



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
User Manual

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Abbreviations

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
EO	Establishment Officer
CCA	Cadre Controlling Authority
DSC	Digital Signing Certificate

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1. 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.

2. Introduction

PAR filling 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 is pending with them.

3. Key Features - SPARROW

- **Form ID:** Form ID is unique and created while generation of Form
- **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
- **Delays:** Reduced delays in PARs submission
- **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

4. Roles - SPARROW

Primary

1. PAR Custodian
2. Primary Nodal Officer

Ownership Based

3. Centre PAR Custodian
4. State PAR Custodian

Administration Based

5. System Administrator
6. PAR Administrator
7. PAR Manager
8. EMD Administrator

Workflow Based

9. Reporting Authority
10. Reviewing Authority
11. Accepting Authority
12. Competent Authority

5. Roles & Responsibilities - SPARROW

Roles and Responsibilities	
<p>Primary</p> <ul style="list-style-type: none">• PAR Custodian Responsibilities<ul style="list-style-type: none">a. Manages and Maintains PAR Databaseb. Central Repository records updating• Primary Nodal Officer Responsibilities<ul style="list-style-type: none">a. Generates the PARb. Parameters for PAR are set up	<p>Ownership Based</p> <ul style="list-style-type: none">• Centre PAR Custodian Responsibilities<ul style="list-style-type: none">a. SPOC for Centerb. Maintains the records with respect to Center• State PAR Custodian Responsibilities<ul style="list-style-type: none">a. SPOC for Stateb. Maintains the records with respect to State

Administration Based

- **System Administrator**

Responsibilities

- a. Maintains the records of database
- b. Updation of Databases

- **PAR Administrator**

Responsibilities

- a. SPOC for maintaining database for respective cadres
- b. Set up the PAR templates and Primary Database

- **PAR Manager**

Responsibilities

- a. Responsible for creating workflow for PAR

- **EMD Administrator**

Responsibilities

- a. SPOC for maintaining and managing the Officer Transfers and Superannuation
- b. SPOC for maintaining and managing the Personnel Information of Officer

Workflow Based

- **Reporting Authority**

Responsibilities

- a. Views the completed PAR of an officer
- b. Grades the PAR and forwards to Reviewing Authority

- **Reviewing Authority**

Responsibilities

- a. Views the forwarded PAR from Reporting Authority
- b. Grades the PAR and forwards to Accepting Authority

- **Accepting Authority**

Responsibilities

- a. Views the Forwarded PAR from Reviewing Authority
- b. Finalizes the grading for PAR and forwards to Custodian

- **Competent Authority**

Responsibilities

- a. Responsible for Reassessing the PAR during Referral and Memorial against Assessment

6. Workflow Oriented Movement of PAR

Workflow Based Movement of PAR

First Steps by Custodian to be performed before initiating the PAR to Officers

- Workflow is created for Officer.
- PARs are only generated and sent to Officer, whose workflows are created.
- Custodian receives an email on every movement of PAR.
- Custodian closes the Accepted PAR and Forwards to EO.
- EO sends the closed PARs to CCA.

[View the Pictorial Movement of .PPT](#)



Standard	Representation	Referral	MaA
<ul style="list-style-type: none"> • Officer: Officer fills the PAR and sends to Reporting Authority. • Custodian: Forwards the PAR to Reporting Authority. • Reporting Authority: Views the completed PAR and Grades the PAR and forwards to Reviewing Authority • Reviewing Authority: Views the PAR, Grades the PAR and Forwards to Accepting Authority • Accepting Authority: views the PAR, Finalizes the grading for the PAR and sends to custodian. • Custodian: Forwards the PAR to Officer. • Officer: Accepts the PAR and sends to custodian. • PAR is closed and EO sends PAR to CCA. 	<ul style="list-style-type: none"> • Officer willing to Put to Representation Board forwards the request to custodian. • Custodian: Forwards the request to Representation Board • Representation Board (Reporting & Reviewing & Accepting Authorities), depending on Accepting Authority, either grade is modified or commented and forwarded to Custodian. • Custodian: Forwards the PAR to Officer. • Officer: Accepts the PAR and sends to custodian. <ul style="list-style-type: none"> • PAR is closed and EO sends PAR to CCA. 	<ul style="list-style-type: none"> • Officer willing to Put to Referral Board • Custodian: Forwards the request to Referral Board • Referral Board (Competent Authority) would discuss and comments the PAR. • Custodian: Forwards the PAR to Officer. • Officer: Accepts the PAR and sends to custodian. • PAR is closed and EO sends PAR to CCA. 	<ul style="list-style-type: none"> • Officer willing to Put to Memorial against Assessment(MaA) • Custodian: Forwards the request to MaA(Competent Authority) • Competent Authority would discuss on the PAR and forwards to Custodian. • Custodian: Forwards the PAR to Officer. • Officer: Accepts the PAR and sends to Custodian. • PAR is closed and EO sends PAR to CCA.

7. Modules - SPARROW

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

- Inbox
- Sent
 - Completed PAR
- Dossier
 - Generation
 - Force Forward
- PAR
- Delegation
- Verification
- Workflow
 - Create/Update
- User Assistance
 - User Registration
- DSC
 - DSC Registration

7.1 ADMINISTRATOR - Standard Menu

Standard Menu has functionalities required to process PAR. Standard Menu is accessible by Administrators. Admin maintains and manages the flow of PAR.

Standard Menu is as shown in **Fig.SPARROW.1**:



Fig.SPARROW.1

7.2 User or Officer - Standard Menu

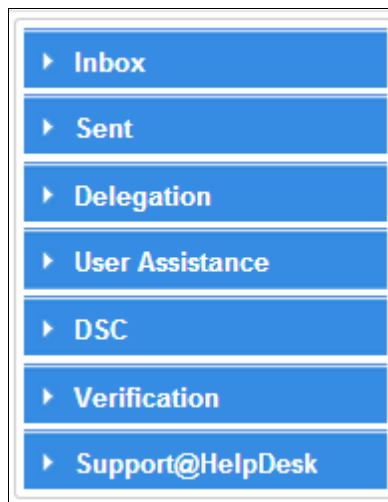


Fig.SPARROW.2

8. Movement of PAR –Custodian(First Steps)

✓ Create Workflow/Update

- Search Officer, to create a workflow as shown in **Fig.SPARROW.3**:

Home » Employee Search

Employee Search for Assessment - Workflow Creation

Assessment Period : 2013-2014

Employee Search by : Employee Code Choose Designation Employee Name Batch

Select Cadre IAS Search

S.No.	Name	Allotment Year/Batch	Employee Code	Designation
1	A AJITH KUMAR	1994	01KL020714	SECY TO GOVERNOR
2	A T JAMES	2002	01KL006001	DIRECTOR
3	A. SHAHJAHAN	2000	01KL022111	SECRETARY
4	ADEELA ABDULLA	2012	01KL111L06	ON TRAINING
5	AJIT KUMAR	2006	01KL023100	PROJECT DIR
6	AMIT MEENA	2011	01KL110L05	ASSTT COLLECTOR
7	AMITABH KANT	1980	01KL013100	CHIEF EXECUTIVE OFFICER
8	ANUPAMA T V	2010	01KL109L01	SUB COLLECTOR
9	ARUNA SUNDARARAJAN	1982	01KL014301	MANAGING DIRECTOR
10	ASHA THOMAS	1988	01KL016000	PRL SECY

1 2 3 4 5 6 7 8 9 10 11

Fig.SPARROW.4

- A page appears, provide **Status** and **Type of Form** as shown in **Fig.SPARROW.5**:

Assessment Period

From: 01/04/2013 To: 31/03/2014

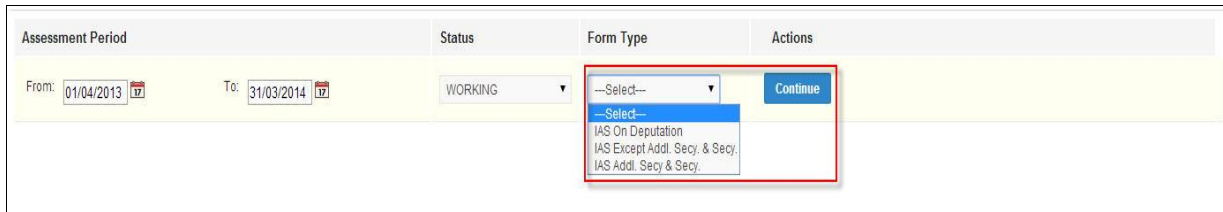
Status: Choose Status (dropdown menu open with options: Choose Status, LEAVE, TRAINING, WORKING)

Form Type: --Select--

Actions: Continue

Fig.SPARROW.5


- Provide necessary parameters, click **Continue** () as shown in **Fig.SPARROW.6**.



The screenshot shows a form with the following fields:

- Assessment Period:** From: 01/04/2013, To: 31/03/2014
- Status:** WORKING
- Form Type:** A dropdown menu with options: --Select--, IAS On Deputation, IAS Except Addl. Secy. & Secy., IAS Addl. Secy & Secy.
- Actions:** A blue button labeled "Continue".

Fig.SPARROW.6

- A page appears, open **Standard** (), select officers, click **Save** as shown in **Fig.SPARROW.7**:

Work Flow for the Assessment Period : 01/04/2013 to 31/03/2014

Name : A AJITH KUMAR
Designation : SECY TO GOVERNOR
Code : 01KL020714
Allotment Year/Batch : 1994

Standard | Representation | Referral | Memorandum





























Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	A AJITH KUMAR (01KL020714) [SECY TO GOVERNOR - KERALA]	10/04/2014	  
<input checked="" type="checkbox"/>	2	Reporting Authority	AMIT MEENA (01KL110L05) [ASSTT COLLECTOR - KERALA]	20/04/2014	  
<input checked="" type="checkbox"/>	3	Reviewing Authority	ARUNA SUNDARARAJAN (01KL014301) [MANAGING DIRECTOR - KERALA]	30/04/2014	  
<input checked="" type="checkbox"/>	4	Accepting Authority	AMIT MEENA (01KL110L05) [ASSTT COLLECTOR - KERALA]	10/05/2014	  
<input checked="" type="checkbox"/>	5	CR Section To Disclose	local-admin12 (201312) [EMD ADMIN - KERALA]	20/05/2014	  
<input checked="" type="checkbox"/>	6	Employee Disclosure	A AJITH KUMAR (01KL020714) [SECY TO GOVERNOR - KERALA]	30/05/2014	  
<input checked="" type="checkbox"/>	7	CR Section for Closing	local-admin12 (201312) [EMD ADMIN - KERALA]	10/06/2014	  
<input checked="" type="checkbox"/>	8	EO Cell	BHANU PRATAP SHARMA (01BH031900) [ESTT OFFICER & ADDL SECY - I]	20/06/2014	  
<input checked="" type="checkbox"/>	9	Cadre Controlling Authority	local-admin12 (201312) [EMD ADMIN - KERALA]	30/06/2014	  

Fig.SPARROW.7

Note:

- Custodian\PAR Manager Creates\updates the workflow.
- PAR is generated only by Custodian for whom workflows are created.

✓ **Update Workflow**

- To edit or **Update** () workflow, search Officer as shown in **Fig.SPARROW.8**:

Home > Workflow > Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : A AJITH KUMAR
 Designation : SECY TO GOVERNOR
 Code : 01KL020714
 Allotment Year/Batch : 1994

[Back to search](#)


Assessment Period	Status	Form Type	Actions
From: 01/04/2013 To: 31/03/2014	WORKING	IAS On Deputation	

Fig.SPARROW.8

- A page appears, click **Update** () as shown in **Fig.SPARROW.9**:

Home > Workflow > Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : A AJITH KUMAR
 Designation : SECY TO GOVERNOR
 Code : 01KL020714
 Allotment Year/Batch : 1994

[Back to search](#)




Assessment Period	Status	Form Type	Actions
From: 01/04/2013 To: 31/03/2014	WORKING	IAS On Deputation	

Fig.SPARROW.9

- A page appears, **Standard** () ,Update fields, click **Update** () as shown in **Fig.SPARROW.10**:

Work Flow for the Assessment Period : 01/04/2013 to 31/03/2014

Name : A AJITH KUMAR
Designation : SECY TO GOVERNOR
Code : 01KL020714
Allotment Year/Batch : 1994

Standard Representation Referral Memorandum

Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	A AJITH KUMAR (01KL020714) [SECY TO GOVERNOR - KERALA]	10/04/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	2	Reporting Authority	AMIT MEENA (01KL110L05) [ASSTT COLLECTOR - KERALA]	20/04/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	3	Reviewing Authority	ARUNA SUNDARARAJAN (01KL014301) [MANAGING DIRECTOR - KERALA]	30/04/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	4	Accepting Authority	AMIT MEENA (01KL110L05) [ASSTT COLLECTOR - KERALA]	10/05/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	5	CR Section To Disclose	local-admin12 (201312) [EMD ADMIN - KERALA]	20/05/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	6	Employee Disclosure	A AJITH KUMAR (01KL020714) [SECY TO GOVERNOR - KERALA]	30/05/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	7	CR Section for Closing	local-admin12 (201312) [EMD ADMIN - KERALA]	10/06/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	8	EO Cell	BHANU PRATAP SHARMA (01BH031900) [ESTT OFFICER & ADDL SECY - I]	20/06/2014	Print, Add, Edit
<input checked="" type="checkbox"/>	9	Cadre Controlling Authority	local-admin12 (201312) [EMD ADMIN - KERALA]	30/06/2014	Print, Add, Edit

Fig.SPARROW.10

Initial Steps-Custodian

- A message prompts **Workflow Updated Successfully** as shown in **Fig.SPARROW.11**:

Home > Workflow > Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : A AJITH KUMAR
Designation : SECY TO GOVERNOR
Code : 01KL020714
Allotment Year/Batch : 1994

Back to search

Workflow Updated Successfully

Assessment Period	Status	Form Type	Actions
From: 01/04/2013 To: 31/03/2014	WORKING	IAS On Deputation	Update

Fig.SPARROW.11

✓ **Generation of PAR**

- Go to **Generation**, select **Assessment Year**, click **Generate** (**Generate**) and **Send** (**Generate & Send**) as shown in **Fig.SPARROW.12**:

Home > APAR Generation

Generation of APAR

Assessment Period : 2013-2014

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre IAS **Search**

S.No.	Form ID	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
1	E	01KL020714	1994	A AJITH KUMAR	SECY TO GOVERNOR	01/04/2013	31/03/2014	Generate Generate & Send
2	E 2014-01042013-31032014-26	01KL806001	2002	A.T.JAMES	DIRECTOR	01/04/2013	31/03/2014	
3	E 2014-01042013-31032014-1966	01KL023600	2008	M G RAJAMANICKAM	DIRECTOR	01/04/2013	31/03/2014	
4	E	01KL907300	2002	MINI ANTONY	DIRECTOR	01/04/2013	31/03/2014	Generate Generate & Send

1

Generate Send Generate & Send

Fig.SPARROW.12

- A unique ID is generated and sent to Officer as shown in **Fig.SPARROW.13**:

Home > APAR Generation

Generation of APAR

APAR Send Successfully

Assessment Period : 2013-2014

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre IAS Search

S.No.	Form ID	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
1	E 2014-01042013-31032014-1	01KL020714	1994	A AJITH KUMAR	SECY TO GOVERNOR	01/04/2013	31/03/2014	
2	E 2014-01042013-31032014-26	01KL806001	2002	AT JAMES	DIRECTOR	01/04/2013	31/03/2014	
3	E 2014-01042013-31032014-1966	01KL023600	2008	M G RAJAMANICKAM	DIRECTOR	01/04/2013	31/03/2014	
4	E	01KL907300	2002	MINI ANTONY	DIRECTOR	01/04/2013	31/03/2014	Generate Generate & Send

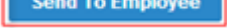
Generate Send Generate & Send

Fig.SPARROW.13

Note:
a. PAR can be Sent only after generation.

Initial Steps-Custodian

✓ **Send PAR**

- Click **Send To Employee** (), a page appears as shown in **Fig.SPARROW.14**:

Home > eForm > Generation

eAPAR Filling for the Assessment Period : 01/04/2013 to 31/03/2014

Standard

Section I

01/09/2002	01/11/2002	LBSNAA	LEGAL MATTERS OF COURT
01/09/1997	01/07/1998	LBSNAA	LEGAL MATTERS OF COURT
16/02/2004	09/12/2004	LBSNAA	LEGAL MATTERS OF COURT
01/07/1998	31/07/1999	LBSNAA	LEGAL MATTERS OF COURT
30/07/2008	03/07/2009	LBSNAA	LEGAL MATTERS OF COURT
01/06/2001	01/09/2002	LBSNAA	LEGAL MATTERS OF COURT

12. Awards/Honours

Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement

Send To Employee

Fig.SPARROW.14


9. Movement of PAR-Standard Flow

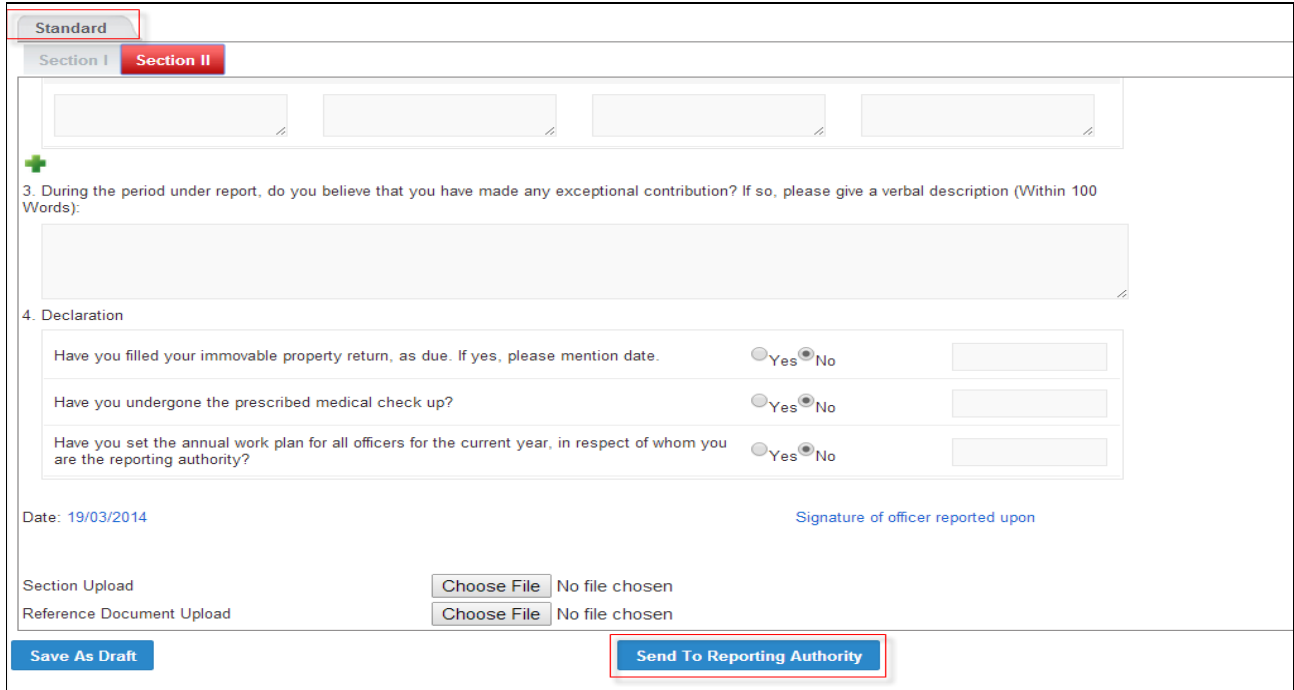
Stage 1. Officer performs the following steps to fill PAR:

- Click PAR ID([2014-01042013-31032014-1](#)) to open PAR as shown in Fig.SPARROW.15:

S.No.	APAR ID	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-1	19/03/2014	local-admin12 (EMD ADMIN)	19/03/2014		Officer Reported Upon	▶

Fig.SPARROW.15

- Click PAR ID([2014-01042013-31032014-1](#)) or Quick Action() to open PAR as shown in Fig.SPARROW.16:



Standard

Section I Section II

3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (Within 100 Words):

4. Declaration

Have you filled your immovable property return, as due. If yes, please mention date. Yes No

Have you undergone the prescribed medical check up? Yes No

Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority? Yes No

Date: 19/03/2014 Signature of officer reported upon

Section Upload Choose File No file chosen

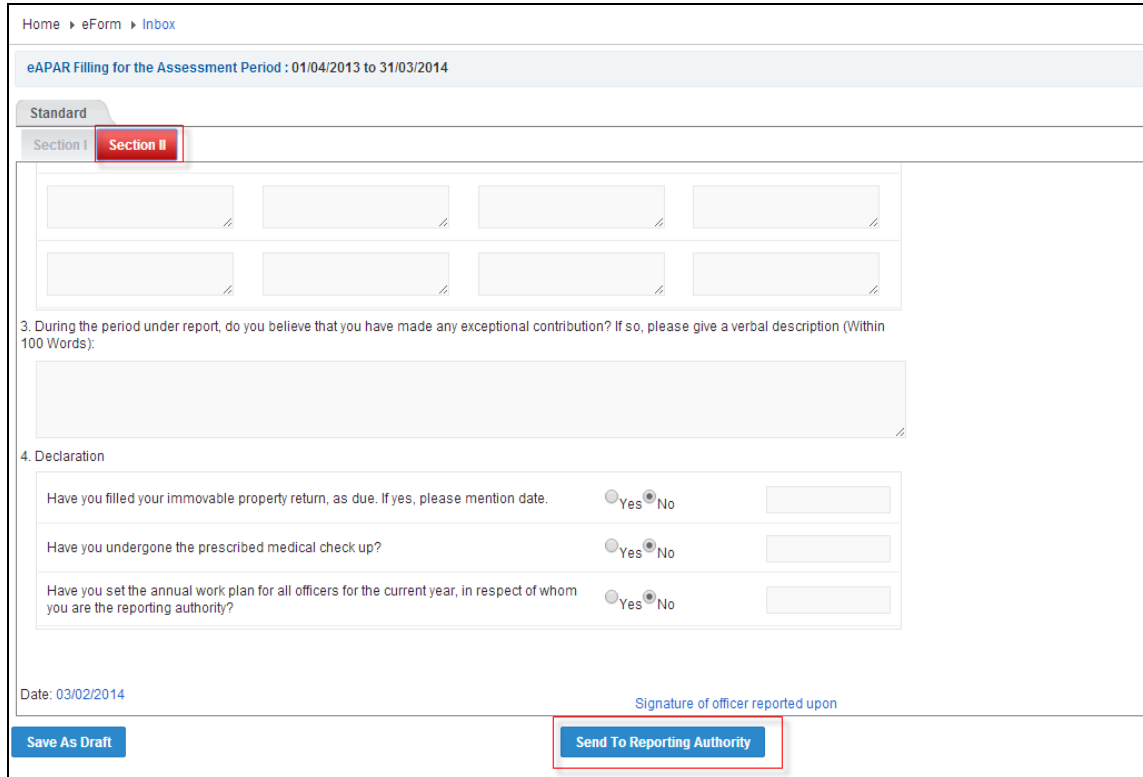
Reference Document Upload Choose File No file chosen

Save As Draft Send To Reporting Authority

Fig.SPARROW.16

■ Standard

- Click **Sent To Reporting Authority** (), as shown in **Fig.SPARROW.17**:



Home > eForm > Inbox

eAPAR Filling for the Assessment Period : 01/04/2013 to 31/03/2014

Standard

Section I **Section II**

3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (Within 100 Words):

4. Declaration

Have you filled your immovable property return, as due. If yes, please mention date. Yes No

Have you undergone the prescribed medical check up? Yes No

Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority? Yes No

Date: 03/02/2014

Signature of officer reported upon

Save As Draft **Send To Reporting Authority**

Fig.SPARROW.17

- A message prompts **successfully sent** to as shown in **Fig.SPARROW.18**:

APAR ID 2014-01042013-31032014-1 of A AJITH KUMAR (01KL020714) - SECY TO GOVERNOR has been successfully sent to AMIT MEENA (ASST COLLECTOR)

Fig.SPARROW.18

Note:

- Form has Section I and Section II.
- Section I is updated by Personnel Department.
- Section II to be updated by Officer.

■ Standard

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

- Click **PAR ID**() or **Quick Action**() to open the Form as shown in **Fig.SPARROW.19**:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	E 2014-01042013-31032014-1	A AJITH KUMAR (SECY TO GOVERNOR)	19/03/2014	A AJITH KUMAR (SECY TO GOVERNOR)	19/03/2014	Officer Reported Upon	Reporting Authority	<input type="button" value="⚙"/>

Fig.SPARROW.19

- A page appears,Reporting Authority views,grades the PAR,click **Send to Reviewing Authority**

()as shown in **Fig.SPARROW.20**:

11. Overall grade (on a score of 1-10)

Date: 03/02/2014

Signature of Reporting Authority

Section Upload No file chosen Reference Document No file chosen

Fig.SPARROW.20

- A message prompts **successfully sent** as shown in **Fig.SPARROW.21**:

APAR ID 2014-01042013-31032014-1 of A AJITH KUMAR (01KL020714) - SECY TO GOVERNOR has been successfully sent to ARUNA SUNDARARAJAN (MANAGING DIRECTOR)

Fig.SPARROW.21

Note:

- a. Section I & Section II are both in readable mode.
- c. PAR can be either Save As Draft or Send to Reporting Authority.

Standard

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

- Click PAR ID() to open PAR as shown in **Fig.SPARROW. 22:**

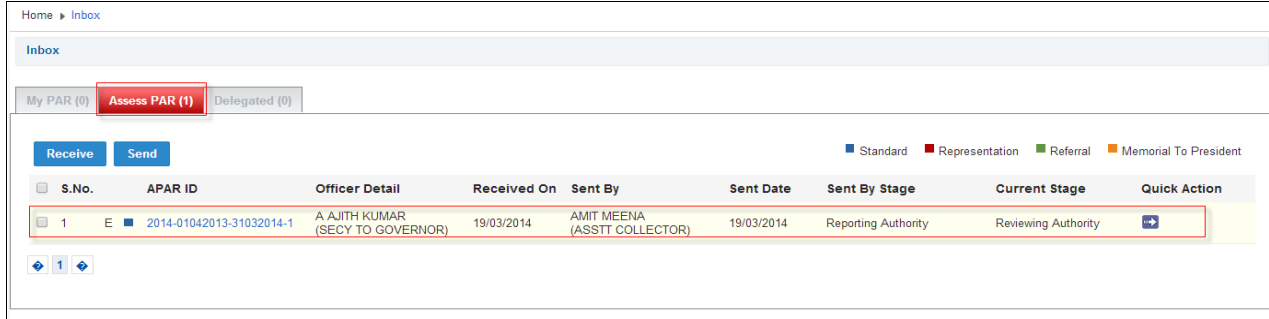


Fig.SPARROW.22

- Reviewing Authority views,grades the PAR,click **Sent to Accepting Authority**() as shown in **Fig.SPARROW.23:**

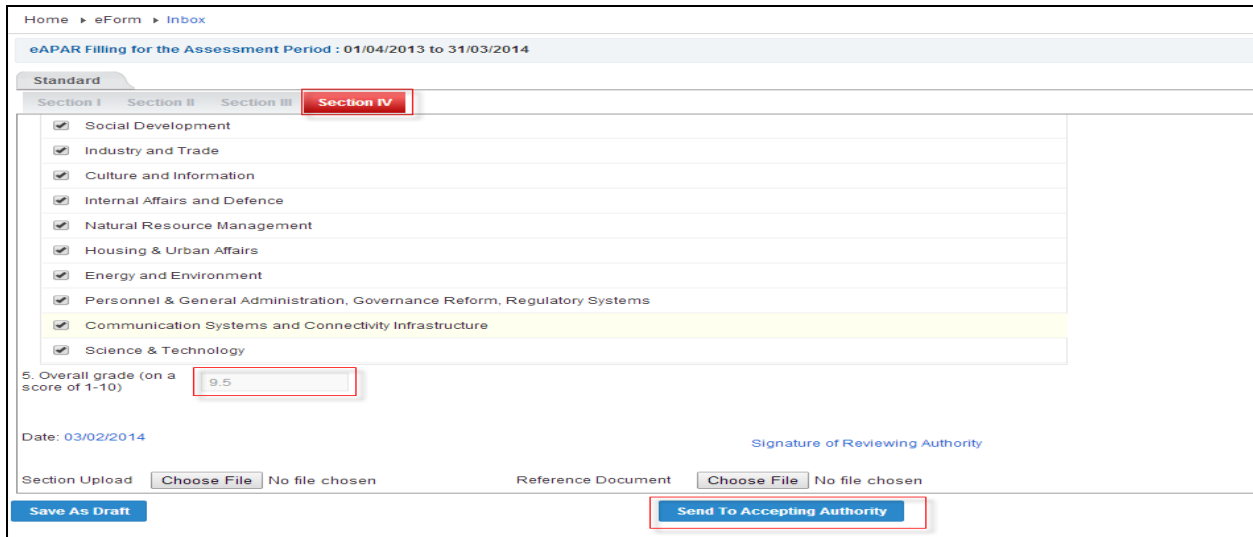


Fig.SPARROW.23

- A message prompts **successfully sent** as shown in **Fig.SPARROW.24:**

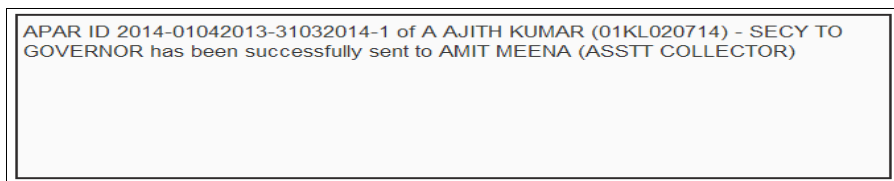


Fig.SPARROW.24

Standard

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

- Click PAR ID(2014-01042013-31032014-1) to open PAR as shown in Fig.SPARROW. 25:

Home > Inbox

Inbox

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

Receive Send

Standard Representation Referral Memorial To President

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-1	A AJITH KUMAR (SECY TO GOVERNOR)	19/03/2014	ARUNA SUNDARARAJAN (MANAGING DIRECTOR)	19/03/2014	Reviewing Authority	Accepting Authority	+

Fig.SPARROW.25

- Click PAR ID(2014-01042013-31032014-1),Accepting Authority finalises garde,click **Send To CR Section**

(Send To CR Section) as shown in Fig.SPARROW. 26:

Home > eForm > Inbox

eAPAR Filling for the Assessment Period : 01/04/2013 to 31/03/2014

Standard Section I Section II Section III Section IV **Section V**

Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities
 Yes No

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

3. Overall grade (on a score of 1-10)

Date: 03/02/2014

Signature of Accepting Authority

Section Upload No file chosen Reference Document No file chosen

Fig.SPARROW.26

- A message prompts **successfully sent** as shown in Fig.SPARROW. 27:

APAR ID 2014-01042013-31032014-1 of A AJITH KUMAR (01KL020714) - SECY TO GOVERNOR has been successfully sent to local-admin12 (EMD ADMIN)

Fig.SPARROW.27

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

- Click **PAR ID** () to open PAR as shown in **Fig.SPARROW. 28:**

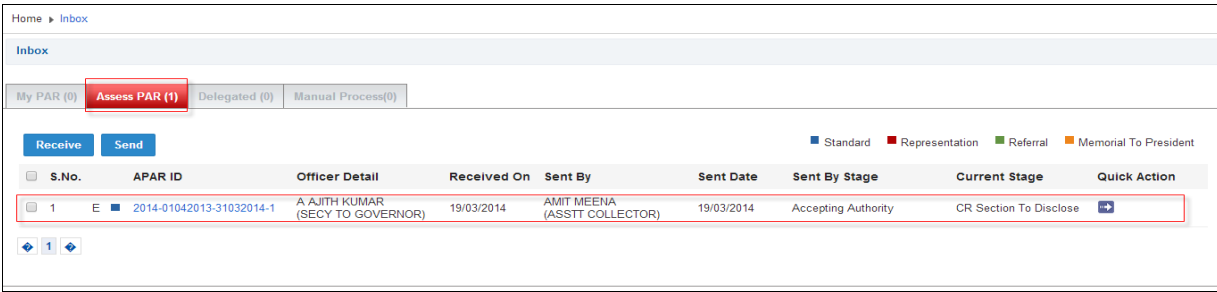


Fig.SPARROW.28

- **PAR is opened** , click **Disclose to Employee** () to disclose the PAR as shown in **Fig.SPARROW. 29:**

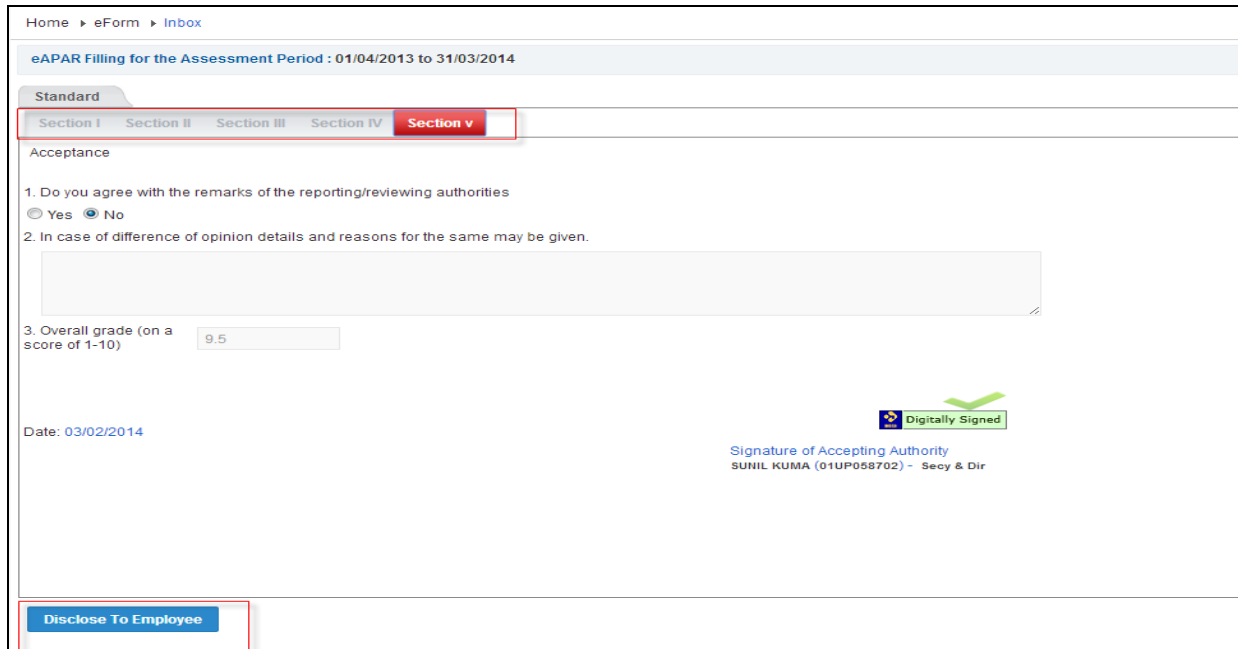


Fig.SPARROW.29

- A message prompts **successfully sent** as shown in **Fig.SPARROW. 30:**

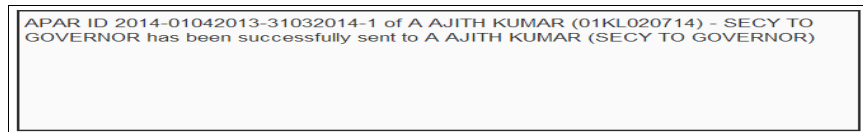


Fig.SPARROW.30

Standard

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

- Click PAR ID(2014-01042013-31032014-1), to view PAR grading as shown in Fig.SPARROW. 31:

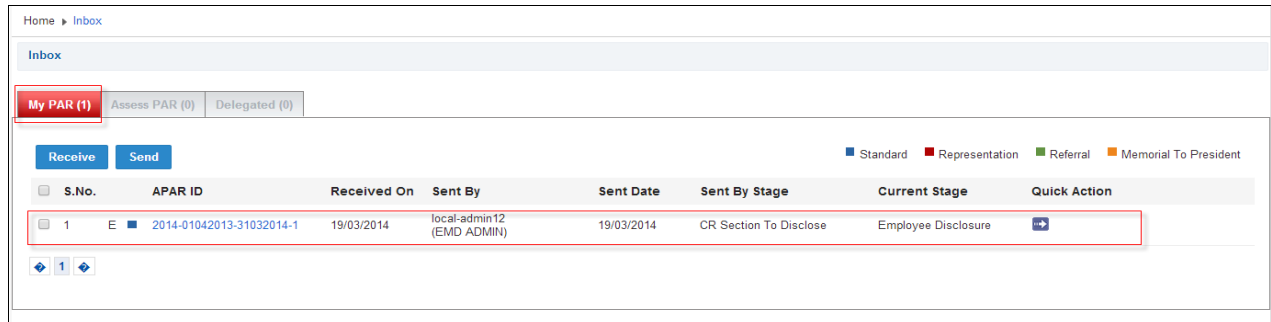


Fig.SPARROW.31

- Click I Accept(I Accept) else Put to Representation(Put for Representation) as shown in Fig.SPARROW. 32:

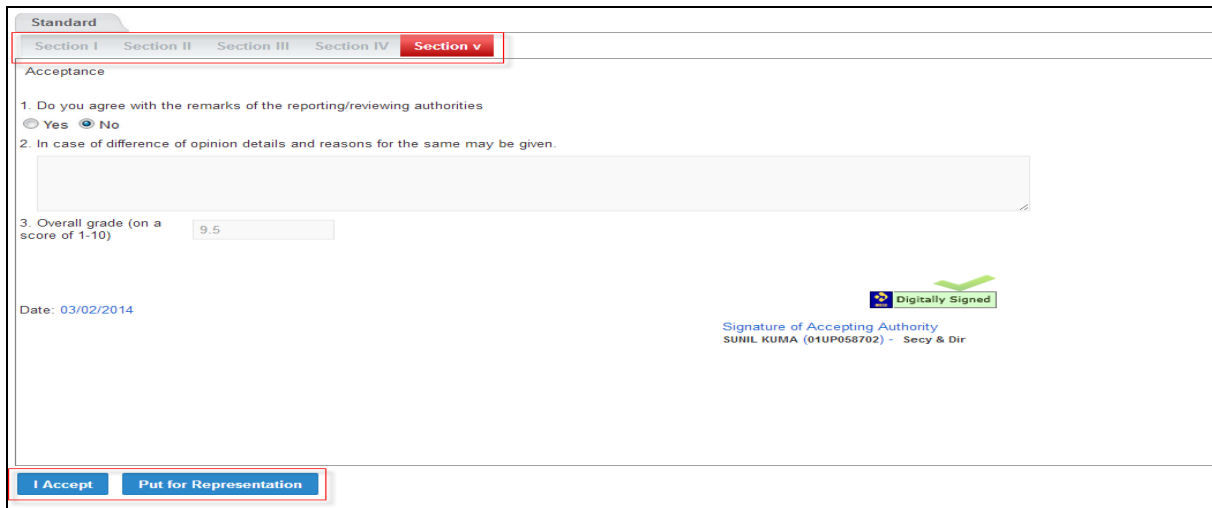


Fig.SPARROW.32

- A message prompts **successfully** sent as shown in Fig.SPARROW. 33:

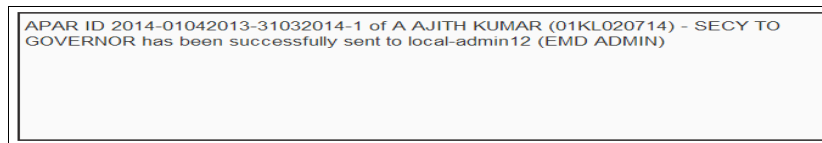


Fig.SPARROW.33

Note:

a. Officer can either Accept or Put for Representation.

Standard

Stage 7. Custodian performs the following steps to close PAR:

- Click **PAR ID**(),Custodian closes the **Accepted PAR**, as shown in **Fig.SPARROW. 34:**

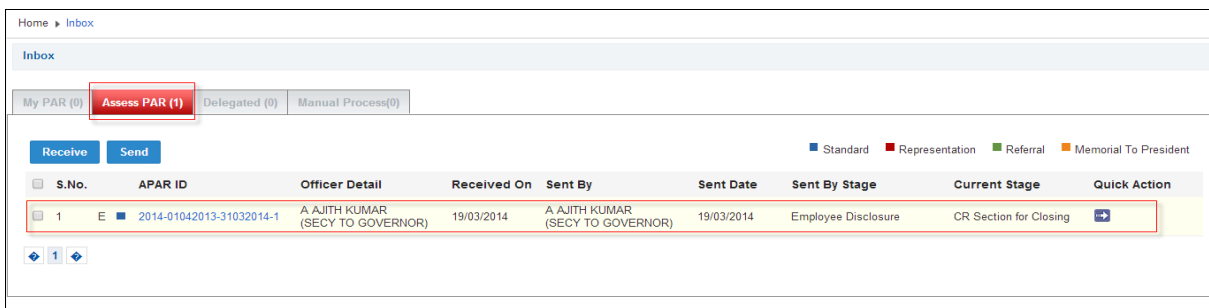


Fig.SPARROW.34

- Custodain sends the **Accepted PAR** to **EO** as shown in **Fig.SPARROW. 35:**

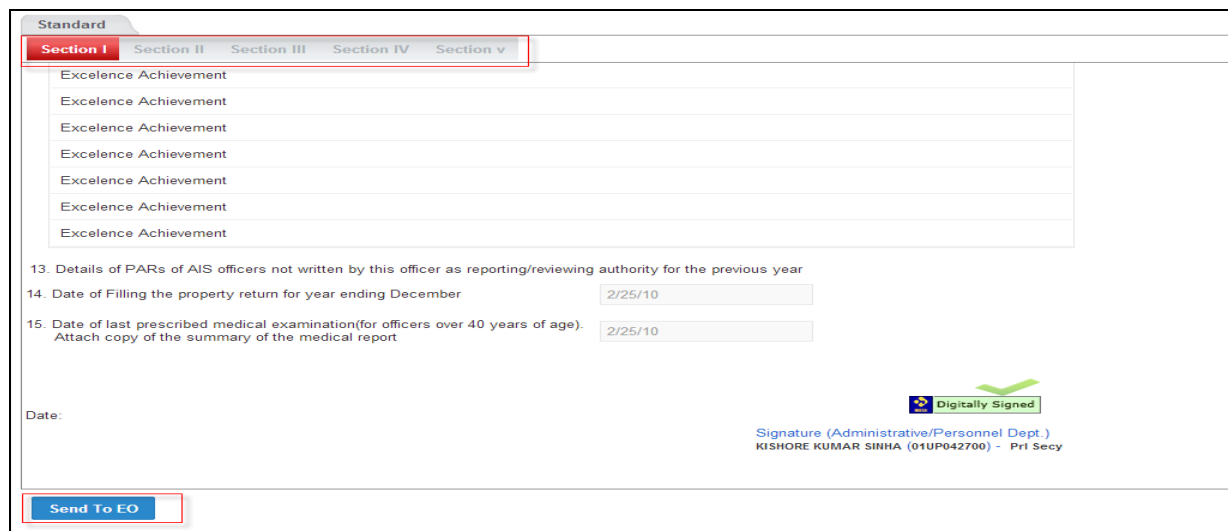


Fig.SPARROW.35

- A message prompts **successfully sent** shown in **Fig.SPARROW.36:**

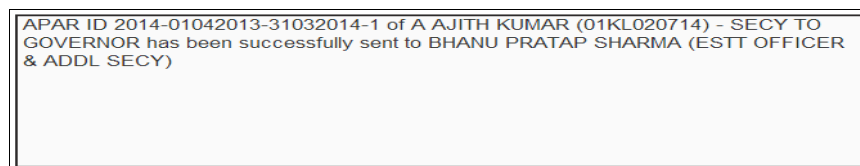


Fig.SPARROW.36

Note:

a. CR Section gets Alert ,if Officer willing to Put to Representation.

■ Standard

Stage 8. EO performs the following steps to forward PAR to CCA:

- EO selects PAR ID(2014-01042013-31032014-1) to open the PAR as shown in **Fig.SPARROW.37**:

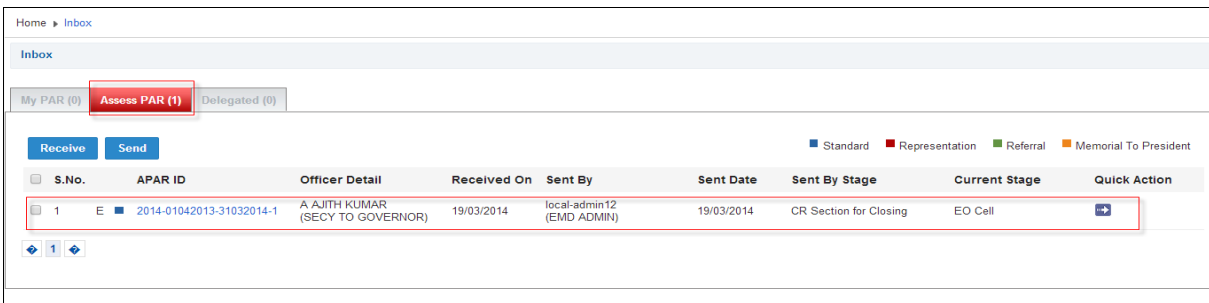


Fig.SPARROW.37

- EO sends closed PAR to CCA ,click **Send to CCA**() as shown in **Fig.SPARROW.38**:

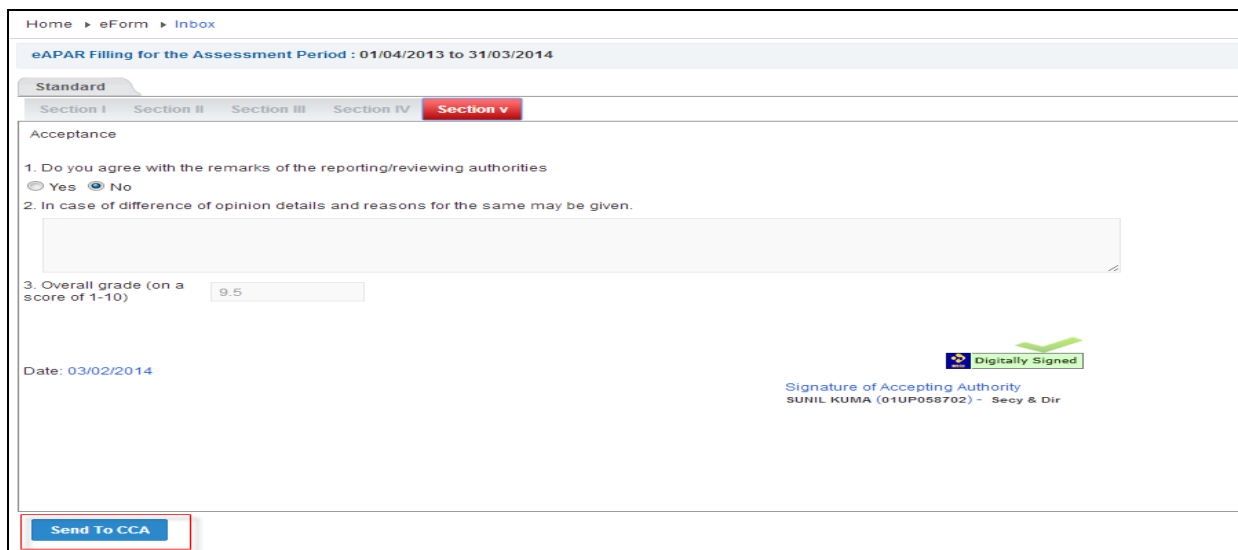


Fig.SPARROW.38

- A message prompts **successfully sent** as shown in **Fig.SPARROW. 39**:

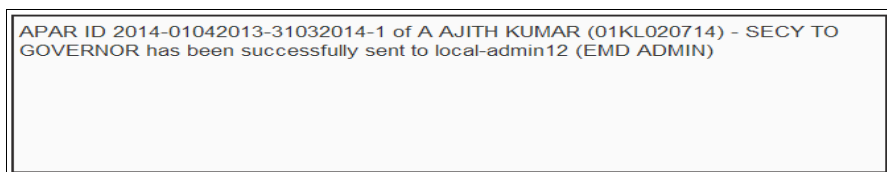


Fig.SPARROW.39

Note:

a. EO sends the completed and Closed PARs to CCA.

■ Standard

Stage 9. Custodian performs the following steps for Closure of PAR:

- Click PAR ID () to open the PAR as shown in **Fig.SPARROW. 40:**

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-1	A AJITH KUMAR (SECY TO GOVERNOR)	19/03/2014	BHANU PRATAP SHARMA (ESIT OFFICER & ADDL SECY)	19/03/2014	EO Cell	Cadre Controlling Authority	

Fig.SPARROW.40

- Click Close () to close the PAR as shown in **Fig.SPARROW. 41:**

Standard

Section I Section II Section III Section IV **Section v**

Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities
 Yes No

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

3. Overall grade (on a score of 1-10)

Date: 03/02/2014

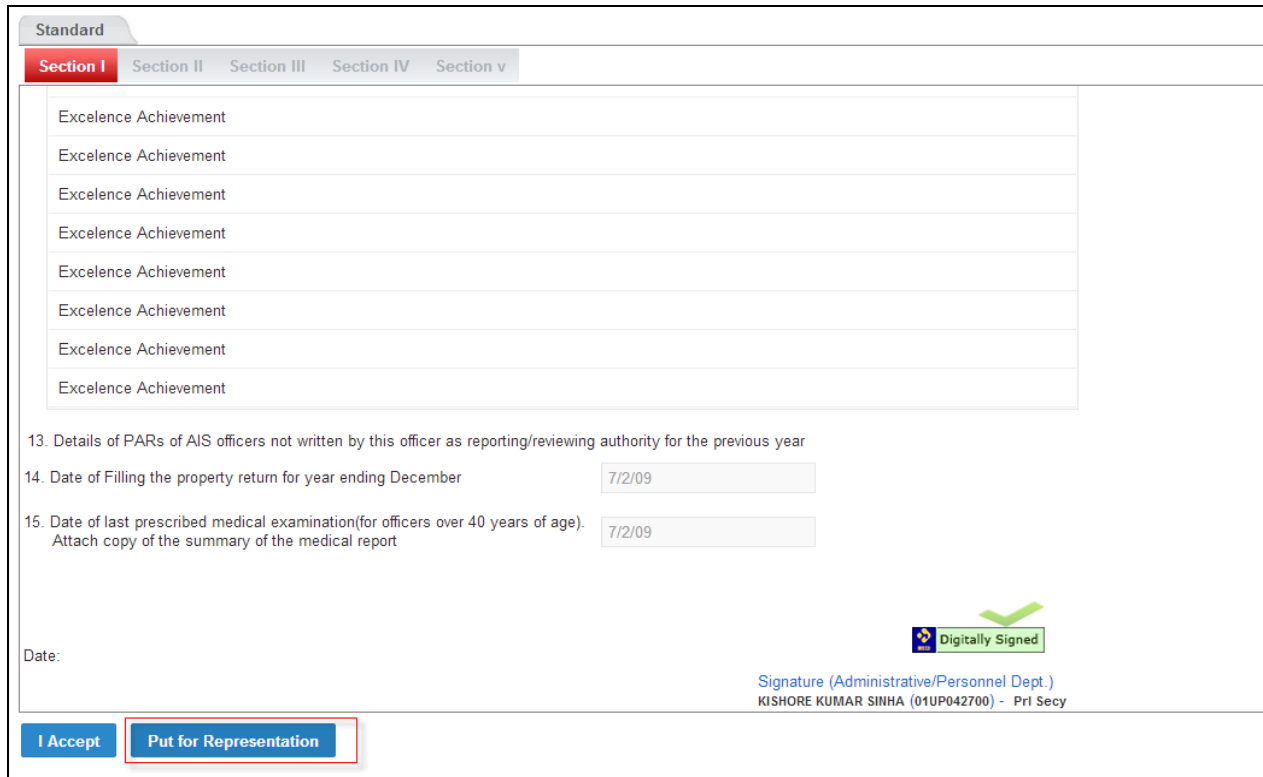
Digitally Signed
 Signature of Accepting Authority
 SUNIL KUMA (01UP068702) - Secy & Dir

Fig.SPARROW.41

10. Movement of PAR- Representation Flow

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

- Click Put to Representation (), to Put to Representation as shown in Fig.SPARROW. 42:



Standard

Section I Section II Section III Section IV Section v


Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement
Excellence Achievement

13. Details of PARs of AIS officers not written by this officer as reporting/reviewing authority for the previous year

14. Date of Filling the property return for year ending December

15. Date of last prescribed medical examination(for officers over 40 years of age).
Attach copy of the summary of the medical report

Date:

 Digitally Signed

Signature (Administrative/Personnel Dept.)
KISHORE KUMAR SINHA (01UP042700) - Pri Secy

Fig.SPARROW.42

■ Representation

- A window appears, enter remarks and **Submit** () as shown in **Fig.SPARROW. 43:**

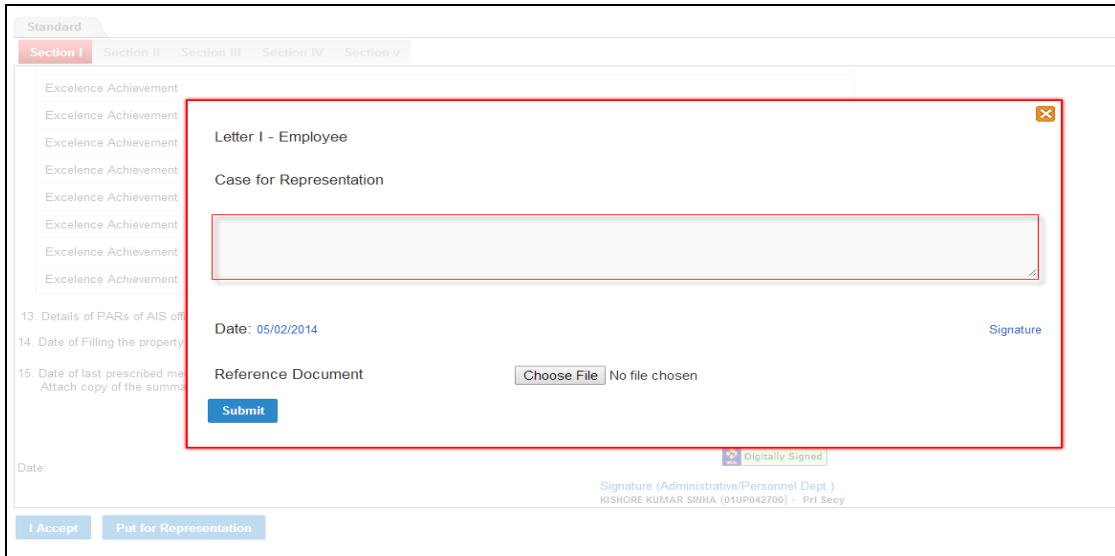


Fig.SPARROW.43

- **Case for Representation** (), click **Submit** () as shown in **Fig.SPARROW.44:**

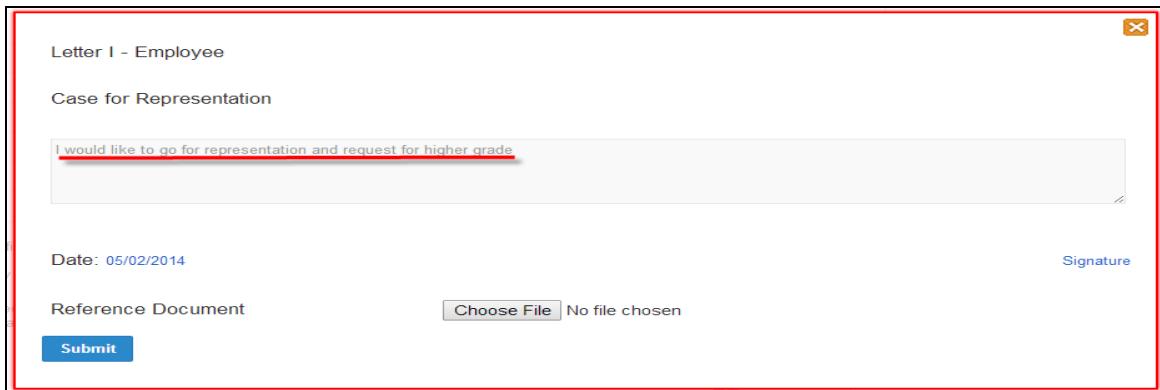



Fig.SPARROW.44

- A message prompts **successfully sent** as shown in **Fig.SPARROW. 45:**

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Pri Secy)

Fig.SPARROW.45

 Representation

Stage 2. Custodian performs the following steps to forward the request:

- Custodian opens PAR ID(2014-01042013-31032014-3806) as shown in Fig.SPARROW.46:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	HARI OM (Collector & D M)	05/02/2014	Employee Disclosure	Rep - CR Section	

Fig.SPARROW.46

- Click PAR ID(2014-01042013-31032014-3806), a page appears, click **Send to Accepting Authority**(Send To Accepting Authority) as shown in Fig.SPARROW.47:

Fig.SPARROW.47

- A message prompts **successfully sent** as shown in Fig.SPARROW. 48:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to SUNIL KUMA (Secy & Dir)

Fig.SPARROW.48

Note:

a. Custodian forwards to Representation.

■ Representation

Stage 3. Accepting Authority performs the following steps for consideration:

- Accepting Authority opens PAR ID(2014-01042013-31032014-3806) as shown in Fig.SPARROW.49:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	KISHORE KUMAR SINHA (Pri Secy)	05/02/2014	Rep - CR Section	Rep - Accepting Authority	

Fig.SPARROW.49

- A page appears , Accepting Authority enters remarks ,click **Send to CR Section**, as shown in Fig.SPARROW.50:

Representation

Letter Section | Section I | Section II | Section III | Section IV | Section v

Date: 05/02/2014

Digitally Signed
Signature
KISHORE KUMAR SINHA (01UP042700) - Pri Secy

Letter III - Accepting Authority Accept

Case for Representation

Date: 05/02/2014


Reference Document

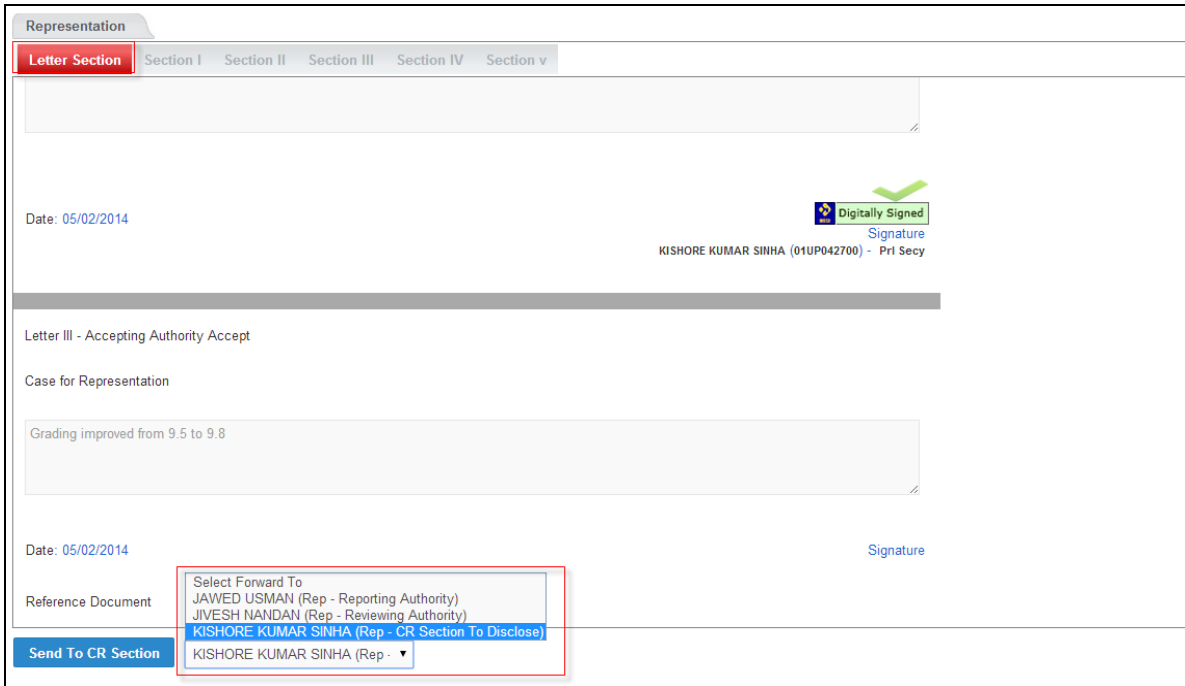
Select Forward To
 JAWED USMAN (Rep - Reporting Authority)
 JIVESH NANDAN (Rep - Reviewing Authority)
 KISHORE KUMAR SINHA (Rep - CR Section To Disclose)

Send To CR Section | Select Forward To

Fig.SPARROW.50

■ Representation

- Click **Send to CR Section** () to close the PAR as shown in **Fig.SPARROW.51**:



Representation

Letter Section Section I Section II Section III Section IV Section v

Date: 05/02/2014

Digitally Signed
Signature
KISHORE KUMAR SINHA (01UP042700) - Prt Secy

Letter III - Accepting Authority Accept

Case for Representation

Grading improved from 9.5 to 9.8

Date: 05/02/2014 Signature

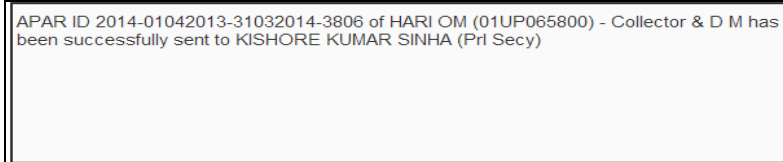
Reference Document

Select Forward To
JAWED USMAN (Rep - Reporting Authority)
JIVESH NANDAN (Rep - Reviewing Authority)
KISHORE KUMAR SINHA (Rep - CR Section To Disclose)
KISHORE KUMAR SINHA (Rep -)

Send To CR Section

Fig.SPARROW.51

- A message prompts **successfully sent** as shown in **Fig.SPARROW.52**:



APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Prt Secy)

Fig.SPARROW.52

Stage 4. Custodian performs the following steps to disclose PAR to Officer:

- Custodian opens PAR ID (2014-01042013-31032014-3806) as shown in **Fig. SPARROW. 53:**

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	E 2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	SUNIL KUMA (Secy & Dir)	05/02/2014	Rep - Accepting Authority	Rep - CR Section To Disclose	

Fig.SPARROW.53

- A page appears, click **Disclose to Employee** (Disclose To Employee) as shown in **Fig.SPARROW.54:**

Representation

Letter Section | Section I | Section II | Section III | Section IV | Section v

Date: 05/02/2014

Digitally Signed
Signature
KISHORE KUMAR SINHA (01UP042700) - Pri Secy

Letter III - Accepting Authority Accept

Case for Representation

Grading improved from 9.5 to 9.8

Date: 05/02/2014

Digitally Signed
Signature
SUNIL KUMA (01UP058702) - Secy & Dir

Disclose To Employee

Fig.SPARROW.54

- A message prompts **successfully sent** as shown in **Fig.SPARROW.55:**

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to HARI OM (Collector & D M)


Fig.SPARROW.55

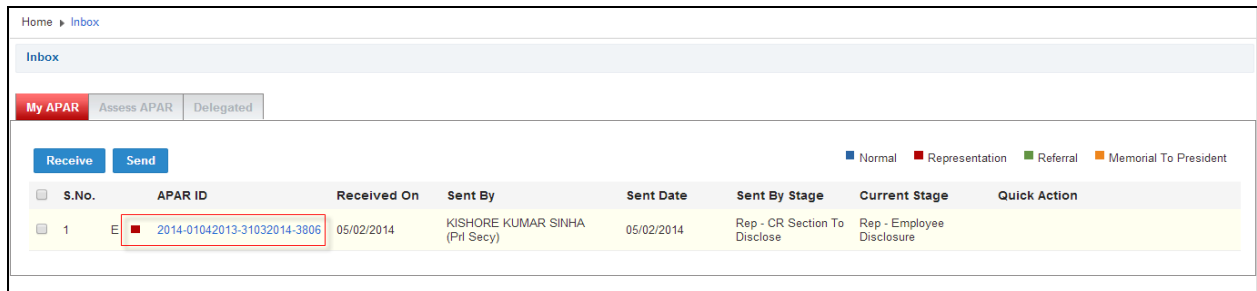
Note:

a. CR Section receives the PAR from Accepting Authority and forwards to Officer.

■ Representation

Stage 5. Officer performs the following steps to Accept PAR:

- Click PAR ID( 2014-01042013-31032014-3806) to open the disclosed PAR as shown in **Fig.SPARROW.56:**




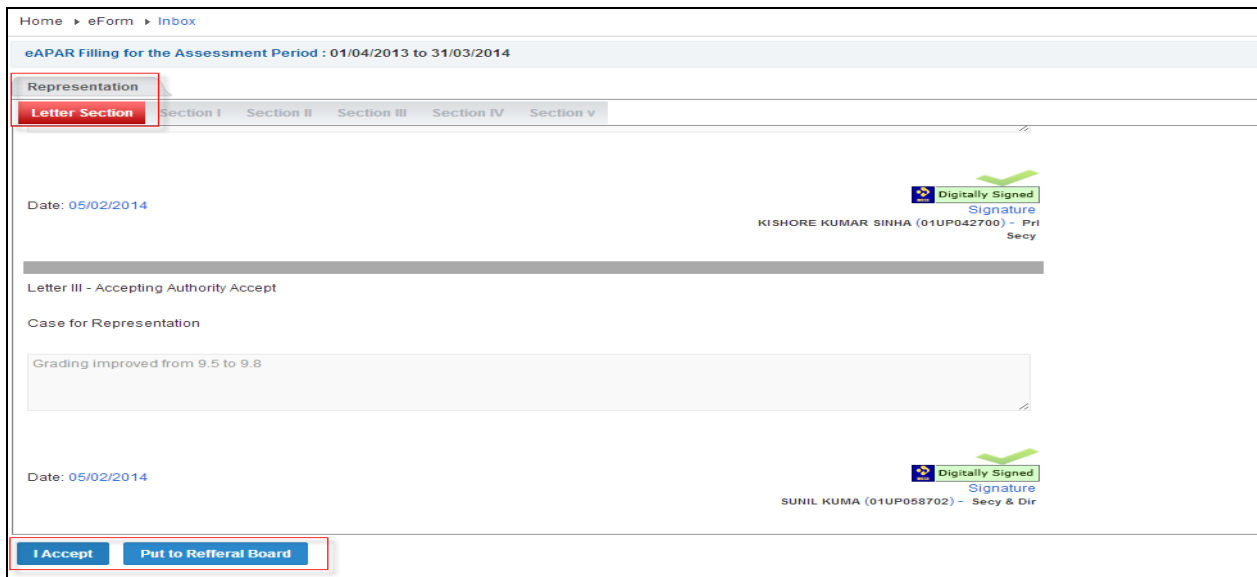
S.No.	APAR ID	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	 2014-01042013-31032014-3806	05/02/2014	KISHORE KUMAR SINHA (Pri Secy)	05/02/2014	Rep - CR Section To Disclose	Rep - Employee Disclosure	

Fig.SPARROW.56


- Officer either **Accepts** () or **Put for Referral Board** () as shown in **Fig.SPARROW.57:**



Representation

Letter Section | Section I | Section II | Section III | Section IV | Section V

Date: 05/02/2014


 KISHORE KUMAR SINHA (01UP042700) - Pri Secy

Letter III - Accepting Authority Accept

Case for Representation

Grading Improved from 9.5 to 9.8

Date: 05/02/2014

 SUNIL KUMA (01UP058702) - Secy & Dir




 

Fig.SPARROW.57

Note:

- Stage6, 7,8 & 9 are followed for Movement of PAR- Standard.
- Referral Board is a Competent Authority.

 Representation

11. Movement of PAR – Referral Flow

Stage 1. Officer performs the following steps to request to Referral Board:

- Click **Put for Referral Board** (), enter the remarks and **Submit** () as shown in Fig.SPARROW.58:

Home > eForm > Inbox

eAPAR Filing for the Assessment Period : 01/04/2013 to 31/03/2014

Representation

Letter Section Section

Letter I - Employee

Case for Referral Board

Date: 05/02/2014

Signature

Date: 05/02/2014

Reference Document No file chosen

Date: 05/02/2014

Digitally Signed
Signature
SUNIL KUMA (01UP058702) - Secy & Dir

Fig.SPARROW.58

- A message prompts **successfully sent** as shown in Fig.SPARROW.59:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Pri Secy)

Fig.SPARROW.59

- Click PAR ID(2014-01042013-31032014-3806), enter remarks as shown in Fig.SPARROW.60:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	HARI OM (Collector & D M)	05/02/2014	Rep - Employee Disclosure	Ref - CR Section	

Fig.SPARROW.60

- A page appears, click **Sent to competent Authority**(Send To Competent Authority) as shown in Fig.SPARROW.61:

Referal Board

Letter Section | Section I | Section II | Section III | Section IV | Section v

Date: 05/02/2014

Digitally Signed
Signature
HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Case for Referral Board

To be considered

Date: 05/02/2014

Reference Document No file chosen

Send To Competent Authority

Fig.SPARROW.61

- A message prompts **successfully sent** as shown in Fig.SPARROW.62:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to ANOOP KUMAR SRIVASTAVA (Addl Secy)

Fig.SPARROW.62

Note:

a. Custodian is responsible to forward the Case to competent authority.

■ Referral

Stage 2. Competent Authority performs the following steps for consideration:

- Competent Authority views PAR ID(2014-01042013-31032014-3806),as shown in **Fig.SPARROW. 63:**

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	KISHORE KUMAR SINHA (Pri Secy)	05/02/2014	Ref - CR Section	Ref - Competent Authority	

Fig.SPARROW.63

- A page appears,click **Send to CR Section**(Send To CR Section) as shown in **Fig.SPARROW.64:**

Referral Board

Letter Section | Section I | Section II | Section III | Section IV | Section v

Forward to Referral Board

Date: 05/02/2014

Digitally Signed
Signature
HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Case for Referral Board

To be considered

Date: 05/02/2014

Digitally Signed
Signature
KISHORE KUMAR SINHA (01UP042700) - Pri Secy

Send To CR Section

Fig.SPARROW.64

- A message prompts **successfully sent** as shown in **Fig.SPARROW.65:**

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Pri Secy)

Fig.SPARROW.65

Note:

a. Competent Authority sends PAR to Custodian.

■ Referral

Stage 3. Custodian performs the following steps to disclose PAR to Officer:

- Custodian views PAR ID(2014-01042013-31032014-3806) as shown in **Fig.SPARROW. 66:**

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	ANOOP KUMAR SRIVASTAVA (Addl Secy)	05/02/2014	Ref - Competent Authority	Ref - CR Section To Disclose	

Fig.SPARROW.66

- A page appears,click **Disclose To Employee**(Disclose To Employee)as shown in **Fig.SPARROW.67:**

Home > eForm > Inbox

eAPAR Filing for the Assessment Period : 01/04/2013 to 31/03/2014

Referral Board

Letter Section Section I Section II Section III Section IV Section V

Letter I - Employee

Case for Referral Board

Forward to Referral Board

Date: 05/02/2014

Digitally Signed Signature
HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Case for Referral Board

To be considered

Disclose To Employee

Fig.SPARROW.67

- A message prompts **successfully sent** as shown in **Fig.SPARROW.68:**

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to HARI OM (Collector & D M)


Fig.SPARROW.68

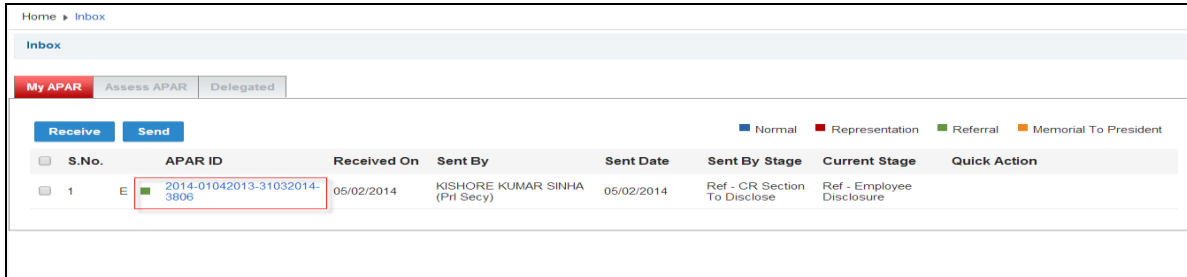
Note:

a. Custodian receives PAR and discloses to Officer.

■ Referral


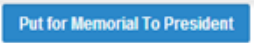
Stage 4. Officer performs the following steps to Accept PAR:

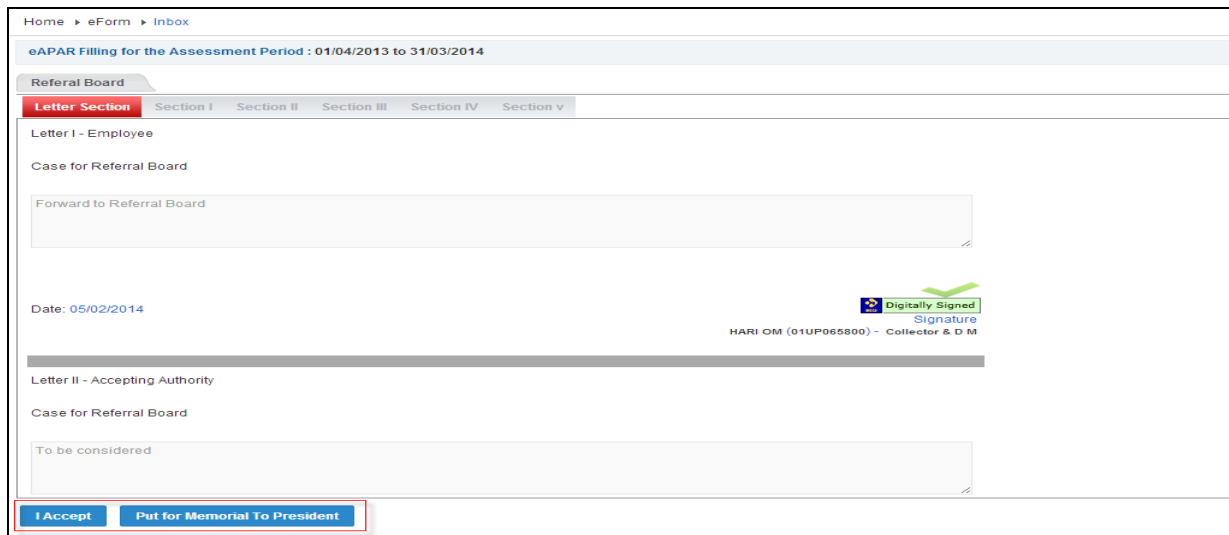
- Click PAR ID() to view remarks as shown in Fig.SPARROW.69:



S.No.	APAR ID	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	05/02/2014	KISHORE KUMAR SINHA (Pri Secy)	05/02/2014	Ref - CR Section To Disclose	Ref - Employee Disclosure	

Fig.SPARROW.69

- A page appears, Officer either **I Accept**() or **Put for Memorial against Assessment**() as shown in Fig.SPARROW.70:



Home » eForm » Inbox

eAPAR Filing for the Assessment Period : 01/04/2013 to 31/03/2014

Referral Board


Letter Section | Section I | Section II | Section III | Section IV | Section V

Letter I - Employee

Case for Referral Board

Forward to Referral Board

Date: 05/02/2014

 HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Case for Referral Board

To be considered

I Accept | **Put for Memorial To President**

Fig.SPARROW.70

Note:

a. Stage 5, 6, 7, 8 & 9 are followed as for Movement of PAR- Standard.

12. Movement of PAR - Memorial against Assessment Flow

- Click **Put for Memorial to President** (), **Submit** () remarks as shown in **Fig.SPARROW. 71**:

The screenshot displays the 'eAPAR Filing for the Assessment Period : 01/04/2013 to 31/03/2014' interface. A modal window titled 'Letter I - Employee' is open, showing the 'Memorial to President' section. The form includes a text area for the memorial, a date field set to '05/02/2014', a 'Signature' field, and a 'Reference Document' section with a 'Choose File' button and 'No file chosen' text. A 'Submit' button is visible at the bottom of the modal. The background interface shows a sidebar with 'Letter Section' selected and a main area with 'Case for Referral Board' and 'Forward to Referral Board' sections.

Fig.SPARROW.71

- A message prompts **successfully sent** as shown in **Fig.SPARROW.72**:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (PrI Secy)

Fig.SPARROW.72

Stage 1. Custodian performs the following steps to request MaA:

- Clicks PAR ID(2014-01042013-31032014-3806) to open the PAR as shown in **Fig.SPARROW.73**:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	HARI OM (Collector & D M)	05/02/2014	Ref - Employee Disclosure	Mep - CR Section	

Fig.SPARROW.73

- A page appears,click **Send To Competent Authority**(Send To Competent Authority) as shown in **Fig.SPARROW.74**:

Memorial To President

Letter Section | Section I | Section II | Section III | Section IV | Section v

Date: 05/02/2014

Digitally Signed
Signature
HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Memorial to President

I would prefer to have Memorial against assessment.

Date: 05/02/2014

Reference Document No file chosen

Send To Competent Authority

Fig.SPARROW.74

- A message prompts **successfully sent** as shown in **Fig.SPARROW.75**:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to AJAY PRAKASH SAWHNEY (President & CEO)

Fig.SPARROW.75

Stage 2. Competent Authority performs the following steps for consideration:

- Competent Authority opens PAR ID (2014-01042013-31032014-3806) as shown in Fig.SPARROW.76:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	KISHORE KUMAR SINHA (Pri Secy)	05/02/2014	Mep - CR Section	Mep - Competent Authority	

Fig.SPARROW.76

- A page appears, click **Send to CR Section** (Send To CR Section) as shown in Fig.SPARROW.77:

Memorial To President

Letter Section Section I Section II Section III Section IV Section v

Date: 05/02/2014

Digitally Signed
Signature
KISHORE KUMAR SINHA (01UP042700) - Pri Secy

Letter II - Memorial To President(Competent Authority)

Memorial to President

Date: 05/02/2014

Signature

Reference Document Choose File No file chosen

Send To CR Section

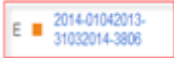
Fig.SPARROW.77

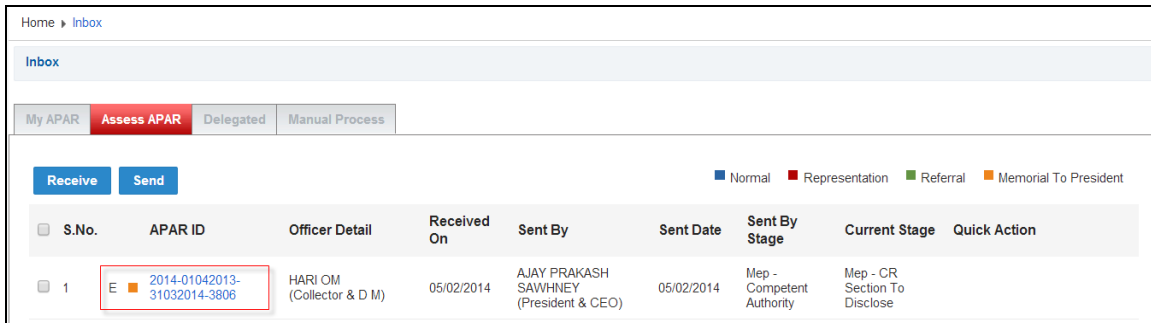
- A message prompts **successfully sent** as shown in Fig.SPARROW.78:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Pri Secy)

Fig.SPARROW.78

Stage 3.Custodian performs the following steps to disclose PAR to Officer:

- Click PAR ID() to open the PAR as shown in **Fig.SPARROW.79**:



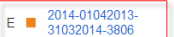
S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1		HARI OM (Collector & D M)	05/02/2014	AJAY PRAKASH SAWHNEY (President & CEO)	05/02/2014	Mep - Competent Authority	Mep - CR Section To Disclose	

Fig.SPARROW.79

- A page appears click **Disclose To Employee** () as shown in **Fig. SPARROW.80**:

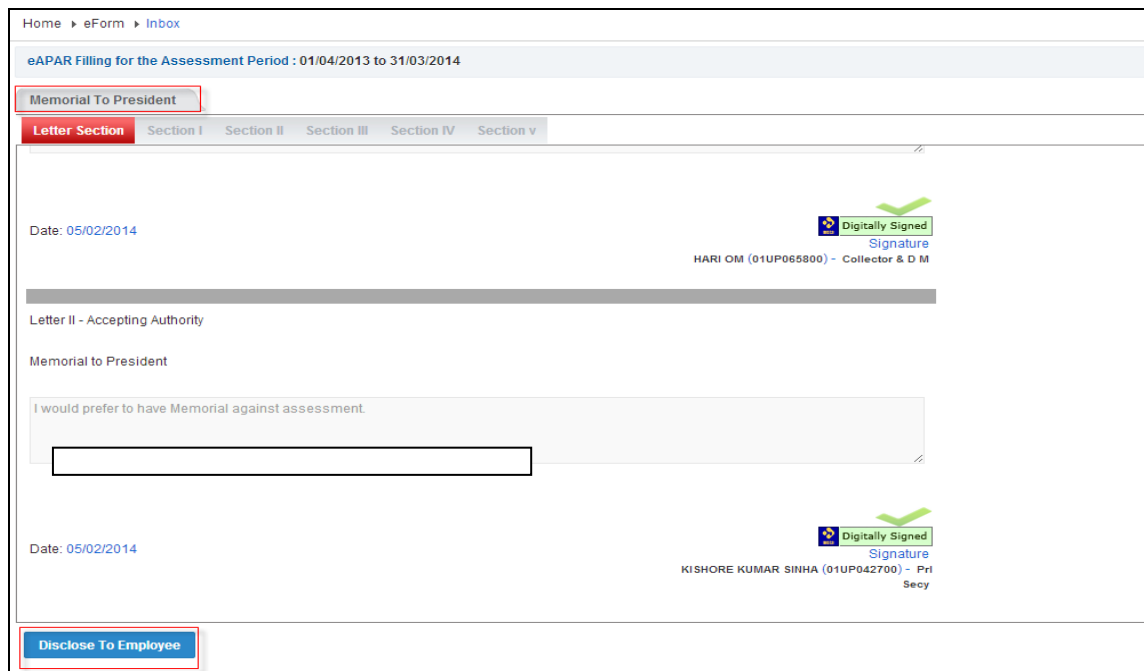


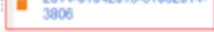
Fig.SPARROW.80

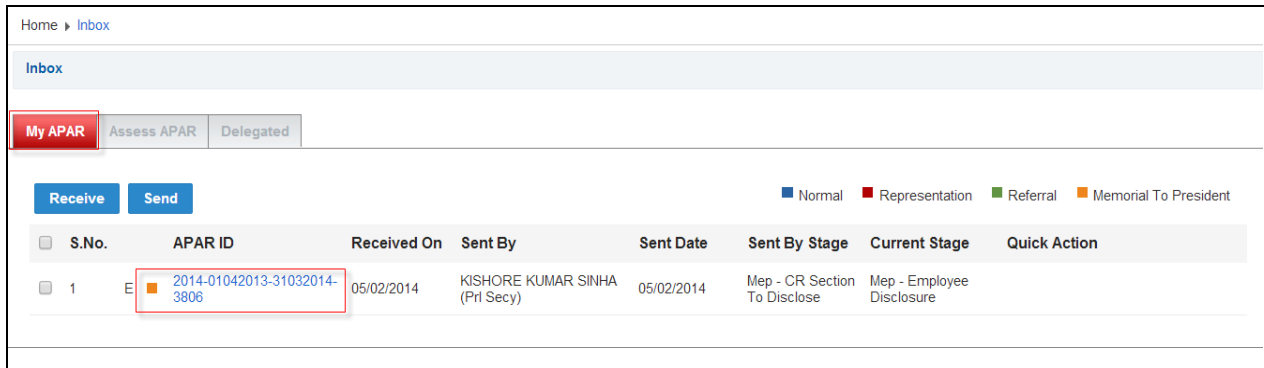
- A message prompts **successfully sent** as shown in **Fig.SPARROW.81**:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to HARI OM (Collector & D M)

Fig.SPARROW.81

Stage 4. Officer performs the following steps to Accept PAR :

- Click PAR ID() to view the PAR as shown in **Fig.SPARROW.82**:




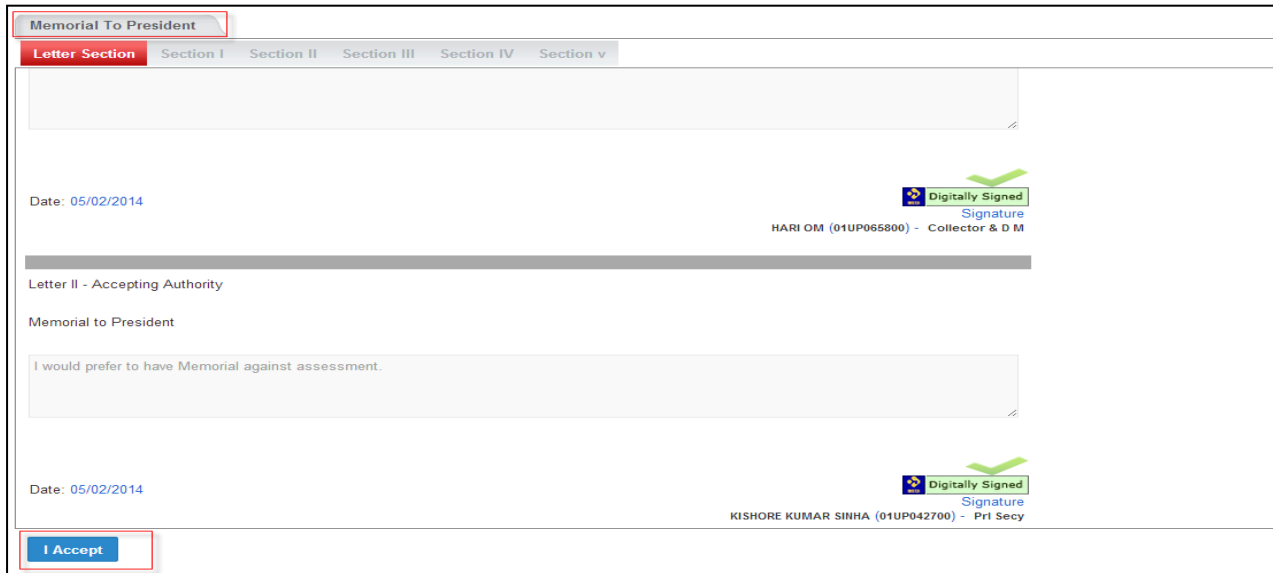
S.No.	APAR ID	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1		05/02/2014	KISHORE KUMAR SINHA (Pri Secy)	05/02/2014	Mep - CR Section To Disclose	Mep - Employee Disclosure	

Fig.SPARROW.82

- A page appears, click **I Accept**() as shown in **Fig.SPARROW.83**:



Memorial To President

Letter Section Section I Section II Section III Section IV Section v

Date: 05/02/2014

Digitally Signed
Signature
HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Memorial to President

I would prefer to have Memorial against assessment.

Date: 05/02/2014

Digitally Signed
Signature
KISHORE KUMAR SINHA (01UP042700) - Pri Secy

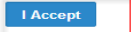


Fig.SPARROW.83

Stage 5. Custodian performs the following steps to send to EO:

- Click PAR ID(2014-01042013-31032014-3806) to open the PAR as shown in **Fig.SPARROW.84**:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	E 2014-01042013-31032014-3806	HARI OM (Collector & D M)	05/02/2014	HARI OM (Collector & D M)	05/02/2014	Mep - Employee Disclosure	Mep - CR Section for Closing	

Fig.SPARROW.84

- A page appears, click **Send to EO**(Send To EO) as shown in **Fig.SPARROW.85**:

eAPAR Filling for the Assessment Period : 01/04/2013 to 31/03/2014

Memorial To President

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee

Memorial to President

Date: 05/02/2014

Digitally Signed
Signature
HARI OM (01UP065800) - Collector & D M

Letter II - Accepting Authority

Memoria

I would prefer to have Memorial against assessment.

Send To EO

Fig.SPARROW.85

- A message prompts **successfully sent** as shown in **Fig.SPARROW.86**:

APAR ID 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to BHANU PRATAP SHARMA (Estt Officer & Addl Secy)

Fig.SPARROW.86

Note:

- Stage 6, 7, 8 & 9 are followed for Movement of PAR-Standard.
- On closure of PAR, EO forwards closed PAR to CCA.
- Custodian closes the PAR finally.

13.Common Functionalities of PAR-

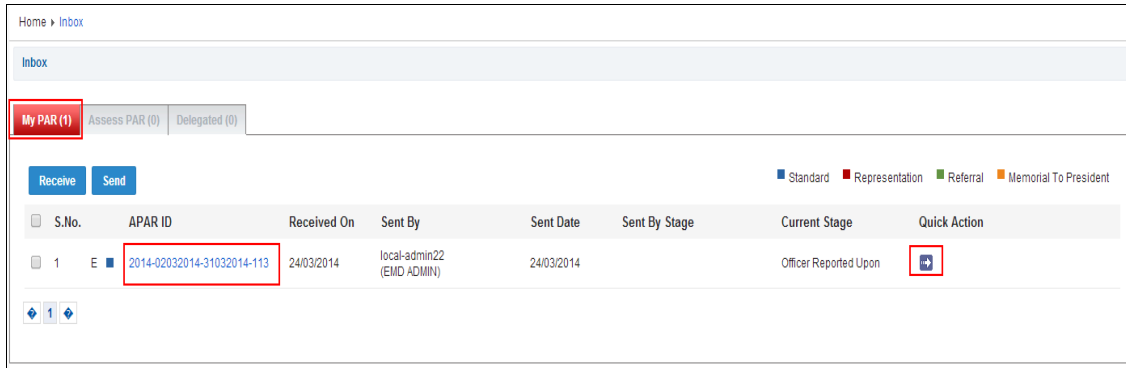
Custodian (Central or State)&Record Keeper (Central or State) & Administrator & Manager

13.1 Inbox\Sent

Inbox\Sent Items are classified into **My PAR, Assess PAR, Delegate and Manual Process.**

13.1.1 My PAR

- **MY PAR** () depicts Self PAR's sent as shown in **Fig.SPARROW.87**:




S.No.	APAR ID	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-02032014-31032014-113	24/03/2014	local-admin22 (EMD ADMIN)	24/03/2014		Officer Reported Upon	

Fig.SPARROW.87

13.1.2 Assess PAR

- Assess PAR(**Assess PAR**), click open to view as shown in **Fig.SPARROW.88** and **Fig.SPARROW.89**:

The screenshot shows the 'Inbox' section of the eOffice application. At the top, there are tabs for 'My PAR (0)', 'Assess PAR (1)', and 'Delegated (0)'. Below these are 'Receive' and 'Send' buttons. A legend indicates four types of PAR: Standard (blue), Representation (red), Referral (green), and Memorial To President (orange). A table lists PAR entries with columns for S.No., APAR ID, Officer Detail, Received On, Sent By, Sent Date, Sent By Stage, Current Stage, and Quick Action. The first entry is highlighted with a red box around the 'Assess PAR' button in the 'Quick Action' column.

S.No.	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Sent By Stage	Current Stage	Quick Action
1	E 2014-01042013-01032014-113	AJAY DEEP SINGH (N.A.)	24/03/2014	AJAY DEEP SINGH (N.A.)	24/03/2014	Officer Reported Upon	Reporting Authority	Assess PAR

Fig.SPARROW.88

The screenshot shows the 'eAPAR Filling for the Assessment Period : 01/04/2013 to 01/03/2014' form. It has tabs for 'Standard', 'Section I', 'Section II', and 'Section III'. Under 'Section III', there is a list of categories with checkboxes: Social Development, Industry and Trade, Culture and Information, Internal Affairs and Defence, Natural Resource Management, Housing & Urban Affairs, Energy and Environment, Personnel & General Administration, Governance Reform, Regulatory Systems, Communication Systems and Connectivity Infrastructure, and Science & Technology. Below this is a field for '6. Overall grade (on a score of 1-10)'. The date is set to '24/03/2014'. There is a 'Signature of Reporting Authority' field. At the bottom, there are 'Section Upload' and 'Reference Document Upload' buttons, each with a 'Choose File' button and 'No file chosen' text. At the very bottom, there are 'Save As Draft' and 'Send To Reviewing Authority' buttons.

Fig.SPARROW.89

13.1.3 Delegated

- Delegated (Delegated) depicts the delegated privileges as shown in Fig.SPARROW.90 & Fig.SPARROW.91:

S.No.	APAR ID	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-100	ADUSUMILLI V RAJA MOULI (COLLECTOR & D M)	24/03/2014	ALOK KUMAR-II (DY DIRECTOR (SENIOR))	ALOK KUMAR-II (DY DIRECTOR (SENIOR))	24/03/2014	Reporting Authority	Reviewing Authority	+

Fig.SPARROW.90

eAPAR Filling for the Assessment Period : 01/04/2013 to 31/03/2014

Standard

Section I Section II Section III Section IV

- Social Development
- Industry and Trade
- Culture and Information
- Internal Affairs and Defence
- Natural Resource Management
- Housing & Urban Affairs
- Energy and Environment
- Personnel & General Administration, Governance Reform, Regulatory Systems
- Communication Systems and Connectivity Infrastructure
- Science & Technology

5. Overall grade (on a score of 1-10)

Date: 24/03/2014 Signature of Reviewing Authority

Section Upload No file chosen

Reference Document Upload No file chosen

Send To Accepting Authority

Fig.SPARROW.91

Note:

- a. Firstly User should exist to whom the privileges should be delegated, if not create Non IAS officer with help of User Assistance->User Registration (Refer User Registration).
- b. Delegate the privileges to created User.Refer (Delegation Procedure)
- c. Now the User (Non IAS) login to utilize the privileges delegated.
- d. The changes done on the PAR by User (Non IAS) can be viewed by the Officer(who has delegated the privileges).

13.1.4 Manual Process (Inbox)

- Click PAR ID(2014-01042013-31032014-155) to open the PAR as shown in Fig.SPARROW.92:

Home > Inbox

Inbox

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

Standard Representation Referral Memorial To President

S.No.	APAR ID	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Sent By Stage	Current Stage	Quick Action
1	2014-01042013-31032014-155	AJIT KUMAR (PROJECT DIR)	21/03/2014	local-admin12 (EMD ADMIN)	AJIT KUMAR (PROJECT DIR)	21/03/2014	Reporting Authority	Reviewing Authority	⚙

Fig.SPARROW.92

- A page appears, click **Send To Accepting Authority**(Send To Accepting Authority) as shown in Fig.SPARROW.93:

eAPAR Filing for the Assessment Period : 01/04/2013 to 31/03/2014

Standard

Section I Section II Section III Section IV

- Social Development
- Industry and Trade
- Culture and Information
- Internal Affairs and Defence
- Natural Resource Management
- Housing & Urban Affairs
- Energy and Environment
- Personnel & General Administration, Governance Reform, Regulatory Systems
- Communication Systems and Connectivity Infrastructure
- Science & Technology

5. Overall grade (on a score of 1-10)

Date: 24/03/2014 Signature of Reviewing Authority

Section Upload No file chosen

Reference Document Upload No file chosen

Send To Accepting Authority

Fig.SPARROW.93

Note:

- a. Download the Sections (), update PAR to process PAR Manually.
- b. Manual Process is performed by Custodian only.

13.2 Dossier

- Go to **Dossier** ([Dossier](#)), click **Completed PAR** ([Completed PAR](#)) list is as shown in **Fig.SPARROW.94**:

Home » Dossier » Dossier

Completed APAR

Assessment Year : 2013-2014

[Submit](#)

■ Normal
 ■ Representation
 ■ Referral
 ■ Memorial To President

S.No	Legends	APAR File Number	Assessment Year	Officer Name (Code)	Organization Name	Completed Date
1	■	2014-01042013-31032014-296	2014	296 AMRITLAL MEENA	BIHAR	3/14/14 12:00:00 AM:000
2	■	2014-01042013-31032014-49	2014	49 AADITYA KUMAR DAS	BIHAR	3/14/14 12:00:00 AM:000
3	■	2014-01042013-31032014-23	2014	23 A SANTHOSH MATHEW	M/O RURAL DEV	3/14/14 12:00:00 AM:000
4	■	2014-01042013-31032014-635	2014	635 ATAL DULLOO	M/O RURAL DEV	3/14/14 12:00:00 AM:000
5	■	2014-01042013-31032014-358	2014	358 ANIL SWARUP	CABINET SECTT	3/14/14 12:00:00 AM:000
6	■	2014-03042013-20112013-3196	2014	3196 RAMASHISH PASWAN	BIHAR	3/14/14 12:00:00 AM:000

Fig.SPARROW.94

- Click **PAR File Number** ([2014-01042013-31032014-296-1394774761307.pdf](#)), a page appears as shown in **Fig.SPARROW.95**:

Home » Dossier » Dossier

Completed APAR

Assessment Year : 2013-2014

[Submit](#)

S.No	Document Type	File Name
1	ACR Complete	2014-01042013-31032014-296-1394774761307.pdf

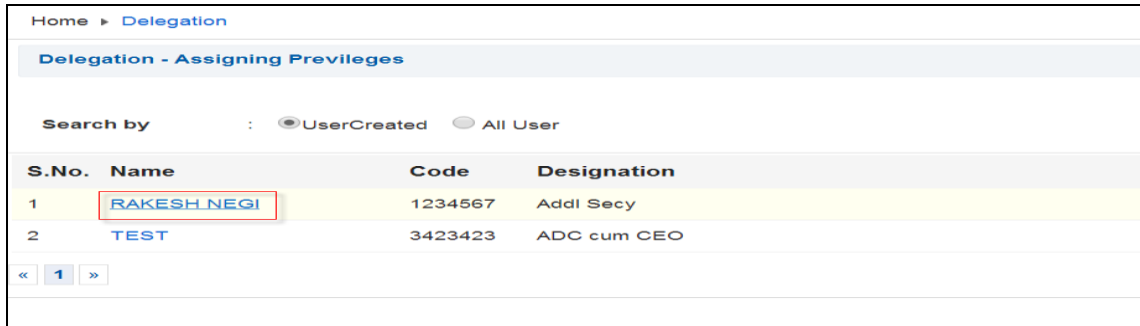
Fig.SPARROW.95

Note:

a. Completed PAR's can be downloaded and viewed.

13.3 Delegation

- Go to **Delegation** (), to assign privileges as shown in **Fig.SPARROW.96**:



Home > Delegation

Delegation - Assigning Privileges

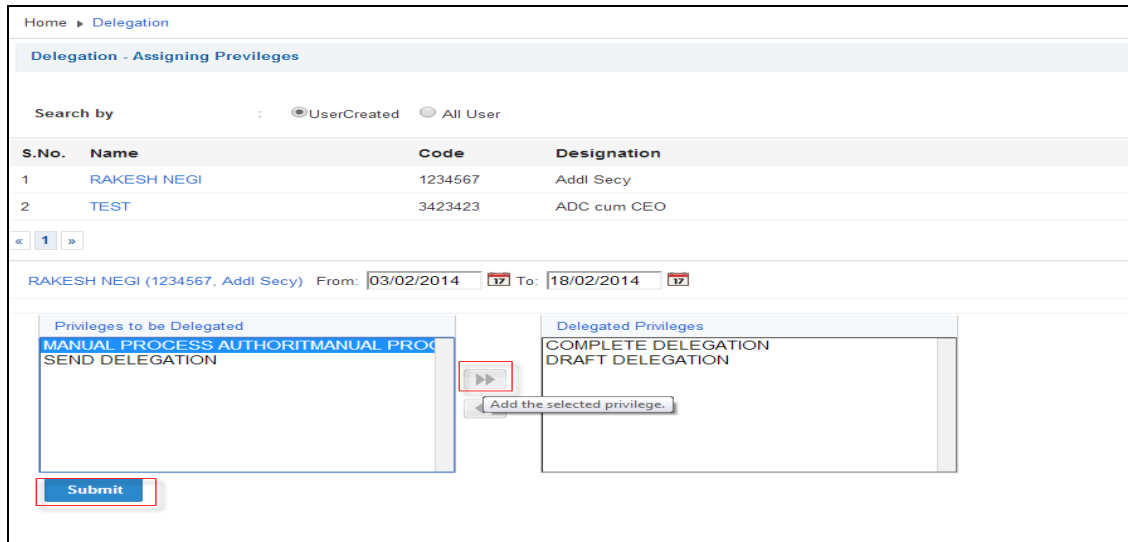
Search by : UserCreated All User

S.No.	Name	Code	Designation
1	RAKESH NEGI	1234567	Addl Secy
2	TEST	3423423	ADC cum CEO

<< 1 >>

Fig.SPARROW.96

- Select privileges to **Add** (), to delegate for specific time period as shown in **Fig.SPARROW.97**:



Home > Delegation

Delegation - Assigning Privileges

Search by : UserCreated All User

S.No.	Name	Code	Designation
1	RAKESH NEGI	1234567	Addl Secy
2	TEST	3423423	ADC cum CEO

<< 1 >>

RAKESH NEGI (1234567, Addl Secy) From: 03/02/2014 To: 18/02/2014

Privileges to be Delegated

MANUAL PROCESS AUTHORITY
MANUAL PROK
SEND DELEGATION

Delegated Privileges

COMPLETE DELEGATION
DRAFT DELEGATION

Add the selected privilege.

Submit

Fig.SPARROW.97

Note:

a. Privileges can be added or removed before submit.

13.4 Verification

- Go to **Verification** ([Verification](#)), enter verification code, click **View Document** ([View Document](#)) as shown in **Fig.SPARROW.98 & 99**:

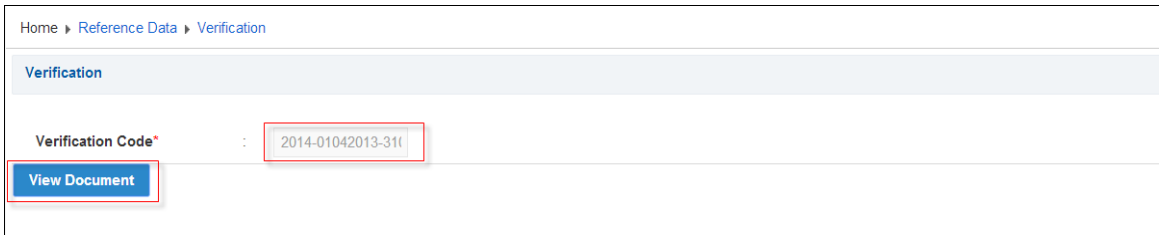


Fig.SPARROW.98

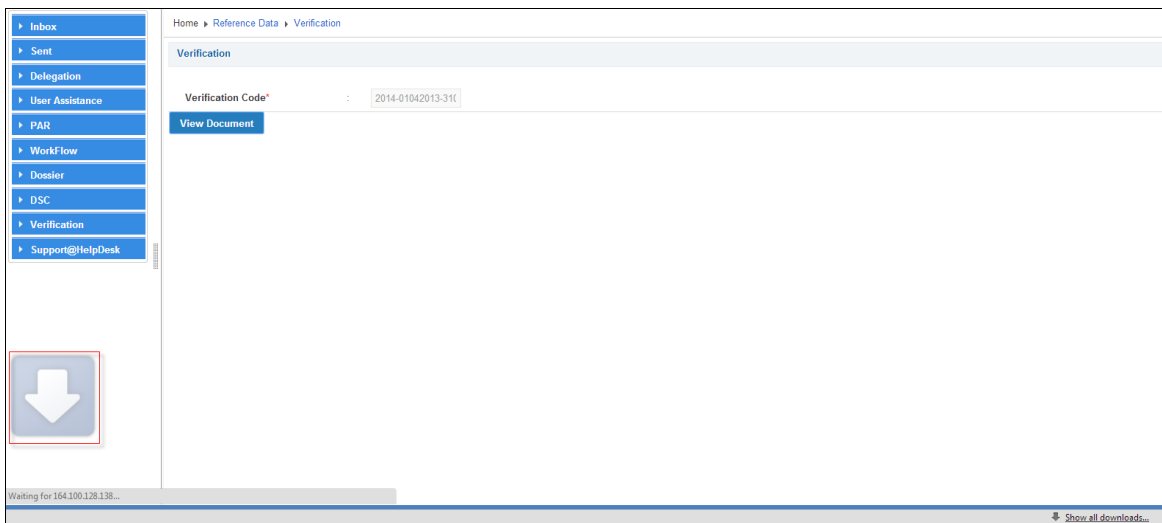


Fig.SPARROW.99

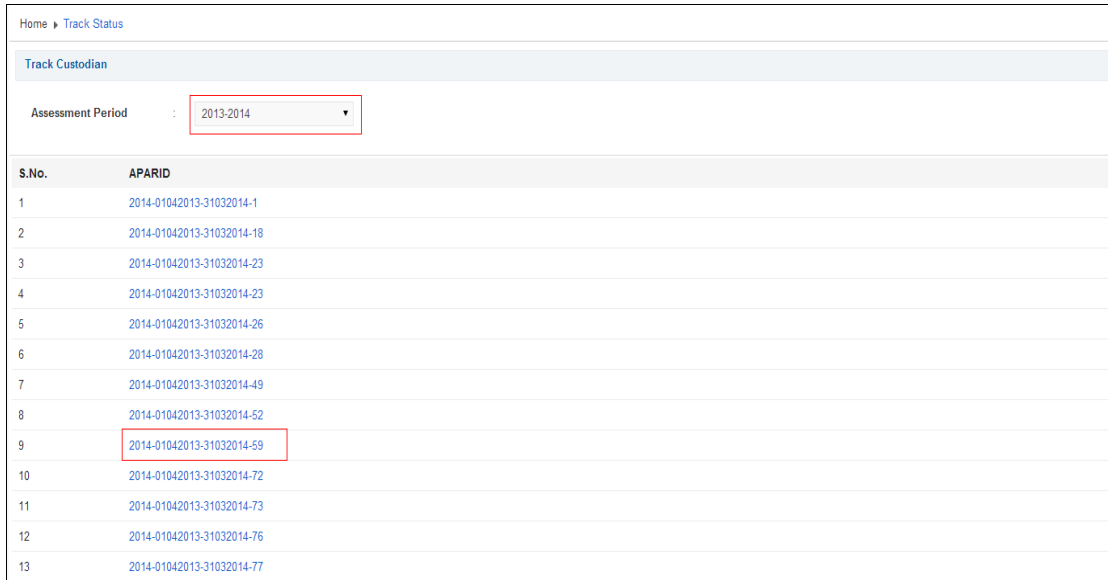
Note:

- a. Valid code downloads verified document, click to open the document.

13.5 User Assistance

✓ Track Your PAR

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



S.No.	APARID
1	2014-01042013-31032014-1
2	2014-01042013-31032014-18
3	2014-01042013-31032014-23
4	2014-01042013-31032014-23
5	2014-01042013-31032014-26
6	2014-01042013-31032014-28
7	2014-01042013-31032014-49
8	2014-01042013-31032014-52
9	2014-01042013-31032014-59
10	2014-01042013-31032014-72
11	2014-01042013-31032014-73
12	2014-01042013-31032014-76
13	2014-01042013-31032014-77

Fig.SPARROW.100

- Click PAR ID, a window displays the statuses as shown in **Fig.SPARROW.101**:



S.No.	SentFrom	SentTo	Status
1	ASHOK KUMAR SINHA (CHIEF SECY)	CMBIHAR (CHIEF MINISTER, BIHAR)	forwarded
2	ABHAY KUMAR SINGH (DIST OFFICER)	local-admin4 (EMD ADMIN)	forwarded
3	BHANU PRATAP SHARMA (ESTT OFFICER & ADDL SECY)	local-admin4 (EMD ADMIN)	closed
4	CMBIHAR (CHIEF MINISTER, BIHAR)	local-admin4 (EMD ADMIN)	forwarded
5	local-admin4 (EMD ADMIN)	BHANU PRATAP SHARMA (ESTT OFFICER & ADDL SECY)	forwarded
6	ALOK KUMAR SINHA (AGRIL PRODUCTION COMMRR)	ASHOK KUMAR SINHA (CHIEF SECY)	forwarded
7	ABHAY KUMAR SINGH (DIST OFFICER)	ALOK KUMAR SINHA (AGRIL PRODUCTION COMMRR)	forwarded

Fig.SPARROW.101

✓ User Registration

- Go to **User Assistance**, click **User Registration**, enter details as shown in **Fig.SPARROW.102**:

Home ▶ User Registration

Login Details

eMail* : Login ID* :

User Details

Title* : Name* :

Code* : Organisation* :

Date of Birth* : Gender* :

Designation* : Global Employee Code:

Service Details

Service : Cadre :

Allotment Year :

Register

Fig.SPARROW.102

- A message prompts **successfully saved** as shown in **Fig.SPARROW.103**:

Save Successfully With LoginId : eoffice
Password is : eoffice

Fig.SPARROW.103

13.6 DSC

✓ **Registration**

- Plug DSC , click **DSC Registration**(DSC Registration), to register DSC as shown in **Fig.SPPAROW.104**:

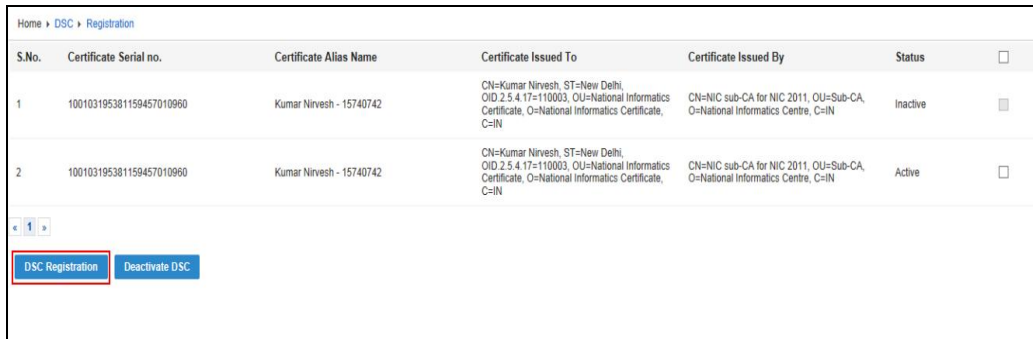


Fig.SPPAROW.104

- Enter PIN number and click **OK**(OK) as shown in **Fig.SPAPROW.105**:

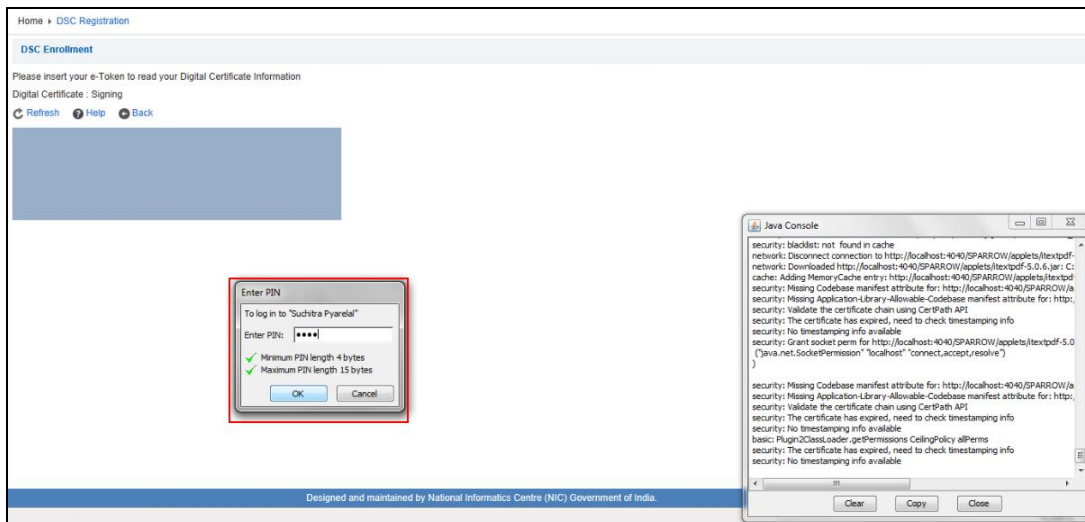


Fig.SPAPROW.1058

- Select enrolled certificate and click **Register**(Register) as shown in **Fig.SPAPROW.106**:

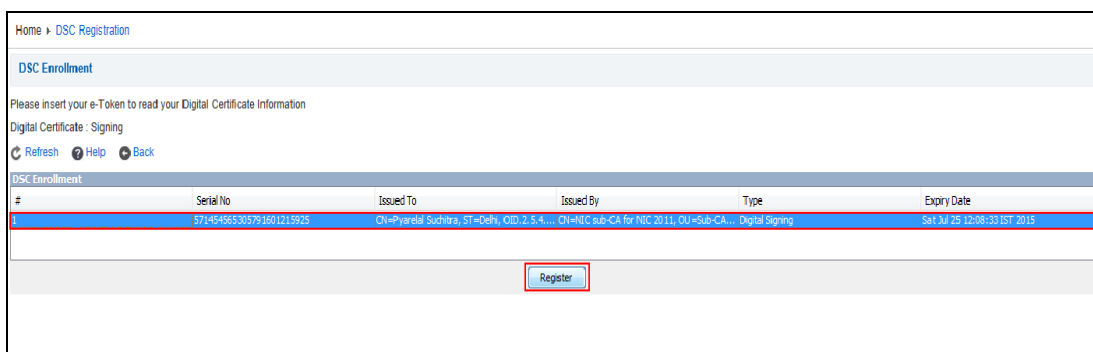
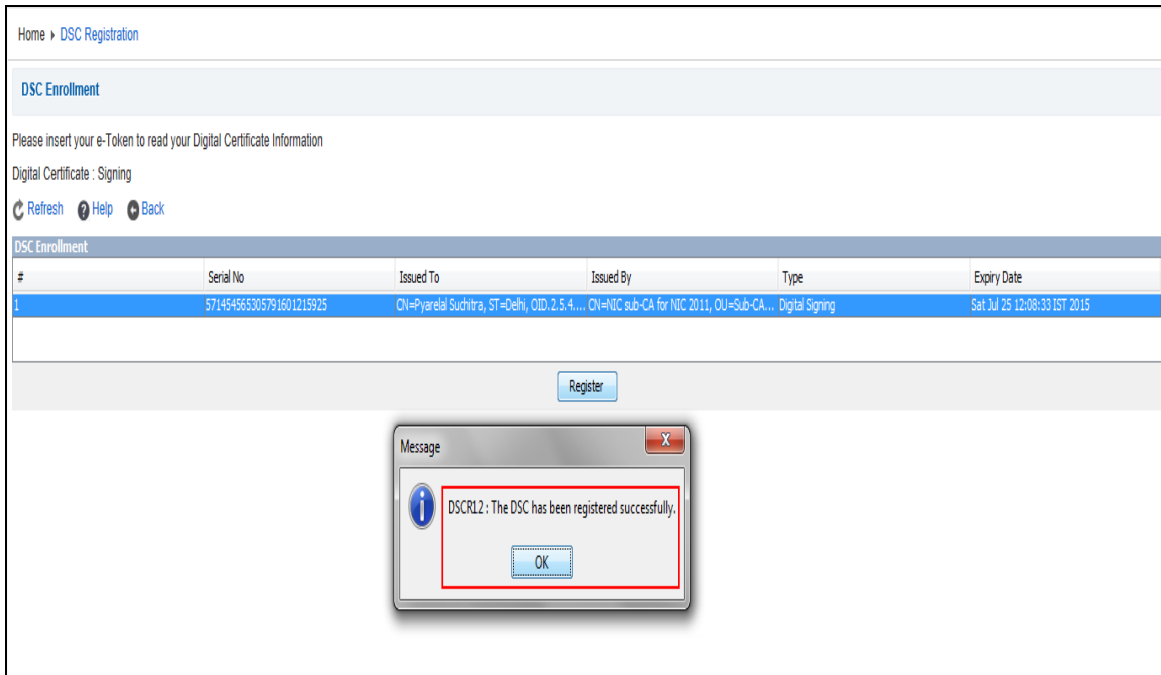


Fig.SPAPROW.106

- A message prompts, **successfully registered DSC** , click **OK**()as in **Fig.SPARROW.107**:



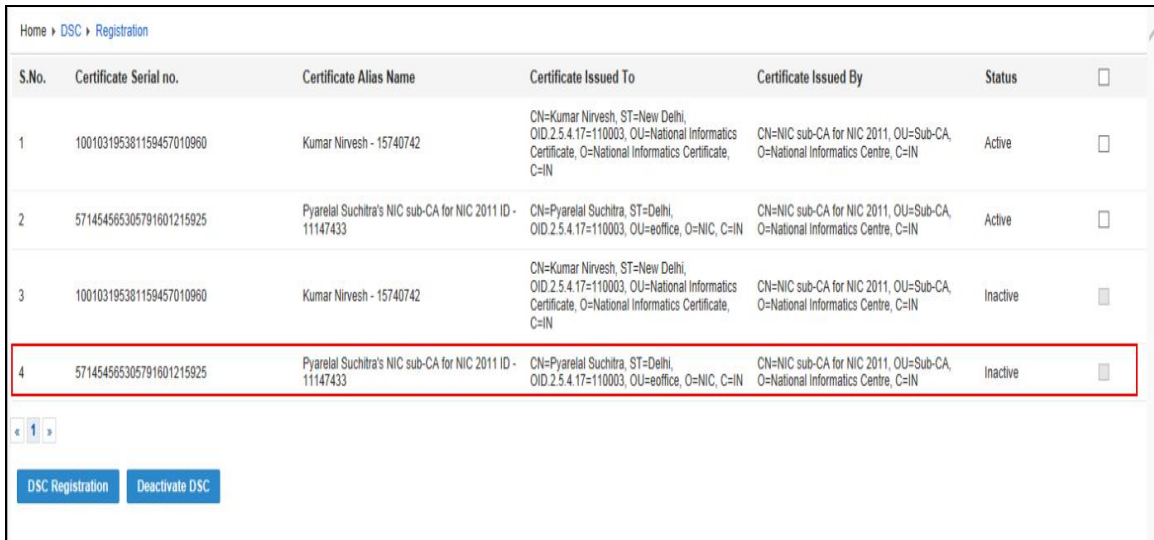
The screenshot shows the 'DSC Enrollment' page. At the top, it says 'Please insert your e-Token to read your Digital Certificate Information'. Below that, it shows 'Digital Certificate : Signing' and buttons for 'Refresh', 'Help', and 'Back'. A table lists the enrollment details:

#	Serial No	Issued To	Issued By	Type	Expiry Date
1	571454565305791601215925	CN=Pyarelal Suchitra, ST=Delhi, OID.2.5.4.17-110003, OU=NIC sub-CA for NIC 2011, OU=Sub-CA...	CN=NIC sub-CA for NIC 2011, OU=Sub-CA...	Digital Signing	Sat Jul 25 12:08:33 IST 2015

Below the table is a 'Register' button. A message dialog box is overlaid on the page, containing the text: 'DSCRL2: The DSC has been registered successfully.' with an 'OK' button.

Fig.SPARROW.107

- User can view **registered DSC(Active)** ,list as displayed as shown in **Fig.SPARROW.108**:



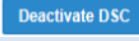
The screenshot shows the 'DSC Registration' page with a table of registered certificates:

S.No.	Certificate Serial no.	Certificate Alias Name	Certificate Issued To	Certificate Issued By	Status
1	100103195381159457010960	Kumar Nirvesh - 15740742	CN=Kumar Nirvesh, ST=New Delhi, OID.2.5.4.17-110003, OU=National Informatics Certificate, O=National Informatics Certificate, C=IN	CN=NIC sub-CA for NIC 2011, OU=Sub-CA, O=National Informatics Centre, C=IN	Active
2	571454565305791601215925	Pyarelal Suchitra's NIC sub-CA for NIC 2011 ID - 11147433	CN=Pyarelal Suchitra, ST=Delhi, OID.2.5.4.17-110003, OU=office, O=NIC, C=IN	CN=NIC sub-CA for NIC 2011, OU=Sub-CA, O=National Informatics Centre, C=IN	Active
3	100103195381159457010960	Kumar Nirvesh - 15740742	CN=Kumar Nirvesh, ST=New Delhi, OID.2.5.4.17-110003, OU=National Informatics Certificate, O=National Informatics Certificate, C=IN	CN=NIC sub-CA for NIC 2011, OU=Sub-CA, O=National Informatics Centre, C=IN	Inactive
4	571454565305791601215925	Pyarelal Suchitra's NIC sub-CA for NIC 2011 ID - 11147433	CN=Pyarelal Suchitra, ST=Delhi, OID.2.5.4.17-110003, OU=office, O=NIC, C=IN	CN=NIC sub-CA for NIC 2011, OU=Sub-CA, O=National Informatics Centre, C=IN	Inactive

At the bottom of the page, there are buttons for 'DSC Registration' and 'Deactivate DSC'.

Fig.SPARROW.108

Note:

- To deactivate registered DSC, click Deactivate DSC ().
- Inactive DSC cannot be activated.
- DSC certificate is must for Custodian.

13.7 Support@Helpdesk

✓ Report Issue

- Go to **Support@Helpdesk**, click **Report Issue** ([Report Issue](#)), a page appears, enter necessary details as shown in **Fig. SPARROW.109**:

The screenshot shows the 'Report Your Issue' form in the eOffice Support system. The form is titled 'Report Your Issue' and is located under the 'REPORT YOUR ISSUE' link in the navigation menu. The form contains the following fields and options:

- Product ***: Select Product (dropdown)
- Module ***: Select Module (dropdown)
- Select Browser Used ***: Select Browser (dropdown)
- Browser Version ***: (text input)
- Brief Subject ***: (text input)
- Detailed Description**: (text area)
- Steps to reproduce ***: (text area, with a note: "Please provide the steps that you follow when this issue came. eg. (Login > Click On Report Your Issue > Product Not Showing)")
- Category ***: Normal (dropdown)
- Severity ***: Normal (dropdown)
- Upload File:** Choose File (button), No file chosen (text), Files upto 5MB(screenshot/supporting document) (text)
- Reported By:Name ***: local-admin12 (text input)
- eOffice UserID**: local-admin12 (text input)
- Department ***: Select Department (dropdown)
- Section**: (text input)
- Room No./Address**: (text input)
- eMail ID ***: local-admin12@nic.in (text input)
- Mobile No.**: (text input)
- Phone No/Extn.**: (text input)
- Enter the code here :** (text input, with CAPTCHA code 'zpz2qv' above it)
- Submit**: (button)

At the bottom of the form, there is a link: "Can't read the image? click [here](#) to refresh".

Fig.SPARROW.109

✓ Check Status

- Click **Check Status** link to view the status of issue reported as shown in **Fig.SPARROW.110**:

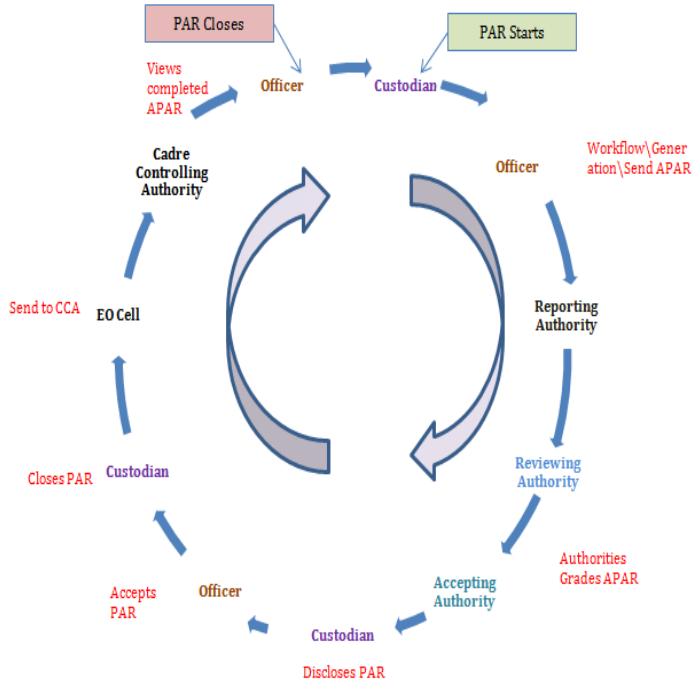
S.NO	REQ ID	PRODUCT	SUMMARY	SUBMITTED BY	SUBMITTED ON	ASSIGNED TO	STATUS	REMARKS	ACTION
1	T2878	Sparrow	NO EMPLOYESS	local-admin53 (M/O EXTERNAL AFFAIRS)	19-03-2014 10:38:50	NA	Submitted		
2	T2851	Sparrow	Reporting pages aggregate points	local-admin4 (BIHAR)	18-03-2014 15:08:27	NA	Resolved & Closed	SecIII calculating 1-10 not 1-5 as per PAR rules	
3	T2838	Sparrow	Change in Reporting or Reviewing or Reporting Authority	local-admin15 (MANIPUR TRIPURA)	15-03-2014 14:09:45	NA	Submitted		
4	T2787	Sparrow	Reporting Officer Sec III page Overall grade1-10 3.00 is the default value	local-admin4 (BIHAR)	13-03-2014 18:33:16	NA			
5	T2751	Sparrow	A SREENIVAS (HARAYANA) Issues observed by GAD Haryana and NIC Haryana	A SREENIVAS (HARAYANA)	11-03-2014 14:29:14	NA	Submitted		
6	T2727	Sparrow	Ministry name is not coming	local-admin109 (HARAYANA)	10-03-2014 14:02:27	NA			
7	T2664	Sparrow	asdasdasdasd	KISHORE KUMAR SINHA (PLANNING COMMN)	05-03-2014 17:04:34	NA	Rejected	For Testing	
8	T2659	Sparrow	date label box should be elongated	local-admin4 (BIHAR)	05-03-2014 16:09:24	NA	Resolved & Closed	minimize the webpage little bit	
9	T2572	Sparrow	Previous comment updation	NIC(ODISHA)	28-02-2014 17:15:54	NA	Resolved & Closed	Reviewing Officer unable to change the Reporting officer's comment its working fine as per PAR rules	
10	T2570	Sparrow	APAR generation	NIC(ODISHA)	28-02-2014 17:14:43	NA	Resolved & Closed	APAR generated Successfully the msg is highlighted in Red above the Assessment Period option	

Fig.SPARROW.110

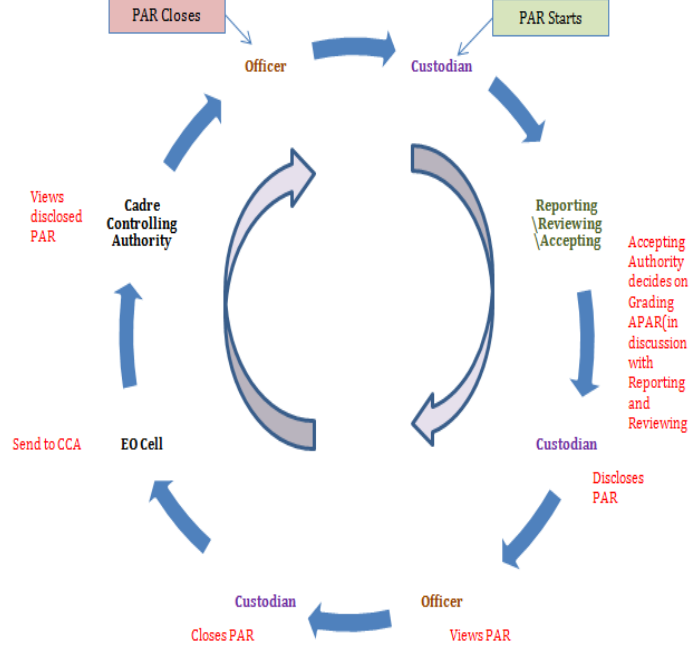
Note:

- Provide all the mandatory fields (*) to fill the Report Issue.

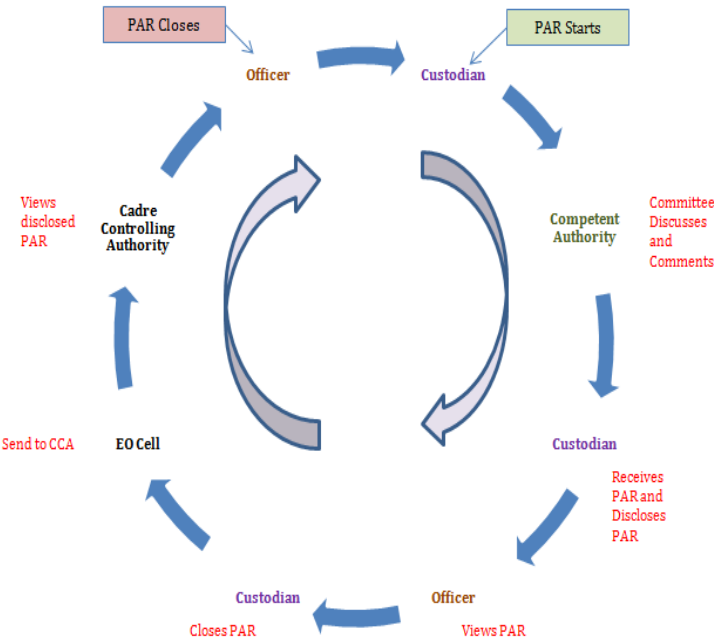
Standard



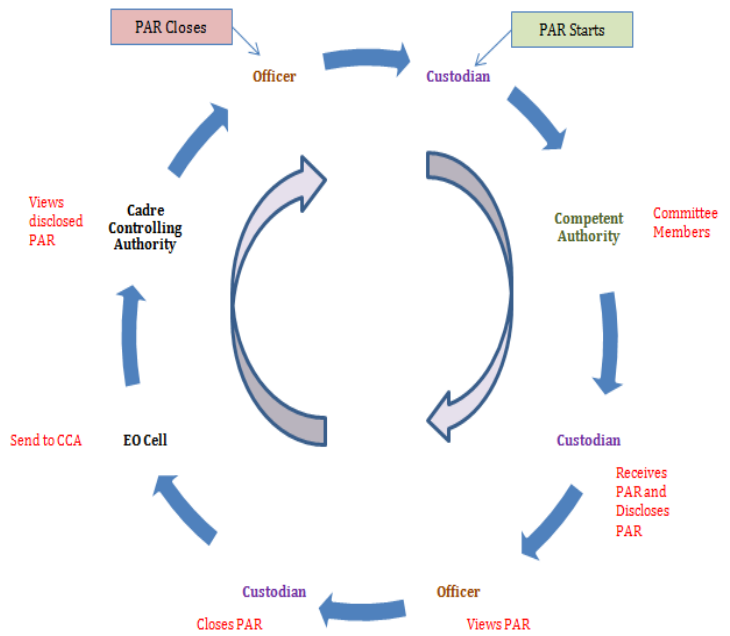
Representation



Referral



Memorial against Assessment



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