------------|--------------------------------|
| Basic Informatio      | n                                       | To submit.                                                                |                                |
| Name:<br>Designation: | SURENDER SINGH SIROHI<br>DIRECTOR       | OK Cancel                                                                 | Service:<br>Assessment Period: |
| Workflow De           | tails (Kindly click here and verify the | e Details of Assessing Authorities by hovering the mouse over the respect | ive name.)                     |
| Standard              | Solf Appraisal                          |                                                                           |                                |
|                       | Sell Applaisa                           |                                                                           |                                |

Fig.22

• A message prompts "Sent Successfully to" as shown in Fig.23:

| Sparrow             |                                                                                                              |
|---------------------|--------------------------------------------------------------------------------------------------------------|
| Inbox               |                                                                                                              |
| Sent                | MESSAGE                                                                                                      |
| User Assistance 💌   |                                                                                                              |
| Dossier 💌           | APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR ] |
| DSC -               | BACK Click the Link to redirect back .                                                                       |
| Support@ServiceDesk |                                                                                                              |
|                     |                                                                                                              |



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

• Click PAR ID (<sup>2018-01042017-31032018-2016551</sup>) under Access Par tab to open the Form as shown in Fig.24:

| 🚳 Sparrow           | sple in your inbox. Please use respective services portal for assessing the PARs of such officers.   |
|---------------------|------------------------------------------------------------------------------------------------------|
| 🕰 Inbox             | Home > Inbox                                                                                         |
|                     | Standard Representation                                                                              |
| 🗠 User Assistance 🔻 | wwy Part(u)     Assess Part(1)       Search:     Copy       Excel     PDF       CSV     Show 10 rows |
| E Dossier 👻         | S.No 1 APAR ID Form Type Officer Detail Received On Sent By Sent Date Current Stage Quick Action A   |
| DSC -               | 1 E 2018-01042017 CPSE APAR Form SURENDER SI 16/11/2018 SURENDER SI 16/11/2018 Reporting Autho       |
| Support@ServiceDesk | Showing 1 to 1 of 1 entries First Previous 1 Next Last                                               |



• 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**:

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## **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.

|                             | Smart Performance Appraisal Report Recording Online Window (SPARROW) | About <del>v</del> | Help 👻 | Smt. S Parimala |
|-----------------------------|----------------------------------------------------------------------|--------------------|--------|-----------------|
|                             | Home ▶ eHastakshar(eSign) ▶ eSign Registration                       |                    |        |                 |
| 🖴 Inbox                     | Registered eSign Detail                                              |                    |        |                 |
| 🖌 Sent                      | - Officer Details as in e-Office                                     |                    |        |                 |
| Delegation                  | Name: Date of Birth:                                                 |                    |        |                 |
| 🛃 User Assistance 👻         | Code: Designation:                                                   |                    |        |                 |
| Role Detail                 | Batch: Gender:<br>Cadre: Service:                                    |                    |        |                 |
| 🖨 Dossier (Closed CR) 👻     | Global Organization:                                                 |                    |        |                 |
| ¢eSign <del>▼</del>         | . Officer Details as in Aarthaar                                     |                    |        |                 |
| Register eSign UID<br>Token | Name:     Birth Year:       eSign Registration Txn ID:     Gender:   |                    |        |                 |
| ⇔DSC <del>-</del>           | UID Status: In-Active                                                |                    |        |                 |
| Support@ServiceDesk         |                                                                      |                    |        |                 |
| 🤁 Vigilance 🕇               | Register eSign                                                       |                    |        |                 |
|                             |                                                                      |                    |        |                 |
|                             |                                                                      |                    |        |                 |
|                             |                                                                      |                    |        |                 |

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

| You are currently using (                                                                                                                                                   | C-DAC eSign Service and have been redirected                                                                                                                                                                                               | d from National Informatics Centro                                                                                                                                             | С     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                                                                                                                                                                             | € Hastakshar                                                                                                                                                                                                                               |                                                                                                                                                                                |       |
|                                                                                                                                                                             | C-DAC's eSign Service                                                                                                                                                                                                                      |                                                                                                                                                                                |       |
| CDAC's e-Sign Service                                                                                                                                                       | •                                                                                                                                                                                                                                          |                                                                                                                                                                                |       |
| View Document Information                                                                                                                                                   |                                                                                                                                                                                                                                            |                                                                                                                                                                                |       |
| Aadhaar Number O Virt                                                                                                                                                       | ual ID 🔿 UID Token                                                                                                                                                                                                                         | Get Virtua                                                                                                                                                                     | al ID |
| ••••••                                                                                                                                                                      | Enter 12 Digit Aadhar No.                                                                                                                                                                                                                  | Ø.                                                                                                                                                                             | Þ     |
| 🔿 Aadhaar TOTP 💿 Aadha                                                                                                                                                      | ar OTP                                                                                                                                                                                                                                     | How to generate TO                                                                                                                                                             | TP?   |
| a                                                                                                                                                                           | Enter OTP                                                                                                                                                                                                                                  |                                                                                                                                                                                |       |
| ✓ I hereby state that I have no<br>providing my Aadhaar number/∧<br>Aadhaar based authentication.<br>authenticating my identity throug<br>service only for the purpose of e | objection in authenticating myself with Aadhaar based<br>/ID/UID Token and One Time Pin (OTP)/Time-based 0<br>I understand that the OTP/TOTP I provide for authentic<br>gh the Aadhaar Authentication system and for obtainin<br>asigning. | d authentication system and consent to<br>One Time Password (TOTP) data for<br>cation shall be used only for<br>ng my e-KYC through Aadhaar e-KYC<br>Listen to Consent English | ~     |
| OTP has been sent to me                                                                                                                                                     | obile number <******5272>                                                                                                                                                                                                                  |                                                                                                                                                                                |       |
| Submit Cancel                                                                                                                                                               |                                                                                                                                                                                                                                            | Not Received OTP? Resend C                                                                                                                                                     | OTP   |
|                                                                                                                                                                             |                                                                                                                                                                                                                                            |                                                                                                                                                                                |       |

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

| <u>e©ffice</u>          | Smart Performance                             | e Appraisal Report Recording Online Win | dow (SPARROW)  | About 👻 | Help 👻 | Smt. S Parimai |
|-------------------------|-----------------------------------------------|-----------------------------------------|----------------|---------|--------|----------------|
|                         | Home + eHastakshar(eSign) +eSign Registration |                                         |                |         |        |                |
| Inbox                   | Registered eSign Detail                       |                                         |                |         |        |                |
| 🖌 Sent                  | eSign has been registered successfully        |                                         |                |         |        |                |
| Delegation              |                                               |                                         |                |         |        |                |
| 🛃 User Assistance 👻     |                                               |                                         |                |         |        |                |
| ■Role Detail            | Name:                                         |                                         | Date of Birth: |         |        |                |
| 🗅 Dossier (Closed CR) 👻 | Code:                                         |                                         | Designation:   |         |        |                |
| 🗢 eSign 👻               | Batch:                                        |                                         | Gender:        |         |        |                |
| ●DSC -                  | Global Organization:                          |                                         |                |         |        |                |
| Support@ServiceDesk     | Officer Dataile on in Andhoor                 |                                         |                |         |        |                |
|                         | Name:                                         |                                         | Birth Year:    |         |        |                |
|                         | e Sign Registration Txn ID :                  |                                         | Gender:        |         |        |                |
|                         | UID Status:                                   |                                         |                |         |        |                |
|                         |                                               |                                         |                |         |        |                |
|                         |                                               |                                         |                |         |        |                |

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

| ace of successful PAR                                                                                                                                                                                       | - Authentication Mode                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                             | ● OTP OFingerprint OIRIS                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                             | - Security Number                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                             | Socurity Number                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                             | - Consent for Authentication                                                                                                                                                                                                                                                |
| Compatible browser for e                                                                                                                                                                                    | National Informatics Centre                                                                                                                                                                                                                                                 |
| <ul> <li>Kindly use the Mozilla F completed. In this case plea</li> <li>Before proceeding with eight of the click on the links : 1<sup>st</sup> L</li> <li>Click on the links : 1<sup>st</sup> L</li> </ul> | I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the <u></u> |
| <ul> <li>If using Mozilla Firefox,</li> <li>If using Google Chrom (Unsafe)"</li> </ul>                                                                                                                      | populate the corresponding fields in the DSC.                                                                                                                                                                                                                               |
| Now click on eHastaks<br>Before proceeding with D                                                                                                                                                           | Common Name (name as obtained from e-KYC)     Unique Identifier (hash of Aadhaar number)     Pseudonym (unique code sent by UIDAH in e-KYC response)                                                                                                                        |

Fig.2.1

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

| CDAC's e-Sign                                                                                                      |                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                    | n Service                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                        |  |
| View Document Infe                                                                                                 | ormation                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                        |  |
| 🔘 Aadhaar Numbe                                                                                                    | er 🔿 Virtual ID 💿 UID Token                                                                                                                                                                                    | Get Virtual ID                                                                                                                                                                                                                                                         |  |
| ••••••                                                                                                             |                                                                                                                                                                                                                | Ø                                                                                                                                                                                                                                                                      |  |
| O Aadhaar TOTP                                                                                                     | Aadhaar OTP                                                                                                                                                                                                    | How to generate TOTP?                                                                                                                                                                                                                                                  |  |
| A Enter You                                                                                                        | ur Aadh. •• Oup Enter OTP                                                                                                                                                                                      |                                                                                                                                                                                                                                                                        |  |
| I hereby state that<br>providing my Aadhat<br>Aadhaar based auth<br>authenticating my id<br>service only for the p | at I have no objection in authenticating mys<br>lar number/VID/UID Token and One Time P<br>hentication. I understand that the OTP/TOTF<br>fentity through the Aadhaar Authentication s<br>purpose of esigning. | elf with Aadhaar based authentication system and consent to<br>in (OTP)/Time-based One Time Password (TOTP) data for<br>PI provide for authentication shall be used only for<br>system and for obtaining my e-KYC through Aadhaar e-KYC<br>Listen to Consent English ~ |  |
| OTP has been s                                                                                                     | sent to mobile number                                                                                                                                                                                          |                                                                                                                                                                                                                                                                        |  |
| Submit Car                                                                                                         | ncel                                                                                                                                                                                                           | Not Received OTP? Resend OTP                                                                                                                                                                                                                                           |  |
|                                                                                                                    |                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                        |  |

Fig.2.2



Step 2.3: User will get message for Successful Submission of PAR, as shown in Fig2.3

| Smart Performance Appraisal Report Recording Online Window (SPARROW) |                                                                                                                           |  |  |  |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                                                                      |                                                                                                                           |  |  |  |
|                                                                      |                                                                                                                           |  |  |  |
|                                                                      | MESSAGE                                                                                                                   |  |  |  |
|                                                                      | PAR ID : 2020-01042019-31032020- **** has been sent successfully to Mr./Ms. XYZ (Assistant Section Officer) at xyz@nic.in |  |  |  |
|                                                                      | BACK Click the Link to redirect back .                                                                                    |  |  |  |
|                                                                      |                                                                                                                           |  |  |  |
|                                                                      |                                                                                                                           |  |  |  |
|                                                                      |                                                                                                                           |  |  |  |

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

|                         | Smart Performance Appraisal Report Recording Online Window (SPARROW)                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |                         |                                                                                                 |  |  |  |  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------|-------------------------------------------------------------------------------------------------|--|--|--|--|
|                         | Home • Form Signing                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |                         |                                                                                                 |  |  |  |  |
| 🛥 Inbox                 | Kindly use the Mozilla Firefox or Internet Explorer browser for processing PAI                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |                         |                                                                                                 |  |  |  |  |
| ✓ Sent                  | eSign Mismatch Confirmation                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |                         |                                                                                                 |  |  |  |  |
| Delegation              |                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | oOfficer Llear Dataile | o Sign Dotaile          |                                                                                                 |  |  |  |  |
| 🛃 User Assistance 👻     |                                                                                                                                                                                        | Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | eonicer oser betails   | e sign Details          |                                                                                                 |  |  |  |  |
| ≅Role Detail            |                                                                                                                                                                                        | Year of Birth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1976                   | 1990                    |                                                                                                 |  |  |  |  |
| 🗁 Dossier (Closed CR) 👻 | Compatible browser for eHastakshar(eSign                                                                                                                                               | Gender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | n/a                    | F                       |                                                                                                 |  |  |  |  |
| 🔿 eSign 👻               | Kindly use the Mozilla Firefox or Internet E completed. In this case please delete history, c                                                                                          | Kindly use the Mozilia Firefox or Internet E ompleted. In this case please delete history, c moried accient action in PAPS Stancture Details. So the second statistic method is accient action in PAPS Stancture Details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                         |                                                                                                 |  |  |  |  |
| ●DSC ▼                  | Before proceeding with eHastakshar(eSign     Click on the links : 1 <sup>st</sup> Link -https://esigns                                                                                 | * In Case you have undered ada like a stand betails and the stand |                        |                         |                                                                                                 |  |  |  |  |
| Support@ServiceDesk     | <ul> <li>After Clicking on the links above if messa</li> <li>If using Mozilla Firefox, then a security wai</li> <li>If using Google Chrome, then a security w<br/>(Unsafe)"</li> </ul> | to get updated details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        | Countinue Signing Close | Hastakshar(eSign)<br>in Ihat case dick on "Add Exception<br>", in that case dick on "Click Adva |  |  |  |  |
|                         | <ul> <li>Now click on eHastakshar(eSign) in SPARR</li> <li>Before proceeding with DSC Signing, please fol</li> <li>DSC Instruction</li> </ul>                                          | OW<br>low the Instructions in the lin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | k given below:         |                         |                                                                                                 |  |  |  |  |