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<tr>
<td>SPARROW</td>
<td>Smart Performance Appraisal Report Recording Online Window</td>
</tr>
<tr>
<td>PAR</td>
<td>Performance Appraisal Report</td>
</tr>
<tr>
<td>MaA</td>
<td>Memorial against Assessment</td>
</tr>
<tr>
<td>CR</td>
<td>Central Repository</td>
</tr>
<tr>
<td>EMD</td>
<td>Employee Manager Details</td>
</tr>
<tr>
<td>SPOC</td>
<td>Single Point of Contact</td>
</tr>
<tr>
<td>EO</td>
<td>Establishment Officer</td>
</tr>
<tr>
<td>CCA</td>
<td>Cadre Controlling Authority</td>
</tr>
<tr>
<td>DSC</td>
<td>Digital Signing Certificate</td>
</tr>
</tbody>
</table>
Objective
The electronic Annual Performance Appraisal Report (SPARROW) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of the Service by the State Government/Central Government. The aim of this system is to facilitate the electronic filling of PAR by officers in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience. Similar convenience will be available to the officers at different Stages in the workflow hierarchy of filling and submission process. The system is also expected to reduce delays in submission of completely filled PARs.
Introduction

PAR 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.
Roles -SPARROW

PAR ID: Unique ID for PAR.

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

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

Flows of PAR

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

Communication: Timely Mobile and emails alerts at appropriate Stage.


draft: Submission possible only through digital signing.

Pendency: Tracking at every Stage.

Safety: No case of Missing/Lost/Damaged PARs.
Primary
• PAR

Custodian
Ownership Based
• State PAR Custodian
• Cadre PAR Custodian
• PAR Manager
• EMD

Administrator
Administration Based
• System Administrator

Workflow Based
• Reporting Authority
• Reviewing Authority
• Accepting Authority
• Competent Authority
## Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
<td></td>
</tr>
<tr>
<td>PAR Custodian</td>
<td>Manages and Maintains PAR Database.</td>
</tr>
<tr>
<td>Ownership Based</td>
<td></td>
</tr>
<tr>
<td>State PAR Custodian</td>
<td>Maintain the records with respect to Center.</td>
</tr>
<tr>
<td>Cadre PAR Custodian</td>
<td>SPOC for State.</td>
</tr>
<tr>
<td>PAR Manager</td>
<td>Responsible for creating workflow for PAR.</td>
</tr>
<tr>
<td>EMD Administrator</td>
<td>SPOC for maintaining and managing the Officer Transfers and Superannuation.</td>
</tr>
<tr>
<td></td>
<td>SPOC for maintaining and managing the Personnel Information of Officer.</td>
</tr>
<tr>
<td>Administration Based</td>
<td>Workflow Based</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>System Administrator Responsibilities</strong></td>
<td><strong>Reporting Authority Responsibilities</strong></td>
</tr>
<tr>
<td>Maintains the records of database. Updation of Databases.</td>
<td>Views the completed PAR of an officer. Grades the PAR and forwards to Reviewing Authority.</td>
</tr>
<tr>
<td><strong>Reviewing Authority Responsibilities</strong></td>
<td></td>
</tr>
<tr>
<td>Views the forwarded PAR from Reporting Authority. Grades the PAR and forwards to Accepting Authority.</td>
<td>Finalizes the grading for PAR and forwards to Custodian.</td>
</tr>
<tr>
<td><strong>Competent Authority Responsibilities</strong></td>
<td></td>
</tr>
<tr>
<td>Responsible for Reassessing the PAR during Referral and Memorial against Assessment.</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Representation</th>
<th>Referral</th>
<th>MaA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Custodian:</strong> Generates and forwards the PAR to Officer Reported upon.</td>
<td>Officer willing to Put to Representation Board forwards the request to custodian.</td>
<td>Officer willing to Put to Referral Board Custodian: Forwards the request to Referral Board</td>
<td>Officer willing to Put to Memorial against Assessment(MaA) Custodian: Forwards the request to MaA(Competent Authority)</td>
</tr>
<tr>
<td><strong>Officer:</strong> Officer fills the PAR and sends to Reporting Authority.</td>
<td>Custodian: Forwards the request to Representation Board Representation Board (Reporting &amp; Reviewing &amp; Accepting Authorities), depending on Accepting Authority, either grade is modified or commented and forwarded to Custodian.</td>
<td>Referral Referral Board (Competent Authority) would discusses and comments the PAR. Custodian: Forwards the PAR to Officer.</td>
<td>Competent Authority would discusses on the PAR and forwards to Custodian.</td>
</tr>
<tr>
<td><strong>Reporting Authority:</strong> Views the completed PAR and Grades the PAR and forwards to Reviewing Authority.</td>
<td>Custodian: Forwards the request to Representation Board</td>
<td>Officer: Accepts the PAR and sends to custodian.</td>
<td>Custodian: Forwards the PAR to Officer.</td>
</tr>
<tr>
<td><strong>Reviewing Authority:</strong> Views the PAR, Grades the PAR. Finalizes the grading for the PAR and sends to custodian.</td>
<td>Custodian: Forwards the PAR to Officer.</td>
<td>Officer: Accepts the PAR and sends to custodian.</td>
<td>Officer: Accepts the PAR and sends to Custodian.</td>
</tr>
<tr>
<td><strong>Custodian:</strong> Forwards the PAR to Officer.</td>
<td>Officer: Accepts the PAR and sends to custodian.</td>
<td>PAR is closed.</td>
<td>PAR is closed.</td>
</tr>
<tr>
<td><strong>Officer:</strong> Accepts the PAR and sends to custodian. PAR is closed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table:**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Representation</th>
<th>Referral</th>
<th>MaA</th>
</tr>
</thead>
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<td>Officer willing to Put to Memorial against Assessment(MaA) Custodian: Forwards the request to MaA(Competent Authority)</td>
</tr>
<tr>
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<td>Competent Authority would discusses on the PAR and forwards to Custodian.</td>
</tr>
<tr>
<td><strong>Reporting Authority:</strong> Views the completed PAR and Grades the PAR and forwards to Reviewing Authority.</td>
<td>Custodian: Forwards the request to Representation Board</td>
<td>Officer: Accepts the PAR and sends to custodian.</td>
<td>Custodian: Forwards the PAR to Officer.</td>
</tr>
<tr>
<td><strong>Reviewing Authority:</strong> Views the PAR, Grades the PAR. Finalizes the grading for the PAR and sends to custodian.</td>
<td>Custodian: Forwards the PAR to Officer.</td>
<td>Officer: Accepts the PAR and sends to custodian.</td>
<td>Officer: Accepts the PAR and sends to Custodian.</td>
</tr>
<tr>
<td><strong>Custodian:</strong> Forwards the PAR to Officer.</td>
<td>Officer: Accepts the PAR and sends to custodian.</td>
<td>PAR is closed.</td>
<td>PAR is closed.</td>
</tr>
</tbody>
</table>

| **PAR is closed.** | **PAR is closed.** | **PAR is closed.** | **PAR is closed.** |
SPARROW comprises of the following modules, all the modules are user friendly:

- Inbox
- Sent
- Delegation
- User Assistance
  - Track Your PAR
- PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- Workflow
  - Create/Update
- Dossier
  - Officers Completed PAR
  - My Completed PAR
  - My ACR Status
- DSC
  - Enroll
  - Status
- NIC Email Status
- Support@HelpDesk
- Report Issue
  - Check Status
  - Feedback
  - Role Details
- Migration
  - PAR Migration
  - Grading (Manually Section Upload)
Custodian - 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:

![SPARROW Menu](image)

User or Officer - Standard Menu

![User Menu](image)
Movement of PAR – Custodian (First Steps)

Create Workflow/Update

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

![Workflow Creation/Update Form](attachment:image.png)

**Fig.3**
As a result the list of searched employee page appears, select the employee as shown in Fig..4

Figure 4

<table>
<thead>
<tr>
<th>S.No</th>
<th>Status</th>
<th>Name</th>
<th>Year/Batch</th>
<th>Employee Code</th>
<th>Designation</th>
<th>Cadre</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-</td>
<td>P K SARANGI</td>
<td>1900</td>
<td>50169</td>
<td>DIRECTOR</td>
<td>CENTRAL SER...</td>
<td>Update Workflow</td>
</tr>
<tr>
<td>2</td>
<td>-</td>
<td>SALIL KUMAR</td>
<td>1900</td>
<td>03480</td>
<td>DIRECTOR</td>
<td>CENTRAL SER...</td>
<td>Update Workflow</td>
</tr>
<tr>
<td>3</td>
<td>-</td>
<td>COUTAM CHAT...</td>
<td>1900</td>
<td>50124</td>
<td>DIRECTOR</td>
<td>CENTRAL SER...</td>
<td>Update Workflow</td>
</tr>
<tr>
<td>4</td>
<td>-</td>
<td>ATUL BHATT</td>
<td>1900</td>
<td>02116</td>
<td>CHAIRMAN</td>
<td>CENTRAL SER...</td>
<td>Create Workflow</td>
</tr>
</tbody>
</table>
As a result page appears, provide **Status** and **Type of Form** as shown in *Fig. 5:*

<table>
<thead>
<tr>
<th>S.No</th>
<th>Status</th>
<th>Name</th>
<th>Allotment Year/Batch</th>
<th>Employee Code</th>
<th>Designation</th>
<th>Cadre</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>ATUL BHATT</td>
<td>1000</td>
<td>C2116</td>
<td>CHAIRMAN</td>
<td>CENTRAL SER...</td>
<td>Create Workflow</td>
</tr>
</tbody>
</table>

*Showing 1 to 1 of 1 entries*
• Provide necessary parameters, click (Continue) as shown in **Fig. 5**: 

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Assessment Period</th>
<th>Status</th>
<th>Form Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From: 01/04/2017</td>
<td>WORKING</td>
<td>CPSE APAR Form</td>
<td>Continue</td>
</tr>
<tr>
<td></td>
<td>To: 31/03/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- A message prompts **“Workflow Data Save and Update Successfully”**.

**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, a page appears, provide necessary updated details and click Update button.

A message prompts "Workflow Updated Successfully".
Generation of PAR

- Go to PAR Generation, select Assessment Period, click Search button and Quick Action (as shown in Fig.9):

<table>
<thead>
<tr>
<th>S.No</th>
<th>Form ID</th>
<th>Form Type</th>
<th>Code</th>
<th>Batch</th>
<th>Name</th>
<th>Designation</th>
<th>From Date</th>
<th>To Date</th>
<th>Quick Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E</td>
<td>CPSE APRF</td>
<td>C2115</td>
<td>1900</td>
<td>ATUL BHATT</td>
<td>CHAIRMAN</td>
<td>01-04-2017</td>
<td>31-03-2018</td>
<td>Generate</td>
</tr>
</tbody>
</table>

**Note:**
Generate (Generate), Send (Send) and Generate & Send (Generate & Send) buttons are for movement of physical files.

- As a result the Section I form screen appears, custodian fills the details and click Save As Draft (Save As Draft) button, unique Form ID is generated as shown in Fig.10 & Fig.11 respectively:
**Fig..10**

**PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVE(S), FUNCTIONAL DIRECTOR(S), EXECUTIVE DIRECTOR(S) AND GENERAL MANAGER(S) OF CENTRAL PUBLIC SECTOR ENTERPRISE (CPSEs)**

For the year(s) from 01/04/2017 to 31/03/2018

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

**Section I - Basic Information**

(To be filled in by the Human Resources/Personnel/Administration Department of the CPSE)

**Personal Data of the officer reported upon**

<table>
<thead>
<tr>
<th>1. Name of the Officer reported upon</th>
<th>ATUL BHATT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Employee Number</td>
<td>C2116</td>
</tr>
<tr>
<td>3. Date of Birth</td>
<td>08/11/1984</td>
</tr>
</tbody>
</table>

4. Chief Academic & Professional Qualifications:

5. (a) Name of the Post held:

   (b) Grade of post held:

   (c) Date of continuous appointment in this Post:

   (d) Present Pay:

   Scale of Pay:

   (e) Date of continuous Appointment in the same enterprise:

   (f) Date of First Public Enterprise Appointment:

   (g) Place of Birth:

   (h) Present Address:

   (i) Permanent Address:

   (j) Father's Name:

   (k) Date of Birth of Father:

   (l) Mother's Name:

   (m) Date of Birth of Mother:

   (n) Spouse/Father's Name:

   (o) Date of Birth of Spouse/Father:

   (p) Father's Occupation:

   (q) Mother's Occupation:

   (r) Spouse/Father's Occupation:

   (s) Present Employee Code:

   (t) Telephone Number:

   (u) Email ID:

   (v) Mobile Number:

   (w) Nationality:

   (x) Religion:

   (y) Marital Status:

   (z) Number of Children:
Fig..11

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

Send PAR

- Click Send To Employee, a message page appears as shown in Fig..12:
MESSAGE

APAR ID: 2018-01042017-31032018-2015666 has been Send Successfully to ATUL BHATT (C2116) [CHAIRMAN]

② BACK Click the Link to redirect back.
Movement of PAR-Standard Flow

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

- Click PAR ID (2018-01042017-31032018-2015666) to open PAR as shown in Fig..13:

  ![Image of PAR ID movement](image1.png)

  - Every Officer can check the Workflow Details after opening the APAR by clicking on Arrow Button:

    ![Workflow Details](image2.png)

  - Officer fills the Section II (Self Appraisal) form and click Send To Reporting button, as shown in Fig..14:
A message prompts **successfully sent** to as shown in **Fig.15**: 

![MESSAGE](image)

**Fig.14**

**Fig.15**
Stage 2: Reporting Authority performs the following steps to Forward to Reviewing Authority:

- Click PAR ID (2018-01042017-31032018-2015666) to open the Form as shown in Fig.16:

![Table of PAR IDs]

Fig.16

- A page appears, Reporting Authority views Section I & Section II forms, grades the PAR in Section III, click Send to Reviewing Authority button as shown in Fig.17:
A message prompts **successfully sent** as shown in Fig..18:
MESSAGE

APAR ID: 2018-01042017-31032018-2015666 has been Send Successfully to P K SARANGI (50169) [DIRECTOR]

BACK Click the Link to redirect back.

Fig.18

Note:
a. Section I & Section II are both in readable mode.
c. PAR can be either Save As Draft or Send to Reporting Authority.
Stage 3: Reviewing Authority performs the following steps to forward to Accepting Authority:

- Click PAR ID (2018-01042017-31032018-2015666) to open PAR as shown in Fig. 19:

  ![Fig. 19](image)

- Reviewing Authority views Section I, Section II & Section III forms, grade the APARs in Section IV as shown in Fig. 20 (a).

  ![Fig. 20 (a)](image)

- Reviewing Authority clicks on Section III and **update the grading** for the reviewing authority end.
7. Assessment of Personal Attributes and Functional Competencies (Grades should be assigned on a scale of 1-10, in maximum of 2 decimal numbers, with 10 referring to the best grade and 1 to be lowest grade. Weightage to this section will be 25%)

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Particulars of Personal Attributes and Functional Competencies</th>
<th>Grade by Reporting Authority</th>
<th>Grade by Reviewing Authority</th>
<th>Initials of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Effective communication skills</td>
<td>9</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Strategic orientation and Decision making ability</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Problem solving and Analytical ability</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ability to develop and motivate team members</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ability to coordinate and develop collaborative partnerships</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Innovation and change orientation</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Planning and organizing</td>
<td>9</td>
<td>9.5</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Result orientation</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Business Acumen</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Role based functional competency</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total (1 to 10)</td>
<td>90.00</td>
<td>93.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overall Grading of Personal Attributes and Functional competencies (Total 40)</td>
<td>2.25</td>
<td>2.34</td>
<td></td>
</tr>
</tbody>
</table>

**Fig..20(b)**

- Click on **Send to Reviewing Authority** button.
- A message prompts **successfully sent** as shown in **Fig. 21**:

```plaintext
MESSAGE

APAR ID : 2018-01042017-31032018-2015666 has been Send Successfully to SALIL KUMAR (C3439) [DIRECTOR]

BACK Click the Link to redirect back.
```

**Fig..21**
Stage 4: Accepting Authority performs the following steps to forward to CR Section to Disclose (Custodian):

- **Accepting Authority** finalizes grade in **Section V** form, and before submitting the APAR the Custodian needs to **Update the Section I** (refer Page No. 42) and enter the **MOU Targets** and after that Accepting Authority, click **Send To CR Section** as shown in **Fig..22**:

![Section V - Acceptance by the Accepting Authority](image)

MOU Rating (Absolute grade) of the officer has not been updated in Basic Information Section. Kindly contact the Nodal officer/Custodian to update the same.

- **Overall Grade by Reporting Officer (Out of 100%)**: 2.25
- **Overall Grade by Reviewing Officer (Out of 100%)**: 2.34

![Section IV- Grade By Officer Reported Upon/Reporting Officer And Reviewing Officer](image)

**Fig..22**
Stage 5: Custodian performs the following steps to disclose PAR:

- Click PAR ID (2018-01042017-31032018-2015666) to open PAR as shown in Fig. 23:

  ![Fig. 23](image)

- PAR is opened, click Disclose to Officer ( ) to disclose the PAR as shown in Fig. 24:

  ![Fig. 24](image)
• A message prompts **successfully sent** as shown in **Fig. 27**:

![Fig. 27](image)

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

• Click **PAR ID** (**2018-01042017-31032018-2015666**), to view PAR grading as shown in **Fig. 28**:

![Fig. 28](image)

• Click **I Accept** else **Put to Representation** after the workflow for representation has been set by Custodian as shown in **Fig. 29**:
Fig. 29

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

![Message](image)

**Fig. 30**

**Note:**
a. Officer Can either Accept or Put for Representation.
Stage 7: Custodian performs the following steps for Closure of PAR:

- Click **PAR ID (2018-01042017-31032018-2015666)** to open the PAR in Process Tab:

- Click **Close** to close the PAR as shown in Fig. 31:

![Fig. 31](image)
• A message prompts successfully completed as shown in **Fig. 32**:

![Message](image1)

**Fig. 32**

**Note:**

a. Custodian closes the PAR finally.

• A Button for the **Preview** of APAR in **PDF/Printable** form is available at the top of every Section, click on and can preview the APAR as shown in **Fig. 33**:

![Preview](image2)

**Fig. 33**
Common Functionalities of PAR-

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

10.1 Inbox / Sent

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

  ![My PAR (0)](image)

  ![Assess PAR (0)](image)

  ![Delegated (0)](image)

  ![Manual Process(0)](image)

  ![Process (0)](image)

  / My PAR, Assess PAR, Delegated, Processed PAR and Force Forward

My PAR (Inbox / Sent)

- My PAR (Inbox/Sent) depicts Self PAR's sent as shown in Fig.34:

![Fig.34](image)

Assess PAR (Inbox / Sent)

- Assess PAR (Assess PAR (1)), click open to view as shown in Fig.35 and send to next authority as shown in Fig.35

![Fig.35](image)
Manual Process (Inbox/ Sent)

- Click PARID **(2018-01042017-31032018-2015668)** to open the PAR as shown in Fig.37:

- A page appears, click the respective button to forward to the next authority ON BEHALF of officer as shown in Fig.39:
Note:
Manual Process is performed by Custodian only.

Process (Inbox/Sent)

- **Process (1)** depicts the PAR's to be disclosed by custodian as shown in Fig.41:
Processed PAR (Sent)

- **Processed PAR** depicts those PAR’s which are processed and manually processed by custodian as shown in **Fig.42**:

![Processed PAR Table]

**Fig.41**

Note:
Can view the send PAR by clicking the Open (Open) link.

Force Forward (Sent)

- **Force Forward** depicts those PAR’s which are forwarded by custodian as shown in **Fig.42**:

![Force Forward Table]

**Fig.42**

Note:
Can view the PAR by clicking the Open (Open) link.
User Assistance

Track Your PAR

- Go to User Assistance, click Track Your PAR, select Assessment Year, a list appears as shown in Fig.43:

![Fig.43](image1.png)

- Click PAR ID, a window displays the status as shown in Fig.44:

![Fig.44](image2.png)

Note: a. Privileges can be added or removed before submit.
PAR

Generation

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

Update Section I

- Go to PAR, click Update Section I, select Assessment Year and click the Search button, a list appears as shown in Fig.45:

![Fig.45](image)

- Click Open link, as a result Update Section I screen appears, update the section I form and click the Update button as shown in Fig.46:

![Fig.46](image)
A message prompts **Details Update** as shown in **Fig. 47**:

![MESSAGE](image)

**Fig. 47**
Workflow
Create/ Update

Refer to Steps mentioned under Movement of PAR – Custodian (First Steps) – Create Workflow/ Update & Movement of PAR – Custodian (First Steps) – Update Workflow section.

Dossier

Officers Completed PAR

- Go to Dossier, click Officers Completed PAR, select the Assessment Period, list appears as shown in Fig. 48:

![Fig. 48](image)

- Click User Name, a page appears as shown in Fig. 49, can view and download the PAR

![Fig. 49](image)

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

- Officer can view his/ her Completed PAR details.

My ACR Status

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

Role Details

- Click the Role Details link to view the roles assigned to the officer within the selected organization as shown in Fig.50:

![Fig.50]

Migration

PAR Migration

- Click the PAR Migration link under Migration, Search the user and select as shown in Fig.51:

![Fig.51]

- Click on New button as shown in Fig.52:
As a result the page appears is shown in Fig.53, fill the form, Upload the pdf by Browse and click the Save button, shown in Fig.53

As a result message prompts PAR Migrated Successfully.

Grading (Manually Section Upload)

Click the Grading (Manually Section Upload) link under Migration, select the Assessment Period, and search the user and select the as shown in Fig.54:
Fig. 54

- As a result, the screen appears as shown in Fig. 55, click the Ed (Edit) button as shown in (Fig. 73):

Fig. 55
- Enter the Grade and click on **Update** button as shown in **Fig. 56**
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