



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

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Website: www.epfindia.gov.in



File No. HRD-II/65/2025/APAR/2024-25/ 1542

Dated:

20 APR 2026

To,

All Additional CPFCs (HQ)/ Director (PDNASS)
All Additional CPFCs (Zones)
Additional CPFC (ASD), Head Office/ Additional CPFC (ZTIs)
All RPFCS/OIC in charge of Regional Offices/ District Offices

Subject: Submission of Annual Performance Assessment Report (APAR) for the year 2025-26 through SPARROW-reg.

With reference to the subject cited above, it is informed that APARs for the year 2025-26 for all cadres, except certain cadres such as MTS, Electrician, Lift Operator, Driver and other such cadres, are to be mandatorily filed through Smart Performance Appraisal Report Recording Online Window (SPARROW). The SPARROW module can be accessed through Railtel VPN URL <https://sconnect.railtel.in/>.

2. The timelines for completion of various activities for the year 2025-26 are as under:-

S. No.	Activity	Timeline (Date on or before to be completed)	Auto Forward
1	Mapping of Reporting and Reviewing Officers	15.05.2026	—
2	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer.	15.06.2026	16.06.2026
3	Submission of report by Reporting Officer to Reviewing Officer	15.07.2026	16.07.2026
4	APAR to be completed by Reviewing Officer and forwarding to Administration/CR Section	17.08.2026	18.08.2026
5	Disclosure of APAR to the Officer Reported Upon	25.08.2026	—
6	Submission of representation by Officer Reported Upon (ORU), if any	Within 15 days from disclosure i.e., 09.09.2026	—
7	Forwarding of representation by APAR Custodian to Competent Authority	14.09.2026	—
8	Disposal of representation by Competent Authority and forwarding to APAR Custodian	14.10.2026	—
9	Communication of decision of the Competent Authority to Officer Reported Upon (ORU) by APAR Custodian	Within 7 days from finalization of decision	—
10	Completion of APAR process and final taking on record	21.10.2026	—

3. The ACC (HQ) (Zones/PDUNASS)/ ACC (Zones/ZTIs/Sub-ZTIs/ASD) are assigned the role of **Service Admin** and they have to assign the role of **PAR Central Custodian (Primary)** to the OIC/RPFC (Adm)/APFC (Adm) in the offices under their jurisdiction, using the “Role Mapping” tab available on their SPARROW homepage.

Service Admin may also assign the role of **PAR Central Custodian (Alternate)** to an officer, to manage the workload.

4. **PAR Central Custodian (Primary)** role is responsible for creation of the APAR workflow i.e. the APAR mapping and also the generation of APAR. APAR workflow can be created using the “**Workflow**” role available on the left-hand side panel of the SPARROW homepage of the user having the PAR Central Custodian (Primary) role. Similarly, APAR generation can be done using the “**Generation**” button under the PAR tab available on the SPARROW homepage of the user having the said role.

5. Any missing user profile on the SPARROW or any change to the posting profile of any existing user can be done using the **Personnel Information Management System (PIMS)** database. The PIMS data base can only be accessed by the **EMD Administrator**. The Service Admins need to appoint one officer as the EMD Administrator in all the Regional Offices under their jurisdictions and also the Zonal Office and provide the details of these officers to the Head Office in format attached as **Annexure A**. The PIMS can be accessed through the NIC WEBVPN URL “<https://saccess.nic.in>”.

6. Changing the EMD Administrator must be avoided, and therefore the must be selected carefully in the first instance. However, if there are compelling reasons to change the EMD administrator a request may be sent to Head Office at rc.hrm8@epfindia.gov.in.

7. It is further clarified that in respect of Office-in-charge (OIC) of Regional Offices Reporting Officer will be Zonal heads and Reviewing Officer will be CPFC. Competent Authority 1 and Competent Authority 2 both are same, and is positioned one level above the Reviewing Officer. It is also informed that, wherever ACC is the reviewing authority for RPFC-II/APFC cadres, the competent Authority is ACC (HQ) HR at Head Office.

8. Certain cadres like, MTS, electrician, driver and other such cadres, who do not have official email IDs and hence not registered as SPARROW users, shall file their APARS through HR Portal of EPFO for the year 2025-26.

9. In cases where reporting or (and) reviewing officer have retired, the DoPT guidelines (Gazette notification number G.S.R. No. 596(E) dated 16.06.2017) state as follows:

“7A. Restriction on reporting authority, etc. in certain cases. - Notwithstanding anything contained in rules 5, 6 and 7, it shall not be competent for the reporting authority, reviewing authority or accepting authority to write a performance appraisal report where the authority reporting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office.”

10. A **No Report Certificate (NRC)** is to be issued under the following circumstances:

When the Officer Reported Upon (ORU) has not worked under any Reporting Officer or Reviewing Officer for the minimum requisite period of **90 days** (e.g., due to long leave, study leave, maternity leave, training, suspension, or unauthorized absence)
OR

When both the Reporting Officer and the Reviewing Officer have retired, and the extended period of one month for writing the report has lapsed.

Steps to Issue NRC:

Log in as Custodian → Workflow → Create/Update → Select assessment period → Search employee → Click “Create/Update Workflow” → Choose **Status: NRC** and **Form Type: NRC** → Continue → Click “Save” on the pre-filled page.

PAR Generation:

Go to PAR tab → Generation → Select assessment period → Search user → Click “Generate” → Fill NRC form with required details → Submit to concerned ORU.

11. Some users have reported the following error while trying to access the Sparrow "USER NOT AUTHORIZED TO ACCESS THE SERVICE".

This error occurs for one of the following two reasons:

1. User does not exist in Sparrow.

Solution: EMD administrator can create the user by following accessing PIMS using the URL “saccess.nic.in”.

2. The default Login ID mentioned in SPARROW is incorrect.

Solution: The EMD administrator has to correct the Login ID in SPARROW and make it the same as the Login ID mentioned in the KAVACH App. The Kavach login ID is the correct one and can be found by clicking the 3 horizontal lines on the top left side of the Kavach app homepage. The login ID is mentioned at the top, just above the email ID.

Further, if the issue still persists, kindly forward the same to the Head Office for resolution.

12. While creating a new employee i.e. a missing user, the following things may be noted:
- a. Fields which are not Star Marked may be skipped.
 - b. Wrapper Organisation (Global) and Organisation Unit are the name of the office where the official is posted.
 - c. Cadre Service Identification Number and Employee code are the same.
 - d. Login Type is NIC/Gov-LDAP ID
 - e. Login ID is the same as the Kavach Login ID (Kavach Login ID can be searched as explained below in the email).
 - f. User type and Login user type is Sparrow
 - g. User name is the name of the official
 - h. Designation Classification is Others
 - i. Designation level may be marked as per the equivalence to the ministerial grade or as others

13. It is further informed that there is a synchronization lag of about one hour between the PIMS database and the Sparrow module. So any changes made in PIMS will take about an hour in reflecting on the SPARROW.

14. It must be ensured that data in respect of all the officials in SPARROW is complete in all respect and duly filled up. Any modifications in this regard can only be carried out by the EMD Administrator.

15. A copy of the user manual for SPARROW is attached herewith as **Annexure B** for ready reference. However, in case of any issue, reference may be sent to rc.hrm8@epfindia.gov.in by the concerned office.

(Issues with the approval of the Competent Authority)



(Uday Gupta)
Regional P.F. Commissioner-II (HRD-II)

Copy for necessary action:

- 1) RPFC (NDC) for web upload

Copy to (through EPFO website) for information:

- 1) PS to CPFC, FA&CAO and CVO for information
- 2) Hindi Section for Hindi version.



Annexure B

eoffice

A DIGITAL WORK PLACE SOLUTION

SPARROW

Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001



Prepared by

National Informatics Centre

Amendment History

Date	Version	Description	Author
Aug 2016		User Manual	eOffice Project Division
10 Jan 2019	3.2	User Manual	eOffice Project Division

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Abbreviation	
SPARROW	Smart Performance Appraisal Report Recording Online Window
PAR	Performance Appraisal Report
MaA	Memorial against Assessment
CR	Central Repository
EMD	Employee Manager Details
SPOC	Single Point of Contact
CCA	Cadre Controlling Authority
DSC	Digital Signing Certificate

Objective

The electronic Annual Performance Appraisal Report (SPARROW) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of the Service by the State Government/Central Government. The aim of this system is to facilitate the electronic filling of PAR by officers in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience. Similar convenience will be available to the officers at different Stages in the workflow hierarchy of filling and submission process. The system is also expected to reduce delays in submission of completely filled PARs.

Introduction

PAR filing process starts at the beginning of the financial year. The Custodian of the respective Ministry/department sends the blank PAR forms to the Individual officer. The officer fills the PAR for further submission to his/her Reporting Officer. The PAR moves from Reporting officer to Reviewing officer and to Accepting Authority mandatorily marking CR Section a slip.

With the electronic system in place, the recording and movement of PAR forms becomes seamless, quick and convenient due to inbuilt alert mechanisms through different modes at appropriate Stages. The system provides status check so that the officers' know where their PARs pending as well as what are pending with them.

Key Features- SPARROW

PAR ID: Unique ID for PAR.

Search Criteria: To search on various parameters like name, date etc.

Draft: To save the PAR as Draft and work later.

Flows of PAR

- **Standard:** Grading on the Standard flow of PAR.
- **Representation:** Officer can put for Representation in case of disagreement.
- **Referral:** Officer can Put for Referral Board for in case of disagreement with representation decision.
- **Memorial against Assessment (MaA):** Officer can Put for MaA in case of disagreement with Referral

Communication: Timely mobile and emails alerts at appropriate Stage.

Security: Submission possible only through digital signing.

Pendency: Tracking at every Stage.

Safety: No case of Missing/Lost/Damaged PARs.

Roles- SPARROW

Primary

- **PAR Custodian**

Ownership Based

- **Central PAR Custodian**
- **State PAR Custodian**
- **PAR Manager**
- **EMD Administrator**

Administration Based

- **System Administrator**
- **Service Administrator**

Workflow Based

- **Reporting Authority**
- **Reviewing Authority**
- **Accepting Authority**

Competent Authority

Roles & Responsibilities- SPARROW

Roles and Responsibilities	
<p>Primary</p> <p>PAR Custodian</p> <p>Responsibilities</p> <p>Manages and Maintains PAR Database.</p> <p>Central Repository records updating.</p>	<p>Ownership Based</p> <p>PAR Central Custodian</p> <p>Responsibilities</p> <p>SPOC for Center.</p> <p>Maintains the records with respect to Center.</p> <p>PAR State Custodian</p> <p>Responsibilities</p> <p>SPOC for State.</p> <p>Maintains the records with respect to State.</p> <p>PAR Manager</p> <p>Responsibilities</p> <p>Responsible for creating workflow for PAR.</p> <p>EMD Administrator</p> <p>Responsibilities</p> <p>SPOC for maintaining and managing the Officer Transfers and Superannuation.</p> <p>SPOC for maintaining and managing the Personnel Information of Officer.</p>

<p>Administration Based</p> <p>System Administrator</p> <p>Responsibilities</p> <p>Maintains the records of database.</p> <p>Updates employee Databases.</p>	<p>Workflow Based</p> <p>Reporting Authority</p> <p>Responsibilities</p> <p>Views the completed PAR of an officer.</p> <p>Grades the PAR and forwards to Reviewing Authority.</p> <p>Reviewing Authority</p> <p>Responsibilities</p> <p>Views the forwarded PAR from Reporting Authority.</p> <p>Grades the PAR and forwards to Accepting Authority.</p> <p>Accepting Authority</p> <p>Responsibilities</p> <p>Views the Forwarded PAR from Reviewing Authority.</p> <p>Finalizes the grading for PAR and forwards to Custodian.</p> <p>Competent Authority</p> <p>Responsibilities</p> <p>Responsible for Reassessing the PAR during Referral and Memorial against Assessment.</p>
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Workflow Oriented Movement of PAR

Workflow Based Movement of PAR			
<p>First Steps by Custodian to be performed before initiating the PAR to Officers</p> <p>Workflow is created for Officer.</p> <p>PARs are only generated and sent to Officer, whose workflows are created.</p> <p>Custodian receives an email on every movement of PAR.</p> <p>Custodian closes the Accepted PAR.</p>			
Standard	Representation	Referral	MaA
<p>Custodian: Generates and forwards the PAR to Officer Reported upon.</p> <p>Officer: Officer fills the PAR and sends to Reporting Authority.</p> <p>Reporting Authority: Views the completed PAR and Grades the PAR and forwards to Reviewing Authority</p> <p>Reviewing Authority: Views the PAR, Grades the PAR and Forwards to Accepting Authority</p> <p>Accepting Authority: views the PAR, Finalizes the grading for the PAR and sends to custodian.</p> <p>Custodian: Forwards the PAR to Officer.</p> <p>Officer: Accepts the PAR and sends to custodian.</p> <p>PAR is closed.</p>	<p>Officer willing to Put to Representation Board forwards the request to custodian.</p> <p>Custodian: Forwards the request to Representation Board</p> <p>Representation Board (Reporting & Reviewing & Accepting Authorities), depending on Accepting Authority, either grade is modified or commented and forwarded to Custodian.</p> <p>Custodian: Forwards the PAR to Officer.</p> <p>Officer: Accepts the PAR and sends to custodian.</p> <p>PAR is closed.</p>	<p>Officer willing to Put to Referral Board</p> <p>Custodian: Forwards the request to Referral Board</p> <p>Referral Board (Competent Authority) would discuss and comments the PAR.</p> <p>Custodian: Forwards the PAR to Officer.</p> <p>Officer: Accepts the PAR and sends to custodian.</p> <p>PAR is closed.</p>	<p>Officer willing to Put to Memorial against Assessment(MaA)</p> <p>Custodian: Forwards the request to MaA(Competent Authority)</p> <p>Competent Authority would discuss on the PAR and forwards to Custodian.</p> <p>Custodian: Forwards the PAR to Officer.</p> <p>Officer: Accepts the PAR and sends to Custodian.</p> <p>PAR is closed.</p>

Modules-SPARROW

SPARROW comprises of the following modules, all the modules are user friendly:

- Inbox
- Sent
- User Assistance
 - Track Your PAR
- Role Detail
- Work flow
 - Create/Update
- PAR
 - Generation
 - Update Section I
 - Tracking
 - Force Forward
- IRM
- Dossier
 - Officers Completed PAR
 - My Completed PAR
 - My ACR Status
- DSC
 - Enroll
 - Status
- Support@ServiceDesk
- Migration
 - PAR Migration
 - Grading (Manually Section Upload)

ADMINISTRATOR (Primary Custodian/ Super Custodian)- Standard Menu

Standard Menu has functionalities required to process PAR. Standard Menu is accessible by Administrators (Primary Custodian & Super custodian).

Admin maintains and manages the flow of PAR.

Standard Menu for Primary Custodian/ Super Custodian is shown in **Fig.1**:

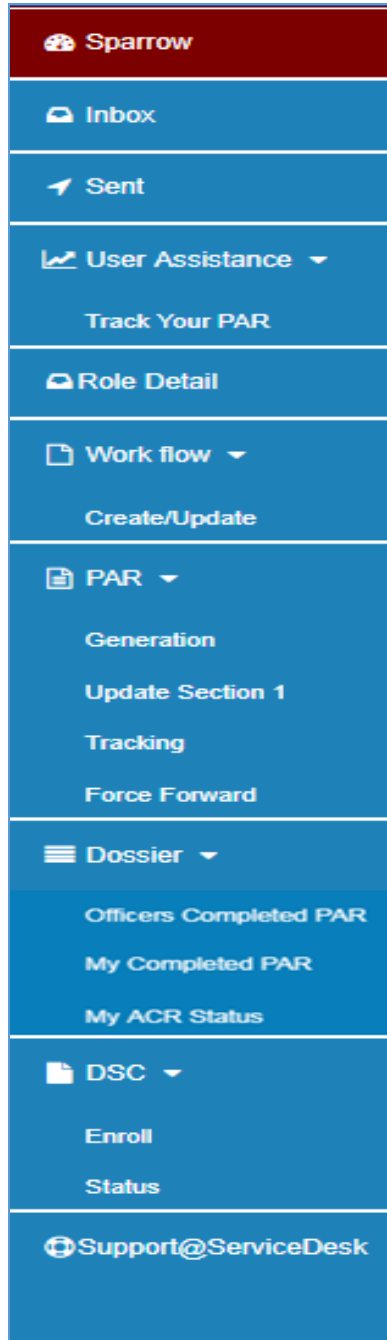


Fig.1

User or Officer - Standard Menu

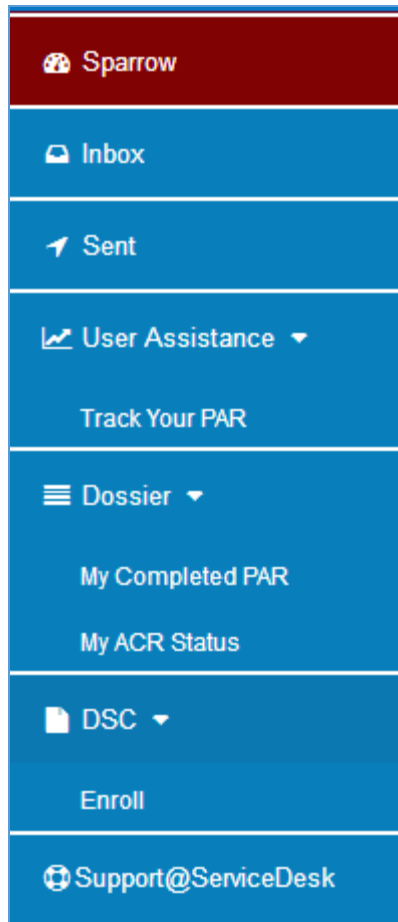



Fig.2

Movement of PAR –Custodian (First Steps)

Create Workflow/Update

- To create workflows go to **Work flow Create→Update**.
- Select the **Assessment period**; **search Officer**, to create a workflow as shown in **Fig.3**:

Fig.3

- As a result the list of searched employee page appears, select the employee and click **Create Workflow** () button as shown in **Fig.4**:




S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
11	<input type="checkbox"/>	D.S. SUDHAKA...	1900	51091	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
12	<input type="checkbox"/>	SUDHIR SHAR...	1900	34275	DIRECTOR EXPLORATION	CENTRAL SER...	Create Workflow
13	<input type="checkbox"/>	SURINDER SIN...	1900	3301	GENERAL MANAGER HR	NOT APPLICAB...	Create Workflow
14	<input type="checkbox"/>	TALERI SUJAR...	1900	75451	CHIEF MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
15	<input type="checkbox"/>	Shyam Sunder ...	1900	11688	DIRECTOR	CENTRAL SER...	Create Workflow
16	<input type="checkbox"/>	SUBIR DAS	1900	46629	DIRECTOR	CENTRAL SER...	Create Workflow
17	<input type="checkbox"/>	K.R VASUDEVIAN	1900	90369760	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
18	<input type="checkbox"/>	SUBIR CHANDRA	1900	90025982	NOT AVAILABLE	CENTRAL SER...	Create Workflow
19	<input type="checkbox"/>	Gopu Sudarsen...	1900	temp_cpse34	CHAIRMAN CUM MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
20	<input type="checkbox"/>	VENKATASUBR...	1900	85097	CHIEF VIGILANCE OFFICER	CENTRAL SER...	Create Workflow

Fig.4

- As a result page appears; provide **Status** and **Type** of Form as shown in **Fig.5**:

S.No	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	---SELECT--- CPSE APAR Form	Continue


Fig.5

- Click **Continue** () button as shown in **Fig.5**.
- A page appears, open **Standard** (), select officers, click **Save** () button as shown in **Fig.6**:

S.No	Stage	Name	Target Date	Auto Delegation
1	Officer Reported Upon	SURENDER SINGH SIROHI(TEMPBE07)(DIRECTOR -BHARAT ELECTRONICS LIMITED)		
2	Reporting Authority	---SELECT---	31/05/2018	
3	Reviewing Authority	---SELECT---	30/06/2018	
4	Accepting Authority	---SELECT---	31/07/2018	
5	CR Section To Disclose	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	15/08/2018	
6	Officer Disclosure	SURENDER SINGH SIROHI(TEMPBE07)(DIRECTOR -BHARAT ELECTRONICS LIMITED)	31/08/2018	
7	CR Section for Closing	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	31/08/2018	

Fig.6

Note:

Global Search (): To search the officer from global organization.

Auto delegation (👤): Custodian can provide the auto delegation privileges by clicking the Auto Delegation (👤) button as shown in Fig.6, in that case the PAR will be moved to custodian account for Manual Process for the further approval (Refer [Manual Process \(Inbox/ Sent\)](#)).

Save and Next (Save and Next): To create the Representation workflow for the officer, Fig.7:

S.No	Stage	Name	Target Date	Disposal Days	Access Privileges
1	Rep - CR Section	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	30/09/2018	15	🔍 🔄
2	Competent Authority - Stage I	--SELECT--	15/10/2018	30	🔍 🔄
3	Rep - Reporting Authority	--SELECT--	30/10/2015	15	🔍 🔄
4	Rep - Reviewing Authority	--SELECT--	15/11/2018	15	🔍 🔄
5	Rep - Accepting Authority	--SELECT--	30/11/2018	15	🔍 🔄
6	Competent Authority - Stage II	--SELECT--	15/12/2018	30	🔍 🔄
7	Rep - CR Section To Disclose	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	30/12/2018	15	🔍 🔄
8	Rep - Employee Disclosure	SURENDER SINGH SIROHI(TEMPBE007)(DIRECTOR -BHARAT ELECTRONICS LIMITED)	30/12/2018	15	🔍 🔄
9	Rep - CR Section for Closing	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	30/12/2018	15	🔍 🔄

Fig.7

- A message prompts “Workflow Data Saved and Updated Successfully”, as shown in Fig.8:

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	CPSE APAR Form	Update Delete

Fig.8


Note:

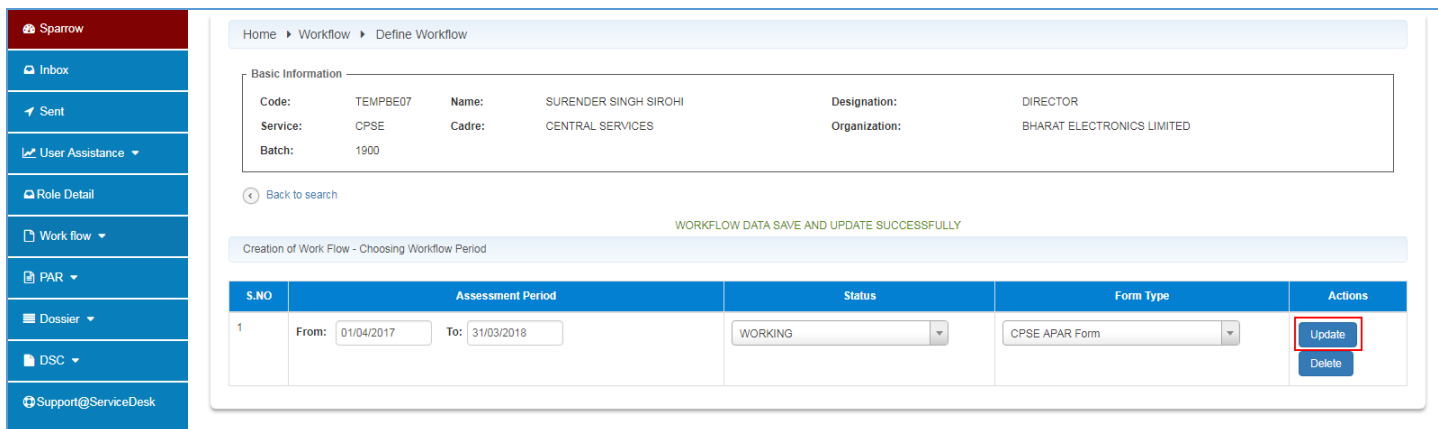
Custodian\PAR Manager Creates\updates the workflow.

PAR is generated only by Custodian for whom workflows are created.

Update/ Delete Workflow

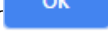
To update the workflow perform the following steps:

- To edit or **Update** workflow, search Officer, a page appears, click **Update** () button as shown in **Fig.9**:



S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	CPSE APAR Form	Update Delete

Fig.9

- A confirmation dialogue box appears for workflow updation, click **OK** () button, as shown in **Fig.10**:

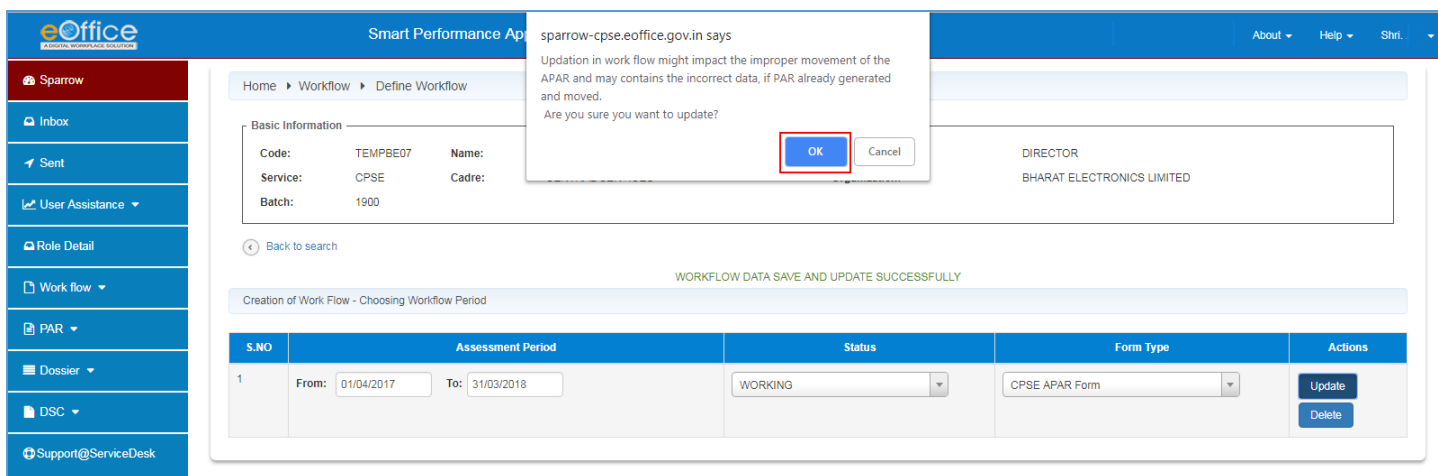


Fig.10



- A page appears, **Standard** () , Update fields, click **Update** () as shown in **Fig.11**:

Fig.11

- A message prompts **“WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY”**.

To delete the workflow perform the following steps:


To **Delete** workflow, search Officer, a page appears, click **Delete** () button as shown in **Fig.12:**

Fig.12

A page appears, enter the **Reason for Deletion**, Upload Reference File () and click on **Submit** () button as shown in **Fig.13:**

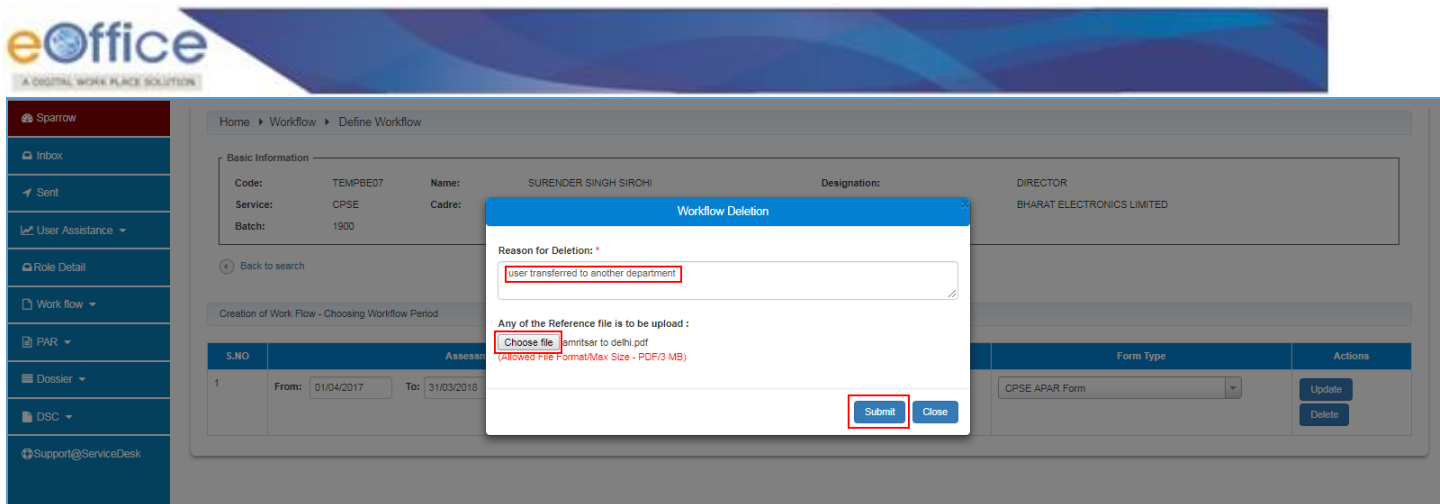
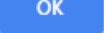


Fig.13

- A confirmation dialogue box appears, click on **OK** () button as shown in **Fig.14**:

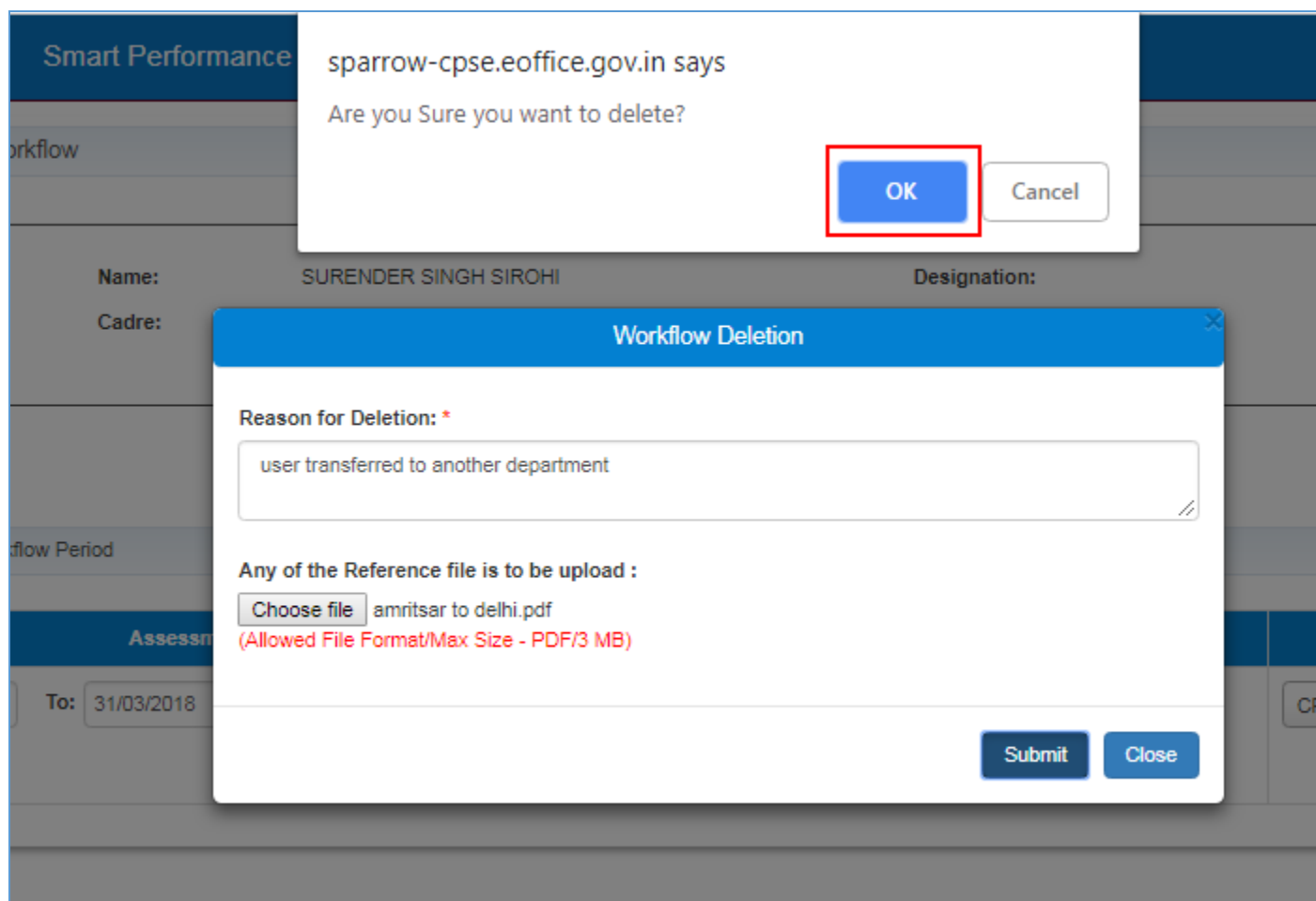
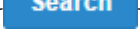



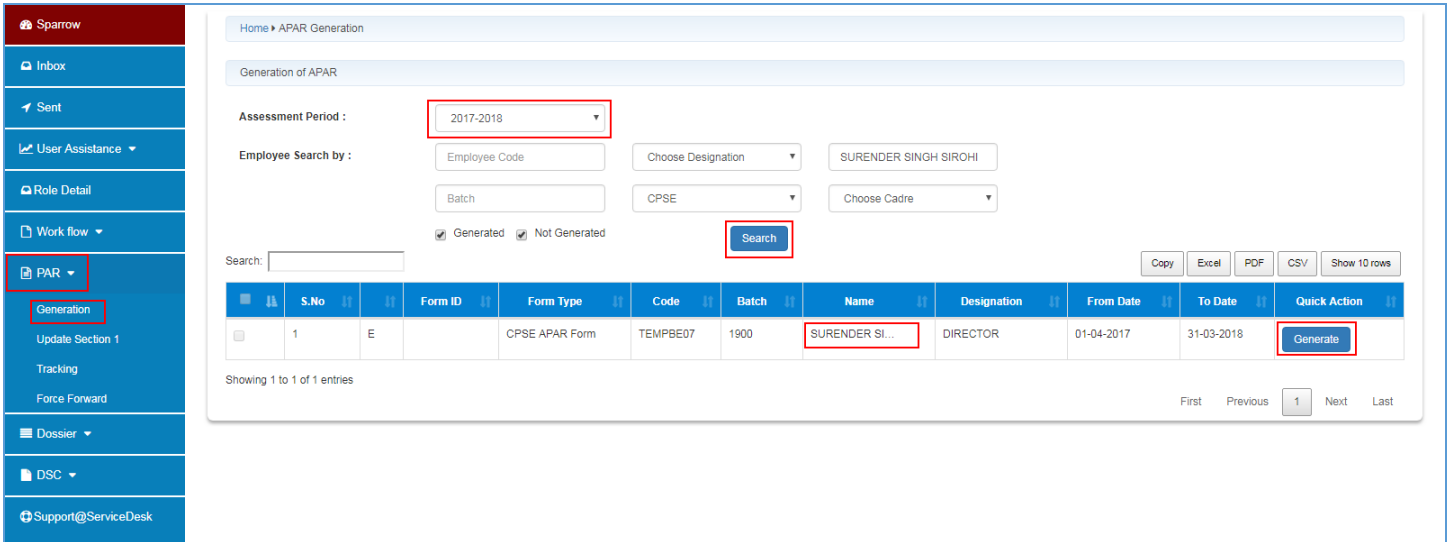
Fig.14

- A message prompts **“WORKFLOW DATA DELETED SUCCESSFULLY”**.

WORKFLOW DATA DELETED SUCCESSFULLY

Generation of PAR

- Go to **PAR** → **Generation**, select **Assessment Period**, search user and click **Search** () button then click on **Generate** () as shown in **Fig.15**:





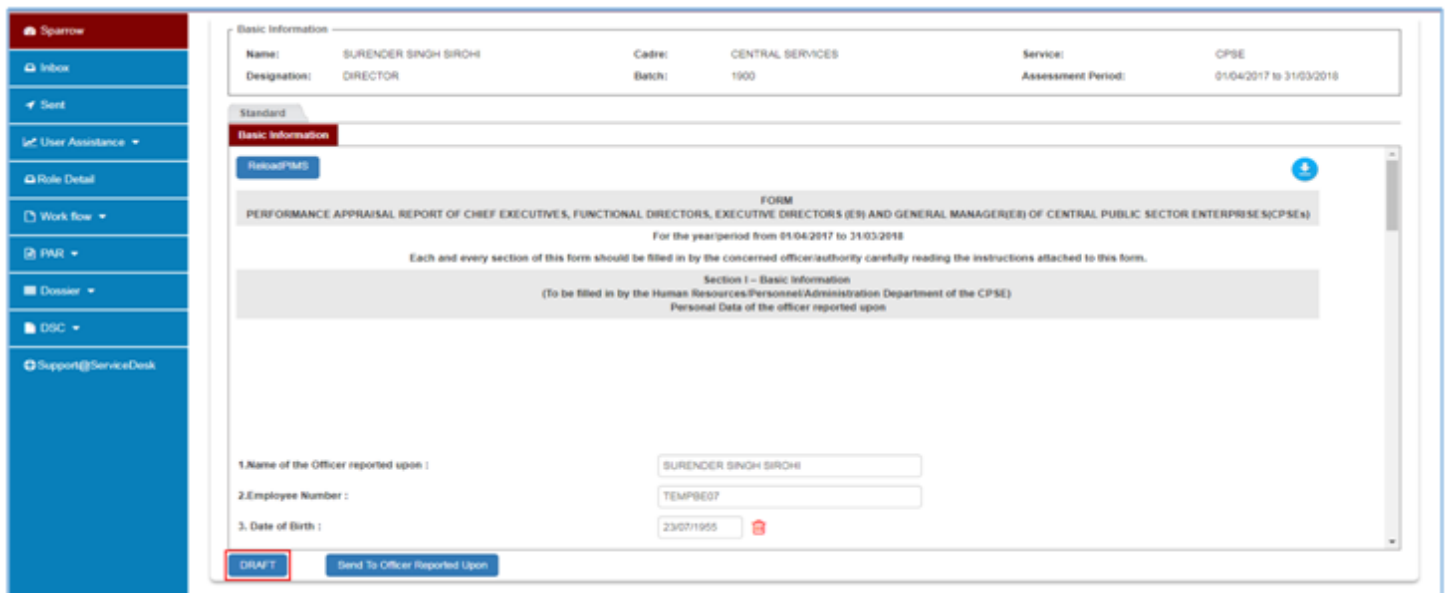
S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	CPSE APAR Form	TEMPBE07	1900	SURENDER SI...	DIRECTOR	01-04-2017	31-03-2018	

Fig.15

- As a result the **Basic Information** form screen appears, custodian fills the details and click **Draft** () button, unique Form ID is generated as shown in **Fig.16 & Fig.17** respectively:



Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Basic Information

FORM
 PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (ES) AND GENERAL MANAGER(S) OF CENTRAL PUBLIC SECTOR ENTERPRISE(CPSEs)
 For the year/period from 01/04/2017 to 31/03/2018

Each and every section of this form should be filled in by the concerned officer/authority carefully reading the instructions attached to this form.

Section I – Basic Information
 (To be filled in by the Human Resources/Personnel Administration Department of the CPSE)
 Personal Data of the officer reported upon

1. Name of the Officer reported upon : SURENDER SINGH SIROHI
 2. Employee Number : TEMPBE07
 3. Date of Birth : 23/07/1955


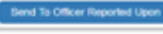
 

Fig.16

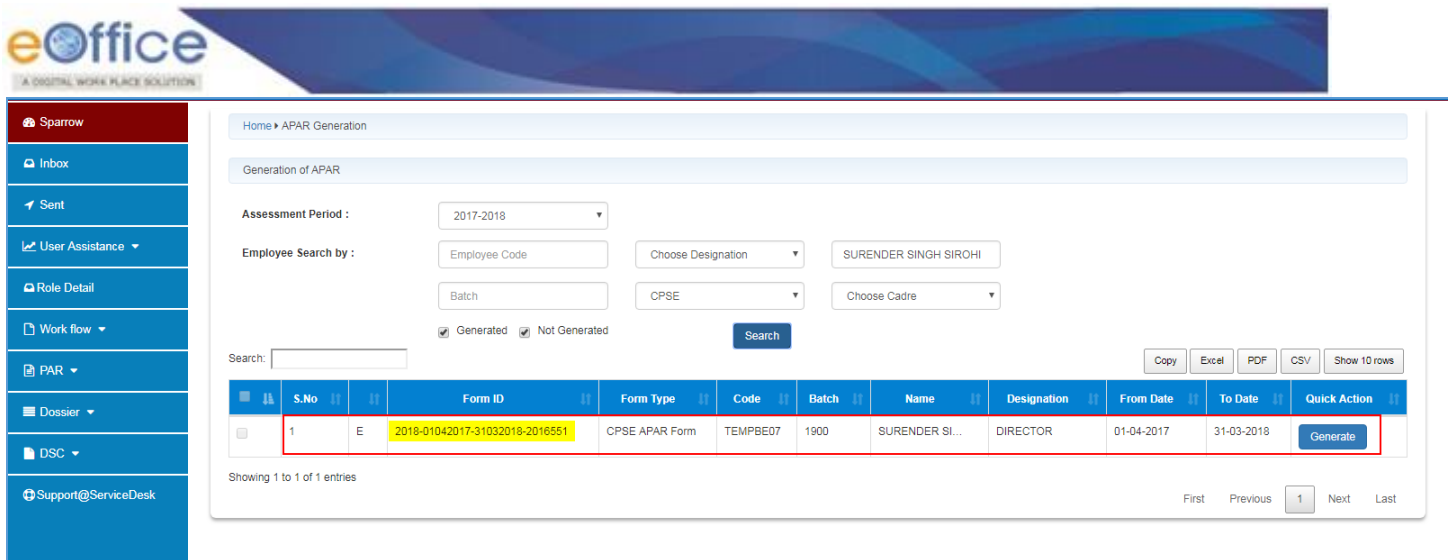


Fig.17

Send PAR

- Fill the form and click **Send To Officer Reported Upon** (**Send To Officer Reported Upon**) button, a confirmation window appears click on **OK** (**OK**) button as shown in **Fig.18**:

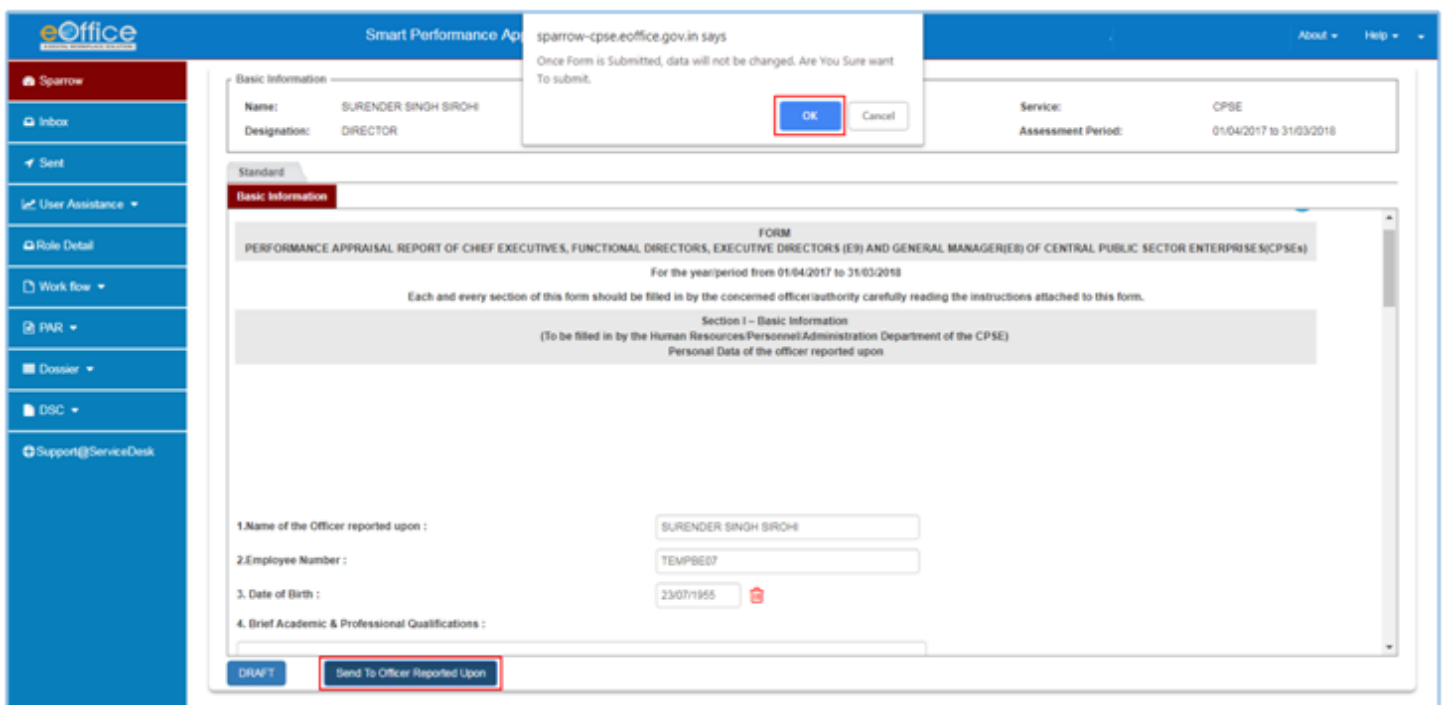


Fig.18

- As a result message page appears PAR is sent to the officer as shown in **Fig.19**:

- Sparrow
- Inbox
- Sent
- User Assistance ▾
- Role Detail
- Work flow ▾
- PAR ▾
- Dossier ▾
- DSC ▾
- Support@ServiceDesk

MESSAGE

APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to SURENDER SINGH SIROHI (TEMPBE07) [DIRECTOR]

[BACK](#) Click the Link to redirect back .

Fig.19

Movement of PAR-Standard Flow

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

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

SPARROW portal for various services have been splitted, you may

Home > Inbox

My Par(1) Assess Par(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2018-01042017-31032018-2016551	CPSE APAR Form	15/11/2018	ATUL BHATT (...)	15/11/2018	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.20

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

Office Smart Performance Appraisal Report Recording Online Window (SPARROW)

About Help Mr. SURENDER SINGH SIROHI(DIRECTOR - B...

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information **Self Appraisal**

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systematic improvement (resulting in significant benefits to the Company and/or reduction to time and costs)? If so, please give a verbal description (within 100 words):

During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systematic improvement (resulting in significant benefits to the Company and/or reduction to time and costs)

4. What are the constraints that hindered your performance?

performance

5. Please indicate specific areas of training that will add value to you:

For the current assignment: Delhi

For your future career: Kolkata

6. Declaration

DRAFT **Send To Reporting Authority**

Fig.21

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

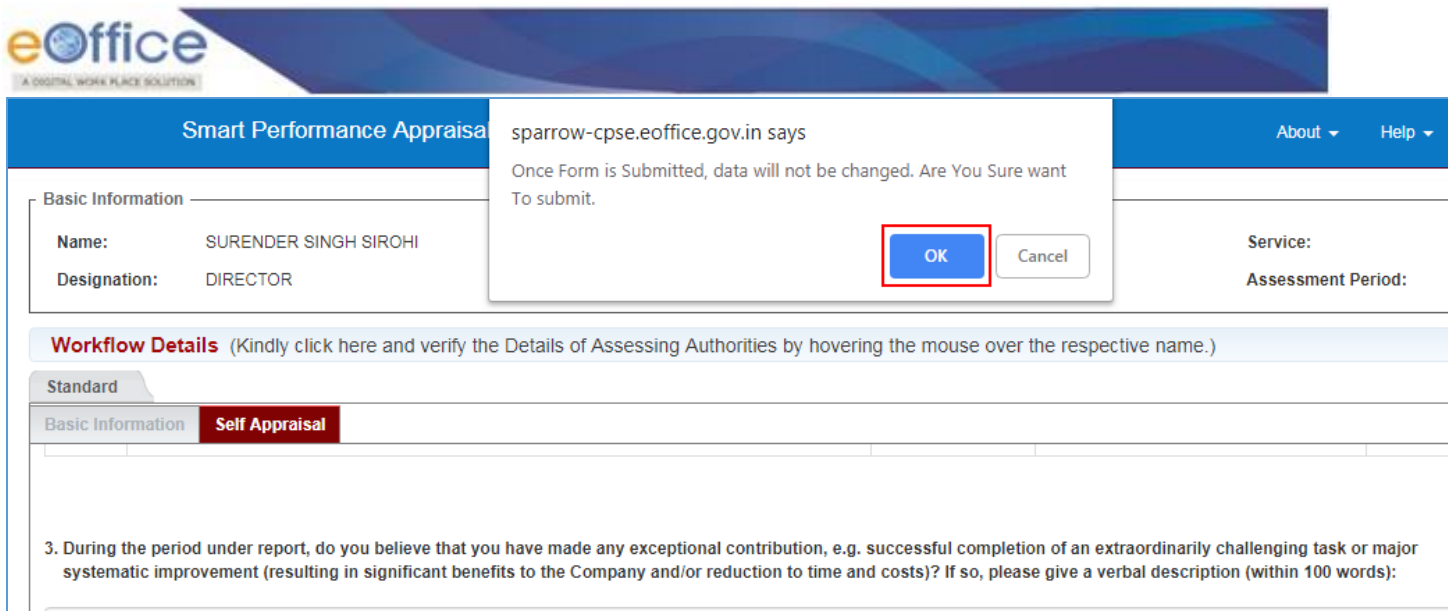


Fig.22

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

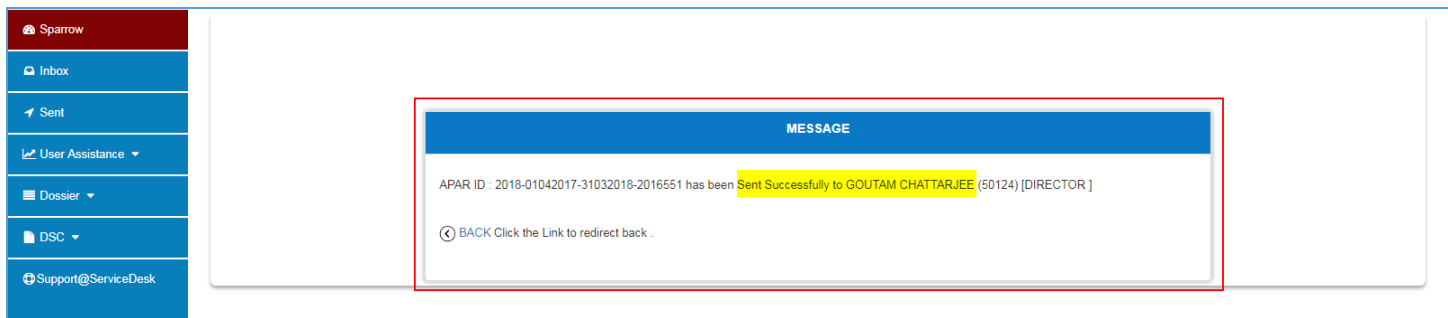


Fig.23

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

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

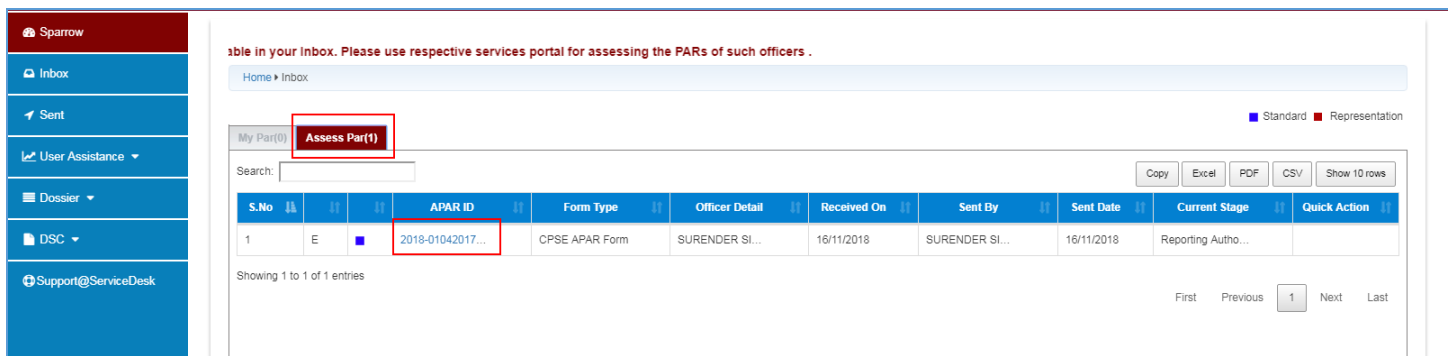


Fig.24

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

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal **Appraisal**

SECTION III : Appraisal of the Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

2. Please comment on the claim (if any) made by the officer reported upon about his exceptional contribution.

Please comment on the claim (if any) made by the officer reported upon about his exceptional contribution.

3. Has the officer reported upon met with any significant shortfall in achieving the targets? If yes, please furnish factual details.

Has the officer reported upon met with any significant shortfall in achieving the targets? If yes, please furnish factual details.

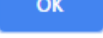
4. Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent?

Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent?

5. Do you agree with the competency up-gradation needs as identified by the Officer?

DRAFT **Send To Reviewing Authority**

Fig.25

- A confirmation window appears click on **OK** () button as shown in **Fig.26**:

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Basic Information

Name: SURENDER SINGH SIROHI Service: CPSE
 Designation: DIRECTOR Assessment Period:

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal **Appraisal**

SECTION III : Appraisal of the Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

2. Please comment on the claim (if any) made by the officer reported upon about his exceptional contribution.

Fig.26

- A message prompts “**Sent Successfully**” to as shown in **Fig.27**:

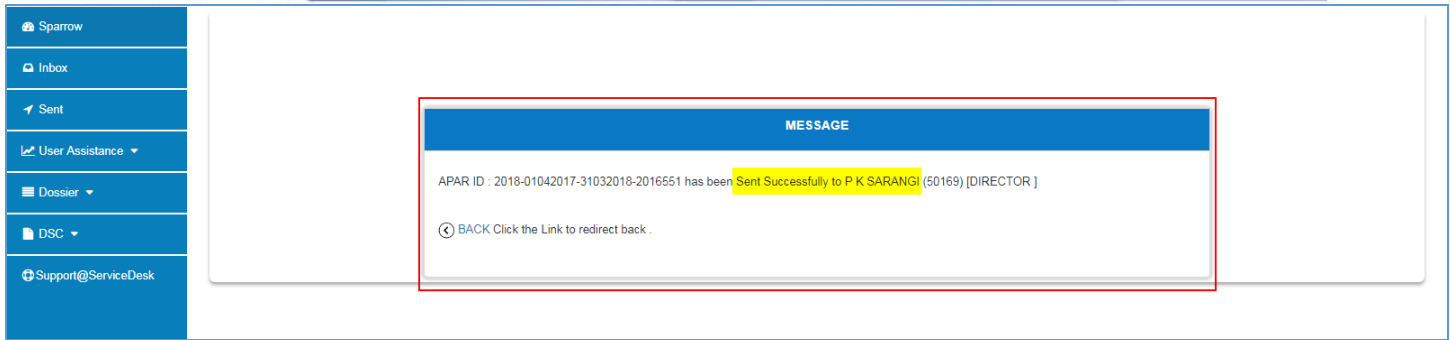


Fig.27

Stage 3: Reviewing Authority performs the following steps to forward to Accepting Authority:

- Click PAR ID (2018-01042017-31032018-2016551) under Access Par tab to open PAR as shown in Fig.28:

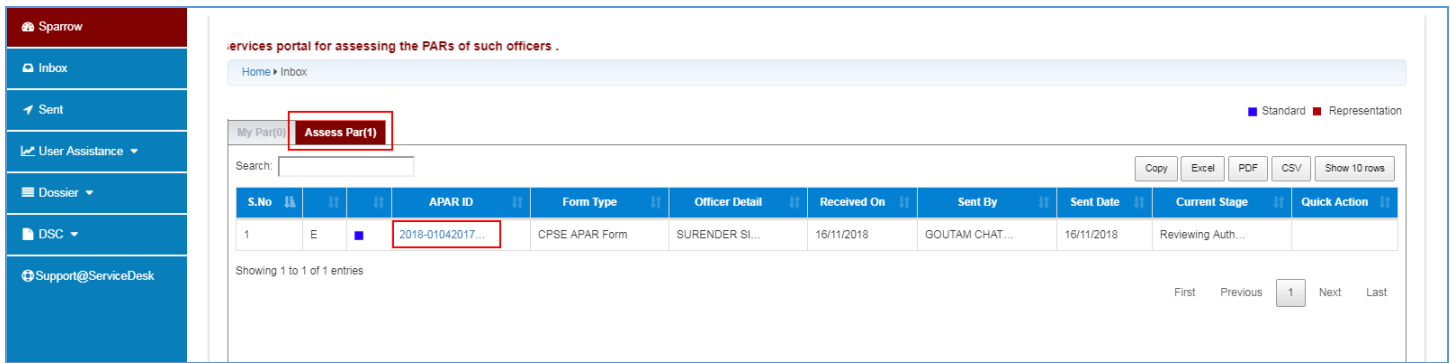


Fig.28

- Reviewing Authority views **Basic Information, Self Appraisal & Appraisal** forms, grades the PAR in **Reviewing**, click **Sent to Accepting Authority** (**Send To Accepting Authority**) as shown in Fig.29:

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal Appraisal **Reviewing**

Reload Old PAR

Section IV – Review by the Reviewing Authority

1. Do you agree with the assessment made by the Reporting Officer with respect to discharge of responsibilities and various attributes of the officer reported upon in Section III? (In case you agree with the assessments made by the Reporting Authority, please make a note to that effect in the space provided for you in Item No.6 & 7 of Section III and initial it. If you do not agree with any of the numerical assessments made by the Reporting Authority, please record your assessments in the space provided for you in Item No.6 & 7 of Section III and initial your entries).

YES NO

2. Do you agree with the assessment of the Reporting Officer in respect of extraordinary achievements and/or significant shortfalls of the officer reported upon?

YES NO

3. In case of difference of opinion, details and reasons for the same may be given.

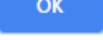
In case of difference of opinion, details and reasons for the same may be given.

4. Comments, if any, on the pen picture written by the Reporting Authority.

Comments, if any, on the pen picture written by the Reporting Authority.

DRAFT **Send To Accepting Authority**

Fig.29

- A confirmation window appears click on **OK** () button as shown in **Fig.30**:

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Basic Information

Name: SURENDER SINGH SIROHI Service: CPSE
 Designation: DIRECTOR Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal Appraisal **Reviewing**

Reload Old PAR

Section IV – Review by the Reviewing Authority

1. Do you agree with the assessment made by the Reporting Officer with respect to discharge of responsibilities and various attributes of the officer reported upon in Section III? (In case you agree with the assessments made by the Reporting Authority, please make a note to that effect in the space provided for you in Item No.6 & 7 of Section III and initial it. If you do not agree with any of the numerical assessments made by the Reporting Authority, please record your assessments in the space provided for you in Item No.6 & 7 of Section III and initial your entries).

YES NO

Once Form is Submitted, data will not be changed. Are You Sure want To submit.

OK Cancel

Fig.30

- A message prompts **“Sent Successfully”** to as shown in **Fig.31**:

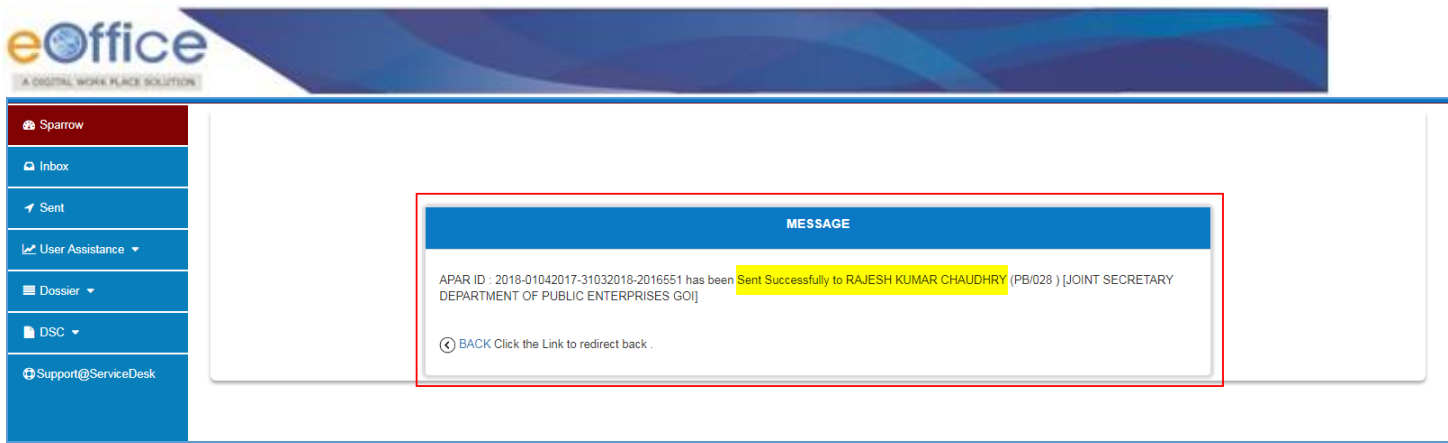


Fig.31

Stage 4: Accepting Authority performs the following steps to send the PAR to CR:

- Click **PAR ID** (2018-01042017-31032018-2016551) under **Access Par** tab to open PAR as shown in **Fig.32**:

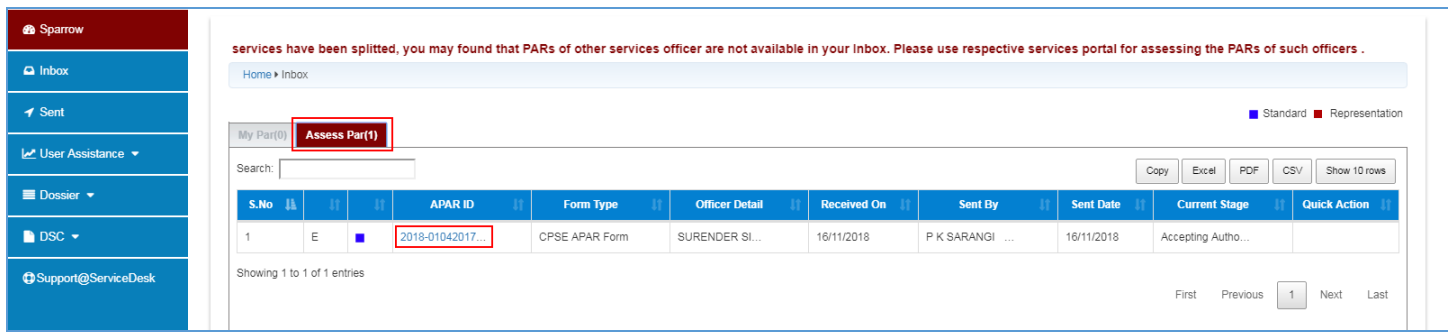


Fig.32

- Accepting Authority view **Basic Information, Self Appraisal, Appraisal & Reviewing** forms and finalizes grade in **Accepting** form, click **Send To CR Section** (**Send To CR Section**) as shown in **Fig.33**:

eoffice
A DIGITAL WORK PLACE SOLUTION

Sparrow

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal Appraisal Reviewing **Accepting**

Overall Grade by Reporting Officer (Out of 100%) 2.20 Overall Grade by Reviewing Officer (Out of 100%) 2.20

Section V – Acceptance by the Accepting Authority

1. Is the overall grade given by the Reporting/Reviewing Authority is consistent with the pen picture given by them ?
 YES NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?
 YES NO

3. In case of difference of opinion, details thereof and reasons for the same may be given.

4. Overall grade on a grade of 1-10 (Grades should be assigned on a scale of 1-10, with 10 referring to the best grade and 1 to the lowest grade).

DRAFT **Send To CR Section**

Fig.33

- A confirmation window appears click on **OK** () button as shown in **Fig.34**:

Smart Performance Appraisal sparrow-cpse.eoffice.gov.in says About ▾ Help ▾

Basic Information

Name: SURENDER SINGH SIROHI
 Designation: DIRECTOR

Service:
 Assessment Period:

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal Appraisal Reviewing **Accepting**

YES NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?
 YES NO

Once Form is Submitted, data will not be changed. Are You Sure want To submit.

OK Cancel

Fig.34

- A message prompts “**Sent Successfully**” as shown in **Fig.35**:

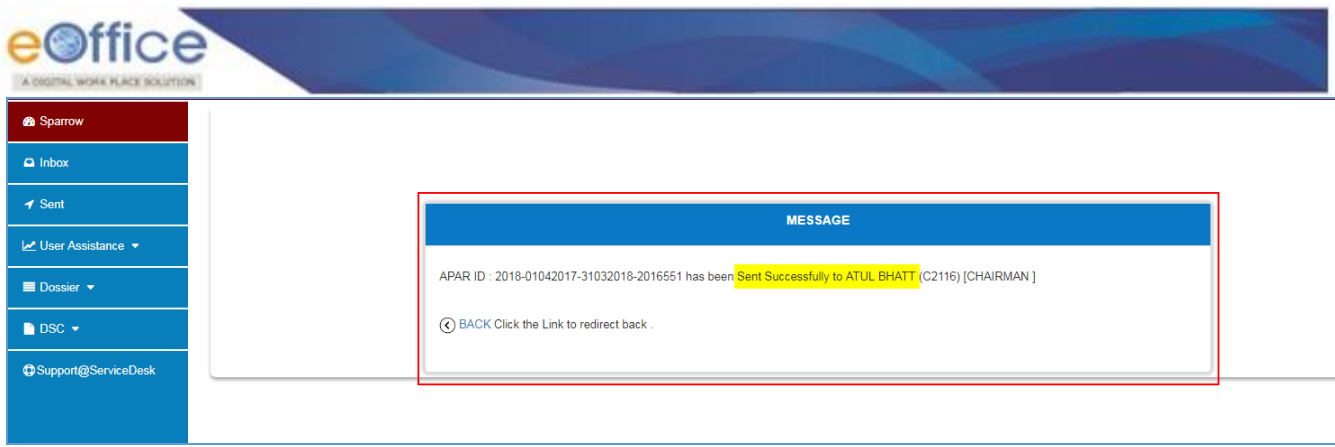


Fig.35

Stage 5: Custodian performs the following steps to disclose PAR:

- Click **PAR ID** (2018-01042017-31032018-2016551) under **Process** tab to open PAR as shown in **Fig. 36:**

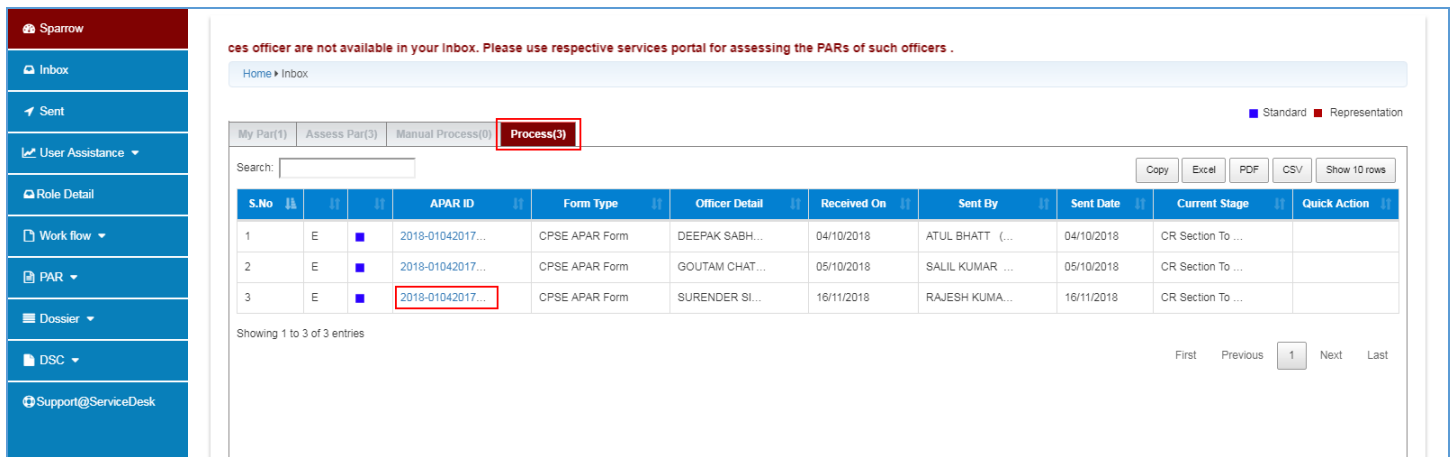


Fig.36

- **PAR is opened, click Disclose to Officer** (**Disclose To Officer**) to disclose the PAR as shown in **Fig.37:**

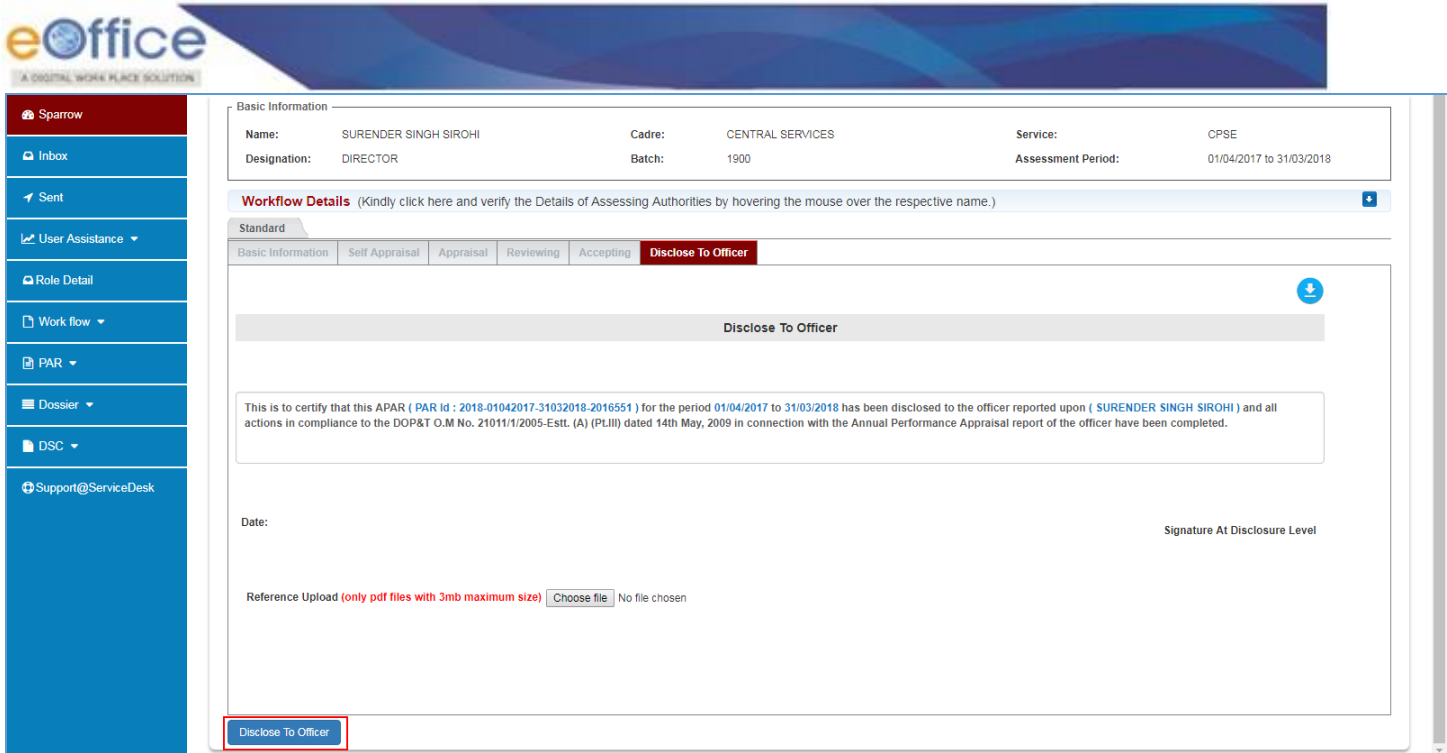
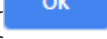


Fig.37

- A confirmation window appears click on **OK** () button as shown in **Fig.38**:

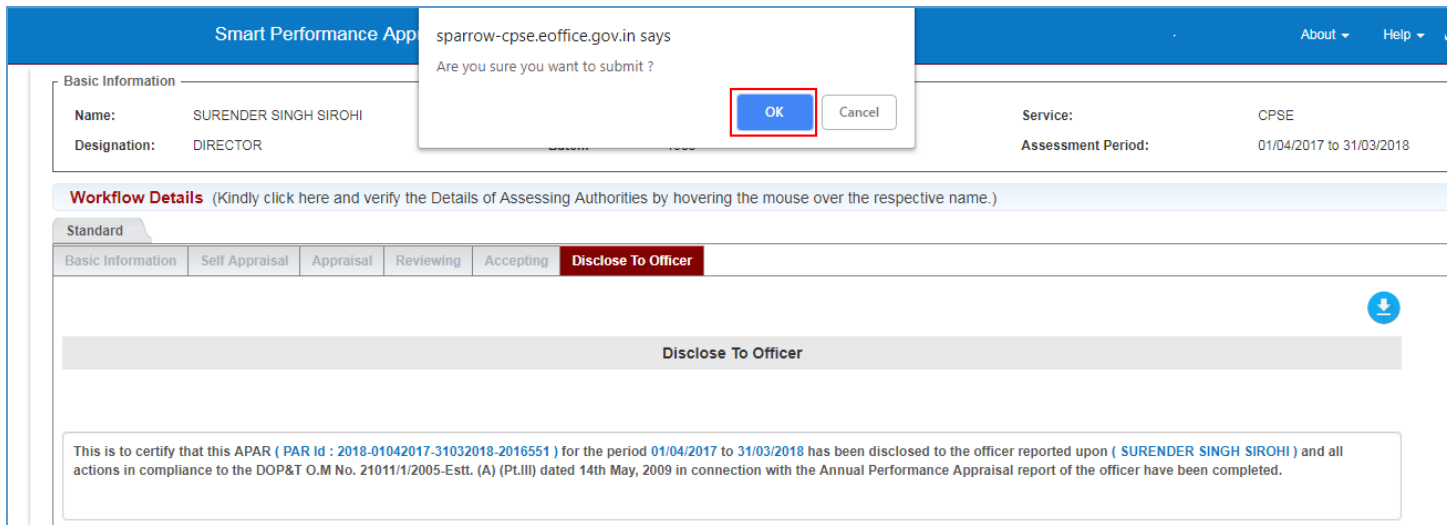


Fig.38

- A message prompts **“Sent Successfully”** as shown in **Fig.39**:

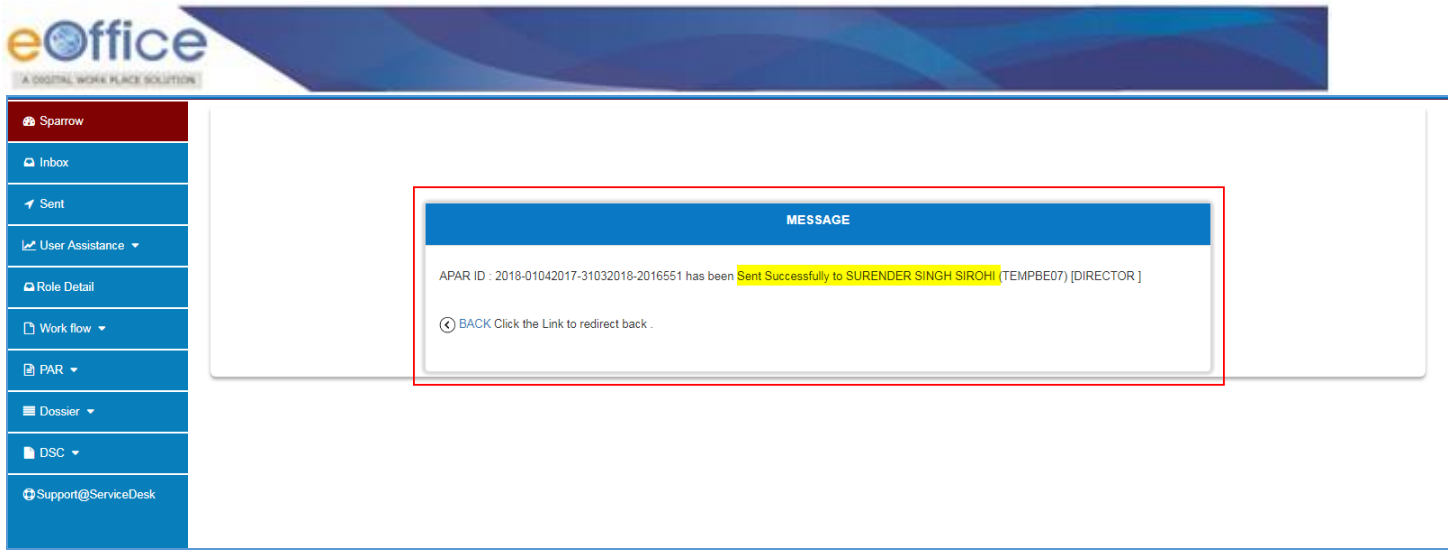


Fig.39

Stage 6: Officer performs the following steps to Accept PAR:

- Click **PAR ID** (2018-01042017-31032018-2016551), to view PAR grading as shown in **Fig.40**:

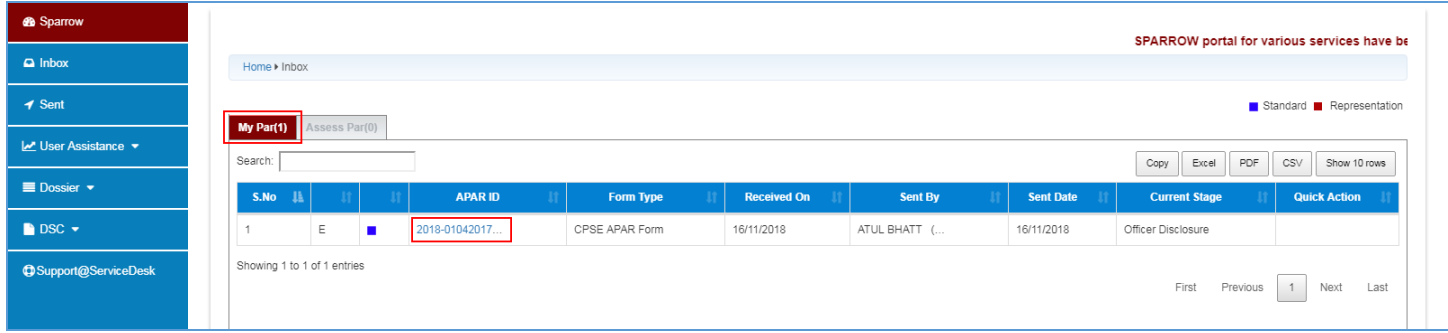


Fig.40

- Click **I Accept** (**I Accept**) else Put to Representation (**Put for Representation**) as shown in **Fig.41**:

Fig.41

Note:

Put for Representation button will appears for those officers whom Representation workflow is created.

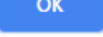
- A confirmation window appears click on **OK** () button as shown in Fig.42:

Fig.42

- A message prompts “Sent Successfully” as shown in Fig.43:

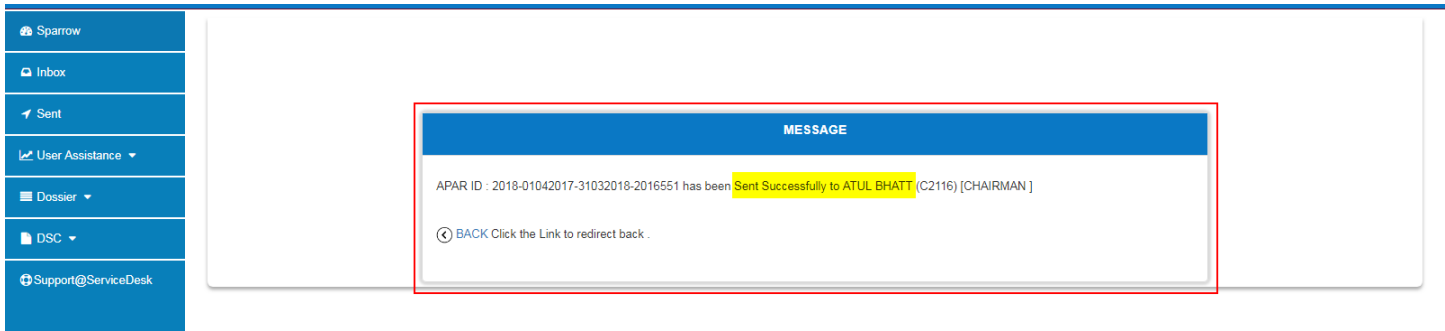


Fig.43

Stage 7: Custodian performs the following steps for Closure of PAR:

- Click PAR ID (2017-01042016-31032017-111451) under Process tab to open the PAR as shown in Fig.44:

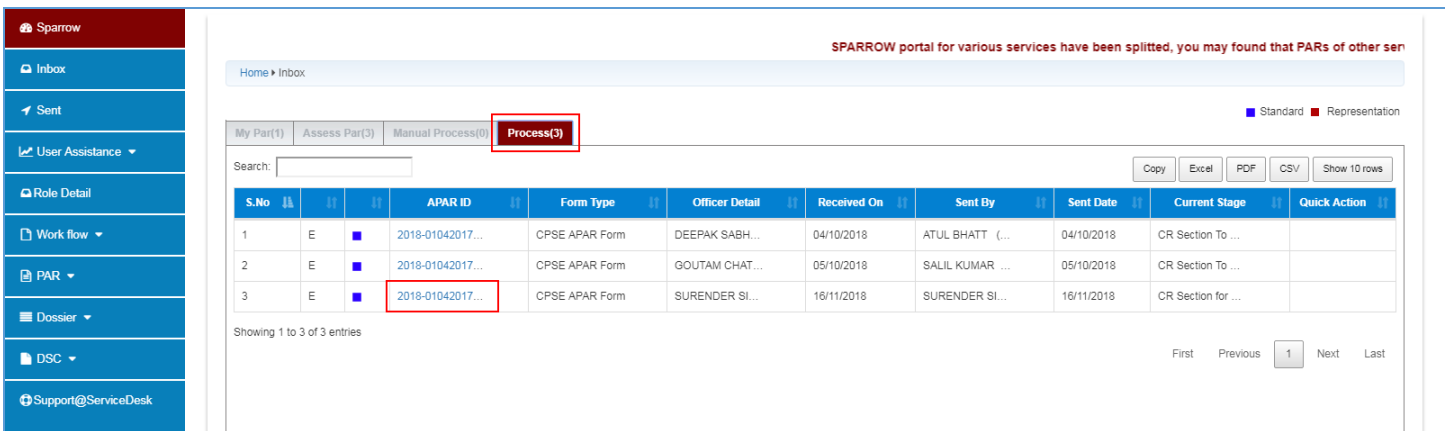


Fig.44

- Click Close (Close) to close the PAR as shown in Fig.45:

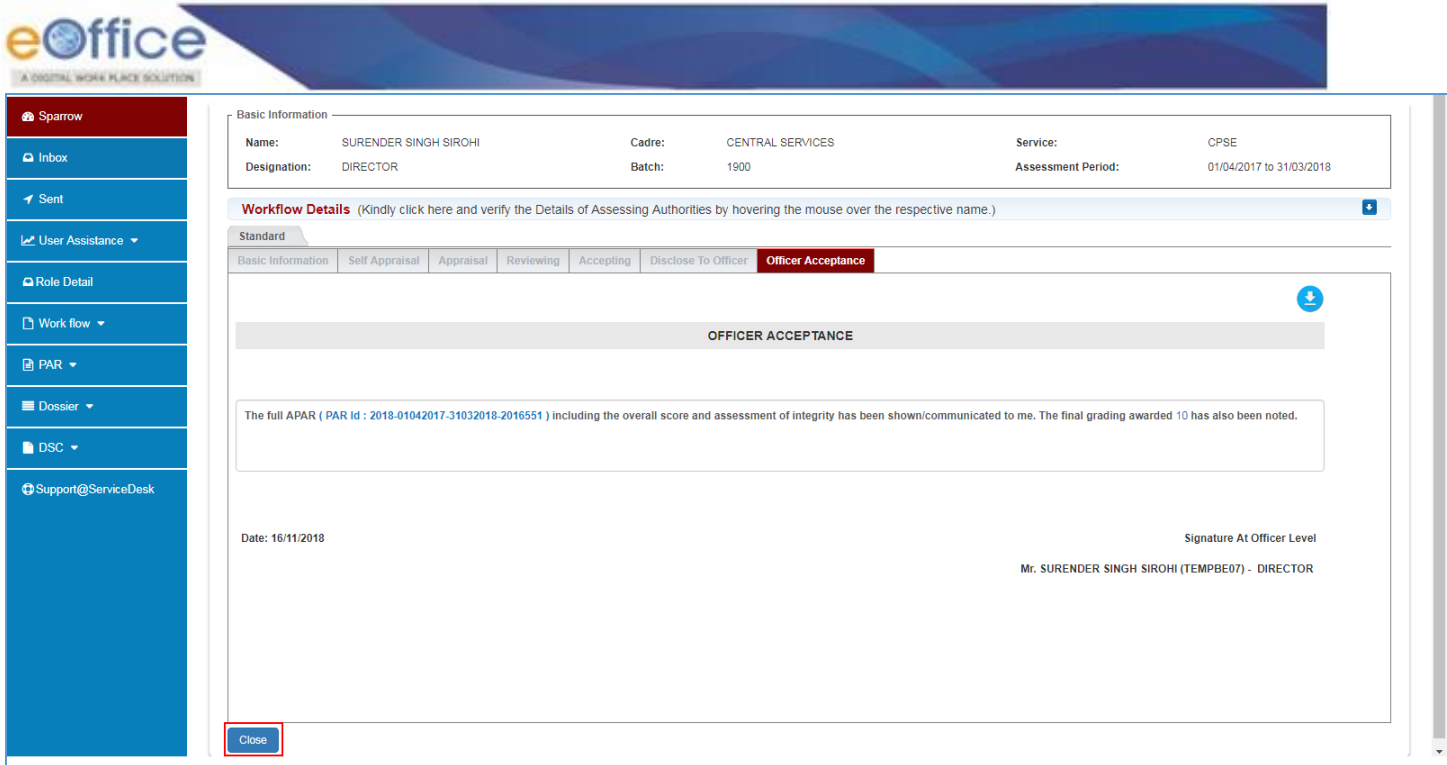


Fig.45

- A confirmation window appears click on **OK** () button as shown in **Fig.46**:

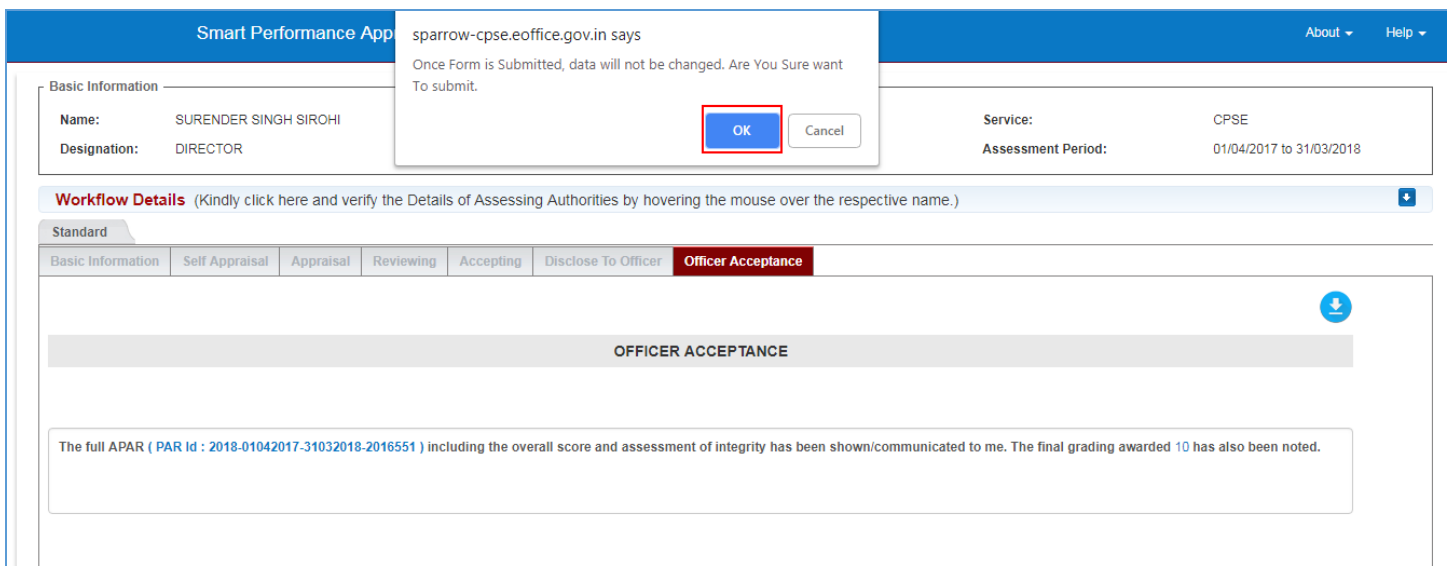


Fig.46


- A message prompts “**Successfully Closed**” as shown in **Fig.47**:

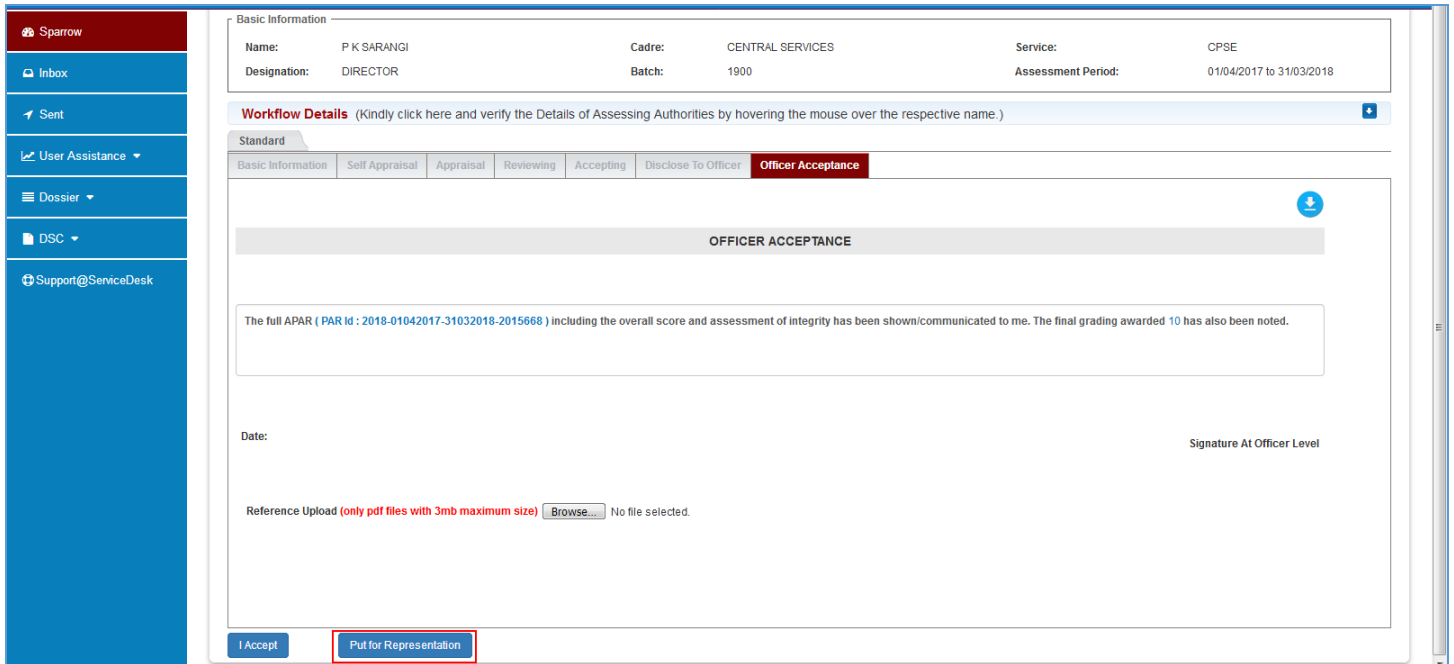
The screenshot displays the eoffice user interface. On the left is a vertical navigation menu with the following items: Sparrow, Inbox, Sent, User Assistance (with a dropdown arrow), Role Detail, Work flow (with a dropdown arrow), PAR (with a dropdown arrow), Dossier (with a dropdown arrow), DSC (with a dropdown arrow), and Support@ServiceDesk. The main content area features a message notification box with a blue header labeled 'MESSAGE'. The message text reads: 'APAR ID : 2018-01042017-31032018-2016551 has been Successfully Closed'. The words 'Successfully Closed' are highlighted in yellow. Below the message text is a 'BACK' link with a left-pointing arrow icon and the text 'Click the Link to redirect back .'. A red rectangular box highlights the entire message notification area.

Fig.47

Movement of PAR- Representation Flow

Stage 1: Officer performs the following steps to Put for representation:

- Click **Put for Representation** (), to Put for Representation as shown in **Fig.48**:



Basic Information

Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information | Self Appraisal | Appraisal | Reviewing | Accepting | Disclose To Officer | **Officer Acceptance**


OFFICER ACCEPTANCE

The full APAR (PAR id : 2018-01042017-31032018-2015668) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded 10 has also been noted.

Date: _____ Signature At Officer Level _____

Reference Upload (only pdf files with 3mb maximum size) No file selected.

Fig.48

- A window appears, enter the reason, Browse the reference file (if any) and click **Yes**() as shown in **Fig.49**:

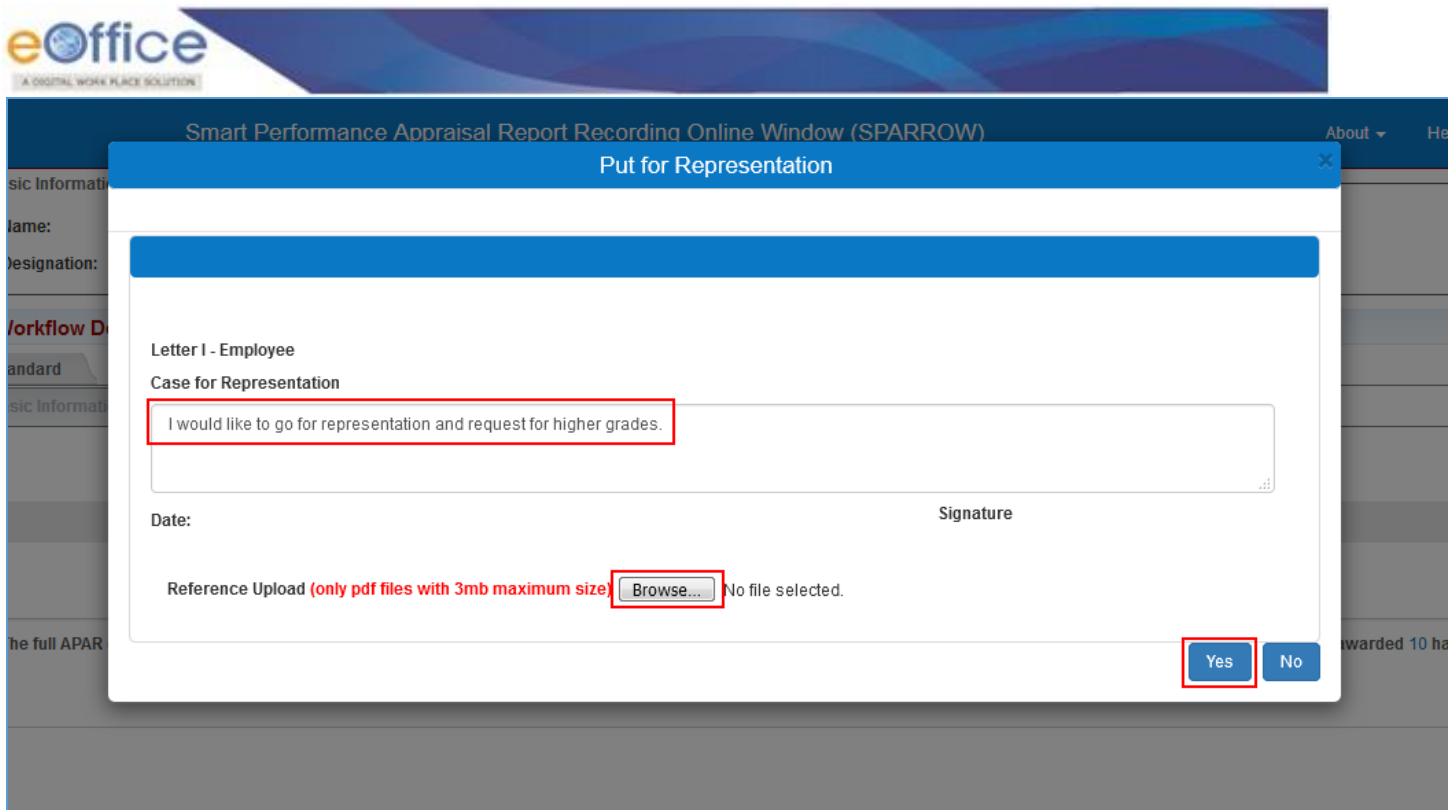


Fig.49

- A message prompts successfully sent as shown in **Fig.50**:

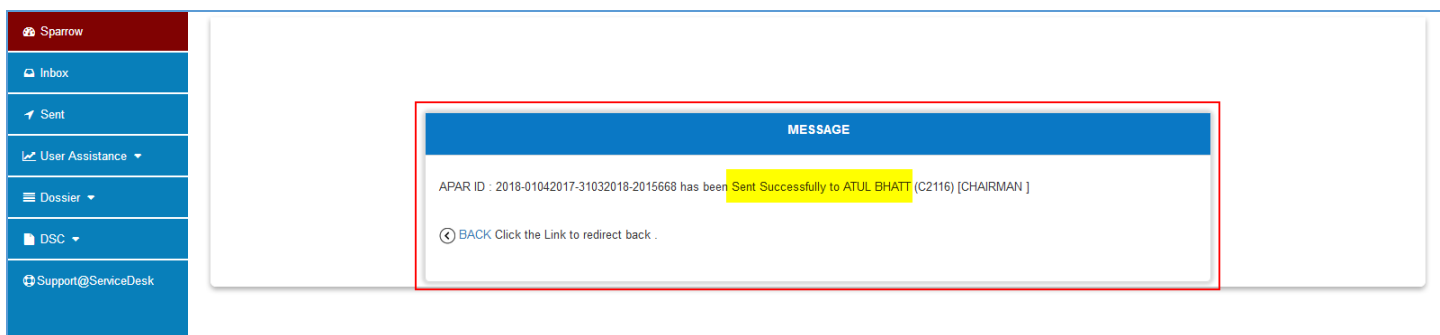


Fig.50

Stage 2: Custodian (Rep-CR Section) performs the following steps to forward the request:

- Click **PAR ID** ([2018-01042017-31032018-2015668](#)) to open PAR as shown in **Fig.51**:

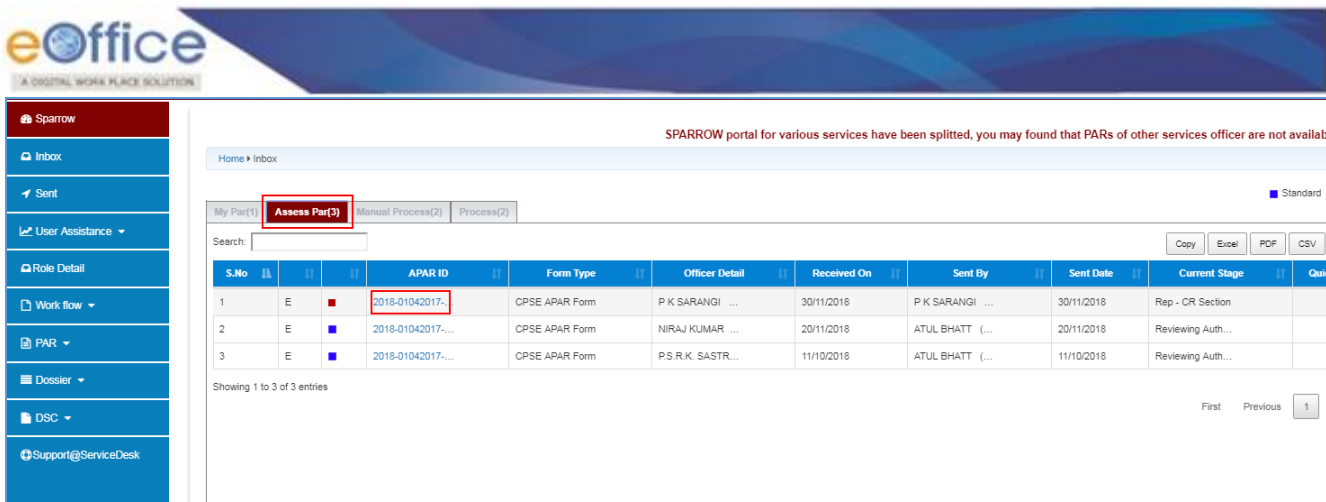



Fig.51

- Custodian (Rep-CR Section) fills the **Letter Information** form and click **Send To Competent Authority- Stage I** () button, as shown in **Fig.52**:

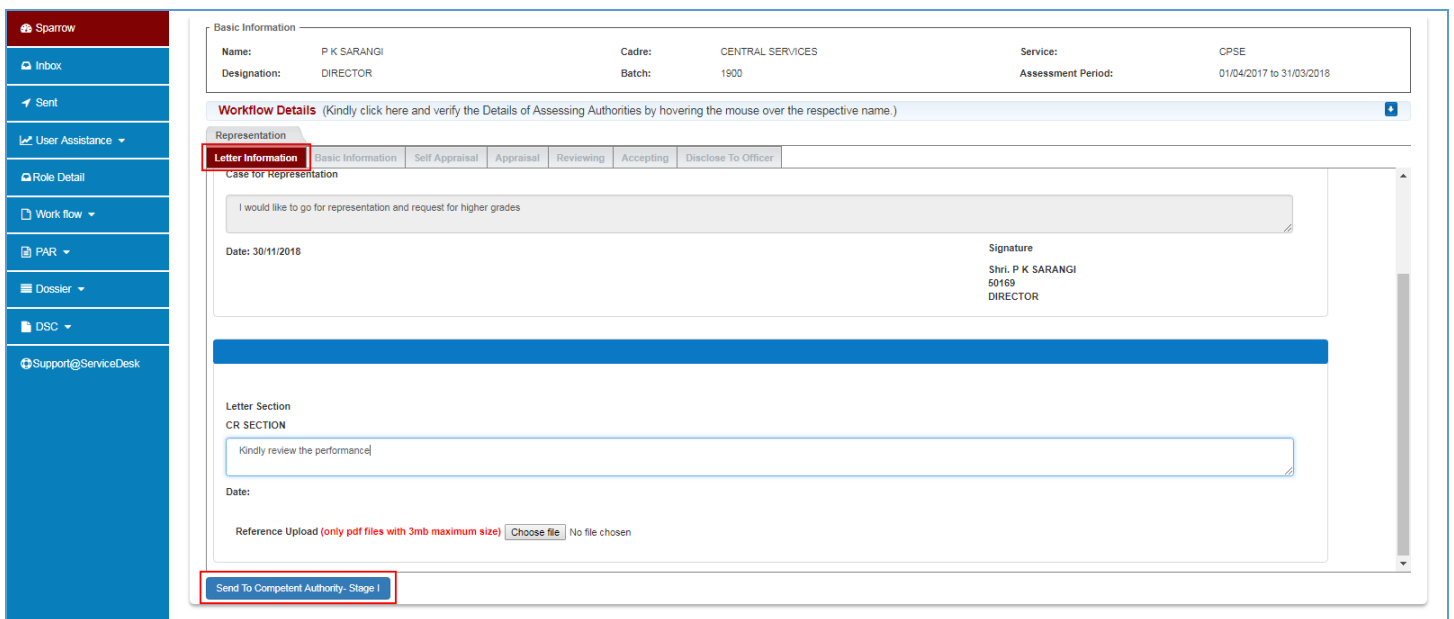
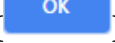


Fig.52

- A confirmation window appears click on **OK** () button as shown in **Fig.53**:

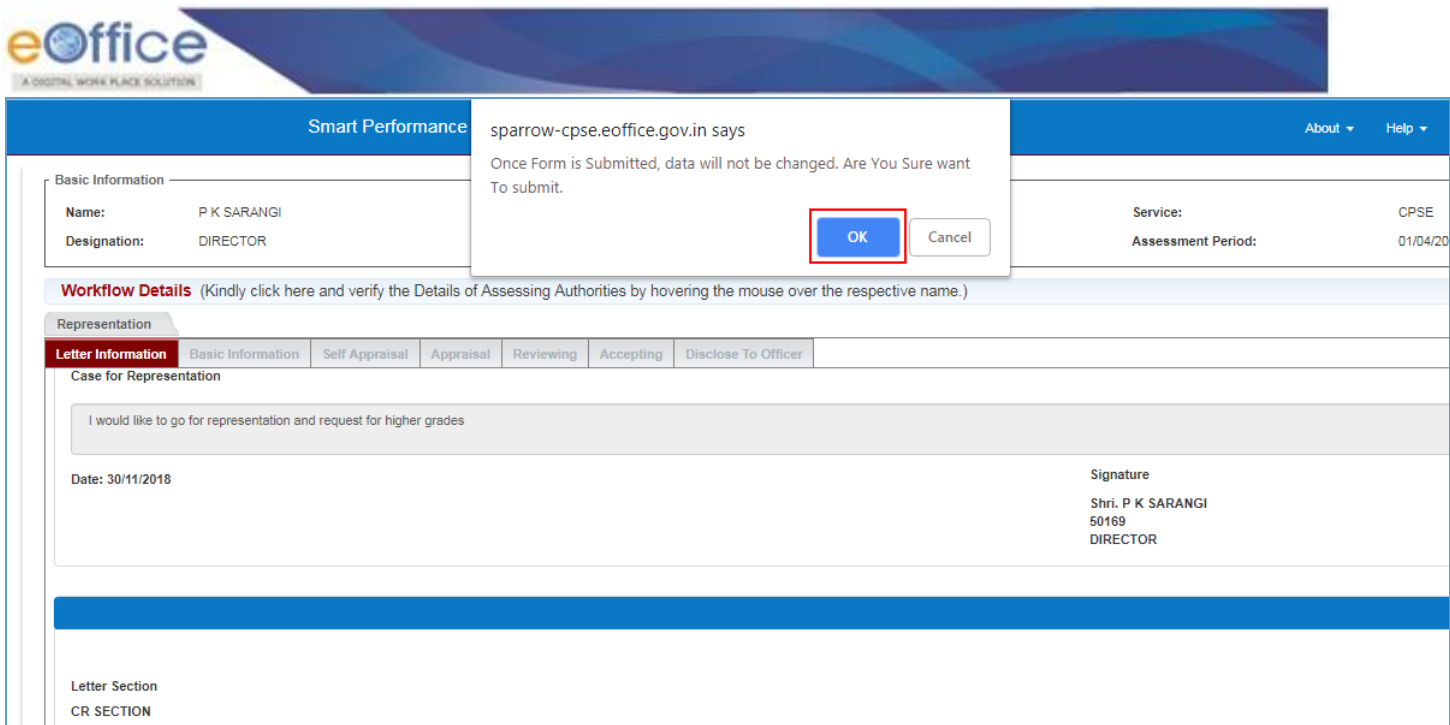


Fig.53

- A message prompts “Sent Successfully” as shown in Fig.54:

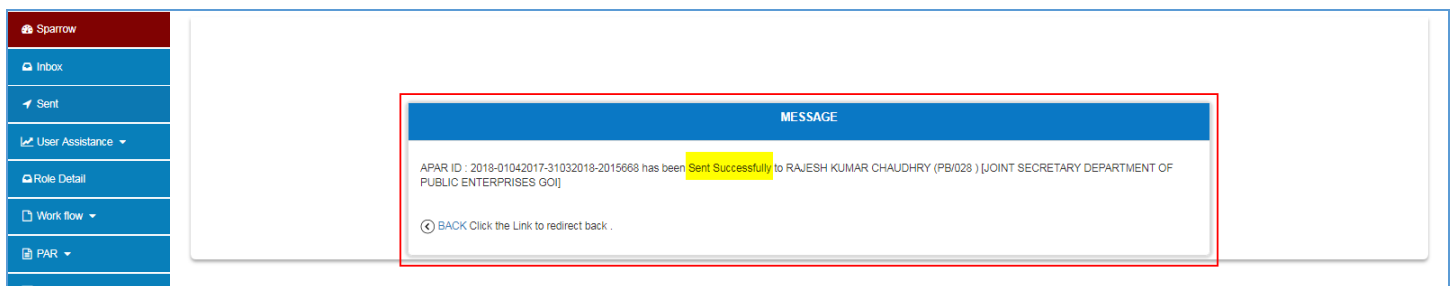


Fig.54

Stage 3: Competent Authority- Stage I Officer performs the following steps for consideration:

- Competent Authority- Stage I officer click PAR ID (²⁰¹⁸⁻⁰¹⁰⁴²⁰¹⁷⁻³¹⁰³²⁰¹⁸⁻²⁰¹⁵⁶⁶⁸) to open the PAR as shown in Fig.55:

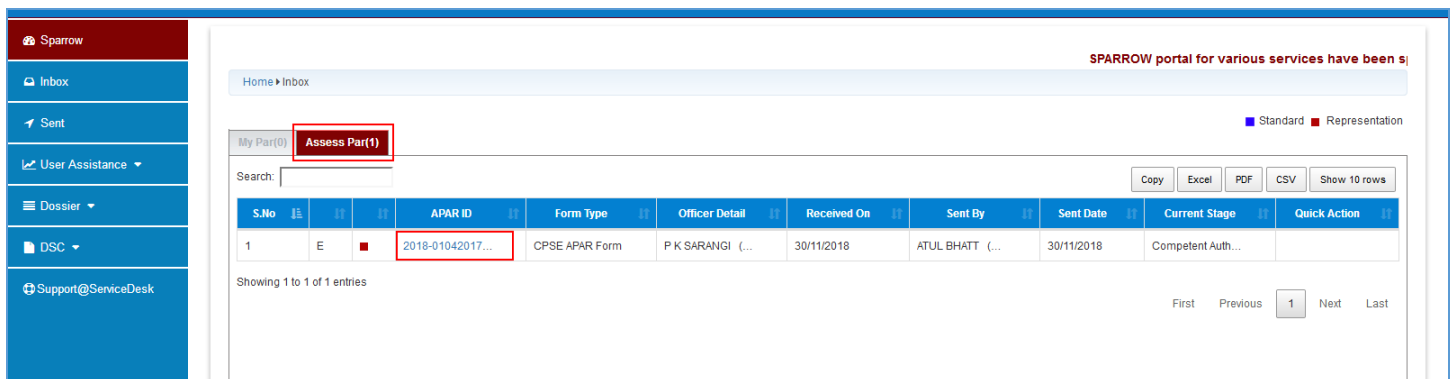


Fig.55

- A page appears , Competent Authority enters remarks , click **Send to Reporting Authority** (**Send To Accepting Authority**) button to forward the request to next authority, as shown in **Fig.56**:

Fig.56

- A confirmation window appears click on **OK** (**OK**) button as shown in **Fig.57**:

Fig.57

- A message prompts “**Sent Successfully**” as shown in **Fig.58**:

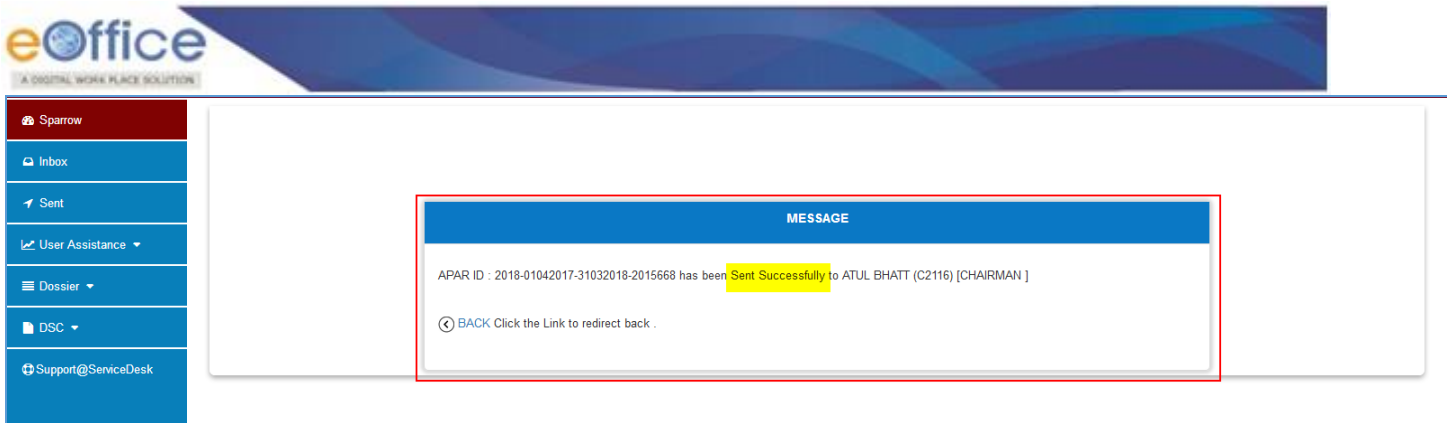


Fig.58

Stage 4: Rep-Reporting Authority performs the following steps to forward PAR to Rep-Reviewing Authority:

- Rep-Reporting Authority clicks the PAR ID ([2018-01042017-31032018-2015668](#)) to open the PAR as shown in Fig.59:

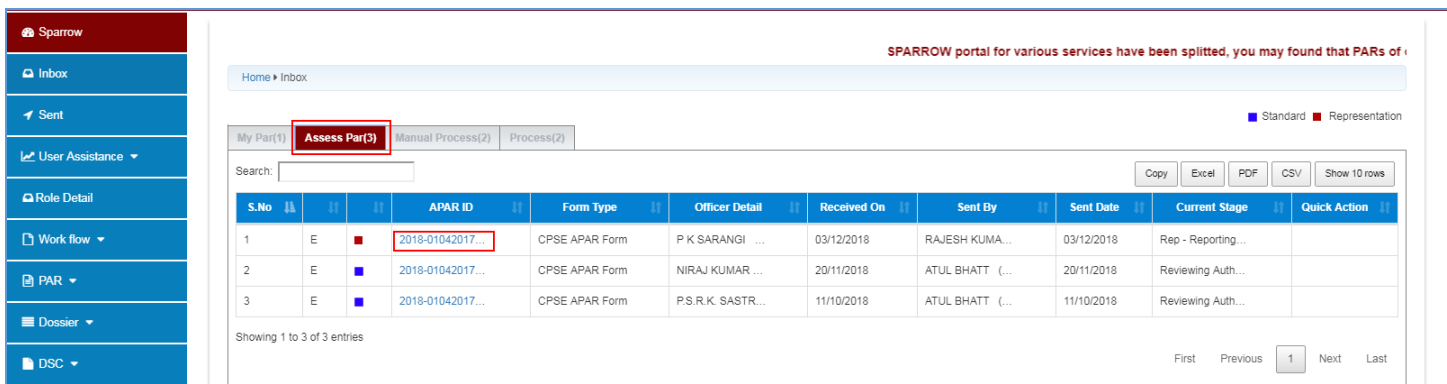


Fig.59

- A page appears , enter the remarks and click **Send To Reviewing Authority** ([Send To Reviewing Authority](#)) button, as shown in Fig.60:

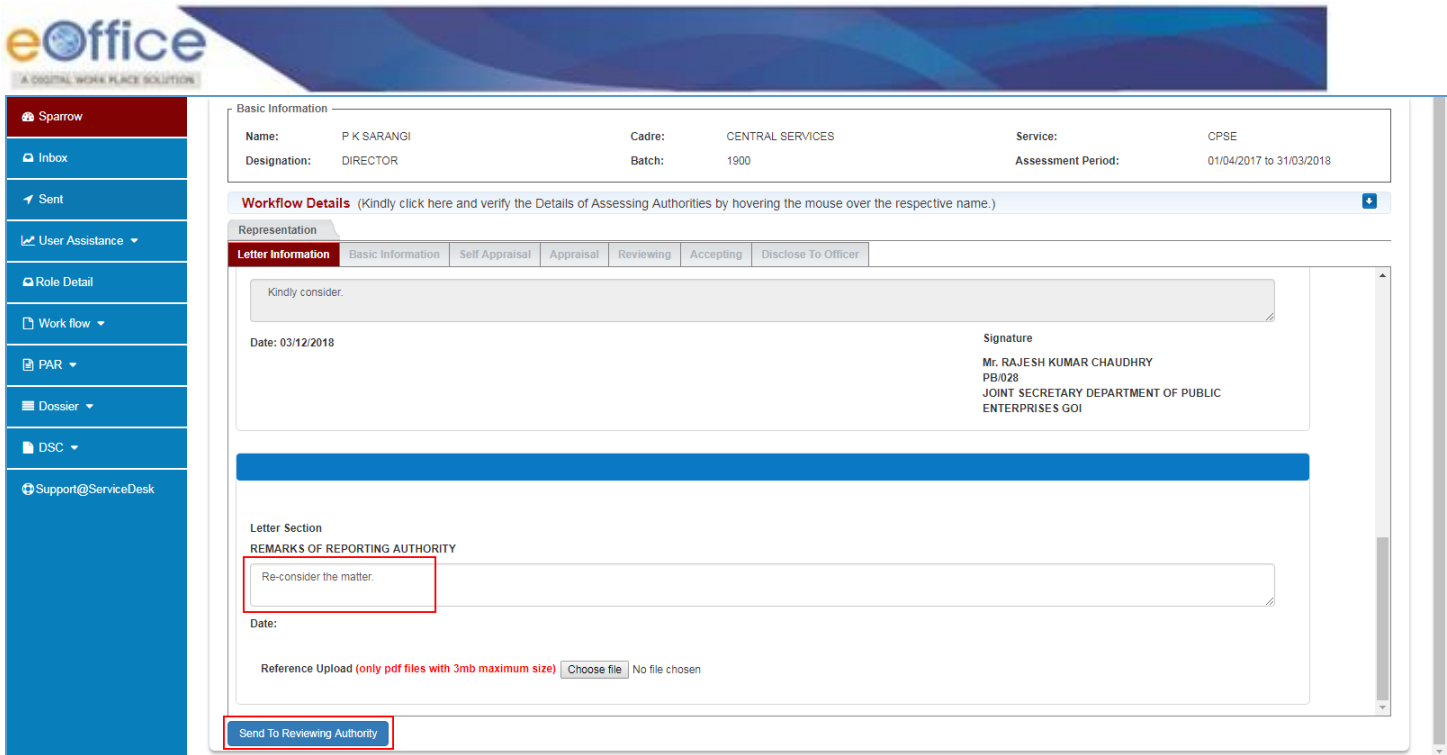
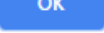


Fig.60

- A confirmation window appears click on **OK** () button as shown in **Fig.61**:

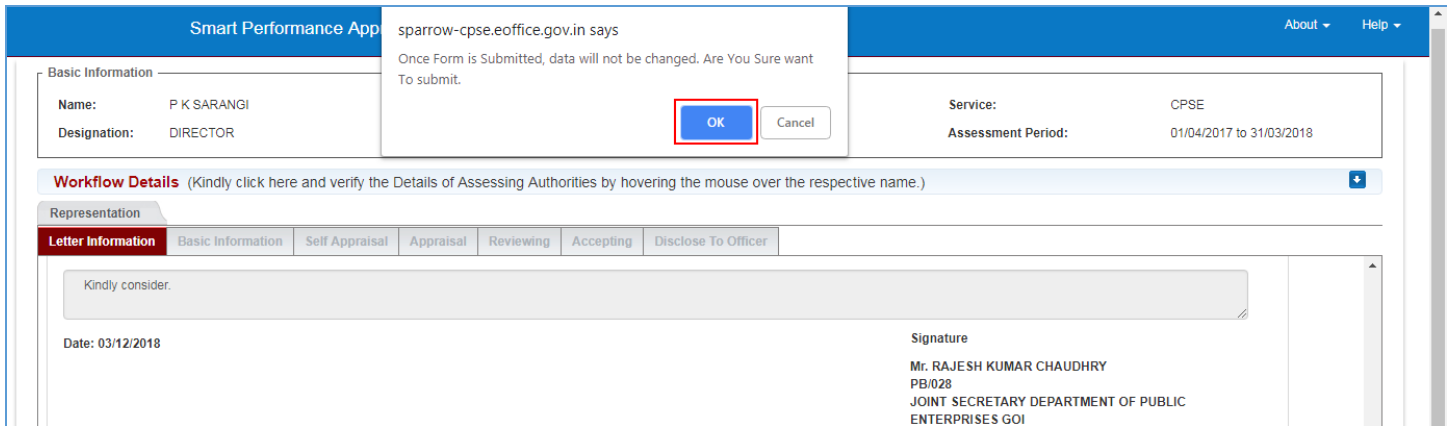


Fig.61

- A message prompts **“Sent Successfully”** as shown in **Fig.62**:

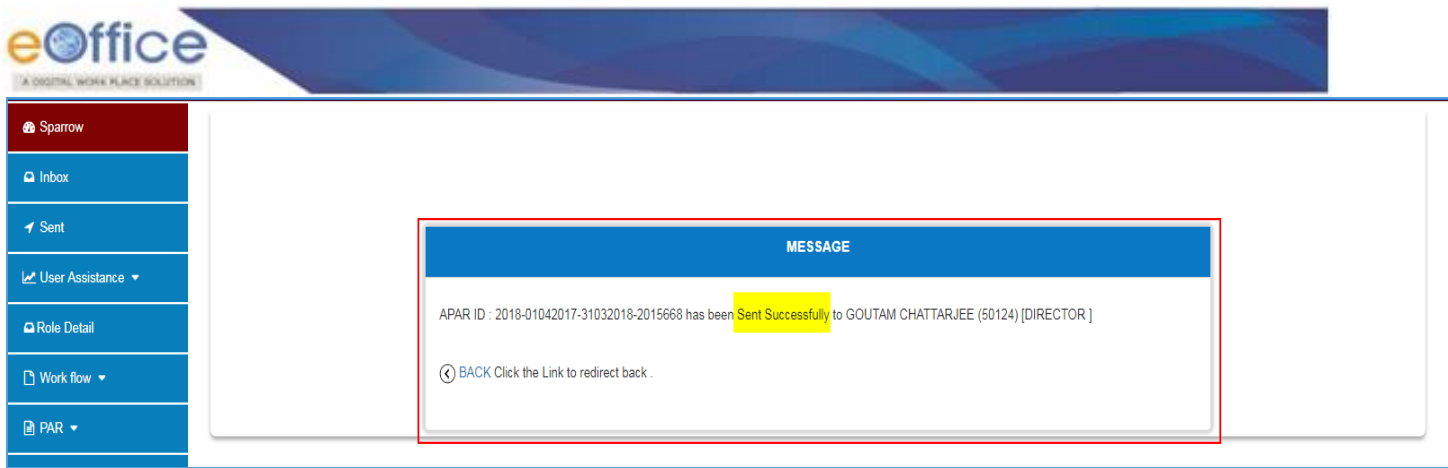


Fig.62

Stage 5: Rep-Reviewing Authority performs the following steps to forward PAR to Rep-Accepting Authority:

- Rep- Reviewing Authority clicks the PAR ID ([2018-01042017-31032018-2015668](#)) to open the PAR as shown in Fig.63:

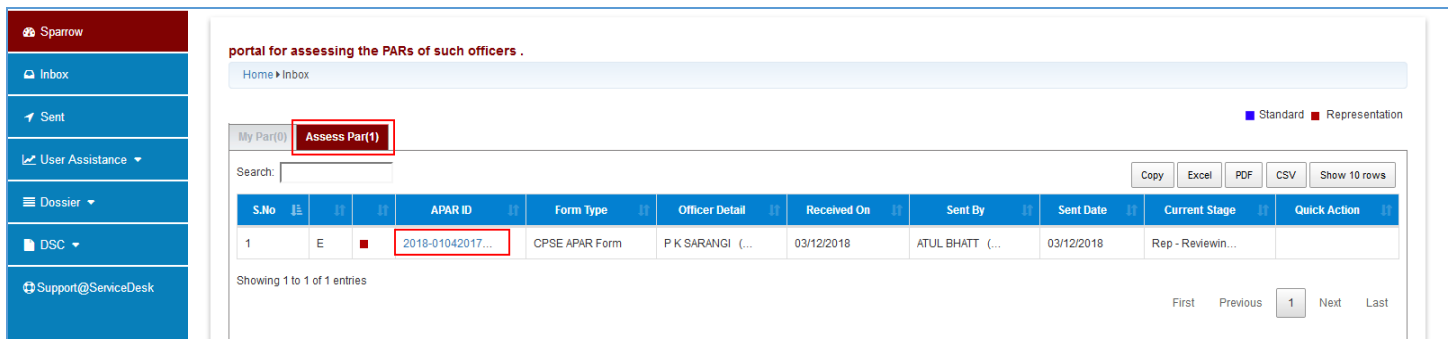


Fig.63

- A page appears , enter the remarks and click **Send To Accepting Authority** () button, as shown in Fig.64:

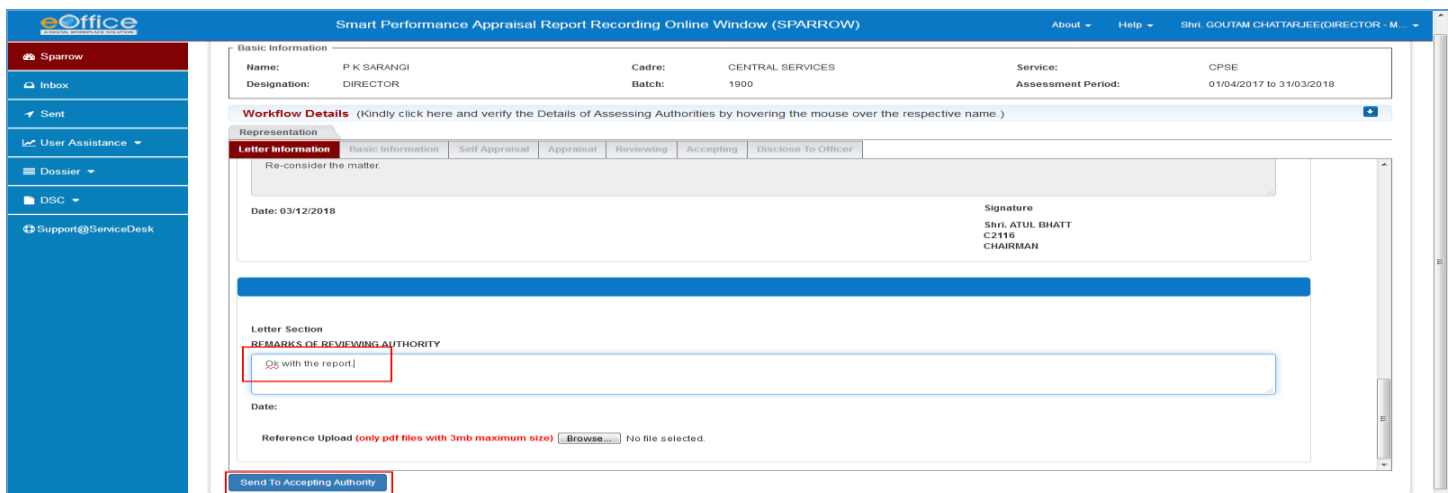
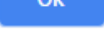


Fig.64

- A confirmation window appears click on **OK** () button as shown in **Fig.65**:

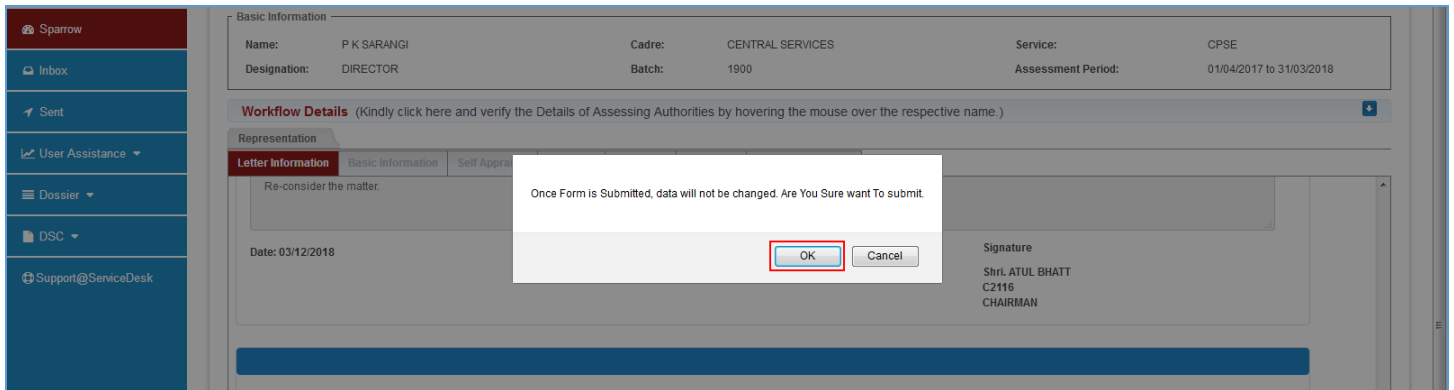


Fig.65

- A message prompts **“Sent Successfully”** as shown in **Fig.66**:

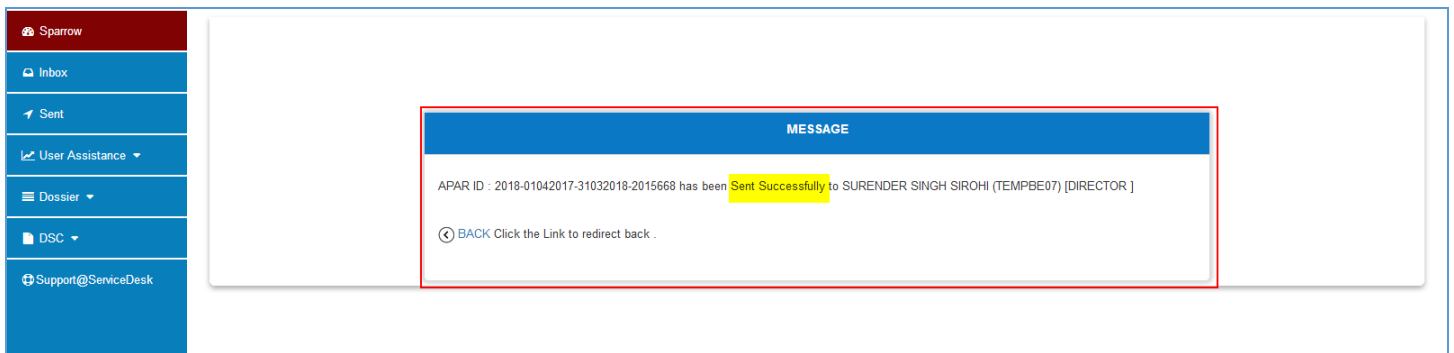


Fig.66

Stage 6: Rep-Accepting Authority performs the following steps to forward PAR to Competent Authority- Stage II:

- Rep- Accepting Authority** clicks the **PAR ID** ([2018-01042017-31032018-2015668](#)) to open the PAR as shown in **Fig.67**:

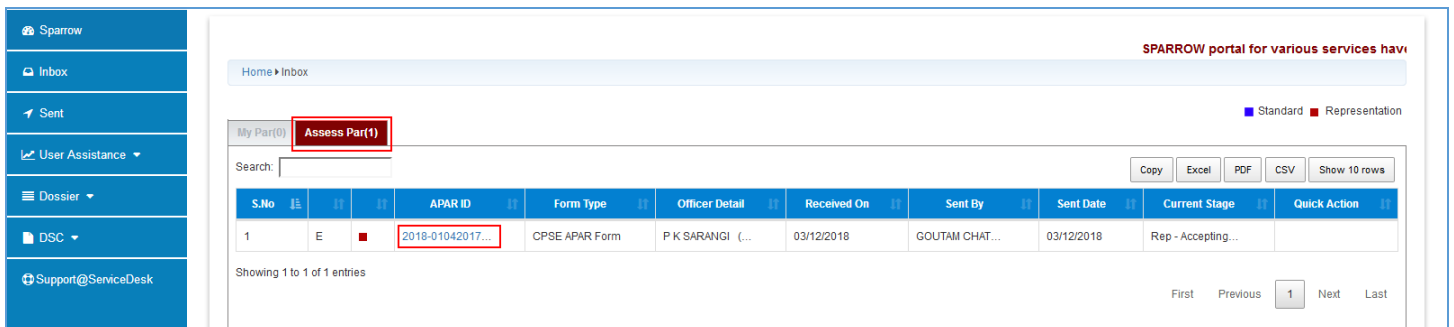

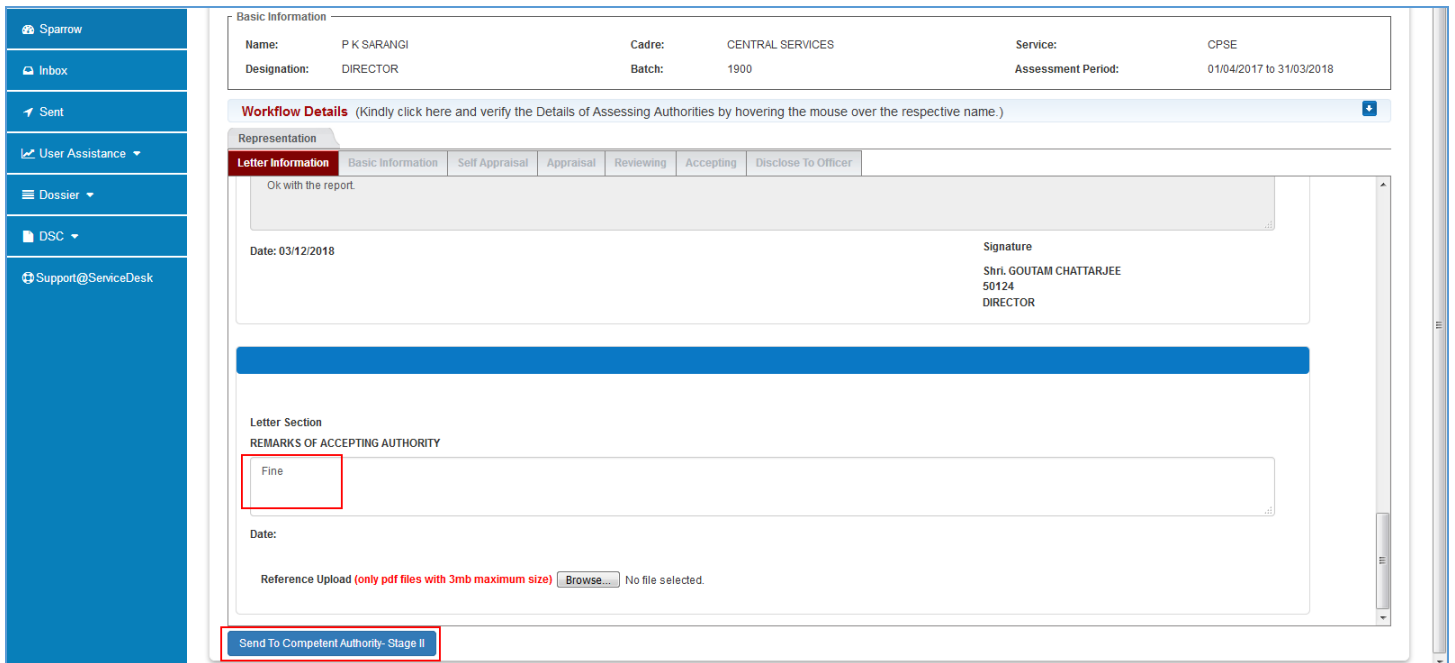


Fig.67

- A page appears , enter the remarks and click **Send To Competent Authority- Stage II** () button, as shown in **Fig.68**:



Basic Information

Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Representation

Letter Information Basic Information Self Appraisal Appraisal Reviewing Accepting Disclose To Officer

Ok with the report.

Date: 03/12/2018

Signature
Shri. GOUTAM CHATTARJEE
50124
DIRECTOR

Letter Section
REMARKS OF ACCEPTING AUTHORITY

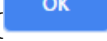
Fine

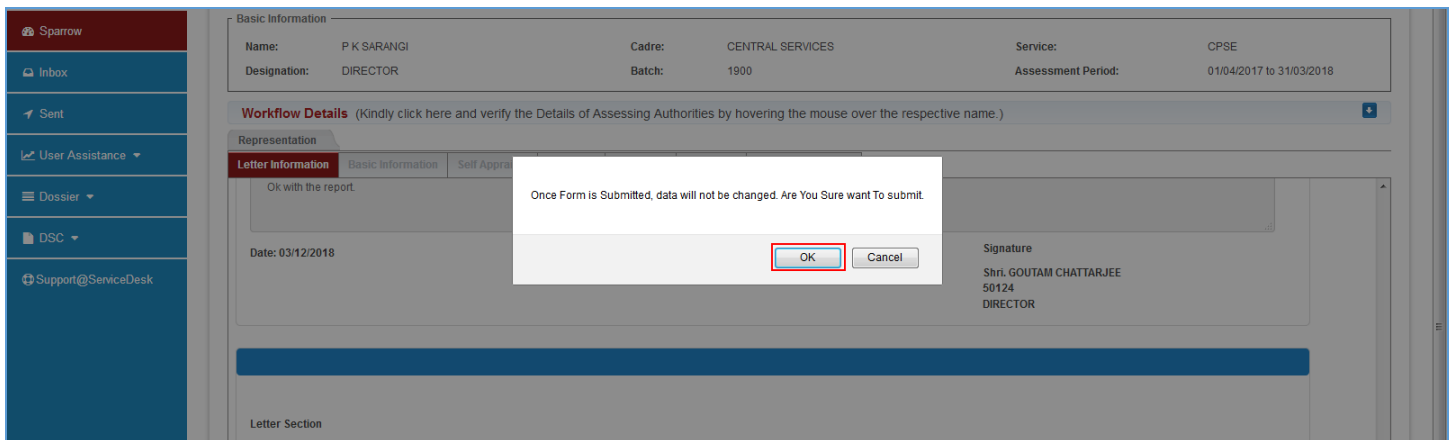
Date:

Reference Upload (only pdf files with 3mb maximum size) No file selected.

Send To Competent Authority- Stage II

Fig.68

- A confirmation window appears click on **OK** () button as shown in **Fig.69**:



Basic Information

Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Representation

Letter Information Basic Information Self Appraisal

Ok with the report.

Date: 03/12/2018

Signature
Shri. GOUTAM CHATTARJEE
50124
DIRECTOR

Letter Section
REMARKS OF ACCEPTING AUTHORITY

Once Form is Submitted, data will not be changed. Are You Sure want To submit.

OK Cancel

Fig.69

- A message prompts **“Sent Successfully”** as shown in **Fig.70**:

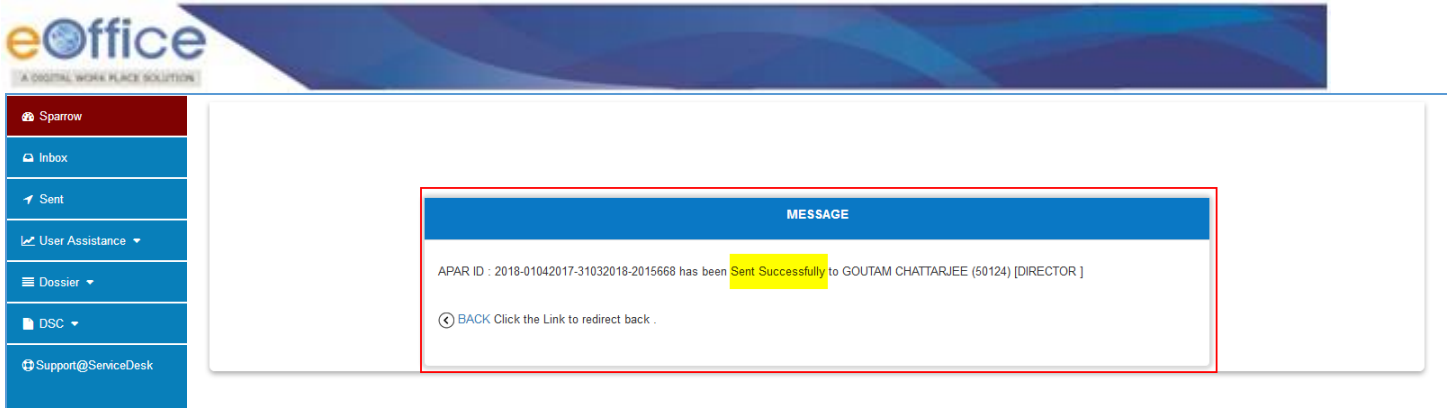


Fig.70

Stage 7: Competent Authority- Stage II performs the following steps to forward PAR to CR Custodian (Rep-CR Section):

- Competent Authority- Stage II clicks the PAR ID ([2018-01042017-31032018-2015668](#)) to open the PAR as shown in Fig.71:

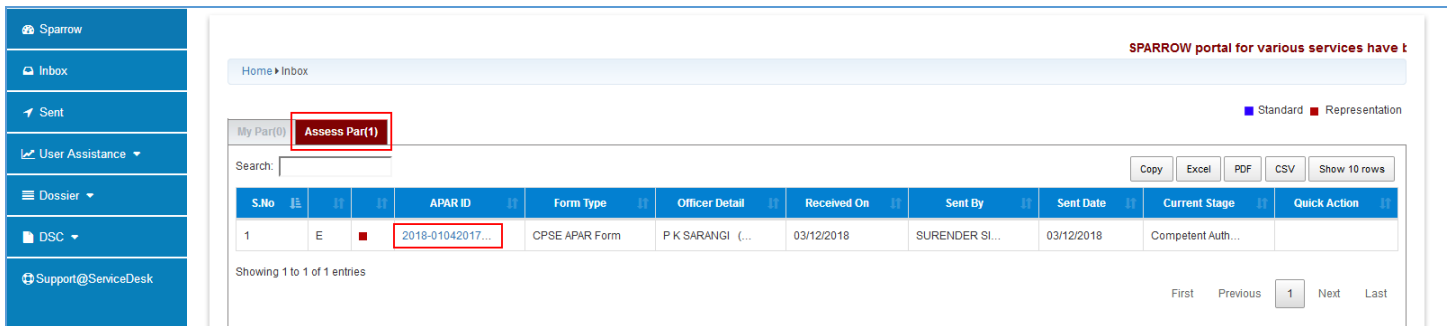


Fig.71

- A page appears , enter the remarks and click **Send To CR Section** ([Send To CR Section](#)) button, as shown in Fig.72:

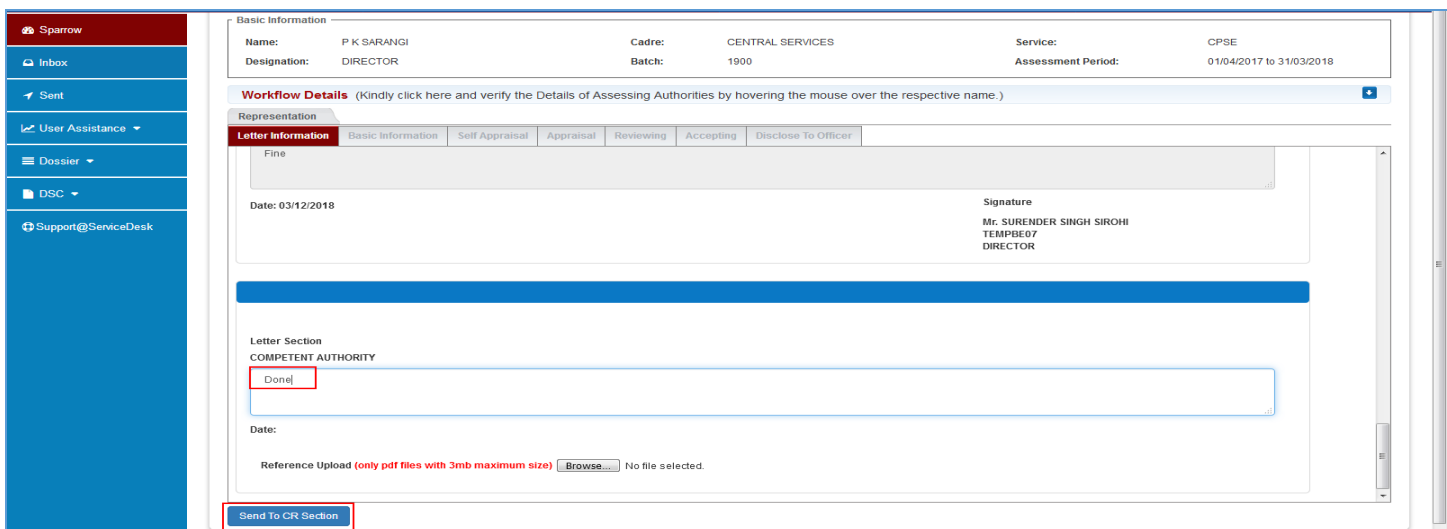
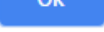


Fig.72

- A confirmation window appears click on **OK** () button as shown in **Fig.73**:

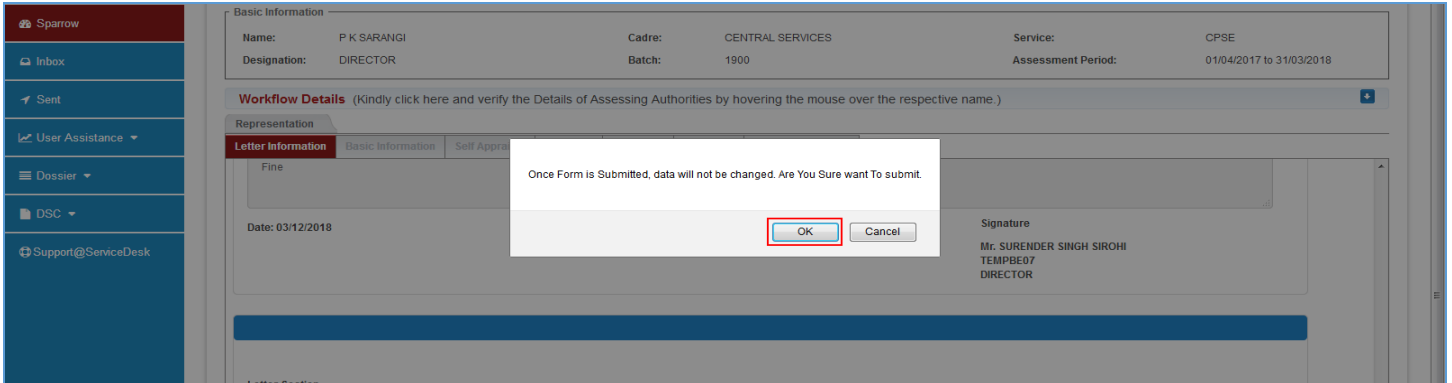


Fig.73

- A message prompts **“Sent Successfully”** as shown in **Fig.74**:

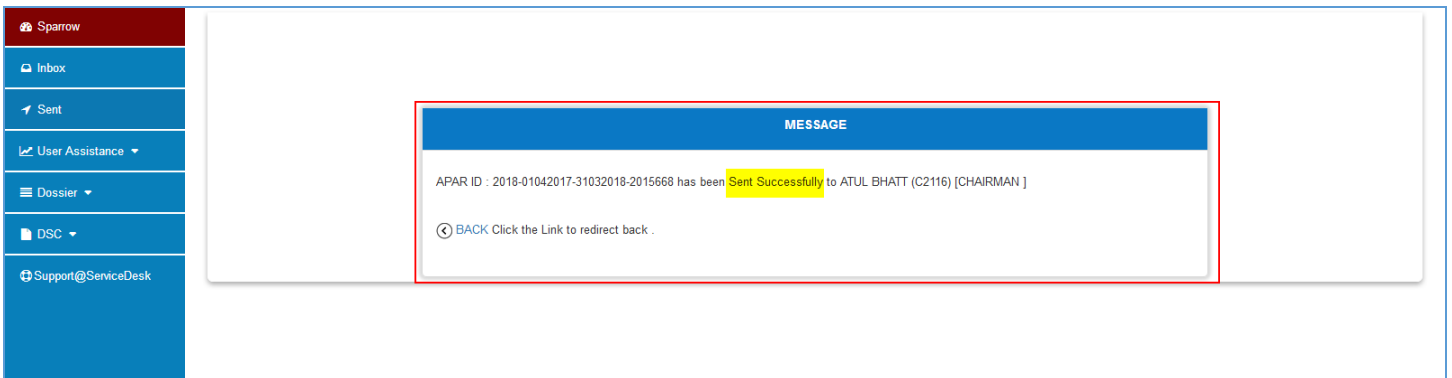


Fig.74

Stage 8: Custodian (Rep-CR Section) performs the following steps to disclose PAR:

- Custodian (Rep-CR Section)** clicks the **PAR ID** (2018-01042017-31032018-2015668) to open the PAR as shown in **Fig.75**:

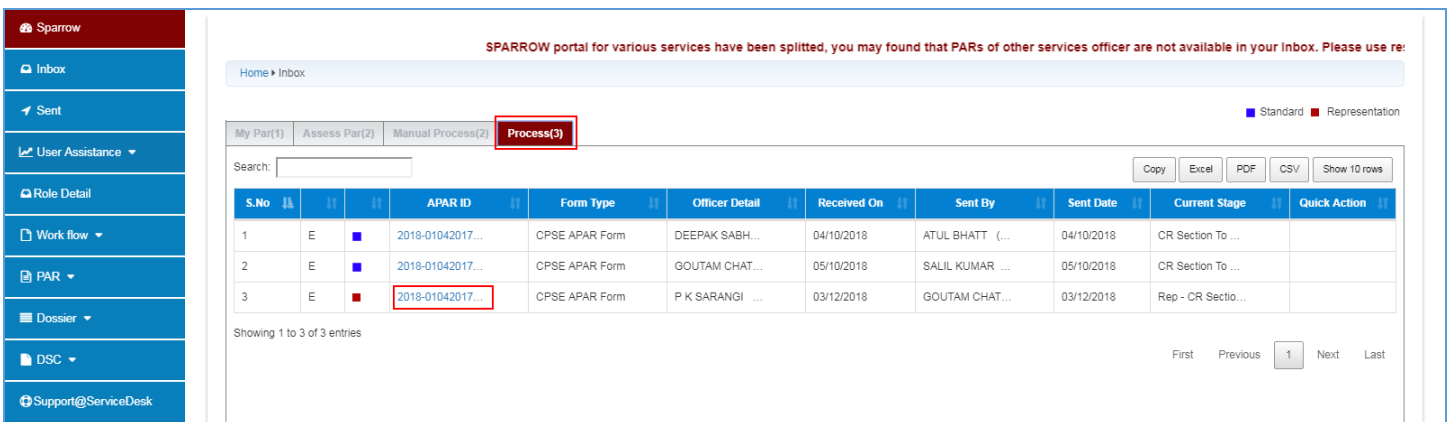
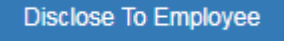
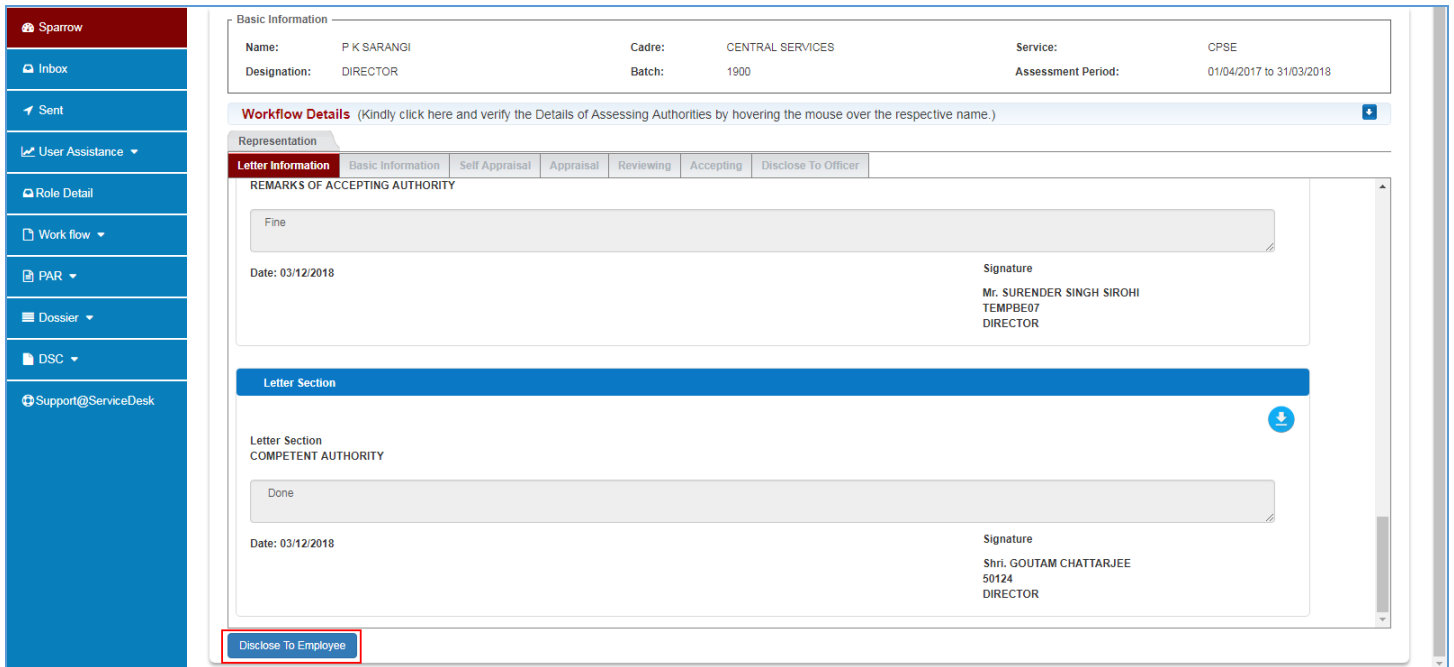


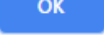
Fig.75

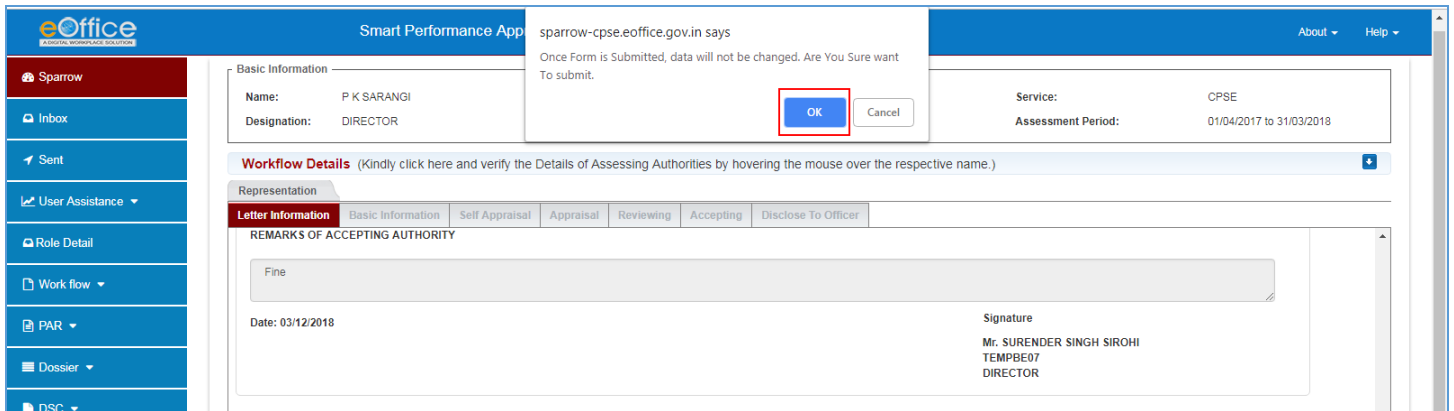
- A page appears , click **Disclose To Employee** () button, as shown in **Fig.76**:



The screenshot shows the 'Letter Information' tab of the 'Workflow Details' section. The 'REMARKS OF ACCEPTING AUTHORITY' section contains two entries. The first entry has a 'Date' of 03/12/2018 and a 'Signature' of Mr. SURENDER SINGH SIROHI, TEMPBE07, DIRECTOR. The second entry has a 'Date' of 03/12/2018 and a 'Signature' of Shri. GOUTAM CHATTARJEE, 50124, DIRECTOR. At the bottom of the page, a blue button labeled 'Disclose To Employee' is highlighted with a red rectangular box.

Fig.76

- A confirmation window appears click on **OK** () button as shown in **Fig.77**:



The screenshot shows a confirmation dialog box overlaid on the application. The dialog box contains the text: 'sparrow-cpse.eoffice.gov.in says Once Form is Submitted, data will not be changed. Are You Sure want To submit.' Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box. The background application shows the same 'Letter Information' tab as in Fig.76.

Fig.77

- A message prompts **“Sent Successfully”** as shown in **Fig.78**:

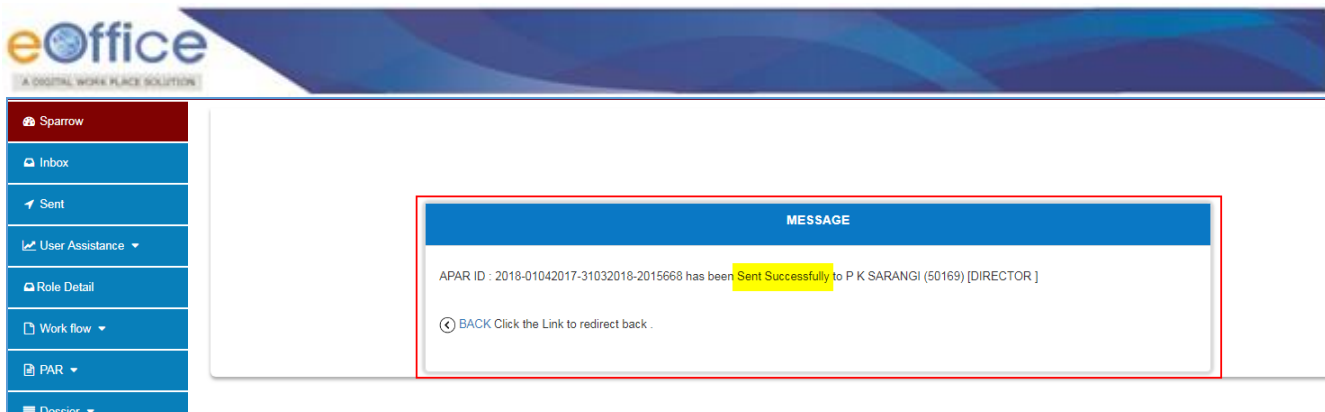


Fig.78

Stage 9: Officer performs the following steps to Accept PAR:

- Click PAR ID ([2018-01042017-31032018-2015668](#)) to open the disclosed PAR as shown in **Fig.79**:

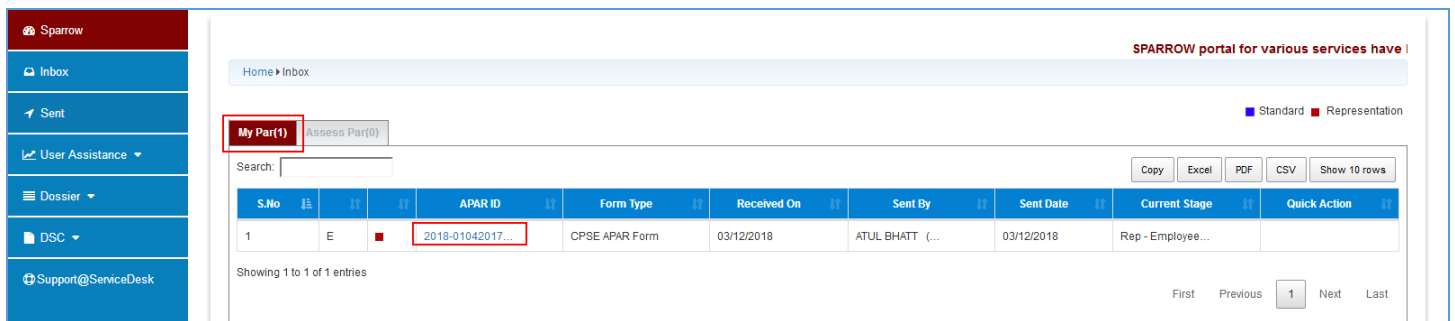


Fig.79

- Officer click **I Accept** ([I Accept](#)) button as shown in **Fig.80**:

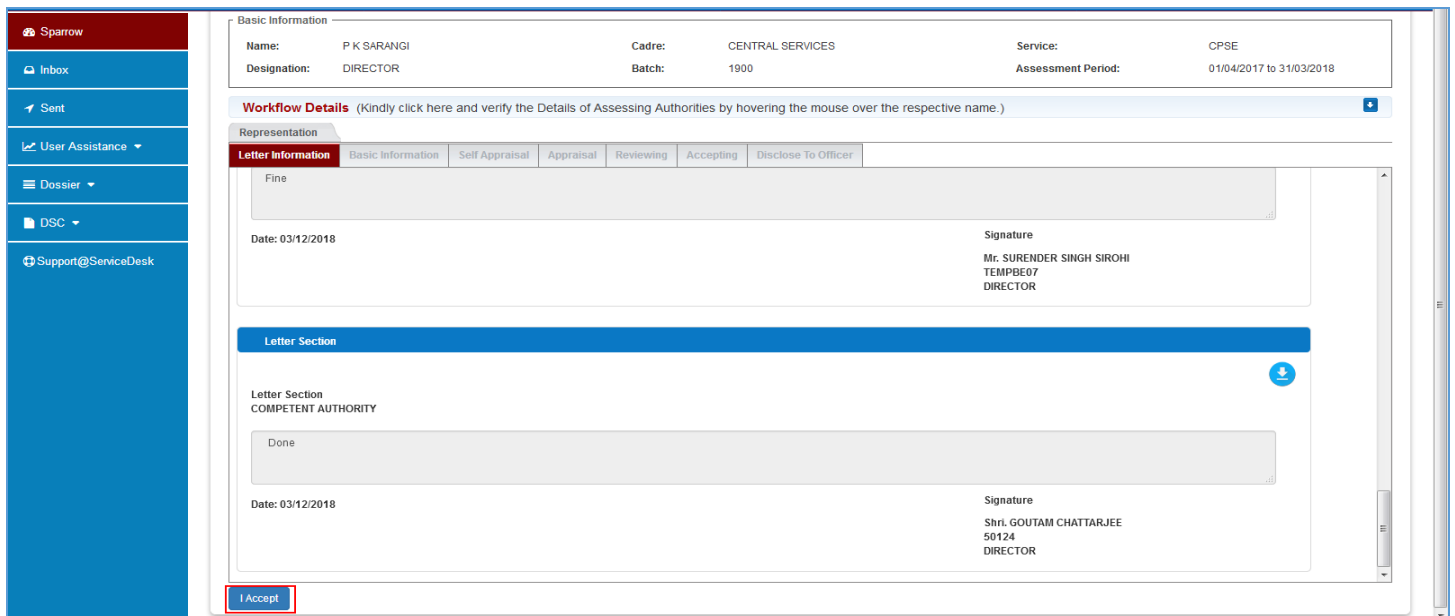
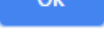


Fig.80

- A confirmation window appears click on **OK** () button as shown in **Fig.81**:

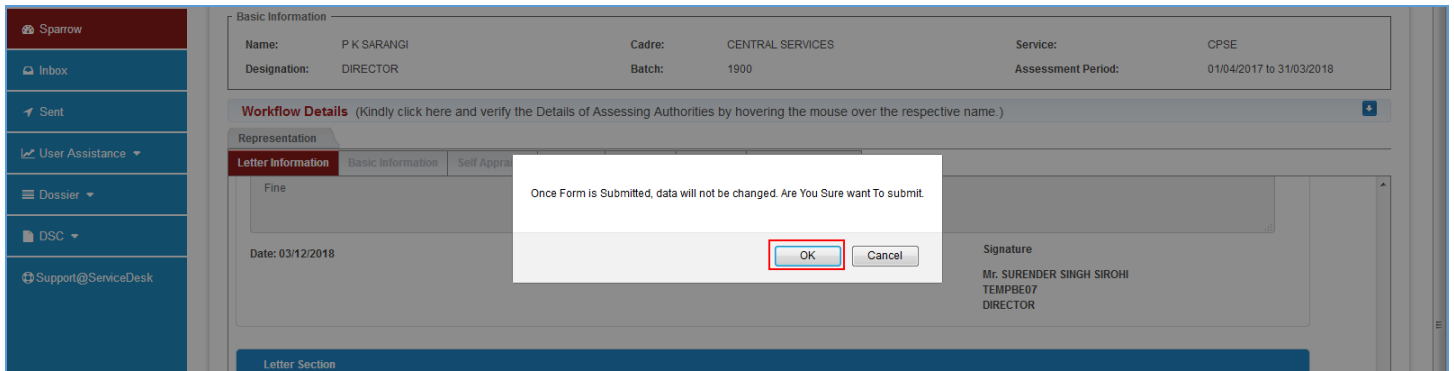


Fig.81

- A message prompts “**Sent Successfully**” as shown in **Fig.82**:

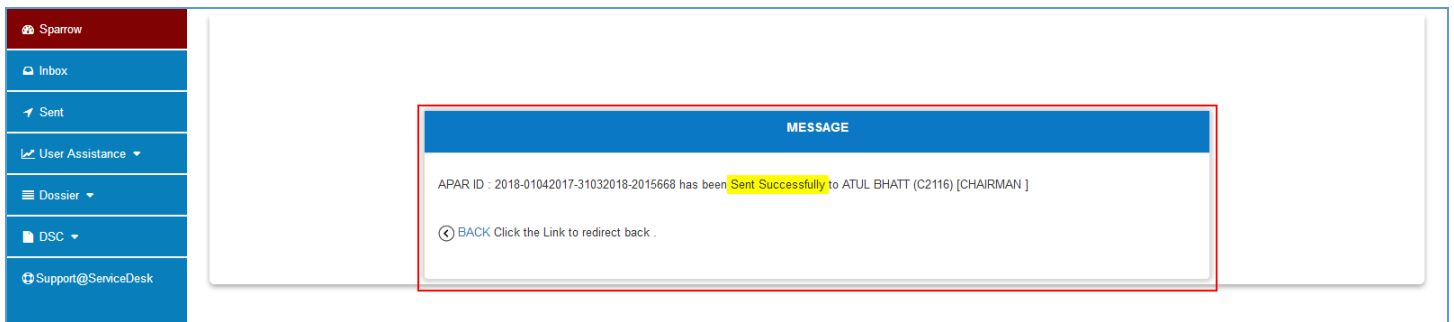


Fig.82

Stage 10: Custodian (Rep-CR Section) performs the following steps for closure PAR:

- Custodian (Rep-CR Section)** clicks the **PAR ID** ([2018-01042017-31032018-2015668](#)) to open the PAR as shown in **Fig.83**:

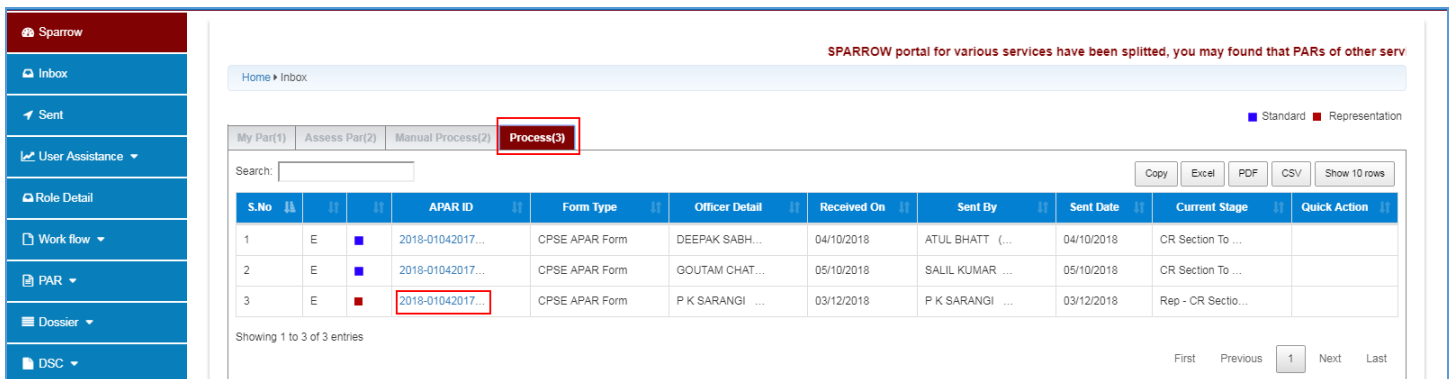


Fig.83

- A page appears , enter the remarks and click **Close** () button, as shown in **Fig.84**:

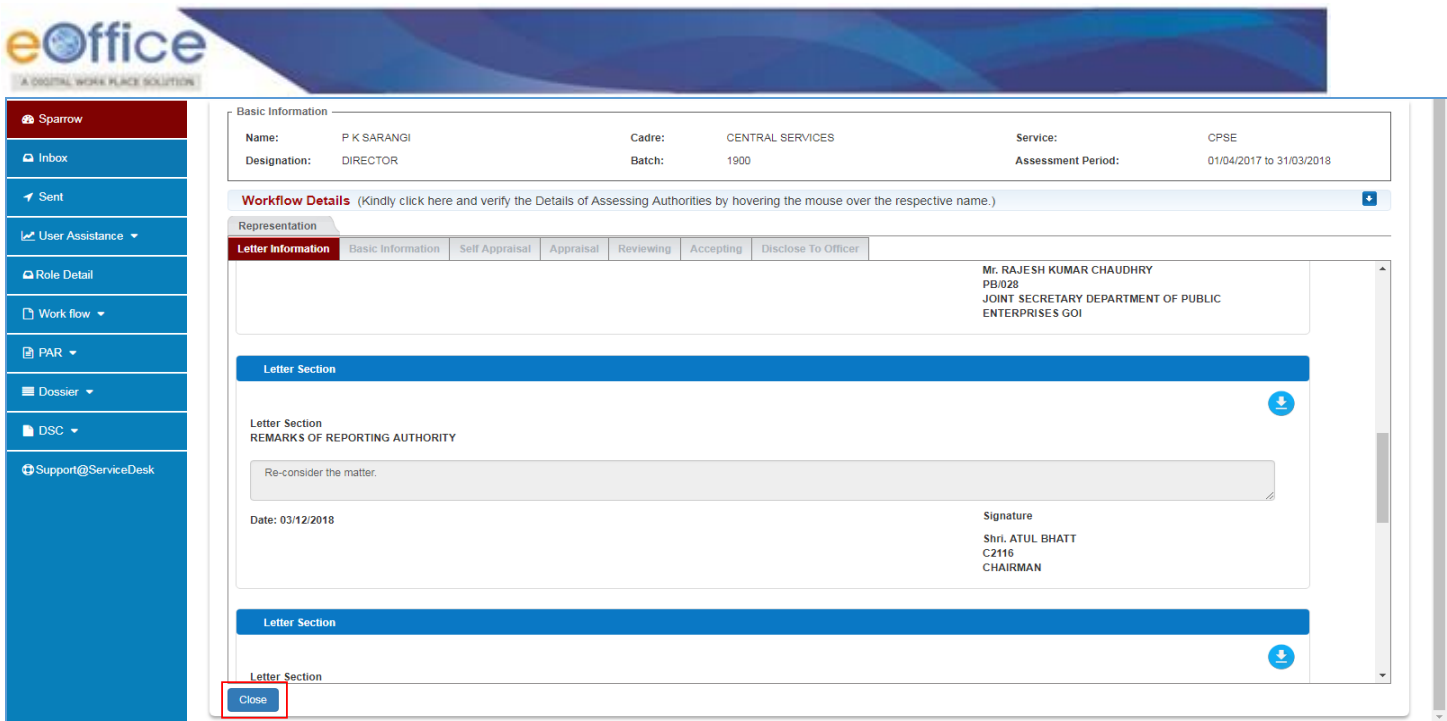


Fig.84

- A confirmation window appears click on **OK** () button as shown in **Fig.85**:

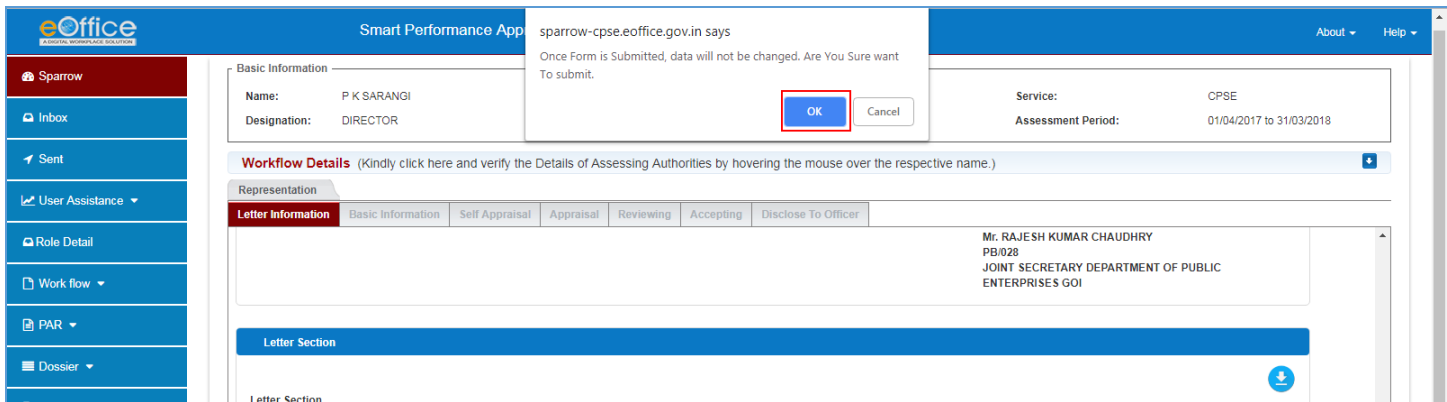


Fig.85

- A message prompts **“Successfully Closed”** as shown in **Fig.86**:

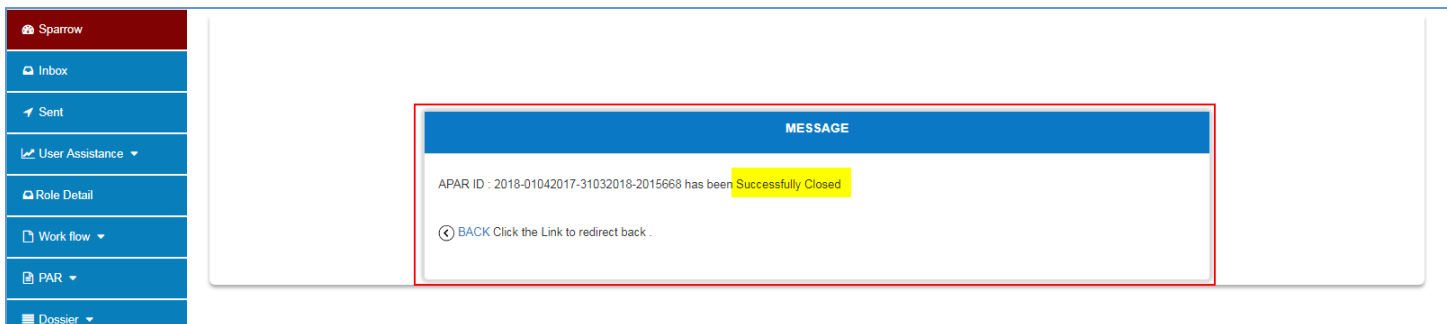


Fig.86

Home

It contains the statistical data (pie-graph, bar-chart, line graph) of the respective organization in which the logged in officer has assigned with the Custodian (Central/ State), as shown in **Fig.87**:

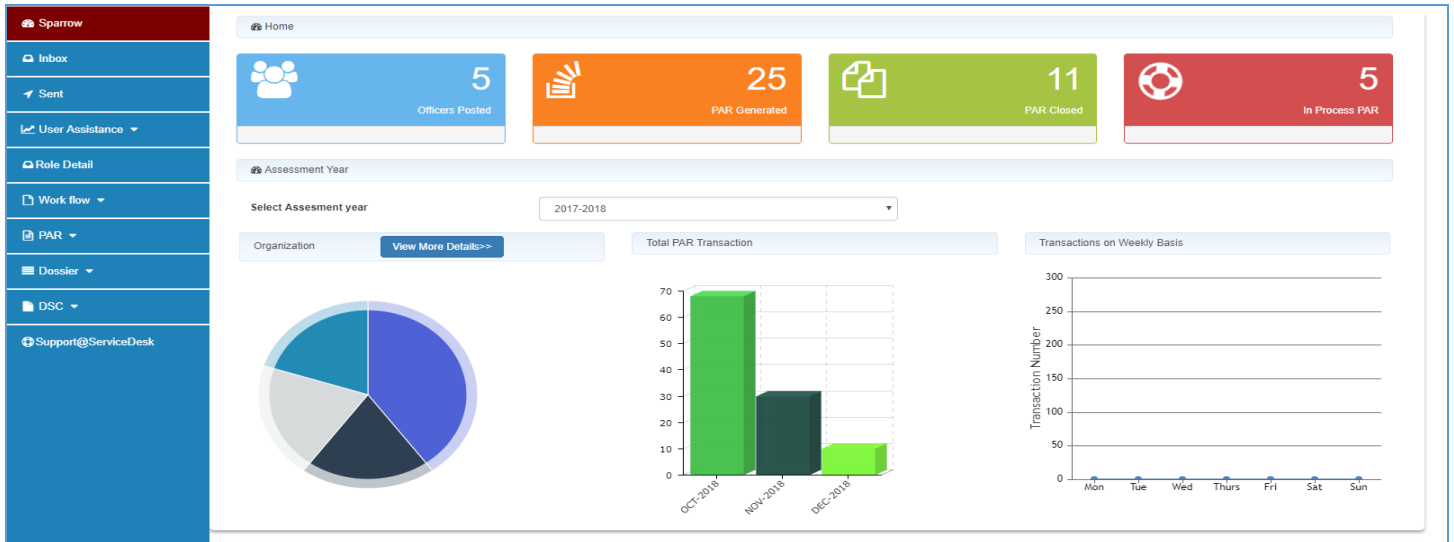


Fig.87

Dashboard

It contains the complete data regarding the APAR(s) and officer(s) posted in respective organization. Also Custodian can send customize alert to the officer, with whom APAR(s) is pending.

Steps to view APAR status and to send Customize pendency alerts:

- Click **View More Details** ([View More Details>>](#)) button as shown in **Fig.88**:

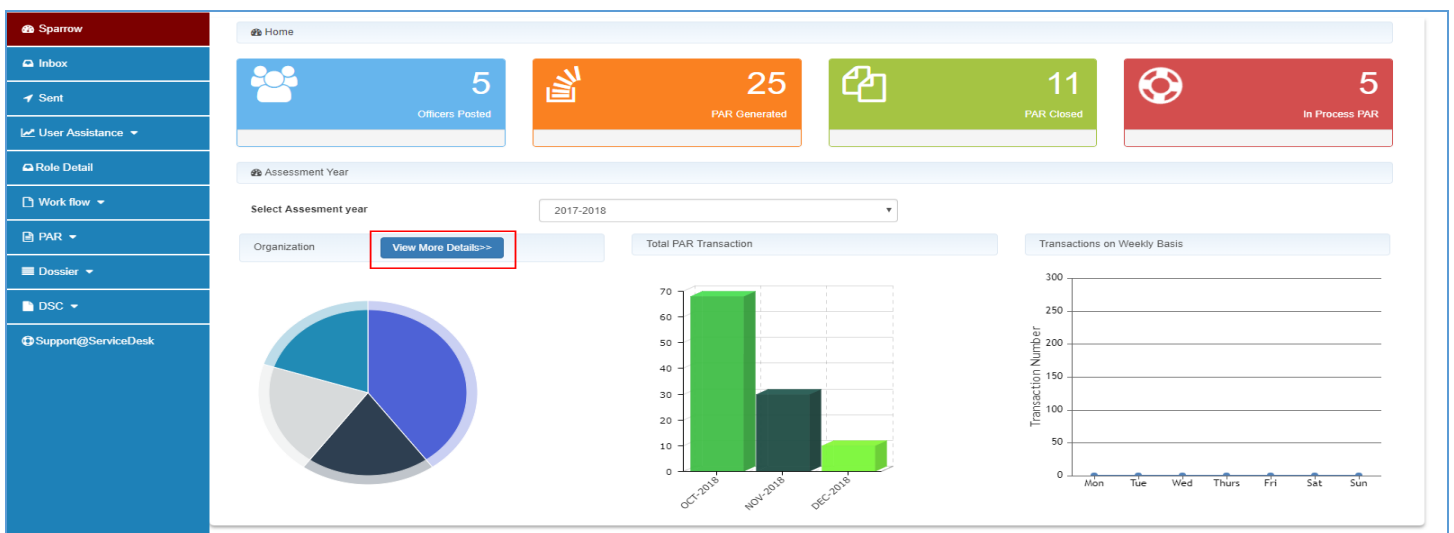


Fig.88

- The **Dashboard** screen along with APAR(s) status appears, as shown in **Fig.89**:

Home » DashBoard

Assessment Period : 2017-2018

Data is refreshed in every 5 minutes.

ORGANIZATION

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Organization	Officer's Posted	PARs Generated	PARs Closed	PARs Generate...	Pending with O...	Pending with R...	Pending with R...	Pending
1	MECON LIMITED	5	25	11	2	2	1	1	0

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.89

- Click the **Numeric value** under pending with column, as shown in **Fig.90**:

Home » DashBoard

Assessment Period : 2017-2018

Data is refreshed in every 5 minutes.

ORGANIZATION

Search:

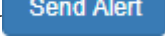

Copy Excel PDF CSV Show 10 rows

S.No	Organization	Officer's Posted	PARs Generated	PARs Closed	PARs Generate...	Pending with O...	Pending with R...	Pending with R...	Pending
1	MECON LIMITED	5	25	11	2	2	1	1	0

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.90

- The screen appears, check the officers to whom alert needs to be send and click **Send Alert** () button.
- The **Dashboard Send Alert Window** appears, select the mode through which alert is to be send and click **Send Alert** () button, as shown in **Fig.91**:

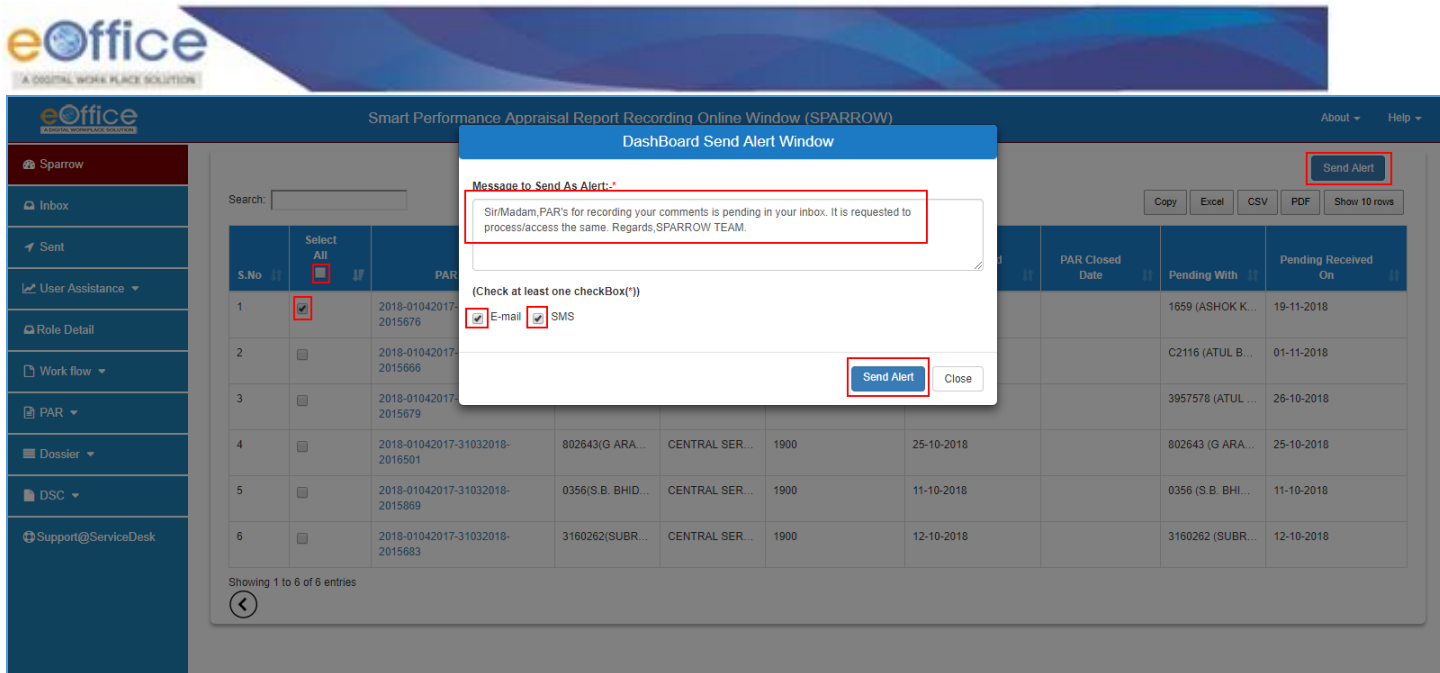


Fig.91

Note:

Custodian can also customize the message as per requirement (Fig.90).

- A message prompts “Alert Sent Successfully” as shown in Fig.92:

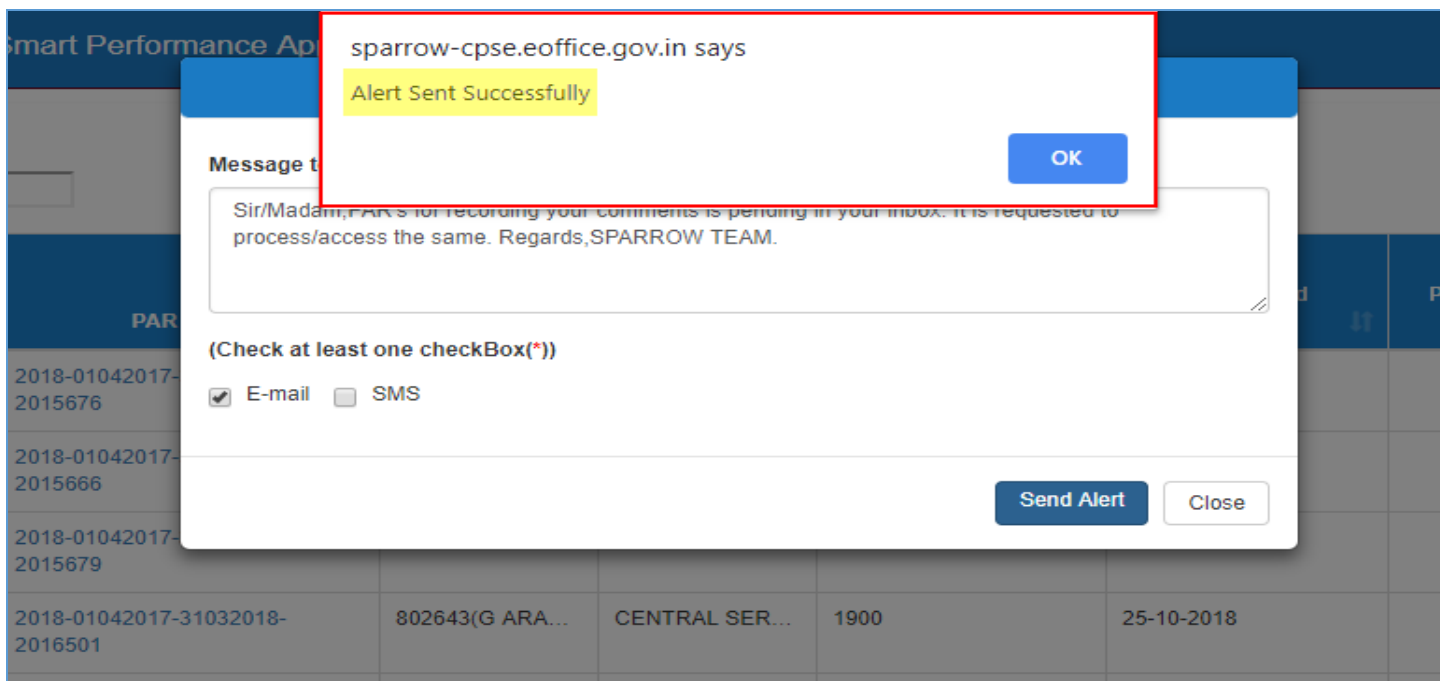


Fig.92

Common Functionalities of PAR

Custodian (Central or State), PAR Manager & Officers

Inbox/ Sent

- Inbox/ Sent Items are classified into **My PAR, Assess PAR, Manual Process and Process (Inbox)**

(**My Par(1)** Assess Par(3) Manual Process(0) Process(2))/ My PAR, Assess PAR, Forward Delegated, Process Force Forward and Manual Process

(**My Par** Assess Par Process Force Forward Manual Process)

My PAR (Inbox/Sent)

- My PAR (**My Par(1)**) depicts Self PAR's sent as shown in Fig.93:

SPARROW portal for various services have been splitted, you may found that PARs of other services officer are not available in your Inbox. Please use res;

Home > Inbox

■ Standard ■ Representation

My Par(1) Assess Par(3) Manual Process(0) Process(2)

Search:

Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017...	CPSE APAR Form	01/11/2018	ATUL BHATT (...)	01/11/2018	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.93

Assess PAR (Inbox/ Sent)

- Assess PAR (**Assess Par(3)**), click **APAR ID** as shown in Fig.94:

SPARROW portal for various services have been splitted, you may found that PARs of other services officer are not available i

Home > Inbox

■ Standard ■ Representation

My Par(1) **Assess Par(3)** Manual Process(0) Process(2)

Search:

Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017...	CPSE APAR Form	NIRAJ KUMAR ...	02/11/2018	NIRAJ KUMAR ...	02/11/2018	Reporting Autho...	
2	E	■	2018-01042017...	CPSE APAR Form	P.S.R.K. SASTR...	11/10/2018	ATUL BHATT (...)	11/10/2018	Reviewing Autho...	
3	E	■	2018-01042017...	CPSE APAR Form	RITA AHLAWAT...	25/10/2018	ATUL BHATT (...)	25/10/2018	Reporting Autho...	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Fig.94

- Fill the form and send to next authority as shown in Fig.95:

Basic Information

Name: NIRAJ KUMAR Cadre: CENTRAL SERVICES Service: CPSE
Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information Self Appraisal **Appraisal**

Reload Old PAR

SECTION III : Appraisal of the Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

2. Please comment on the claim (if any) made by the officer reported upon about his exceptional contribution.

Please comment on the claim (if any) made by the officer reported upon about his exceptional contribution.

3. Has the officer reported upon met with any significant shortfall in achieving the targets? If yes, please furnish factual details.

Has the officer reported upon met with any significant shortfall in achieving the targets? If yes, please furnish factual details.

4. Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent?

Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent

DRAFT **Send To Reviewing Authority**

Fig.95

Manual Process (Inbox/ Sent)

- Click **APAR ID** to open the PAR as shown in Fig.96:

1, you may found that PARs of other services officer are not available in your Inbox. Please use respective services portal for assessing the PARs of such officers .

Home ▶ Inbox

Standard Representation

My Par(1) Assess Par(2) **Manual Process(1)** Process(2)

Search:

Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017...	CPSE APAR Form	ASHOK KUMA...	19/11/2018	ATUL BHATT (...)	19/11/2018	Officer Reported...	
2	E	■	2018-01042017...	CPSE APAR Form	RITA AHLAWAT...	25/10/2018	ATUL BHATT (...)	25/10/2018	Reporting Autho...	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Fig.96

- A page appears; fill the form and click the respective button to forward the APAR to the next authority **ON BEHALF** of officer as shown in Fig.97:

Basic Information

Name:	ASHOK KUMAR SINGH	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	CHAIRMAN	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Basic Information **Self Appraisal**

Reload Old PAR

Section II – Self-appraisal of the officer reported upon

1. Brief description of responsibilities
(Objectives of the position you hold and the responsibilities you are required to discharge, in about 100 words).

(Objectives of the position you hold and the responsibilities you are required to discharge, in about 100 words).

2. Annual work plan and achievement:

S.No.	Task to be performed	Weightage	Deliverables	Achievement
1	(Objectives of the position you hold and the responsibilities you are required to discharge, in about 100 words).	10	required to discharge, in about 100 words).	
Total		10.00		

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major...

DRAFT **Send To Reporting Authority**

Fig.97

Note:

Manual Process is performed by Custodian only.

Process (Inbox/Sent)

- Process (**Process(2)**) depicts the PAR's to be disclosed by custodian as shown in **Fig.98**:

Rs of other services officer are not available in your Inbox. Please use respective services portal for assessing the PARs of such officers .

Home > Inbox

Standard Representation

My Par(1) Assess Par(2) Manual Process(2) **Process(2)**

Search:

Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017...	CPSE APAR Form	DEEPAK SABH...	04/10/2018	ATUL BHATT (...)	04/10/2018	CR Section To ...	
2	E	■	2018-01042017...	CPSE APAR Form	GOUTAM CHAT...	05/10/2018	SALIL KUMAR ...	05/10/2018	CR Section To ...	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Fig.98

Force Forward (Sent)

- Force Forward (**Force Forward**) depicts those PAR's which are forwarded by custodian as shown in Fig.99:

Home » Sent

My Par Assess Par Process **Force Forward** Manual Process

ASSESSMENT PERIOD : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

S.No	APAR ID	Form Type	Officer Detail	Sent To	Force Forward By	Sent Date	Sent To Stage	Quick Action
1	2018-01042017-31032018-2015664	CPSE APAR Form	NIRAJ KUMAR ...	NIRAJ KUMAR ...	ATUL BHATT (...)	10/10/2018	Officer Reported...	

Showing 1 to 1 of 1 entries


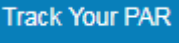
First Previous 1 Next Last

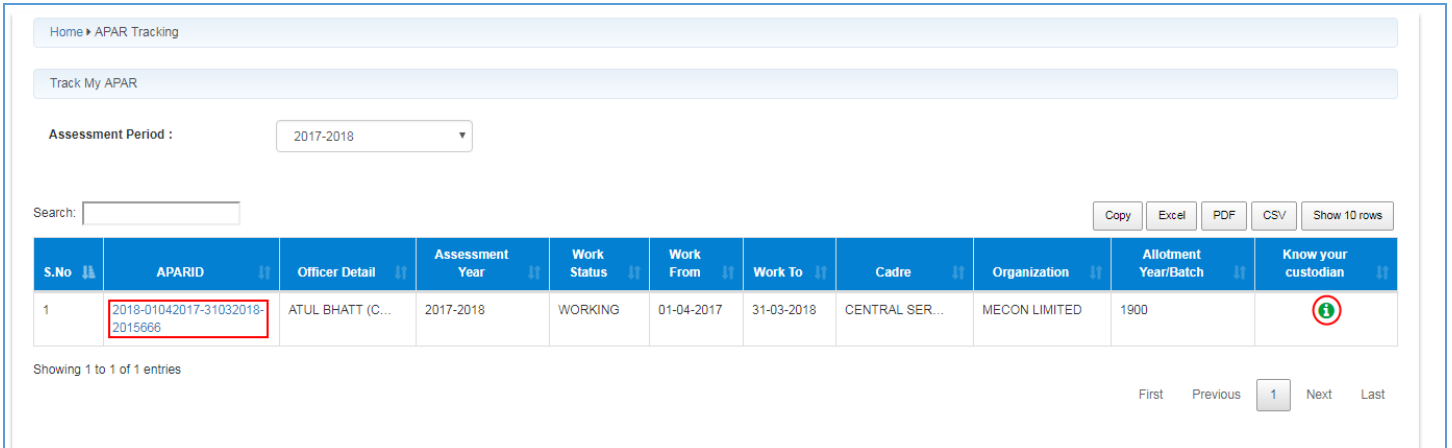
Fig.99

- Click the icon to view the sent APAR.

User Assistance

Track Your PAR

- Go to **User Assistance** ( **User Assistance** ▾), click **Track Your PAR** (), select Assessment Year, a list appears as shown in **Fig.100**:




Home ▶ APAR Tracking

Track My APAR

Assessment Period : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

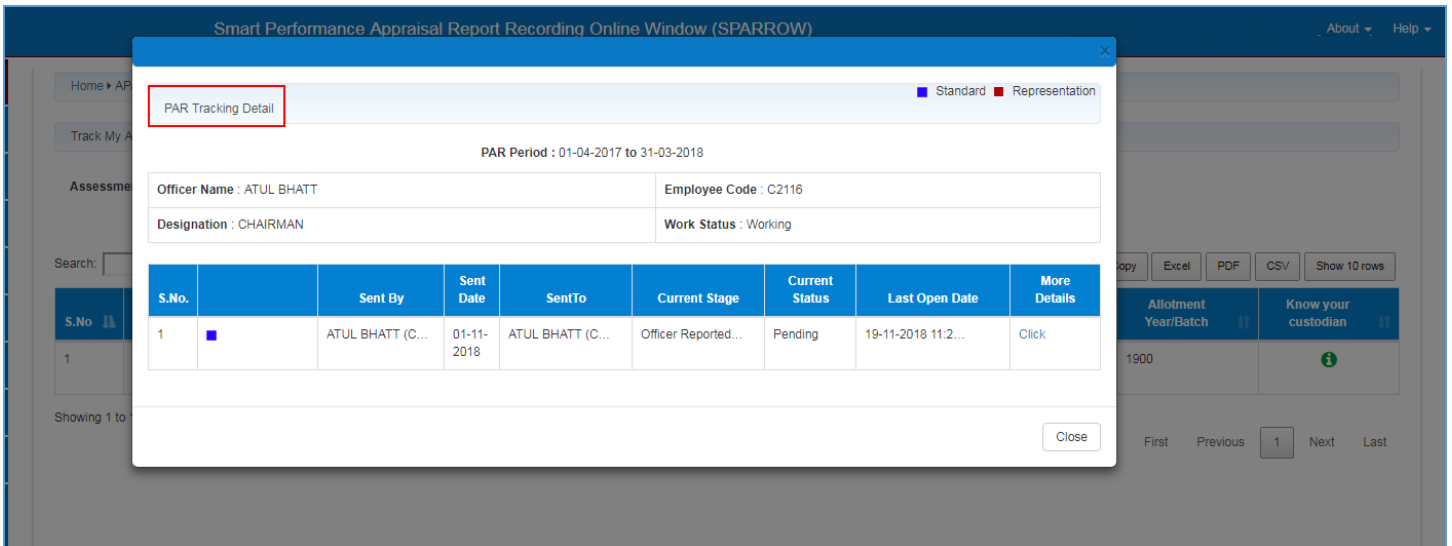
S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch	Know your custodian
1	2018-01042017-31032018-2015666	ATUL BHATT (C...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.100

- Click **PAR ID**, **PAR Tracking Detail** window appears as shown in **Fig.101**:



Smart Performance Appraisal Report Recording Online Window (SPARROW)

PAR Tracking Detail

PAR Period : 01-04-2017 to 31-03-2018

Officer Name : ATUL BHATT Employee Code : C2116

Designation : CHAIRMAN Work Status : Working

S.No.	Standard	Representation	Sent By	Sent Date	Sent To	Current Stage	Current Status	Last Open Date	More Details
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ATUL BHATT (C...	01-11-2018	ATUL BHATT (C...	Officer Reported...	Pending	19-11-2018 11:2...	Click

Close

Fig.101

- Click information icon () (**Fig.54**), the **Role Details** window appears, as shown in **Fig.102**:

Role Details

S.No.	Organization	Officer Detail	Officer Organization	Email ID	Allotment Year	Cadre	Role Assigned	Assigned Date	Revoked Date
1	MECON LIMITED	ATUL BHATT(C...	MECON LIMITED		1900	CENTRAL SER...	PAR CENTRAL ...	15-03-2018	
2	MECON LIMITED	SALIL KUMAR(...	MECON LIMITED		1900	CENTRAL SER...	PAR CENTRAL ...	15-06-2018	

Close

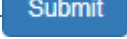
CSV

Show 10 rows

S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch	Know your custodian
1	2018-01042017-31032018-2015666	ATUL BHATT (C...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	

Fig.102

Role Detail

- Click the **Role Detail** module, select the **Organization/ Role** and click **Submit** () button to view the roles assigned to the officer within the selected organization as shown in **Fig.103**:

Home » Role Detail

Organization: Role:

Role Revoked Role Assigned :

Search:

S.No.	Organization	Officer Detail	Officer Organization	Email ID	Allotment Year	Cadre	Role Assigned	Assigned Date	Revoked Date
1	AIRPORTS AUTHORITY OF INDIA	SHALINI SHAR...	AIRPORTS AUTHORITY OF INDIA		1900	NOT APPLICAB...	PAR CENTRAL ...	03-10-2018	
2	ANDHRA PRADESH	P. K. SARANGI(...	ANDHRA PRADESH	ap059@fs.nic.in	1982	ANDHRA PRAD...	Dossier Custodian	11-10-2018	12-10-2018
3	ANDHRA PRADESH	P. K. SARANGI(...	ANDHRA PRADESH	ap059@fs.nic.in	1982	ANDHRA PRAD...	Dossier Custodian	12-10-2018	12-10-2018
4	BALMER LAWRIE & CO. LTD.	RATNA SEKHA...	BALMER LAWRIE & CO. LTD.		1900	NOT APPLICAB...	PAR CENTRAL ...	23-10-2018	
5	BHARAT COKING COAL LIMITED	AHUTI SWAIN(...	BHARAT COKING COAL LIMITED		1900	NOT APPLICAB...	PAR CENTRAL ...	23-10-2018	
6	BHARAT HEAVY ELECTRICALS LIMITED	SUMATI SHAR...	BHARAT HEAVY ELECTRICALS LIMITED		1900	NOT APPLICAB...	PAR CENTRAL ...	19-06-2018	
7	BHARAT PETROLEUM CORPORATION LIMITED	MANISHA AGA...	BHARAT PETROLEUM CORPORATION LIMITED		1900	NOT APPLICAB...	PAR CENTRAL ...	23-10-2018	
8	BHARAT PUMPS & COMPRESSORS LIMITED	AWADHESH N...	BHARAT PUMPS & COMPRESSORS LIMITED		1900	NOT APPLICAB...	PAR CENTRAL ...	03-10-2018	
9	BRAHMAPUTRA CRACKER AND POLYMER LIMITED	ASIT DAS(GEN...	BRAHMAPUTRA CRACKER AND POLYMER LIMITED		1900	NOT APPLICAB...	PAR CENTRAL ...	26-10-2018	
10	BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED	ROHINI KANTA ...	BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED		1900	NOT APPLICAB...	PAR CENTRAL ...	23-10-2018	

Showing 1 to 10 of 95 entries

Fig.103

Workflow

Create/ Update




- Refer to steps mentioned under Movement of PAR- Custodian (First step) → [Create Workflow/ Update](#) and [Update/ Delete Workflow](#).

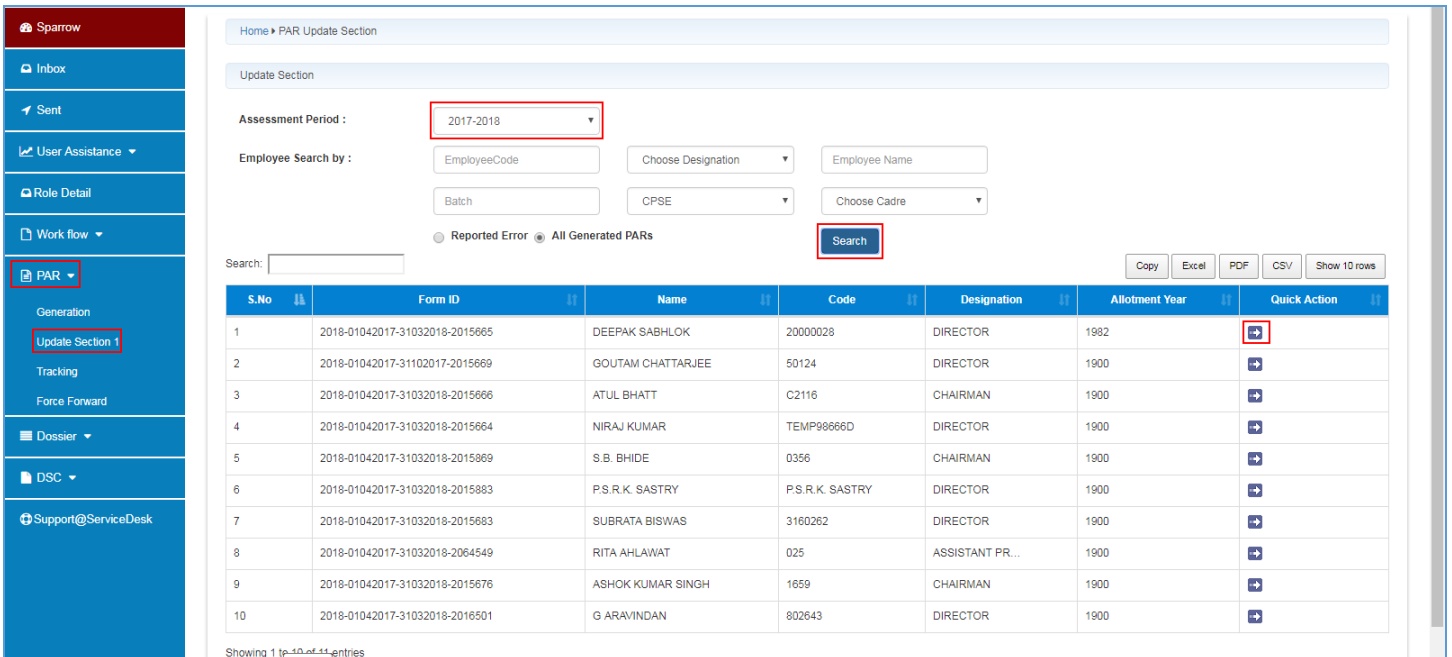
PAR

Generation

- Refer to Steps mentioned under Movement of PAR –Custodian (First Steps) [Generation of PAR](#) section.

Update Section I











- Go to PAR (), click **Update Section I** (), select Assessment Year and click the **Search** () button, a list appears as shown in **Fig.104**:



The screenshot shows the 'PAR Update Section' interface. On the left is a navigation sidebar with 'PAR' selected. The main area contains a search form with the following fields:


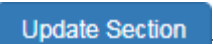
- Assessment Period: 2017-2018
- Employee Search by: EmployeeCode, Choose Designation, Employee Name, Batch, CPSE, Choose Cadre
- Radio buttons for 'Reported Error' and 'All Generated PARs'.
- A 'Search' button.

Below the search form is a table with 10 rows of data. The first row is highlighted, and its 'Quick Action' column contains a right-pointing arrow icon.

S.No	Form ID	Name	Code	Designation	Allotment Year	Quick Action
1	2018-01042017-31032018-2015665	DEEPAK SABHLOK	20000028	DIRECTOR	1982	
2	2018-01042017-31102017-2015669	GOUTAM CHATTARJEE	50124	DIRECTOR	1900	
3	2018-01042017-31032018-2015666	ATUL BHATT	C2116	CHAIRMAN	1900	
4	2018-01042017-31032018-2015664	NIRAJ KUMAR	TEMP98666D	DIRECTOR	1900	
5	2018-01042017-31032018-2015969	S.B. BHIDE	0356	CHAIRMAN	1900	
6	2018-01042017-31032018-2015983	P.S.R.K. SASTRY	P.S.R.K. SASTRY	DIRECTOR	1900	
7	2018-01042017-31032018-2015683	SUBRATA BISWAS	3160262	DIRECTOR	1900	
8	2018-01042017-31032018-2064549	RITA AHLAWAT	025	ASSISTANT PR...	1900	
9	2018-01042017-31032018-2015676	ASHOK KUMAR SINGH	1659	CHAIRMAN	1900	
10	2018-01042017-31032018-2016501	G ARAVINDAN	802643	DIRECTOR	1900	

Showing 1 to 10 of 14 entries

Fig.104

- Click **Quick Action** () icon (Fig.58), the **Update Section I** screen appears, update the **Section I** form and click the **Update Section** () button as shown in **Fig.105**:

Basic Information

Name:	DEEPAK SABHLOK	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	DIRECTOR	Batch:	1982	Assessment Period:	01/04/2017 to 31/03/2018

Standard

SECTION I

			From Date	To Date
Reporting Authority	ATUL BHATT	CHAIRMAN	01/04/2017	31/03/2018
Reviewing Authority	ATUL BHATT	CHAIRMAN	01/04/2017	31/03/2018
Accepting Authority	ATUL BHATT	CHAIRMAN	01/04/2017	31/03/2018

8. Period of absence on leave, etc. during the year.

Absence Category	Period		Type	Remarks
	From	To		

9. Qualification acquired and Training programmes attended during the year.

(a) Details of Qualification acquired during the year.

Sr.No.	Details of Qualifications	Institution from which studied	Details of subjects studied	Marks obtained

Update Section

Fig.105




- A message prompts "Updated Successfully" as shown in Fig.106:

MESSAGE

APAR ID : 2018-01042017-31032018-2015665 has been Updated Successfully.

Fig.106

Tracking

- Go to PAR (), click **Tracking** (), select Assessment Year and click the **Search** () button, a list appears as shown in Fig.107:

Home • APAR Tracking

Tracking of APAR

Assessment Period : 2017-2018

Employee Search by :

Employee Code: [] Choose Designation: [] Employee Name: [] MECON LIMITED []

Batch: [] CPSE: [] Choose Cadre: [] Choose Form: []

Search: [] [Search]

Copy Excel PDF CSV Show 10 rows

S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch	Know your custodian
1	2018-01042017-07122017-2015671	SALIL KUMAR (...)	2017-2018	WORKING	01-04-2017	07-12-2017	CENTRAL SER...	MECON LIMITED	1900	
2	2018-01042017-31032018-2015665	DEEPAK SABH...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1982	
3	2018-01042017-31032018-105928	SUDHIR RAHE...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	
4	2018-01042017-31102017-2015669	GOUTAM CHAT...	2017-2018	WORKING	01-04-2017	31-10-2017	CENTRAL SER...	MECON LIMITED	1900	
5	2018-01042017-31032018-2015660	D. SHOME (DIR...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	
6	2018-01042017-31032018-2015668	P K SARANGI (...)	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	
7	2018-01042017-31032018-2015666	ATUL BHATT (C...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	

Fig.107

- Click **PAR ID**, **PAR Tracking Detail** window appears as shown in **Fig.108**:

Smart Performance Appraisal Report Recording Online Window (SPARROW)

PAR Tracking Detail

PAR Period : 01-04-2017 to 07-12-2017

Officer Name : SALIL KUMAR Employee Code : C3489

Designation : DIRECTOR Work Status : Working

S.No.	Sent By	Sent Date	Sent To	Current Stage	Current Status	Last Open Date	More Details
1	ATUL BHATT (C...)	04-10-2018	SALIL KUMAR (...)	Officer Reported...	Forwarded		
2	SALIL KUMAR (...)	04-10-2018	GOUTAM CHAT...	Reporting Autho...	Forwarded		
3	GOUTAM CHAT...	04-10-2018	RAJESH KUMA...	Reviewing Auth...	Forwarded		
4	RAJESH KUMA...	04-10-2018	P K SARANGI (...)	Accepting Autho...	Forwarded		
5	P K SARANGI (...)	04-10-2018	ATUL BHATT (C...	CR Section To ...	Forwarded		
6	ATUL BHATT (C...)	04-10-2018	SALIL KUMAR (...)	Officer Disclosure	Forwarded		
7	SALIL KUMAR (...)	04-10-2018	ATUL BHATT (C...	CR Section for ...	Closed	04-10-2018 12:...	Click

Close

Fig.108

- Click information icon () (**Fig.61**), the Role Details window appears, as shown in **Fig.109**:

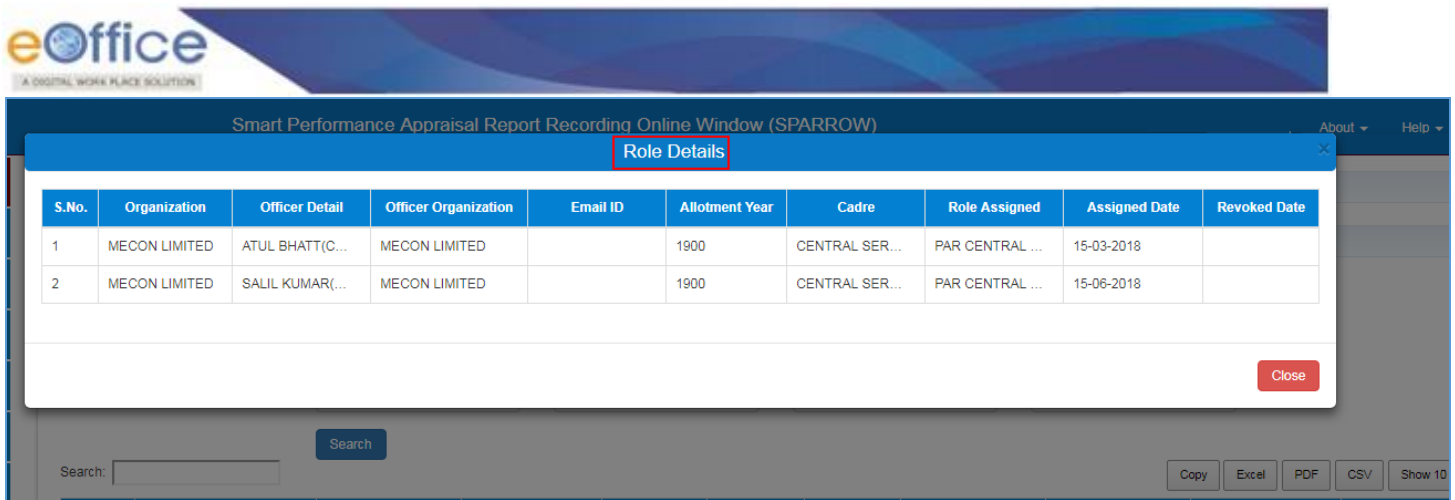


Fig.109

Force Forward

- Go to PAR (), click Force Forward (), select Assessment Year and click the Search () button, a list appears as shown in Fig.110:

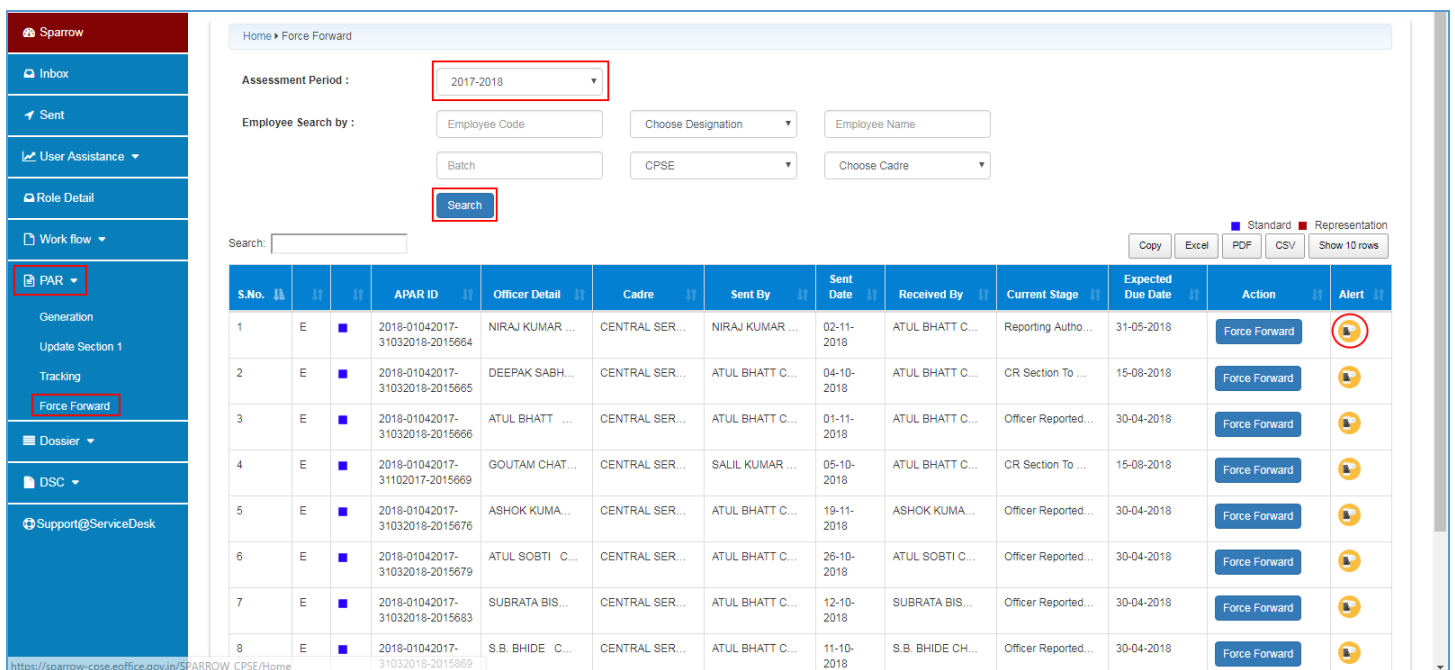


Fig.110

Note:

Alert Icon (): To send customize alert to the officer, with whom officer's PAR is pending.

- Click Force Forward () button, a Force Forward window appears; enter the Reason for Force Forwarding and click the Submit () button as shown in Fig.111:

Home » Force Forward

Assessment Period :

Employee Search by :

Search: _____

Force Forward

First Template

Reason of Force Forward

Action required

Submit Close

S.No.			APAR ID	Officer Detail	Cadre	Sent By	Date	Received By	Current Stage	Expected Due Date	Action	Alert
1	E	■	2018-01042017-31032018-2015664	NIRAJ KUMAR ...	CENTRAL SER...	NIRAJ KUMAR ...	02-11-2018	ATUL BHATT C...	Reporting Autho...	31-05-2018	Force Forward	
2	E	■	2018-01042017-31032018-2015665	DEEPAK SABH...	CENTRAL SER...	ATUL BHATT C...	04-10-2018	ATUL BHATT C...	CR Section To ...	15-08-2018	Force Forward	
3	E	■	2018-01042017-31032018-2015666	ATUL BHATT ...	CENTRAL SER...	ATUL BHATT C...	01-11-2018	ATUL BHATT C...	Officer Reported...	30-04-2018	Force Forward	
4	E	■	2018-01042017-31102017-2015669	GOUTAM CHAT...	CENTRAL SER...	SALIL KUMAR ...	05-10-2018	ATUL BHATT C...	CR Section To ...	15-08-2018	Force Forward	

Copy Excel PDF CSV Show 10 rows

Standard Representation

Fig.111

- A confirmation window appears click on OK () button as shown in Fig.112:

smart Performance App

sparrow-cpse.eoffice.gov.in says

This ACR is Force Forwarding. Do you want to forward it?

OK Cancel

Force Forward

First Template

Reason of Force Forward

Action required.

Submit Close

APAR ID Officer Detail Cadre Sent By Date Received By Current S

Fig.112

- A message prompts “Sent successfully” as shown in Fig.113:

sparrow-cpse.eoffice.gov.in says
APAR ID : 2018-01042017-31032018-2015664 has been Sent
Successfully to ATUL BHATT (C2116) [CHAIRMAN]

OK Cancel

First Template

Reason of Force Forward

Action required.

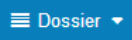
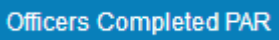
Submit Close

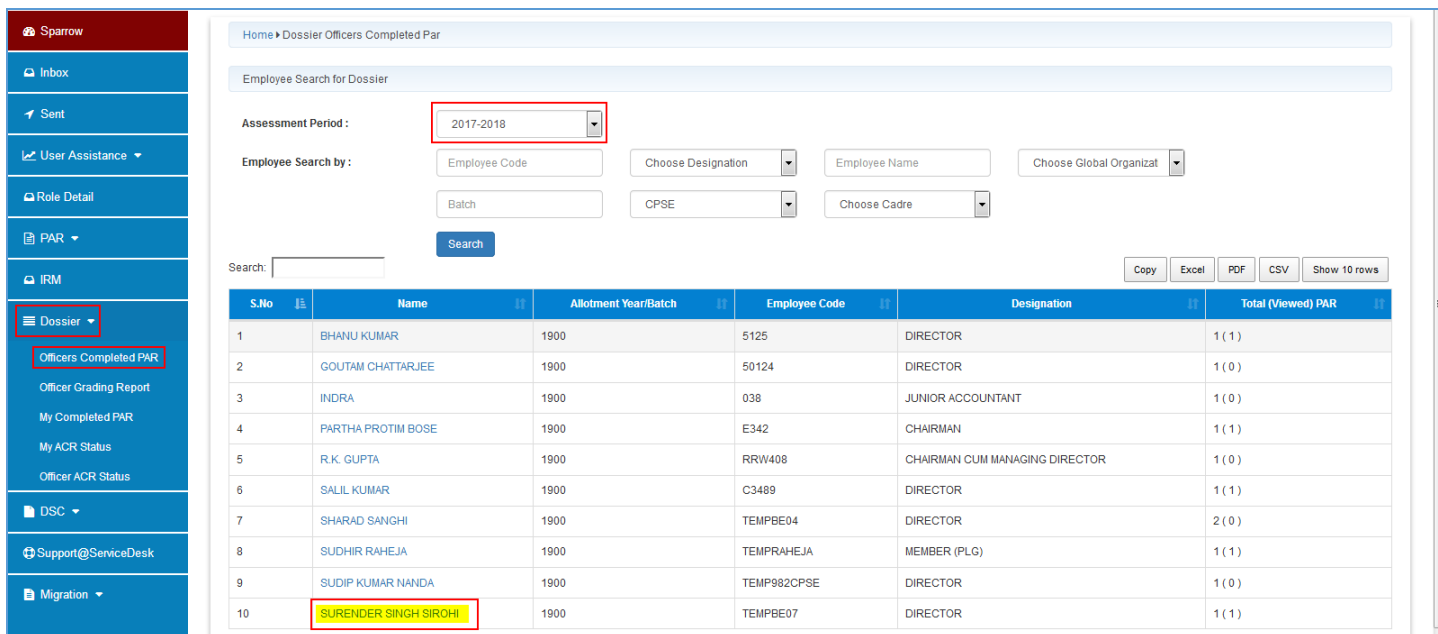
APAR ID	Officer Detail	Cadre	Sent By	Date	Received By	Current Stage
---------	----------------	-------	---------	------	-------------	---------------

Fig.113

Dossier


Officers Completed PAR

- Go to **Dossier** (), click **Officers Completed PAR** (),
- Select the Assessment Period, list of officers appears, click the user **Name** as shown in **Fig.114**:



S.No	Name	Allotment Year/Batch	Employee Code	Designation	Total (Viewed) PAR
1	BHANU KUMAR	1900	5125	DIRECTOR	1 (1)
2	GOUTAM CHATTARJEE	1900	50124	DIRECTOR	1 (0)
3	INDRA	1900	038	JUNIOR ACCOUNTANT	1 (0)
4	PARTHA PROTIM BOSE	1900	E342	CHAIRMAN	1 (1)
5	R.K. GUPTA	1900	RRW408	CHAIRMAN CUM MANAGING DIRECTOR	1 (0)
6	SALIL KUMAR	1900	C3489	DIRECTOR	1 (1)
7	SHARAD SANGHI	1900	TEMPBE04	DIRECTOR	2 (0)
8	SUDHIR RAHEJA	1900	TEMPRAHEJA	MEMBER (PLG)	1 (1)
9	SUDIP KUMAR NANDA	1900	TEMP982CPSE	DIRECTOR	1 (0)
10	SURENDER SINGH SIROHI	1900	TEMPBE07	DIRECTOR	1 (1)

Fig.114

- A page appears, click the download icon to view and **Download** () the PAR as shown in **Fig.115**:

Home » Dossier Officers Completed Par

Employee Search for Dossier

Basic Information

Code:	TEMPBE07	Name:	SURENDER SINGH SIROHI	Designation:	DIRECTOR
Batch:	1900	Cadre:	CENTRAL SERVICES	Assessment Year:	2017-2018

Standard

PAR ID : 2018-01042017-31032018-2016551
 Period : 01/04/2017 TO 31/03/2018
 Status : Working
 Form Name : CPSE APAR Form









S.No	Document Type	Section Name	Download
1	ACR Section PDF Generate	ACR Section PDF Generate - Basic Information	
2	ACR Section PDF Generate	ACR Section PDF Generate - Reviewing	
3	ACR Section PDF Generate	ACR Section PDF Generate - Officer Acceptance	
4	ACR Section PDF Generate	ACR Section PDF Generate - Disclose To Officer	
5	ACR Section PDF Generate	ACR Section PDF Generate - Accepting	
6	ACR Complete	ACR Complete - Completed	
7	ACR Section PDF Generate	ACR Section PDF Generate - Self Appraisal	
8	ACR Section PDF Generate	ACR Section PDF Generate - Appraisal	

Fig.115

Note:

Completed PAR's can be downloaded and viewed.

Reference uploaded during PAR submission can also be viewed here.

My Completed PAR

- Officer can view his/ her Completed PAR details.

My ACR Status

- Can view his/ her ACR/ PAR Status.
 - Awaited:** PAR for that Particular period has not been received or does not exist.
 - Received:** PAR has been received.
 - NRC:** Non Reporting Certificate.

DSC

To enroll the DSC with SPARROW application and to view the status of registered DSC.

Note:

For complete process refer the DSC Handbook manual.

Support@ServiceDesk

For any query, click the **Support@ServicesDesk** module, the user is redirected to NIC Service Desk for complaint registration.

Migration

This process is available with PAR custodian. The process is to move the **Old PAR(s)** into the application.

PAR Migration

- Click the **PAR Migration** (**PAR Migration**) sub-module under **Migration** (**Migration**) module, search the user and select as shown in **Fig.116**:

The screenshot shows the 'Migration' module interface. On the left is a navigation sidebar with 'Migration' and 'PAR Migration' highlighted. The main area contains a search form with fields for 'Code', 'Choose Designation', 'Employee Name', 'Choose Global Organizat', 'Batch', 'Choose Cadre', and 'CPSE'. A 'Search' button is highlighted with a red box. Below the search form is a table with columns: S.No, Officer Detail, Cadre, and Allotment Year. The table contains 10 rows of data, with the second row (S.No 422, Officer Detail SURINDER SIN...) highlighted with a red box. At the bottom, it says 'Showing 421 to 430 of 530 entries' and has pagination controls.

S.No	Officer Detail	Cadre	Allotment Year
421	NARENDRA JAIN	NOT APPLICABLE	1900
422	SURINDER SIN...	NOT APPLICABLE	1900
423	SUNDAR BANE...	NOT APPLICABLE	1900
424	RITENDRA KR...	NOT APPLICABLE	1900
425	MOYUKH BHA...	NOT APPLICABLE	1900
426	NIRJA SARAF	NOT APPLICABLE	1900
427	ASHOK GAWARI	NOT APPLICABLE	1900
428	N. K. NANDA	NOT APPLICABLE	1900
429	T.R.K RAO	NOT APPLICABLE	1900
430	P.K. SATPATHY	NOT APPLICABLE	1900

Fig.116

- Click on **New** (**New**) button as shown in **Fig.117**:

The screenshot shows the 'Migration Form' interface. At the top, there is a breadcrumb 'Home > Migration Form'. Below it, the form details are displayed: Name: SURENDER SINGH SIROHI, Allotment Year/Batch: 1900, Code: TEMPBE07, Designation: DIRECTOR, Cadre: CENTRAL SERVICES. A 'NEW' button is highlighted with a red box. Below the form details is a table with columns: S.No, Assessment Year, Work Status, Work From, Work To, and Edit. The table is empty, and a message below it says 'No records are there'. At the bottom, there is a 'Back to Employee search' link.

Fig.117

- **Upload** the pdf by clicking **Choose File** () button and **Upload** () button, as shown in **Fig.118**:

Home » Migration Form

Migration Form

Dual Reporting/Divisional Commissioner

Dual Reporting/Divisional Commissioner: Designation:
 Grade (Number): Grade (Text):

Reviewing Details

Reviewing Authority: Designation:
 Grade (Number): Grade(Text):

Accepting Details

Accepting Authority: Designation:
 Grade (Number): Grade(Text):

Additional Details

ACR Status*:

Multiple post ... ile login.pdf

Fig.118

- Migration form fields gets enabled, fill the form, and then click the **Submit** () button, as shown in **Fig.119**:

Home » Migration Form

Migration Form

Dual Reporting/Divisional Commissioner

Dual Reporting/Divisional Commissioner: Designation:
 Grade (Number): Grade (Text):

Reviewing Details

Reviewing Authority: Designation:
 Grade (Number): Grade(Text):

Accepting Details


Accepting Authority: Designation:
 Grade (Number): Grade(Text):

Additional Details

ACR Status*:

No file chosen

Fig.119

- A confirmation window appears click on **OK** () button as shown in **Fig.120**:

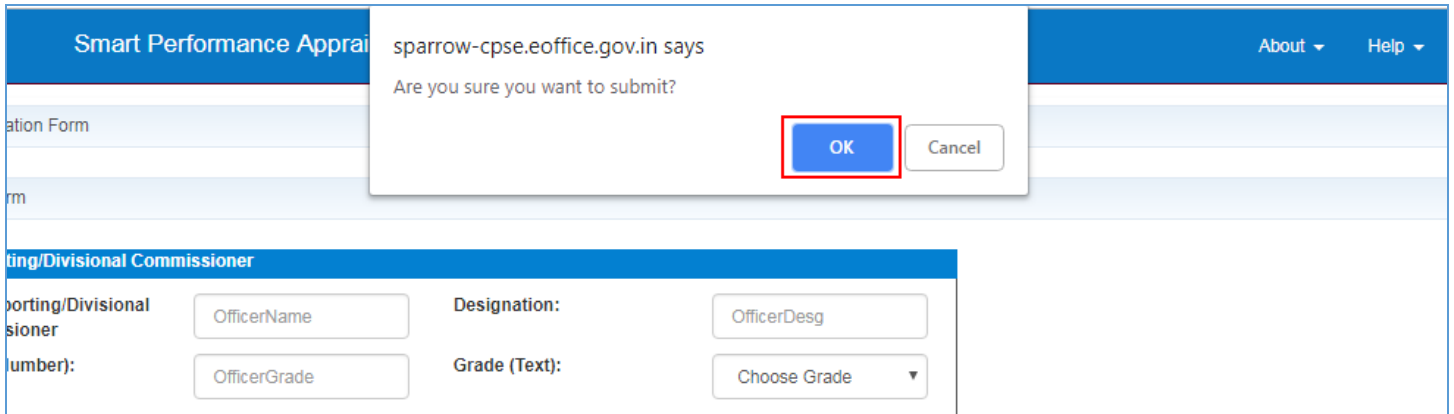
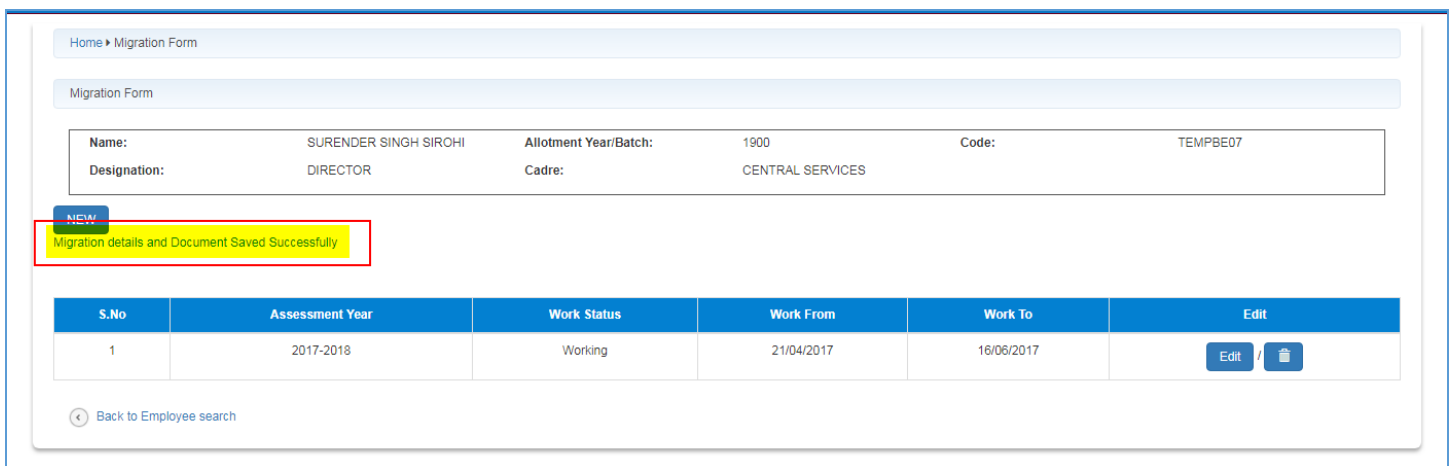


Fig.120

- As a result message prompts “**Migration details and Document Saved Successfully**”, as shown in **Fig.121**.






S.No	Assessment Year	Work Status	Work From	Work To	Edit
1	2017-2018	Working	21/04/2017	16/06/2017	Edit 

Fig.121

Grading (Manually Section Upload)

- Click the **Grading (Manually Section Upload)** () sub-module under **Migration** () module, select the Assessment Period, and search the user and select as shown in **Fig.122**:

Home » Grading (Manually Section Upload)

Assessment Period : 2017-2018

Employee Search by :

Code Choose Designation Employee Name Choose Global Organizat

Batch Choose Cadre CPSE

Search


Search:

Copy Excel PDF CSV Show 10 rows

S.No	Officer Detail	Cadre	Allotment Year
1	SUDHIR RAHEJA	CENTRAL SERVICES	1900
2	M. P. CHAUDH...	CENTRAL SERVICES	1900
3	T. K. PATNAIK	CENTRAL SERVICES	1900
4	D. SHOME	CENTRAL SERVICES	1900
5	RAJESH GOEL	CENTRAL SERVICES	1900
6	S K PATTANAYAK	CENTRAL SERVICES	1900
7	RAKESH TUMA...	CENTRAL SERVICES	1900
8	NIRAJ KUMAR	CENTRAL SERVICES	1900
9	DEEPAK SABH...	CENTRAL SERVICES	1982
10	ATUL BHATT	CENTRAL SERVICES	1900

Showing 1 to 10 of 530 entries

Fig.122




- The screen appears is shown in **Fig.123**, click the **Edit** () button as shown in **Fig.123**:

Home » Grading (Manually Section Upload)

PAR Details

Name: UMESH DHATRAK Allotment Year/Batch: 1900 Code: 78135

Designation: CHAIRMAN CUM MANAGING DIRECTOR Cadre: CENTRAL SERVICES

S.No	Period From	Period To	Section Name	ACR Type	Edit
PAR ID : 2018-01042017-31032018-2015673					
1	01/04/2017	31/03/2018	Appraisal	Working	
2	01/04/2017	31/03/2018	Reviewing	Working	
3	01/04/2017	31/03/2018	Accepting	Working	


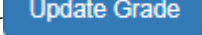


Fig.123

- Enter the Grade and click on **Update Grade** () button as shown in **Fig.124**:

Home » Grading (Manually Section Upload)

PAR Details » Update

Basic Details

Name:	UMESH DHATRAK	Designation:	CHAIRMAN CUM MANAGING DIRECTOR
Code:	78135	Cadre:	CENTRAL SERVICES
Allotment Year:	1900		

PAR Details

Assessment Period :	2017-2018		
From Date :	01/04/2017	To Date :	31/03/2018
Officer Name :	UMESH DHATRAK	Post Held:	postHeld
Work Status :	Working	Form Type:	CPSE APAR Form
Closed Status**:	STANDARD	Closed Date*:	27/11/2018

Grading

Reporting Authority: GOUTAM CHATTARJE

Designation: DIRECTOR

Please select and fill Grade(Manually Section Upload):

Numerical Grading Textual Grading

Fig.124

- A confirmation window appears click on **OK** () button as shown in **Fig.125**:

Smart Performance Appraisal | sparrow-cpse.eoffice.gov.in says | About ▾ | Help ▾

Grading (Manually Section Upload)

PAR Details » Update

Details

Name:	UMESH DHATRAK	Designation:	CHAIRMAN CUM MANAGING DIRECTOR
Code:	78135	Cadre:	CENTRAL SERVICES
Allotment Year:	1900		

PAR Details

Assessment Period : 2017-2018

Are you sure you want to submit?

Fig.125

- As a result message prompts “**Updation of Grade successfull !!!**”, as shown in **Fig.126**:

Home > Grading (Manually Section Upload)

> PAR Details

Update of Grade successful !!!

Name:	UMESH DHATRAK	Allotment Year/Batch:	1900	Code:	78135
Designation:	CHAIRMAN CUM MANAGING DIRECTOR	Cadre:	CENTRAL SERVICES		

S.No	Period From	Period To	Section Name	ACR Type	Edit
PAR ID : 2018-01042017-31032018-2015673					
1	01/04/2017	31/03/2018	Appraisal	Working	Edit
2	01/04/2017	31/03/2018	Reviewing	Working	Edit
3	01/04/2017	31/03/2018	Accepting	Working	Edit

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