eOffice

A DIGITAL WORK PLACE SOLUTION

SPARROW

Smart Performance Appraisal Report Recording Online Window

User Manual

NIC

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

Primary

- **PAR Custodian**

Responsibilities

a. Manages and Maintains PAR Database

b. Central Repository records updating

- **Primary Nodal Officer**

Responsibilities

a. Generates the PAR

b. Parameters for PAR are set up

Ownership Based

- **Centre PAR Custodian**

Responsibilities

a. SPOC for Center

b. Maintains the records with respect to Center

- **State PAR Custodian**

Responsibilities

a. SPOC for State

b. 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
• **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.	• **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. • PAR is closed and EO sends PAR to CCA.	• **Officer** willing to **Put to Referral Board** • **Custodian**: Forwards the request to Referral Board • **Referral Board (Competent Authority)** would discusses 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.	• **Officer** willing to **Put to Memorial against Assessment(**MaA**)** • **Custodian:** Forwards the request to MaA(Competent Authority) • **Competent Authority** would discusses 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.

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

- Inbox
- Sent
  - o Completed PAR
- Dossier
  - o Generation
  - o Force Forward
- PAR
- Delegation
- Verification
- Workflow
  - o Create/Update
- User Assistance
  - o User Registration
- DSC
  - o 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
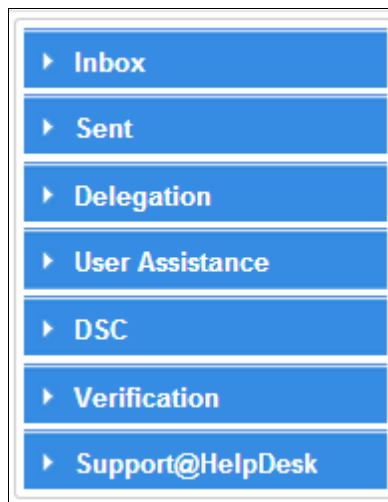
Fig.SPARROW.2

8. Movement of PAR –Custodian(First Steps)

✓ **Create Workflow/Update**

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

Fig.SPARROW.4

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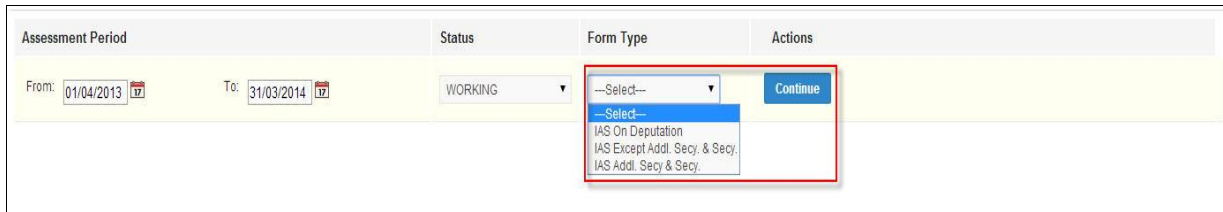
Fig.SPARROW.5

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

Assessment Period		Status	Form Type	Actions
From: 01/04/2013	To: 31/03/2014	WORKING ▼	---Select--- ▼	Continue

---Select---
IAS On Deputation
IAS Except Addl. Secy. & Secy.
IAS Addl. Secy & Secy.

Fig.SPARROW.6

- A page appears, open **Standard**(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
✔	1	Officer Reported Upon	A AJITH KUMAR (01KL020714) [SECY TO GOVERNOR - KERALA] ▼	10/04/2014	
✔	2	Reporting Authority	AMIT MEENA (01KL110L05) [ASSTT COLLECTOR - KERALA] ▼	20/04/2014	
✔	3	Reviewing Authority	ARUNA SUNDARARAJAN (01KL014301) [MANAGING DIRECTOR - KERALA] ▼	30/04/2014	
✔	4	Accepting Authority	AMIT MEENA (01KL110L05) [ASSTT COLLECTOR - KERALA] ▼	10/05/2014	
✔	5	CR Section To Disclose	local-admin12 (201312) [EMD ADMIN - KERALA] ▼	20/05/2014	
✔	6	Employee Disclosure	A AJITH KUMAR (01KL020714) [SECY TO GOVERNOR - KERALA] ▼	30/05/2014	
✔	7	CR Section for Closing	local-admin12 (201312) [EMD ADMIN - KERALA] ▼	10/06/2014	
✔	8	EO Cell	BHANU PRATAP SHARMA (01BH031900) [ESTT OFFICER & ADDL SECY - M ▼	20/06/2014	
✔	9	Cadre Controlling Authority	local-admin12 (201312) [EMD ADMIN - KERALA] ▼	30/06/2014	

Fig.SPARROW.7

Note:
a. Custodian\PAR Manager Creates\updates the workflow.
b. PAR is generated only by Custodian for whom workflows are created.

✓ **Update Workflow**

- To edit or **Update**(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	Update

Fig.SPARROW.8

- A page appears, click **Update**(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	Update

Fig.SPARROW.9

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

Fig.SPARROW.10

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

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**:

	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

Home ▸ APAR Generation

Generation of APAR

Assessment Period : 2013-2014 ▾

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

◆ 1 ◆

Generate **Send** **Genrate & Send**

Fig.SPARROW.12

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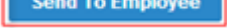
Fig.SPARROW.13

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

✓ **Send PAR**

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

Fig.SPARROW.14
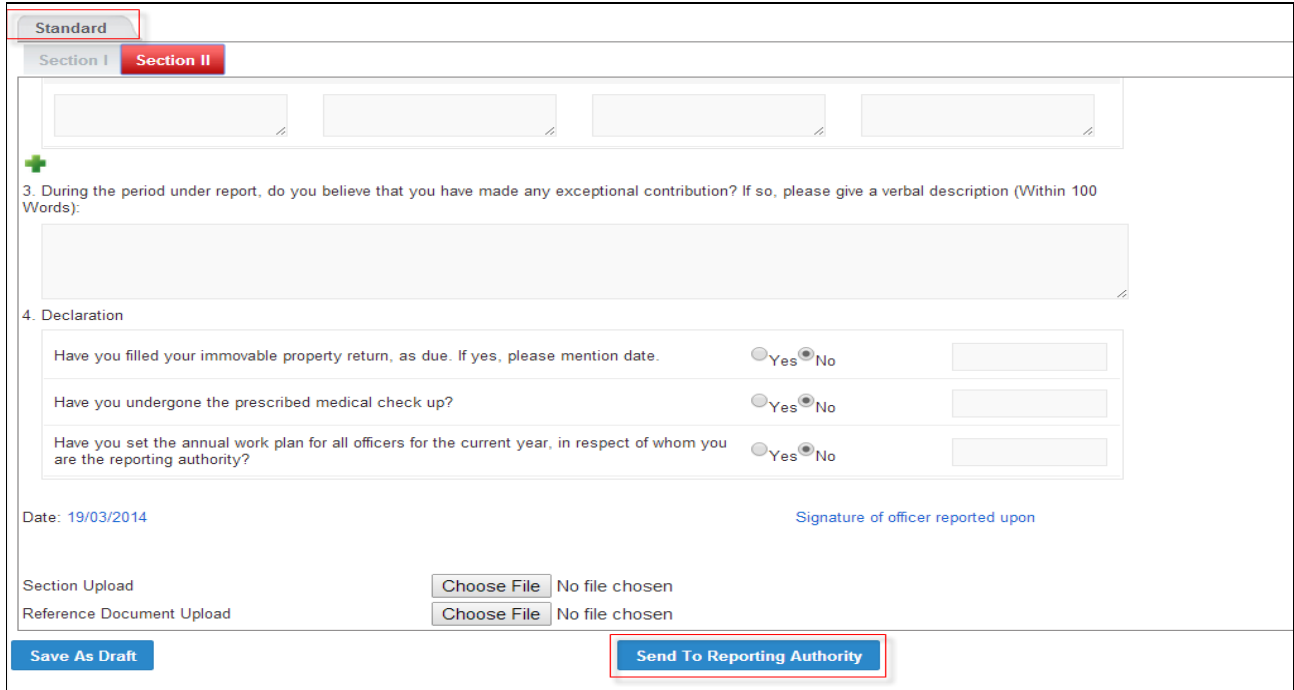
9. Movement of PAR-Standard Flow

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:**

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
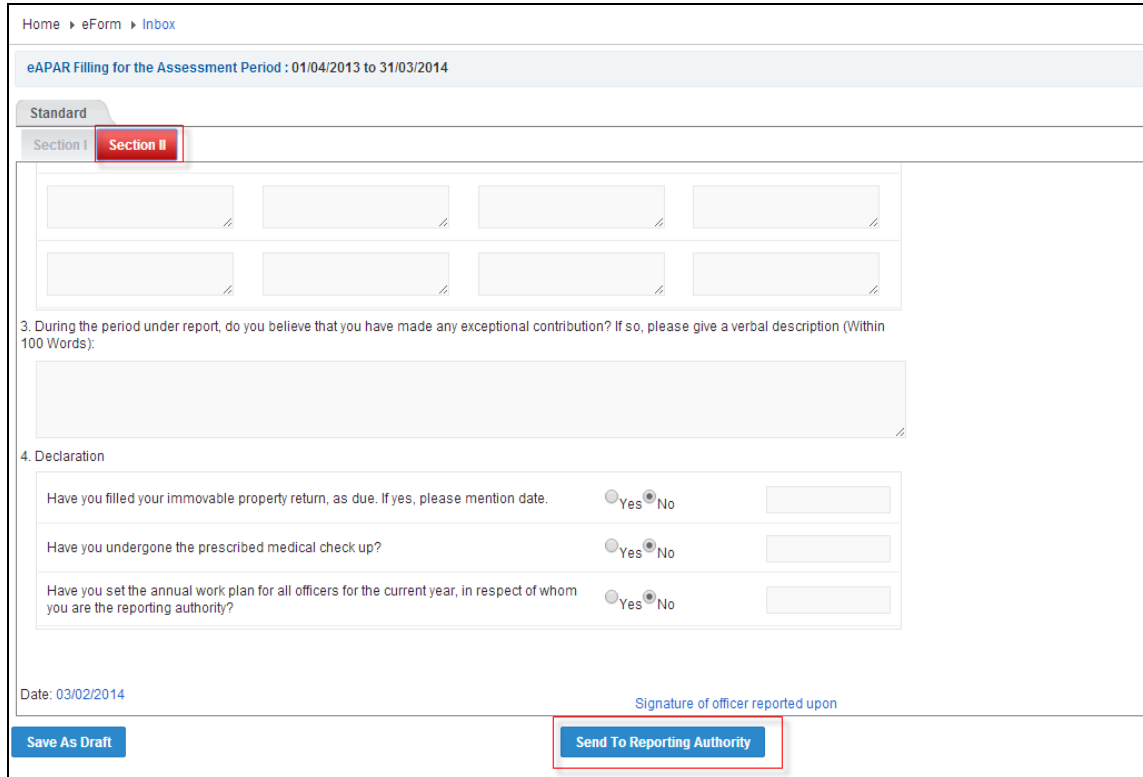
[Save As Draft]   [Send To Reporting Authority]

Fig.SPARROW.16

■ Standard

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

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 (ASSTT COLLECTOR)

Fig.SPARROW.18

Note:
a. Form has Section I and Section II.
b. Section I is updated by Personnel Department.
c. Section II to be updated by Officer.

■ Standard

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

- Click **PAR ID**(E ■ 2014-01042013-31032014-1) or **Quick Action**(■) to open the Form as shown in **Fig.SPARROW.19**:

Fig.SPARROW.19

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

(Send To Reviewing Authority)as shown in **Fig.SPARROW.20**:

Fig.SPARROW.20

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

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**(2014-01042013-31032014-1) to open PAR as shown in **Fig.SPARROW. 22**:

Fig.SPARROW.22

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

Fig.SPARROW.23

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

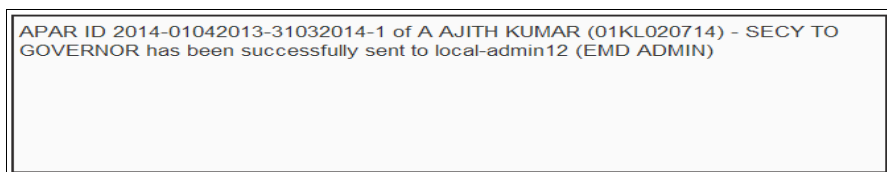APAR ID 2014-01042013-31032014-1 of A AJITH KUMAR (01KL020714) - SECY TO GOVERNOR has been successfully sent to AMIT MEENA (ASSTT COLLECTOR)

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:**

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**:

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

Standard

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

- Click **PAR ID** (2014-01042013-31032014-1) to open PAR as shown in **Fig.SPARROW. 28:**

Fig.SPARROW.28

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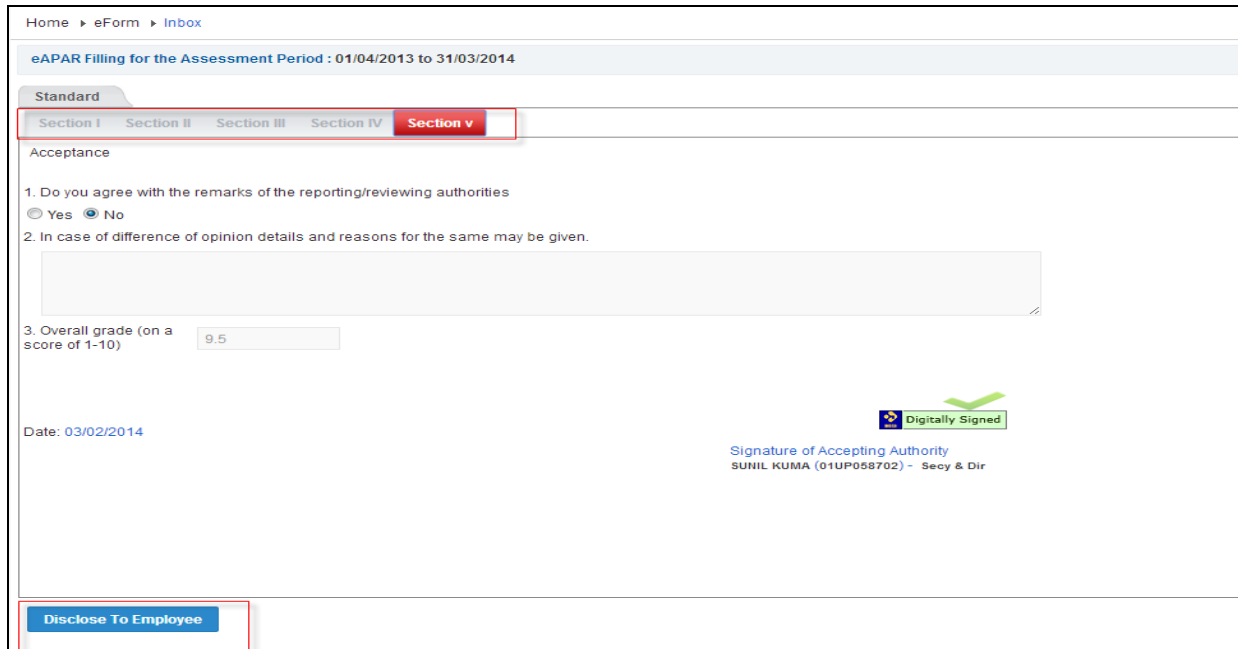
Fig.SPARROW.29

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

APAR ID 2014-01042013-31032014-1 of A AJITH KUMAR (01KL020714) – SECY TO GOVERNOR has been successfully sent to A AJITH KUMAR (SECY TO GOVERNOR)
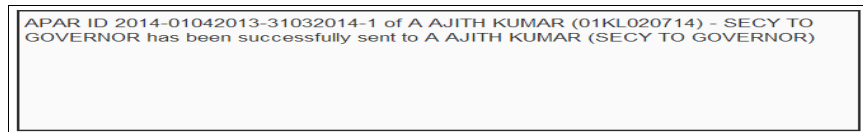
Fig.SPARROW.30

■ 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**:
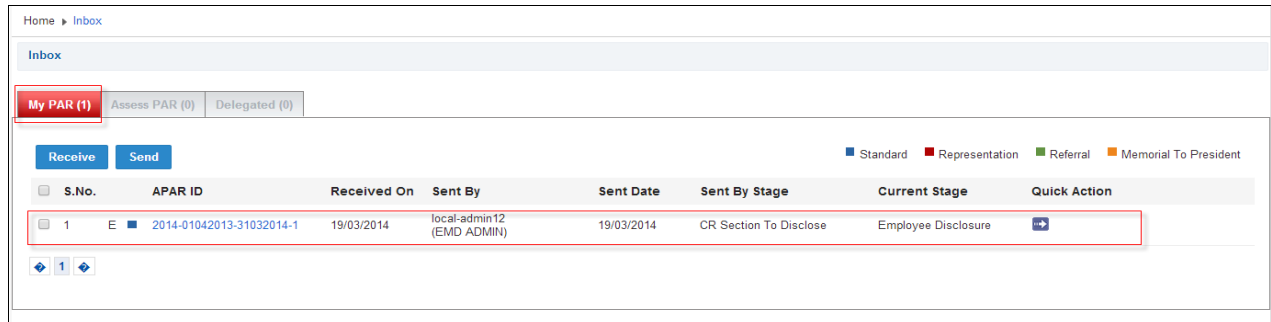
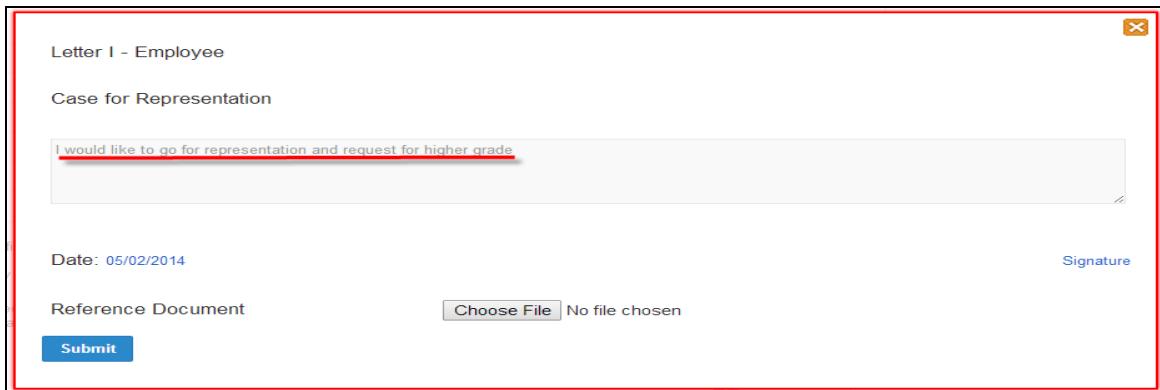

Fig.SPARROW.31

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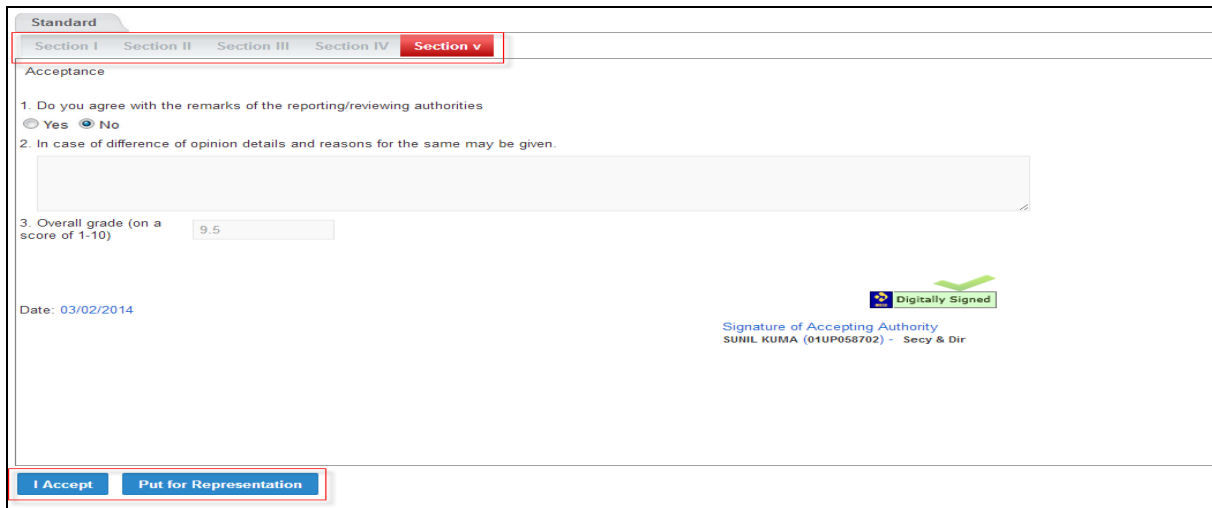
Fig.SPARROW.32

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

APAR ID 2014-01042013-31032014-1 of A AJITH KUMAR (01KL020714) - SECY TO GOVERNOR has been successfully sent to local-admin12 (EMD ADMIN)
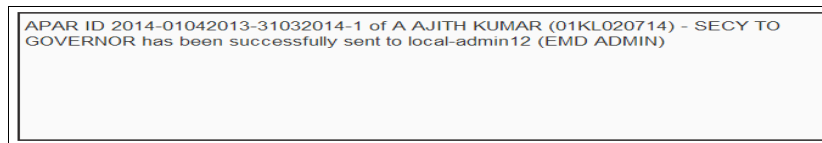
Fig.SPARROW.33

Note:
a. Officer can either Accept or Put for Representation.

■ Standard

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

- Click **PAR ID(** 2014-01042013-31032014-1 **)**,Custodian closes the **Accepted PAR,** as shown in **Fig.SPARROW. 34**:
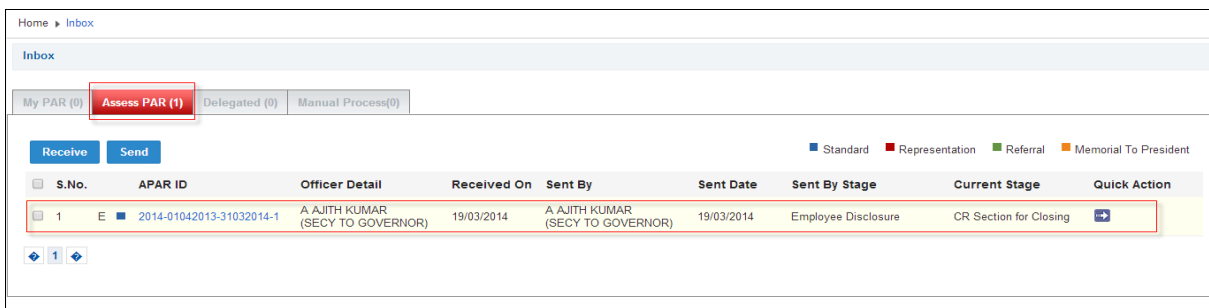
Fig.SPARROW.34

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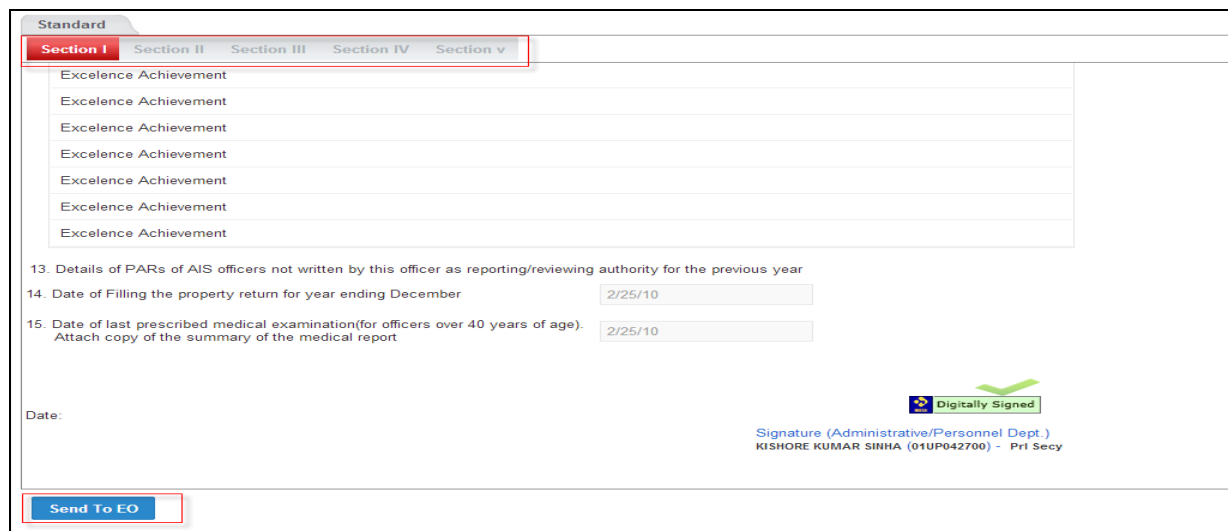
Fig.SPARROW.35

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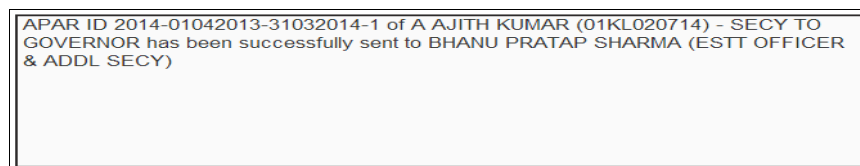
Fig.SPARROW.36

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**:

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	E ■ 2014-01042013-31032014-1		A AJITH KUMAR (SECY TO GOVERNOR)	19/03/2014	local-admin12 (EMD ADMIN)	19/03/2014	CR Section for Closing	EO Cell	➡
◆ 1 ◆									
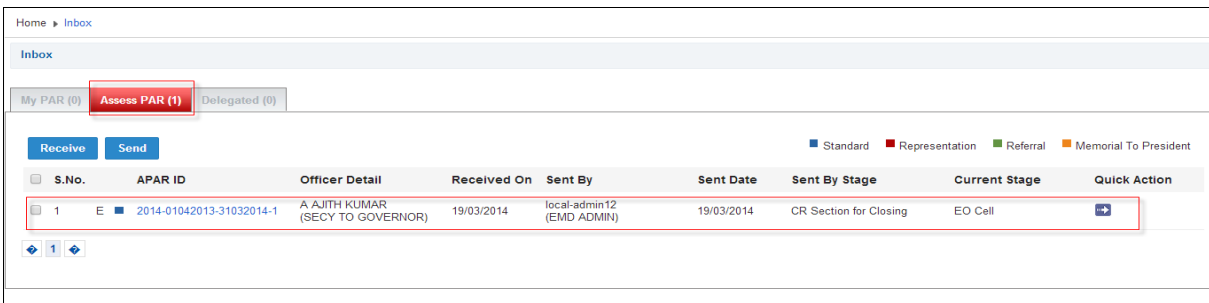
Fig.SPARROW.37

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

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)   9.5

Digitally Signed

Date: 03/02/2014
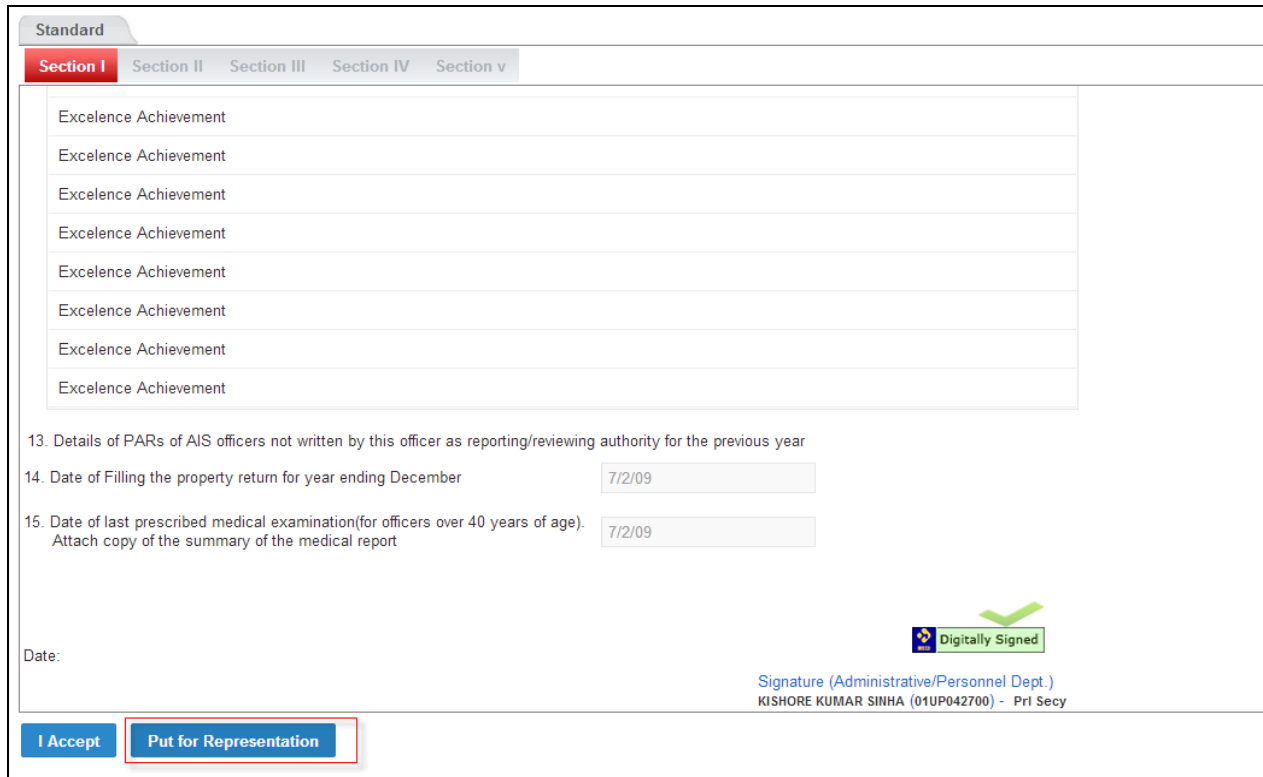
Signature of Accepting Authority
SUNIL KUMA (01UP058702) - Secy & Dir

Send To CCA

Fig.SPARROW.38

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

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.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**(2014-01042013-31032014-1)to open the PAR as shown in **Fig.SPARROW. 40:**

Fig.SPARROW.40

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

Fig.SPARROW.41

■ Standard

10. Movement of PAR- Representation Flow

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

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

Fig.SPARROW.42

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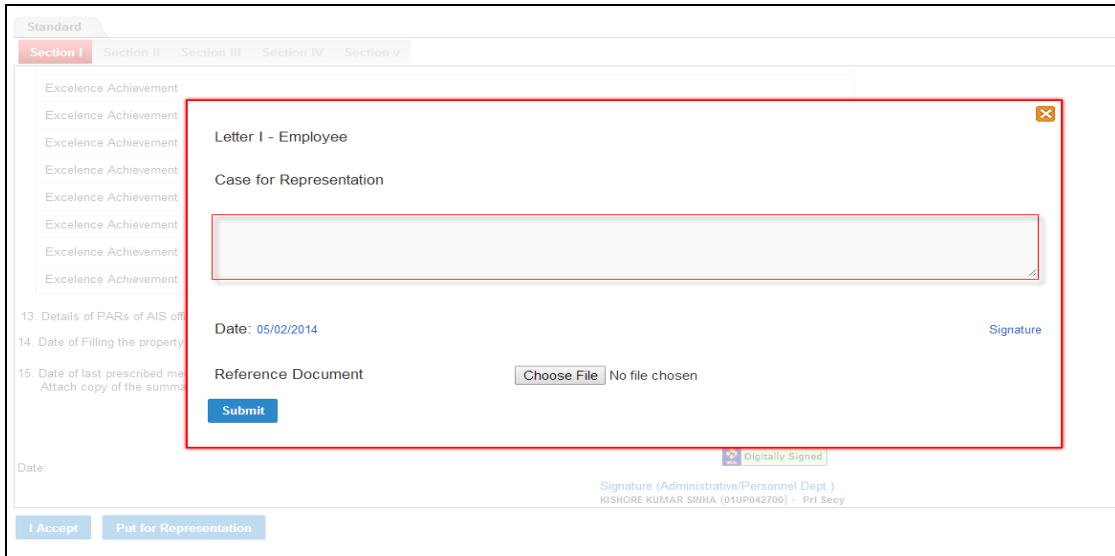
Fig.SPARROW.43

- **Case for Representation**(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 (Prl 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**:

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**:

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**( ) as shown in **Fig.SPARROW.49**:

Fig.SPARROW.49

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

Fig.SPARROW.50

■ Representation

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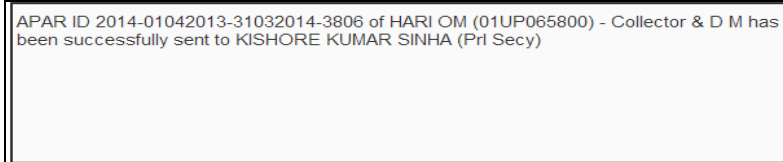
Fig.SPARROW.51

- 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 (Prl Secy)
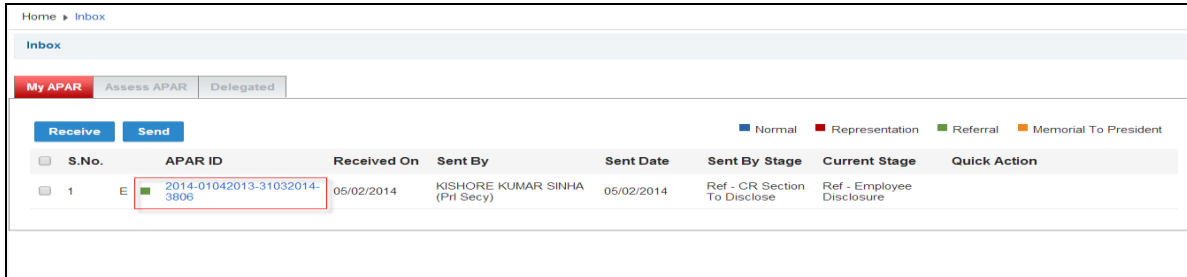
Fig.SPARROW.52

■ Representation

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:**

Fig.SPARROW.53

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

Fig.SPARROW.54

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

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**:

Fig.SPARROW.56

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

Fig.SPARROW.57

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

11. Movement of PAR – Referral Flow

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

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

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 (Prl Secy)

Fig.SPARROW.59

■ Referral

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

Fig.SPARROW.60

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

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**:

<div align="center">Fig.SPARROW.63</div>

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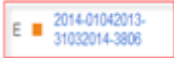

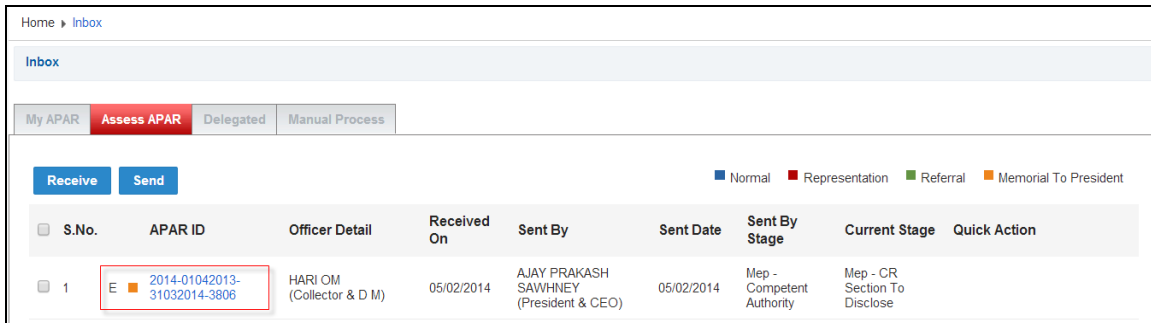<div align="center">Fig.SPARROW.64</div>

- 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 (Prl Secy)

<div align="center">Fig.SPARROW.65</div>

Note:
a. Competent Authority sends PAR to Custodian.

■ Referral

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

- Custodain views **PAR ID**( ) as shown in **Fig.SPARROW. 66**:

Fig.SPARROW.66

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

Fig.SPARROW.67

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

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**:

Fig.SPARROW.69

- A page appears,Officer either **I Accept**( ) or **Put for Memorial against**

  Assessment( ) as shown in **Fig.SPARROW.70**:

Fig.SPARROW.70

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

■ Referral

12. Movement of PAR - Memorial against Assessment Flow

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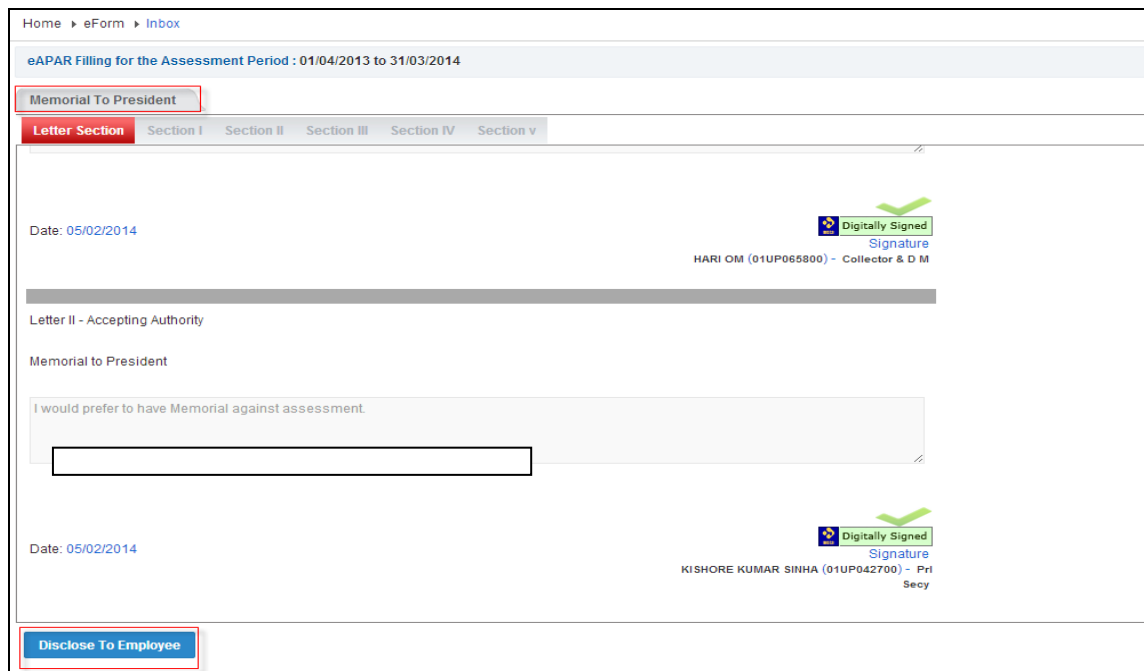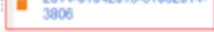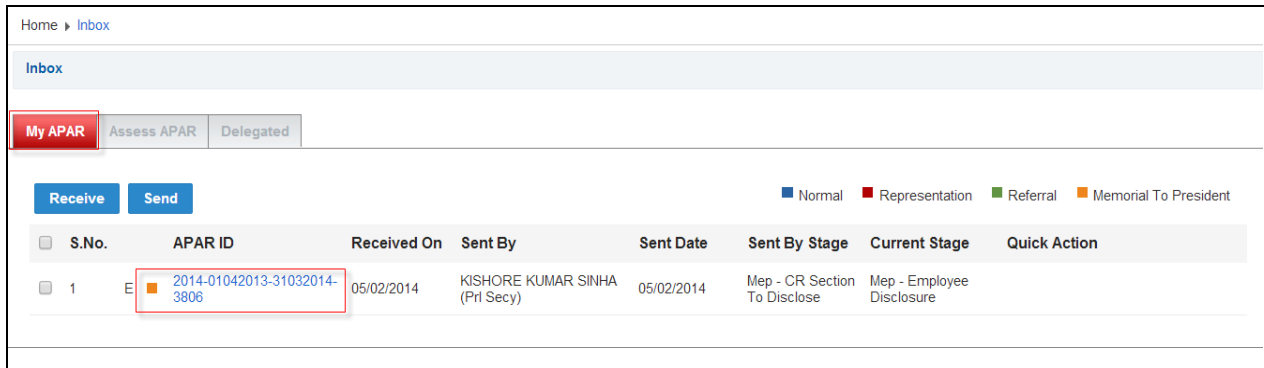

Fig.SPARROW.71

- 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 (Prl Secy)
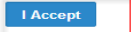
Fig.SPARROW.72

■ MaA

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**:

Fig.SPARROW.73

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

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

■ MaA

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**:

Fig.SPARROW.76

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

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 (Prl Secy)

Fig.SPARROW.78

■ MaA

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**:

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

■ MaA

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

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

Fig.SPARROW.82

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

Fig.SPARROW.83

■ MaA

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**:

<p align="center">Fig.SPARROW.84</p>

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

<p align="center">Fig.SPARROW.85</p>

- 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)

<p align="center">Fig.SPARROW.86</p>

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

■ MaA

13. Common Functionalities of PAR-
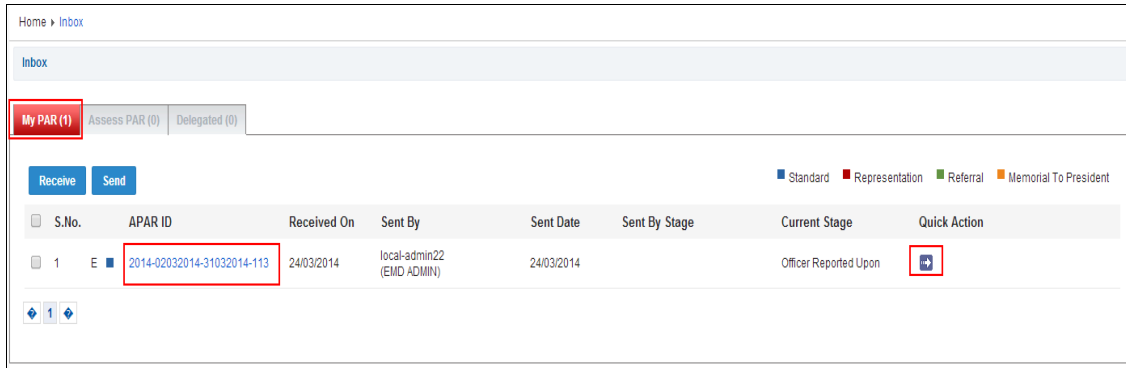
Custodian (Central or State)&Record Keeper (Central or State) & Administrator & Manager

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** (![My PAR (1)]) depicts Self PAR's sent as shown in **Fig.SPARROW.87**:

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**:

Fig.SPARROW.88

Fig.SPARROW.89

13.1.3 Delegated

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

Fig.SPARROW.90

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).**

Common to All

13.1.4 Manual Process (Inbox)

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

<div align="center">Fig.SPARROW.92</div>

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

<div align="center">Fig.SPARROW.93</div>

Note:

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

<div align="right">Common to All</div>

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
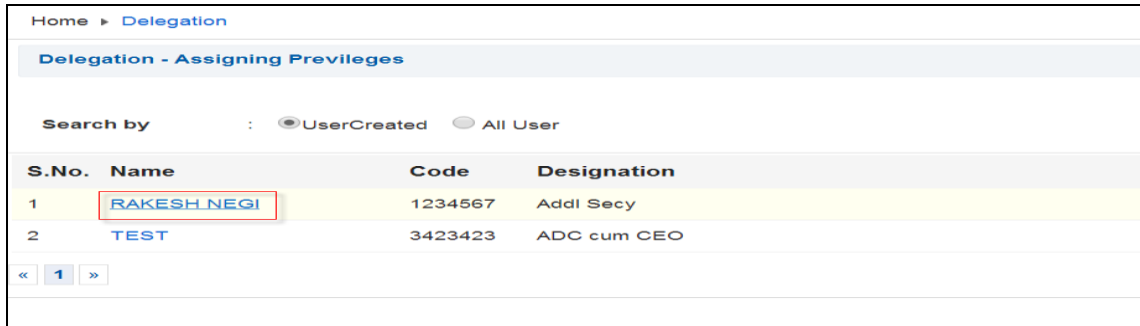
Fig.SPARROW.95

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

13.3 Delegation

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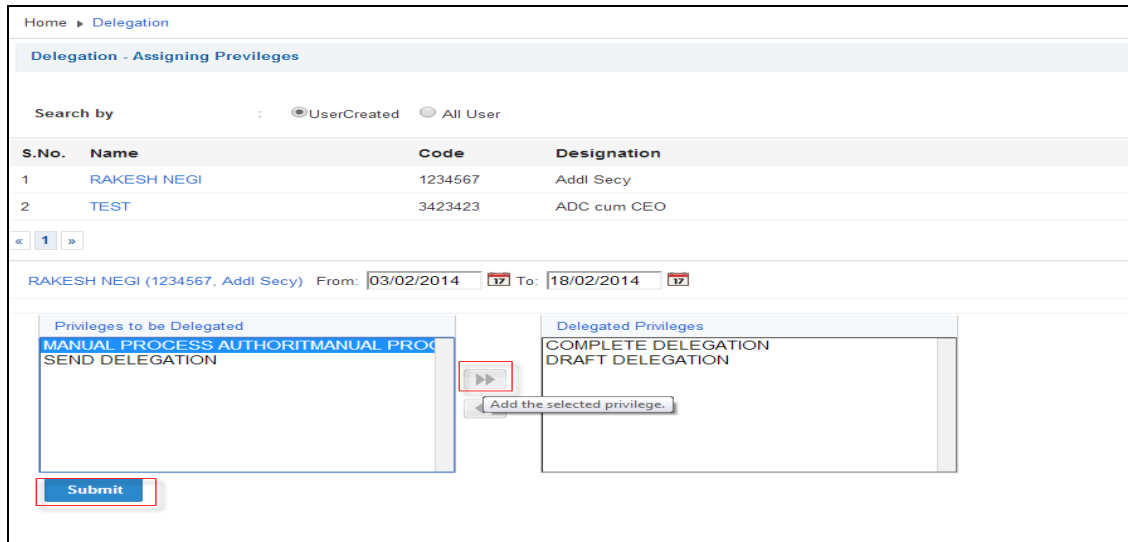
Fig.SPARROW.96

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

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**:
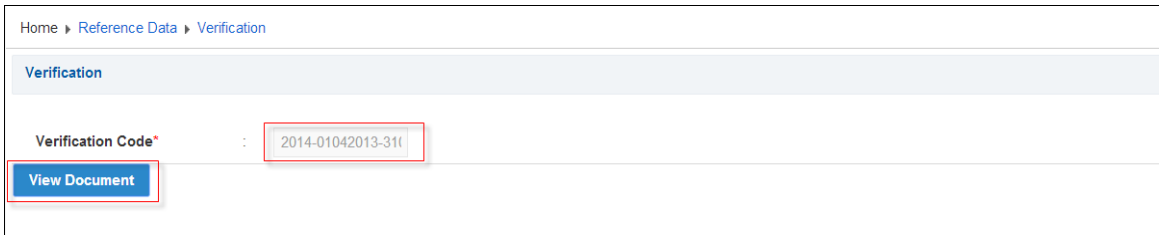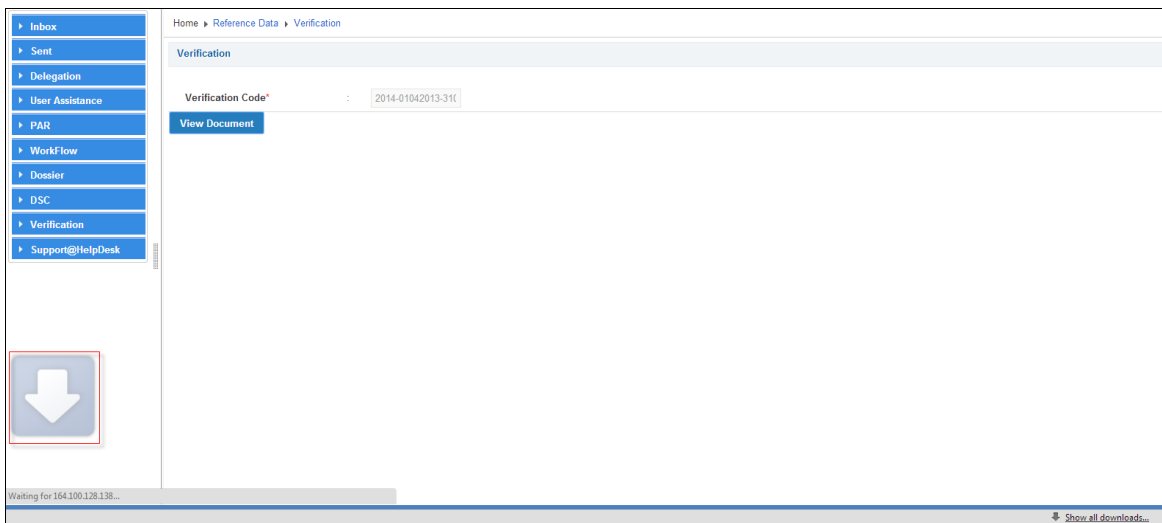
Home ▸ Reference Data ▸ Verification

Verification

Verification Code* : 2014-01042013-31(

View Document

Fig.SPARROW.98

Fig.SPARROW.99
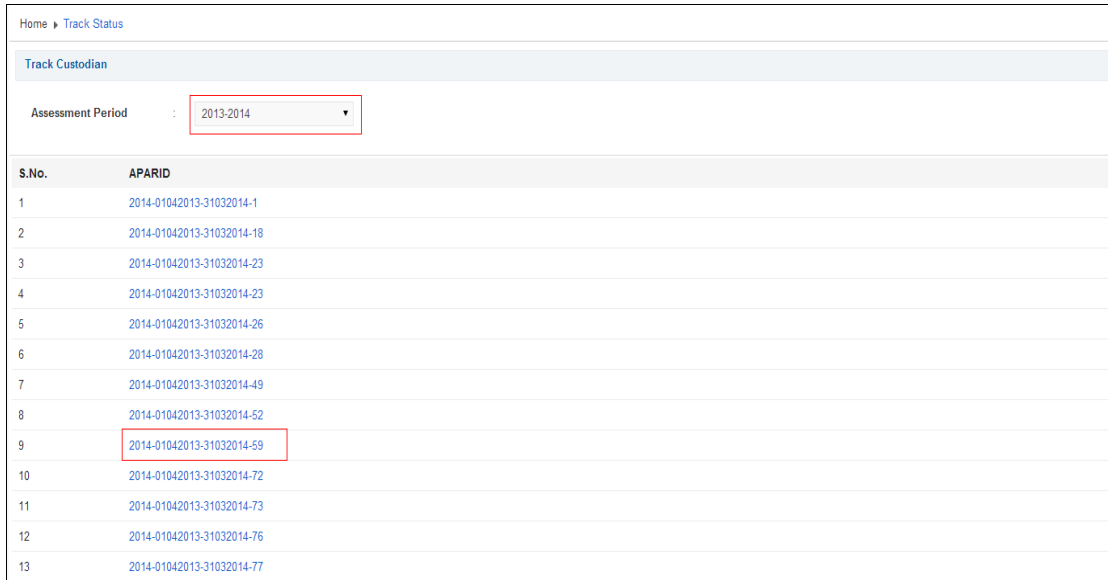
Note:
a. **Valid code downloads verified document, click to open the document.**

13.5 User Assistance
   ✓ **Track Your PAR**

- Go to **User Assistance**(▶ User Assistance),click **Track Your PAR**(Track Your PAR), select Assessment

   Year, a list appears as shown in **Fig.SPARROW.100:**

Fig.SPARROW.100

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

Fig.SPARROW.101

✓ **User Registration**

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

Fig.SPARROW.102

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

Fig.SPARROW.103

Common to All

13.6 DSC

- ✓ **Registration**

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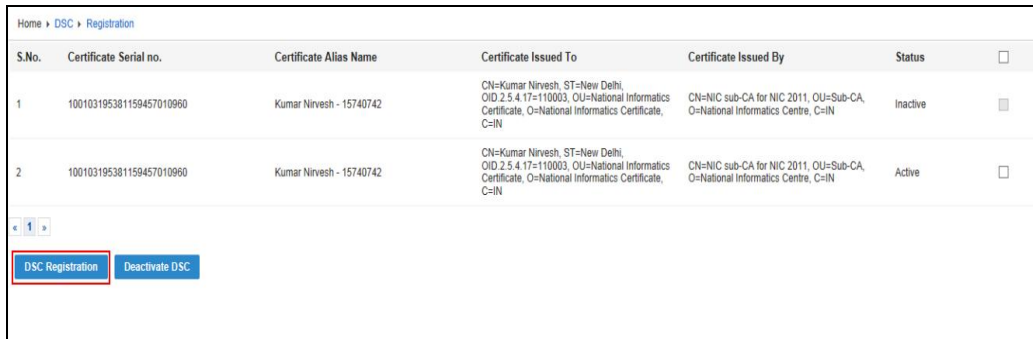
Fig.SPPAROW.104

- **Enter PIN** number and click **OK**(OK) as shown in **Fig.SPARROW.105**:
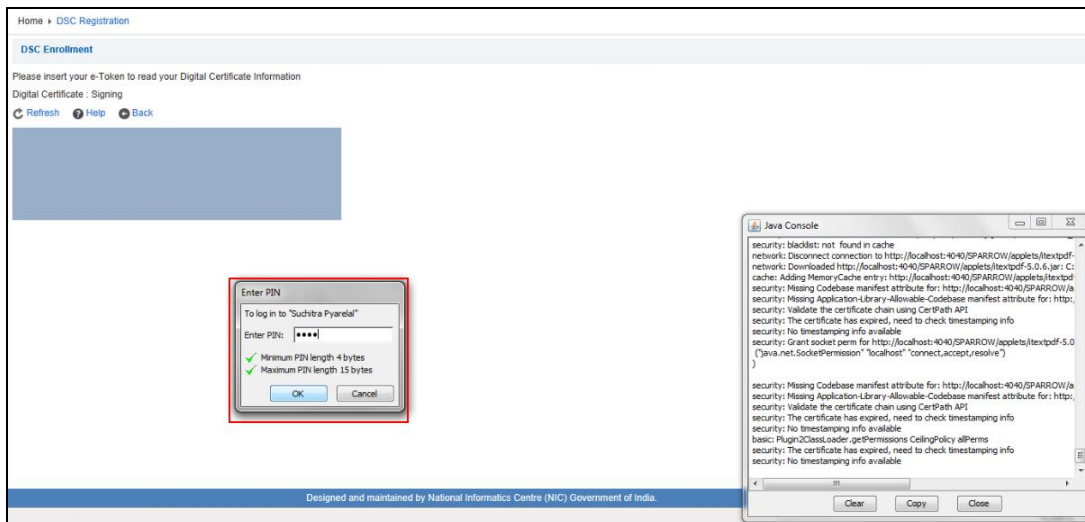
Fig.SPARROW.1058

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

Fig.SPARROW.106

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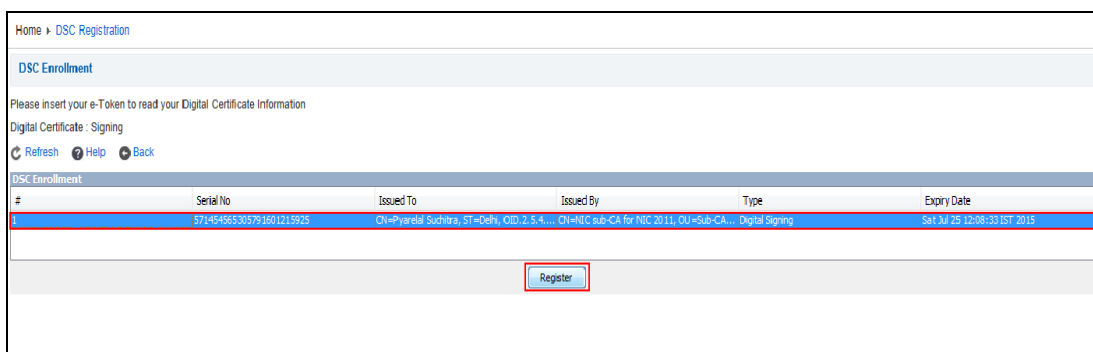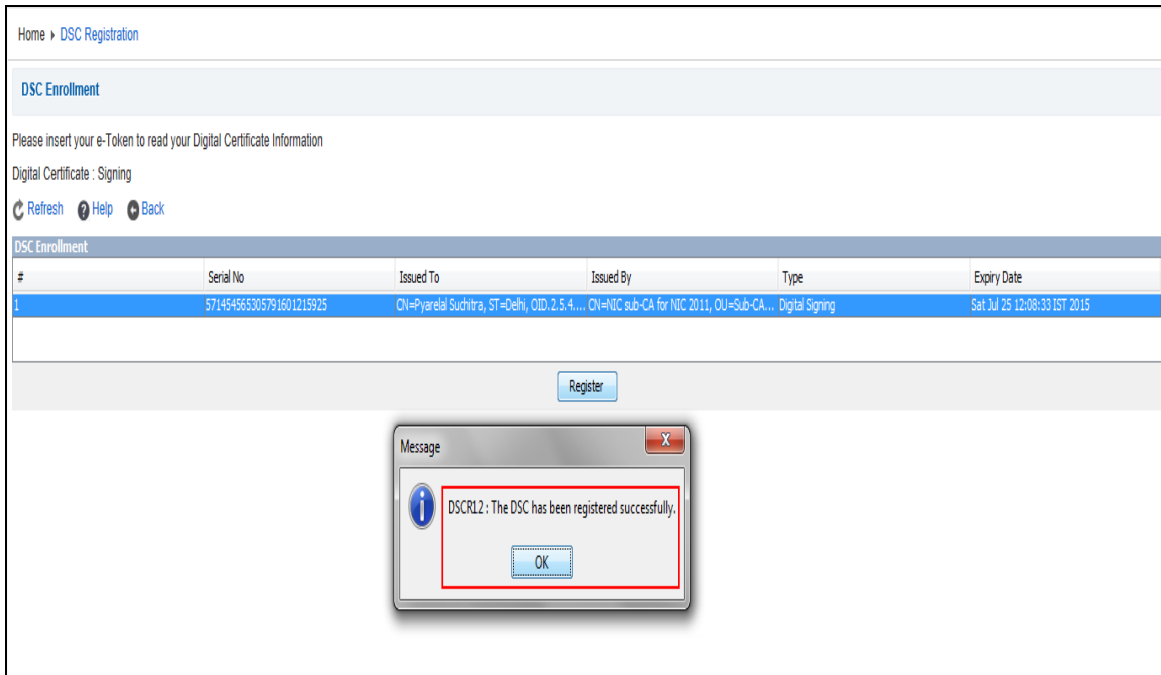
- A message prompts, **successfully registered** DSC , click **OK**(OK)as in **Fig.SPARROW.107**:

Fig.SPARROW.107

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

Fig.SPARROW.108

Note:

a. **To deactivate registered DSC, click Deactivate DSC (Deactivate DSC).**
b. **Inactive DSC cannot be activated.**
c. **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**:

Fig.SPARROW.109

✓ **Check Status**

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

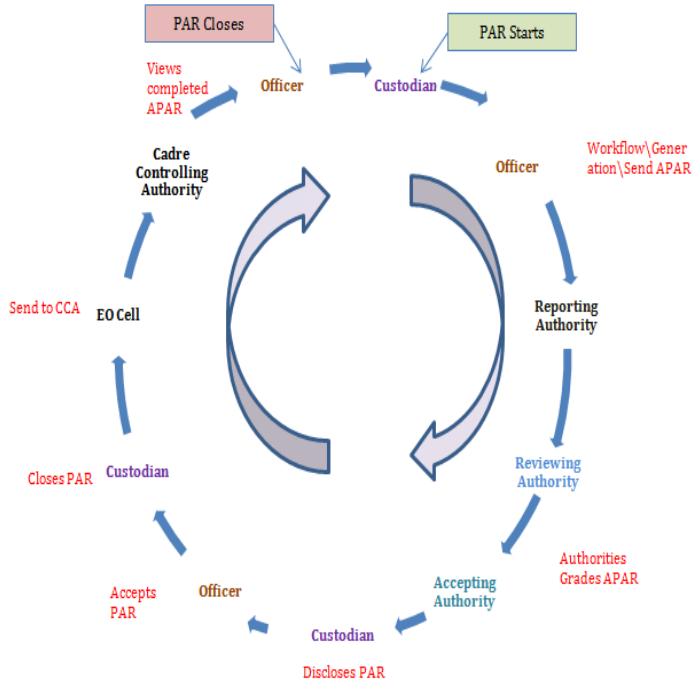**Fig.SPARROW.110**

Note:
a. **Provide all the mandatory fields (*) to fill the Report Issue.**

Standard

PAR Closes → Officer ← Views completed APAR

PAR Starts → Custodian

Cadre Controlling Authority

Officer → Workflow\Generation\Send APAR

Reporting Authority

Reviewing Authority

Accepting Authority

Authorities Grades APAR

EO Cell → Send to CCA

Custodian → Closes PAR

Officer → Accepts PAR

Custodian → Discloses PAR

Representation

PAR Closes → Officer

PAR Starts → Custodian

Views disclosed PAR → Cadre Controlling Authority

Reporting\Reviewing\Accepting

Accepting Authority decides on Grading APAR(in discussion with Reporting and Reviewing

Custodian → Discloses PAR

EO Cell → Send to CCA

Custodian → Closes PAR

Officer → Views PAR

Referral

PAR Closes → Officer

PAR Starts → Custodian

Views disclosed PAR → Cadre Controlling Authority

Competent Authority → Committee Discusses and Comments

Custodian → Receives PAR and Discloses PAR

EO Cell → Send to CCA

Custodian → Closes PAR

Officer → Views PAR

Memorial against Assessment

PAR Closes → Officer

PAR Starts → Custodian

Views disclosed PAR → Cadre Controlling Authority

Competent Authority → Committee Members

Custodian → Receives PAR and Discloses PAR

EO Cell → Send to CCA

Custodian → Closes PAR

Officer → Views PAR

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