



सत्यमेव जयते

# Department of Public Enterprises



SPARROW

## Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001

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



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



## Objective

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



## Introduction

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

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



## Key Features- SPARROW

**PAR ID:** Unique ID for PAR.

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

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

### Flows of PAR

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

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

**Security:** Submission possible only through digital signing.

**Pendency:** Tracking at every Stage.

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



## Roles- SPARROW

### Primary

- PAR Custodian

### Ownership Based

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



**Administration Based**

**System Administrator**

Responsibilities

Maintains the records of database.

Updates employee Databases.

**Workflow Based**

**Reporting Authority**

Responsibilities

Views the completed PAR of an officer.

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



## Modules-SPARROW

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

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



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

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

Admin maintains and manages the flow of PAR.

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



**Fig.1**



## User or Officer - Standard Menu

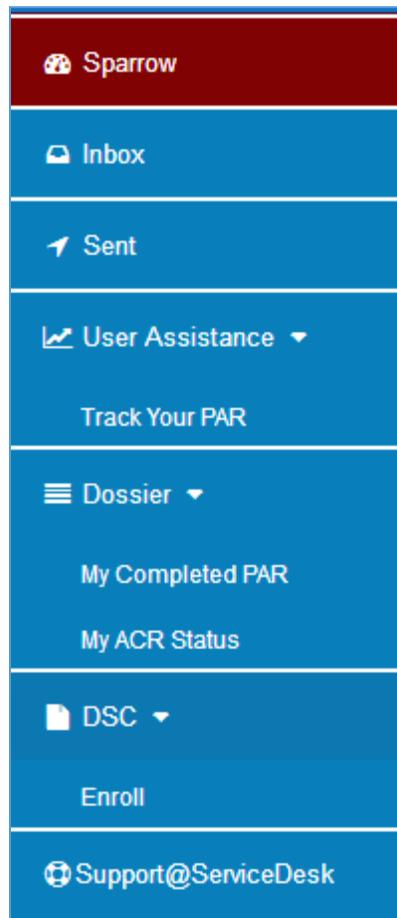


Fig.2



# Movement of PAR –Custodian (First Steps)

## Create Workflow/Update

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

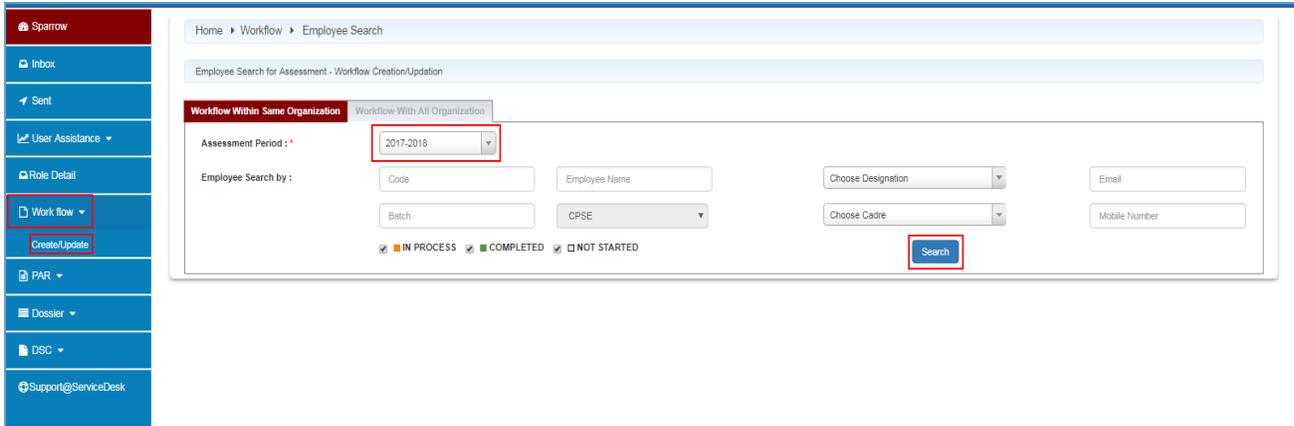


Fig.3

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

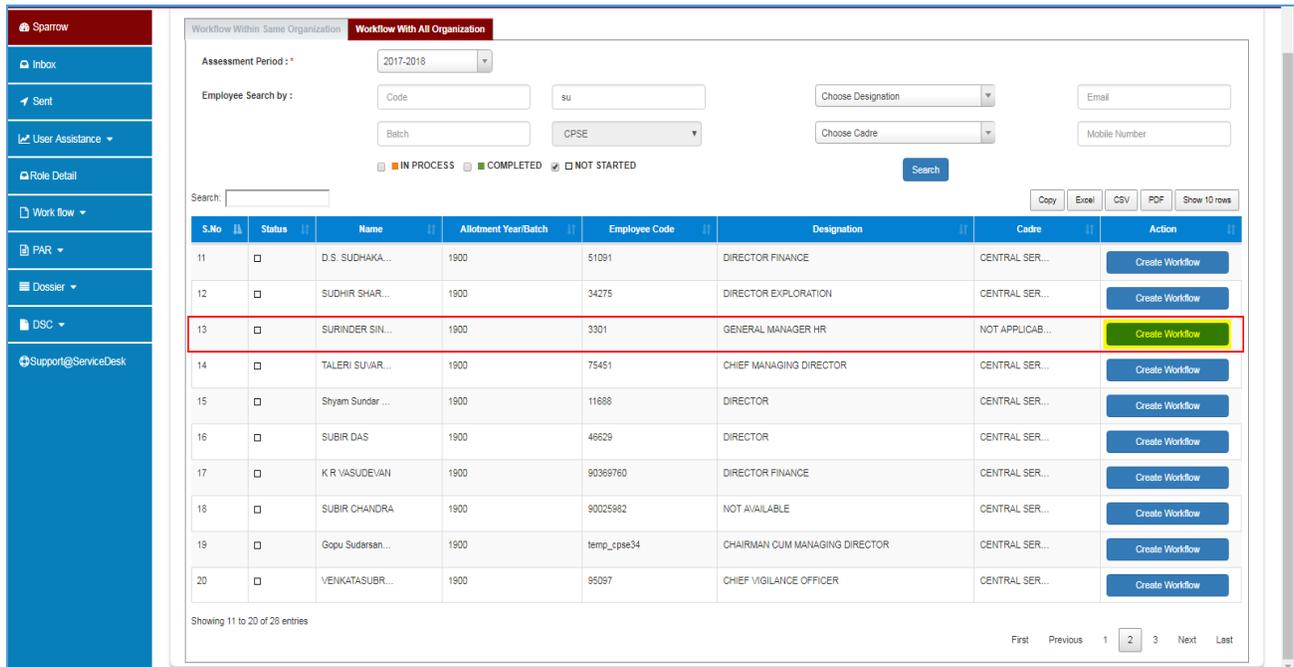


Fig.4

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

**Fig.5**

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

**Fig.6**

**Note:**

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



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

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

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

Fig.7

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

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

Fig.8

**Note:**

**Custodian\PAR Manager Creates\updates the workflow.**



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

### Update/ Delete Workflow

To update the workflow perform the following steps:

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

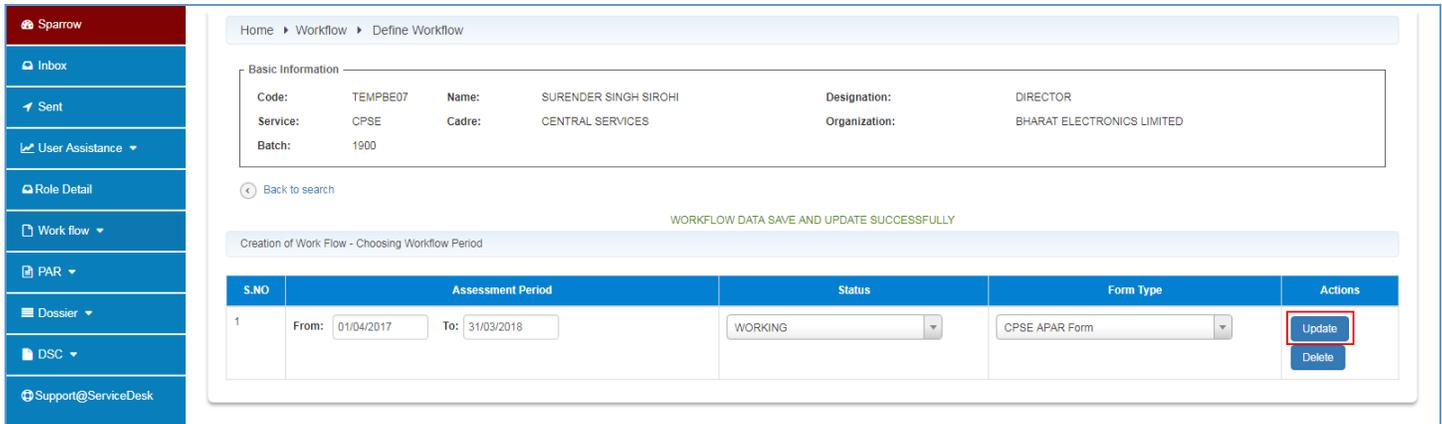


Fig.9

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

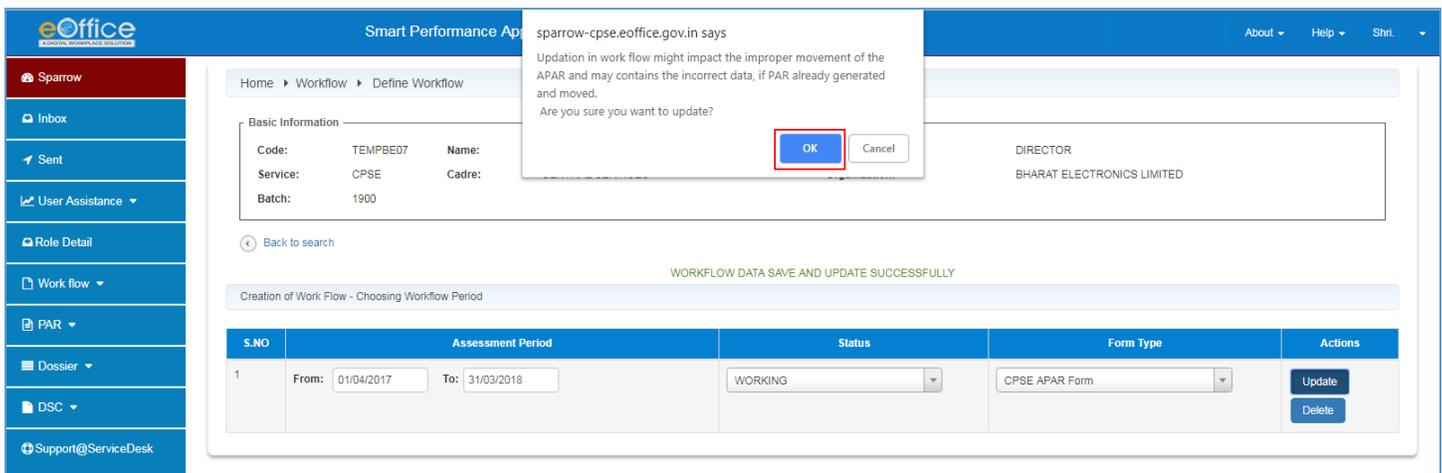


Fig.10

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

**Fig.11**

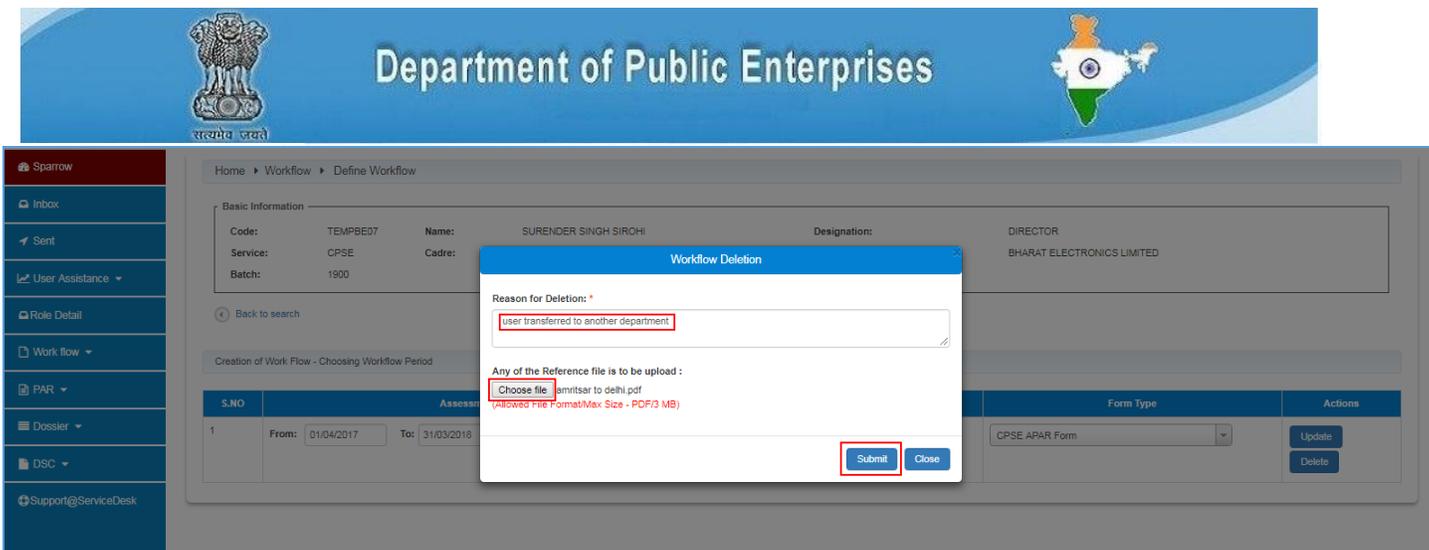
- A message prompts **“WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY”**.

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

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

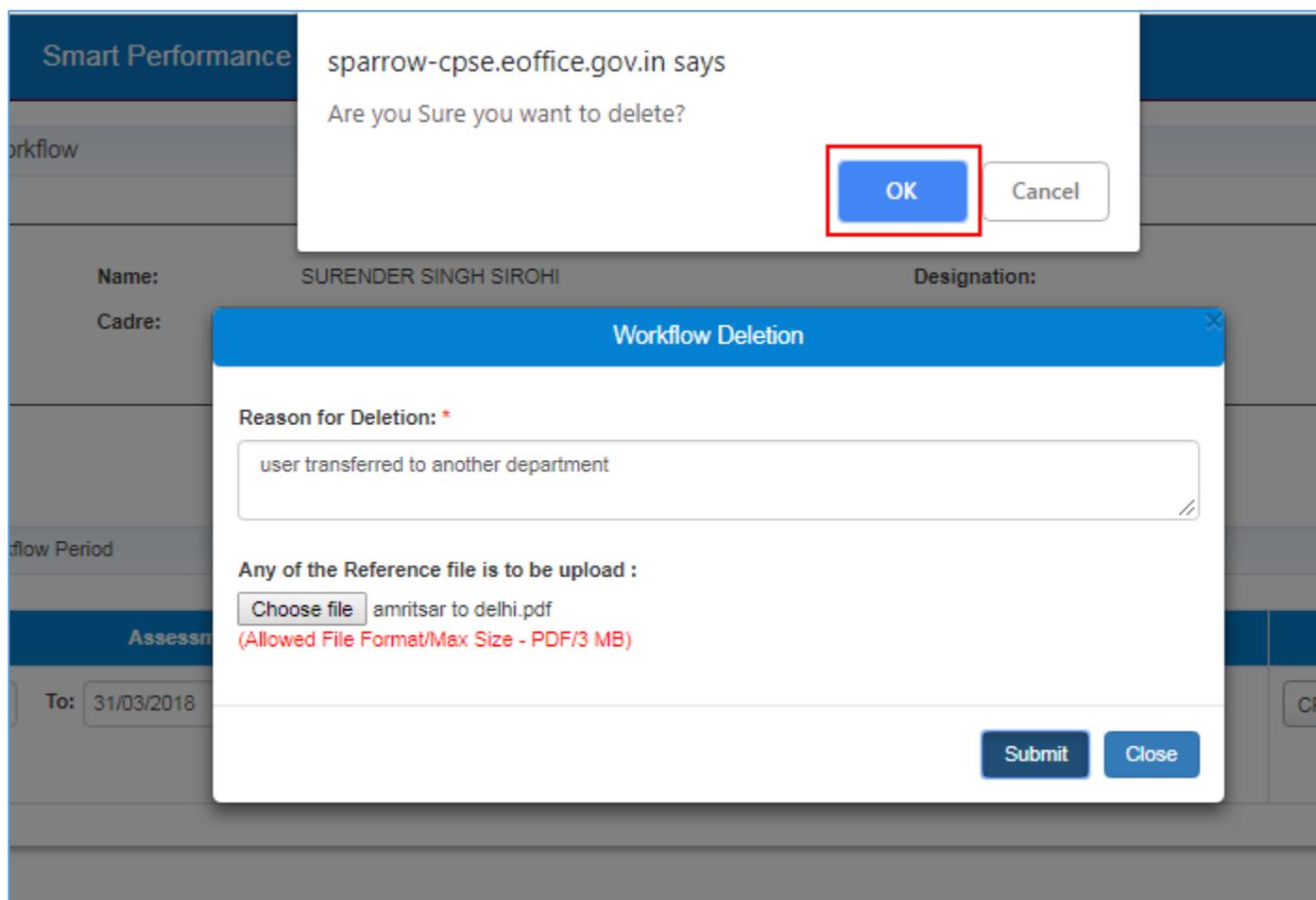
**Fig.12**

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



**Fig.13**

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



**Fig.14**

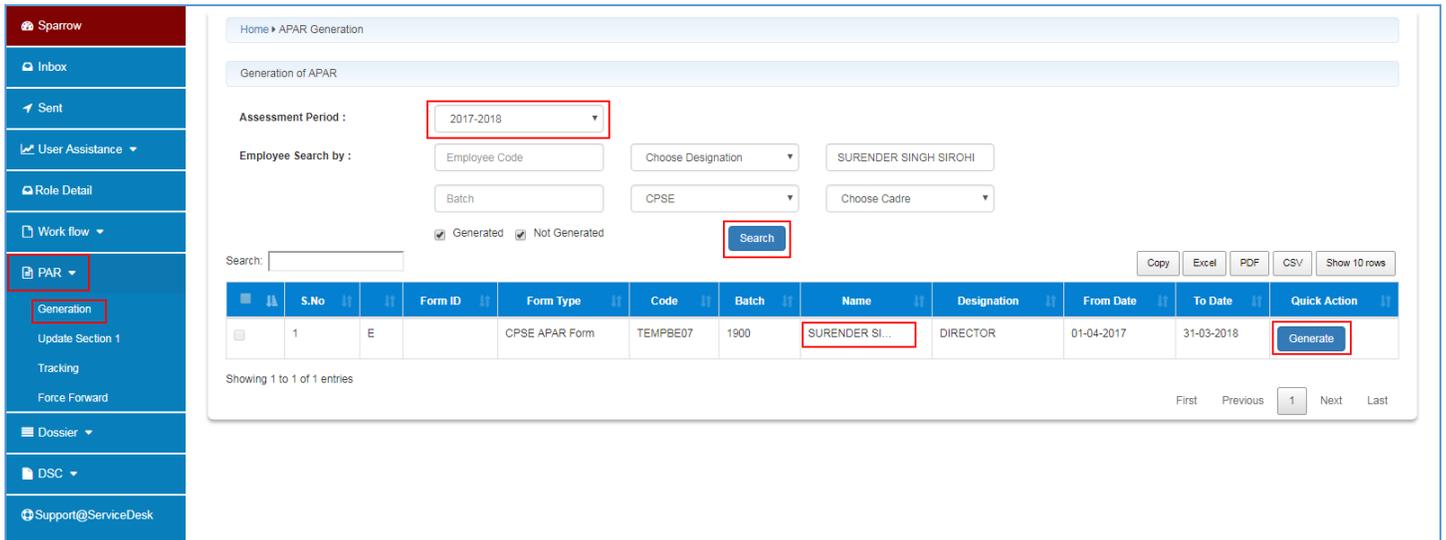
- A message prompts **“WORKFLOW DATA DELETED SUCCESSFULLY”**.



WORKFLOW DATA DELETED SUCCESSFULLY

## Generation of PAR

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



Home > APAR Generation

Generation of APAR

Assessment Period : 2017-2018

Employee Search by : Employee Code, Choose Designation (SURENDER SINGH SIROHI), Batch, CPSE, Choose Cadre

Generated  Not Generated 

Search:

Copy Excel PDF CSV Show 10 rows

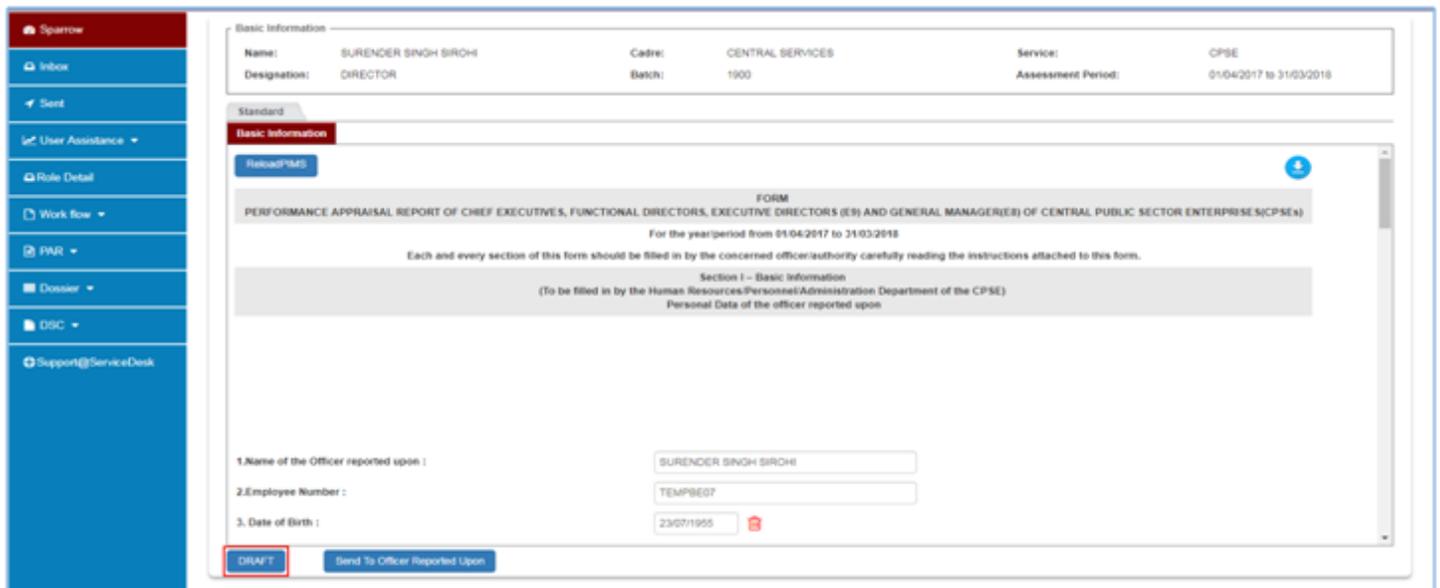
S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	CPSE APAR Form	TEMPBE07	1900	SURENDER SI...	DIRECTOR	01-04-2017	31-03-2018	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.15**

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



Basic Information

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

Standard

**Basic Information**

Reupload\*MS 

FORM

PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (ES) AND GENERAL MANAGER(S) OF CENTRAL PUBLIC SECTOR ENTERPRISE(S)(CPSEs)

For the year/period from 01/04/2017 to 31/03/2018

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

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

1. Name of the Officer reported upon : SURENDER SINGH SIROHI

2. Employee Number : TEMPBE07

3. Date of Birth : 23/07/1955 

**Fig.16**

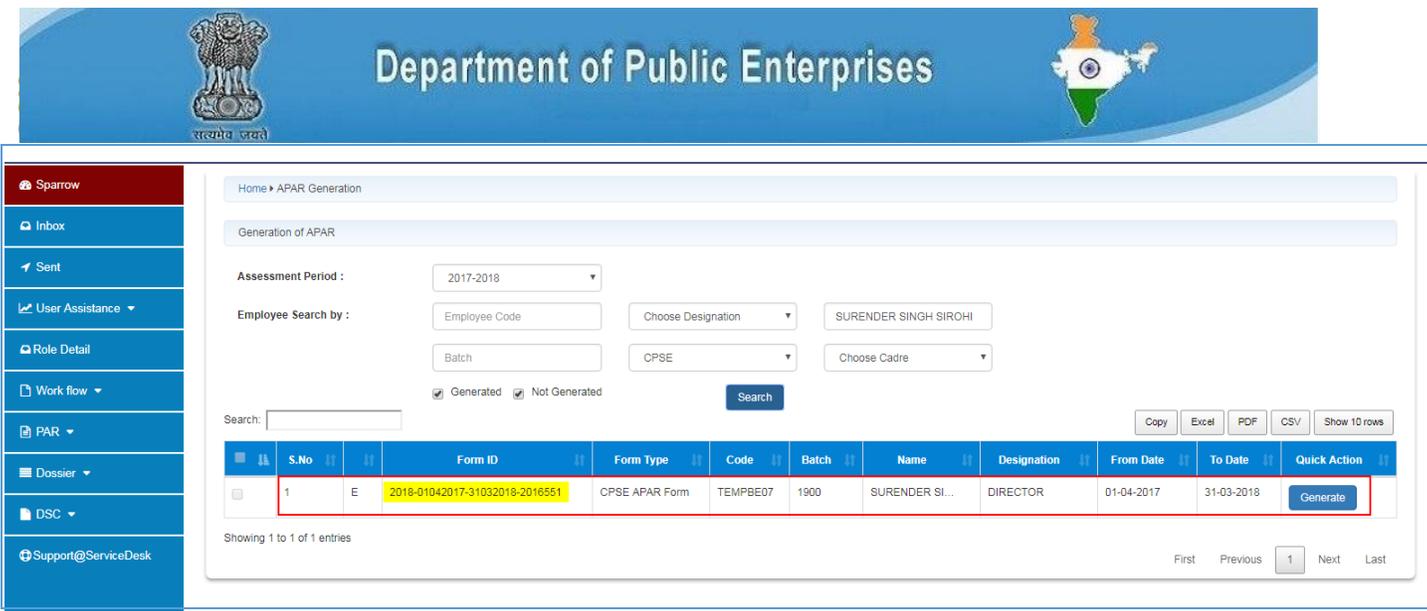


Fig.17

## Send PAR

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

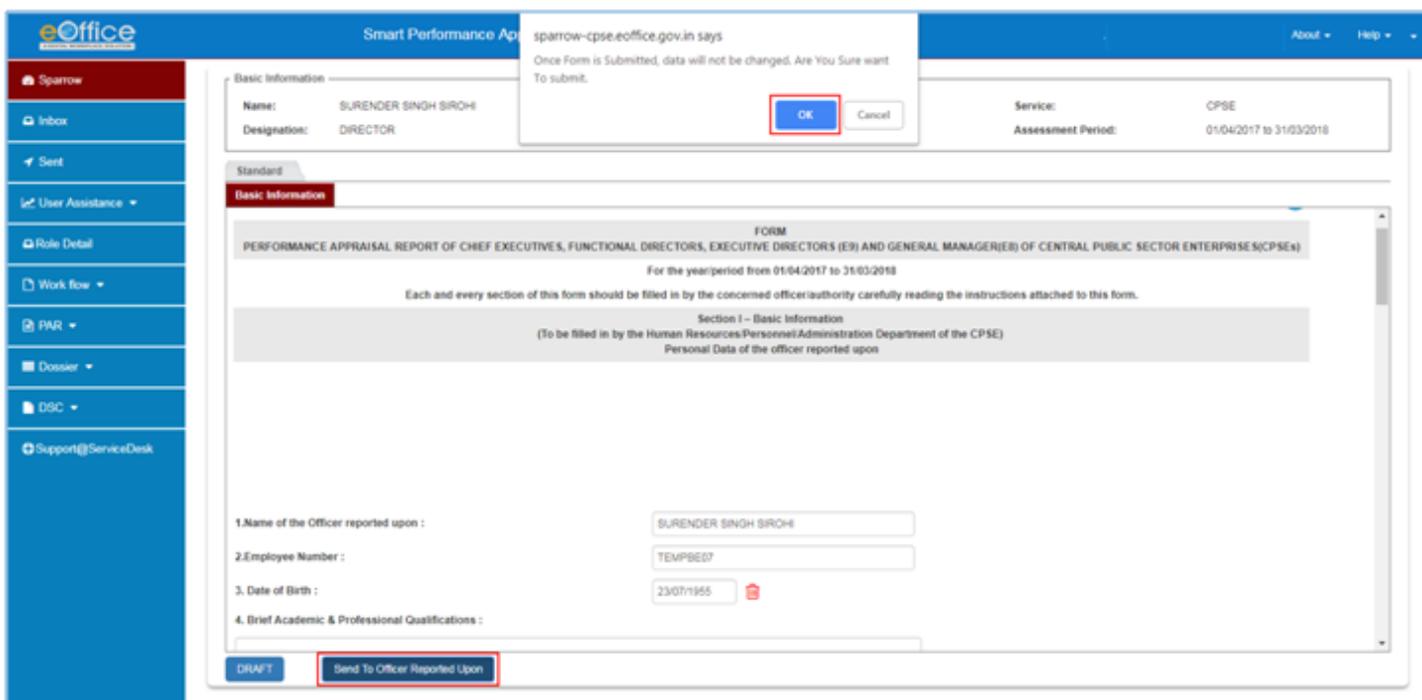


Fig.18

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



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

MESSAGE

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

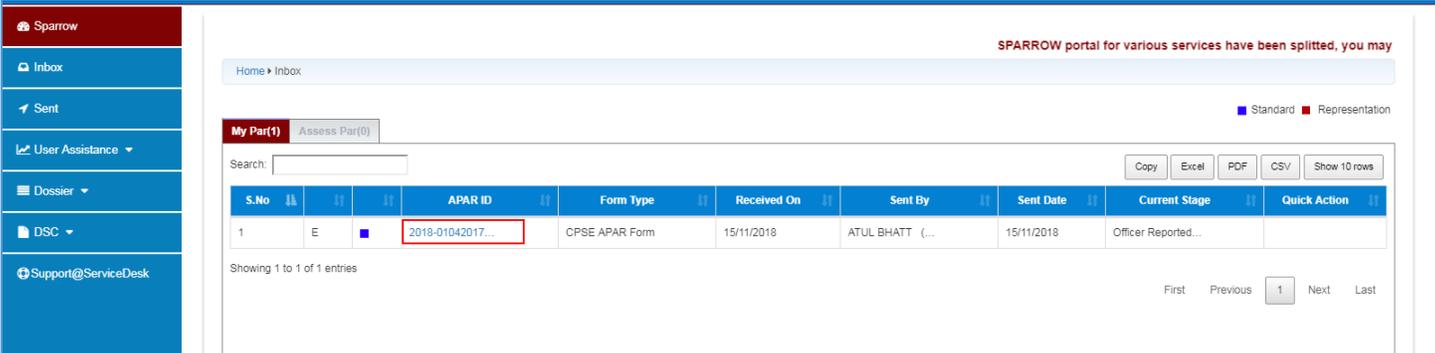
[BACK](#) Click the Link to redirect back .

Fig.19

## Movement of PAR-Standard Flow

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

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



**SPARROW portal for various services have been splitted, you may**

Home > Inbox

My Par(1) Assess Par(0)

Search:

Copy Excel PDF CSV Show 10 rows

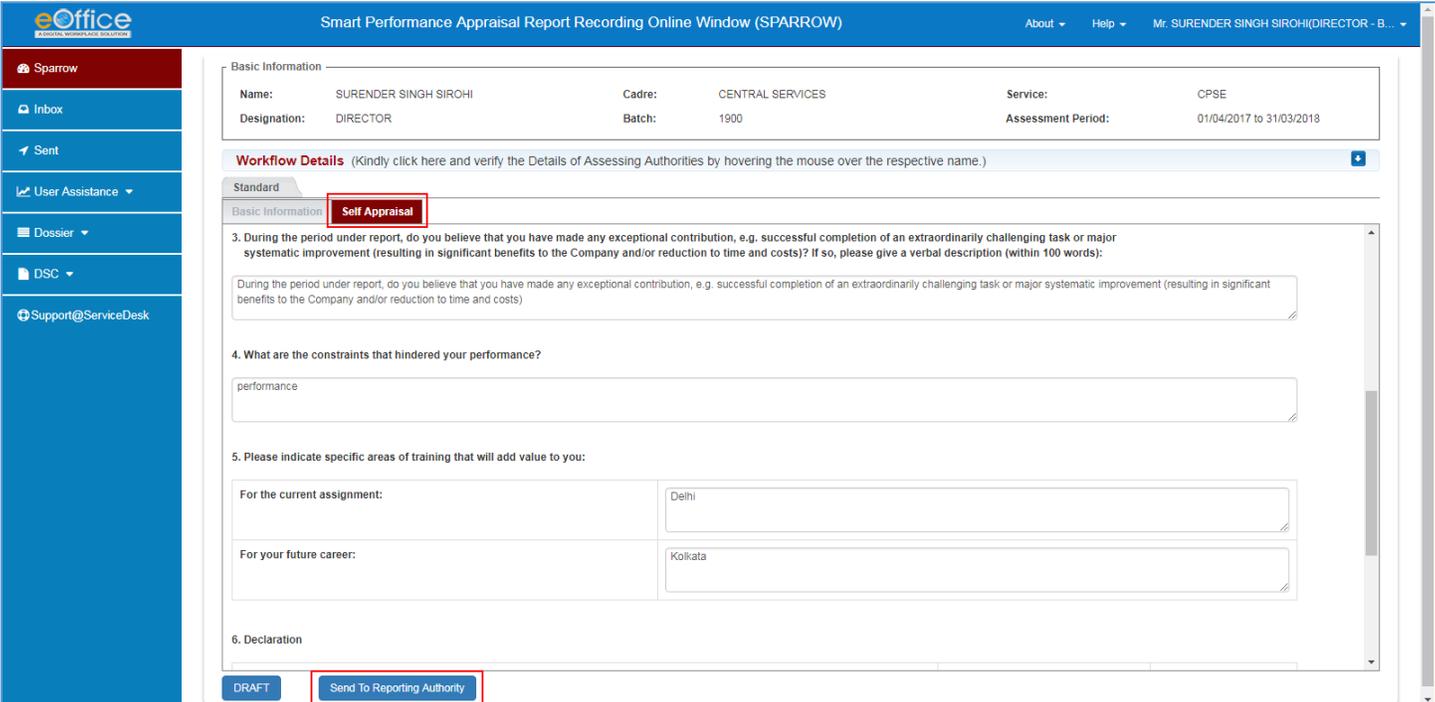
S.No		APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017-31032018-2016551	CPSE APAR Form	15/11/2018	ATUL BHATT (...)	15/11/2018	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.20**

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



Office Smart Performance Appraisal Report Recording Online Window (SPARROW)

Basic Information

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

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

Standard

Self Appraisal

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

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

4. What are the constraints that hindered your performance?

performance

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

For the current assignment: Delhi

For your future career: Kolkata

6. Declaration

DRAFT Send To Reporting Authority

**Fig.21**

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

Department of Public Enterprises

Smart Performance Appraisal

sparrow-cpse.eoffice.gov.in says

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

OK Cancel

Name: SURENDER SINGH SIROHI  
Designation: DIRECTOR

Service:  
Assessment Period:

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

Standard

Basic Information **Self Appraisal**

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

Fig.22

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

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

Support@ServiceDesk

MESSAGE

APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR ]

BACK Click the Link to redirect back .

Fig.23

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

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

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

Support@ServiceDesk

able in your Inbox. Please use respective services portal for assessing the PARs of such officers .

Home » Inbox

My Par(0) **Assess Par(1)**

Search: [ ] Copy Excel PDF CSV Show 10 rows

S.No	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2018-01042017-31032018-2016551	CPSE APAR Form	SURENDER SI...	16/11/2018	SURENDER SI...	16/11/2018	Reporting Autho...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.24

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

Department of Public Enterprises

Basic Information

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

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

Standard

Basic Information    Self Appraisal    **Appraisal**

SECTION III : Appraisal of the Reporting Authority

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

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

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

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

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

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

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

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

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

DRAFT    **Send To Reviewing Authority**

**Fig.25**

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

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

Basic Information

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

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

Standard

Basic Information    Self Appraisal    **Appraisal**

SECTION III : Appraisal of the Reporting Authority

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

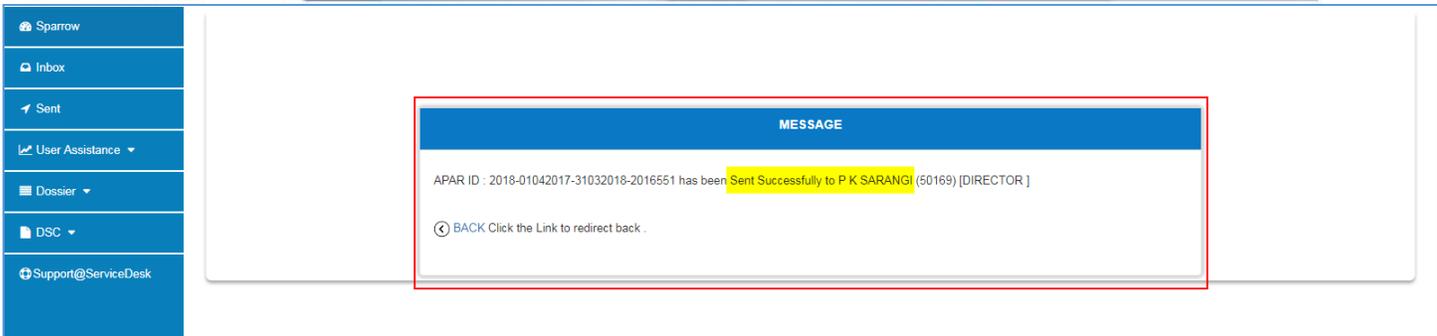
Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

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

OK    Cancel

**Fig.26**

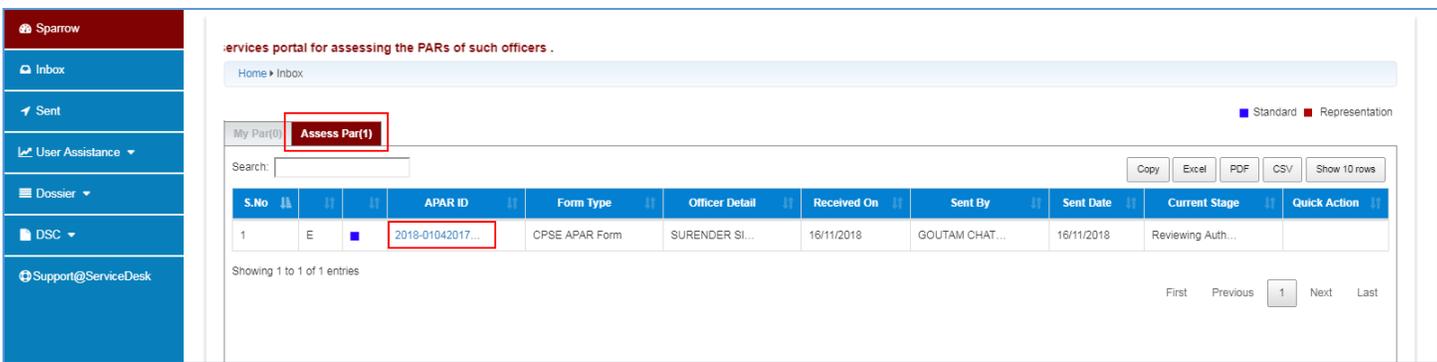
- A message prompts “**Sent Successfully**” to as shown in **Fig.27**:



**Fig.27**

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

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



**Fig.28**

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

Department of Public Enterprises

Basic Information

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

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

Standard

Basic Information   Self Appraisal   Appraisal   **Reviewing**

Reload Old PAR

Section IV – Review by the Reviewing Authority

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

YES  NO

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

YES  NO

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

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

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

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

DRAFT   **Send To Accepting Authority**

Fig.29

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

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

Basic Information

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

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

Standard

Basic Information   Self Appraisal   Appraisal   **Reviewing**

Reload Old PAR

Section IV – Review by the Reviewing Authority

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

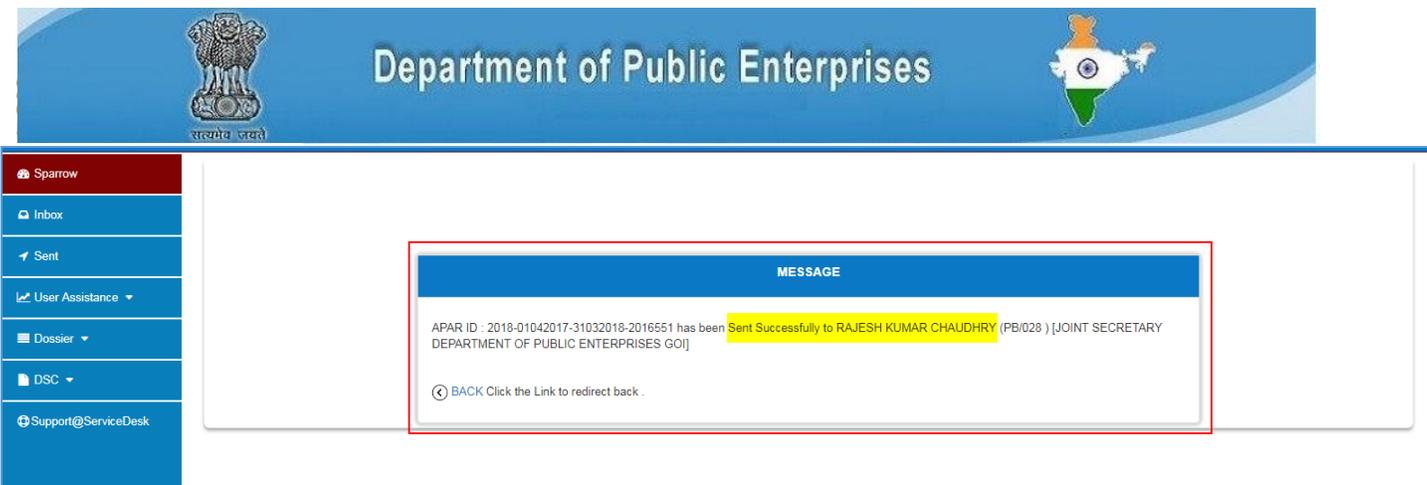
YES  NO

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

**OK**   Cancel

Fig.30

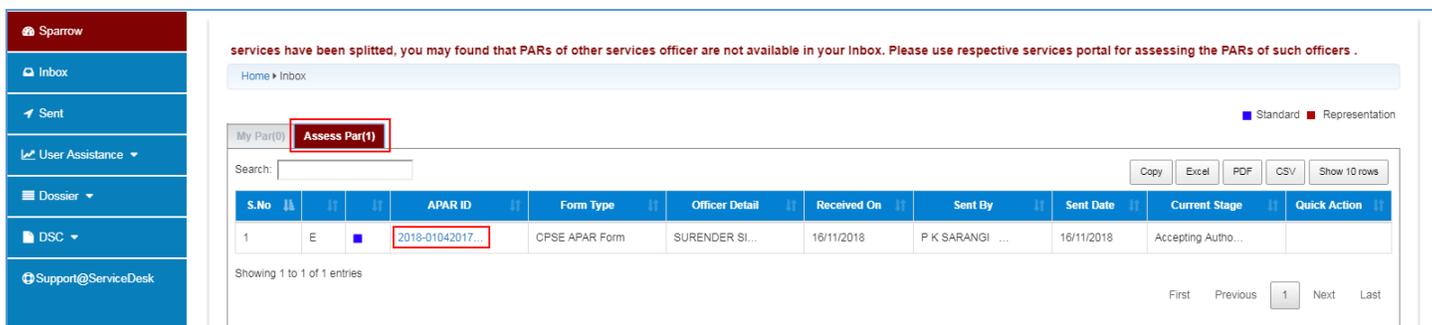
- A message prompts “Sent Successfully” to as shown in Fig.31:



**Fig.31**

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

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



**Fig.32**

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

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

Support@ServiceDesk

**Basic Information**

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

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

**Standard**

Basic Information | Self Appraisal | Appraisal | Reviewing | **Accepting**

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

Section V – Acceptance by the Accepting Authority

1. Is the overall grade given by the Reporting/Reviewing Authority is consistent with the pen picture given by them ?

YES  NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?

YES  NO

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

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

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

DRAFT
Send To CR Section

**Fig.33**

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

Smart Performance Appraisal

sparrow-cpse.eoffice.gov.in says

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

OK
Cancel

About ▾ Help ▾

**Basic Information**

Name:	SURENDER SINGH SIROHI
Designation:	DIRECTOR

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

**Standard**

Basic Information | Self Appraisal | Appraisal | Reviewing | **Accepting**

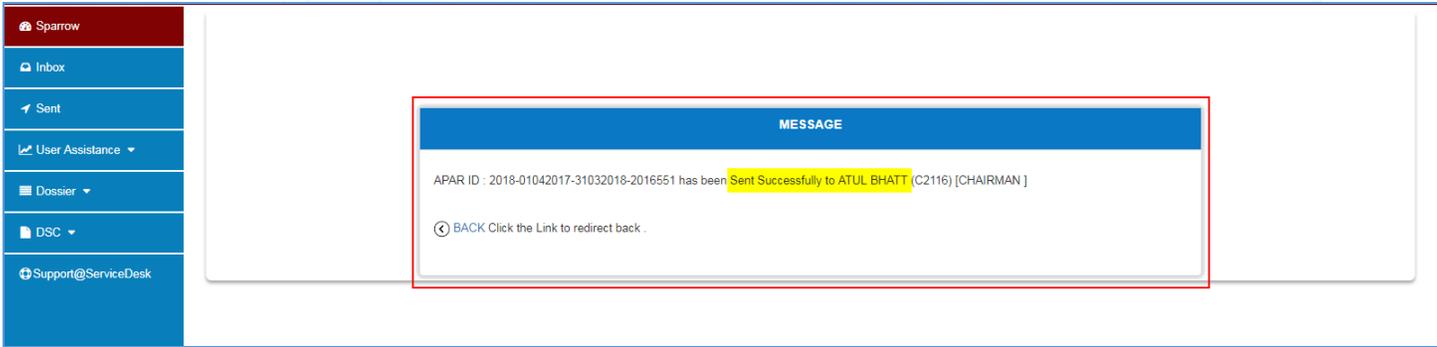
YES  NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?

YES  NO

**Fig.34**

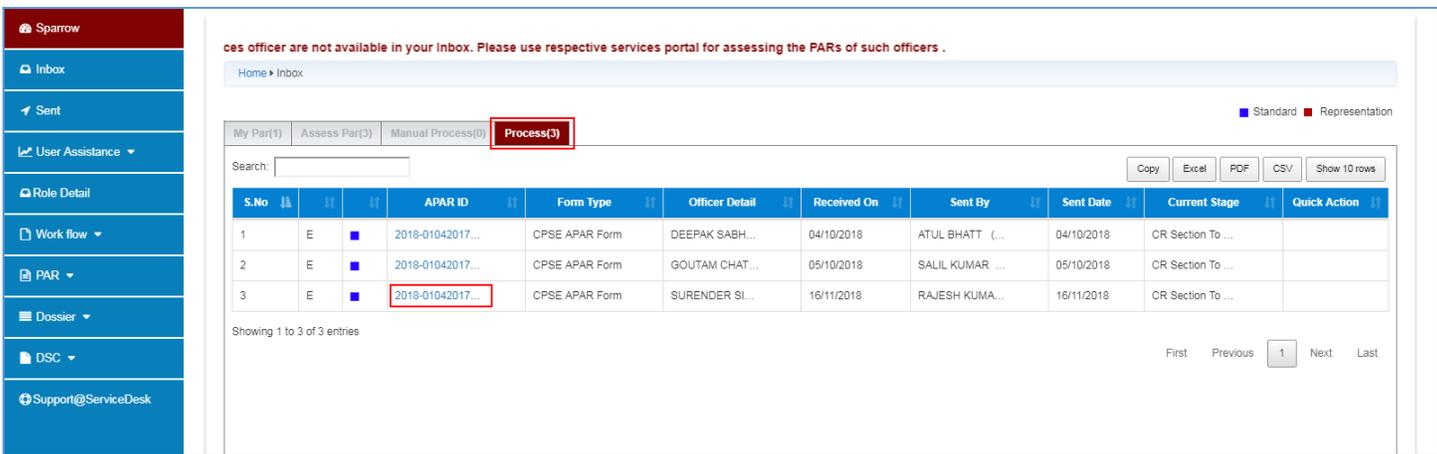
- A message prompts “**Sent Successfully**” as shown in **Fig.35**:



**Fig.35**

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

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



**Fig.36**

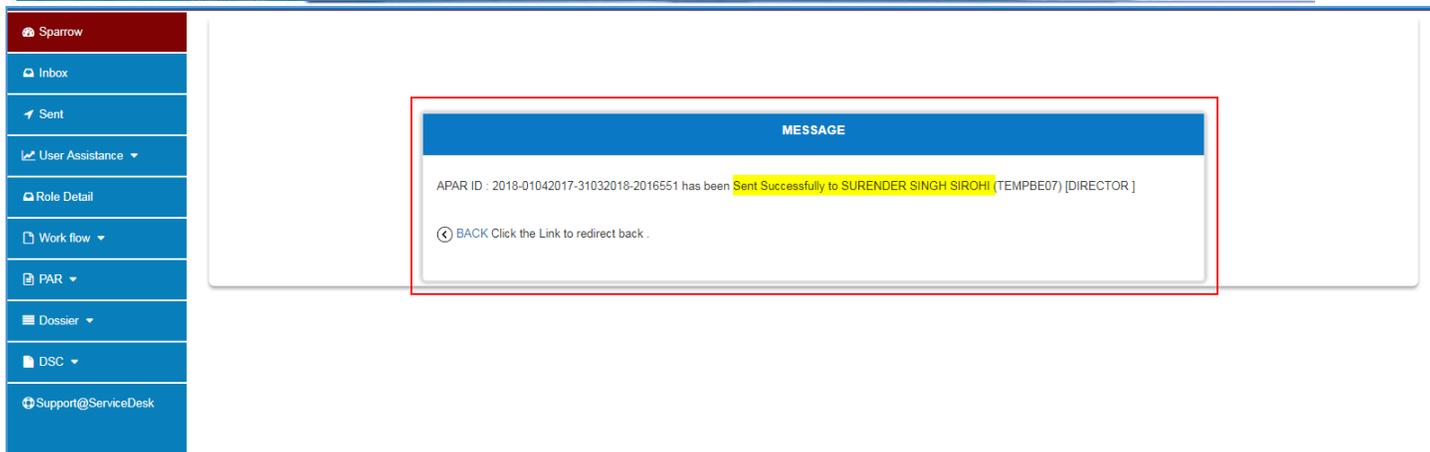
- **PAR is opened, click Disclose to Officer** ( **Disclose To Officer** ) to disclose the PAR as shown in **Fig.37:**

**Fig.37**

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

**Fig.38**

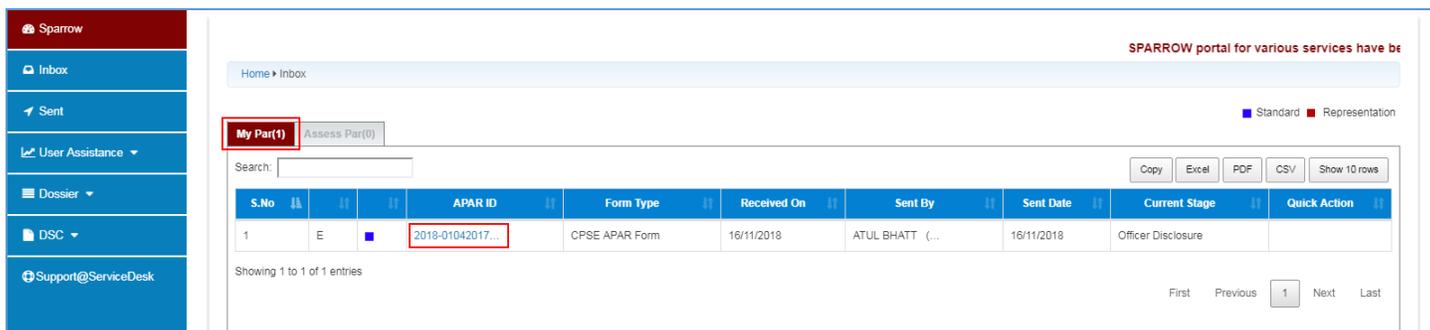
- A message prompts **“Sent Successfully”** as shown in **Fig.39**:



**Fig.39**

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

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



**Fig.40**

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

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

Support@ServiceDesk

**Basic Information**

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

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

**Standard**

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

OFFICER ACCEPTANCE

The full APAR ( PAR Id : 2018-01042017-31032018-2016551 ) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded 10 has also been noted.

Date: \_\_\_\_\_ Signature At Officer Level

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

**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:**

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sparrow-cpse.eoffice.gov.in says

Are you sure you want to submit ?

About

Help

**Basic Information**

<b>Name:</b> SURENDER SINGH SIROHI	<b>Service:</b>
<b>Designation:</b> DIRECTOR	<b>Assessment Period:</b>

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

**Standard**

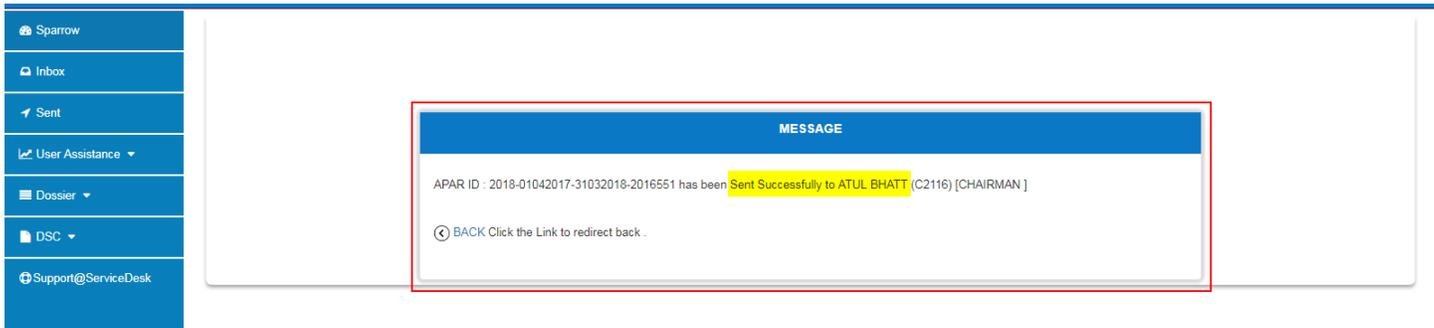
Basic Information | Self Appraisal | Appraisal | Reviewing | Accepting | Disclose To Officer | **Officer Acceptance**

OFFICER ACCEPTANCE

The full APAR ( PAR Id : 2018-01042017-31032018-2016551 ) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded

**Fig.42**

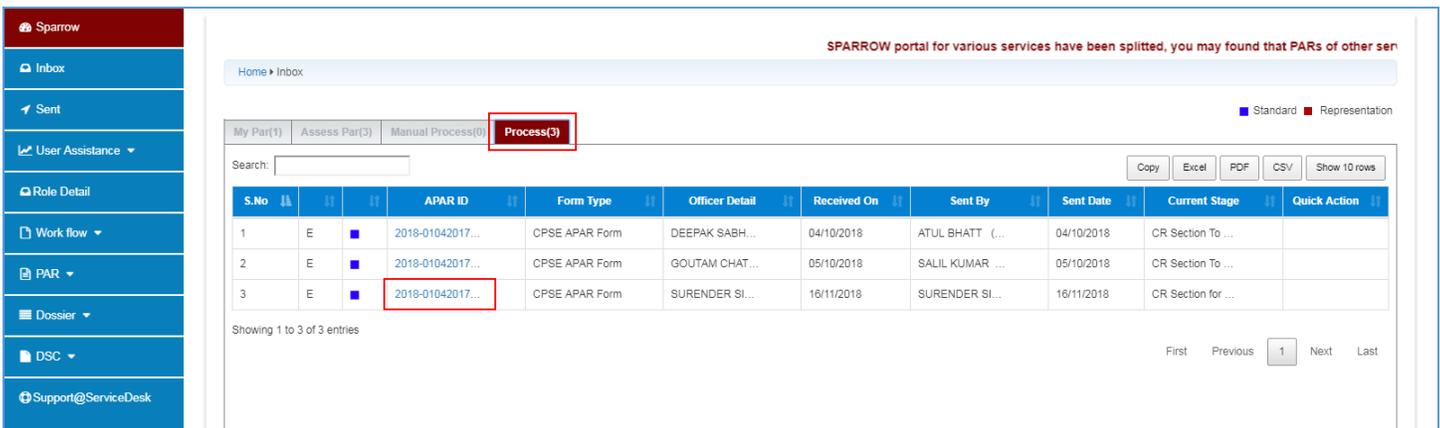
- A message prompts **“Sent Successfully”** as shown in **Fig.43**:



**Fig.43**

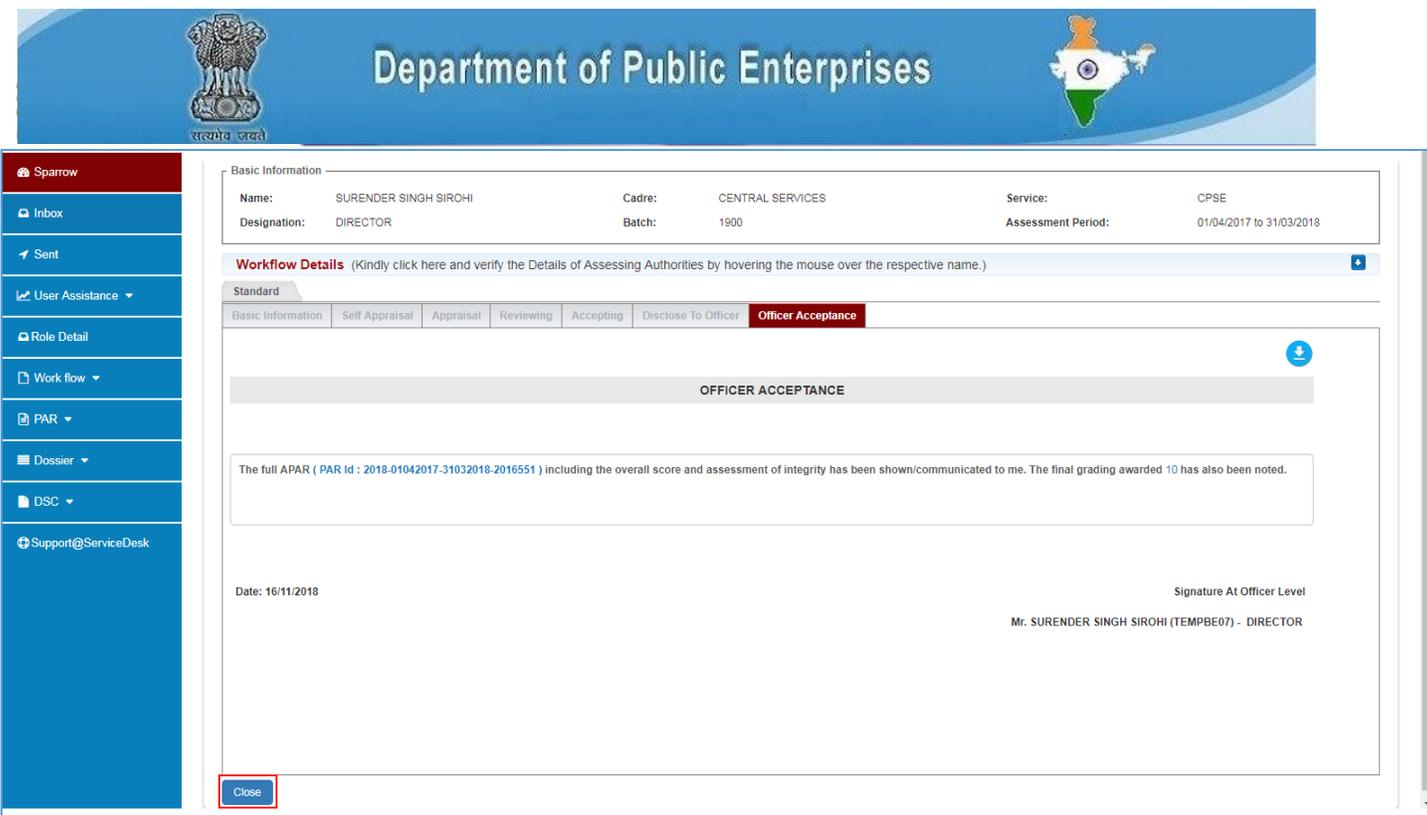
**Stage 7: Custodian performs the following steps for Closure of PAR:**

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



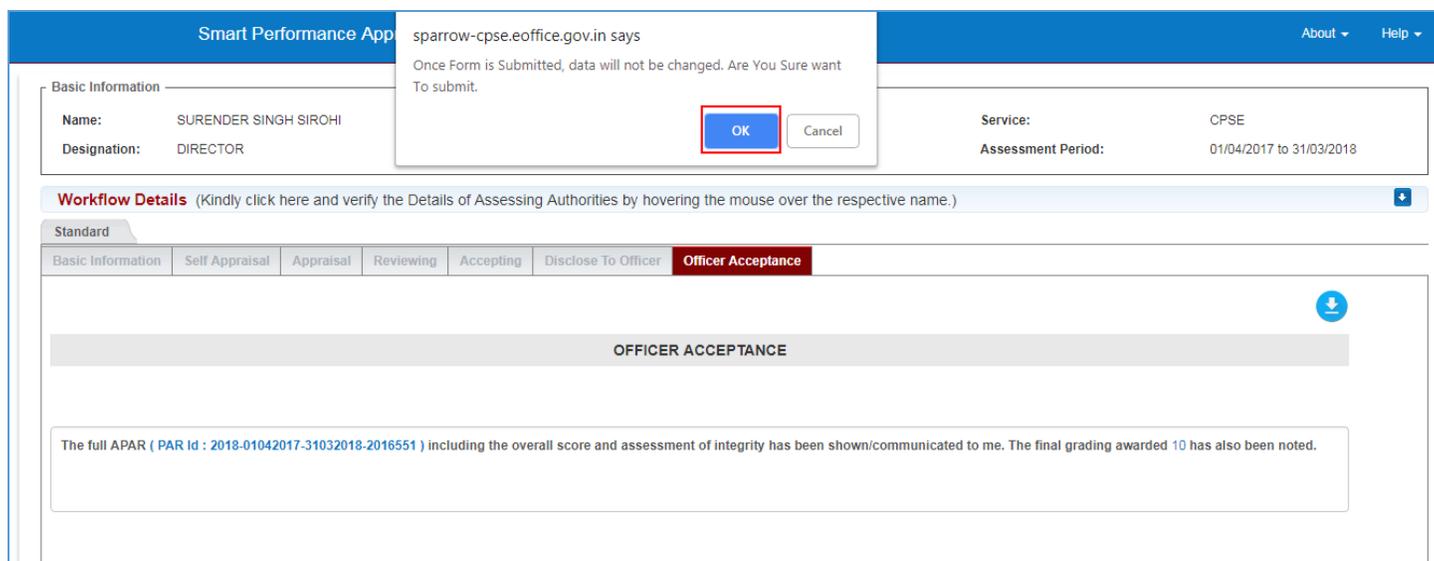
**Fig.44**

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



**Fig.45**

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



**Fig.46**

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



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

MESSAGE

APAR ID : 2018-01042017-31032018-2016551 has been **Successfully Closed**

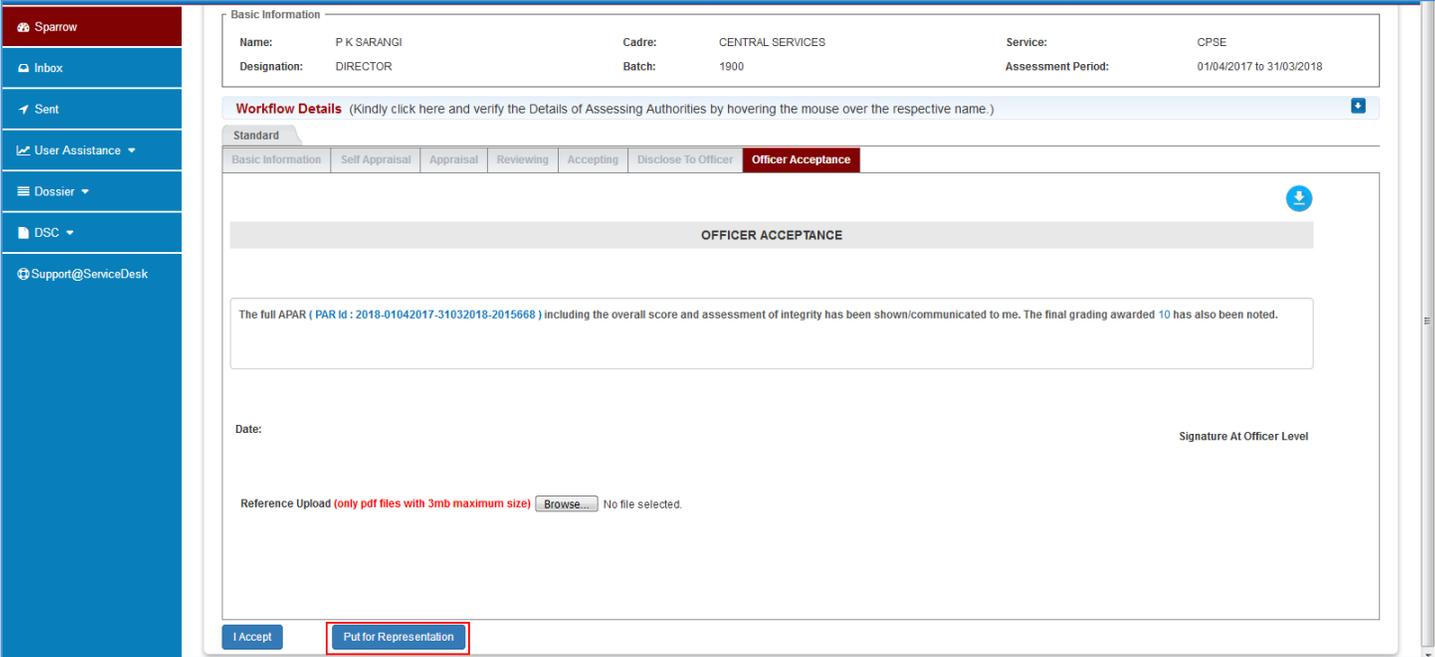
[⏪ BACK](#) Click the Link to redirect back .

Fig.47

## Movement of PAR- Representation Flow

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

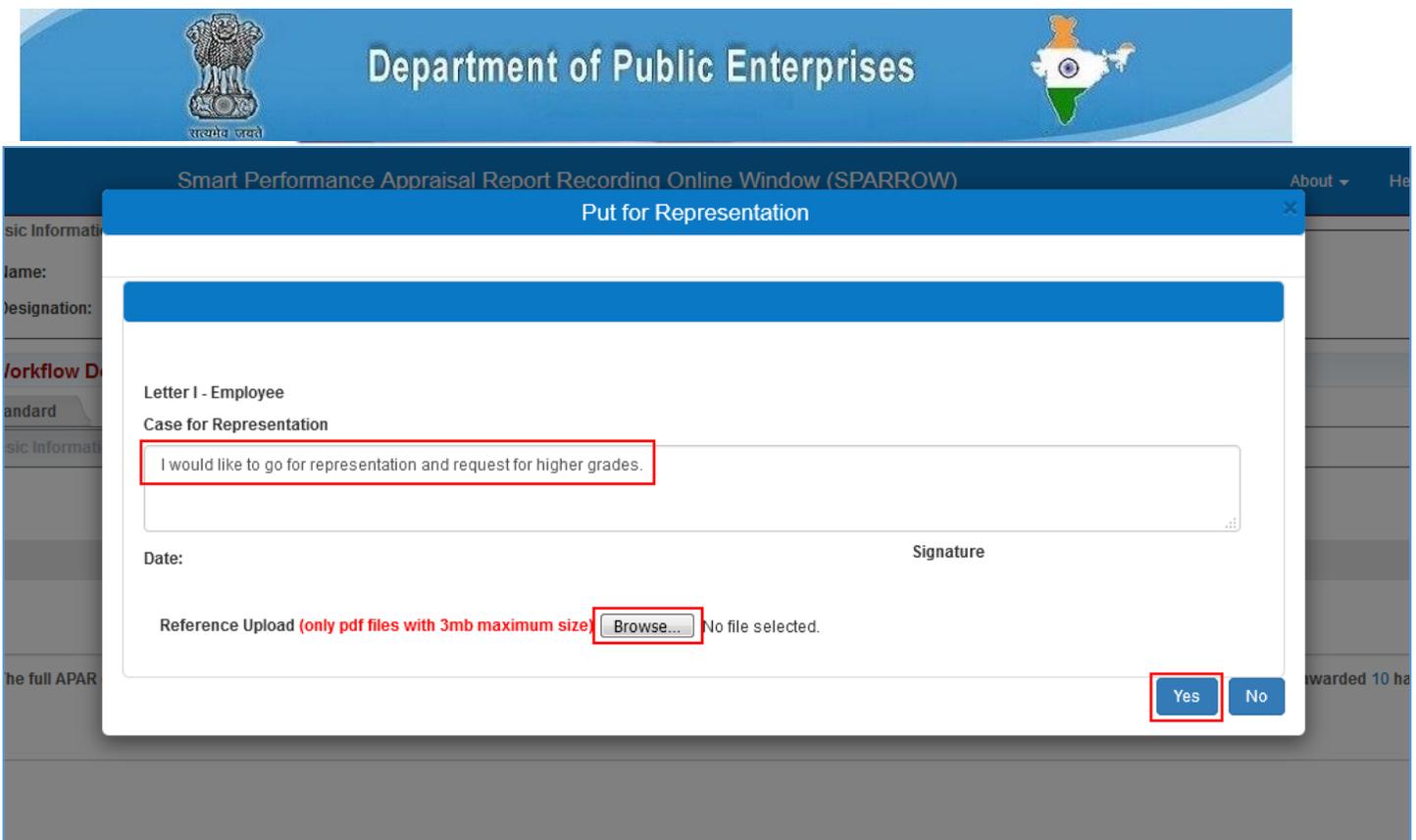
- Click **Put for Representation** (  ), to Put for Representation as shown in **Fig.48**:



The screenshot shows a web application interface for PAR- Representation. On the left is a navigation sidebar with items like Sparrow, Inbox, Sent, User Assistance, Dossier, DSC, and Support@ServiceDesk. The main content area is titled 'Basic Information' and displays details for P K SARANGI, a Director in the Central Services cadre, with an assessment period from 01/04/2017 to 31/03/2018. Below this is a 'Workflow Details' section with a 'Standard' tab and a sub-tab for 'Officer Acceptance'. The 'Officer Acceptance' section contains a message: 'The full APAR ( PAR id : 2018-01042017-31032018-2015668 ) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded 10 has also been noted.' There are fields for 'Date:' and 'Signature At Officer Level'. A 'Reference Upload' section allows for PDF files up to 3mb, with a 'Browse...' button and 'No file selected' text. At the bottom, there are two buttons: 'I Accept' and 'Put for Representation', with the latter highlighted by a red box.

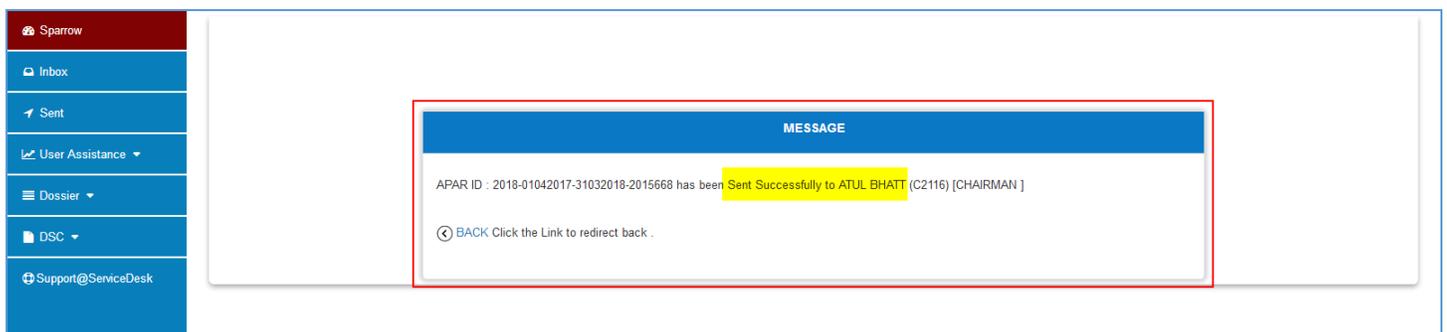
**Fig.48**

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



**Fig.49**

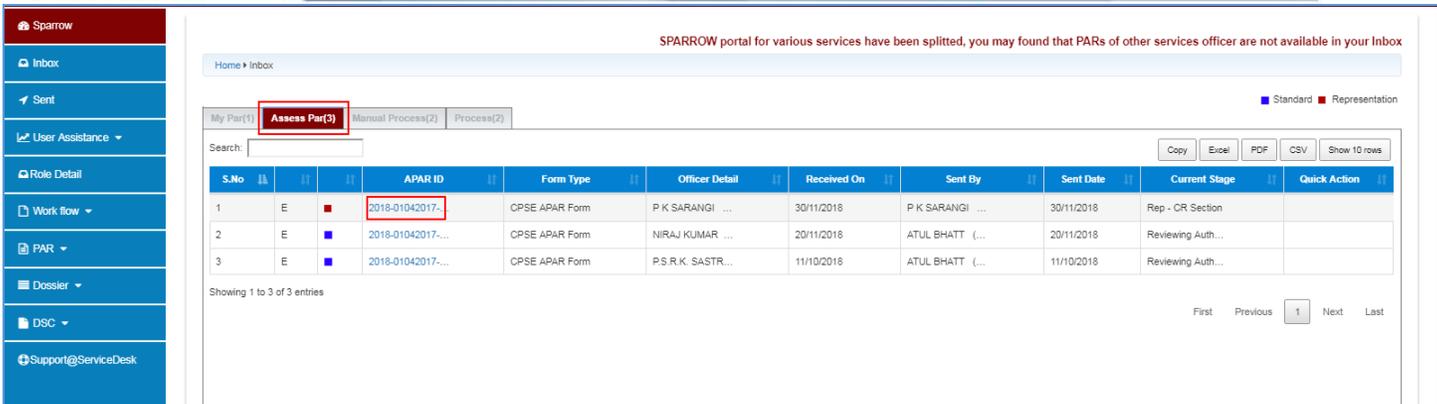
- A message prompts successfully sent as shown in **Fig.50**:



**Fig.50**

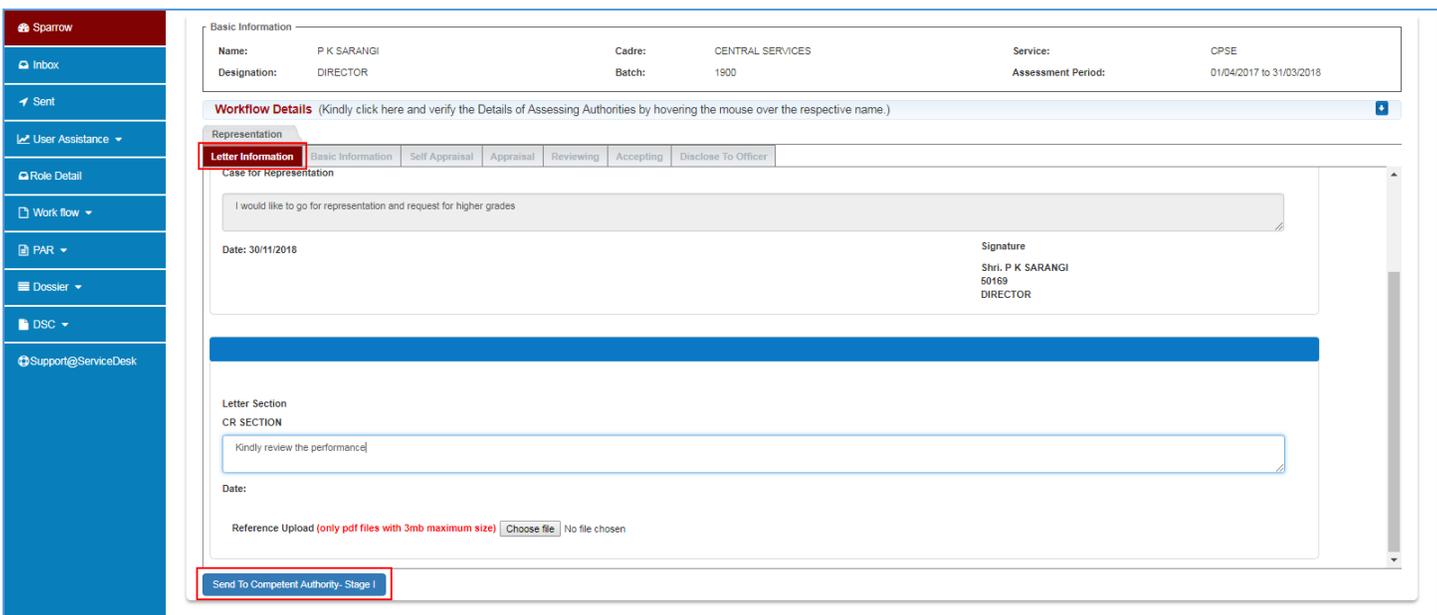
**Stage 2: Custodian (Rep-CR Section) performs the following steps to forward the request:**

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



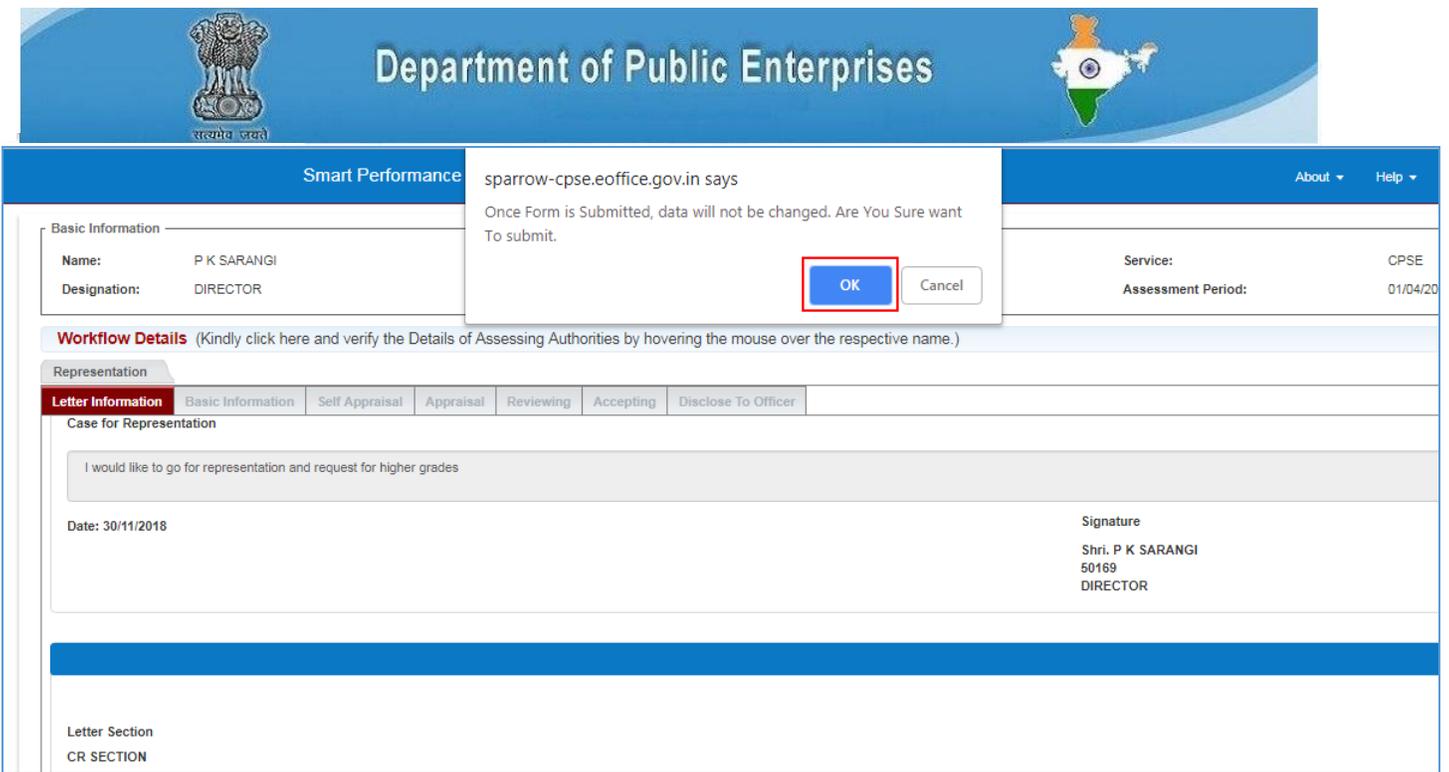
**Fig.51**

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



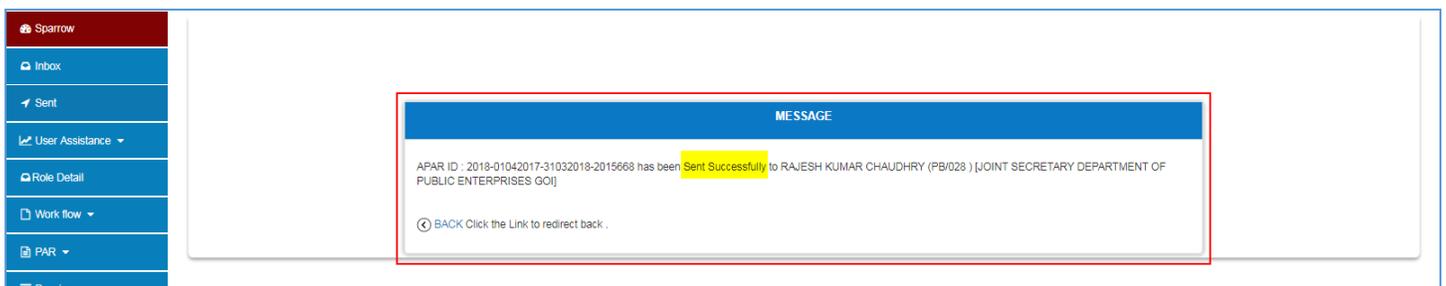
**Fig.52**

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



**Fig.53**

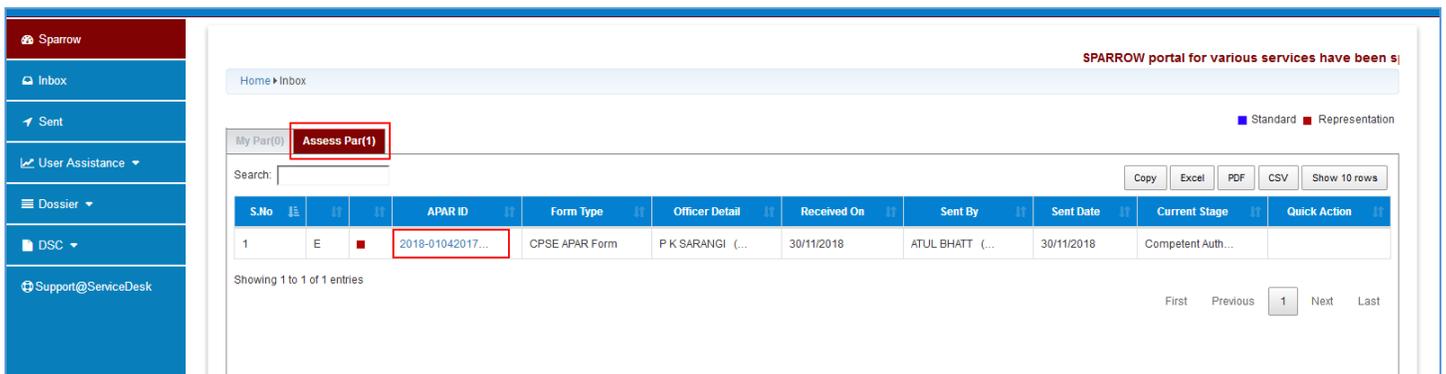
- A message prompts “Sent Successfully” as shown in Fig.54:



**Fig.54**

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

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



**Fig.55**

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

**Fig.56**

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

**Fig.57**

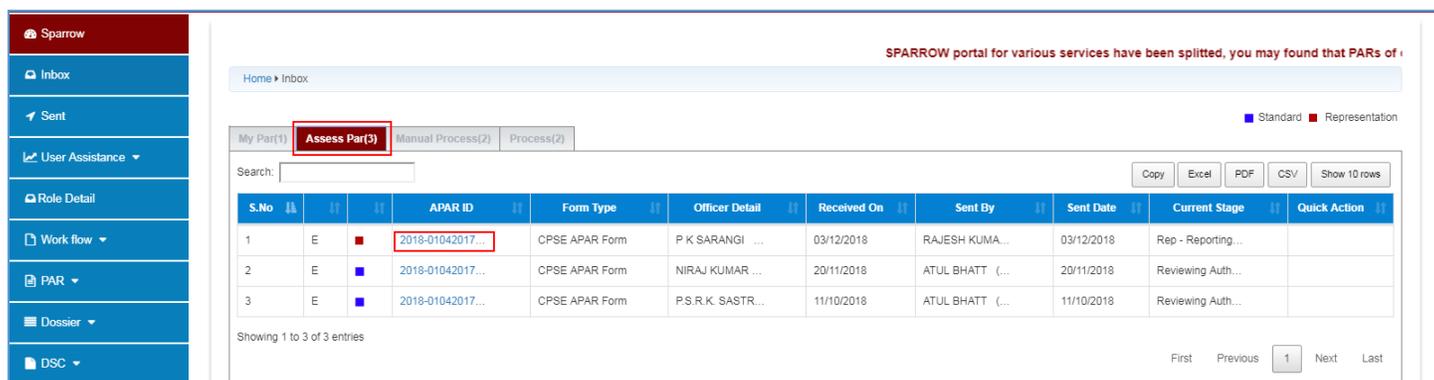
- A message prompts **“Sent Successfully”** as shown in **Fig.58**:



**Fig.58**

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

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



**Fig.59**

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

Department of Public Enterprises

Basic Information

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

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

Representation

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

Kindly consider.

Date: 03/12/2018

Signature  
 Mr. RAJESH KUMAR CHAUDHRY  
 PB/028  
 JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOI

Letter Section

REMARKS OF REPORTING AUTHORITY

Re-consider the matter.

Date:

Reference Upload (only pdf files with 3mb maximum size)    Choose file    No file chosen

Send To Reviewing Authority

**Fig.60**

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

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

Basic Information

Name: P K SARANGI      Service: CPSE  
 Designation: DIRECTOR      Assessment Period: 01/04/2017 to 31/03/2018

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

Representation

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

Kindly consider.

Date: 03/12/2018

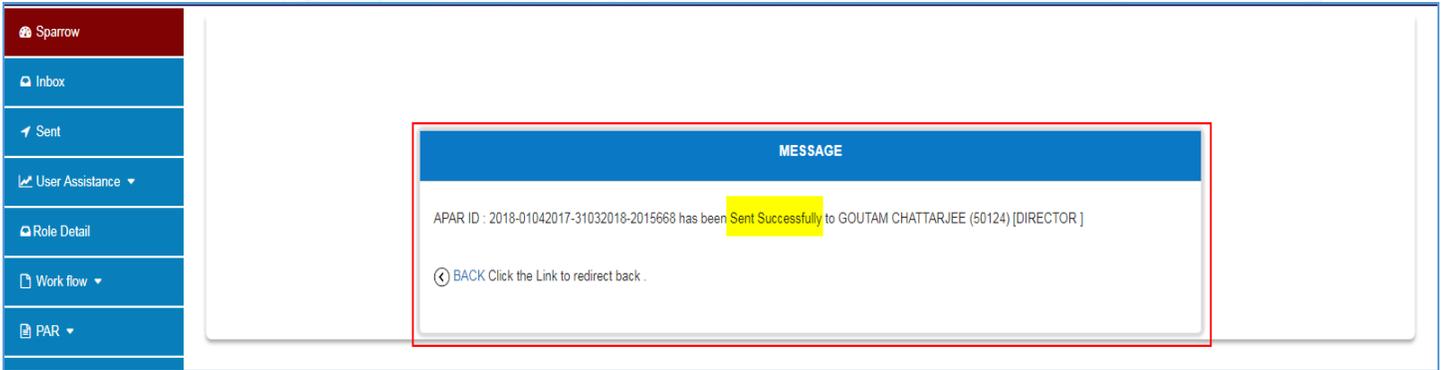
Signature  
 Mr. RAJESH KUMAR CHAUDHRY  
 PB/028  
 JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOI

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

OK    Cancel

**Fig.61**

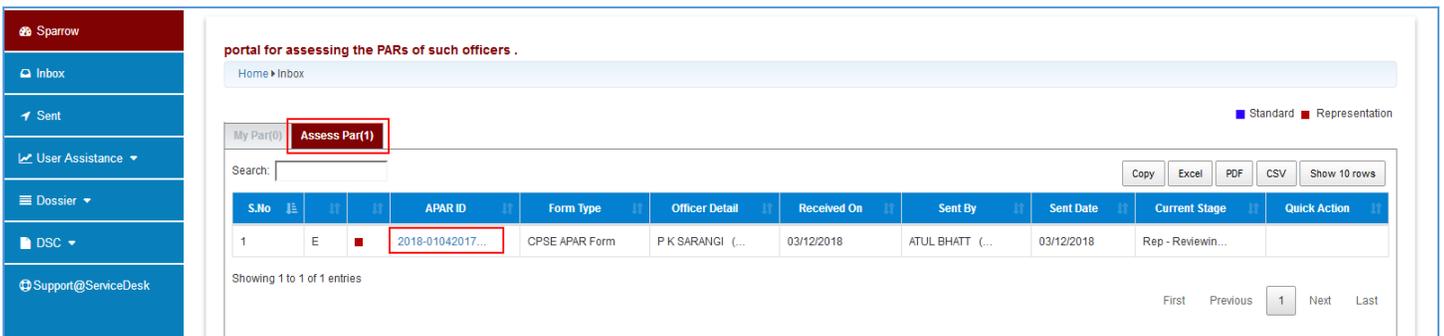
- A message prompts **“Sent Successfully”** as shown in **Fig.62**:



**Fig.62**

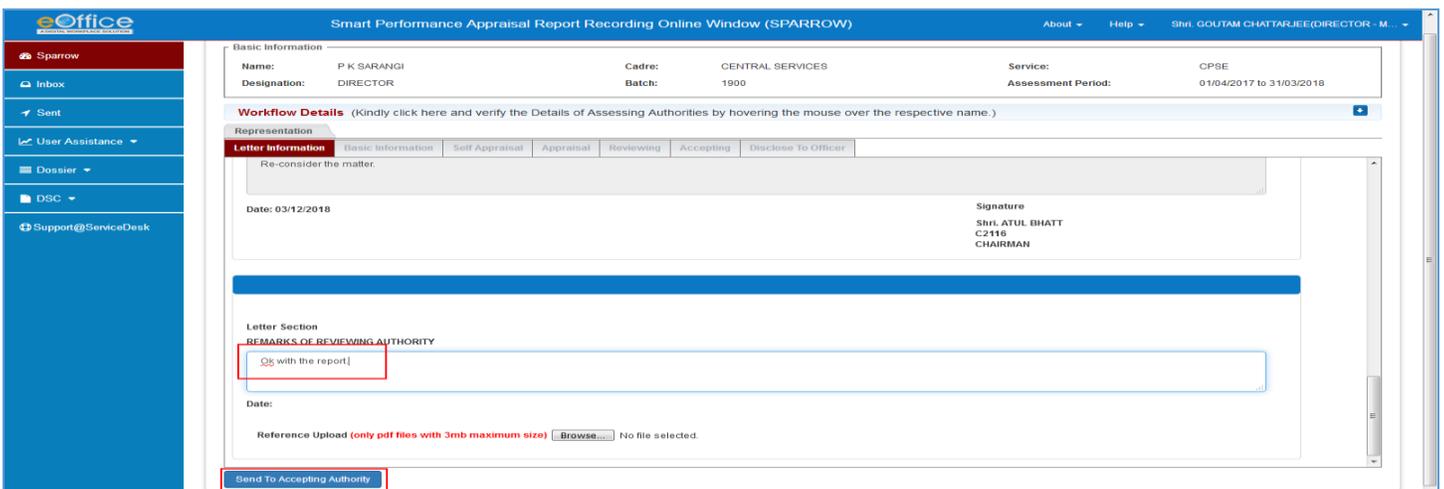
**Stage 5: Rep-Reviewing Authority performs the following steps to forward PAR to Rep-Accepting Authority:**

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



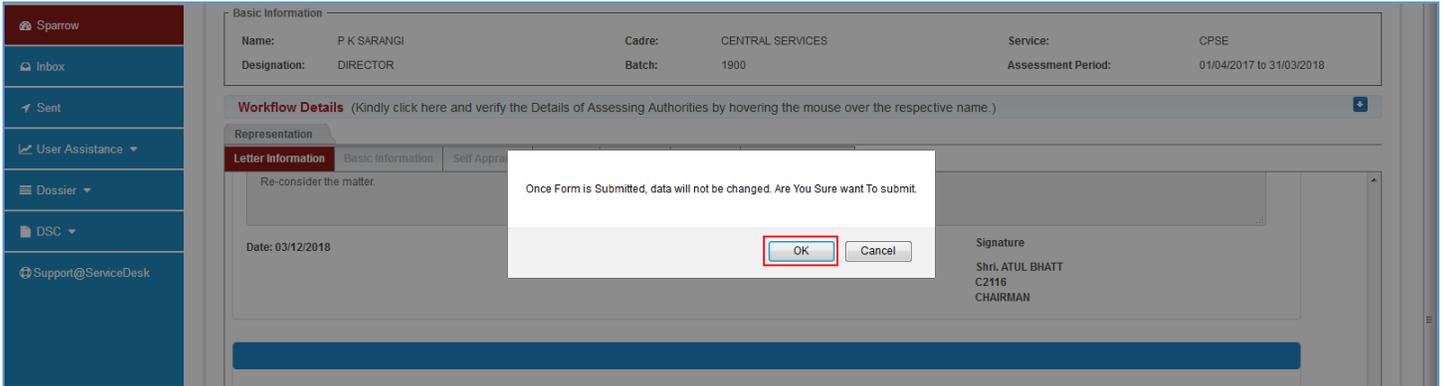
**Fig.63**

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



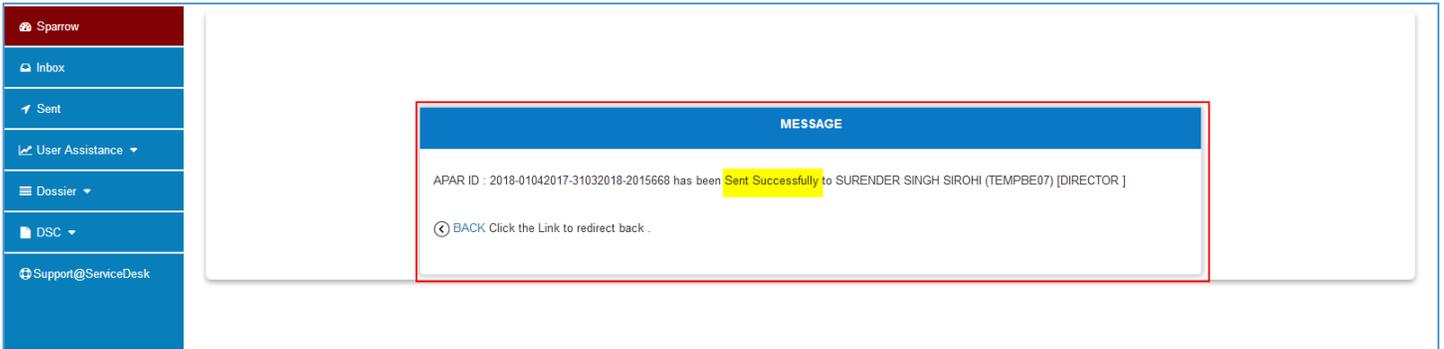
**Fig.64**

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



**Fig.65**

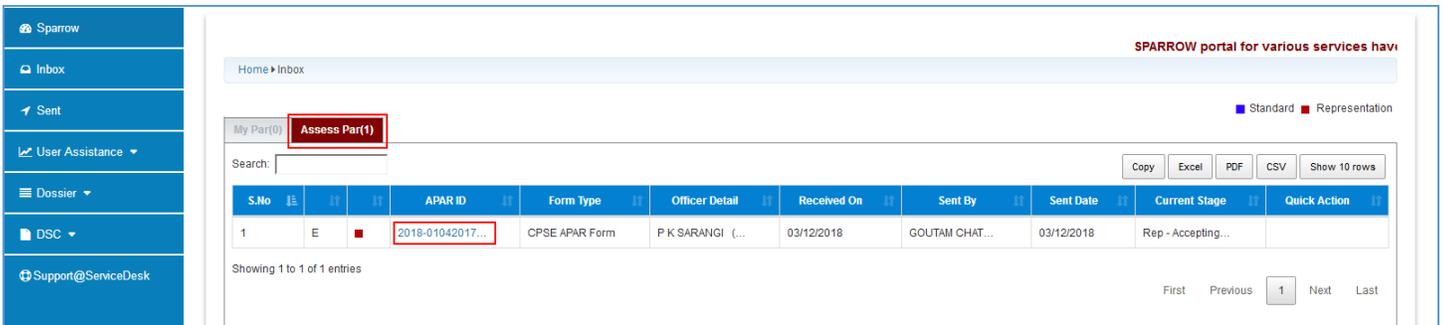
- A message prompts **“Sent Successfully”** as shown in **Fig.66**:



**Fig.66**

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

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



**Fig.67**

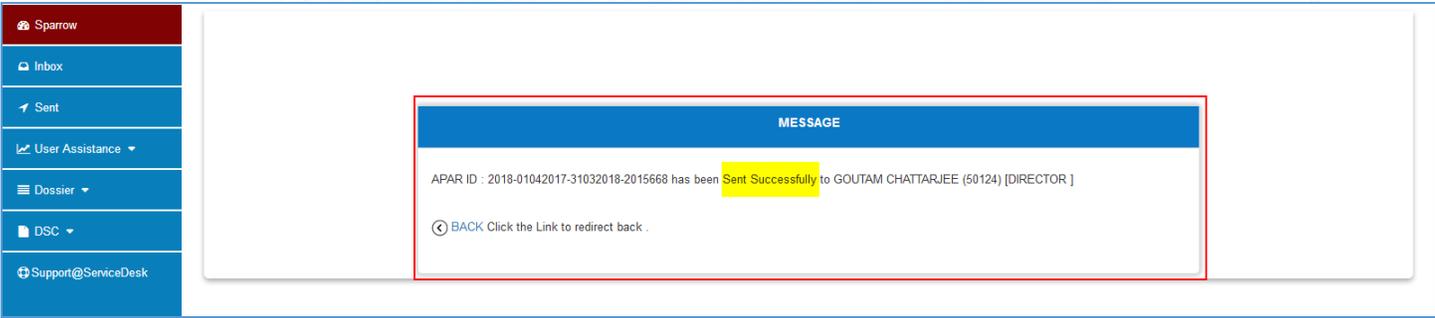
- A page appears , enter the remarks and click **Send To Competent Authority- Stage II** (  ) button, as shown in **Fig.68**:

**Fig.68**

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

**Fig.69**

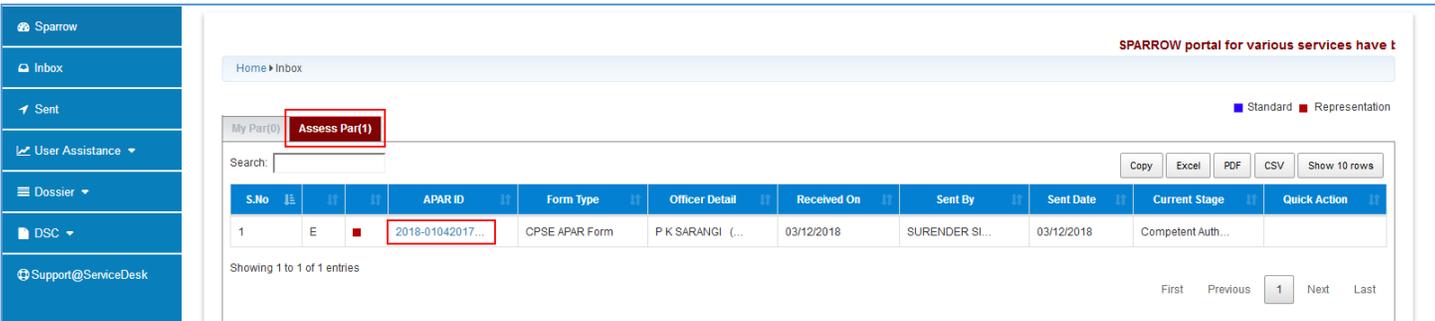
- A message prompts **“Sent Successfully”** as shown in **Fig.70**:



**Fig.70**

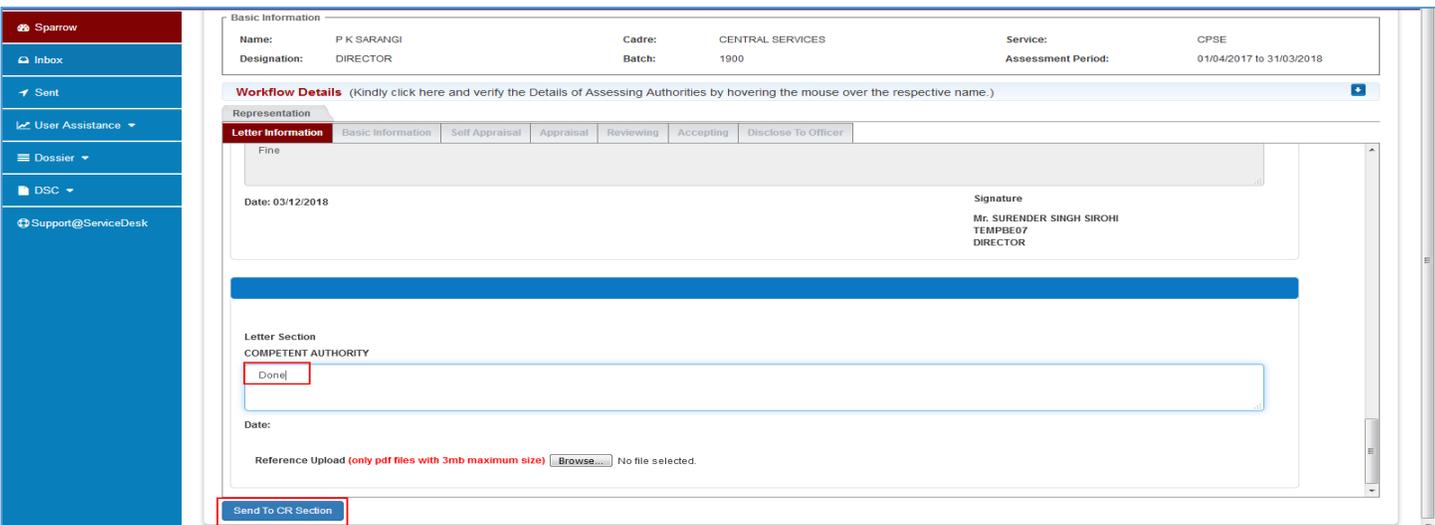
**Stage 7: Competent Authority- Stage II performs the following steps to forward PAR to CR Custodian (Rep-CR Section):**

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



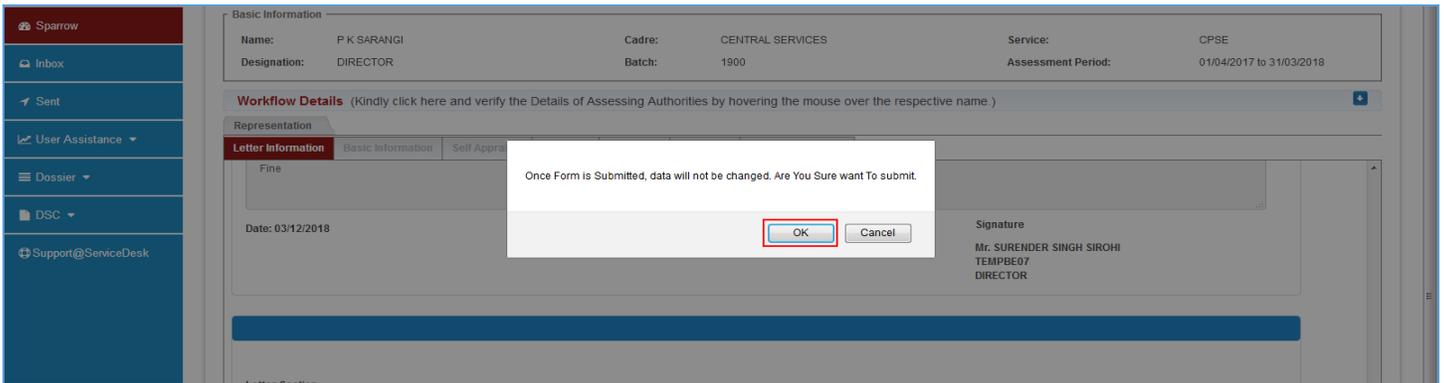
**Fig.71**

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



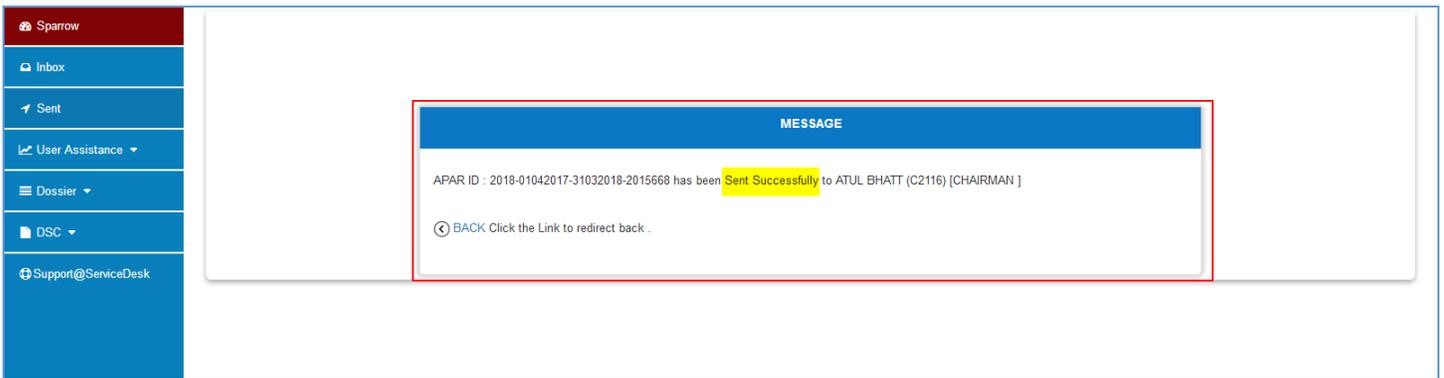
**Fig.72**

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



**Fig.73**

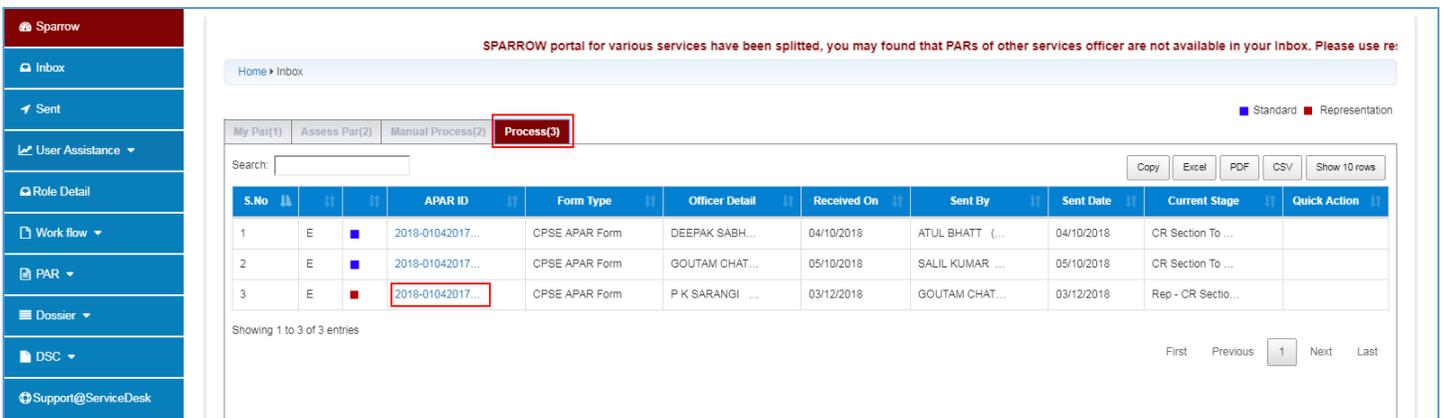
- A message prompts **“Sent Successfully”** as shown in **Fig.74**:



**Fig.74**

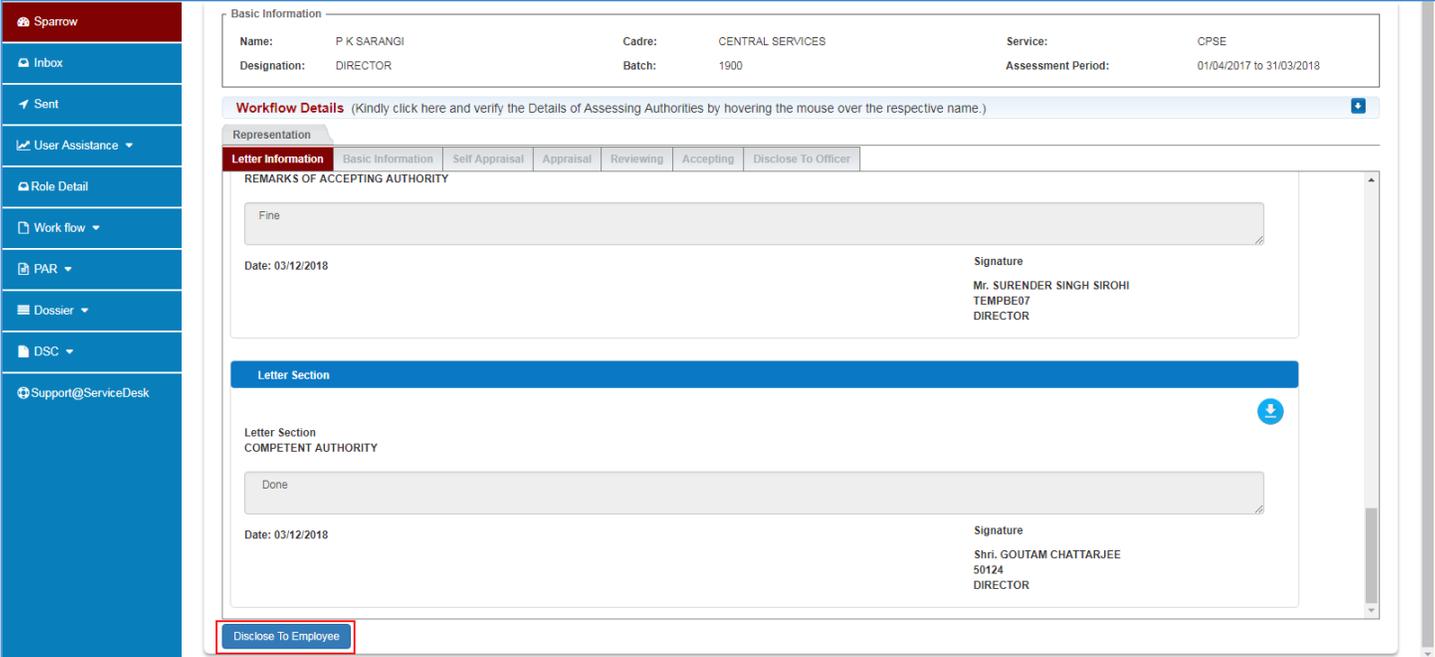
**Stage 8: Custodian (Rep-CR Section) performs the following steps to disclose PAR:**

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



**Fig.75**

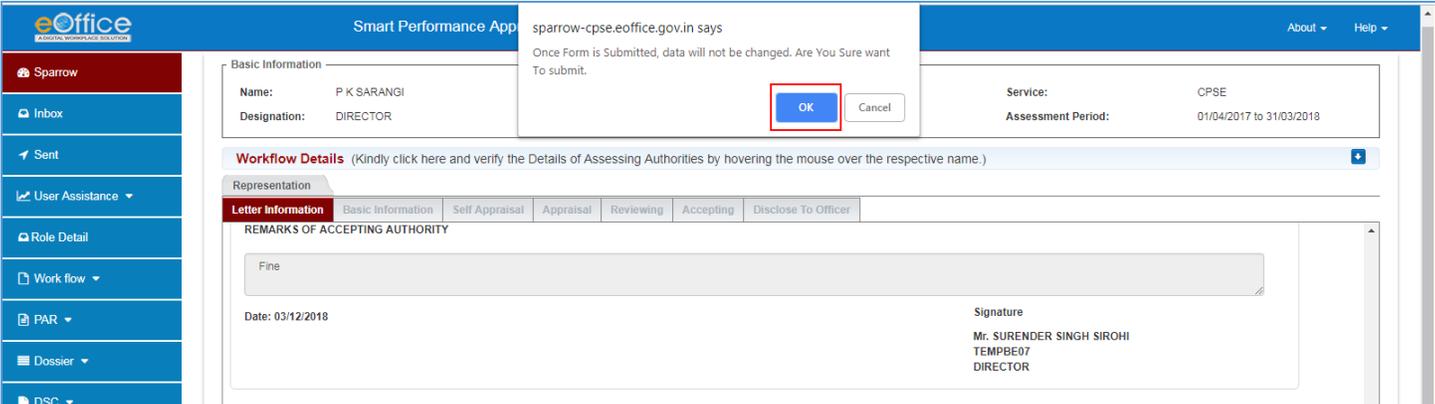
- A page appears , click **Disclose To Employee** (  ) button, as shown in **Fig.76**:



The screenshot shows the Sparrow application interface. On the left is a navigation menu with items like Sparrow, Inbox, Sent, User Assistance, Role Detail, Work flow, PAR, Dossier, DSC, and Support@ServiceDesk. The main content area displays 'Basic Information' for P K SARANGI, Director, with details for Cadre (CENTRAL SERVICES), Service (CPSE), and Assessment Period (01/04/2017 to 31/03/2018). Below this is a 'Workflow Details' section with tabs for Letter Information, Basic Information, Self Appraisal, Appraisal, Reviewing, Accepting, and Disclose To Officer. The 'Letter Information' tab is active, showing 'REMARKS OF ACCEPTING AUTHORITY' with a text area containing 'Fine', a date of 03/12/2018, and a signature from Mr. SURENDER SINGH SIROHI. A 'Letter Section' for 'COMPETENT AUTHORITY' is also visible with a 'Done' text area and a signature from Shri. GOUTAM CHATTARJEE. At the bottom left of the main content area, the 'Disclose To Employee' button is highlighted with a red rectangular box.

**Fig.76**

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



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

**Fig.77**

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



Fig.78

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

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

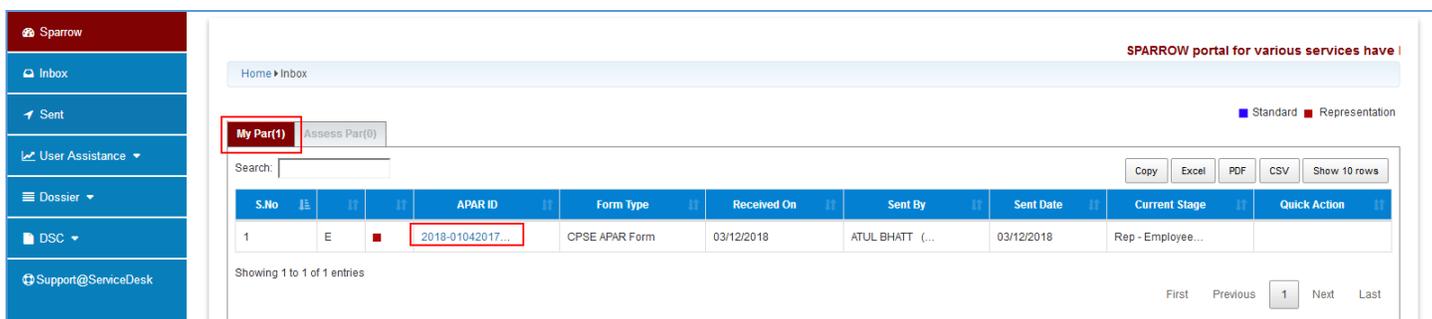


Fig.79

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

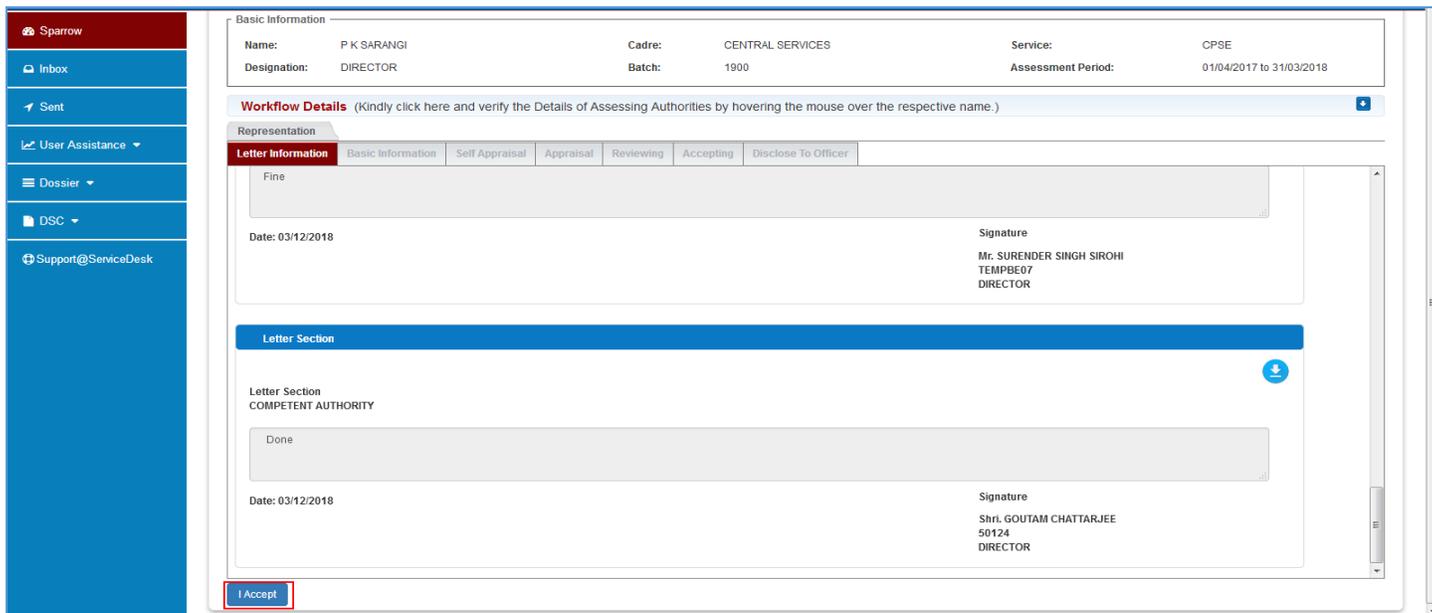
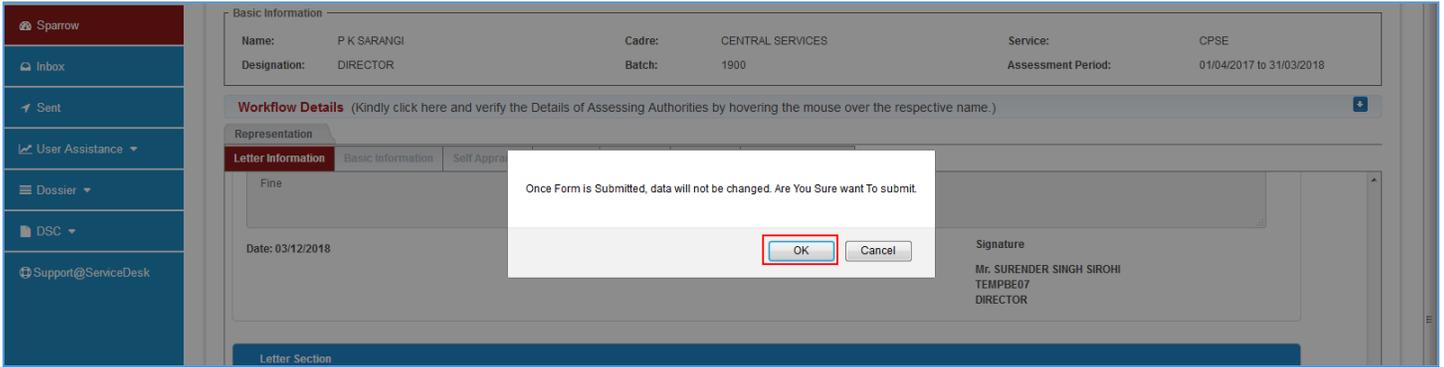


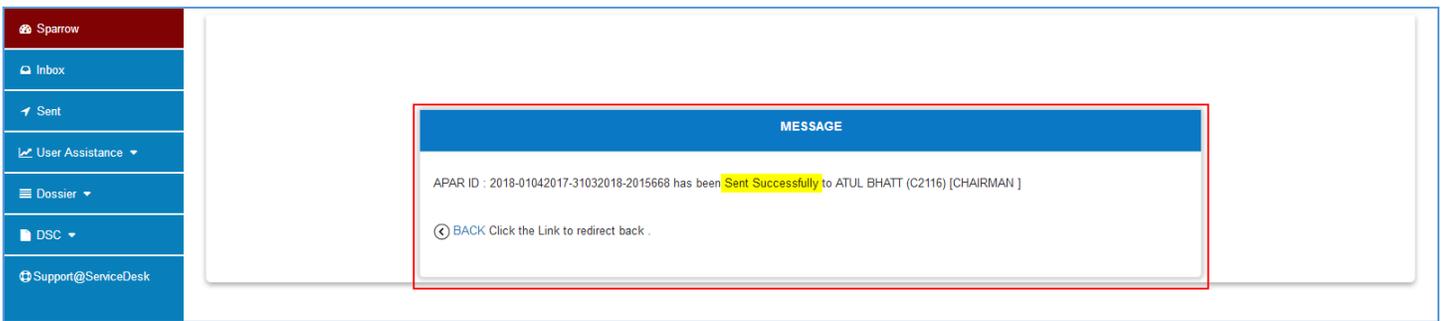
Fig.80

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



**Fig.81**

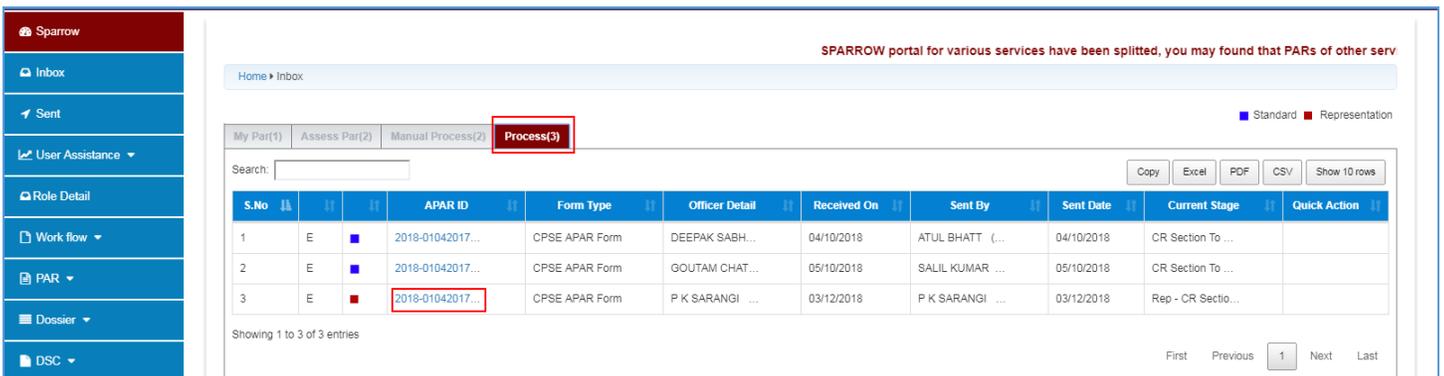
- A message prompts **“Sent Successfully”** as shown in **Fig.82**:



**Fig.82**

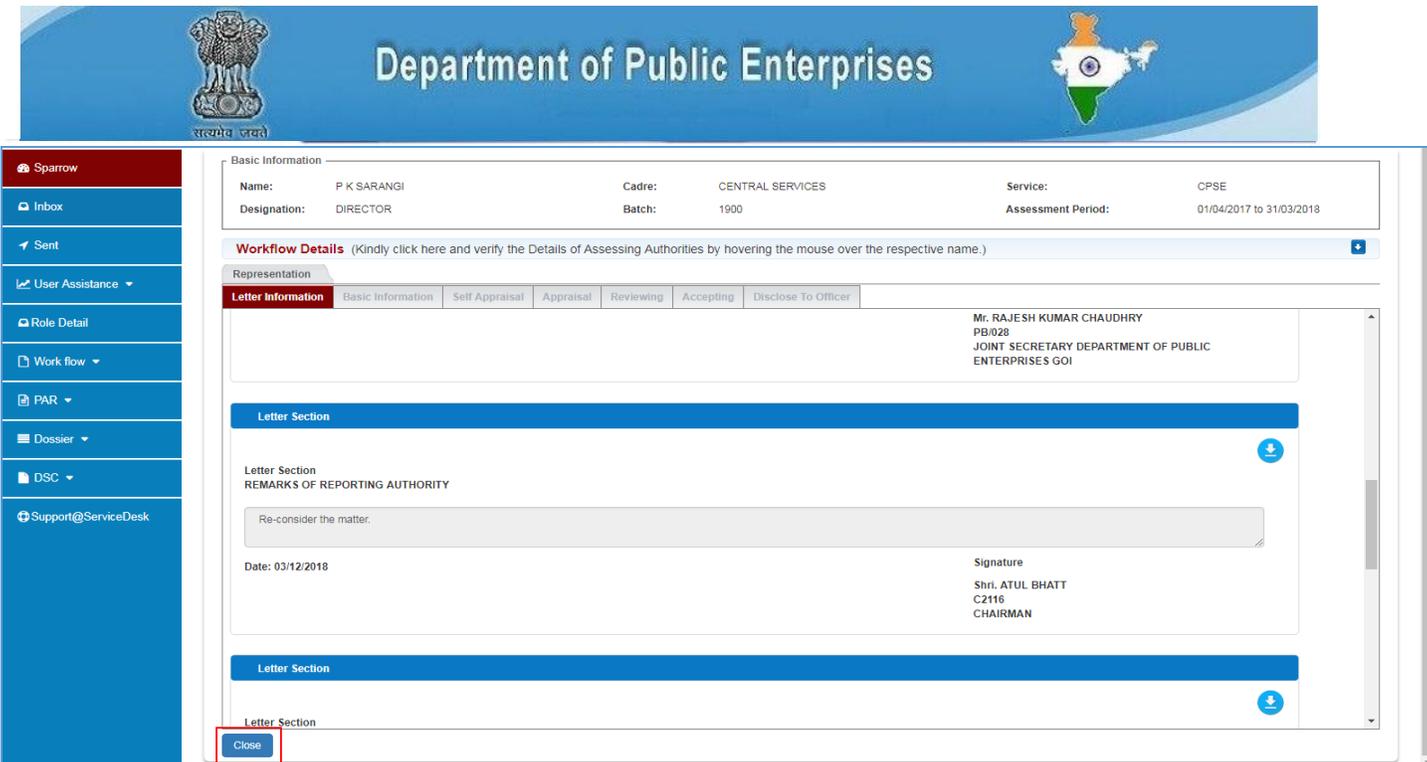
**Stage 10: Custodian (Rep-CR Section) performs the following steps for closure PAR:**

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



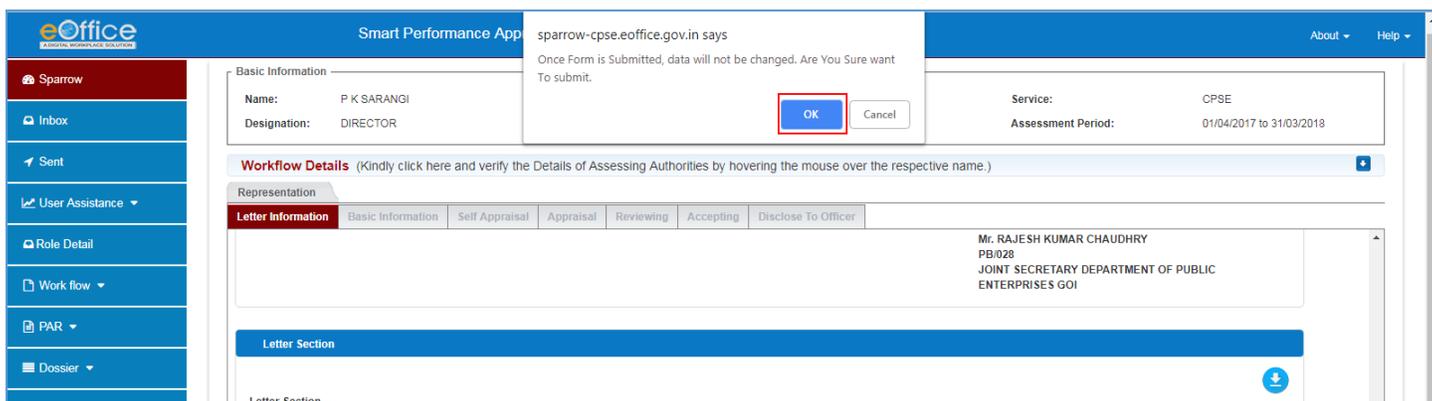
**Fig.83**

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



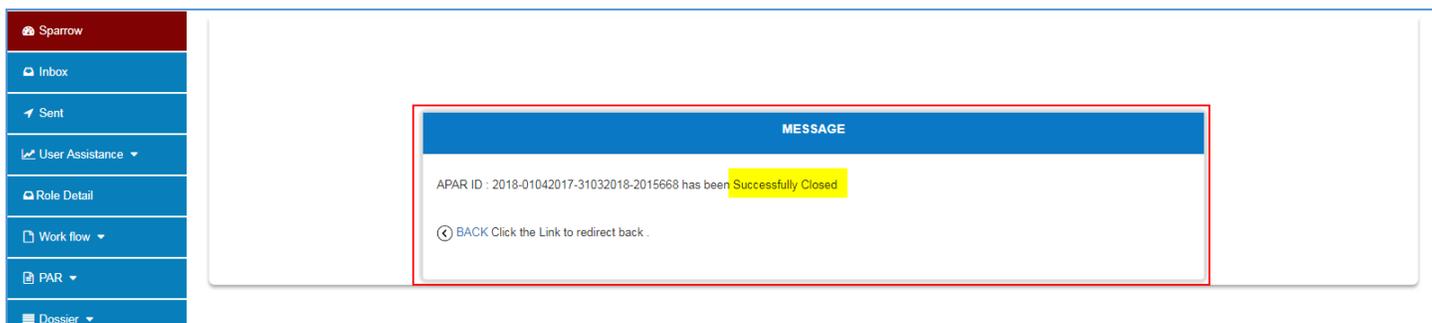
**Fig.84**

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



**Fig.85**

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

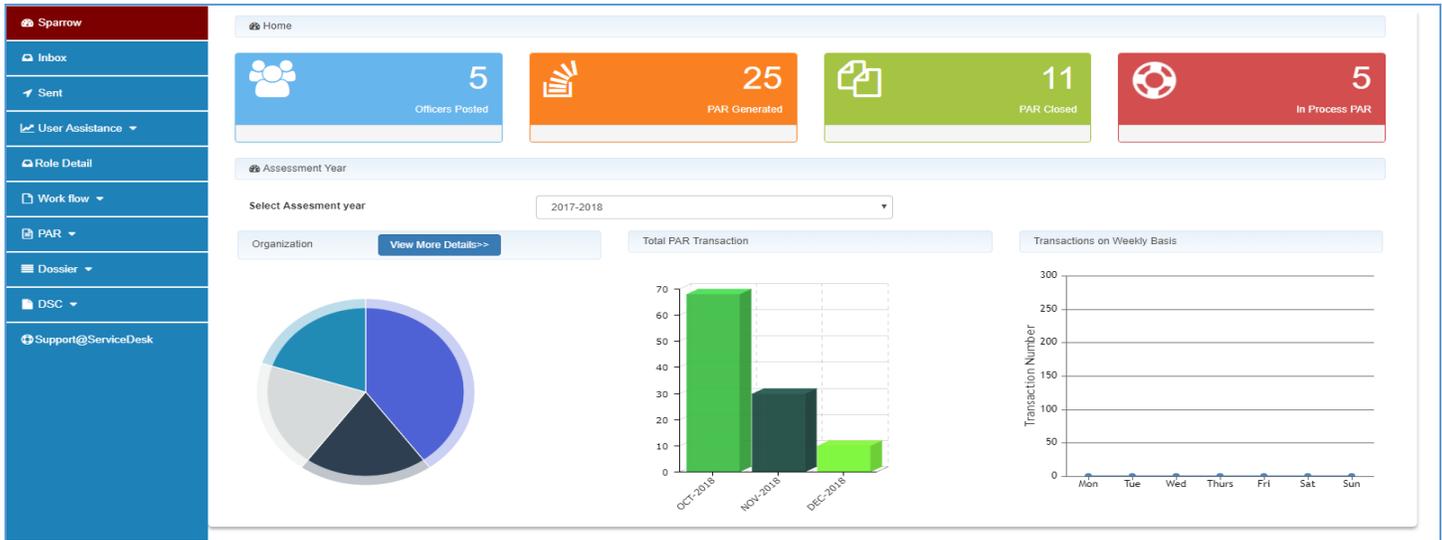


**Fig.86**



# Home

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



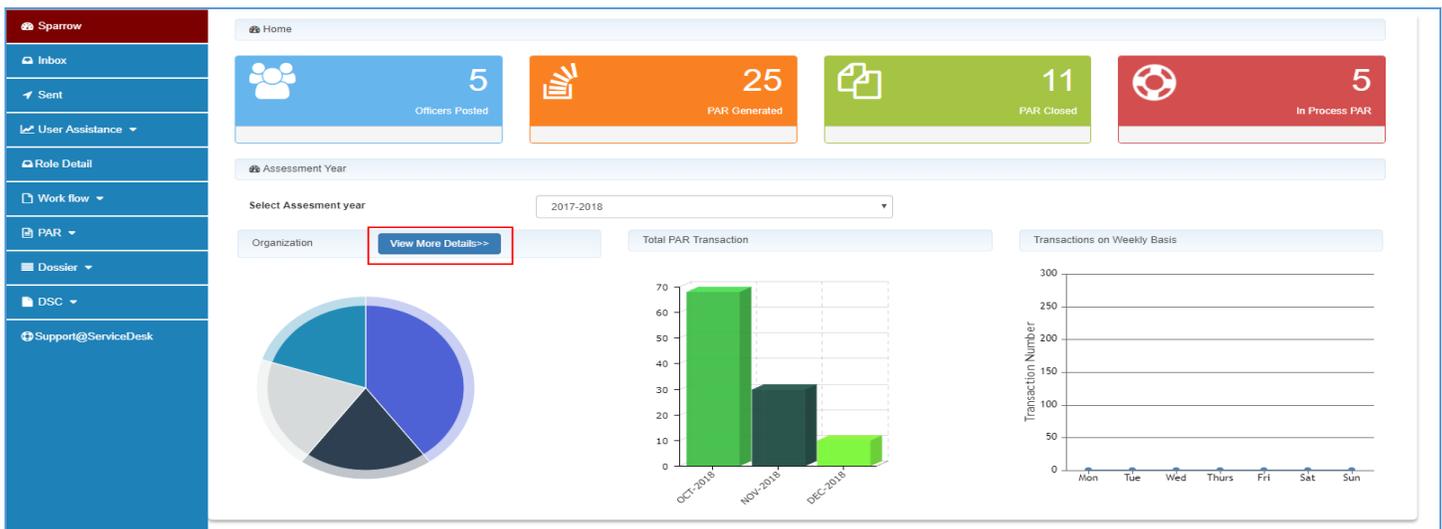
**Fig.87**

# Dashboard

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

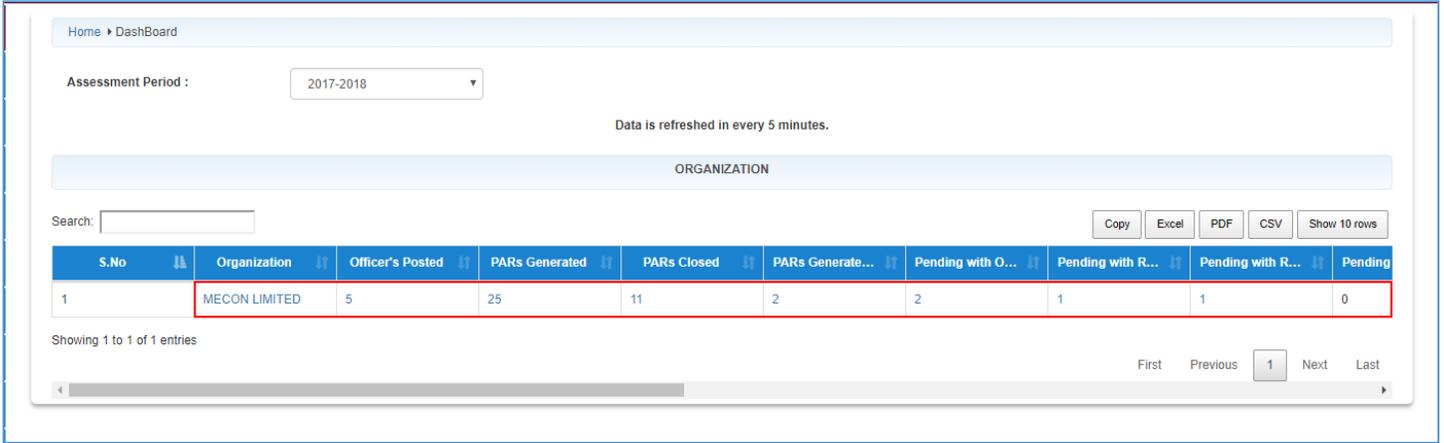
Steps to view APAR status and to send Customize pendency alerts:

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



**Fig.88**

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



Home ▶ DashBoard

Assessment Period : 2017-2018

Data is refreshed in every 5 minutes.

ORGANIZATION

Search:

Copy Excel PDF CSV Show 10 rows

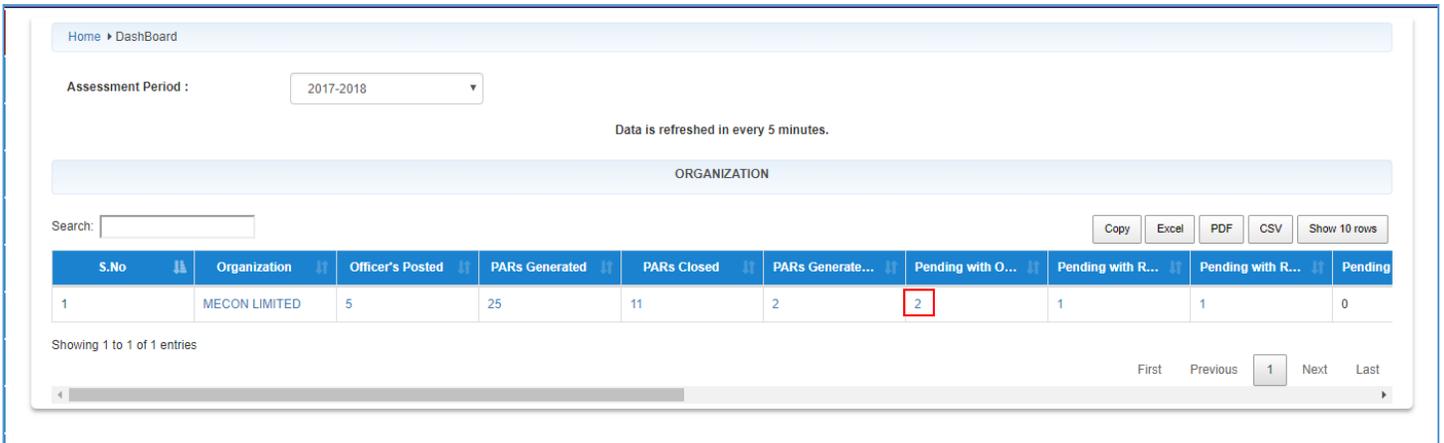
S.No	Organization	Officer's Posted	PARs Generated	PARs Closed	PARs Generate...	Pending with O...	Pending with R...	Pending with R...	Pending
1	MECON LIMITED	5	25	11	2	2	1	1	0

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.89**

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



Home ▶ DashBoard

Assessment Period : 2017-2018

Data is refreshed in every 5 minutes.

ORGANIZATION

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.90**

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

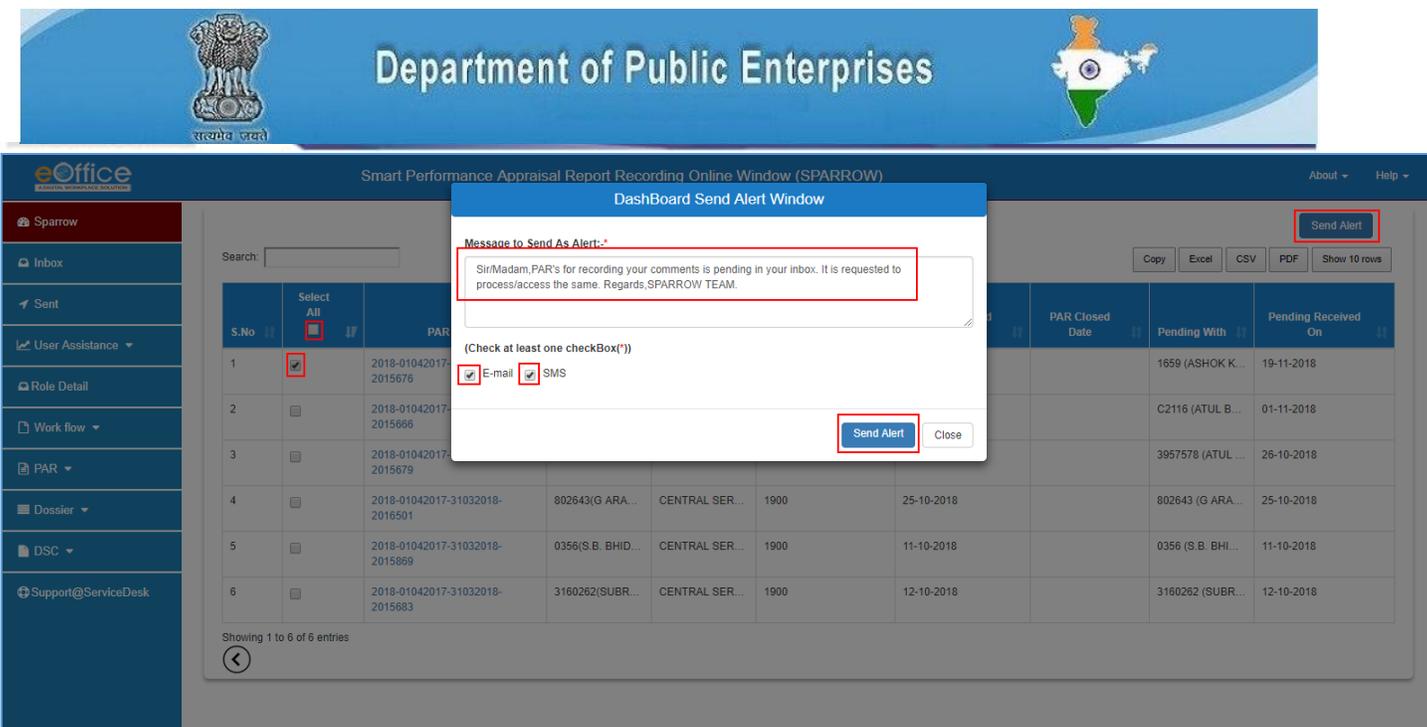


Fig.91

**Note:**

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

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

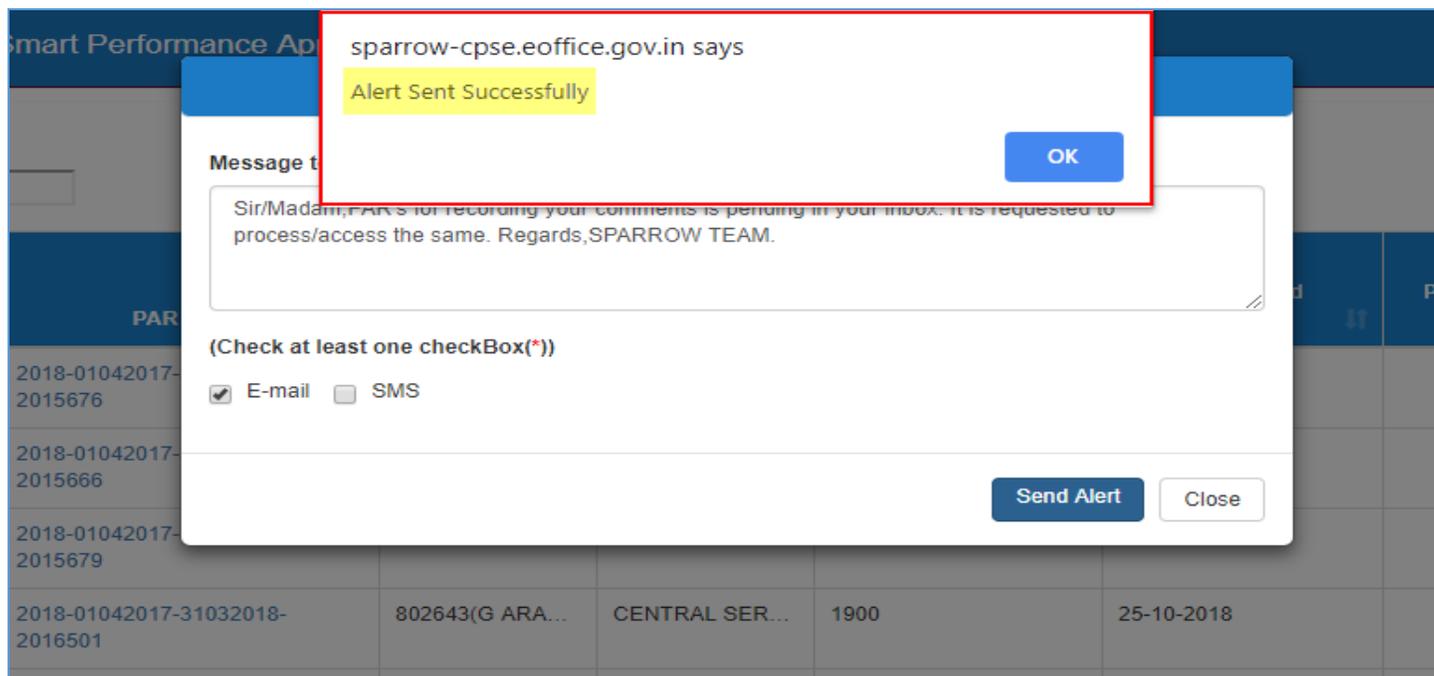


Fig.92

## Common Functionalities of PAR

Custodian (Central or State), PAR Manager & Officers

### Inbox/ Sent

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

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

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

### My PAR (Inbox/Sent)

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

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

Home > Inbox

■ Standard ■ Representation

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

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.93

### Assess PAR (Inbox/ Sent)

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

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

Home > Inbox

■ Standard ■ Representation

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

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

**Fig.94**

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

**Basic Information**

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

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

**Standard**

Basic Information | Self Appraisal | **Appraisal**

Reload Old PAR

**SECTION III : Appraisal of the Reporting Authority**

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

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

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

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

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

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

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

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

DRAFT | **Send To Reviewing Authority**

**Fig.95**

## Manual Process (Inbox/ Sent)

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

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

Home > Inbox

Standard Representation

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

Search:

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

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

**Fig.96**

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



सत्यमेव जयते

**Basic Information**

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

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

Standard

Basic Information    **Self Appraisal**

Reload Old PAR

Section II – Self-appraisal of the officer reported upon

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

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

2. Annual work plan and achievement:

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

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

DRAFT    **Send To Reporting Authority**

Fig.97

### Note:

Manual Process is performed by Custodian only.

## Process (Inbox/Sent)

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

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

Home • Inbox

Standard    Representation

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

Search:

Copy    Excel    PDF    CSV    Show 10 rows

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

Showing 1 to 2 of 2 entries

First    Previous    1    Next    Last

Fig.98



### Force Forward (Sent)

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

Home » Sent

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

ASSESSMENT PERIOD : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

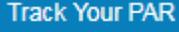
First Previous 1 Next Last

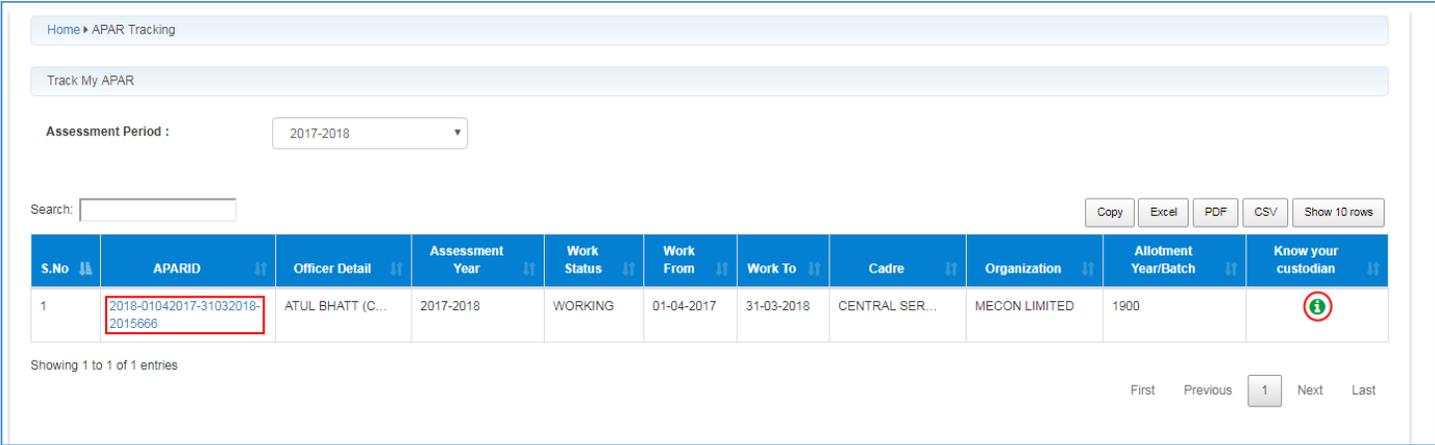
Fig.99

- Click the icon to view the sent APAR.

## User Assistance

### Track Your PAR

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



Home > APAR Tracking

Track My APAR

Assessment Period : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

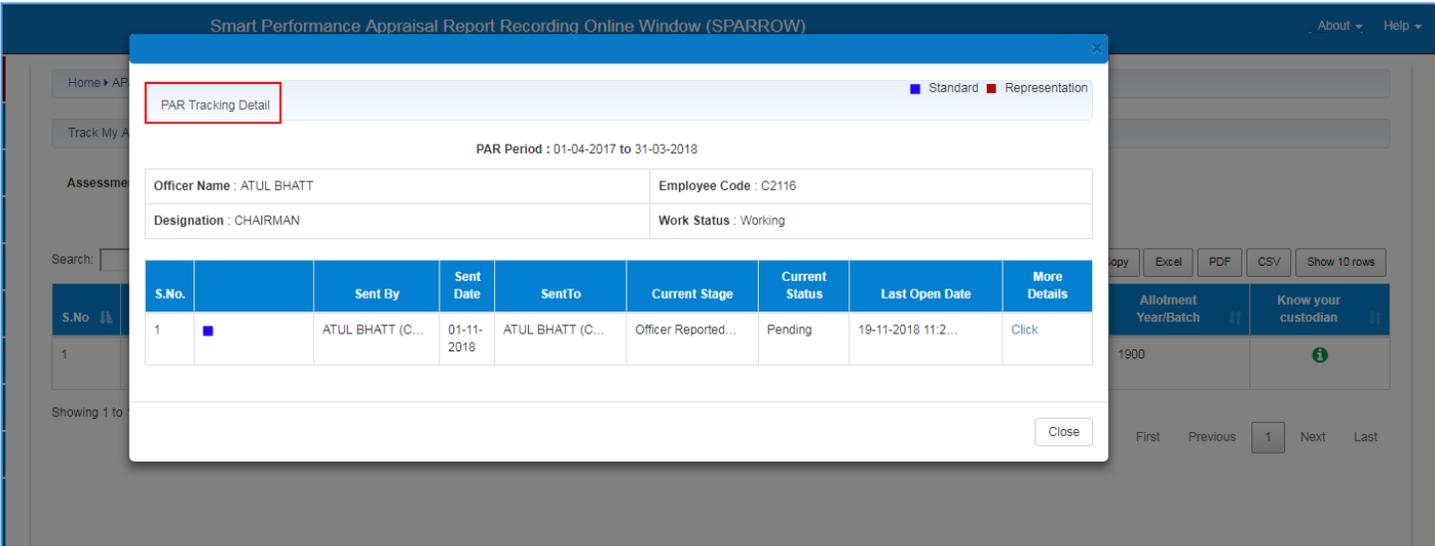
S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch	Know your custodian
1	2018-01042017-31032018-2015666	ATUL BHATT (C...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.100**

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



Smart Performance Appraisal Report Recording Online Window (SPARROW)

PAR Tracking Detail

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

Officer Name : ATUL BHATT Employee Code : C2116

Designation : CHAIRMAN Work Status : Working

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

Close

**Fig.101**

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



### Role Details

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

Close

CSV

Show 10 rows

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

Fig.102



## Role Detail

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

Home » Role Detail

Organization:  Role:

Role Revoked  Role Assigned :

Search:

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

Showing 1 to 10 of 95 entries

Fig.103



## Workflow

### Create/ Update

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



# PAR

## Generation

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

## Update Section I

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

The screenshot shows the 'PAR Update Section' interface. On the left is a navigation sidebar with 'PAR' selected. The main area contains a search form with 'Assessment Period' set to '2017-2018'. Below the form is a table with 10 rows of data. The first row is highlighted, and its 'Quick Action' column contains a right-pointing arrow icon.

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

Fig.104

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



### Basic Information

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

### Standard

#### SECTION I

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

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

Absence Category	Period		Type	Remarks
	From	To		

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

(a) Details of Qualification acquired during the year.

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

Update Section

Fig.105

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

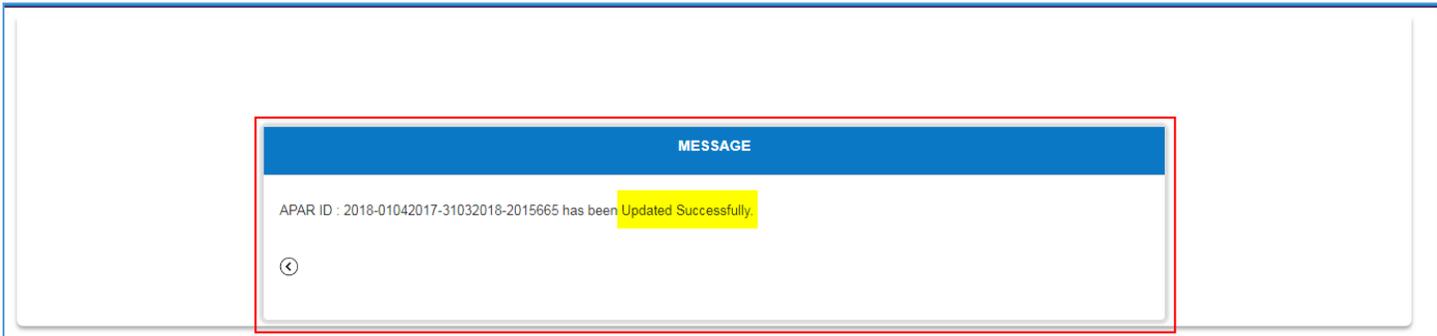


Fig.106

## Tracking

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

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

Fig.107

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

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

Fig.108

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

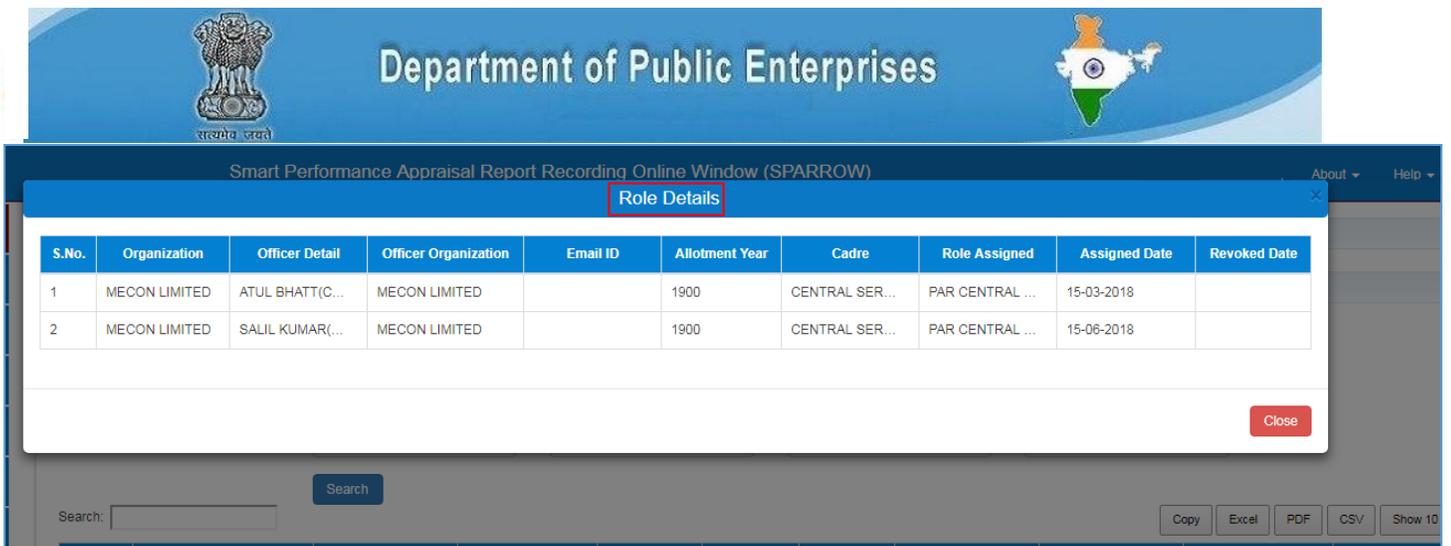


Fig.109

## Force Forward

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

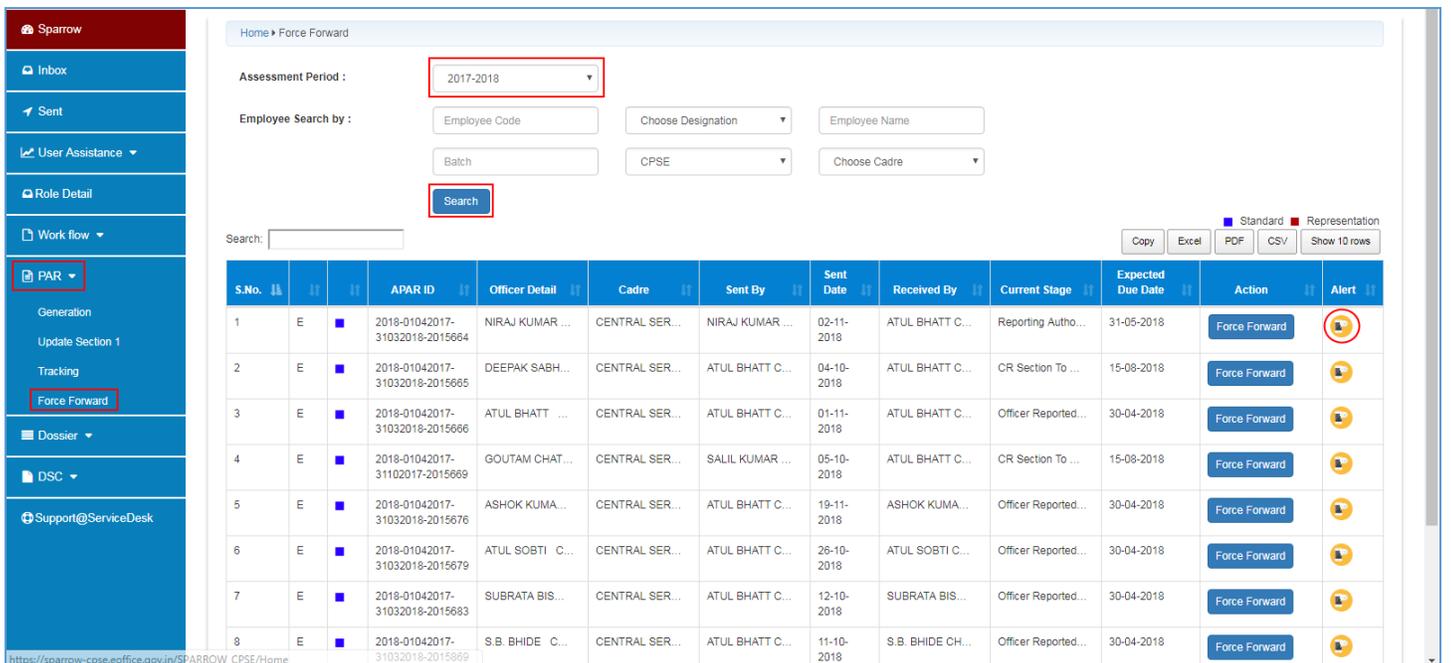


Fig.110

### Note:

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

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

Department of Public Enterprises

Home » Force Forward

Assessment Period :

Employee Search by :

Search: [ ]

Force Forward

First Template [v]

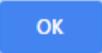
Reason of Force Forward

Action required

Submit Close

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

Fig.111

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

smart Performance App

sparrow-cpse.eoffice.gov.in says

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

OK Cancel

Force Forward

First Template [v]

Reason of Force Forward

Action required.

Submit Close

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

Fig.112

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



Smart Performance App

sparrow-cpse.eoffice.gov.in says

APAR ID : 2018-01042017-31032018-2015664 has been **Sent**  
**Successfully** to ATUL BHATT (C2116) [CHAIRMAN ]

OK

Cancel

First Template

Reason of Force Forward

Action required.

Submit

Close

APAR ID

Officer Detail

Cadre

Sent By

Date

Received By

Current Stage

Fig.113



# Dossier

## Officers Completed PAR

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

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

Fig.114

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



Sparrow

Inbox

Sent

User Assistance

Role Detail

PAR

IRM

Dossier

DSC

Support@ServiceDesk

Migration

Home » Dossier Officers Completed Par

Employee Search for Dossier

Basic Information

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

Standard

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

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

**Fig.115**

**Note:**

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

**Reference uploaded during PAR submission can also be viewed here.**

## My Completed PAR

- Officer can view his/ her Completed PAR details.

## My ACR Status

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



## DSC

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

**Note:**

**For complete process refer the DSC Handbook manual.**

## Support@ServiceDesk

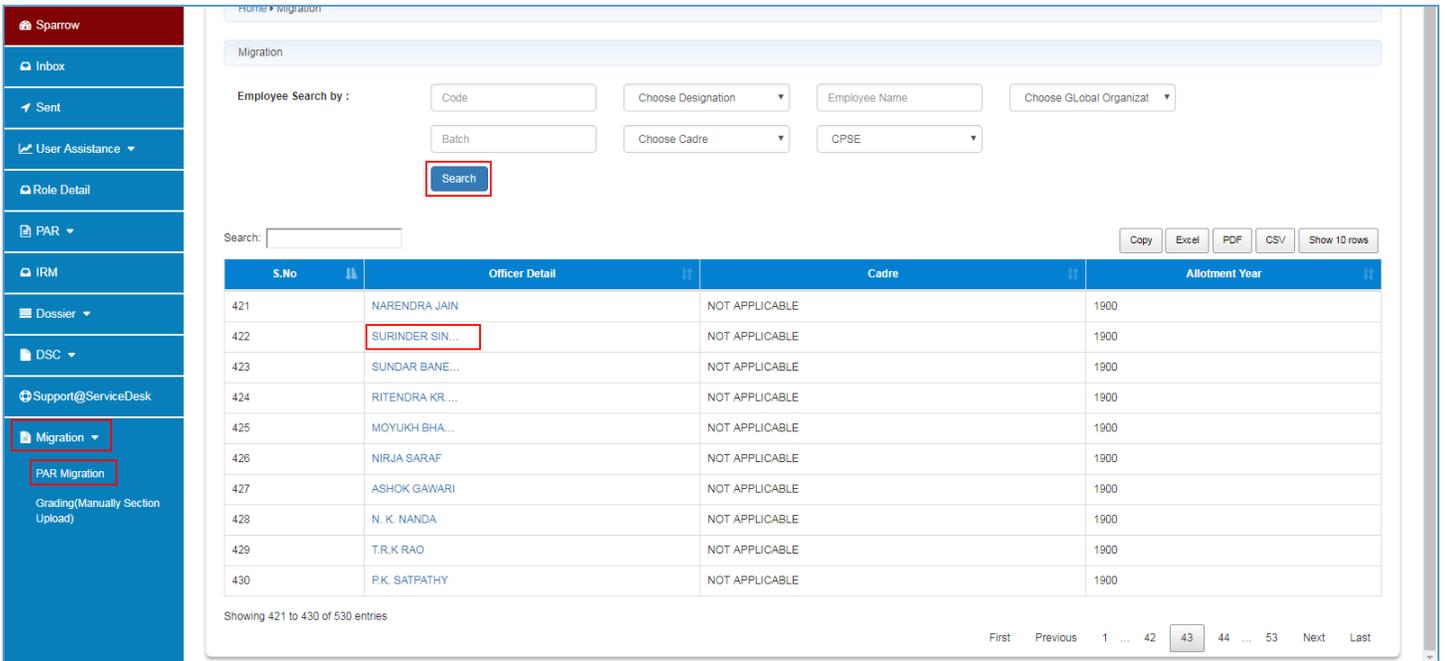
For any query, click the **Support@ServicesDesk** module, the user is redirected to NIC Service Desk for complaint registration.

## Migration

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

### PAR Migration

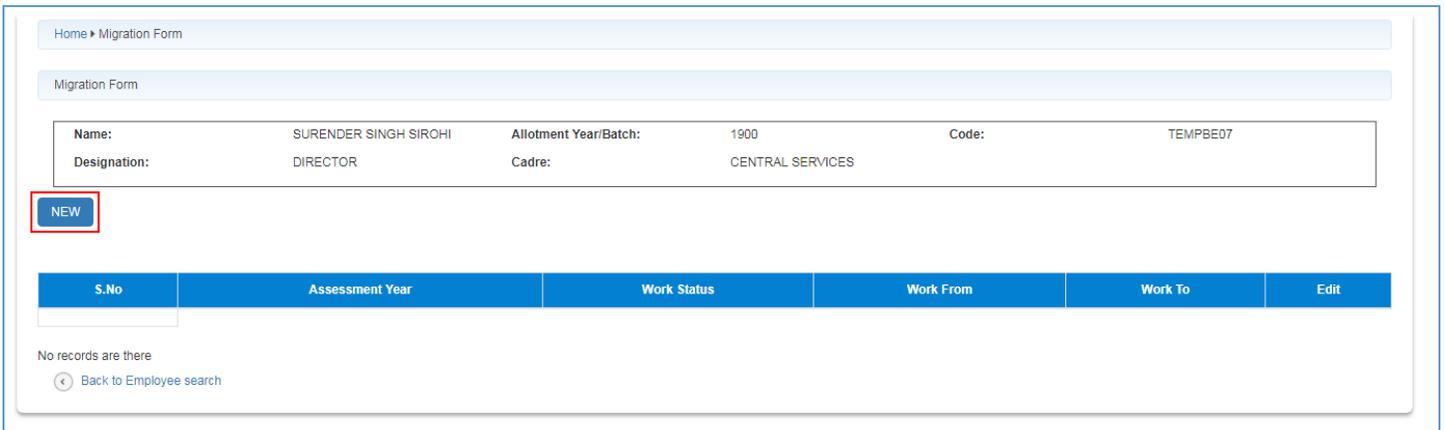
- Click the **PAR Migration** ( PAR Migration ) sub-module under **Migration** ( Migration ) module, search the user and select as shown in **Fig.116**:



S.No	Officer Detail	Cadre	Allotment Year
421	NARENDRA JAIN	NOT APPLICABLE	1900
422	<span style="border: 1px solid red;">SURINDER SIN...</span>	NOT APPLICABLE	1900
423	SUNDAR BANE...	NOT APPLICABLE	1900
424	RITENDRA KR...	NOT APPLICABLE	1900
425	MOYUKH BHA...	NOT APPLICABLE	1900
426	NIRJA SARAF	NOT APPLICABLE	1900
427	ASHOK GAWARI	NOT APPLICABLE	1900
428	N. K. NANDA	NOT APPLICABLE	1900
429	T.R.K RAO	NOT APPLICABLE	1900
430	P.K. SATPATHY	NOT APPLICABLE	1900

**Fig.116**

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

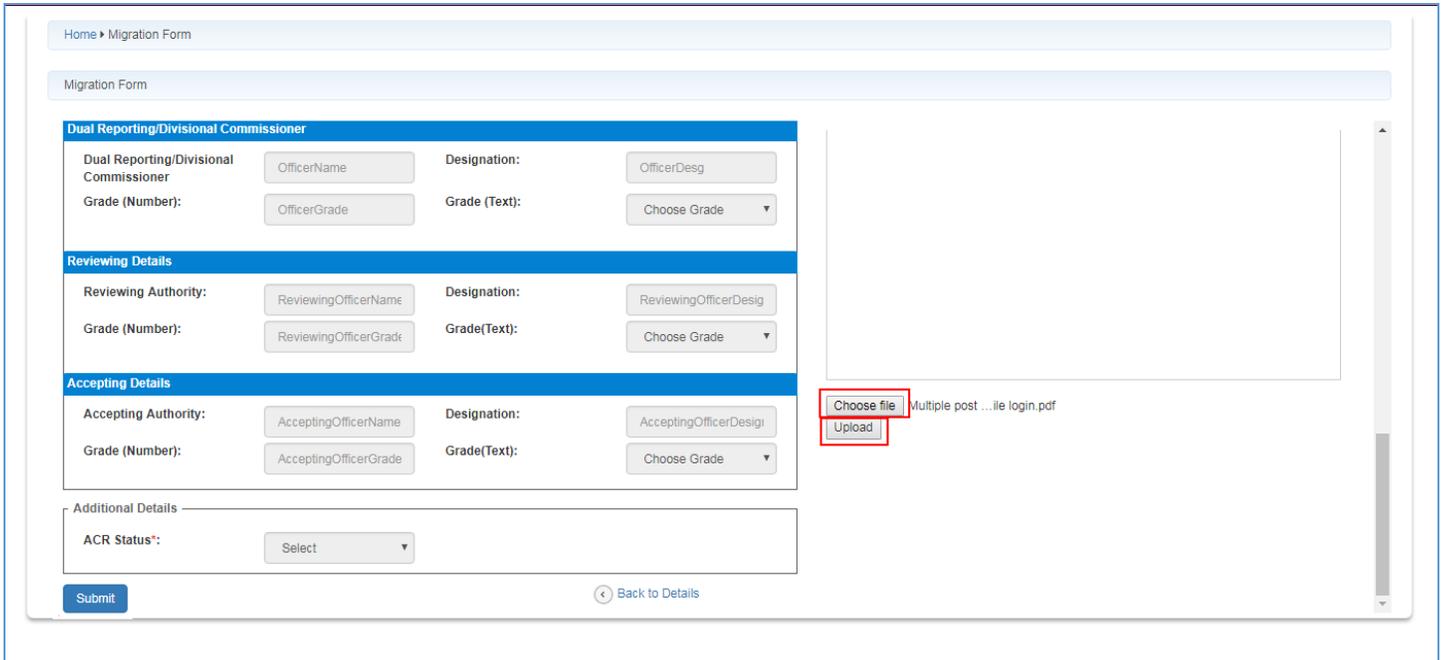


<b>Name:</b>	SURENDER SINGH SIROHI	<b>Allotment Year/Batch:</b>	1900	<b>Code:</b>	TEMPBE07
<b>Designation:</b>	DIRECTOR	<b>Cadre:</b>	CENTRAL SERVICES		

S.No	Assessment Year	Work Status	Work From	Work To	Edit

**Fig.117**

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



Home » Migration Form

Migration Form

**Dual Reporting/Divisional Commissioner**

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

**Reviewing Details**

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

**Accepting Details**

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

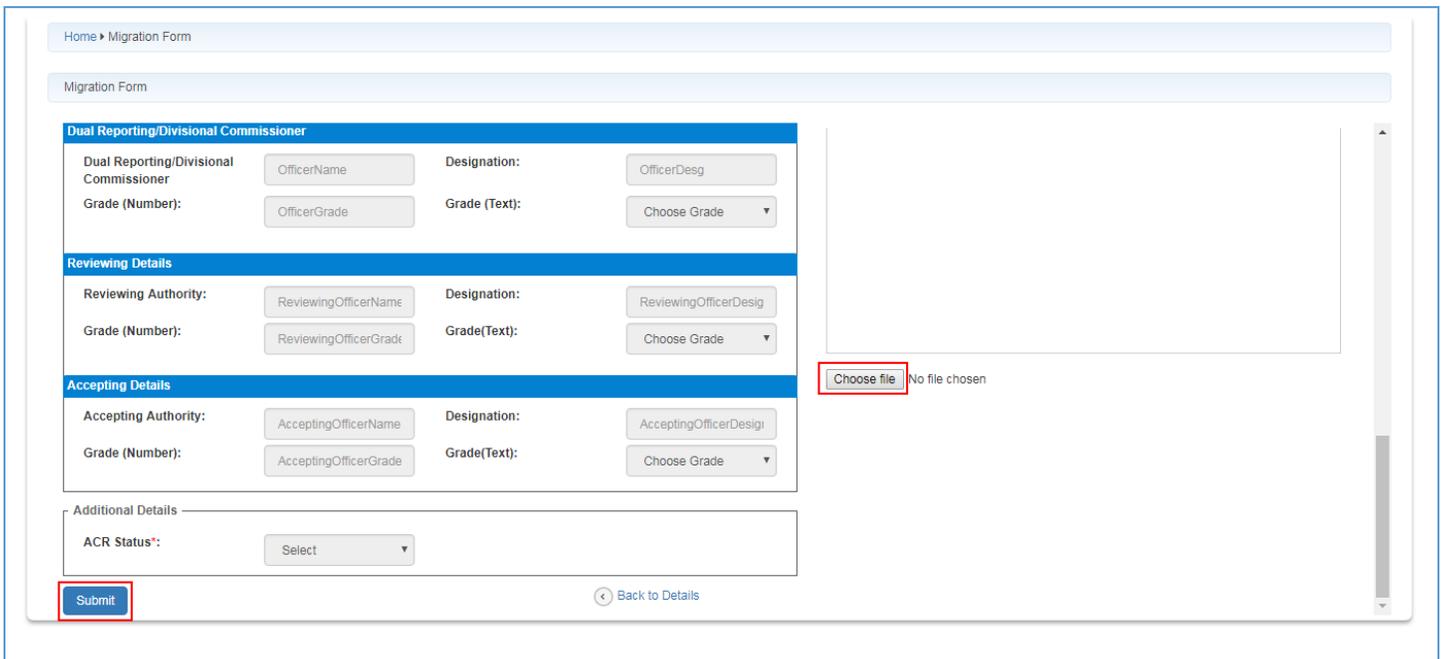
**Additional Details**

ACR Status\*:

Multiple post ...ile login.pdf

**Fig.118**

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



Home » Migration Form

Migration Form

**Dual Reporting/Divisional Commissioner**

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

**Reviewing Details**

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

**Accepting Details**

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

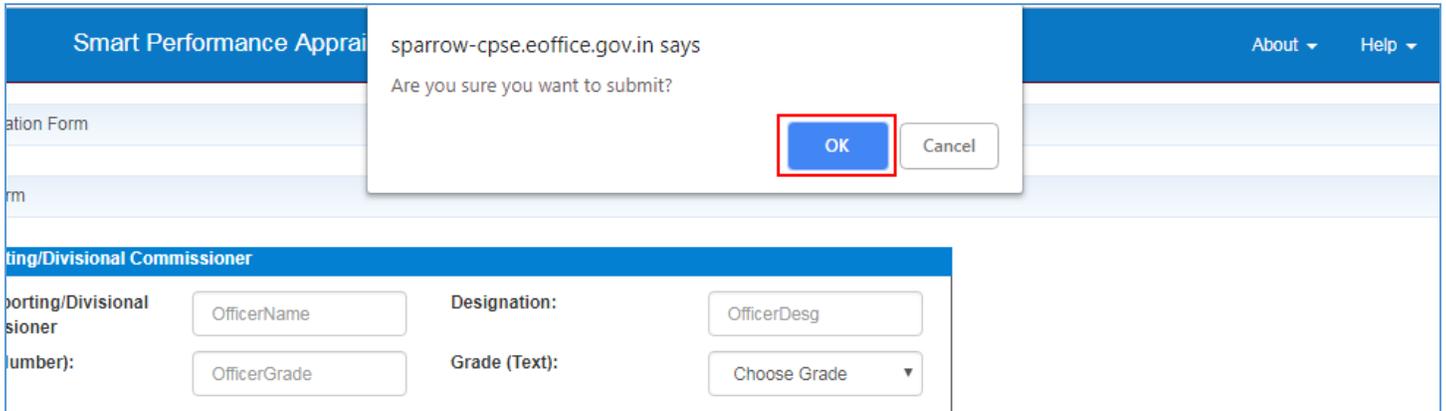
**Additional Details**

ACR Status\*:

No file chosen

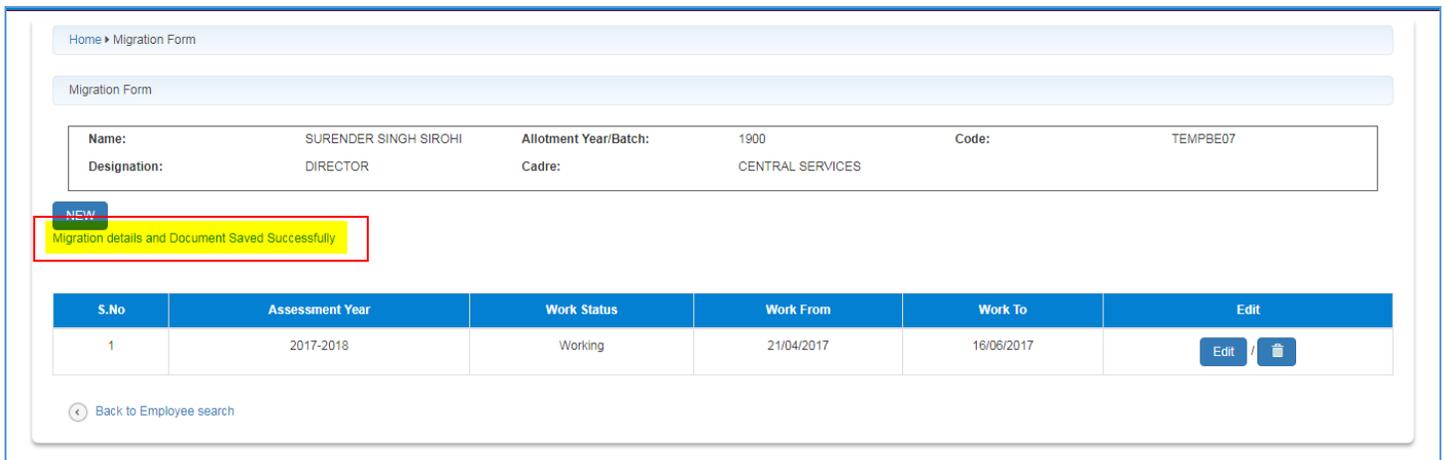
**Fig.119**

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



**Fig.120**

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



S.No	Assessment Year	Work Status	Work From	Work To	Edit
1	2017-2018	Working	21/04/2017	16/06/2017	<a href="#">Edit</a> 

**Fig.121**

## Grading (Manually Section Upload)

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

Home » Grading (Manually Section Upload)

Assessment Period : 2017-2018

Employee Search by :

Code Choose Designation Employee Name Choose Global Organizat

Batch Choose Cadre CPSE

Search

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 10 of 530 entries

**Fig.122**

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

Home » Grading (Manually Section Upload)

PAR Details

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

Designation: CHAIRMAN CUM MANAGING DIRECTOR Cadre: CENTRAL SERVICES

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

[Back to Employee Search](#)

**Fig.123**

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

Home » Grading (Manually Section Upload)

PAR Details » Update

**Basic Details**

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

**PAR Details**

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

**Grading**

Reporting Authority: GOUTAM CHATTARJE  
 Designation: DIRECTOR

Please select and fill Grade(Manually Section Upload):  
 Numerical Grading      10.00       Textual Grading      Choose Grade ▾      **Update Grade**      [Back To PAR Details](#)

**Fig.124**

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

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

Grading (Manually Section Upload)

Are you sure you want to submit?

**OK**      Cancel

PAR Details » Update

**Details**

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

**PAR Details**

Assessment Period : 2017-2018

**Fig.125**

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



सत्यमेव जयते

Home ▶ Grading (Manually Section Upload)

▶ PAR Details

Update of Grade successful !!!

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

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

[← Back to Employee Search](#)

**Fig.126**

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National Informatics Centre

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National Informatics Centre

Approved By:

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Department of Public Enterprises