

# Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001

CENTRAL PUBLIC SECTOR ENTERPRISES (https://sparrow-cpse.eoffice.gov.in)

Prepared by Public Ente

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National Informatics Centre



## **Amendment History**

Date	Version	Description	Author
Aug 2016		User Manual	eOfice Project Division
10 Jan 2019	1.0	User Manual	eOfice Project Division





# **Table of Contents**

Objective	6
Introduction	7
Key Features- SPARROW	
Roles- SPARROW	9
Roles & Responsibilities- SPARROW	
Workflow Oriented Movement of PAR	
Modules-SPARROW	
ADMINISTRATOR (Primary Custodian/ Super Custodian)- Standard Menu	14
User or Officer - Standard Menu	15
Movement of PAR -Custodian (First Steps)	
Create Workflow/Update	16
Update/ Delete Workflow	19
Generation of PAR	22
Movement of PAR-Standard Flow	25
Movement of PAR- Representation Flow	
Home	55
Dashboard	55
Common Functionalities of PAR	58
Inbox/ Sent	58
My PAR (Inbox/Sent)	58
Assess PAR (Inbox/ Sent)	58
Manual Process (Inbox/ Sent)	59
Process (Inbox/Sent)	60
Force Forward (Sent)	61
User Assistance	62
Track Your PAR	62
Role Detail	64
Workflow	65
Create/ Update	65



#### Generation.....

. . . . . . . . . . . . . . . . .

Update Section I	66
Tracking	67
Force Forward	69
Dossier	72
Officers Completed PAR	72
My Completed PAR	73
My ACR Status	73
DSC	74
Support@ServiceDesk	74
Migration	75
PAR Migration	75
Grading (Manually Section Upload)	77





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



# Objective

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



## Introduction

PAR 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 are pending with them.

# **Key Features- SPARROW**

PAR ID: Unique ID for PAR.

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

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

## **Flows of PAR**

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

**Communication:** Timely mobile and emails alerts at appropriate Stage.

Security: Submission possible only through digital signing.

**Pendency:** Tracking at every Stage.

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



## **Roles- SPARROW**

Primary

• PAR Custodian

**Ownership Based** 

- PAR Central Custodian-"PSU Custodian Nodal Officer"
- PAR Manager-"Assistant to Nodal Officer"
- EMD Administrator

## **Administration Based**

• System Dossier Custodian-"Nodal Officer Administrative Ministry"

Workflow Based

- Reporting Authority
- Reviewing Authority
- Accepting Authority

**Competent Authority** 





# **Roles & Responsibilities- SPARROW**

Roles and Responsibilities	
Primary	Ownership Based
PAR Custodian	PAR Central Custodian
Responsibilities	Responsibilities
Manages and Maintains PAR Database.	Responsible for PAR generation
Central Repository records updating.	
	PAR Manager
	Responsibilities
	Responsible for creating workflow for PAR.
	EMD Administrator
	Responsibilities
	SPOC for maintaining and managing the Officer
	Transfers and Superannuation.
	SPOC for maintaining and managing the Personnel Information of Officer.





Administration Based	Workflow Based
System Administrator	Reporting Authority
Responsibilities	Responsibilities
Maintains the records of database	Views the completed PAR of an officer
Undates employee Databases	Grades the PAR and forwards to Reviewing Authority
opuaces employee Databases.	drades the Fritt and for wards to ite viewing rutifority.
	Poviowing Authority
	Reviewing Authority
	Responsibilities
	Views the forwarded PAR from Reporting Authority.
	Grades the PAR and forwards to Accepting Authority.
	Accepting Authority
	Responsibilities
	Views the Forwarded PAR from Reviewing Authority.
	Finalizes the grading for PAR and forwards to Custodian.
	Competent Authority
	Responsibilities
	Responsible for Reassessing the PAR during Referral and Memorial against Assessment.



# **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.

Standard	Representation	Referral	МаА
<b>Custodian:</b> Generates and forwards the PAR to Officer Reported upon. <b>Officer:</b> Officer fills the PAR and sends to	OfficerwillingtoPuttoRepresentationBoardforwardstherequesttocustodian.Custodian:Forwardsthe	Officer willing to Put to Referral Board Custodian: Forwards the request to Referral Board	Officer willing to Put to Memorial against Assessment(MaA)Custodian: Forwards the request to MaA(Competent Authority)
Reporting Authority.Reporting Authority:Views the completedPAR and Grades the PARand forwards to	RepresentationBoardRepresentationBoard(Reporting & Reviewing & AcceptingAuthorities),	ReferralBoard(Competent Authority)woulddiscussesandcomments the PAR.	Authority)CompetentAuthoritywould discusses on the PARand forwards to Custodian.Custodian:Forwards
Reviewing Authority <b>Reviewing Authority</b> : Views the PAR, Grades the PAR and Forwards to According Authority	depending on Accepting Authority, either grade is modified or commented and forwarded to Custodian.	<b>Officer:</b> Accepts the PAR and sends to custodian.	<ul><li>Custodian: Forwards the PAR to Officer.</li><li>Officer: Accepts the PAR and sends to Custodian.</li></ul>
Accepting Authority: views the PAR, Finalizes the grading for the PAR and sends to custodian.	<ul><li>PAR to Officer.</li><li>Officer: Accepts the PAR and sends to custodian.</li><li>PAR is closed.</li></ul>	PAR 15 closed.	PAR is closed.
Custodian:Forwardsthe PAR to Officer.Officer:Accepts the PARand sends to custodian.PAR is closed.			



## **Modules-SPARROW**

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

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



## ADMINISTRATOR (Primary Custodian/ Super Custodian)- Standard Menu

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

Admin maintains and manages the flow of PAR.

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

Sparrow
🖨 Inbox
✓ Sent
🛃 User Assistance 👻
Track Your PAR
Role Detail
🗅 Work flow 👻
Create/Update
🖻 PAR 👻
Generation
Update Section 1
Tracking
Force Forward
🔳 Dossier 👻
Officers Completed PAR
My Completed PAR
My ACR Status
🖹 DSC 👻
Enroll
Status
Support@ServiceDesk

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## **User or Officer - Standard Menu**

🚳 Sparrow
🛥 Inbox
✓ Sent
🛃 User Assistance 🗢
Track Your PAR
≡ Dossier 🝷
My Completed PAR
My ACR Status
Enroll
Support@ServiceDesk

Fig.2

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# **Movement of PAR – Custodian (First Steps)**

## **Create Workflow/Update**

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

Sparrow	Home + Workflow + Employee Search
Inbox	Employee Search for Assessment - Workflow Creation/Updation
✓ Sent	Workflow Within Same Organization Workflow With All Organization
🗠 User Assistance 👻	Assessment Period : * 2017-2018 v
Role Detail	Employee Search by : Code Employee Name Choose Designation   Email
🗅 Work flow 👻	Batch CPSE   Choose Cadre  Mobile Number
Create/Update	B IN PROCESS    B I COMPLETED    B □ NOT STARTED  Search
🗈 PAR 👻	
E Dossier 👻	
DSC -	
Support@ServiceDesk	

### Fig.3

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

n Sparrow	Workflow Within Same Organization Workflow With All Organization	
🚨 Inbox	Assessment Period : * 2017-2018 v	
🖌 Sent	Employee Search by : Code Su Choose Designation	• Email
🛃 User Assistance 👻	Batch CPSE   Choose Cadre	▼ Mobile Number
Role Detail	Search	
🗅 Work flow 👻	Search:	Copy Excel CSV PDF Show 10 rows
🗈 PAR 👻	Contract         Contract	CENTRAL SER Create Workflow
🗏 Dossier 👻	12         Image: SubHr SHAR         1900         34275         DIRECTOR EXPLORATION	CENTRAL SER Create Workflow
DSC 👻	13 D SURINDER SIN 1900 3301 GENERAL MANAGER HR	NOT APPLICAB Create Workflow
Support@ServiceDesk	14 I TALERI SUVAR 1900 75451 CHIEF MANAGING DIRECTOR	CENTRAL SER Create Workflow
	15 D Shyem Sunder 1900 11688 DIRECTOR	CENTRAL SER Create Workflow
	16 🛛 SUBIR DAS 1900 46629 DIRECTOR	CENTRAL SER Create Workflow
	17 D K.R.VASUDEVAN 1900 90389760 DIRECTOR FINANCE	CENTRAL SER Create Workflow
	18 D SUBIR CHANDRA 1900 90025862 NOT AVAILABLE	CENTRAL SER Create Workflow
	19 D Gopu Sudarsen 1900 temp_cpae34 CHAIRMAN CUM MANAGING DIRECTOR	CENTRAL SER Create Workflow
	20 D VENKATASUBR 1900 95097 CHIEF VIGILANCE OFFICER	CENTRAL SER Create Workflow
	Showing 11 to 20 of 28 entries	First Previous 1 2 3 Next Last

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

Sparrow	Home + Workflow + Define Workflow		
Inbox	r Basic Information		
🕈 Sent	Code:         3301         Name:         SURINDER SINGH         Designation:         GENERAL MANAGER HR           Service:         CPSE         Cadre:         NOT APPLICABLE         Organization:         TELECOMMUNICATIONS CONSULTANTS INDIA LIMIT	ITED	
✓ User Assistance ▼	(TCIL) Batch: 1900	(TOIL)	
Role Detail	Bask to search		
🗅 Work flow 👻	Creation of Work Flow - Choosing Workflow Period		
🖹 PAR 👻	S.NO Assessment Period Status Form Type	Actions	
E Dossier 👻	1 From: 01.04/2017 😭 Tox 31.03/2018 💼 WORKING 💌 -SELECT	Continue	
DSC -			
Support@ServiceDesk	- SELECI CPSE APAR Form		

Fig.5

• Click **Continue** (

Continue ) button as shown in Fig.5.

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

2 Sparrow	Basic Information				
Inbox	Code: TEMPBE07 Name:	SURENDER SINGH SIROHI	Designation:	DIRECTOR	
	Service: CPSE Cadre: Batch: 1900 Status:	CENTRAL SERVICES WORKING	Organization: Form Type:	BHARAT ELECTRONICS LIMITED	
✓ Sent					
User Assistance 👻	Work Flow for Assessment Period :01/04/2017 to	31/03/2018			
Role Detail	Standard				
Work flow 🔻	S.No Stage		Name	Global Target Date	Auto
Par 👻	1 Officer Reported Upon	SURENDER SINGH SIROHI(TEMPBED	7)[DIRECTOR -BHARAT ELECTRONICS LIN	MITED] Search	Delegation
Dossier 🔻	2 Reporting Authority	SELECT		• 31/05/2018 🛍	
DSC •	3 Reviewing Authority	SELECT		▼ Q 30/06/2018 10	
Support@ServiceDesk	4 Accepting Authority	SELECT		• 🔍 31/07/2018 🛍	
	5 CR Section To Disclose	ATUL BHATT(C2116)[CHAIRMAN -MEC	CON LIMITED]	▼ 15/08/2018	
	6 Officer Disclosure	SURENDER SINGH SIROHI(TEMPBED	7)[DIRECTOR -BHARAT ELECTRONICS LIN	WITED] 🔻 31/08/2018 💼	
	7 CR Section for Closing	ATUL BHATT(C2116)[CHAIRMAN -MEC	CON LIMITED]	▼ 31/08/2018	
	Action	earch			

Fig.6



Ver.1.0



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

Save and Next Save and Next ( : To create the Representation workflow for the officer, Fig.7: Batch: 1900 Status: WORKING Form Type: CPSE APAR Form Sparrow Work Flow for Assessment Period :01/04/2017 to 31/03/2018 🖴 Inbox NORKFLO DATA SAVE AND UPDATE SUCCESSFULL ✓ Sent Representation Stage Target Date Nam Rep - CR Section ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED] 30/09/2018 🗙 15 1 Ŧ 🗅 Work flow 🔻 Competent Authority- Stage 15/10/2018 🗙 30 --SELECT - 0 Rep - Reporting Authority 15 1 --SELECT-- 0 30/10/2015 🗙 Rep - Reviewing Authority 15 -SELECT - 0 15/11/2018 🗙 DSC 🔻 Rep - Accepting Authority 30/11/2018 🗙 15 - 0 --SELECT Support@ServiceDesk Competent Authority - Stage II - 0 15/12/2018 🗙 30 -SELECT Rep - CR Section To Disclose 30/12/2018 🗙 15 Ŧ ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED] Rep - Employee Disclosure 30/12/2018 🗙 15 SURENDER SINGH SIROHI(TEMPBE007)[DIRECTOR -BHARAT ELECTRONICS LIMITED] v Rep - CR Section for Closing 30/12/2018 🗙 15 ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED] Ŧ Save and Next Back To Emp Fig.7

• A message prompts "Workflow Data Saved and Updated Successfully", as shown in Fig.8:

🐽 Sparrow	Home + Workflow + Define Workflow							
👄 Inbox	Basic Information							
✔ Sert	Code: 3301 Name: Service: CPSE Cadre:	SURINDER SINOH NOT APPLICABLE	Designation: Organization:	GENERAL MANAGER HR TELECOMMUNICATIONS CONSULTANTS INDIA				
🛃 User Assistance 📼	Batch: 1900			LIMITED (TOL)				
C Role Detail	Back to search							
🗅 Work flow 👻	WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY							
🖻 PAR 👻	Creation of Work Flow - Choosing Workflow Period							
Dossier -	S.NO Asses	sment Period	Status	Form Type	Actions			
DSC -	1 From: 01/04/2017 Foc 31/	33/2018 WORKING	×	CPSE APAR Form +	Update			
B Samuel B Samuel David								
OptionBouncereak								

Fig.8

#### Note:

Custodian\PAR Manager Creates\updates the workflow.

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

## **Update/ Delete Workflow**

#### To update the workflow perform the following steps:

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

Home • Workflow • Define Workflow	Home > Workflow > Define Workflow							
Basic Information	F Basic Information							
✓ Sent         Code:         TEMPBE07         Name:         SURENDER SINGH SINGHI         Designation:         DIRECTOR           Service:         CPSE         Cadre:         CENTRAL SERVICES         Organization:         BHARAT ELECTRONICS LIMITED								
Let User Assistance - Batch: 1900								
Role Detail     C Back to search								
Work flow  WORKFLOW DATA SAVE AND UPDATE SUCCESSFULLY Creation of Work Flow - Choosing Workflow Period								
PAR + SNO Assessment Derind Status From Tune	Actions							
■ Dossier ▼ 1 From: 01/04/2017 To: 31/03/2018 WORKING ▼ CPSE APAR Form ▼	Update							
	Delete							
Support@ServiceDesk								

Fig.9

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

<u>eoffice</u>	Smart Performance A	p sparrow-cpse.eoffice.gov.in says	ment of the		About 🕶 Help 👻 Shri. 👻
B Sparrow	Home + Workflow + Define Workflow	APAR and may contains the incorrect data, if PAR already and moved.	/ generated		
🕒 Inbox	Basic Information	Are you sure you want to update?			
✓ Sent	Code: TEMPBE07 Name: Service: CPSE Cadre:	ОК	Cancel	DIRECTOR BHARAT ELECTRONICS LIMITED	
🗠 User Assistance 🔻	Batch: 1900				
A Role Detail	Back to search				
🗅 Work flow 👻	Creation of Work Flow - Choosing Workflow Period	WORKFLOW DATA SAVE AND	JPDATE SUCCESSFULLY		
🖻 PAR 👻	S NO Assessmen	Period	Status	Form Type	Actions
E Dossier 👻	1 From: 01/04/2017 To: 31/03/20	8 WORKING	•	CPSE APAR Form	Update
DSC -					Delete
Support@ServiceDesk					

Fig.10

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



# **Department of Public Enterprises**



	Basi	c Information -								
	Co	de:	TEMPBE07	Name:	SURENDER SINGH SIROHI	Designation:	DIRECTOR			
	Se	rvice:	CPSE	Cadre:	CENTRAL SERVICES	Organization:	BHARAT ELECTRONICS LIMITED			
	Ba	tch:	1900	Status:	WORKING	Form Type:	CPSE APAR Form			
ance 👻	Work	Flow for Asses	sment Period :01/04	1/2017 to 31/03/2018						
	Standa	rd								
,	S.No	Stage				Name			Target Date	Access Privileges
	1	Officer	SURENDER SING	H SIROHI(TEMPBED	7)[DIRECTOR -BHARAT ELECTRONICS LIMITED]	]		*	30/04/2018	
		Upon							Ū	
	2	2 Reporting Authority GOUTAM CHATTARJEE(50124)(DIRECTOR -MECON LIMITED)						- 0	31/05/2018	
									Ē	
rviceDesk	3	Reviewing Authority	P K SARANGI(501	69)[DIRECTOR -MEC	ON LIMITED]			- 0	30/06/2018	
		Automy							<u>ال</u>	
	4	Accepting	RAJESH KUMAR	CHAUDHRY(PB/028)	JOINT SECRETARY DEPARTMENT OF PUBLIC	ENTERPRISES GOI-HEAVY INDUSTRIES & PUB	ENTERPRISES - DEPARTMENT OF PUBLIC EN	- 9	31/07/2018	
		Autionty							Û	
	5	CR	ATUL BHATT(C21	16)[CHAIRMAN -MEC	ON LIMITED]			*	15/08/2018	
		Section To Disclose							<b>d</b>	
	6	Officer	SURENDER SING	H SIROHI(TEMPBED	7)[DIRECTOR -BHARAT ELECTRONICS LIMITED	]		*	31/08/2018	
		Disclosure							Û	
	7	CR	ATUL BHATT(C21	16)[CHAIRMAN -MEC	ON LIMITED]			w	31/08/2018	
		Closing							<b>D</b>	

Fig.11

A message prompts "WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY".

#### To delete the workflow perform the following steps:

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

n Sparrow	Home + Workflo	w 🕨 Define Workfl	w						
Inbox	Basic Information	ı ————							
🖌 Sent	Code: Service:	TEMPBE07 CPSF	Name: Cadre:	SURENDER SINGH SIROHI	Des	gnation:	DIRECTOR BHARAT ELECTRONICS LIMITED		
2 User Assistance 👻	Batch:	1900			0				
Role Detail	Back to search								
🗅 Work flow 👻	Creation of Work Flo	w - Choosing Workflow	Period	WO	RKFLOW DATA SAVE AND UPE	ATE SUCCESSFULLY			
) PAR 👻	SNO		Assessment	Derind		Statue	Earm Time		Actions
Dossier 👻	<sup>1</sup> From:	01/04/2017 1	fo: 31/03/2018	r en lou	WORKING	▼	CPSE APAR Form	-	Update
DSC -									Delete
Support@ServiceDesk									

**Fig.12** 

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

	Department of Public Enterprises
Sparrow	Home > Workflow > Define Workflow
	Basic Information
	Code: TEMPBE07 Name: SURENDER SINGH SIRCHI Designation: DIRECTOR Service: CPSE Cadre: Uticitien Datation Statement Control Statement Contr
	Batch: 1900
	Reason for Deletion: *     User transferred to another department
	Creation of Work Flow - Choosing Workflow Period
	Any of the Reference file is to be upload : Choose file annifest to dehi pdf Antione A
	Sino Assessi (valoved He Formativax Size - PUPIS Me)     From: 01/04/2017 To: 31/03/2018     CPSE APAR Form     CPSE APAR Form     Total Size - PUPIS Me)
🖹 DSC 👻	Submit Cose Dolete
	Fig.13
• A con	firmation dialogue box appears, click on <b>OK</b> ( <b>OK</b> ) button as shown in <b>Fig.14</b> :
Smart P	Performance sparrow-cose eoffice doy in says

Smart Performance	sparrow-cpse.eoffice.gov.in says	s
	Are you Sure you want to delete?	
vrkflow		OK Cancel
Name:	SURENDER SINGH SIROHI	Designation:
Cadre:	Workflow I	Deletion
flow Period Any o Choo Assessm To: 31/03/2018	on for Deletion: * r transferred to another department f the Reference file is to be upload : Dse file amritsar to delhi.pdf ed File Format/Max Size - PDF/3 MB)	Submit Close

Fig.14

• A message prompts "WORKFLOW DATA DELETED SUCCESSFULLY".



## **Generation of PAR**

Go to PAR → Generation, select Assessment Period, search user and click Search (
 Search then click on Generate (
 Generate (
 Generate (

A Sparrow	Home Y APAR Generation
🕒 Inbox	Generation of APAR
✓ Sent	Assessment Period : 2017-2018 T
🛃 User Assistance 👻	Employee Search by : Employee Code Choose Designation
A Role Detail	Batch CPSE  Choose Cadre
🗅 Work flow 🔻	Generated R Not Generated
PAR 👻	Search: Copy Excel PDF CSV Show 10 rows
Generation	Image: SNo         Image: Sno         Form ID         Form Type         Code         Batch         Name         Designation         From Date         To Date         Quick Action
Update Section 1	1     E     CPSE APAR Form     TEMPBE07     1900     SURENDER SI     DIRECTOR     01-04-2017     31-03-2018
Tracking	Showing 1 to 1 of 1 entries
Force Forward	First Previous 1 Next Last
E Dossier 👻	
🖻 DSC 👻	
Support@ServiceDesk	

Fig.15

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

n Sparrow	Basic Information						
🕰 Inbox	Name: SURENCER SINCH SIRCH Designation: DIRECTOR	Cadre: CENTRAL SERVICES Batch: 1900	Service: CPSE Assessment Period: 01/04/2017 to 31/03/20				
🕈 Sert	Standard						
🛃 User Assistance 📼	Basic Information						
C Role Detail	ReloadPMS		9				
🗅 Work flow 🝷	PERFORMANCE APPRAISAL REPORT OF CHEF EXECUTIVES, FUNCTION	FORM WAL DIRECTORS, EXECUTIVE DIRECTORS (E9) AND GENE	RAL MANAGER(E8) OF CENTRAL PUBLIC SECTOR ENTERPRISES(CPSEs)				
D PAR +	Each and every section of this form shoul	For the year/period from 01/04/2017 to 31/03/2018 ad be filled in by the concerned officer/authority carefully re-	ding the instructions attached to this form.				
Dossier -	(To be filled in b	Section 1 – Basic Information (To be filled in by the Human Resources/Personal-Administration Department of the CPSE) Descence Device The article of the officer resourced spone.					
🗈 DSC 📼							
C Support@ServiceDesk							
	1.Name of the Officer reported upon :	SURENDER SINOH SIROHI					
	2.Employee Number :	TEMP8E07					
	3. Date of Birth :	23/07/1955					
	DRAFT Bend To Officer Reported Upon						

Fig.16

button

	Department of Public Enterprises
Sparrow	Home > APAR Generation
Inbox	Generation of APAR
	Assessment Period : 2017-2018 *
🗠 User Assistance 👻	Employee Search by : Employee Code Choose Designation
Role Detail	Batch CPSE  Choose Cadre
🗅 Work flow 🔻	
PAR 🝷	Search: Copy Excel PDF CSV Show 10 rows
🔲 Dossier 👻	Image: SNO in a state of the state of th
DSC 🗸	1 E 2018-01042017-31032018-2016551 CPSE APAR Form TEMPBE07 1900 SURENDER SL DIRECTOR 01-04-2017 31-03-2018 Generate
Gupport@ServiceDesk	Showing 1 to 1 of 1 entries First Previous 1 Next Last



### Send PAR

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

<u>eOffice</u>	Smart Performance Ap	sparrow-cpse.eoffice.gov.in says Once Form is Submitted, data will not be changed. Are You Sure want	About + Help +	-				
Sparrow	Basic Information	To submit.						
🗈 Inbox	Name: SURENDER SINCH SIRCHI Designation: DIRECTOR	OKCancel	Service:         CPSE           Assessment Period:         01/04/2017 to 31/03/2018					
✓ Set	Standard							
let User Assistance ≠	Basic Information							
G Role Detail	PERFORMANCE APPRAISAL REPORT OF CHEF EXEC	FORM UTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (E9) AND GENE	RAL MANAGER(E8) OF CENTRAL PUBLIC SECTOR ENTERPRISES(CPSEs)					
D Work flow -		For the year/period from 01/04/2017 to 31/03/2018						
PNR •	Each and every section	Each and every section of this form should be filled in by the concerned difficultury 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)						
Dossier -		Personal Data of the officer reported upon						
<b>D</b> 000 -								
0.00								
C Support@ServiceDesk								
	1.Name of the Officer reported upon :	SURENDER SINGH SIROHI						
	2.Employee Number :	TEMPBE07						
	3. Date of Birth :	23/07/1955						
	4. Brief Academic & Professional Qualifications :							
	DRWFT Send To Officer Reported Upon							

Fig.18

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



Fig.19



## **Movement of PAR-Standard Flow**

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

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

48 Sparrow	SPARROW portal for various services have been splitted you
🗅 Inbox	Home > Inbox
	Standard Represent
🗠 User Assistance 👻	My Par(1)         Assess Par(0)           Search:         Copy         Excell         PDF         CSV         Show 10 row
■ Dossier 🔹	S.No II II APAR ID I Form Type II Received On I Sent By I Sent Date I Current Stage Quick Action
DSC 👻	1 E 2018-01042017 CPSE APAR Form 15/11/2018 ATUL BHATT ( 15/11/2018 Officer Reported
Support@ServiceDesk	Showing 1 to 1 of 1 entries
	riist rievious i nexi La



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

<u>Dffice</u>	Smart Performance Appraisal Report R	ecording Online	Window (SPARROW)	About 👻 Help 👻	Mr. SURENDER SINGH SIROHI(DIRECTO
тоw	Basic Information				
ox	Name: SURENDER SINGH SIROHI Designation: DIRECTOR	Cadre: Batch:	CENTRAL SERVICES 1900	Service: Assessment Period:	CPSE 01/04/2017 to 31/03/2018
t	Workflow Details (Kindly click here and verify the Details of	Assessing Authoritie	s by hovering the mouse over the resp	ective name.)	
Assistance -	Standard Solf Approint				
ssier 🔫	3. During the period under report, do you believe that you have made systematic improvement (resulting in significant benefits to the Co	any exceptional contri	bution, e.g. successful completion of an e	extraordinarily challenging task or major	
sc 👻	During the period under report, do you believe that you have made any e	xceptional contribution, e	.g. successful completion of an extraordinari	ily challenging task or major systematic improvem	ent (resulting in significant
ippon@ServiceDesk	What are the constraints that hindered your performance?     performance     5. Please indicate specific areas of training that will add value to you:				ß
	For the current assignment:	Delhi			li
	For your future career:	Kolkat	а		li
	6. Declaration				
	DRAFT Send To Reporting Authority				

Fig.21

• A confirmation window appears click on **OK** (

) button as shown in **Fig.22**:

Copyright © DPE, 2019

	Smart Performance Appraisal	sparrow-cpse.eoffice.gov.in says	About <del>-</del> Help
Basic Information		Once Form is Submitted, data will not be changed. Are You Sure want To submit.	
Name:	SURENDER SINGH SIROHI	OK	Service:
Designation: Workflow Det	DIRECTOR	Details of Assessing Authorities by hovering the mouse over the respective	Assessment Period
standard			
Basic Information	Self Appraisal		

Fig.22

• A message prompts "Sent Successfully to" as shown in Fig.23:

Sparrow
Inbox
Sent
L User Assistance  ◄
Dossier 👻
DSC 👻
Support@ServiceDesk
Support@ServiceDesk



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

• Click PAR ID (<sup>2018-01042017-31032018-2016551</sup>) under Access Par tab to open the Form as shown in Fig.24:

B Sparrow	1ble in your Inbox. Please use respective services portal for assessing the PARs of such officers.					
🕰 Inbox						
✓ Sent	Standard Representation					
Le User Assistance ▼	My Par(0) Assess Par(1) Search: Corry Fund DDF CSV Show 10 mus					
E Dossier 🔻	S.No Ik If APAR ID If Form Type If Officer Detail If Received On If Sent By If Sent Date If Current Stage If Quick Action If					
DSC 👻	1 E 2018-01042017 CPSE APAR Form SURENDER SI 16/11/2018 SURENDER SI 16/11/2018 Reporting Autho					
Dupport@ServiceDesk	Showing 1 to 1 of 1 entries					
	HIST PTEVIOUS 1 NEXT LAST					



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

Copyright © DPE, 2019

	Depar	rtment of Pub	lic Enterprise	es	
📾 Sparrow	Basic Information				
Inbox	Name: SURENDER SINGH SIRO	H Cadre: Batch:	CENTRAL SERVICES	Service: Assessment Period:	CPSE 01/04/2017 to 31/03/2018
✓ Sent	Workflow Details (Kindly click here an	d verify the Details of Assessing Authorit	ties by hovering the mouse over the res	spective name.)	
🛃 User Assistance 👻	Standard	sal			
■ Dossier ▼		SECTION	III : Appraisal of the Reporting Authority		•
DSC -	1. Please state whether you agree with the res	ponses relating to the accomplishments of	the work plan as filled out in Section II.If n	not, please furnish factual details.	
Support@ServiceDesk	Please state whether you agree with the re	sponses relating to the accomplishments of the	work plan as filled out in Section II.If not, ple	ease furnish factual details.	
	2. Please comment on the claim (if any) made	by the officer reported upon about his exce	ptional contribution.		
	Please comment on the claim (if any) made by t	he officer reported upon about his exceptional	contribution.		
	3 Has the officer reported upon met with any	significant shortfall in achieving the targets	2 If yes place furnish factual datails		
	Has the officer reported upon met with any signi	ficant shortfall in achieving the targets? If yes,	please furnish factual details.		
	4. Do you agree with the constraints mentioned	the officer reported upon that had hind	dered his performance and, if so, to what e	extent?	
	5. Do you agree with the competency up-grad	ation needs as identified by the Officer?			
	DRAFT Send To Reviewing Authority				
• A confir	mation window appea	I rs click on <b>OK</b> (	<b>гід.25</b> ок ) button as	shown in <b>Fig.26</b> :	
S	mart Performance Apprais	sparrow-cpse.eoffice.	gov.in says		About 🗸 Help 🗸
Basic Information —		Once Form is Submitted,	data will not be changed. A	Are You Sure want	
Name:	SURENDER SINGH SIROHI	TO SUDINIL	·		Service:
Designation:	DIRECTOR			OK Cancel	Assessment Period:
Workflow Detail	<ul> <li>Kindly click here and verify the</li> </ul>	e Details of Assessing Au	thorities by hovering the n	nouse over the respective na	me.)
Standard	Call Americal				
Basic Information	Self Appraisal	SEC.	TION III : Appraisal of the Re	eporting Authority	
1. Please state wheth	ner you agree with the responses re	lating to the accomplishmen	its of the work plan as filled	out in Section II.If not, please f	urnish factual details.
Please state wh	ether you agree with the responses re	lating to the accomplishments	of the work plan as filled out i	n Section II.If not, please furnish f	actual details.
2. Please comment o	n the claim (if any) made by the off	icer reported upon about his	exceptional contribution.		

Fig.26

• A message prompts "Sent Successfully" to as shown in Fig.27:

	De	epartment of Public Enterprises	
A Sparrow			
🕒 Inbox			
✓ Sent		MESSAGE	
🗠 User Assistance 🔻			
🔳 Dossier 👻		APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to P K SARANGI (50169) [DIRECTOR ]	
DSC -		O BACK Click the Link to redirect back .	
DSC		BACK Click the Link to redirect back .	

### Fig.27

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

• Click **PAR ID** (<sup>2018-01042017-31032018-2016551</sup>) under **Access Par** tab to open PAR as shown in **Fig.28**:

n Sparrow	antition match for another the DADe of such officers					
□ Inbox	ervices portal for assessing the PARs of such officers . Home I inbox					
	Standard E Representation					
🗠 User Assistance 🔻	My Par(0) Assess Par(1)					
■ Dossier 💌	S.No I APAR ID Form Type Officer Detail Received On Sent By Sent Date Current Stage Quick Action					
DSC -	1 E 2018-01042017 CPSE APAR Form SURENDER SI 16/11/2018 GOUTAM CHAT 16/11/2018 Reviewing Auth					
Support@ServiceDesk	Showing 1 to 1 of 1 entries					
	First Previous 1 Next Last					

Fig.28

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



# **Department of Public Enterprises**



Sparrow	Basic Information	1					
🗛 Inbox	Name:	SURENDER SINGH SIROHI	Cadre:	CENTRAL SERVICES	Service:	CPSE	
	Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018	
✓ Sent	Workflow De	tails (Kindly click here and verify the Deta	ils of Assessing Authorit	ies by hovering the mouse over the resp	pective name.)		
▲ User Assistance	Standard		3				
Dossion =	Basic Information	n Self Appraisal Appraisal Reviewing					
	Reload Old PAR					🔮 i	
DSC -			Section I	V – Review by the Reviewing Authority			
Support@ServiceDesk							
	1. Do you agree with the assessment made by the Reporting Officer with respect to discharge of responsibilities and various attributes of the officer reported upon in Section III? (in case you agree with the assessments made by the Reporting Authority, please make a note to that effect in the space provided for you in lem No.6 & 7 of Section III and initial it. If you do not agree with any of the numerical assessments made by the Reporting Authority, please record your assessments in the space provided for you in lem No.6 & 7 of Section III and initial your entries).						
	<ul> <li>YES NO</li> <li>2. Do you agree v</li> </ul>	with the assessment of the Reporting Officer in	respect of extraordinary a	achievements and/or significant shortfalls o	of the officer reported upon?		
	●YES ●NO						
	3. In case of diffe	rence of opinion, details and reasons for the s	ame may be given.				
	In case of differen	nce of opinion, details and reasons for the same n	nay be given.				
	4. Comments, if a	ny, on the pen picture written by the Reportin	g Authority.				
	Comments, if any	, on the pen picture written by the Reporting Auth	ority.				
	DRAFT	Send To Accepting Authority					

#### Fig.29

• A confirmation window appears click on **OK** (

) button as shown in **Fig.30**:

Smart Performance App	sparrow-cpse.eoffice.gov.in says	About 🗸 Help 🗸
Basic Information Name: SURENDER SINGH SIROHI Designation: DIRECTOR	Once Form is Submitted, data will not be changed. Are You Sure want To submit.	Service: CF Assessment Period: 01
Workflow Details (Kindly click here and verify Standard	he Details of Assessing Authorities by hovering the mouse over the respec	tive name.)
Basic Information Self Appraisal Appraisal R	viewing	
Reload Old PAR	Section IV – Review by the Reviewing Authority	
1. Do you agree with the assessment made by the Rep assessments made by the Reporting Authority, please assessments made by the Reporting Authority, please ●YES ●NO	orting Officer with respect to discharge of responsibilities and various attributes make a note to that effect in the space provided for you in lem No.6 & 7 of Sectio record your assessments in the space provided for you in Item No.6 & 7 of Secti	of the officer reported upon in Section III? (In case you a n III and intial it. If you do not agree with any of the nume on III and intial your entries).

Fig.30

• A message prompts "**Sent Successfully**" to as shown in **Fig.31**:



Fig.31

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

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

🖀 Sparrow	services have been splitted, you may found that PADs of other services officer are not available in your lobox. Please use respective services portal for assession the PADs of such officers						
Inbox	services have been splitted, you may found that PAKs of other services officer are not available in your indox. Please use respective services portal for assessing the PAKs of such officers. Home+Indox						
	Standard E Representation						
🗠 User Assistance 🔻	My Par(t) Assess Par(t)						
■ Dossier 💌	S.No la APAR ID Form Type Officer Detail Received On Sent By Sent Date Quick Action						
DSC -	1 E 2018-01042017 CPSE APAR Form SURENDER SI 16/11/2018 P.K. SARANGI 16/11/2018 Accepting Autho						
Support@ServiceDesk	Showing 1 to 1 of 1 entries						
	Filst Previous I Next Last						



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



Basic Information -		Once Form is Submitted, data will not be changed. Are You Sure want To submit.	
Name: Designation:	SURENDER SINGH SIROHI DIRECTOR	OK Cancel	Service: Assessment Period:
Workflow Deta	ils (Kindly click here and verify	he Details of Assessing Authorities by hovering the mouse over the respective name.)	
Standard			
Basic Information	Self Appraisal Appraisal R	viewing Accepting	
●YES ●NO			
2. Do you agree wit	h the remarks of the Reporting/Rev	ewing Authorities?	
●YES ●NO			

Fig.34

• A message prompts "Sent Successfully" as shown in Fig.35:

	De	epartment of Public Enterprises	
n Sparrow			
🕒 Inbox			
✓ Sent		MESSAGE	
🛃 User Assistance 👻			
■ Dossier 👻		APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]	
		OBACK Click the Link to redirect back .	
Support@ServiceDesk			

Fig.35

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

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

parrow	ces officer are not available in your Inbox. Please use respective services portal for assessing the PARs of such officers.
ıbox	Home Inbox
Sent	Standard E Represent
User Assistance 🔻	My Par(1)         Assess Par(3)         Manual Process(0)         Process(3)           Search:         Copy         Excel         PDF         CSV         Show 10 row
ole Detail	S.No La I APAR ID Form Type Officer Detail Received On Sent By Sent Date Current Stage Quick Action
′ork flow 👻	1 E 2018-01042017 CPSE APAR Form DEEPAK SABH 04/10/2018 ATUL BHATT ( 04/10/2018 CR Section To
AR 👻	2 E 2018-01042017 CPSE APAR Form GOUTAM CHAT 05/10/2018 SALIL KUMAR 05/10/2018 CR Section To
)ession -	3 E 2018-01042017 CPSE APAR Form SURENDER SI 16/11/2018 RAJESH KUMA 16/11/2018 CR Section To
DOSSIER + DSC + Support@ServiceDesk	Showing 1 to 3 of 3 entries First Previous 1 Next Las

### Fig.36

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

# **Department of Public Enterprises**



B Sparrow	- Basic Information												
	Name: Designation:	SURENDER SINGH SIROHI	Cadre: Batch:	CENTRAL SERVICES	Service:	CPSE 01/04/2017 to 31/03/2018							
✓ Sent	Workflow Det	tails (Kindly click here and verify the Details of As	ssessing Authori	lies by hovering the mouse over the respec	tive name.)								
🗠 User Assistance 👻	Standard Basic Information	Self Appraisal Appraisal Reviewing Acce	epting Disclose	To Officer									
Role Detail						2							
🗅 Work flow 🔻	Disclose To Officer												
🖻 PAR 🔻													
E Dossier 💌	This is to certify that this APAR (PAR Id : 2018-01042017.31032018-2016551 ) for the period 01/04/2017 to 31/03/2018 has been disclosed to the officer reported upon (SURENDER SINGH SIROH ) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (PLIII) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.												
DSC -													
Support@ServiceDesk	Date:					Signature At Disclosure Level							
	Reference Uplo	ad (only pdf files with 3mb maximum size) Choose file	e No file chosen										
	Disclose To Office												
			I	Fig.37									

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

Smart Performance App	sparrow-cpse.eoffice.gov.in says Are you sure you want to submit ?	About - CPSE Service: CPSE Assessment Period: 01/04/2017 to 31 e respective name.) disclosed to the officer reported upon (SURENDER SINGH SIROHI ) and all Performance Appraisal report of the officer have been completed.	About 🗸 Help 🗸
Name: SURENDER SINGH SIROHI Designation: DIRECTOR	OK Cancel	Service: Assessment Period:	CPSE 01/04/2017 to 31/03/2018
Workflow Details         (Kindly click here and verify the standard)           Standard         Safe Appraisal         Appraisal         Ref	e Details of Assessing Authorities by hovering the mouse over the respen- viewing Accepting Disclose To Officer	ctive name.)	
	Disclose To Officer		9
This is to certify that this APAR ( PAR Id : 2018-010420 actions in compliance to the DOP&T O.M No. 21011/1/2	17-31032018-2016551 ) for the period 01/04/2017 to 31/03/2018 has been disclos 2005-EstL (A) (Pt.III) dated 14th May, 2009 in connection with the Annual Perform	ed to the officer reported upon ( SURENDER SINGH nance Appraisal report of the officer have been com	SIROHI ) and all pleted.

Fig.38

• A message prompts "Sent Successfully" as shown in Fig.39:

	Department of Public Enterprises	
B Sparrow		
🖴 Inbox		
✓ Sent	MESSAGE	
🗠 User Assistance 👻		
Role Detail	APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to SURENDER SINGH SIROHI [TEMPBE07] [DIRECTOR ]	
🗅 Work flow 👻	BACK Click the Link to redirect back .	
🖻 PAR 👻		
🔳 Dossier 🔻		
DSC 🗸		
Support@ServiceDesk		



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

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

B Sparrow	SPARROW nortal for various services have he
🕒 Inbox	Home > Inbox
✓ Sent	Standard Representation
🗠 User Assistance 👻	My Part1         Assess Par(0)           Search:         Copy         Excel         PDF         CSV         Show 10 rows
E Dossier 💌	S.No Ik If APAR ID If Form Type If Received On If Sent By If Sent Date If Current Stage If Quick Action If
🖻 DSC 👻	1 E 2018-01042017 CPSE APAR Form 16/11/2018 ATUL BHATT ( 16/11/2018 Officer Disclosure
Support@ServiceDesk	Showing 1 to 1 of 1 entries First Previous 1 Next Last
	Fig.40

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

	The second secon	a Grad	Departmer	nt of Publ	ic Enterpris	ses	
n Sparrow		Basic Information		Cadre	CENTRAL SERVICES	Service	CRSE
Inbox		Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
✓ Sent		Workflow Deta	ails (Kindly click here and verify the De	tails of Assessing Authoritie	es by hovering the mouse over the	respective name.)	5
🗠 User Assistance 🔻		Standard Basic Information	Self Appraisal Appraisal Reviewir	g Accepting Disclose T	o Officer Acceptance		
E Dossier 🔻							0
DSC 👻					OFFICER ACCEPTANCE		
Support@ServiceDesk							
		The full APAR ( P	PAR ld : 2018-01042017-31032018-2016551 )	including the overall score an	d assessment of integrity has been si	hown/communicated to me. The final grading award	ed 10 has also been noted.
		Date:					Signature At Officer Level
		Reference Uploa	d (only pdf files with 3mb maximum size) [	Choose file No file chosen			
		I Accept	Put for Representation				

Fig.41

## Note:

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

• A confirmation window appears click on **OK** (

) button as shown in **Fig.42**:

S	Smart Perform	ance Appra	aisal spari	ow-cpse.eo	ffice.gov.in says				About 🚽	Help 👻
- Basic Information -			Are y	ou sure you w	ant to submit ?					
Name: Designation:	SURENDER SING	GH SIROHI				ок	Cancel		Service: Assessment P	Period:
Workflow Deta	ils (Kindly click	here and ver	ify the Detail	s of Assessir	ng Authorities by hov	ering the mouse o	ver the respe	ctive name.)		
Standard										
Basic Information	Self Appraisal	Appraisal	Reviewing	Accepting	Disclose To Officer	Officer Acceptan	се			
		·								
					OFFICE	R ACCEPTANCE				
The full APAR ( P	AR ld : 2018-01042	017-31032018	2016551 ) inc	luding the ove	erall score and assessi	nent of integrity has	been shown/	communicated to	me. The final	grading awar

Fig.42

Copyright © DPE, 2019



• A message prompts "**Sent Successfully**" as shown in **Fig.43**:

n Sparrow	
🗅 Inbox	
✓ Sent	MESSAGE
🗠 User Assistance 👻	
🔳 Dossier 👻	APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]
DSC -	BACK Click the Link to redirect back .
@Support@ServiceDesk	

## Fig.43

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

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

n Sparrow								SPARROW or	ntal for various service	: have been si	nlitted	you may fo	und tha	t PARs of other
🕒 Inbox	Home Inb	ох						or Alucent pe			, interest	, you may to		
✓ Sent					_								Stand	ard 📕 Representat
✓ User Assistance ▼	My Par(1)	Assess	Par(3)	Manual Process(0)	Pro	cess(3)					Canu	Event		Shew 10 raws
Role Detail	S.No 🏭	lt	lt	APAR ID	11	Form Type 🛛 🛔	Officer Detail	Received On 1	Sent By 🕴	Sent Date	Copy It	Current Stage	11 1	Quick Action
Work flow 👻	1	E	•	2018-01042017		CPSE APAR Form	DEEPAK SABH	04/10/2018	ATUL BHATT (	04/10/2018	CF	R Section To		
PAR -	2	E	•	2018-01042017		CPSE APAR Form	GOUTAM CHAT	05/10/2018	SALIL KUMAR	05/10/2018	CF	R Section To		
Dession -	3	E	•	2018-01042017		CPSE APAR Form	SURENDER SI	16/11/2018	SURENDER SI	16/11/2018	CF	R Section for		
	Showing 1 to	3 of 3 er	ntries									First Broui		1 Novt Lost
DSC -												riist Piev	Jus	i next Last
Support@ServiceDesk														

Fig.44

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


• A confirmation window appears click on **OK** (

) button as shown in **Fig.46**:

Smart Performance App	sparrow-cpse.eoffice.gov.in says	About 🗸	Help 👻
Basic Information —	Once Form is Submitted, data will not be changed. Are You Sure want To submit.		
Name: SURENDER SINGH SIROHI Designation: DIRECTOR	OK	Service: CPSE Assessment Period: 01/04/2017 to 31/03/2018	
Workflow Details (Kindly click here and verify the	e Details of Assessing Authorities by hovering the mouse over the respe	ctive name.)	
Standard			
Basic Information Self Appraisal Appraisal Rev	iewing Accepting Disclose To Officer Officer Acceptance		
		9	
	OFFICER ACCEPTANCE		
The full APAR ( PAR Id : 2018-01042017-31032018-2016	551 ) including the overall score and assessment of integrity has been shown/	communicated to me. The final grading awarded 10 has also been noted.	

Fig.46

• A message prompts "Successfully Closed" as shown in Fig.47:

	Department of Public Enterprises	
Sparrow		
Inbox		
✓ Sent	MESSAGE	
🗠 User Assistance 👻		
Role Detail	APAR ID : 2018-01042017-31032018-2016551 has been Successfully Closed	
🗅 Work flow 👻	BACK Click the Link to redirect back .	
🖻 Par 👻		
Dossier •		
DSC -		
Support@ServiceDesk		





# **Movement of PAR- Representation Flow**

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

Click Put for Representation

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

Sparrow	Basic Information										
	Name:	P K SARANGI		Cadre:	CENTRAL SERVICES	Service:	CPSE				
🗅 Inbox	Designation:	DIRECTOR		Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018				
✓ Sent	Workflow Deta	rkflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)									
l⊮ User Assistance  ▼	Standard										
	Basic Information	Self Appraisal Appraisal	Reviewing Acceptin	g Disclose To Offi	cer Officer Acceptance						
≡ Dossier 🝷							9				
DSC -				OF	FICER ACCEPTANCE						
<pre> @Support@ServiceDesk </pre>											
	The full APAR ( PA	R ld : 2018-01042017-3103201	3-2015668 ) including the	overall score and as	sessment of integrity has been shown	communicated to me. The final grading awarded 10	) has also been noted.				
	Date:						Signature At Officer Level				
	Reference Uploa	d (only pdf files with 3mb maxin	num size) Browse N	o file selected.							
	I Accept	Put for Representation									

Fig.48

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



# **Department of Public Enterprises**



_	Smart Performance Appraisal Report Recording Online Window (SPARROW)		About 👻 H
sic Informativ	Put for Representation		
SIC IIIIOIIIIau			
lame:			
esignation:			
/orkflow D			
andard	Letter I - Employee		
	Case for Representation		
SIC IIIIOTTIIdu	I would like to go for representation and request for higher grades.		
	Dato: Signature		
	Date.		
	Reference Upload (only pdf files with 3mb maximum size) Browse No file selected		
he full APAR		Yes No	warded 10 h



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

on the second s	
🖴 Inbox	
	MESSAGE
🗠 User Assistance 👻	
≡ Dossier 🕶	APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]
DSC -	O BACK Click the Link to redirect back .
Support@ServiceDesk	

Fig.50

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

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

	Ricarda G	्र ग्र	Depart	ment of	Public E	nterpris	ses	•	4	
					SPARROW portal fo	r various services hav	e been splitted, you may	found that PARs of o	ther services officer are no	t available in your l
	Home >	inbox			STARTON POTUTO	i vanous scrvices nav	e been spinted, you may			t avalable in your
										Standard 📕 Represer
nce 👻	My Par(1 Search:	) Assess P	ar(3) Manual Process(2) Proces	(2) (2)					Copy Excel PDF	CSV Show 10 rd
	S.No	IL II	11 APAR ID	L† Form Type	↓† Officer Detail	11 Received On	I† Sent By	11 Sent Date	Current Stage	Quick Action
	1	E	2018-01042017	CPSE APAR Form	P K SARANGI	30/11/2018	P K SARANGI	30/11/2018	Rep - CR Section	
	2	E	2018-01042017	CPSE APAR Form	NIRAJ KUMAR	20/11/2018	ATUL BHATT (	20/11/2018	Reviewing Auth	
	3	E	2018-01042017	CPSE APAR Form	P.S.R.K. SASTR	11/10/2018	ATUL BHATT (	11/10/2018	Reviewing Auth	
	Showing	1 to 3 of 3 entri	es							
									First Previous	1 Next L
viceDesk										

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

Name:       PK SARANGI       Cadre:       CENTRAL SERVICES       Service:         ✓ Sent       Designation:       DIRECTOR       Batch:       1900       Assessme         ✓ Vorkflow Details       (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)       Representation       Representation       Representation       Image: Case for Representation	CPSE nt Period: 01/04/2017 to 31/03/2018
Sent Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.) Representation Representation Basic Information Basic Information Self Appraisal Reviewing Accepting Disclose To Officer Case for Representation I would like to go for representation and request for higher grades Date: 30/11/2015 Signature Signature Date: 30/11/2015 Signature Signature Case for Kepresentation Letter Flore Support@ServiceDesk Letter Section CC SECTION Ended	
C User Assistance *       Representation         a Role Detail       Institute Information Self Appraisal Reviewing Accepting Disclose To Officer         D Work flow *       Invoid like to go for representation and request for higher grades         D Rossier *       Date: 30/11/2015         D Soc *       Signature Solution         D Soc *       Exter Fection CR Section         Case Tool Network       Letter Section CR Section         C Representation       Exter Section CR Section	
a Role Detail     Case to Representation and request for higher grades       b PAR *     Detail 11/2015       b DSC *     Support@ServiceDesk	
Work flow ~     I would like to go for representation and request for higher grades       I PAR ~     Date: 30/11/2018       Sini, P K SARAN 50169 DIRECTOR       Soupport@ServiceDesk	
PAR •       Date: 30/11/2015       Signature         Dossier •       Stri, P.K. SARAN       Stri, P.K. SARAN         DOSC •       Diffection       Stri, P.K. SARAN         DSupport@ServiceDesk       Letter Section       C         Letter Section       CR SECTION       Strike Desk	
Oossler      Oossler	21
DSC -      Support@ServiceDesk      Letter Section     CR SECTION      Kndy review the performancel	и
DSupport@ServiceDesk Letter Section CR SECTION Kindly review the performancel	
Letter Section CR SECTION	
Kindly review the performance	
Date:	
Reference Upload (only pdf files with 3mb maximum size) Choose file. No file chosen	
Send To Competent Authority- Stage I	

Fig.52

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

	Raha sad	Dep	oartı	ment	of Pu	blic Ente	erprises	S				
Decis Information	9	Smart Performa	nce s	parrow-cps Once Form is s	e.eoffice.go Submitted, d	ov.in says lata will not be chan	ged. Are You Sure	e want		Abc	ut <del>v</del> He	elp 👻
Name: Designation:	P K SARANGI DIRECTOR		Ţ	o submit.			ОК	Cancel	Service: Assessme	nt Period:		CPSE 01/04
Workflow Detail Representation Letter Information Case for Represent	Is (Kindly click here Basic Information ntation	e and verify the Dei Self Appraisal	ails of As	sessing Authors	orities by how	vering the mouse over	r the respective n	name.)				
I would like to ge Date: 30/11/2018	o for representation and	d request for higher gr	ades						Signature			
									Shri, P K SARAN 50169 DIRECTOR	GI		
Letter Section CR SECTION												

Fig.53

• A message prompts "Sent Successfully" as shown in Fig.54:

	🏤 Sparrow	
	✓ Sent	MESSAGE
Role Detail      Work flow -      Work flow -      PAR -	🛃 User Assistance 👻	
Work flow      Organization     ABACK Click the Link to redirect back .	Role Detail	APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to RAJESH KUMAR CHAUDHRY (PB/028 ) (JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOI]
PAR -	🗅 Work flow 👻	BACK Click the Link to redirect back .
	🖻 PAR 👻	

Fig.54

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

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

🚳 Sparrow	SPARROW portal for various services have been
🖨 Inbox	Home + Inbox
	Standard Representation
🗠 User Assistance 👻	Search: Copy Excel PDF CSV Show 10 rows
≡ Dossier 🕶	S.No 🟦 11 APAR ID 11 Form Type 11 Officer Detail 11 Received On 11 Sent By 11 Sent Date 11 Current Stage 11 Quick Action 11
DSC -	1 E 2018-01042017 CPSE APAR Form P K SARANGI ( 30/11/2018 ATUL BHATT ( 30/11/2018 Competent Auth
GSupport@ServiceDesk	Showing 1 to 1 of 1 entries First Previous 1 Next Last
Copyright	© DPE, 2019 Ver.1.0



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

A Sparrow	Basic Information					
	Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
🗅 Inbox	Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
✔ Sent	Workflow Det	ails (Kindly click here and verify the De	tails of Assessing Authorit	es by hovering the mouse over the re	espective name.)	6
∠ User Assistance  ◄	Representation	Basic Information Self Appraisal A	ppraisal Reviewing Ac	cepting Disclose To Officer		
≣ Dossier 👻	Kindly review	the performance				
DSC -	Date: 30/11/201	8			Signature	
DSupport@ServiceDesk					Shri. ATUL BHATT C2116 CHAIRMAN	
	Letter Section REMARKS OF C Kindly consid Date: Reference Up	OMPETENT AUTHORITY ler.	Browse No file selected			ii.
	Send To Reporting	g Authority				

Fig.56

• A confirmation window appears click on **OK** (

) button as shown in **Fig.57**:

<b>Basic Information</b>					
Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
Workflow Deta	ils (Kindly click here and verify	the Details of Assessing Authorities	by hovering the mouse over the respe	tive name )	
Representation					
Letter Information	Basic Information Self Apprai	1 1 1	1		
Kindly review	the performance	Once Form is Submitted, data will not	be changed. Are You Sure want To submit.		•
Date: 30/11/201	3		OK Cancel	Signature	
				Shri. ATUL BHATT	
				CHAIRMAN	



• A message prompts "Sent Successfully" as shown in Fig.58:

	De	epartment of Public Enterprises
🚳 Sparrow		
🕒 Inbox		
✓ Sent		MESSAGE
🗠 User Assistance 👻		
≡ Dossier ▼		APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]
DSC -		(C) BACK Click the Link to redirect back .
DSC ▼ ⊕Support@ServiceDesk		BACK Click the Link to redirect back .

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

Rep-Reporting Authority clicks the PAR ID (<sup>2018-01042017-31032018-2015668</sup>) to open the PAR as shown in Fig.59:

🚳 Sparrow							SPA	RROW portal for variou	s services have	been splitted you may	found that PARs
Inbox	Home Inbo	x							S Services nave	been spinee, you may	
✓ Sent										Stand	lard 🔳 Representati
🗠 User Assistance 👻	My Par(1) Search:	Assess	Par(3)	Manual Process(2) Pr	ocess(2)					Copy Excel PDF C	SV Show 10 rows
Role Detail	S.No 🕸	- It	ţ۱ –	APAR ID	Form Type 🕴	Officer Detail	Received On 🕴	Sent By	Sent Date	Current Stage	Quick Action
D Work flow 👻	1	E	•	2018-01042017	CPSE APAR Form	P K SARANGI	03/12/2018	RAJESH KUMA	03/12/2018	Rep - Reporting	
■ PAR ▼	2	E	•	2018-01042017	CPSE APAR Form	NIRAJ KUMAR	20/11/2018	ATUL BHATT (	20/11/2018	Reviewing Auth	
E Dossier -	3	E	•	2018-01042017	CPSE APAR Form	P.S.R.K. SASTR	11/10/2018	ATUL BHATT (	11/10/2018	Reviewing Auth	
DSC -	Showing 1 to 3	3 of 3 ent	tries							First Previous	1 Next Last

#### Fig.59

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

a construction of the second sec	and ward	Department of	f Public	Enterprise	s 🍦	1	
Sparrow	Name: P K SAF	RANGI	Cadre: C	ENTRAL SERVICES	Service:	CPSE	
🖨 Inbox	Designation: DIRECT	OR	Batch: 1	900	Assessment Period:	01/04/2017 to 31/03/2018	
✓ Sent	Workflow Details (Kind	dly click here and verify the Details of Ass	essing Authorities by	novering the mouse over the res	pective name.)		
🗠 User Assistance 🔻	Representation           Letter Information         Basic	Information Self Appraisal Appraisal	Reviewing Acceptir	g Disclose To Officer			
Role Detail	Kindly consider.						•
🗅 Work flow 👻	Data: 02/42/2049				Sianature	11	
🖹 PAR 👻	Date. 03/12/2018				Mr. RAJESH KUMAR CHAUDH PB/028	RY	
■ Dossier 👻					JOINT SECRETARY DEPARTME ENTERPRISES GOI	ENT OF PUBLIC	
DSC 👻							
<pre>Gupport@ServiceDesk</pre>							
	Re-consider the matter. Date: Reference Upload (only Send To Reviewing Authority	pdf files with 3mb maximum size) Choose f	ile No file chosen				v
• A confirm	nation windov	v appears click on	Fig. OK (	60 ) button as	shown in <b>Fig.61:</b>	About <del>-</del>	Help +
Basic Information ———		Once Form is Submitted, data will n	ot be changed. Are Y	ou Sure want			
Name: PKSAF	RANGI	ro submit.			Service:	CPSE	
Designation: DIRECT	TOR		Ŏĸ	Cancel	Assessment Period:	01/04/2017 to 31/03/2018	
Workflow Details (Kin	dly click here and verify th	e Details of Assessing Authorities by	y hovering the mou	se over the respective name	e.)		
Representation	Information 0-16 Acc	al Approince Devices	ing Disclose T	Haar			
Kindly consider.	Sen Appraisa	n Appraisal Reviewing Accept	ung Disclose to C	nicer			•
Date: 03/12/2018				5	Signature Mr. RAJESH KUMAR CHAUDHRY 98/028 JOINT SECRETARY DEPARTMENT OF INTERPRISES GOI	PUBLIC	

Fig.61

• A message prompts **"Sent** Successfully" as shown in Fig.62:

		Department of Public Enterprises	
▲ Inbox   ✓ Sent   Let User Assistance ▼   ● Role Detail   ● Work flow ▼   ● PAR •	n Sparrow		
✓ Sent      ✓ User Assistance      APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR ]      OWork flow      ● PAR	Inbox		
L User Assistance ▼            • Role Detail         • Work flow ▼         • PAR •         • Example Click the Link to redirect back .         • Example Click the	✓ Sent	MESSAGE	
APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR]      Work flow      BACK Click the Link to redirect back .	🛃 User Assistance 🔻		
▶ Work flow ▼       Image: BACK Click the Link to redirect back .         Image: PAR ▼       Image: Click the Link to redirect back .	Role Detail	APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR ]	
	🗅 Work flow 🔻	O BACK Click the Link to redirect back .	
	PAR 🔻		



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

Rep- Reviewing Authority clicks the PAR ID (<sup>2018-01042017-31032018-2015668</sup>) to open the PAR as shown in Fig.63:

Sparrow	nortal for assessing the BARs of such officers
🕰 Inbox	Home Finbox
	Standard Representation
🗠 User Assistance 👻	Search: Copy Excel PDF CSV Show 10 rows
≡ Dossier 🕶	S.No Li II APARID II Form Type II Officer Detail II Received On II Sent By II Sent Date II Current Stage II Quick Action II
DSC -	1 E 2018-01042017 CPSE APAR Form PK SARANGI ( 03/12/2018 ATUL BHATT ( 03/12/2018 Rep - Reviewin
Support@ServiceDesk	Showing 1 to 1 of 1 entries
	Hirst Previous 1 Next Last



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

Send To Accepting Authority

eoffice	Smart Performance Appraisal Report	Recording Online Window (SPARROW)	About 🚽 Help 🚽 Shri.	GOUTAM CHATTARJEE(DIRECTOR - M
48 Sparrow	Basic Information	Cadre: CENTRAL SERVICES	Service:	CPSE
🕰 Inbox	Designation: DIRECTOR	Batch: 1900	Assessment Period:	01/04/2017 to 31/03/2018
✓ Sent	Workflow Details (Kindly click here and verify the Details o	f Assessing Authorities by hovering the mouse over the resp	ective name.)	
user Assistance ←	Representation           Representation         Basic Information         Self Appraisal         Apprais	al Reviewing Accepting Disclose To Officer		
🔳 Dossier 👻	Re-consider the matter.			*
DSC -	Date: 03/12/2018		Signature	Etc.
Support@ServiceDesk			Shri, ATUL BHATT C2116	
			CHAIRMAN	
	Letter Section REMARKS OF REVIEWING AUTHORITY			
	QK with the report.			
				th.
	Date:			EE.
	Reference Upload (only pdf files with 3mb maximum size) Brow	NSE No file selected.		
	Band To Assembly Authority			*







• A confirmation window appears click on **OK** (

### ) button as shown in **Fig.65**:

B Sparrow	- Basic Information	I									
	Name:	P K SARANGI			Cadre:	CENTRAL SERVICES		Service:	CPSE		
🖴 Inbox	Designation:	DIRECTOR			Batch:	1900		Assessment Period:	01/04/2017 to 31/0	3/2018	
	Workflow De	tails (Kindly click her	e and verify t	he Details of Ass	essing Authoritie	s by hovering the mouse over the respe	ctive name.)				
	Representation										
User Assistance 👻	Letter Informatio	Basic Information	Self Apprai								
≡ Dossier 🕶	Re-conside	the matter.		Once Form is Su	bmitted, data will n	t be changed. Are You Sure want To submit.				*	
DSC -	Date: 03/12/20	18				OK Cancel	Sign	Signature			
<pre> @Support@ServiceDesk </pre>		Date: 03/12/2018			Shri. ATUL BHATT						
							CHAI	RMAN			
			_								



• A message prompts **"Sent** Successfully" as shown in Fig.66:

8 Sparrow	
🗅 Inbox	
✓ Sent	MESSAGE
🗠 User Assistance 👻	
≡ Dossier ▼	APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to SURENDER SINGH SIROHI (TEMPBE07) [DIRECTOR ]
DSC -	<b>OBACK</b> Click the Link to redirect back .
Support@ServiceDesk	

Fig.66

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

Rep- Accepting Authority clicks the PAR ID (<sup>2018-01042017-31032018-2015668</sup>) to open the PAR as shown in Fig.67:

Sparrow															SPA	ROW portal	l for va	arious s	ervices h
🖨 Inbox	Home	• Inbox														aren perta			
	My Dar((	m 🗖	22022	Dar(1)													Stano	dard 📕 F	Representati
🗠 User Assistance 👻	Search:		100000	rai(1)											Сору	Excel PE	DF C	:SV Sh	now 10 rows
≡ Dossier 🝷	S.No	1E	lt	tt -	APAR ID	ţ,	Form Type	lt	Officer Detail	Received On	lt	Sent By	11	Sent Date	t (	Current Stage	11	Quick A	Action [1
DSC -	1		Е	•	2018-0104201	7	CPSE APAR Form		P K SARANGI (	03/12/2018		GOUTAM CHAT		03/12/2018	Rej	o - Accepting			
Support@ServiceDesk	Showing	) 1 to 1	of 1 en	tries												First Provi		1 N/	ovt Loct
																riist Flevi	105		oni Lasi

Fig.67

a construction of the second se	Department of Public Enterprises	
• A page (Send To	appears , enter the remarks and click <b>Send</b> Competent Authority- Stage II ) button, as shown in <b>Fig.68</b> :	Го Competent Authority- Stage II
🚳 Sparrow	Basic Information Name: P K SARANGI Cadre: CENTRAL SERVICES	Service: CPSE
🕒 Inbox	Designation: DIRECTOR Batch: 1900	Assessment Period: 01/04/2017 to 31/03/2018
✓ Sent	Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective	:tive name.)
🗠 User Assistance 🝷	Representation           Letter Information         Basic Information         Self Appraisal         Appraisal         Reviewing         Accepting         Disclose To Officer	
≡ Dossier ▼	Ok with the report	<b>^</b>
DSC -	Date: 03/12/2018	Signature
Support@ServiceDesk		Shri. GOUTAM CHATTARJEE 50124 DIRECTOR
	Letter Section REMARKS OF ACCEPTING AUTHORITY	
	Fine	
	Date: Reference Upload (only pdf files with 3mb maximum size) Browse No file selected.	
	Send To Competent Authority- Stage II	v

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

B Sparrow	Basic Information							
	Name:	P K SARANGI		Cadre:	CENTRAL SERVICES	Service:	CPSE	
🖴 Inbox	Designation:	DIRECTOR		Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018	
	Workflow Deta	ills (Kindly click here and verify	the Details of Ass	essing Authoritie:	s by hovering the mouse over the respect	tive name.)		
🗠 User Assistance 👻	Representation Letter Information	Basic Information Self Apprai	1 1		1			
≡ Dossier ▼	Ok with the re	eport.	Once Form is Su	bmitted, data will no	t be changed. Are You Sure want To submit.			^
DSC -	Date: 03/12/2018	3			OK Cancel	Signature		
<pre> @Support@ServiceDesk </pre>						Shri. GOUTAM CHATTARJEE 50124 Director		
						DIRECTOR		
	Letter Section							



• A message prompts **"Sent** Successfully" as shown in Fig.70:

	D	epartment of Public Enterprises		
B Sparrow				
🕒 Inbox				
✓ Sent		MESSAGE		
🛃 User Assistance 👻				
≡ Dossier 🝷		APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to GOUTAM CHAITARJEE (50124) [D	RECTOR ]	
DSC -		O BACK Click the Link to redirect back .		
Support@ServiceDesk				

Fig.70

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

Competent Authority- Stage II clicks the PAR ID (<sup>2018-01042017-31032018-2015668</sup>) to open the PAR as shown in Fig.71:

Sparrow	SPAROW nortal for various services have t
🖨 Inbox	Home ▶ Inbox
✓ Sent	Standard Representation
🗠 User Assistance 👻	Search Copy Excel PDF CSV Show 10 rows
≡ Dossier 🔹	S.No 🗄 If APAR ID If Form Type If Officer Detail If Received On If Sent By If Sent Date If Current Stage If Quick Action If
DSC -	1 E 2018-01042017 CPSE APAR Form PK SARANGI ( 03/12/2018 SURENDER SI 03/12/2018 Competent Auth
Support@ServiceDesk	Showing 1 to 1 of 1 entries

Fig.71

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

Mo Sparrow	Basic Information					
	Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
🕰 Inbox	Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
✓ Sent	Workflow Det	ails (Kindly click here and verify th	e Details of Assessing Authoritie	s by hovering the mouse over the	e respective name.)	
🗠 User Assistance 👻	Representation Letter Information	Basic Information Self Appraisa	Appraisal Reviewing Acco	ppting Disclose To Officer		
≡ Dossier 🕶	Fine					·
DSC -	Date: 03/12/201	8			Signature	.ii.
Support@ServiceDesk					Mr. SURENDER SINGH SIROHI TEMPBE07 DIRECTOR	
	Letter Section COMPETENT AL Done Date: Reference U	ITHORITY	size) Browse No file selected.			
	Send To CR Section	n				

Fig.72





• A confirmation window appears click on **OK** (

#### ) button as shown in **Fig.73**:

et Sparrow	Basic Information							
	Name:	P K SARANGI		Cadre:	CENTRAL SERVICES	Service:	CPSE	
🛱 Inbox	Designation:	DIRECTOR		Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018	
✓ Sent	Workflow Det	ails (Kindly click here and verify	the Details of Ass	essing Authoritie	s by hovering the mouse over the respec	tive name.)		
Let Llear Angietanea 📼	Representation							
Coser Assistance 🔹	Letter Information	Basic Information Self Apprai						
≡ Dossier ▼	Fine		Once Form is Su	bmitted, data will n	ot be changed. Are You Sure want To submit.			-
DSC -	Data: 02/42/20/	10				Signature		
C Support@ServiceDesk	Date: 03/12/20	10			OK Cancel	Mr. SURENDER SINGH SIROHI		
						DIRECTOR		



• A message prompts "Sent Successfully" as shown in Fig.74:

Sparrow	
🕰 Inbox	
➔ Sent	MESSAGE
🛃 User Assistance 👻	
≡ Dossier 👻	APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]
DSC -	<b>③</b> BACK Click the Link to redirect back .
Support@ServiceDesk	



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

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

Sparrow			SPAR	ROW portal for various	services have been soli	tted, you may four	d that PARs of other s	arvices officer a	re not available in your l	nhox. Please us
🕒 Inbox	Home ► Inbox				services nate been spi	aca, you may roun			re not a tanabie in your i	noox. I lease as
✓ Sent									Stand	lard 📕 Representa
🗠 User Assistance 👻	My Par(1) Asse	ss Par(2)	Manual Process(2)	ocess(3)					Copy Excel PDF C	SV Show 10 rows
Role Detail	S.No 🏦	t It	APAR ID	Form Type 👫	Officer Detail	Received On 1	Sent By 🔰	Sent Date	Current Stage	Quick Action
) Work flow 🔻	1 E	•	2018-01042017	CPSE APAR Form	DEEPAK SABH	04/10/2018	ATUL BHATT (	04/10/2018	CR Section To	
) PAR 👻	2 E		2018-01042017	CPSE APAR Form	GOUTAM CHAT	05/10/2018	SALIL KUMAR	05/10/2018	CR Section To	
	3 E	•	2018-01042017	CPSE APAR Form	P K SARANGI	03/12/2018	GOUTAM CHAT	03/12/2018	Rep - CR Sectio	
E Dossier V	Showing 1 to 3 of 3	entries								
DSC -									First Previous	1 Next Las
Support@ServiceDesk										





# **Department of Public Enterprises**



• A page appears , click **Disclose To Employee** (

Disclose To Employee

button, as shown in **Fig.76**:

Sparrow     Sparrow	Basic Information					
	Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
Inbox	Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
✓ Sent	Workflow Det	ails (Kindly click here and verify the Details of Ass	essing Authoritie	s by hovering the mouse over the respective n	ame.)	
🗠 User Assistance 🔻	Representation	Basic Information Self Appraisal Appraisal	Reviewing Ac	cepting Disclose To Officer		
Carl Role Detail	REMARKS OF A	ACCEPTING AUTHORITY	_			
🗅 Work flow 👻	Fine					1
PAR -	Date: 03/12/201	8			Signature	
■ Dossier ▼					TEMPBE07 DIRECTOR	
DSC -						
Cupport@ServiceDesk	Letter Sectio	n				
	Letter Section COMPETENT A	UTHORITY				9
	Date: 03/12/201	8			Signature Shri. GOUTAM CHATTARJEE 50124 DIRECTOR	
	Disclose To Employ	yee				

### Fig.76

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

		Smart Perfor	mance App	sparrow-cp	se.eoffice.go	v.in says	shan and Ass Vau Cur			About	→ Help ·
Sparrow	Basic Information	PKSARANGI		To submit.	submitted, da	ita will not be	changed. Are you sure	e want	Sonico	CRSE	
Inbox	Designation:	DIRECTOR					ок	Cancel	Assessment Period:	01/04/2017 to 31/03/2018	
✓ Sent	Workflow Det	tails (Kindly click here	e and verify the	Details of Ass	sessing Auth	prities by how	vering the mouse ove	r the respec	ctive name.)		
🗠 User Assistance 👻	Representation	Basic Information	Self Appraisal	I Appraisal	Reviewing	Accepting	Disclose To Officer	]			
Carl Role Detail	REMARKS OF	ACCEPTING AUTHORIT	Y								*
🗅 Work flow 👻	Fine									1	
🖻 PAR 👻	Date: 03/12/201	8							Signature Mr. SURENDER SINGH SIROHI		
■ Dossier 👻									TEMPBE07 DIRECTOR		
<b>D D D</b>											

Fig.77

• A message prompts "Sent Successfully" as shown in Fig.78:

	D	epartment of Public Enterprises	X
n Sparrow			
🗅 Inbox			
		MESSAGE	
🛃 User Assistance 💌			
Role Detail		APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to P K SARANGI (50169) [DIRECTOR ]	
D Work flow -		O BACK Click the Link to redirect back .	
PAR -			
Doscior -			

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

Click PAR ID(<sup>2018-01042017-31032018-2015668</sup>

•

<sup>8</sup> ) to open the disclosed PAR as shown in **Fig.79**:

Sparrow	SPARROW nortal for various services ha
🕒 Inbox	Home > Inbox
✓ Sent	Standard Representation
🗠 User Assistance 👻	Search: Copy Excel PDF CSV Show 10 rows
≡ Dossier 🝷	S.No 1 APAR ID 1 Form Type 1 Received On 1 Sent By 1 Sent Date 1 Current Stage 1 Quick Action 1
DSC -	1 E 2018-01042017 CPSE APAR Form 03/12/2018 ATUL BHATT ( 03/12/2018 Rep - Employee
Support@ServiceDesk	Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.79

• Officer click **I Accept** (**I Accept**) button as shown in **Fig.80**:

Sparrow     Sparrow	Basic Information					
	Name:	P K SARANGI	Cadre:	CENTRAL SERVICES	Service:	CPSE
🕰 Inbox	Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
✓ Sent	Workflow Deta	ails (Kindly click here and verify the D	etails of Assessing Authoriti	es by hovering the mouse over the	respective name.)	٠
🛩 User Assistance 👻	Representation	Basic Information Self Appraisal	Appraisal Reviewing Act	cepting Disclose To Officer		
≡ Dossier 👻	Fine					
DSC -	Date: 03/12/201	8			Signature	
€Support@ServiceDesk					Mr. SURENDER SINGH SIROHI TEMPBE07 DIRECTOR	
	Letter Sectio	n				
	Letter Section COMPETENT AU	ITHORITY				2
	Done					
	Date: 03/12/201	8			Signature Shri. GOUTAM CHATTARJEE 50124 DIRECTOR	
	I Accept					

Fig.80



• A confirmation window appears click on **OK** (

### ) button as shown in **Fig.81**:

Sparrow     Sparrow	- Basic Information	I <u> </u>						
	Name:	P K SARANGI		Cadre:	CENTRAL SERVICES	Service:	CPSE	
🖨 Inbox	Designation:	DIRECTOR		Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018	
	Workflow De	tails (Kindly click here and verify	he Details of Ass	essing Authorities	by hovering the mouse over the respec	tive name.)	5	
Let Lloor Assistance	Representation	<u></u>						
	Letter Informatio	n Basic Information Self Apprai						
≡ Dossier 🕶	Fine		Once Form is Su	bmitted, data will no	t be changed. Are You Sure want To submit.			
DSC -								
	Date: 03/12/20	18			OK Cancel	Signature		
Support@ServiceDesk						Mr. SURENDER SINGH SIROHI		
						TEMPBE07 DIRECTOR		
						Sincoron		
	Letter Secti							



• A message prompts "**Sent Successfully**" as shown in **Fig.82**:

n Sparrow	
🖨 Inbox	
✓ Sent	MESSAGE
🗠 User Assistance 👻	
≡ Dossier ▼	APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]
DSC -	
Support@ServiceDesk	

Fig.82

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

Custodian (Rep-CR Section) clicks the PAR ID (<sup>2018-01042017-31032018-2015668</sup>) to open the PAR as shown in Fig.83:

2 Sparrow						SPARROW po	rtal for various service	s have been split	ted you may found that	t PARs of other
🕰 Inbox	Home  Inbo	DX							, ,	
✓ Sent									Stand	dard 🔳 Represent
🗠 User Assistance 👻	My Par(1)	Assess	Par(2) Manual Process(2)	Process(3)						
Role Detail	Search:								Copy Excel PDF C	SV Show 10 row
	S.No 🖺	ţţ	I APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
🗅 Work flow 👻	1	E	2018-01042017	CPSE APAR Form	DEEPAK SABH	04/10/2018	ATUL BHATT (	04/10/2018	CR Section To	
🖹 Par 👻	2	E	2018-01042017	CPSE APAR Form	GOUTAM CHAT	05/10/2018	SALIL KUMAR	05/10/2018	CR Section To	
	3	E	2018-01042017	CPSE APAR Form	P K SARANGI	03/12/2018	P K SARANGI	03/12/2018	Rep - CR Sectio	
🔳 Dossier 💌	Showing 1 to	3 of 3 ent	ries							
DSC 👻									First Previous	1 Next La



Close

• A page appears , enter the remarks and click **Close** (

) button, as shown in **Fig.84**:

Copyright © DPE, 2019

Rest       Basic Information         Intox       Passes         Intox		Department of Public Enterprises
Sparrow   Inbox   Inbox   Sent   Sent   Sent   User Assistance -   Check   Inbox   Representation   Sent   Sent   Work flow -   Representation   Sent   Sent   Sent   Designation:   Director Representation   Letter Section   Letter Section <th></th> <th>Trave seal</th>		Trave seal
Inbox P SarAdG Catrie: CENTRAL SERVICES Service: OPSE     I Inbox     I Inbox     I Sent     I Sent     I Vorkficov Details     (Vinde) Trib     I Vorkficov Details	n Sparrow	Basic Information
✓ Sent       Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)	🕒 Inbox	Name:         P K SAKANGI         Cadre:         CEN IRAL SERVICES         Service:         CPSE           Designation:         DIRECTOR         Batch:         1900         Assessment Period:         0//04/2017 to 31
k User Assistance •	✓ Sent	Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)
Cetter Micrimitation is set Appraisal App	🗠 User Assistance 👻	Representation
Work flow ▼       JOINT SECRETARY DEPARTMENT OF PUBLIC         PAR ▼       Letter Section         Dossier ▼       Letter Section         DSC ▼       Letter Section         P Support@ServiceDesk       Re-consider the matter.         Date: 03/12/2018       Signature         Signature       Signature         Shri, ATUL BHATT       C2116         CHARMAN       CHARMAN	□ Role Detail	Cetter monitation Dasic monitation Sen Appraisan Appraisan Reviewing Accepting Disclose to Officer  Mr. RAJESH KUMAR CHAUDHRY PB028
PAR  Letter Section Letter Section Letter Section REMARKS OF REPORTING AUTHORITY Re-consider the matter. Date: 03/12/2018 Signature Signature Signature C116 CHAIRMAN	🗅 Work flow 👻	JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOI
	PAR -	
DSC •       Letter Section         C Support@ServiceDesk       Re-consider the matter.         Date: 03/12/2018       Signature         Signature       Signature         C 2016       CHAIRMAN	🔳 Dossier 👻	Letter Section
Bupport@ServiceDesk         Re-consider the matter.           Date: 03/12/2018         Signature           C2116         C2116           CHAIRMAN         CHAIRMAN	DSC -	Letter Section REMARKS OF REPORTING AUTHORITY
Date: 03/12/2018 Signature Shri. ATUL BHATT C2116 CHAIRMAN	Support@ServiceDesk	Re-consider the matter.
Date: 03/12/2018 Shri, ATUL BHATT C2116 CHAIRMAN		li Sinature
CHIG		Date: 03/12/2018 Shri. ATUL BHATT
		Czito CHAIRMAN
Letter Section		Letter Section
Δ		
Letter Section		Letter Section

• A confirmation window appears click on **OK** (

) button as shown in **Fig.85**:

		Smart Perfor	mance App	sparrow-cp	se.eoffice.go	v.in says	share and Ass Visu Suga				About 🗸	Help 🗸
Sparrow	Basic Information	BKOARANO		To submit.	Submitted, da	ita wili not be	changed. Are you sure	want	Camilaa	0895		
🖨 Inbox	Name: Designation:	DIRECTOR					ок	Cancel	Service: Assessment Period:	01/04/2017 to 31/03/2	2018	
✓ Sent	Workflow Deta	ails (Kindly click her	e and verify the	Details of Ass	sessing Autho	prities by how	vering the mouse over	the respe	tive name.)			3
I≁ User Assistance 💌	Representation											_
	Letter Information	Basic Information	Self Appraisal	Appraisal	Reviewing	Accepting	Disclose To Officer					_
Ca Role Detail									Mr. RAJESH KUMAR CHAUDHRY PB/028			*
🗅 Work flow 👻									JOINT SECRETARY DEPARTMENT OF F ENTERPRISES GOI	PUBLIC		
PAR ▼	Letter Section	n										
■ Dossier 👻												
	Letter Section											

Fig.85

• A message prompts "Successfully Closed" as shown in Fig.86:

B Sparrow
🕒 Inbox
✓ Sent
🗠 User Assistance 🔻
Role Detail
🗅 Work flow 👻
PAR 👻
■ Dossier ▼







# Home

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





# Dashboard

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

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

View More Details>> Click View More Details ) button as shown in **Fig.88**: • Sparro 60 ረጉ 5 25  $\bigcirc$ 11 Sent 🛃 User Assistance 👻 Role Detail Assessment Yea 2017-2018 Select Assesment year Total PAR Transactio 300 🗅 DSC 👻 250 60 action Number 120 Support@ServiceDesk 50 40 30 Iransa 100 20 -50 10 0 Sun 00-25

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

	201	7-2018							
			C	)ata is refreshed in every	/ 5 minutes.				
				ORGANIZATIO	N				
arch:							Copy Excel	PDF CSV Show	10 rows
S.No 👫	Organization	Officer's Posted	PARs Generated	PARs Closed 🛛 🗍	PARs Generate 🕼	Pending with O	Pending with R 🕼	Pending with R	Pendi
	MECON LIMITED	5	25	11	2	2	1	1	0

Fig.89

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

Assessment Perio	d :	2017	-2018 🔻							
				C	Data is refreshed in every	5 minutes.				
					ORGANIZATIO	ı				
earch:								Copy Excel	PDF CSV Sho	ow 10 rows
S.No	Crganization	l It	Officer's Posted	PARs Generated	PARs Closed 🛛 🕴	PARs Generate 🕴	Pending with O	Pending with R 1	Pending with R 1	Pendir
1	MECON LIMITE	D	5	25	11	2	2	1	1	0
nowing 1 to 1 of 1 ent	tries									
								First	Previous 1 Next	t Last

Fig.90

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

Send Alert ( Send Alert ) button, as shown in Fig.91:

	सत्यमेव जयसे		Depa	artme	nt of P	ublic E	Inter	prises			7	
eoffice				mance Appra	isal Report Reco	ording Online Wi	ndow (SPAI	RROW)				
🙆 Sparrow					Dasi							Send Alert
	Search:			Sir/Madam,P.	nd As Alert:-* AR's for recording your	comments is pending	in your inbox. It i	s requested to			Copy Excel CS	/ PDF Show 10 rows
		Select All		process/acce	ss the same. Regards,	SPARROW TEAM.			d	PAR Closed		Pending Received
	S.No		PAR	(Check at least	tone checkBox(*))				41	Date	1 Pending With	On
	1		2018-01042017- 2015676	E-mail 🖉	SMS						1659 (ASHOK K	19-11-2018
	2		2018-01042017- 2015666					Send Alert Close			C2116 (ATUL B	01-11-2018
	3		2018-01042017- 2015679								3957578 (ATUL	26-10-2018
■ Dossier 👻	4		2018-01042017- 2016501	31032018-	802643(G ARA	CENTRAL SER	1900	25-10-2018			802643 (G ARA	25-10-2018
DSC 🔻	5		2018-01042017- 2015869	31032018-	0356(S.B. BHID	CENTRAL SER	1900	11-10-2018			0356 (S.B. BHI	11-10-2018
	6		2018-01042017- 2015683	31032018-	3160262(SUBR	CENTRAL SER	1900	12-10-2018			3160262 (SUBR	12-10-2018
	Showing 1	to 6 of 6 entries										

Fig.91

### Note:

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

• A message prompts "Alert Sent Successfully" as shown in Fig.92:

mart Perform	nance Apr	sparrow-cpse.eoffice Alert Sent Successfully	e.gov.in says				
	Message t Sir/Madam, process/acc	-ARS for recording your ess the same. Regards,\$	comments is pending SPARROW TEAM.	III your inixox. It is reques			
PAR 2018-01042017- 2015676	(Check at leas	st one checkBox(*))				t 11	P
2018-01042017- 2015666 2018-01042017- 2015679				Send	d Alert Close		
2018-01042017-3 2016501	1032018-	802643(G ARA	CENTRAL SER	1900	25-10-2018		

Fig.92



# **Common Functionalities of PAR**

### Custodian (Central or State), PAR Manager & Officers

## Inbox/ Sent

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

My Par(1)	Assess Pa	r(3) Man	ual Process(0)	Process(2)	)/ My PAR,	Assess	PAR,	Forward
Delegated,	Process	F	orce	Forward	and	Manı	ial	Process
My Par	Assess Par	Process	Force Forwar	rd Manual P	rocess			

## My PAR (Inbox/Sent)

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

y Par(1) Assess Par(3)	) Manual P	rocess(0) Pro	cess(2)								<b>•</b> 5	andard Representation
earch:											Copy Excel PDF	CSV Show 10 rows
S.No 🏭 👫	-lt	APAR ID	Jt.	Form Type	1t	Received On	lt	Sent By	t	Sent Date 11	Current Stage	Quick Action
1 E 📕	2018-	01042017		CPSE APAR Form	(	01/11/2018		ATUL BHATT (		01/11/2018	Officer Reported	

Fig.93

## Assess PAR (Inbox/ Sent)

• Assess PAR (Assess Par(2)), click APAR ID as shown in Fig.94:

lard <b>a</b> Representati	Stand									
						cess(2)	lanual Process(0) Pro	Par(3)	Assess	y Par(1)
SV Show 10 rows	Copy Excel PDF C	C								earch:
Quick Action	Current Stage	Sent Date	Sent By 👫	Received On	Officer Detail	Form Type 🕴	APAR ID	lt.	IL II	S.No ↓
	Reporting Autho	02/11/2018	NIRAJ KUMAR	02/11/2018	NIRAJ KUMAR	CPSE APAR Form	2018-01042017		E	1
	Reviewing Auth	11/10/2018	ATUL BHATT (	11/10/2018	P.S.R.K. SASTR	CPSE APAR Form	2018-01042017	•	E	2
	Reporting Autho	25/10/2018	ATUL BHATT (	25/10/2018	RITA AHLAWAT	CPSE APAR Form	2018-01042017		Е	3

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

Name:	NIRAJ KUMAR	Cadre:	CENTRAL SERVICES	Service:	CPSE
Designation:	DIRECTOR	Batch:	1900	Assessment Period:	01/04/2017 to 31/03/2018
Norkflow De	tails (Kindly click here and verify the Detai	s of Assessing Authoritie	es by hovering the mouse over the respecti	ve name.)	
tandard					
asic Information	n Self Appraisal Appraisal				
Reload Old PAR					
	_	SECTION I	I : Appraisal of the Reporting Authority		
. Please state w	hether you agree with the responses relating to	the accomplishments of t	ne work plan as filled out in Section II.If not, ple	ease furnish factual details.	
Please state whe	ther you agree with the responses relating to the a	ccomplishments of the work	plan as filled out in Section II.If not, please furnish	factual details.	
					i
	nt on the claim (if any) made by the officer repo	rted upon about his excep	tional contribution.		
. Please comme					
Please comme	on the claim (if any) made by the officer reported u	pon about his exceptional co	ntribution.		
Please comme	on the claim (if any) made by the officer reported u	pon about his exceptional co	ntribution.		
Please comment	on the claim (if any) made by the officer reported u reported upon met with any significant shortfa	pon about his exceptional co	ntribution. If yes, please furnish factual details.		
Please comme Please comment B. Has the officer Has the officer re	on the claim (if any) made by the officer reported u reported upon met with any significant shortfal ported upon met with any significant shortfall in act	pon about his exceptional of Il in achieving the targets? hieving the targets? If yes, pl	If yes, please furnish factual details. ease furnish factual details.		
Please comment Please comment Has the officer re	on the claim (if any) made by the officer reported u reported upon met with any significant shortfa ported upon met with any significant shortfall in act	pon about his exceptional co Il in achieving the targets? nieving the targets? If yes, pl	ntribution. If yes, please furnish factual details. ease furnish factual details.		
Please comment Please comment B. Has the officer Has the officer re	on the claim (if any) made by the officer reported u reported upon met with any significant shortfal ported upon met with any significant shortfall in act with the constraints mentioned by the officer rep	pon about his exceptional of II in achieving the targets? Neving the targets? If yes, pi poorted upon that had hinde	If yes, please furnish factual details. ease furnish factual details. rred his performance and, if so, to what extent?	2	
Please comment     Please comment     Has the officer     Has the officer re     Do you agree vit	on the claim (if any) made by the officer reported u reported upon met with any significant shortfa ported upon met with any significant shortfall in act with the constraints mentioned by the officer reported the constraints mentioned by the officer reported	pon about his exceptional of II in achieving the targets? Newing the targets? If yes, pl poorted upon that had hindered his p	If yes, please furnish factual details. ease furnish factual details. rred his performance and, if so, to what extent erformance and, if so, to what extent	?	

Fig.95

## Manual Process (Inbox/ Sent)

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

ly Dar(1)	Λεερεε	Dar(2)	Manual Process(1)	Process(2)					Standa	rd 📕 Representation
iy Pai(1)	M35035	Par(2)	Manual Process(1)	10(255(2)						
earch:									Copy Excel PDF CS	V Show 10 rows
S.No ↓	L II		APAR ID	† Form Type 👃	† Officer Detail 1	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	•	2018-01042017	CPSE APAR Form	ASHOK KUMA	19/11/2018	ATUL BHATT (	19/11/2018	Officer Reported	
2	E		2018-01042017	CPSE APAR Form	RITA AHLAWAT	25/10/2018	ATUL BHATT (	25/10/2018	Reporting Autho	

Fig.96

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



# **Department of Public Enterprises**



Name:	ASHOK KUMAR SINGH	Cadre: CENTR	RAL SERVICES	Service:		CPSE
Designat	tion: CHAIRMAN	Batch: 1900		Assessment P	eriod:	01/04/2017 to 31/03/2018
Workflo	w Details (Kindly click here and verify the Detai	ils of Assessing Authorities by hove	ring the mouse over	the respective name )		
Standard			ing no modoo oro			
Basic Info	ormation Self Appraisal					
Reload C						
	_	Continue II - Colferenceio	1 - 6 41 661	-4		
		Section II – Self-appraise	in or the officer report	eu upon		
I. Brief de	escription of responsibilities					
Objective	es of the position you hold and the responsibilities you	are required to discharge, in about 10	0 words).			
(Objective	es of the position you hold and the responsibilities you	are required to discharge, in about 10	00 words).			
(Objective	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are	a are required to discharge, in about 10 required to discharge, in about 100 word	90 words). s).			
(Objective	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are	are required to discharge, in about 10 required to discharge, in about 100 word	<b>10 words).</b> s).			i
(Objective (Objective 2. Annual	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement:	u are required to discharge, in about 10 required to discharge, in about 100 word	10 words). s).			10
(Objective (Objective 2. Annual S.No.	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed	a are required to discharge, in about 10 required to discharge, in about 100 word	00 words). s). Weightage	Deliverables	Achievement	
(Objective (Objective 2. Annual S.No.	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (CODjectives of the position you hold and the responsibilities of the position you hold and the position y	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in	0 words). s). Weightage	Deliverables	Achievement	
(Objective (Objective 2. Annual S.No. 1	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (Objectives of the position you hold and the responsibilities)	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in	0 words). s). Weightage	Deliverables required to discharge, in about 100 words).	Achievement	
(Objective (Objective 2. Annual S.No. 1	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (Objectives of the position you hold and the responsibilities about 100 words). Total	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in	0 words). s). Weightage 10 10.00	Deliverables required to discharge, in about 100 words).	Achievement	
(Objective (Objective 2. Annual S.No. 1	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (Objectives of the position you hold and the responsibilities about 100 words). Total	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in	0 words). s). Weightage 10 10.00	Deliverables       required to discharge, in about 100        words).	Achievement	
(Objective (Objective 2. Annual S.No. 1	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (Objectives of the position you hold and the responsibilities about 100 words). Total	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in	0 words). s). Weightage 10 10.00	Deliverables required to discharge, in about 100 words).	Achievement	
(Objective (Objective 2. Annual S.No. 1	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (Objectives of the position you hold and the responsibilities about 100 words). Total	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in	0 words). s). Weightage 10 10.00	Deliverables       required to discharge, in about 100        words).	Achievement	
(Objective (Objective 2. Annual S.No. 1	es of the position you hold and the responsibilities you es of the position you hold and the responsibilities you are work plan and achievement: Task to be performed (Objectives of the position you hold and the responsibilities about 100 words). Total	a are required to discharge, in about 100 word required to discharge, in about 100 word littles you are required to discharge, in e	Weightage	Deliverables  required to discharge, in about 100  words).	Achievement	

Fig.97

Note:

Manual Process is performed by Custodian only.

### Process (Inbox/Sent)

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

ione • inoc	DX								
									Standard E Representat
y Par(1)	Assess I	Par(2)	Manual Process(2) Pr	ocess(2)					
earch:									Copy Excel PDF CSV Show 10 rows
S.No 🏨	- II	łt	APAR ID 🕴	Form Type 🕴	Officer Detail	Received On 🕴	Sent By 🕴	Sent Date	Current Stage    Quick Action
1	E	•	2018-01042017	CPSE APAR Form	DEEPAK SABH	04/10/2018	ATUL BHATT (	04/10/2018	CR Section To
						05/10/2010	SALIL KUMAR	05/10/2019	CP Section To

Fig.98





## **Force Forward (Sent)**

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

Home ► Sent	t											
My Par As	ssess Pa	Ir Pi	Force Forward	Manu	al Process						Star	ndard E Representation
ASSESSMEN	IT PERIC	D :	2017-2018		•							
Search:										Сор	V Excel PDF	CSV Show 10 rows
S.No 🏨		łt	APAR ID		Form Type	t Of	fficer Detail	Sent To 🛛 👫	Force Forward By	Sent Date	Sent To Stage	Quick Action
1	E		2018-01042017-31032018 2015664	)-	CPSE APAR Form	NIRA	J KUMAR	NIRAJ KUMAR	ATUL BHATT (	10/10/2018	Officer Reported	<b></b>
Showing 1 to 1	1 of 1 en	tries									First Previous	1 Next Last

Fig.99

• Click the <sup>1</sup> icon to view the sent **APAR**.



# **User Assistance**

## **Track Your PAR**

• Go to User Assistance ( User Assistance Assessment Year, a list appears as shown in Fig.100:

), click **Track Your PAR** (



Home ► A	APAR Tracking											
Track My	/ APAR											
Assessn	nent Period :	2017-2018	¥									
Search:								_				
									Copy Excel	PDF	CSV Show	10 rows
S.No 🔱	APARID II	Officer Detail	Assessment Year I	Work Status	Work From	Work To 👔	Cadre It	Organization	Copy Excel Allotmer Year/Bat	PDF nt ch lî	CSV Show Show	10 rows r
<b>S.No ↓</b>	APARID 11 2018-01042017-31032018- 2015666	Officer Detail	Assessment Year	Work Status WORKING	Work From [] 01-04-2017	Work To 11 31-03-2018	Cadre It	Organization If	Copy Excel Allotmer Year/Bat 1900	PDF nt ch If	CSV Show	10 rows

### Fig.100

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

		Smart Perfor	mance Appraisal	Repor	t Recording Onlin	ie Window (SPAF	RROW)			3			
Home > AP	PAR 1	racking Detail						Standard	Representation				
Track My A				PA	R Period : 01-04-2017 1	to 31-03-2018							
Assessme	Officer	Name : ATUL BHATT	-			Employee Code	: C2116						
	Design	ation : CHAIRMAN				Work Status : W	orking						
Search:				Sent			Current		More	юру	Excel PDF	CSV Show 1	0 rows
	S.No.		Sent By	Date	SentTo	Current Stage	Status	Last Open Date	Details	All	otment	Know your	
S.NO 4=	1	•	ATUL BHATT (C	01-11- 2018	ATUL BHATT (C	Officer Reported	Pending	19-11-2018 11:2	Click	1000		Custodian	
										1900		U	
Showing 1 to 1													
									Close	Firs	t Previous	1 Next	Last

Fig.101

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

		tra oraci	Depa	rtmen	t of Pı	ublic	Enterp	rises		M	
		Smart Perform	ance Appraisal R	leport Record	ing Online W Role Deta	'indow (SP. iils	ARROW)		,	×	About 🗸
S.No.	Organization	Officer Detail	Officer Organiza	tion Emai	il ID Allo	tment Year	Cadre	Role Assigned	Assigned Date	Revoked Date	
	MECON LIMITED	ATUL BHATT(C	MECON LIMITED		1900		CENTRAL SER	PAR CENTRAL	15-03-2018		
	MECON LIMITED	SALIL KUMAR(	MECON LIMITED		1900		CENTRAL SER	PAR CENTRAL	15-06-2018		
6 No		n of	A Secor Detail	ssessment	Work	Work	Work To	Cadeo	Organization	Close Allotment	CSV Show 10 rov
5.No	2018-01042017 2015666	7-31032018- ATU	L BHATT (C 201	17-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER	MECON LIMITED	1900	Custodian





) button to view

# **Role Detail**

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

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

Fig.103



# Workflow

### **Create/ Update**

• Refer to steps mentioned under Movement of PAR- Custodian (First step)→<u>Create Workflow/ Update</u> and <u>Update/ Delete Workflow</u>.



# PAR

### Generation

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

## **Update Section I**

Go to PAR ( PAR ), click Update Section I ( Update Section 1 ), select Assessment Year and click the Search ( Search ) button, a list appears as shown in Fig.104:

B Sparrow	Home ► PAR Update Section						
G Inbox	Update Section						
✓ Sent	Assessment Period :	2017-2018	*				
🗠 User Assistance 👻	Employee Search by :	EmployeeCode	Choose Designation	Employee Name			
Se Role Detail		Batch	CPSE	Choose Cadre     T			
🗅 Work flow 👻		Reported Error    All G	Reported Error  All Generated PARs Search				
PAR -	Search:					Copy Excel F	DF CSV Show 10 rows
Generation	S.No 🖺	Form ID 🌐	Name 🕴	Code []	Designation 1	Allotment Year 🗍	Quick Action
Update Section 1	1 2018-01042017-310	32018-2015665	DEEPAK SABHLOK	20000028	DIRECTOR	1982	Đ
Tracking	2 2018-01042017-311	02017-2015669	GOUTAM CHATTARJEE	50124	DIRECTOR	1900	➡
Force Forward	3 2018-01042017-310	32018-2015666	ATUL BHATT	C2116	CHAIRMAN	1900	
Dossier 👻	4 2018-01042017-310	32018-2015664	NIRAJ KUMAR	TEMP98666D	DIRECTOR	1900	
	5 2018-01042017-310	32018-2015869	S.B. BHIDE	0356	CHAIRMAN	1900	
DSC 🔹	6 2018-01042017-310	32018-2015883	P.S.R.K. SASTRY	P.S.R.K. SASTRY	DIRECTOR	1900	
Support@ServiceDesk	7 2018-01042017-310	32018-2015683	SUBRATA BISWAS	3160262	DIRECTOR	1900	
	8 2018-01042017-310	32018-2064549	RITA AHLAWAT	025	ASSISTANT PR	1900	
	9 2018-01042017-310	32018-2015676	ASHOK KUMAR SINGH	1659	CHAIRMAN	1900	
	10 2018-01042017-310	32018-2016501	G ARAVINDAN	802643	DIRECTOR	1900	
	Showing 1 to 10 of 11 entries						

#### Fig.104

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

सत्यमेव जयते	Departi	ment of Publi	c Er	nterpi	ises	8		7	/
sic Information	C	Cadre: CENTRAL SERVIC Satch: 1982	ES			Service: Assessment P	Period:	CPSE 01/04/2017 to 31/0	3/2018
Standard SECTION I									
					Fro	m Date		To Date	•
Reporting Authority	ATUL BHATT	CHAIRMAN		01/	04/2017	<u>ا</u>	31/03/2018	ŵ	
Reviewing Authority	ATUL BHATT	CHAIRMAN		01/	04/2017	<b>D</b>	31/03/2018	ŵ	
Accepting Authority	ATUL BHATT	CHAIRMAN		01/	04/2017	۵	31/03/2018	ŵ	
8. Period of absence on leave, etc. during	the year.	Period			Tupo		Pr	marke	1
Absence Category	From	То			Type		Ke	andres	- 1
	<b></b>		圃					li	
<ul> <li>Qualification acquired and Training pro</li> <li>(a) Details of Qualification acquired durin</li> </ul>	grammes attended during the yea g the year.	ır.							
Sr.No. Details of Qualification	tions In	stitution from which studied		Details of su	bjects stud	ied	Marks	obtained	
Update Section	1								

Fig.105

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

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



## Tracking

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

Ì	pmi I	)epartme		<b>57</b>						
e t	त्यमेव जयते							V	- Internet	
B Sparrow	Home  APAR Tracking									
) Inbox	Tracking of APAR									
/ Sent	Assessment Period :	2017-2018	Ŧ							
User Assistance 🔻	Employee Search by :	Employee Code	Ch	noose Designation	Ŧ	Employee Nam	e	MECON LIMITED	¥	
Role Detail		Batch	CF	PSE	•	Choose Cadre	•	Choose Form	¥	
Work flow 👻	Search:	Search							Copy Excel PDF	CSV Show 10 rows
Generation	S.No 🏭 APARID	Officer Detail	Assessment Year	Work Status It	Work From 11	Work To ا 🏌	Cadre 🎝	Organization 👫	Allotment Year/Batch	Know your custodian 🏦
Update Section 1	1 2018-01042017-0 2015671	122017- SALIL KUMAR (	2017-2018	WORKING	01-04-2017	07-12-2017	CENTRAL SER	MECON LIMITED	1900	0
Force Forward	2 2018-01042017-3 2015665	032018- DEEPAK SABH	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER	MECON LIMITED	1982	(1)
Dossier 🔻	3 2018-01042017-3 105928	032018- SUDHIR RAHE	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER	MECON LIMITED	1900	0
DSC -	4 2018-01042017-3 2015669	102017- GOUTAM CHAT	2017-2018	WORKING	01-04-2017	31-10-2017	CENTRAL SER	MECON LIMITED	1900	0
Support@ServiceDesk	5 2018-01042017-3 2015660	032018- D. SHOME (DIR	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER	MECON LIMITED	1900	0
	6 2018-01042017-3 2015668	032018- P K SARANGI (	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER	MECON LIMITED	1900	0
	7 2018-01042017-3 2015666	032018- ATUL BHATT (C	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER	MECON LIMITED	1900	0



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

	Smart Perfo	ormance Appraisa	al Repo	rt Recording Onl	ine Window (SP	ARROW)			×		About	← Help <del>+</del>
PAR	Tracking Detail						Standard	Representation				
			PA	R Period : 01-04-2017	to 07-12-2017							
Office	r Name : SALIL KUM	IAR			Employee Co	de : C3489						
Desig	nation : DIRECTOR				Work Status	Working			T			
S.No.		Sent By	Sent Date	SentTo	Current Stage	Current Status	Last Open Date	More Details	T			
1	•	ATUL BHATT (C	04-10- 2018	SALIL KUMAR (	Officer Reported	Forwarded			opy E	ixcel PD	F CSV	Show 10 rows
2	•	SALIL KUMAR (	04-10- 2018	GOUTAM CHAT	Reporting Autho	Forwarded			All Yea	otment r/Batch	K t c	now your ustodian 🛛 👔
3	•	GOUTAM CHAT	04-10- 2018	RAJESH KUMA	Reviewing Auth	Forwarded			1900			0
4	•	RAJESH KUMA	04-10- 2018	P K SARANGI (	Accepting Autho	Forwarded			1982			0
5	•	P K SARANGI (	04-10- 2018	ATUL BHATT (C	CR Section To	Forwarded			1900			0
6	•	ATUL BHATT (C	04-10- 2018	SALIL KUMAR (	Officer Disclosure	Forwarded			1900			0
7	•	SALIL KUMAR (	04-10- 2018	ATUL BHATT (C	CR Section for	Closed	04-10-2018 12:	Click	1900			0
									1900			0
								Close	1900			0

Fig.108

• Click information icon (**1**) (**Fig.61**), the Role Details window appears, as shown in **Fig.109**:

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ARA

	सत्य	ोव जयते Smart Performa	nce Appraisal Repor	t Recording O Rol	nline Window (S e Details	PARROW)			
No.	Organization	Officer Detail	Officer Organization	Email ID	Allotment Year	Cadre	Role Assigned	Assigned Date	Revoked Date
	MECON LIMITED	ATUL BHATT(C	MECON LIMITED		1900	CENTRAL SER	PAR CENTRAL	15-03-2018	
	MECON LIMITED	SALIL KUMAR(	MECON LIMITED		1900	CENTRAL SER	PAR CENTRAL	15-06-2018	



### **Force Forward**

A 200

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

A Sparrow	Homo N	Force For	ward										
	Home	once Por	waru										
Inbox	Assessment Period :				2017-2018 🔹								
✓ Sent	Employee Search by :				Employee Code Choose Designation   Employee Name			e Name					
🗠 User Assistance 👻					Batch CPSE		¥	Choose Cadre 🔻					
Role Detail				Search									
🗅 Work flow 🔻	Search:										Copy Exce	Standard PDF CSV	Representation Show 10 rows
PAR 💌	S.No. 🔱	It	Jt	APAR ID	Officer Detail	Cadre	† Sent By	Sent Date	Received By	Current Stage 🏼 🛔	Expected Due Date	Action	IT Alert IT
Generation	1	Е	•	2018-01042017-	NIRAJ KUMAR	CENTRAL SER	NIRAJ KUMAR	02-11-	ATUL BHATT C	Reporting Autho	31-05-2018	Force Forward	
Update Section 1				31032018-2015664				2018					
Tracking	2	E	•	2018-01042017- 31032018-2015665	DEEPAK SABH	CENTRAL SER	ATUL BHATT C	04-10- 2018	ATUL BHATT C	CR Section To	15-08-2018	Force Forward	•
Force Forward	3	E	•	2018-01042017- 31032018-2015666	ATUL BHATT	CENTRAL SER	ATUL BHATT C	01-11-2018	ATUL BHATT C	Officer Reported	30-04-2018	Force Forward	•
■ Dossier ▼	4	E	•	2018-01042017- 31102017-2015669	GOUTAM CHAT	CENTRAL SER	SALIL KUMAR	05-10- 2018	ATUL BHATT C	CR Section To	15-08-2018	Force Forward	•
Support@ServiceDesk	5	E	•	2018-01042017- 31032018-2015676	ASHOK KUMA	CENTRAL SER	ATUL BHATT C	19-11- 2018	ASHOK KUMA	Officer Reported	30-04-2018	Force Forward	•
	6	E	•	2018-01042017- 31032018-2015679	ATUL SOBTI C	CENTRAL SER	ATUL BHATT C	26-10- 2018	ATUL SOBTI C	Officer Reported	30-04-2018	Force Forward	•
	7	E	•	2018-01042017- 31032018-2015683	SUBRATA BIS	CENTRAL SER	ATUL BHATT C	12-10- 2018	SUBRATA BIS	Officer Reported	30-04-2018	Force Forward	•
https://sparrow-cose eoffice.gov-in/CDADD	8 OW CRSE/Hom	E	•	2018-01042017- 31032018-2015869	S.B. BHIDE C	CENTRAL SER	ATUL BHATT C	11-10- 2018	S.B. BHIDE CH	Officer Reported	30-04-2018	Force Forward	







Fig.112

• A message prompts "Sent successfully" as shown in Fig.113:

		Depa	artment of P	ublic Ente	rprises	•	17	
Smart Perfor	First Temp Reason of Fo	sparrow APAR ID : Successfu blate brce Forwar	-cpse.eoffice.gov 2018-01042017-3 illy to ATUL BHATT d	v.in says 1032018-201566 (C2116) [CHAIR!	4 has been Sent MAN ] OK	Cancel		
APAR ID	Officer	Detail 👘	Cadre	sent By	1 Date	Submit	Close	Current Stage

Fig.113



# Dossier

### **Officers Completed PAR**

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

20 Sparrow	Home > Dossier Officers Completed Par								
🛥 Inbox	Employee Search for Dossier								
✓ Sent	Assessment Period : 20	17-2018							
🗠 User Assistance 👻	Employee Search by :	ployee Code Choose Designal	ion	lame Choose Global Organizat 💌					
⇔ Role Detail	Bate	ich CPSE	<ul> <li>Choose Ca</li> </ul>	idre 💌					
🖹 PAR 🔻	Sea	arch							
🛱 IRM	Search:			Сору Ехсе	PDF CSV Show 10 rows				
≡ Dossier ▼	S.No	Allotment Year/Batch	Employee Code	Designation	Total (Viewed) PAR				
Officers Completed PAR	2 GOUTAM CHATTARJEE	1900	50124	DIRECTOR	1(0)				
Officer Grading Report	3 INDRA	1900	038	JUNIOR ACCOUNTANT	1(0)				
My Completed PAR	4 PARTHA PROTIM BOSE	1900	E342	CHAIRMAN	1(1)				
My ACR Status	5 R.K. GUPTA	1900	RRW408	CHAIRMAN CUM MANAGING DIRECTOR	1(0)				
Officer ACR Status	6 SALIL KUMAR	1900	C3489	DIRECTOR	1(1)				
DSC -	7 SHARAD SANGHI	1900	TEMPBE04	DIRECTOR	2(0)				
Support@ServiceDesk	8 SUDHIR RAHEJA	1900	TEMPRAHEJA	MEMBER (PLG)	1(1)				
D Migration =	9 SUDIP KUMAR NANDA	1900	TEMP982CPSE	DIRECTOR	1(0)				
	10 SURENDER SINGH SIROHI	1900	TEMPBE07	DIRECTOR	1(1)				

Fig.114

A page appears, click the download icon to view and **Download** ( <sup>th</sup>) the PAR as shown in **Fig.115**:


barrow	Home + Do	ssier Officers Completed Pa								
box	Employee	earch for Dossier								
ent	- Basic Info	mation								
ser Assistance 👻	Code:	TEMPBE07	Name:	SURENDER SINGH SIROHI		Designation:	DIR	ECTOR		
le Detail	Batch:	1900	Cadre:	CENTRAL SERVICES		Assessment Year:	201	7-2018		
NR <del>-</del>	$\bigcirc$									
м	Standard									
ossier <del>-</del>	PAR	D :	2018-010420	017-31032018-2016551						
	Derie	d •	01/04/2017 T	0.31/03/2018						
sc •	Perio	d: s: Name:	01/04/2017 T Working CPSE APAR F	O 31/03/2018						
SC <del>▼</del> pport@ServiceDesk	Perio Statu Form	d: s: Name:	01/04/2017 T Working CPSE APAR F	'O 31/03/2018 Form						
SC ▼ pport@ServiceDesk gration →	Perio Statu Form	d: s: Name:	01/04/2017 T Working CPSE APAR F Document	10 31/03/2018 Form 17 <b>ype</b>		Section	Name			Download
3C ▼ pport@ServiceDesk gration ▼	Peri Statu Form S.J	d : s : Name : ACR Section PDF	01/04/2017 T Working CPSE APAR F Document Generate	10 31/03/2018 Form 17 <b>79pe</b>	ACR Section PDF Generate -	Section Basic Information	Name		<b>±</b>	Download
SC ¥ pport@ServiceDesk gration ¥	Perio Statu Form S.J 1 2	d : s : Name : ACR Section PDP ACR Section PDP	01/04/2017 T Working CPSE APAR F Document Generate Generate	10 31/03/2018 Form T <b>Type</b>	ACR Section PDF Generate - ACR Section PDF Generate -	Section Basic Information Reviewing	Name		* *	Download
3C ▼ pport@ServiceDesk gration ▼	Perior Statu Form	d : s : Name : ACR Section PDF ACR Section PDF ACR Section PDF	01/04/2017 T Working CPSE APAR F Document Generate Generate Generate	10 31/03/2018 Form T <b>lype</b>	ACR Section PDF Generate - ACR Section PDF Generate - ACR Section PDF Generate -	Section Basic Information Reviewing Officer Acceptance	Name		*	Download
SC + ppofl@ServiceDesk gration +	Peria Statu Form	d : s : Name : ACR Section PDF ACR Section PDF ACR Section PDF ACR Section PDF	01/04/2017 TV Working CPSE APAR F Occurrent Generate Generate Generate	10 31/03/2018 Form <b>Type</b>	ACR Section PDF Generate - ACR Section PDF Generate - ACR Section PDF Generate - ACR Section PDF Generate -	Section Basic Information Reviewing Officer Acceptance Disclose To Officer	Name		* * *	Download
SC + ppof@ServiceDesk gration +	Perint Statu Form	d : s : Name : ACR Section PDF ACR Section PDF ACR Section PDF ACR Section PDF ACR Section PDF	01/04/2017 T Working CPSE APAR F Document Generate Generate Generate Generate Generate	10 31/03/2018 Form : <b>Type</b>	ACR Section PDF Generate - ACR Section PDF Generate - ACR Section PDF Generate - ACR Section PDF Generate - ACR Section PDF Generate -	Section Basic Information Reviewing Officer Acceptance Diaclose To Officer Accepting	Name		* * *	Download
SC • pport@ServiceDesk gration •	Perint Statu Form 1 2 3 4 5 6	d:     s:       Name:     ACR Section PDF       ACR Section PDF     ACR Section PDF	01/04/2017 T Working CPSE APAR f Document Generate Generate Generate Generate Generate	To 31/03/2018 Form	ACR Section PDF Generate - ACR Section PDF Generate -	Section Basic Information Reviewing Officer Acceptance Disclose To Officer Accepting	Name		* * * *	Download
SC • pport@ServiceDesk gration •	Peri Statu Form 1 2 3 4 5 6 7	ACR Section PDF       ACR Section PDF	01/04/2017 T Working CPSE APAR f Occurrent Generate Generate Generate Generate Generate	To 31/03/2018 Form	ACR Section PDF Generate - ACR Complete - Completed ACR Section PDF Generate -	Section Basic Information Reviewing Officer Acceptance Disclose To Officer Accepting Self Appraisal	Name		* * * *	Download



#### Note:

Completed PAR's can be downloaded and viewed.

Reference uploaded during PAR submission can also be viewed here.

### **My Completed PAR**

• Officer can view his/ her Completed PAR details.

### **My ACR Status**

- Can view his/ her ACR/ PAR Status.
  - 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.



## DSC

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

#### Note:

For complete process refer the DSC Handbook manual.

# Support@ServiceDesk

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



# **Migration**

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

## **PAR Migration**

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

n Sparrow	Home • Migration			
🗅 Inbox	Migration			
✓ Sent	Employee Search by :	Code	Employee Name	Choose GLobal Organizat
🗠 User Assistance 👻		Batch	cose Cadre	
Role Detail		Search		
PAR 👻	Search:			Copy Excel PDF CSV Show 10 rows
IRM	S.No 🏨	Officer Detail	Lit Cadre	Allotment Year
E Dossier 👻	421 N/	IARENDRA JAIN	NOT APPLICABLE	1900
	422 SI	BURINDER SIN	NOT APPLICABLE	1900
	423 SI	SUNDAR BANE	NOT APPLICABLE	1900
Support@ServiceDesk	424 RI	RITENDRA KR	NOT APPLICABLE	1900
🖹 Migration 👻	425 M	IOYUKH BHA	NOT APPLICABLE	1900
	426 N	IIRJA SARAF	NOT APPLICABLE	1900
PAR migration	427 AS	SHOK GAWARI	NOT APPLICABLE	1900
Upload)	428 N	I. K. NANDA	NOT APPLICABLE	1900
	429 T.	R.K RAO	NOT APPLICABLE	1900
	430 P.	RK. SATPATHY	NOT APPLICABLE	1900
	Showing 421 to 430 of 530 entrie	85	FI	rst Previous 1 42 43 44 53 Next Last

Fig.116

• Click on **New** (<u>New</u>) button as shown in **Fig.117**:

	Another Foundation	1900	Code:	TEMPBE07	
DIRECTOR	Cadre:	CENTRAL SERVICES			
Assessment Year	Work Statu	IS	Work From	Work To	Edit
	DIRECTOR Assessment Year	DIRECTOR Cadre: Assessment Year Work Statu	DIRECTOR Cadre: CENTRAL SERVICES	DIRECTOR Cadre: CENTRAL SERVICES	DIRECTOR Cadre: CENTRAL SERVICES







ual Reporting/Divisional Comm	nissioner			L .	
Dual Reporting/Divisional Commissioner	OfficerName	Designation:	OfficerDesg		
Grade (Number):	OfficerGrade	Grade (Text):	Choose Grade 🔹		
eviewing Details					
Reviewing Authority:	ReviewingOfficerName	Designation:	ReviewingOfficerDesig		
Grade (Number):	ReviewingOfficerGrade	Grade(Text):	Choose Grade 🔻		
ccepting Details					
Accepting Authority:	AcceptingOfficerName	Designation:	AcceptingOfficerDesig	Choose file Vultiple post ile login.pdf	
Grade (Number):	AcceptingOfficerGrade	Grade(Text):	Choose Grade		
Additional Details —				]	
ACR Status*:					

Fig.118

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

ual Reporting/Divisional Comm	nissioner				
Dual Reporting/Divisional Commissioner	OfficerName	Designation:	OfficerDesg		
Grade (Number):	OfficerGrade	Grade (Text):	Choose Grade		
eviewing Details					
Reviewing Authority:	ReviewingOfficerName	Designation:	ReviewingOfficerDesig		
Grade (Number):	ReviewingOfficerGrade	Grade(Text):	Choose Grade 🔻		
ccepting Details				Choose file No file chosen	
Accepting Authority:	AcceptingOfficerName	Designation:	AcceptingOfficerDesig		
Grade (Number):	AcceptingOfficerGrade	Grade(Text):	Choose Grade		
dditional Details				]	
ACR Status*:	Select				
ACR Status*:	Select V				

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Ver.1.0





• As a result message prompts "Migration details and Document Saved Successfully", as shown in Fig.121.

Name:	SURENDER SINGH SIROHI	Allotment Year/Batch:	1900	Code:	TEMPBE07
Designation:	DIRECTOR	Cadre:	CENTRAL SERVICES		
Ew	nt Saved Successfully				
ation details and Docume	nt Saved Successfully Assessment Year	Work Status	Work From	Work To	Edit
ation details and Docume	nt Saved Successfully Assessment Year 2017-2018	Work Status	Work From	Work To	Edit



### **Grading (Manually Section Upload)**

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

	Rear Land	Department of Pub	lic Enterprises	
Sparrow	Home > Grading (Manually	y Section Upload)		
Inbox	Assessment Period :	2017-2018 💌		
✓ Sent	Employee Search by :	Code Choose De	Employee Name	Choose GLobal Organizat
🗠 User Assistance 👻		Batch Choose Ca	adre V CPSE V	
✿ Role Detail		Search		
🖻 PAR 👻				
	Search:			Copy Excel PDF CSV Show 10 rows
■ Dossier 👻	5.NO 🚛	SUDHIR RAHEJA	Cadre	Allottnent Year
	2	M. P. CHAUDH	CENTRAL SERVICES	1900
CSupport@ServiceDesk	3	T. K. PATTNAIK	CENTRAL SERVICES	1900
Contraction of the second	4	D. SHOME	CENTRAL SERVICES	1900
Migration	5	RAJESH GOEL	CENTRAL SERVICES	1900
PAR Migration	6	S K PATTANAYAK	CENTRAL SERVICES	1900
Grading(Manually Section	7	RAKESH TUMA	CENTRAL SERVICES	1900
	8	NIRAJ KUMAR	CENTRAL SERVICES	1900
	9	DEEPAK SABH	CENTRAL SERVICES	1982
	10	ATUL BHATT	CENTRAL SERVICES	1900
	Showing 1 to 10 of 530 entrie	35		

Fig.122

Edit

• The screen appears is shown in **Fig.123**, click the **Edit** (

alaha

Name:	UMESH DHATRAK	Allotment Year/Batch:	1900	Code:		78135
Designation:	CHAIRMAN CUM MANAGINO DIRECTOR	G Cadre:	CENTRAL SERVICES			
S.No	Period From	Period To	Section Name		ACR Type	Edit
		PAR ID : 2018-0	1042017-31032018-2015673			
1	01/04/2017	31/03/2018	Appraisal		Working	Edit
2	01/04/2017	31/03/2018	Reviewing		Working	Edit
3	01/04/2017	31/03/2018	Accepting		Working	Edit

#### Fig.123

• Enter the Grade and click on Update Grade (

Update Grade

) button as shown in**Fig.124**:

) button as shown in **Fig.123**:

and the second sec	De	epartment	of Public Enter	orises	
<ul> <li>Grading (Manually Sec</li> </ul>	ion Upload)				
etails ► Update					
c Details ————					
ame:	UMESH DHATRAK	Designation:	CHAIRMAN CUM MANAGING DIRECTOR		
ode:	78135	Cadre:	CENTRAL SERVICES		
otment Year:	1900				
etails					
sessment Period :	2017-2018				
om Date :	01/04/2017	To Date :	31/03/2018		
ficer Name :	UMESH DHATRAK	Post Held:	postHeld		
ork Status :	Working	Form Type:	CPSE APAR Form		
osed Status:*:	STANDARD	Closed Date*:	27/11/2018		
ding					
eporting Authority	GOUTAM CHATTARJE				
signation:	DIRECTOR				
ase select and fill Grad	e(Manually Section Upload):	_			
Numerical Grading	10.00	Textual Grading	Choose Grade 🔻	Update Grade	Back To



• A confirmation window appears click on **OK** (

) button as shown in **Fig.125**:

Smart Per	rformance Apprai	sparrow-cpse.eoffice.gov.in says Are you sure you want to submit?				About 👻	Help 👻
Grading (Manually Section	Upload)		OK				
Details				_			
le:	UMESH DHATRAK	Designation:	CHAIRMAN CUM MANAGING DIRECTOR				
e:	78135	Cadre:	CENTRAL SERVICES				
tment Year:	1900						
etails —							
essment Period :	2017-2018						



• As a result message prompts "**Updation of Grade successfull !!!**", as shown in **Fig.126**:





	ly Section Upload)					
PAR Details						
Ipdation of Grade succes	sfull !!!					
Name:	UMESH DHATRAK	Allotment Year/Batch:	1900	Code:	7	8135
Designation:	CHAIRMAN CUM MANAGI DIRECTOR	NG Cadre:	CENTRAL SERVICES			
S.No	Period From	Period To	Section Name		ACR Type	Edit
		PAR ID : 2018-	01042017-31032018-2015673			
1	01/04/2017	31/03/2018	Appraisal		Working	Edit
2	01/04/2017	31/03/2018	Reviewing		Working	Edit
	04/04/2017	31/03/2018	Accepting		Working	Edit
3	01/04/2017					

Fig.126

Created By:

Eoffice Team

National Informatics Centre

**Reviewed By:** 

Public Enterprises Informatics Division

National Informatics Centre

Approved By:

Management Division

Department of Public Enterprises