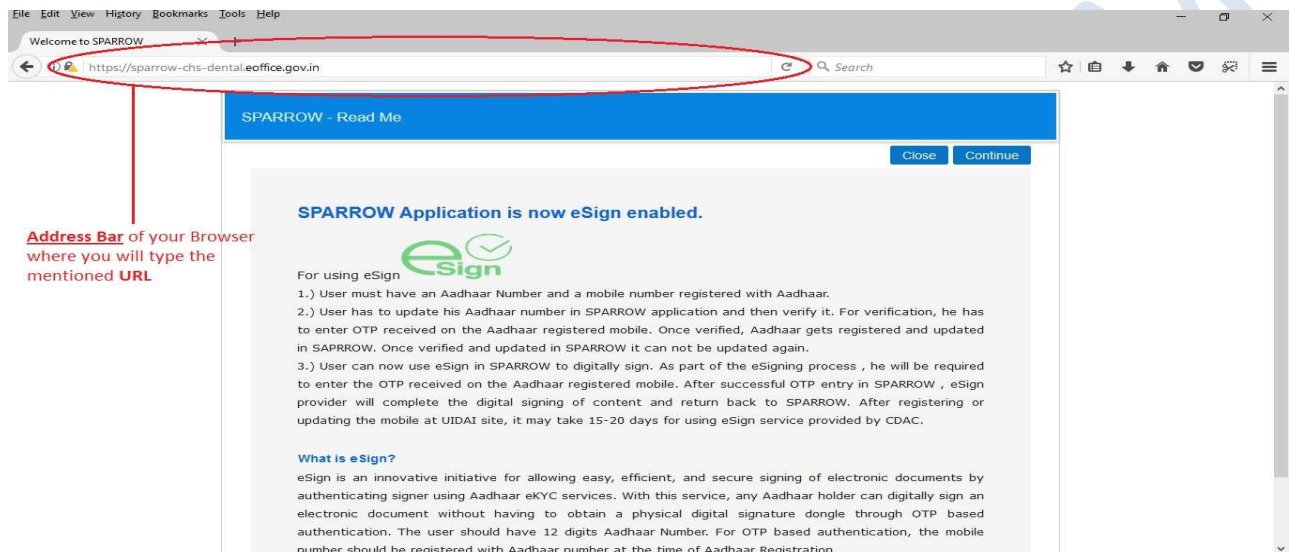


# Help on Online APAR

1. The URL of Website is <https://sparrow-chs-dental.eoffice.gov.in>

**Note:** Do not search the above URL from **Google** or any other **Search Engine**.

2. **Type** the said URL in the Address Bar of your browser (Mozilla Firefox / Internet Explorer).

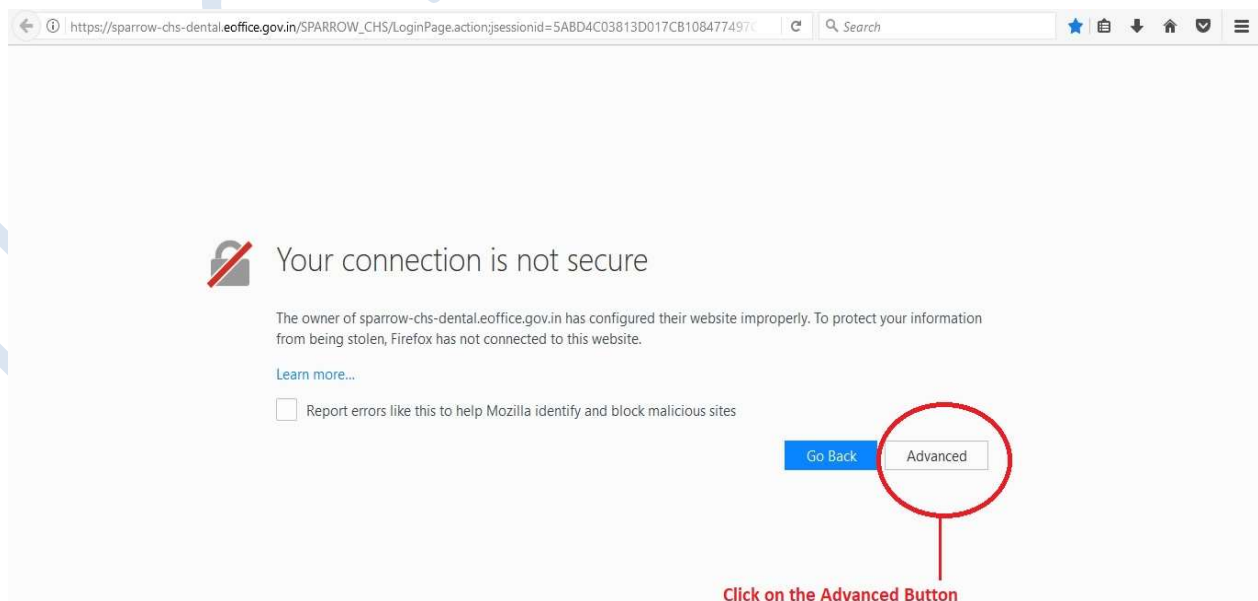


3. After typing the said URL press/hit the **Enter Button** from your **Computer Keyboard**.

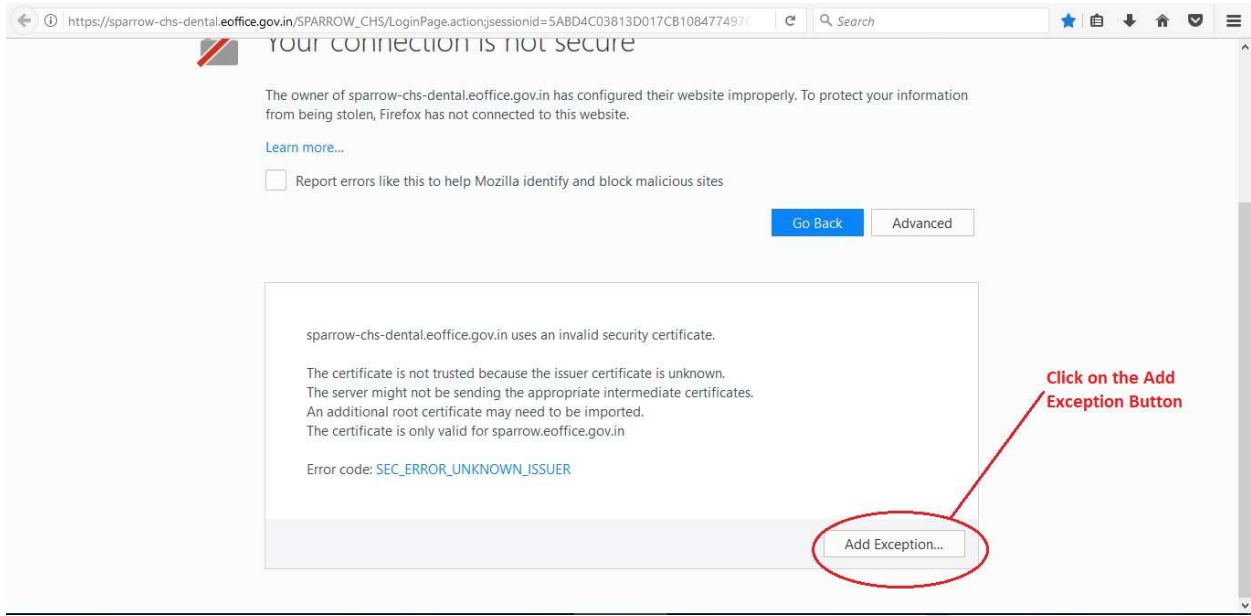
4. In Case the Security Exception message occurred, then find the below solution

## For Mozilla Firefox Browser

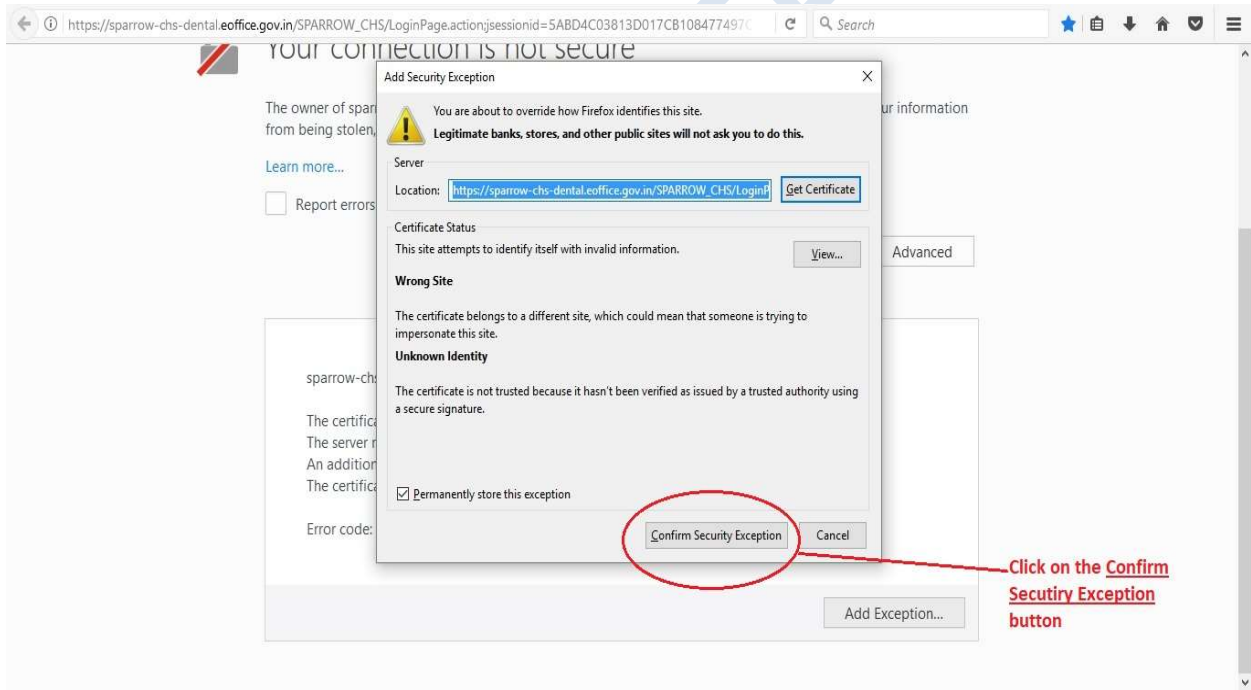
i.



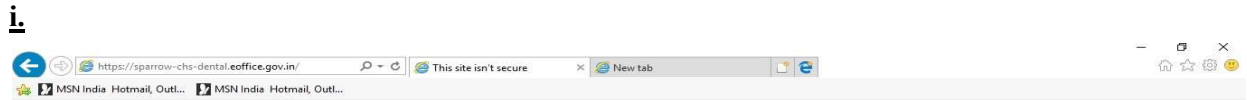
ii.



iii.



## For Internet Explorer



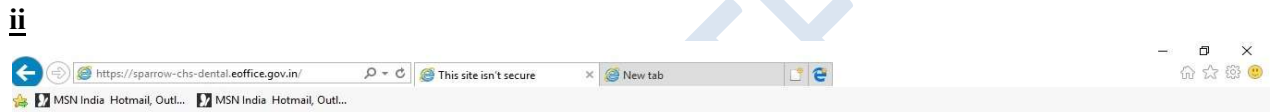
### This site is not secure

This might mean that someone's trying to fool you or steal any info you send to the server. You should close this site immediately.

✔ Close this tab

ⓘ More information

Click on the More Information link



### This site is not secure

This might mean that someone's trying to fool you or steal any info you send to the server. You should close this site immediately.

✔ Close this tab

ⓘ More information

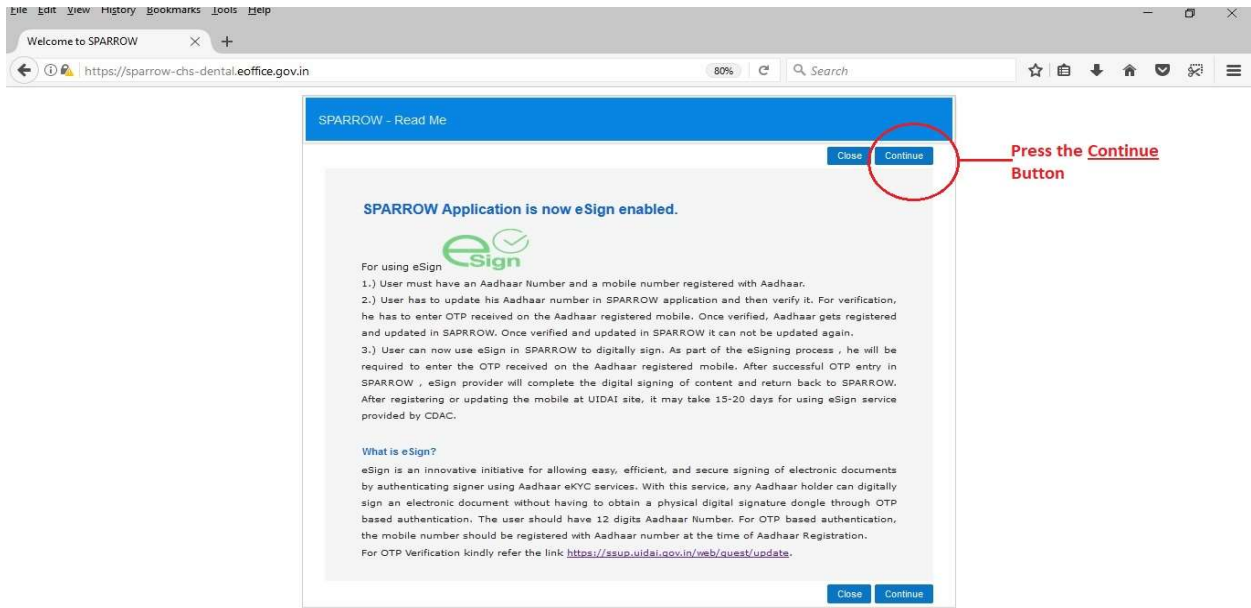
**The hostname in the website's security certificate differs from the website you are trying to visit.**

Error Code: DLG\_FLAGS\_SEC\_CERT\_CN\_INVALID

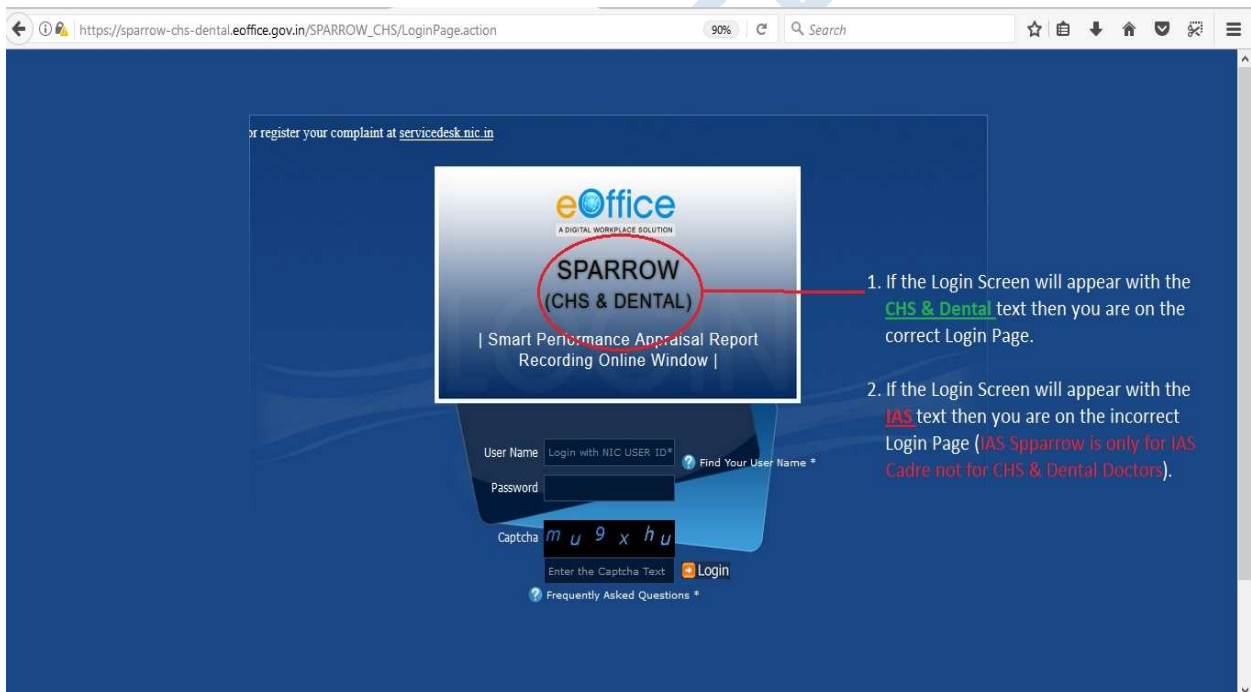
⚠ Go on to the webpage (not recommended)

Click on the Not Recommended link

5. After patching the security exception the below screen will appear.



6. After **Continue**, below screen will appear.



7. After **Login** into your Sparrow account below screen will appear.

Smart Performance Appraisal Report Recording Online Window

Dr. [REDACTED] (DIRECTOR PROFESSOR - LADY HARDINGE MEDICAL COLLEGE) Help

Update Aadhaar/Email/Mobile

**User Information**

Aadhaar detail for eSign

Aadhaar Number

Alert Information

Please do not show me this again

1. Enter your **Aadhaar No.** & Click on the **Verify & Update** button.
2. You will receive OTP number on your **Mobile Number** (Which is linked to your Aadhar).
3. Enter **OTP** & Submit to verify your Aadhar for **E-Sign**.
4. After verification click **Close** button

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8. Click on the **Inbox** link in the **Upper Left Corner**.

Smart Performance Appraisal Report Recording Online Window

Dr. [REDACTED] (DIRECTOR PROFESSOR - LADY HARDINGE MEDICAL COLLEGE) Help

Update Aadhaar/Email/Mobile

**Your Sparrow Inbox**

Home » Inbox

Inbox

My PAR (1) Assess PAR (0) Delegated (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results

<input type="checkbox"/>	S.No.		APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
<input type="checkbox"/>	1	E	[REDACTED]	Form-CHS	13/09/2017	Pravesh Nath Mehra (PROFESSOR)	13/09/2017	Officer Reported Upon	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

1. This is your generated **APAR**.
2. Click on the **APAR ID Link**.

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9. Once you click on the **APAR ID Link**, below screen will appear.

Home » eForm » Inbox

Officer Name : [Redacted] Cadre : TEACHING Service : CHS Designation : DIRECTOR PROFESSOR Batch : Assessment Period : 01/04/2016 to 31/03/2017

Workflow Details

Standard

Section I Section II

भाग-2 (Part-2)

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए  
(To be filled in by the Officer reported upon)  
कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें  
(Please read carefully the instructions before filling the entries)

1. किये गये कार्य का संक्षिप्त विवरण  
Brief Description of Duties

2. कार्यों के जो लक्ष्य जल्दयाप स्वयं अपने स्वयं के लिए निर्धारित किये हों, या आपके लिए निर्धारित किये गये हों उन (परिणाम मात्र या अन्य रूप में) कार्यों की आठ-

Note:

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10. After filling your **APAR**, follow the instruction in the below screen.

Home » eForm » Inbox

Officer Name : [Redacted] Cadre : TEACHING Service : CHS Designation : DIRECTOR PROFESSOR Batch : Assessment Period : 01/04/2016 to 31/03/2017

Workflow Details

Standard

Section I Section II

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अवत संपूर्ण वार्षिक विवरणी निर्धारित तारीख अर्थात कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ब करा दी गई थी। यदि नहीं तो विवरण दर्ब करने की तारीख दी जाए।  
Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year, if not, the date of filling the return should be given.  
 Yes  No

दिनांक/Date: 23/09/2017

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reported upon

Note:  
\* Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.  
\* Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft

Submit With DSC ( Send To Reporting Authority )

Submit With e-Sign( Send To Reporting Authority )

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11. **Submit with DSC (Digital Signature Certificate)** is only for those users who have registered their DCS.
12. If you do not have DSC, kindly use **Submit with E-Sign** button to send your APAR to your Reporting Officer.
13. In case you have **Forget your Password** then find the solution in the below screen.

The screenshot shows a web browser window with the URL [https://sparrow-chs-dental.eoffice.gov.in/SPARROW\\_CHS/LoginPage.action](https://sparrow-chs-dental.eoffice.gov.in/SPARROW_CHS/LoginPage.action). The page features the 'eoffice' logo and the title 'SPARROW (CHS & DENTAL) | Smart Performance Appraisal Report Recording Online Window |'. Below the title is a login form with fields for 'User Name' (with a 'Find Your User Name' link), 'Password', and a 'Captcha' (displaying 'lw55vb'). There is also a 'Login' button and a link to 'Frequently Asked Questions'. At the bottom of the page, there are links for 'Forgot NICeMail ID', 'Forgot Password', and 'Apply for NICeMail ID'. A red circle highlights the 'Forgot Password' link, and a red arrow points from it to a list of instructions on the right side of the page. The instructions are: 1. New window will open, click on PASSAPP. 2. Enter your Email ID & Captcha. 3. Enter OTP received on your Mobile Number. 4. Set your New Password. A note below the instructions states: 'Note: Password Policy (Min. 8 char., 1 Number, 1 Special Char., 1 Alphabet, 1 Small letter)'. The footer of the page contains copyright information for 2014, NIC, and a note about the site's design and hosting.

For any assistance or queries re

**Click on the Forget Password link & follow the procedures.**

1. New window will open, click on PASSAPP.
2. Enter your Email ID & Captcha.
3. Enter OTP received on your Mobile Number.
4. Set your New Password

**Note:** Password Policy (Min. 8 char., 1 Number, 1 Special Char., 1 Alphabet, 1 Small letter)

Forgot NICeMail ID **Forgot Password** Apply for NICeMail ID  
Quick Start | Contact Us | Support | 1800-111-555

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Site is best viewed in 1024x768 pixels resolution on Internet Explorer and Mozilla Firefox.

**Note :** If you have any other query, kindly Contact Us to Website Committee Room, near next to the Director's Office or Email us at [webmaster@lhmc-hosp.gov.in](mailto:webmaster@lhmc-hosp.gov.in).