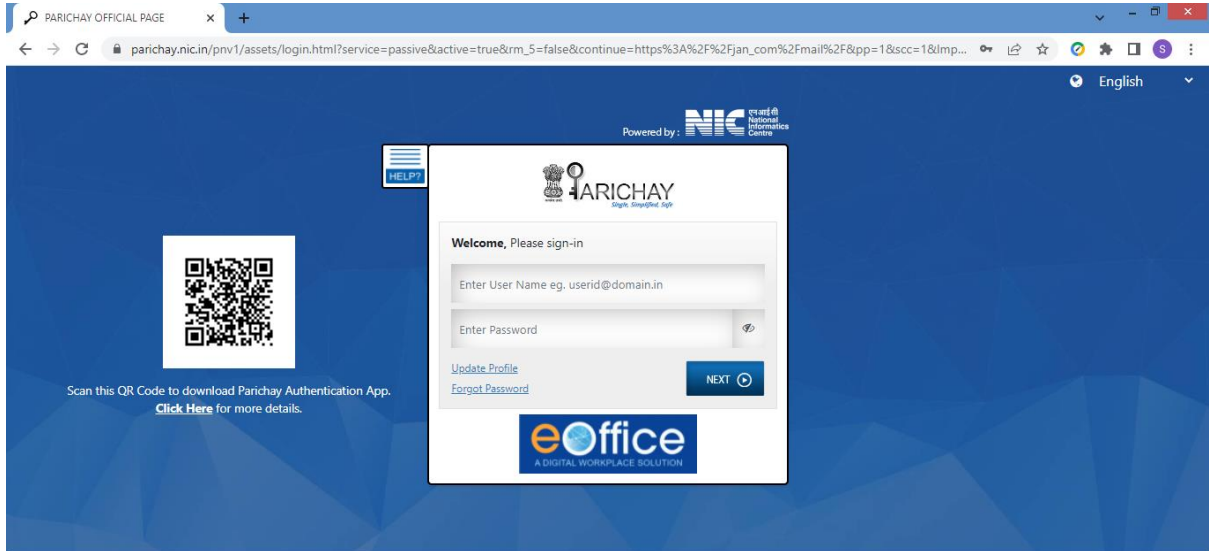
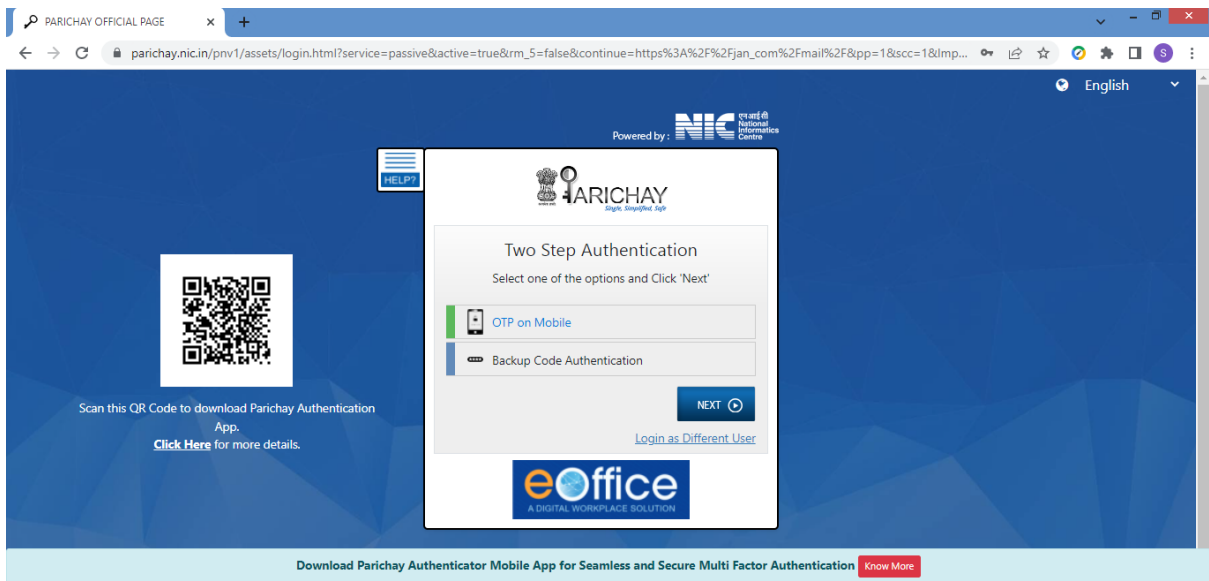


Super Custodian - Role Assignment Guide in SPARROW-CBIC

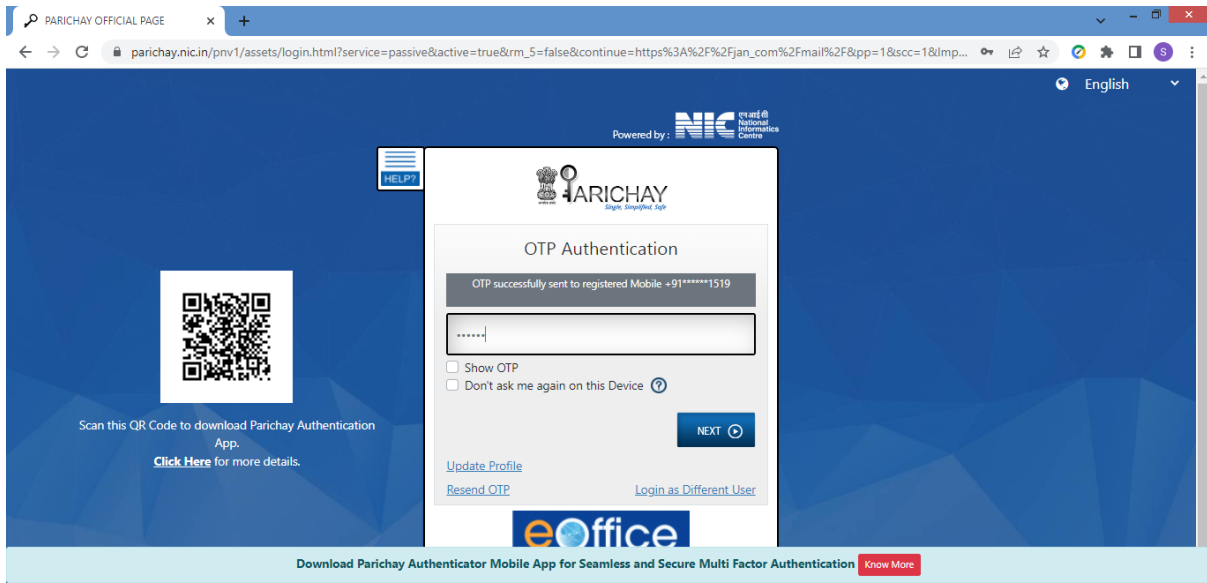
1. Logon to <https://sparrow-cbic.rcil.gov.in>
2. Enter username and password. Click on “Next” tab.



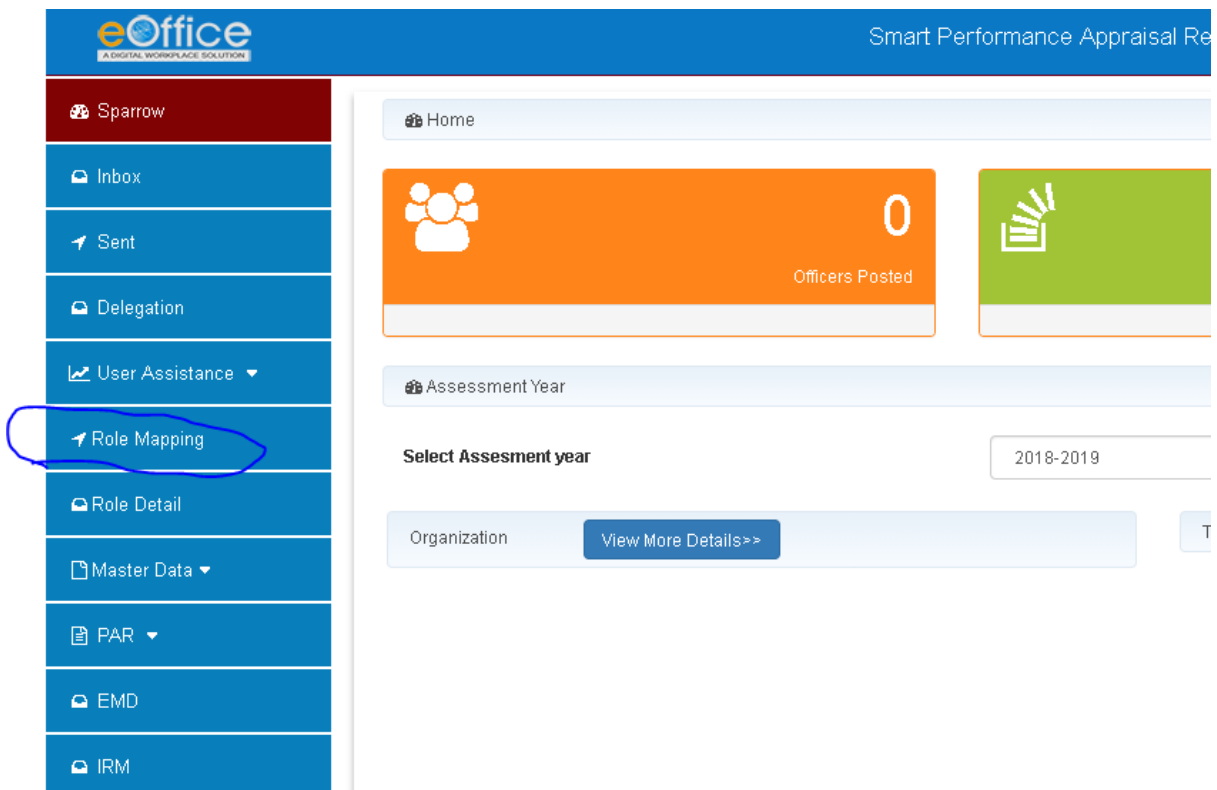
3. Select “OTP on Mobile” tab and click on “Next” Button.



4. After clicking on “Next” button the below page will open. Enter the OTP received on the registered Mobile number and click on “Next” button.

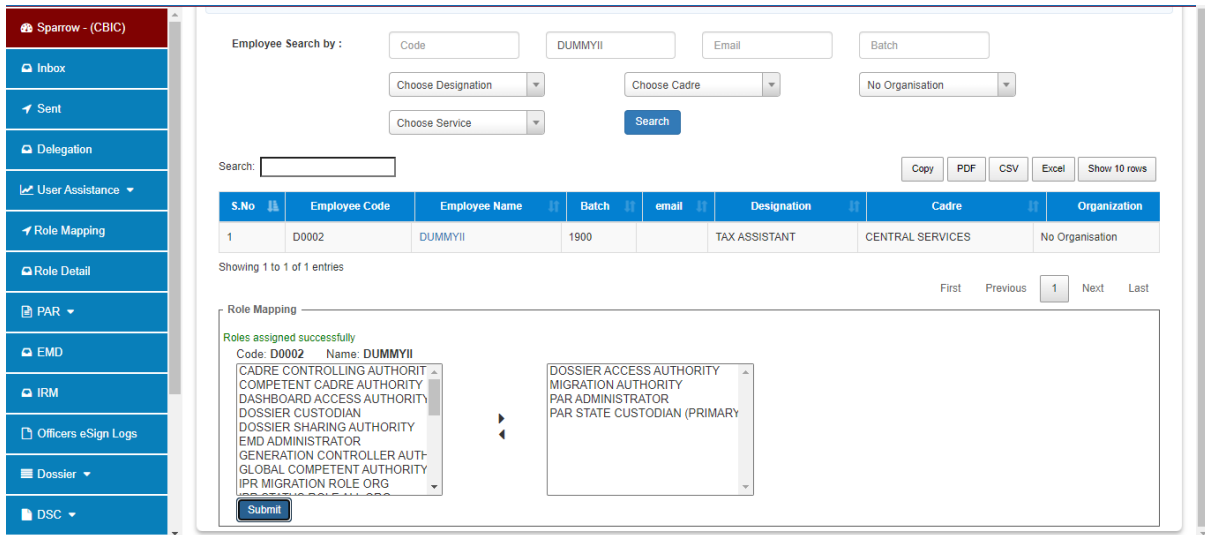


5. After clicking on “NEXT” button the SPARROW portal will open for Super Custodian as below. On the left side of the portal all the tabs are available.
6. **Role Mapping:** Super Custodian will be able to assign role of Custodian/ Alternate Custodian to the officers.
 - i. The officer has to click on “Role Mapping” tab.

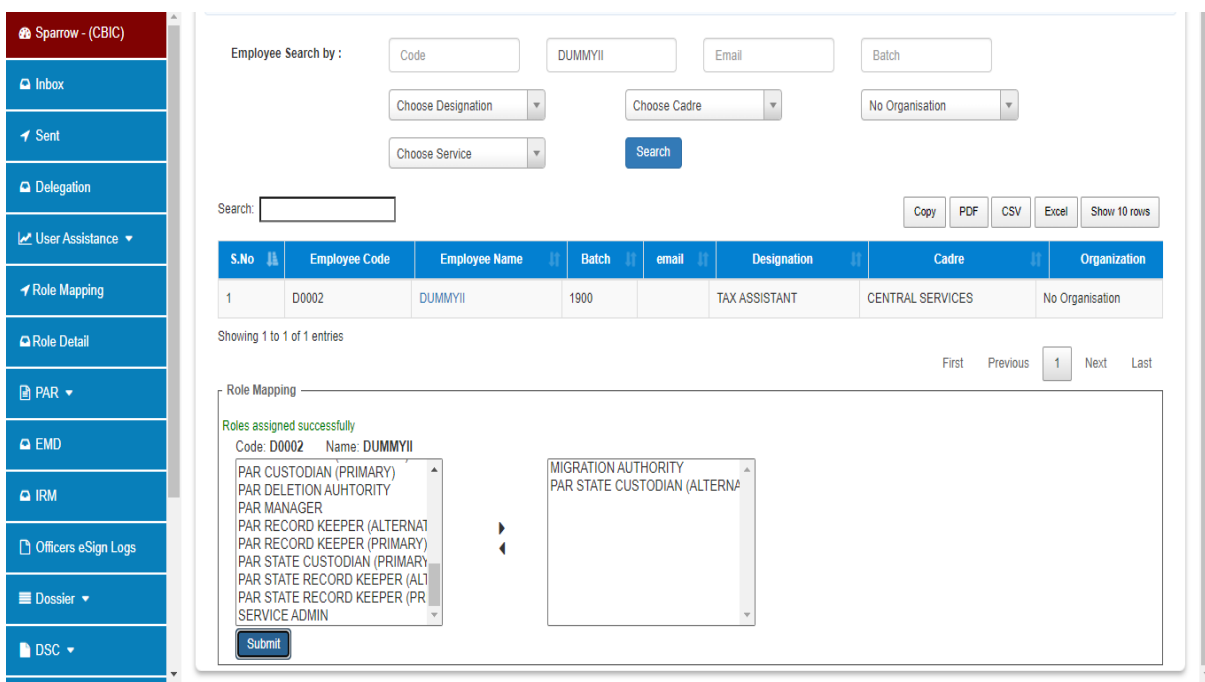


- ii. On clicking on the Tab below page will open. The officer can search for officer through his/her employee code, Name and Email id.

- iii. Enter employee code or Name or Email id and click on “Search” tab.
- iv. The officer will be able to see the name of the officer in the list appear as below.
- v. For assigning the role of Custodian, Click on the Name of the officer from the list and select roles of Dossier Access Authority, Migration Authority, PAR Administrator and PAR state Custodian (Primary) one by one and transfer to the next list. Click on “Submit” Button.
- vi. The message of “Role Assigned Successfully” will appear as shown below.

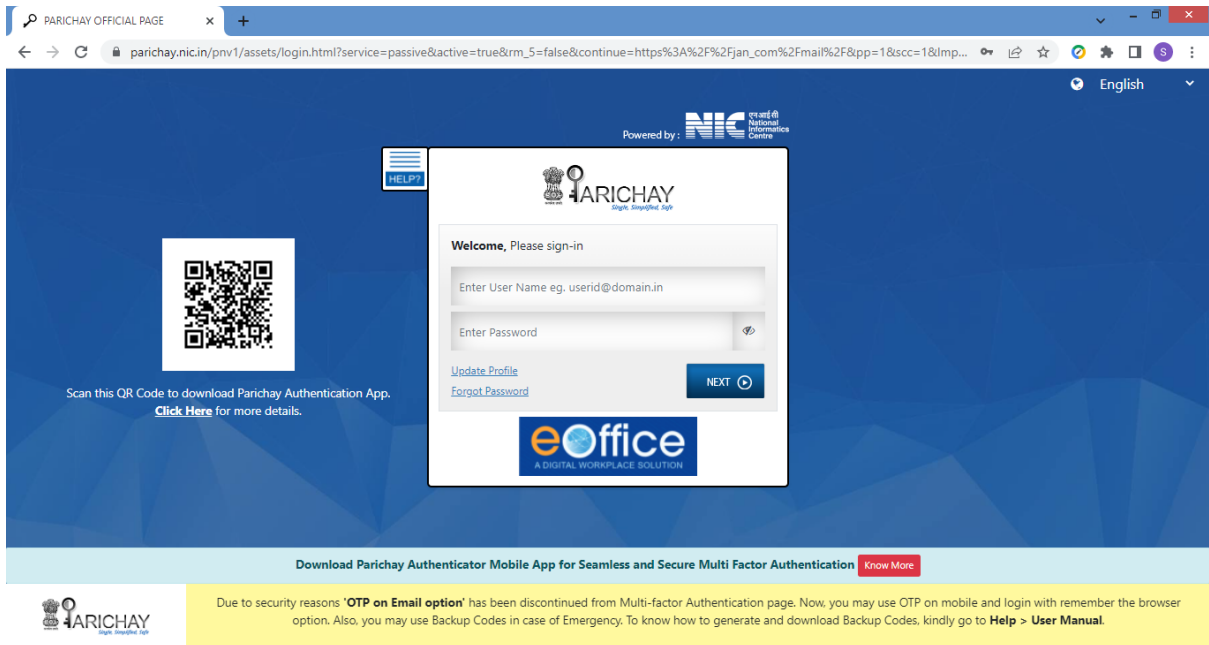


- vii. For the role of Alternate Custodian, The officer has to select Migration Authority and PAR State Custodian (Alternate) one by one and transfer to the next list. Click on “Submit” Button.
- viii. The message of “Role Assigned Successfully” will appear as shown below.

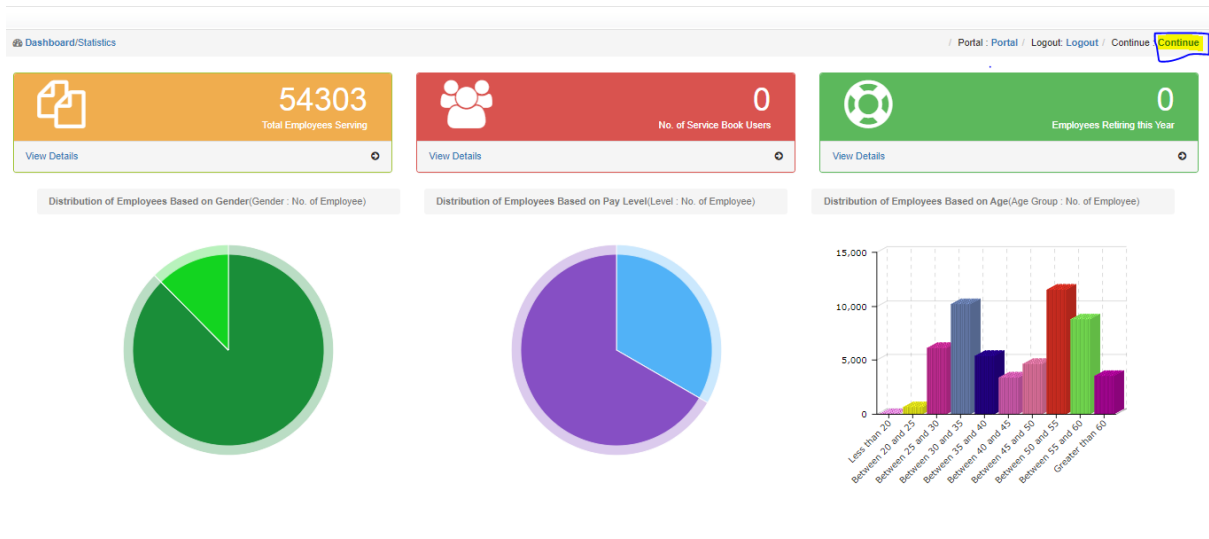


7. **Organisation Transfer and Updation of Personal Information:**

- i. Logon to <https://pims.eoffice.gov.in>
- ii. Enter username and password. Click on “Next” tab.



- iii. Click on “Continue” button given at the top right corner of the page.



iv. Enter Employee code and select "CBIC" in Service tab. Click on "Search" button.

Search Employee | Users Feedback (0) | Initiate Transfer | Relieving Employee | Joining Employee | Pending Verifications

Search Employee Select Service

Organisation: ---Select--- Service: CBIC

Employee Code: D0003 Employee Name: _____

Select Designation: ---Select--- Employee Type: ---Select---

Select User Type: ---Select---

Search **Reset**

v. Click on "Click to select" mentioned in the list to select the Officer.

Search Employee | Users Feedback (0) | Initiate Transfer | Relieving Employee | Joining Employee | Pending Verifications

Search Employee

Organisation: ---Select--- Service: CBIC

Employee Code: D0003 Employee Name: _____

Select Designation: ---Select--- Employee Type: ---Select---

Select User Type: ---Select---

Search **Reset**

Searched Employee List

Show 10 entries Search: _____

S.N.	Employee Code	Employee Name	Organisation	Service	Designation	Employee Type	User Type	Action
1	D0003	DUMMYIII	DGHRD - DELHI	CBIC	INSPECTOR	Non Service Book	GOVT EMPLOYEE - SERVING	Click To Select

Showing 1 to 1 of 1 entries

Previous 1 Next

vi. For updation in personal details of the officer click on "Personal Info" tab.

PROFILE PAGE | **PERSONAL INFO** | SALARY DETAIL | IMMUTABLE | MUTABLE | SERVICE | LEAVE RECORD | LTC | HBA/ADVANCES | CGEGIS | PENALTY | POSTING REPORTING | INTERNAL AUDIT | AWARDS | DISCIPLINARY CASES | EMPLOYEE ACCOUNT | ER SHEET | USER FEEDBACK | DSC ENROLL | SCANNED DOCUMENT

	Name	Ms. DUMMYIII
	Designation	INSPECTOR
	Organisation	DGHRD - DELHI
	Employee Type	NON SERVICE BOOK

Use Left Navigation For Detail Records Of Above Employee
Click To Search : Search User

- vii. Under “Personal Info” tab click on “Personal Information I”. A popup message will appear. Click on “ok”. The Super Custodian will be able to update Name, date of birth and source of recruitment which is a mandatory field.

- viii. Click on “Submit” button.

Religion* HINDUISM Category GENERAL Caste Certificate (Allowed File Format/Max Size - PDF/5 MB)

Father's Name* (Please affix appellation in name) SPARROW Mother's Name (Please affix appellation in name) PAN No.

PAN Certificate* Choose file No file chosen (Allowed File Format/Max Size - PDF/5 MB) Blood Group ---Select---

Personnel Details - II

Mother Tongue ---Select--- Employee Code* D0003 Allotment Year 1900

Pension Scheme ---Select--- GPF No. PRAN No.

Service* CBIC Cadre Service* CENTRAL SERVICES Service Appointment Date

Cadre Service Identification Number D0003 Whether Confirmed to Service Service Confirmation Date

Source of Recruitment* DIRECT User Type* GOVT EMPLOYEE-...

Note- Mandatory Documents if not uploaded will be automatically uploaded by 'Not Available' document. Once submitted record will be frozen.

Support Document & Remarks

Upload Proof Choose file No file chosen (Allowed File Format/Max Size - PDF/5 MB)

Remarks

SIGN & SUBMIT SIGN AND NEXT **SUBMIT** EXIT

- ix. For designation updation of any officer click on Designation tab given under “Personal Info” tab. Click on “+” given in right corner of the page.

Designation Ms. DUMMYIII (D0003) View Service Book Parts User Feedback

Designation

Designation* ---Select--- Type of Appointment* ---Select---

Department Name Designation Joining Date *

Effective From Date* Effective To Date

Is Active Designation Designation Suffix

Remarks Appointment Order* Choose file No file chosen (Allowed File Format/Max Size - PDF/5 MB)

Support Document & Remarks

Upload Proof Choose file No file chosen (Allowed File Format/Max Size - PDF/5 MB)

Remarks

Employee Designation List

SIGN & SUBMIT SIGN & NEXT **SUBMIT** EXIT

- x. The officer name will appear. Click on “Edit” button mentioned under Action column.

Employee Designation List

S.No	Designation	Appointment Type	Designation Joining Date	From Date	To Date	Active Designation	Data Authors	Last Verified	Action
1	INSPECTOR	DIRECT RECRUITMENT	01/04/2019	01/05/2019	Active	Information	Record	Edit	

SIGN & SUBMIT SIGN & NEXT **SUBMIT** EXIT

- xi. After entering all the mandatory details click on “submit” button.

The screenshot shows a web application interface for managing employee designations. On the left is a navigation menu with categories like 'PERSONAL INFO', 'SALARY DETAIL', 'IMMUTABLE', 'MUTABLE', 'SERVICE', 'LEAVE RECORD', 'LTC', 'HBA/ADVANCES', and 'CGEGIS'. The main content area is titled 'Designation' and includes a user profile for 'Ms. DUMMYIII (D0002)'. The form contains several fields: 'Designation*' (a dropdown menu currently open with 'INSPECTOR' selected), 'Department Name', 'Effective From Date*', 'Is Active Designation', 'Remarks', 'Support Document & Remarks', 'Upload Proof', 'Type of Appointment*' (set to 'DIRECT RECRUITMENT'), 'Designation Joining Date*' (01/04/2019), 'Effective To Date', 'Designation Suffix', and 'Appointment Order*' (No file chosen). At the bottom, there are four buttons: 'SIGN & SUBMIT', 'SIGN & NEXT', 'SUBMIT', and 'EXIT'.

This screenshot shows the same web application interface after a successful update. A red message at the top reads 'Designation Saved/Updated Successfully.'. The form fields are now disabled, with 'Designation*' and 'Type of Appointment*' showing '----Select----'. The 'Appointment Order*' remains 'No file chosen'. The navigation menu on the left is the same as in the previous screenshot.

8. Organisation Transfer:

- i. Click on “Initiate Transfer” tab. Enter employee code and select “CBIC” under service.
- ii. Click on “Search” tab. The details of the officer will appear. Click on the checkbox against the officer.
- iii. Click on “Initiate Transfer” tab.

Search Employee | Users Feedback (0) | **Initiate Transfer** | Relieving Employee | Joining Employee | Pending Verifications

Search Employee For Transfer

Initiate Transfer | Initiate Transfer (Advanced)

Organisation: ---Select--- Service: CBIC

Employee Code: D0003 Employee Name: _____

Select Designation: ---Select---

Search **Reset**

Searched Employee List - Transfer Initiation

S.No.	Employee Code	Employee Name	Designation	Select
1	D0003	DUMMYIII	INSPECTOR	<input checked="" type="checkbox"/>

Initiate Transfer

- i. Click on "Relieving Employee".
- ii. Click on the checkbox against the officer.
- iii. Select the organisation to which the officer has to be transferred.

Search Employee | Users Feedback (0) | Initiate Transfer | **Relieving Employee** | Joining Employee | Pending Verifications

Relieve Transfer

Show 10 entries Search: _____

S.No.	Select	Employee Code	Employee Name	Designation	Transfer From	Transfer To	Relieved Date
1	<input checked="" type="checkbox"/>	D0003	DUMMYIII	INSPECTOR	DGHRD - DELHI	---Select--- ---Select--- AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED (AWEIL) AERONAUTICAL DEVELOPMENT AGENCY	

Showing 1 to 1 of 1 entries

Relieve Transfers

Search Employee | Users Feedback (0) | Initiate Transfer | Relieving Employee | **Joining Employee** | Pending Verifications

Relieve Transfer

Show 10 entries Search: _____

S.No.	Select	Employee Code	Employee Name	Designation	Transfer From	Transfer To	Relieved Date
1	<input checked="" type="checkbox"/>	D0003	DUMMYIII	INSPECTOR	DGHRD - DELHI	CENTRAL BOARD OF INDIR...	01/05/2022

Showing 1 to 1 of 1 entries

Relieve Transfers

- iv. Click on "Joining Employee". Click on the checkbox against the officer.
- iv. Select joining date and click on "Submit Transfers" tab.

Search Employee Users Feedback (0) Initiate Transfer Relieving Employee **Joining Employee** Pending Verifications

Transfer Joining

Joining with Organisation Joining (No Organisation Specified)

Show 10 entries Search:

S.No	Select	Employee Code	Employee Name	Designation	Transfer From	Transfer To	Joining Date
1	<input checked="" type="checkbox"/>	D0003	DUMMYIII	INSPECTOR	DGHRD - DELHI	CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS	01/05/2022

Showing 1 to 1 of 1 entries

Previous 1 Next

Submit Transfers

Search Employee Users Feedback (0) Initiate Transfer Relieving Employee **Joining Employee** Pending Verifications

Transfer Joining

- **Transfer Joining Successful.**

Joining with Organisation Joining (No Organisation Specified)

No Record Found

Submit Transfers