



PRIORITY
BY SPEED POST/e-mail

No. 17048/01/2015-IPS ACR Cell
GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

North Block, New Delhi
Dated, the 24th February, 2016

To,

The Chief Secretary of all State Governments/UTs
(as per mailing list)

Sub : Implementation/adoption of Smart Performance Appraisal Report Recording Online Window (SPARROW) and Personnel Information Management System (PIMS) system for/by IPS officers – Reg.

Sir/Madam,

Please refer to this Ministry's letter of even number dated 25.01.2016 regarding implementation of the Smart Performance Appraisal Report Recording Online Window system in respect of IPS officers w.e.f. 01.04.2016.

2. 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 organization. The aim of the system is to facilitate the electronic filing 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.

3. Personnel Information Management System (PIMS) is a electronic system for maintaining the details of an employee. PIMS allows users to enter and update the employee personal data and employment records according to the access and role privileges. PIMS stores all the information required from an employee as per the provisions of the Service Book.

4. For this purpose, NIC has developed a software, viz. PAR (SPARROW). The above modules are accessible over the INTERNET using recommended browser i.e. Internet Explorer and Mozilla Firefox.

5. In order to implement SPARROW it is essential that every member of the Service has his/her own e-mail id issued by NIC and he/she should have digital signature certificate (DSC).
6. In case an IPS officer is not having NIC mail id, he/she should immediately apply for the same to District-NIC Office or State NIC Office.
7. Digital Signature Certificate (DSC) provides a secure way of accessing the application and can be presented electronically to prove one's identity or one's right to access information or service on the internet. DSC is available in the form of smart card or USB e Token. DSC can be obtained from any certifying authority. The details of available CA can be found at http://www.cca.gov.in/cca/?q=licensed_ca.html. It can be procured through any of the licensed Certifying Authorities empanelled by Controller of Certifying Authorities.
8. For implementation of PIMS, all IPS officers need to use NIC e-mail to register in PIMS at <https://ips.gov.in>. Once the registration request is submitted the nodal officer [IG/ADG (Administration)] in the State Government should verify/validate the request.
9. In this regard it is also informed that the NIC has prepared detailed "User Manual" which is annexed herewith as Annexure-I.
10. Implementation Guidelines are annexed herewith as Annexure-IIA and Annexure-IIB.
11. Quick Guidelines for Digital Signature Certificate are given at Annexure-III.
12. In order to implement SPARROW, you need to identify Custodian, Additional Custodian and PAR Managers. Names of Custodian, Additional Custodian and PAR Manager alongwith their NIC e-mail IDs should be sent to NIC SPARROW team and MHA for providing them the required access rights in the SPARROW. DSCs may be procured on priority basis for Custodian and Additional Custodian.
13. We also request you to ensure that PIMS is fully used.
14. NIC-team in State Governments have been requested to extend necessary support to the officers for smooth implementation of SPARROW and PIMS.
15. A video conference was held on 23rd Feb, 2016 at MHA, North Block, New Delhi. In this conference basic features were explained. As from 01.04.2016 submission of PARs by the officers in the Service will be done only through PAR (SPARROW), in order to make them familiarise with the software, the State Governments are also requested to hold video conference/meetings/training sessions with the members of the Service.

16. It is requested that contents of this letter may be given wide circulation among the members of Indian Police Service.

Yours faithfully,


(Kumar Alok)

Joint Secretary to the Government of India

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Copy forwarded to the Technical Director, NIC, MHA with the request to upload the letter on the web-site of MHA for wide circulation.

eoffice

A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
User Manual

Department of Personnel & Training (DOPT)



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Abbreviations

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

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1. Objective

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

2. Introduction

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

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

3. Key Features - SPARROW

Form ID: Form ID is unique and created while generation of Form

PAR ID: Unique ID for PAR.

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

Draft: To save the PAR as Draft and work later

Flows of PAR

Standard : Grading on the Standard flow of PAR.

Representation: Officer can put for Representation in case of disagreement

Referral : Officer can Put for Referral Board for in case of disagreement with representation decision

Memorial against Assessment (MaA): Officer can Put for MaA in case of disagreement with Referral

Delays: Reduced delays in PARs submission

Communication: Timely Mobile and emails alerts at appropriate Stage

Security: Submission possible only through digital signing

Pendency: Tracking at every Stage

Safety: No case of Missing/Lost/Damaged PARs

4. Roles - SPARROW

Primary

PAR Custodian

Primary Nodal Officer

Ownership Based

Centre PAR Custodian

State PAR Custodian

Administration Based

System Administrator

PAR Administrator

PAR Manager

EMD Administrator

Workflow Based

Reporting Authority

Reviewing Authority

Accepting Authority

Competent Authority

5. Roles & Responsibilities - SPARROW

Roles and Responsibilities	
<p>Primary</p> <p>PAR Custodian</p> <p>Responsibilities</p> <p>Manages and Maintains PAR Database</p> <p>Central Repository records updating</p> <p>Primary Nodal Officer</p> <p>Responsibilities</p> <p>Generates the PAR</p> <p>Parameters for PAR are set up</p>	<p>Ownership Based</p> <p>Centre PAR Custodian</p> <p>Responsibilities</p> <p>SPOC for Center</p> <p>Maintains the records with respect to Center</p> <p>State PAR Custodian</p> <p>Responsibilities</p> <p>SPOC for State</p> <p>Maintains the records with respect to State</p>

<p>Administration Based</p> <p>System Administrator Responsibilities Maintains the records of database Updation of Databases</p> <p>PAR Administrator Responsibilities SPOC for maintaining database for respective cadres Set up the PAR templates and Primary Database</p> <p>PAR Manager Responsibilities Responsible for creating workflow for PAR</p> <p>EMD Manager Responsibilities SPOC for maintaining and managing the Officer Transfers and Superannuation SPOC for maintaining and managing the Personnel Information of Officer</p>	<p>Workflow Based</p> <p>Reporting Authority Responsibilities Views the completed PAR of an officer Grades the PAR and forwards to Reviewing Authority</p> <p>Reviewing Authority Responsibilities Views the forwarded PAR from Reporting Authority Grades the PAR and forwards to Accepting Authority</p> <p>Accepting Authority Responsibilities Views the Forwarded PAR from Reviewing Authority Finalizes the grading for PAR and forwards to Custodian</p> <p>Competent Authority Responsibilities Responsible for Reassessing the PAR during Referral and Memorial against Assessment</p>
---	--

6. Workflow Oriented Movement of PAR

Workflow Based Movement of PAR

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

Workflow is created for Officer.

PARs are only generated and sent to Officer, whose workflows are created.

Custodian receives an email on every movement of PAR.

Custodian closes the Accepted PAR.

Standard	Representation	Referral	MaA
----------	----------------	----------	-----

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

7. Modules - SPARROW

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

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

7.1 ADMINISTRATOR - Standard Menu

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

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

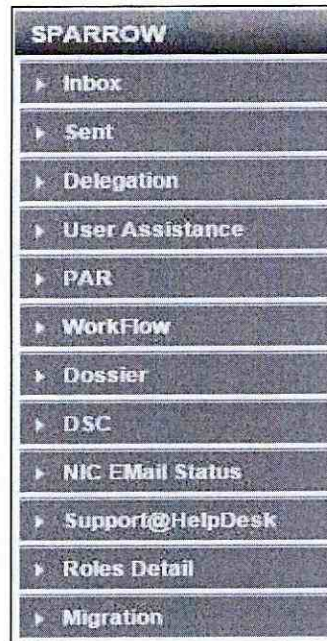


Fig.SPARROW.1

7.2 User or Officer - Standard Menu

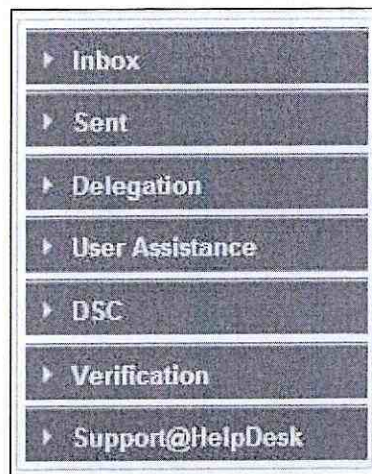


Fig.SPARROW.2

8. Movement of PAR –Custodian (First Steps)

8.1 Create Workflow/Update

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

Employee Search for Assessment - Workflow Creation

Workflow Within Same Organisation | Workflow With All Organisations

Assessment Period : 2014-2015

Employee Search by : Employee Code | Choose Designation | Employee Name | Batch

Select Cadre : IAS

☒ IN PROCESS | ☒ COMPLETED | ☒ NOT STARTED

Search

Fig.SPARROW.3

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

Home ► Employee Search

Employee Search for Assessment - Workflow Creation

Workflow Within Same Organisation Workflow With All Organisation

Assessment Period : 2014-2015 ▼

Employee Search by : Employee Code Choose Designation ▼ Employee Name Batch

Select Cadre ▼ IAS ▼

☒ IN PROCESS ☒ COMPLETED ☒ NOT STARTED **Search**

☐ IN PROCESS ☒ COMPLETED ☐ NOT STARTED

Show 10 ▼ Results [Download PDF](#)

S.No.		Name	Allotment Year/Batch	Employee Code	Designation	Cadre
1	<input type="checkbox"/>	USER 1	1984	01AP032200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	<input type="checkbox"/>	USER 2	1989	01AP035800	CHIEF OPERATIN ...	ANDHRA PRADESH
3	<input type="checkbox"/>	USER 3	1995	01AP038915	COMMISSIONER B ...	ANDHRA PRADESH
4	<input type="checkbox"/>	USER 4	1984	01AP032600	PRL.SECY TO GO...	ANDHRA PRADESH
5	<input type="checkbox"/>	USER 5	1986	01AP034100	SR.DIRECTING ST...	ANDHRA PRADESH
6	<input type="checkbox"/>	USER 6	1987	01AP034500	PRL.SECRETARY ...	ANDHRA PRADESH
7	<input type="checkbox"/>	USER 7	1991	01AP036900	COMMISSIONER T...	ANDHRA PRADESH
8	<input type="checkbox"/>	USER 8	1984	01AP032701	PRL.SECRETARY ...	ANDHRA PRADESH
9	<input type="checkbox"/>	USER 9	1983	01AP030600	SPL.CS TO GOVT.,...	ANDHRA PRADESH
10	<input type="checkbox"/>	USER 10	1984	01AP032300	PRL.SECRETARY ...	ANDHRA PRADESH

Fig.SPARROW.4

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

Home » Workflow » Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : USER 4
Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
Code : 01AP032600
Cadre : ANDHRA PRADESH
Global : ANDHRA PRADESH
Organisation : ANDHRA PRADESH
Allotment :
Year/Batch : 1984

Back To Search

Assessment Period
From: 01/04/2014 To: 31/03/2015

Status
WORKING
Choose Status
LEAVE
NRC
TRAINING
WORKING

Form Type
--Select--

Actions
Continue

Fig.SPARROW.5

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

Home » Workflow » Employee Searched » Create/Update

Work Flow for the Assessment Period : 01/04/2014 to 31/03/2015

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global Organisation : ANDHRA PRADESH
 Allotment : 1984
 Year/Batch :
 Status : Working
 Form Type : Form - IAS Except Addl. Secy & Secy (Below Super Time Scale)

Standard Representation Referral Memorandum

Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	30/04/2015	
<input checked="" type="checkbox"/>	2	Reporting Authority	---Select---	31/05/2015	
<input checked="" type="checkbox"/>	3	Reviewing Authority	---Select---	30/06/2015	
<input checked="" type="checkbox"/>	4	Accepting Authority	---Select---	31/07/2015	
<input checked="" type="checkbox"/>	5	CR Section To Disclose	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	15/08/2015	
<input checked="" type="checkbox"/>	6	Officer Disclosure	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	31/08/2015	
<input checked="" type="checkbox"/>	7	CR Section for Closing	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	30/09/2015	

Next Save

Fig.SPARROW.6

- A message prompts "Workflow Created Successfully".

Note:

Custodian\PAR Manager Creates\updates the workflow.

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

8.2 Update Workflow

- To edit or Update (Update) workflow, search Officer, a page appears, click Update (Update) button as shown in Fig.SPARROW.7:

Home » Workflow » Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : USER 4
Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
Code : 01AP032600
Cadre : ANDHRA PRADESH
Global Organisation : ANDHRA PRADESH
Allotment Year/Batch : 1984

Back To Search

Assessment Period	Status	Form Type	Actions
From: 01/04/2014 To: 31/03/2015	WORKING	Form - IAS Except Ad	Update Delete

Fig.SPARROW.7

- A page appears, Standard (Standard), Update fields, click Update (Update) as shown in Fig.SPARROW.8:

Home » Workflow » Employee Searched » Create/Update

Work Flow for the Assessment Period : 01/04/2014 to 31/03/2015

Name : USER 4
Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
Code : 01AP032600
Cadre : ANDHRA PRADESH
Global Organisation : ANDHRA PRADESH
Allotment Year/Batch : 1984
Status : Working
Form Type : Form - IAS Except Adtl. Secy & Secy (Below Super Time Scale)

Standard Representation Referral Memorandum



Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	30/04/2015	  
<input checked="" type="checkbox"/>	2	Reporting Authority	USER 1 (01AP032200) [VICE-CHAIRMAN & MANAGING DIRECTC	31/05/2015	  
<input checked="" type="checkbox"/>	3	Reviewing Authority	USER 2 (01AP035800) [CHIEF OPERATING OFFICER NRLM UND	30/06/2015	   
<input checked="" type="checkbox"/>	4	Accepting Authority	USER 3 (01AP038915) [COMMISSIONER BC WELFARE HYDERA	31/07/2015	   
<input checked="" type="checkbox"/>	5	CR Section To Disclose	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	15/08/2015	  
<input checked="" type="checkbox"/>	6	Officer Disclosure	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	31/08/2015	  
<input checked="" type="checkbox"/>	7	CR Section for Closing	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	30/09/2015	  

Next Update

Fig.SPARROW.8

- A message prompts **"Workflow Updated Successfully"**.

8.3 Generation of PAR

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



Home » APAR Generation

Generation of APAR

Assessment Period:

Employee Search by:

Generated ☒ Not Generated ☒



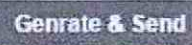
Show 10 Results

S.No.	Form ID	Form Type	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
1	E	Form - IAS Except...	01AP032600	1984	USER 4	PRL SECY TO GO...	01/04/2014	31/03/2015	

Showing 1 to 1 of 1 entries

Fig.SPARROW.9

Note:

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

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

Home » eForm » Generation

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Standard

Section I

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon : USER 4

2. Service : IAS 3. Cadre : ANDHRA PRADESH

4. Year of Allotment : 1984 5. Date of Birth : 30/01/1956

6. Present Grade : 7. Present Post :

8. Date of Appointment to Present Post : 17/03/2015

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	From Date	To Date
Reporting Authority	USER 1	VICE-CHAIRMAN & MANA	01/04/2014	31/03/2015

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly Troubleshoot

Save As Draft Send To Employee Saved

Fig.SPARROW.10

Home » APAR Generation

Generation of APAR

Assessment Period : 2014-2015

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

Generated ☒ Not Generated ☒ Search

Show 10 Results

S.No.	Form ID	Form Type	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
1	E 2015-01042014-31	Form - IAS Except...	01AP032600	1984	USER 4	PRL.SECY TO GO...	01/04/2014	31/03/2015	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Generate Send Generate & Send

Fig.SPARROW.11

Note:

a. PAR can be Sent only after generation.

8.4 Send PAR

- Click **Send To Employee** (**Send To Employee**), a message page appears as shown in **Fig.SPARROW.12**:

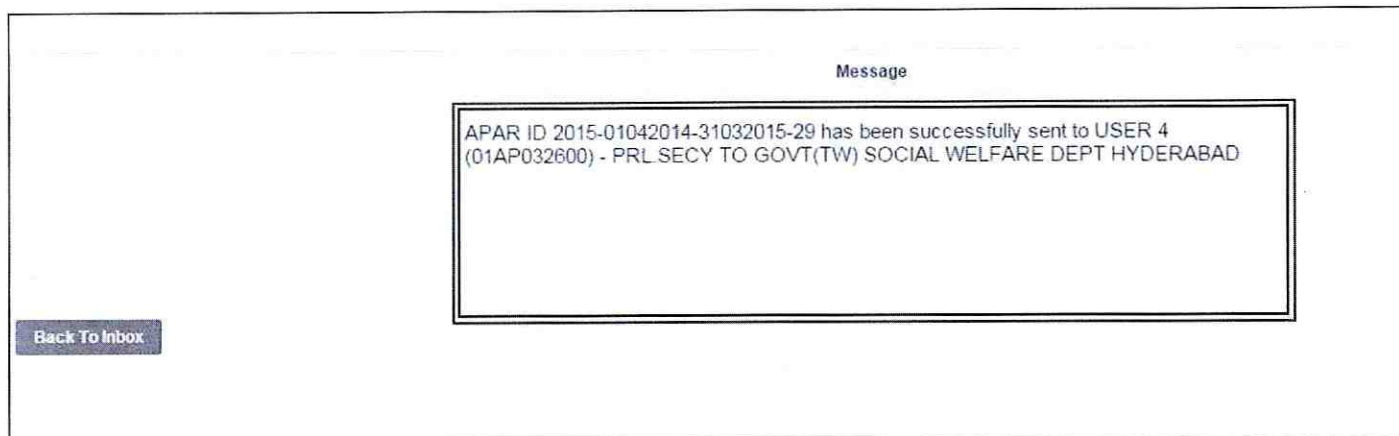


Fig.SPARROW.12

9. Movement of PAR-Standard Flow

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

- Click PAR ID (2015-01042014-31032015-29) to open PAR as shown in Fig.SPARROW.13:

The screenshot shows the 'My PAR (1)' section of the eoffice system. It includes tabs for 'My PAR (1)', 'Assess PAR (0)', and 'Delegated (0)'. Below these are 'Receive' and 'Send' buttons. A search bar and a 'Download PDF' button are also present. The main area displays a table with the following columns: S.No., APAR ID, Form Type, Received On, Sent By, Sent Date, Current Stage, and Quick Action. A single entry is shown with S.No. 1, APAR ID 2015-01042014-31032015-29, Form Type Form - IAS Except..., Received On 02/02/2016, Sent By USER (COLLECTOR & DI..., Sent Date 02/02/2016, and Current Stage Officer Reported Upon. The table is paginated to show 1 to 1 of 1 entries.

S.No.	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-29	Form - IAS Except...	02/02/2016	USER (COLLECTOR & DI...	02/02/2016	Officer Reported Upon	

Fig.SPARROW.13

- Officer fills the Section II form and click Send To Reporting Authority(**Send To Reporting Authority**) button, as shown in Fig.SPARROW.14:

Home » eForm » Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I **Section II**

Self Appraisal

1. Brief Description of Duties
(Objectives of the position you hold and the tasks you are required to perform, in about 100 Words)

2. Annual Work Plan and Achievement

Tasks to be Performed	Initial	Mid Year	Actual Achievement

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

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any Issue during Submit & Signing, Kindly [Troubleshoot](#)

[Save As Draft](#) [Send To Reporting Authority](#)

Fig.SPARROW.14

A message prompts **successfully sent to** as shown in Fig.SPARROW.15:

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD)

[Back To Inbox](#)

Fig.SPARROW.15

Note:

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

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

- Click PAR ID (2015-01042014-31032015-29) to open the Form as shown in Fig.SPARROW.16:

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-29	Form - IAS Except...	USER 4 (PRL SECY TO GO...	02/02/2016	USER 4 (PRL SECY TO GO...	02/02/2016	Reporting Authority	

Fig.SPARROW.16

- A page appears, Reporting Authority views Section I & Section II forms, grades the PAR in Section III, click Send to Reviewing Authority (**Send To Reviewing Authority**) button as shown in Fig.SPARROW.17:

Home » eForm » Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

Appraisal

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

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

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft Send To Reviewing Authority Saved

Fig.SPARROW.17

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)

Back To Inbox

Fig.SPARROW.18

Note:

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

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

- Click PAR ID (2015-01042014-31032015-29) to open PAR as shown in Fig.SPARROW. 19:

Home > Inbox

Inbox

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

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-29	Form - IAS Except...	USER 4 (PRL SECY TO GOV...	02/02/2016	USER 1 (VICE-CHAIRMAN ...	02/02/2016	Reviewing Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.19

- Reviewing Authority views Section I, Section II & Section III forms, grades the PAR in Section IV, click **Sent to Accepting Authority** (**Send To Accepting Authority**) as shown in Fig.SPARROW.20:

Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

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

Review

Preview

1. Do you agree with the assessment made by the reporting officer with respect to the output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS officer reported upon? (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

☒ Yes ☐ No

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

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

4. Recommendation relating to domain assignment (Please tick mark any four)

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Send To Accepting Authority Saving

Fig.SPARROW.20

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

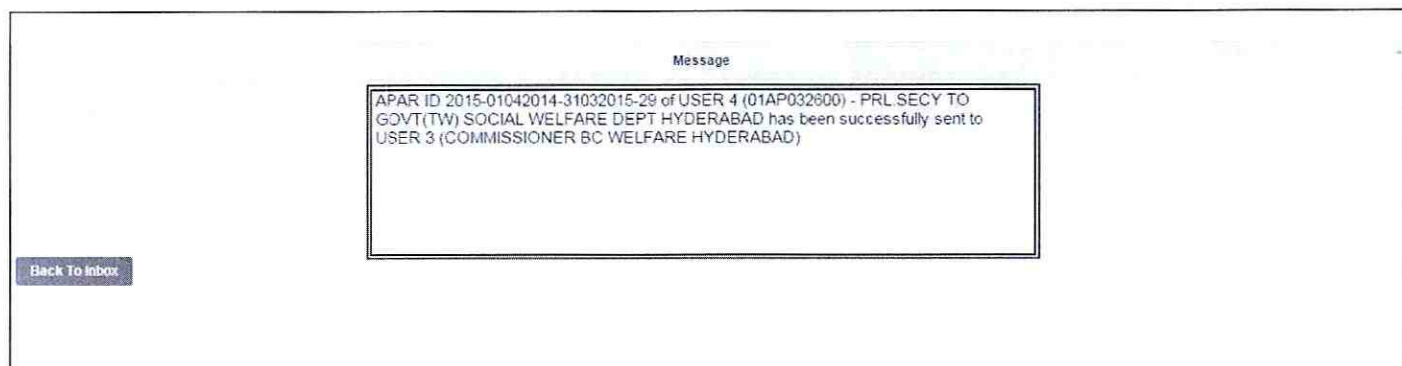


Fig.SPARROW.21

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

- Click PAR ID (2015-01042014-31032015-29) to open PAR as shown in Fig.SPARROW. 22:

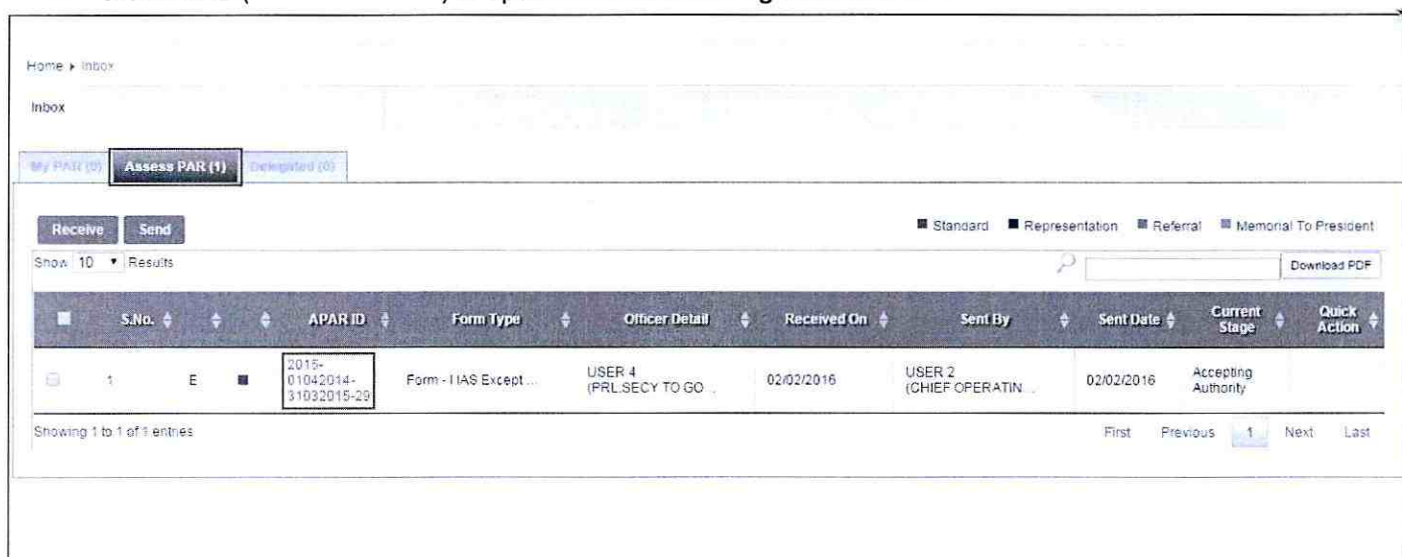


Fig.SPARROW.22

- Accepting Authority view **Section I, Section II, Section III & Section IV** forms and finalises garde in **Section V** form,click Send To CR Section (**Send To CR Section**) as shown in Fig.SPARROW.23:

Home » eForm » Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

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

Acceptance

Preview

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

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

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

Date: 02/02/2016 Signature of Accepting Authority

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

Note:
 • Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
 • Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Fig.SPARROW.23

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AF032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Fig.SPARROW.24

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

- Click PAR ID (2015-01042014-31032015-29)to open PAR as shown in Fig.SPARROW. 25:

Home > Inbox

Inbox

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

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E 2015-01042014-31032015-29	Form - I IAS Except	USER 4 (PRL.SECY TO GOV...)	02/02/2016	USER 3 (COMMISSIONER ...)	02/02/2016	CR Section To Disclose	Download PDF

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.25

- PAR is opened, click **Disclose to Officer** (**Disclose To Officer**) to disclose the PAR as shown in Fig.SPARROW. 26:

Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1984 5. Date of Birth: 30/01/1956

6. Present Grade: 7. Present Post: /

8. Date of Appointment to Present Post: / /

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked
			From Date To Date

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Disclose To Officer Saved

Fig.SPARROW.26

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

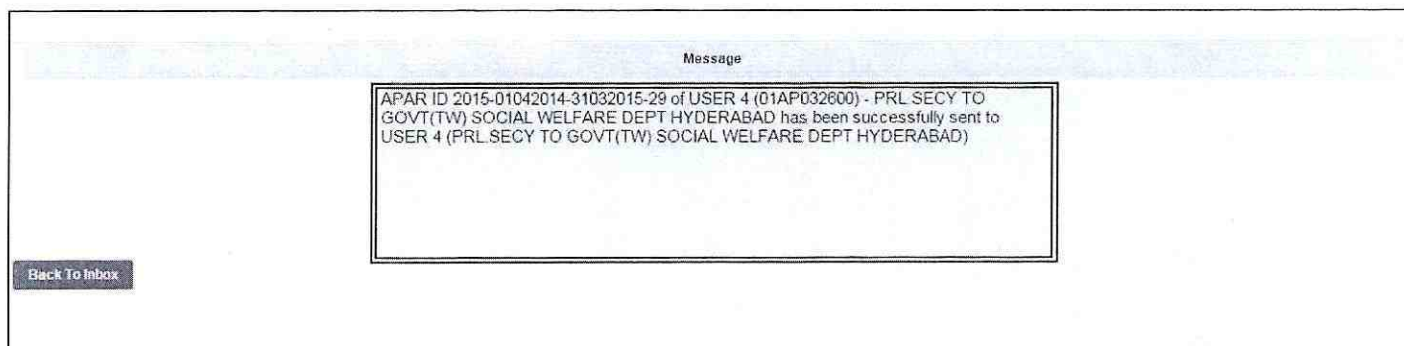


Fig.SPARROW.27

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

- Click PAR ID (2015-01042014-31032015-29), to view PAR grading as shown in Fig.SPARROW. 28:

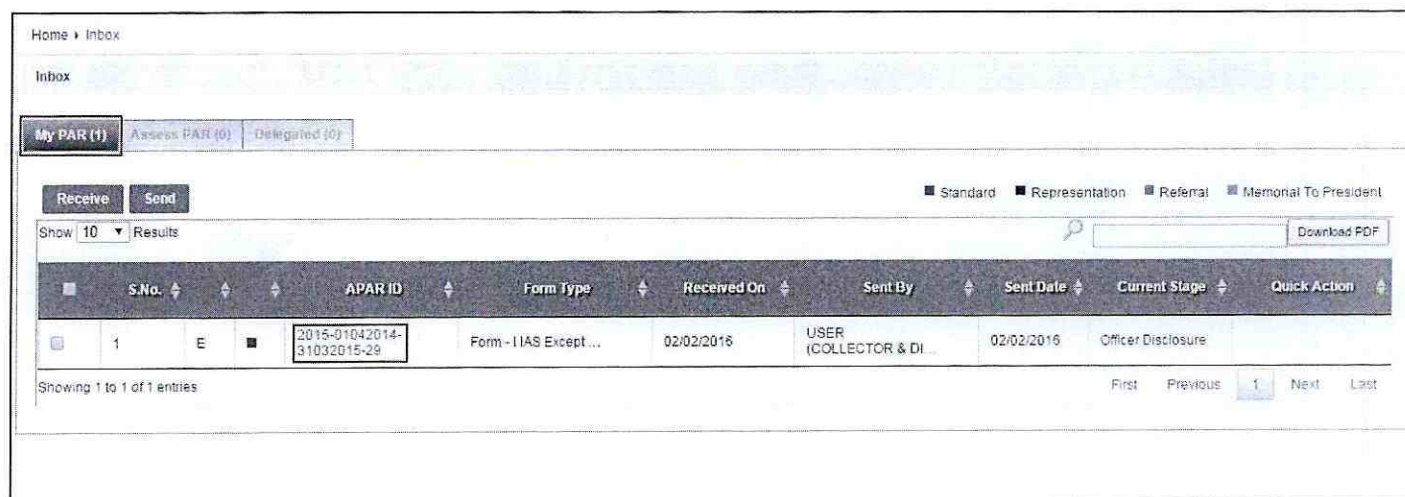


Fig.SPARROW.28

- Click I Accept (I Accept) else Put to Representation (Put for Representation) as shown in Fig.SPARROW.29:

Home » eForm » Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

Basic Information (To be filled in by Administration Division/Personnel Department)

1 Name of the Officer reported upon USER 4

2 Service IAS 3 Cadre ANDHRA PRADESH

4 Year of Allotment 1984 5 Date of Birth 30/01/1956

6 Present Grade 7 Present Post

8 Date of Appointment to Present Post

9 Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked	
			From Date	To Date

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept Put for Representation Saved

Fig.SPARROW.29

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.30

Note:

a. Officer can either Accept or Put for Representation.

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

- Click PAR ID (2015-01042014-31032015-258) to open the PAR as shown in Fig.SPARROW. 31:

Home > Inbox

Inbox

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

Show 10 Results Standard Representation Referral Memorial To President Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E ■ 2015-01042014-31032015-29	Form - I IAS Except ...	USER 4 (PRL.SECY TO GO...	02/02/2016	USER 4 (PRL.SECY TO GO...	02/02/2016	CR Section for Closing	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.31

- Click Close (**Close**) to close the PAR as shown in Fig.SPARROW.32:

Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1984 5. Date of Birth: 30/01/1956

6. Present Grade: 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities:

Authority	Name	Designation	Period Worked
			From Date To Date

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Close

Fig.SPARROW.32

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully completed

[Back To Inbox](#)

Fig.SPARROW.33

10.Movement of PAR- Representation Flow

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

- Click Put for Representation (**Put for Representation**), to Put for Representation as shown in Fig.SPARROW. 34:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

12. Awards/Honours

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

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

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

Date: 02/02/2016

Signature (Administrative/Personnel Dept.)
USER
(01AP046100) -
COLLECTOR & DISTRICT MAGISTRATE HYDERABAD

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept Put for Representation Save

Fig.SPARROW.34

- A window appears, enter remarks and Submit(**Submit**) as shown in Fig.SPARROW.35:

Employee Name: [Name] Grade: [Grade] Service: [Service] Designation: [Designation] A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD. Birth: [Date]

Letter I - Employee

Case for Representation

I would like to go for representation and request for higher grades

Date: 02/02/2016

Signature

Reference Document Upload

Choose file No file chosen

Submit

Fig.SPARROW.35

A message prompts successfully sent as shown in Fig.SPARROW. 34:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.34

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

- Click PAR ID (2015-01042014-31032015-19) to open PAR as shown in Fig.SPARROW.35:

Home > Inbox

Inbox

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

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...)	02/02/2016	USER 1 (VICE-CHAIRMAN ...)	02/02/2016	Rep - CR Section	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.35

- Custodian fills the Letter Section form and click Send To Accepting Authority (**Send To Accepting Authority**) button, as shown in Fig.SPARROW.36:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

WorkflowDetails

Representation

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

Preview

Letter I - Employee

Case for Representation

I would like to go for representation and request for higher grades.

Date: 02/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly Troubleshoot

Send To Accepting Authority

Fig.SPARROW.36

- A message prompts successfully sent as shown in Fig.SPARROW.37:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A P STATE WAREHOUSING CORPN LTD - HYDERABAD has been successfully sent to USER 4 (PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD)

[Back To Inbox](#)

Fig.SPARROW.37

Note:

a. Custodian forwards to Representation.

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

- Accepting Authority opens PAR ID(2015-01042014-31032015-19) as shown in Fig.SPARROW.38:

Home > Inbox

Inbox

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

[Receive](#) [Send](#) ■ Standard ■ Representation ■ Referral ■ Memorial To President

Show 10 Results [Download PDF](#)

	S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
<input type="checkbox"/>	1	E ■ 2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	02/02/2016	USER (COLLECTOR & DI...	02/02/2016	Rep - Accepting Authority	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Fig.SPARROW.38

- A page appears , Accepting Authority enters remarks , forward the request to next authority and click **Send To ()** button, as shown in Fig.SPARROW.39:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation Select

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

Letter II - Accepting Authority

Case for Representation

Date: 02/02/2016

Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter III - Accepting Authority Accept

Case for Representation

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Select Forward To

Select Forward To
USER 2 (Rep - Reporting Authority)
USER 3 (Rep - Reviewing Authority)
USER (Rep - CR Section To Disclose)

Fig.SPARROW.39

- A message prompts successfully sent as shown in Fig.SPARROW.40:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.40

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

- Custodian opens PAR ID (2015-01042014-31032015-19) as shown in Fig. SPARROW. 41:

Home > Inbox

Inbox

Rev PAR (0) Assess PAR (0) Delegated (0) Manual Process (0) **Process (1)**

Show 10 Results Standard Representation Referral Memorial To President Download PDF

S.No.	Form Type	APAR ID	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 4 (PRL SECY TO GO...)	03/02/2016	Rep - CR Section To Disclose

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.41

- A page appears , click **Disclose to Employee** (**Disclose To Employee**) as shown in Fig.SPARROW.42:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation Select

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

USER 1 (01AP932200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Case for Representation

Date: 02/02/2016

Signature
USER (01AP940100) - COLLECTOR & DISTRICT MAGISTRATE HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Disclose To Employee

Fig.SPARROW.42

- A message prompts **successfully sent** as shown in Fig.SPARROW.43:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD)

[Back To Inbox](#)

Fig.SPARROW.43

Note:

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

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

- Click PAR ID(²⁰¹⁵⁻⁰¹⁰⁴²⁰¹⁴⁻
31032015-19) to open the disclosed PAR as shown in Fig.SPARROW.44:

Home » Inbox

Inbox

My PAR (1) [Assess PAR \(0\)](#) [Delegated \(0\)](#)

[Receive](#) [Send](#) ■ Standard ■ Representation ■ Referral ■ Memorial To President

Show 10 ▾ Results [Download PDF](#)

	S.No.		APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
<input type="checkbox"/>	1	E	2015-01042014-31032015-19	Form - I IAS Except....	03/02/2016	USER (COLLECTOR & DI...	03/02/2016	Rep - Employee Disclosure	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

Fig.SPARROW.44

- Officer either Accepts ([I Accept](#)) or Put for Referral Board([Put to Referral Board](#)) as shown in Fig.SPARROW.45:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation Select ▼

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

Letter I - Employee

Case for Representation

I would like to go for representation and request for higher grades.

Date: 02/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE
WAREHOUSING CORPN LTD. HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept **Put to Referral Board**

Fig.SPARROW.45

Note:

- Stage 6 & 7 are followed for Movement of PAR- Standard.
- Referral Board is a Competent Authority.

11.Movement of PAR – Referral Flow

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

- Click Put to Referral Board (**Put to Referral Board**),enter the remarks and Submit (**Submit**) as shown in Fig.SPARROW.46:

Fig.SPARROW.46

- A message prompts **successfully sent** as shown in Fig.SPARROW.47:

Fig.SPARROW.47

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

- Click PAR ID (2015-01042014-31032015-19), as shown in Fig.SPARROW.48:

The screenshot shows the eOffice interface with the following elements:

- Home > Inbox**
- Inbox**
- My PAR (0) Assess PAR (1) Delegated (0) Manual Process(7) Process (0)**
- Receive Send**
- Show 10 Results**
- Standard Representation Referral Memorial To President**
- Download PDF**
- Table Headers:** S.No., APAR ID, Form Type, Officer Detail, Received On, Sent By, Sent Date, Current Stage, Quick Action
- Table Data:**

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	Ref - CR Section	
- Showing 1 to 1 of 1 entries**
- First Previous 1 Next Last**

Fig.SPARROW.48

- A page appears, click **Sent to competent Authority** (**Send To Competent Authority**) as shown in Fig.SPARROW.49:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board Select

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

Letter I - Employee

Case for Referral Board

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Competent Authority

Fig.SPARROW.49

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

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)

Back To Inbox

Fig.SPARROW.50

Note:

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

Stage 3: Competent Authority performs the following steps for consideration:

- Competent Authority views PAR ID(2015-01042014-31032015-19),as shown in Fig.SPARROW.51:

Home > Inbox

Inbox

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

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results [Download PDF](#)

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER (COLLECTOR & DI ...)	03/02/2016	Ref-Competent Authority	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Fig.SPARROW.51

- A page appears,click **Send to CR Section** (**Send To CR Section**) as shown in Fig.SPARROW.52:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD, HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

WorkflowDetails

Referal Board

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

Date: 03/02/2016

Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter II - Referral Board Competent Authority

Case for Referral Board

Date: 03/02/2016

Signature

Reference Document Upload [Choose file](#) No file chosen

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any Issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To CR Section

Fig.SPARROW.52

- A message prompts **successfully sent** as shown in Fig.SPARROW.53:

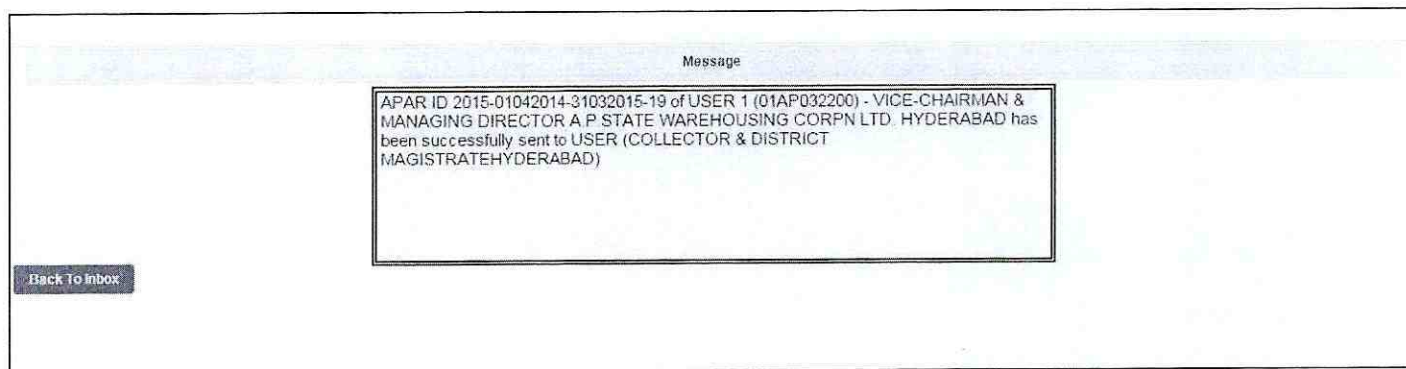


Fig.SPARROW.53

Note:

a. Competent Authority sends PAR to Custodian.

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

- Custodian views PAR ID(2015-01042014-31032015-19) as shown in Fig.SPARROW. 54:

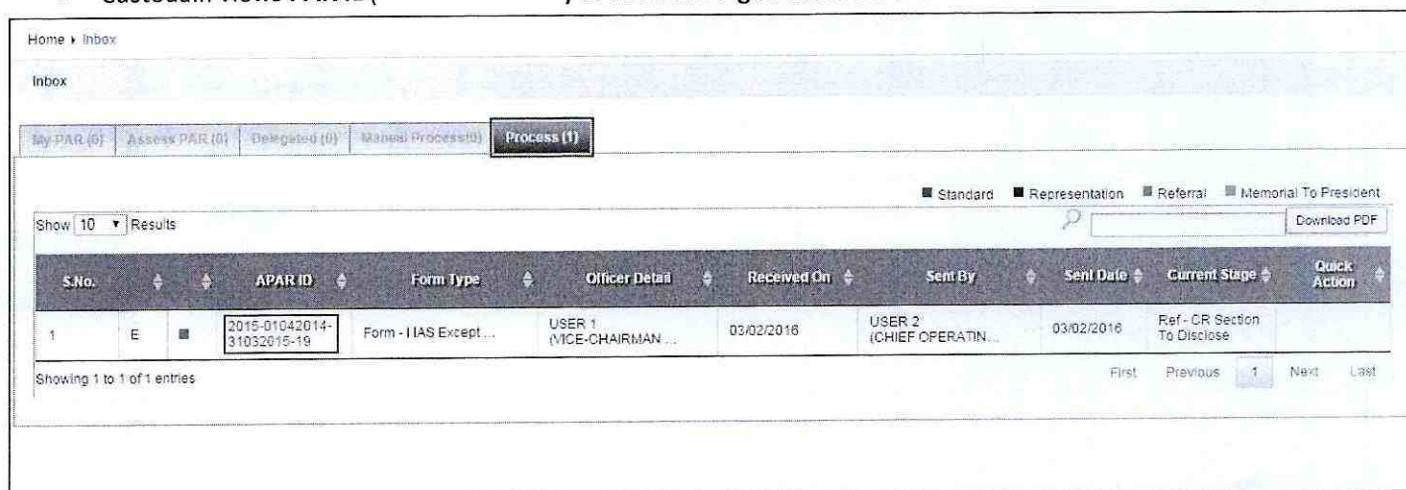


Fig.SPARROW.54

- A page appears,click Disclose To Employee (Disclose To Employee)as shown in Fig.SPARROW.55:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

+ Workflow Details

Referral Board Select

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

USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Preview

Letter II - Accepting Authority

Case for Referral Board

Date: 03/02/2016

Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATE HYDERABAD

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

[Disclose To Employee](#)

Fig.SPARROW.55

- A message prompts successfully sent as shown in Fig.SPARROW.56:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD)

[Back To Inbox](#)

Fig.SPARROW.56

Note:

a. Custodian receives PAR and discloses to Officer.

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

- Click PAR ID (2015-01042014-31032015-19) to view remarks as shown in Fig.SPARROW.57:

Home > Inbox

Inbox

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

Receive Send

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - I IAS Except...	03/02/2016	USER (COLLECTOR & DI...	03/02/2016	Ref - Employee Disclosure	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.57

- A page appears, Officer either I Accept (I Accept) or Put for Memorial against Assessment (Put for Memorial To President) as shown in Fig.SPARROW.58:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD, HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board

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

Letter I - Employee

Case for Referral Board

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE
WAREHOUSING CORPN LTD, HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept Put for Memorial To President

Fig.SPARROW.58

Note:

a. Stage 6 & 7 are followed as for Movement of PAR- Standard.

12. Movement of PAR - Memorial against Assessment Flow

Stage 1: Officer performs the following steps to request to MaA:

- Click Put for Memorial to President (**Put for Memorial To President**) and Submit (**Submit**) remarks as shown in Fig.SPARROW.59:

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature

Reference Document Upload

Choose file No file chosen

Submit

Fig.SPARROW.59

- A message prompts **successfully sent** as shown in Fig.SPARROW.60:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.60

Stage 2: Custodian performs the following steps to request MaA:

- Clicks PAR ID (²⁰¹⁵⁻⁰¹⁰⁴²⁰¹⁴⁻
31032015-19) to open the PAR as shown in Fig.SPARROW.61:

Home > Inbox

Inbox

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

Receive Send

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	Mem - CR Section	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.61

- A page appears, click Send To Competent Authority (**Send To Competent Authority**) as shown in Fig.SPARROW.62:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President

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

Preview

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Competent Authority

Fig.SPARROW.62

- A message prompts **successfully sent** as shown in Fig.SPARROW.64:

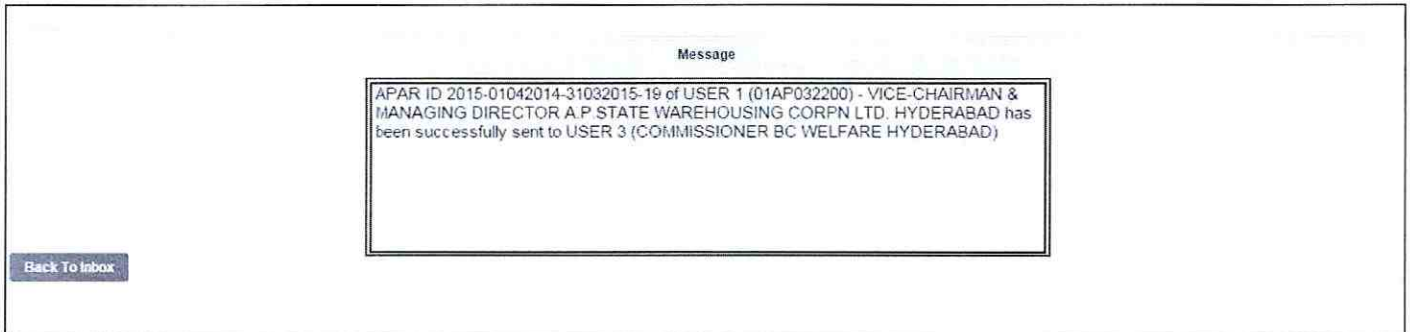


Fig.SPARROW.64

Stage 3: Competent Authority performs the following steps for consideration:

- Competent Authority opens PAR ID (2015-01042014-31032015-19) as shown in Fig.SPARROW.65:

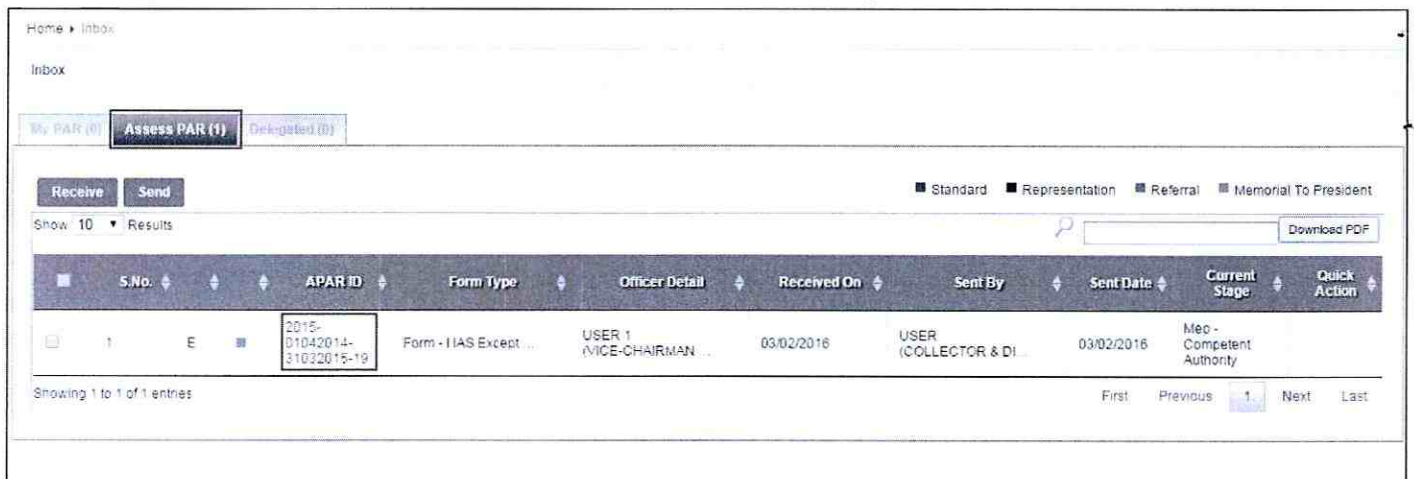


Fig.SPARROW.65

- A page appears, click **Send to CR Section** (**Send To CR Section**) as shown in Fig.SPARROW.66:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President Select

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

Letter II - Accepting Authority

Memorial to President

Date: 03/02/2016

Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter II - Memorial To President(Competent Authority)

Memorial to President

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To CR Section

Fig.SPARROW.66

- A message prompts **successfully sent** as shown in Fig.SPARROW.67:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.67

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

- Click PAR ID(2015-01042014-31032015-19) to open the PAR as shown in Fig.SPARROW.68:

Home » Inbox

Inbox

Any Task (0) Assess PAR (0) Delegated (0) Manual Process (0) **Process (1)**

Show: 10 Results Download PDF

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E 2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 3 (COMMISSIONER ...)	03/02/2016	Mem - CR Section To Disclose	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Fig.SPARROW.68

- A page appears click **Disclose To Employee** (**Disclose To Employee**) as shown in Fig. SPARROW.69:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD, HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President Select

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

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD, HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Disclose To Employee

Fig.SPARROW.69

- A message prompts **successfully sent** as shown in Fig.SPARROW.70:

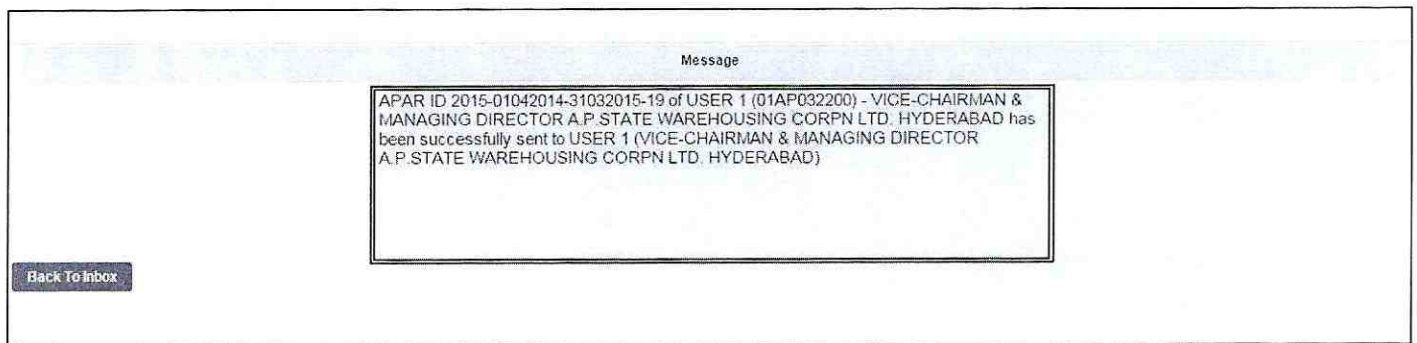


Fig.SPARROW.70

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

- Click PAR ID (2015-01042014-31032015-19) to view the PAR as shown in Fig.SPARROW.71:

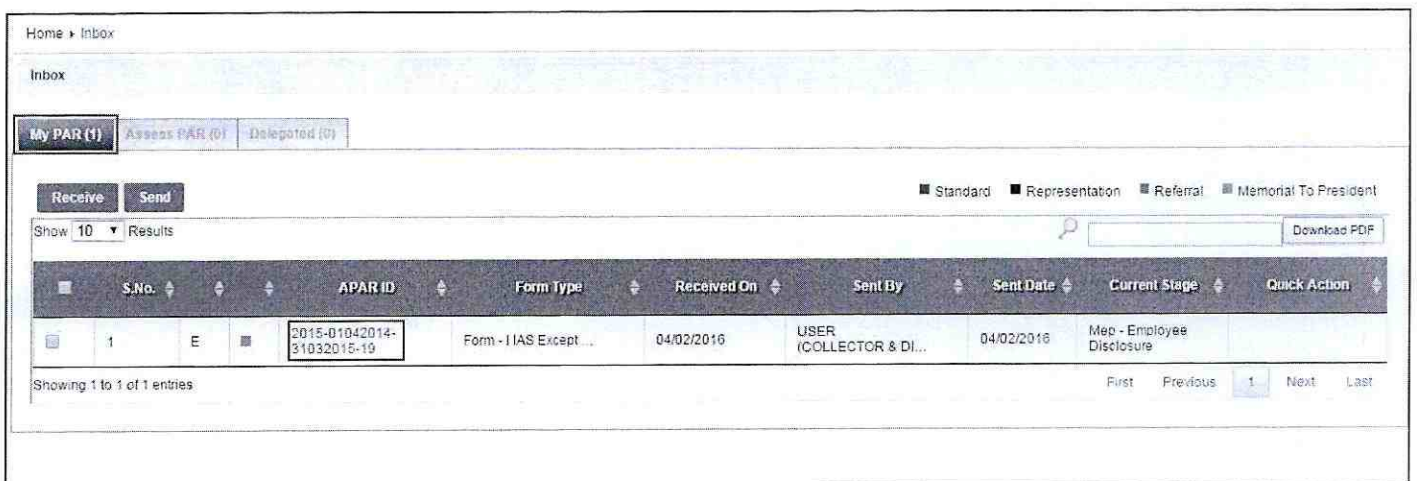


Fig.SPARROW.71

- A page appears, click I Accept (I Accept) as shown in Fig.SPARROW.72:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President Select

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

Letter 1 - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(91AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept

Fig.SPARROW.72

- A message prompts successfully sent as shown in Fig.SPARROW.73:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.73

Stage 6: Custodian performs the following steps for Closure of PAR:

- Click PAR ID 2015-01042014-31032015-19 () to open the PAR as shown in Fig.SPARROW.74:

Home » Inbox

Inbox

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

Show 10 Results Standard Representation Referral Memorial To President Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E 2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	04/02/2016	USER 1 (VICE-CHAIRMAN ...)	04/02/2016	Mem - CR Section for Closing	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.74

- A page appears, click Close (**Close**) for closure of PAR, as shown in Fig.SPARROW.75:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

+ Workflow Details

Memorial To President Select

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

Letter I - Employee

Memorial to President

Date: 03/02/2016

USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Close

Fig.SPARROW.75

- A message prompts **successfully Completed** as shown in Fig.SPARROW.76:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully completed

[Back To Inbox](#)

Fig.SPARROW.76

Note:

a. Custodian closes the PAR finally.

13. Common Functionalities of PAR-

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

13.1 Inbox/ Sent

- Inbox/ Sent Items are classified into My PAR, Assess PAR, Delegated, Manual Process and Process (Inbox) (**My PAR (0)** **Assess PAR (0)** **Delegated (0)** **Manual Process(0)** **Process (0)**)/ My PAR, Assess PAR, Delegated, Processed PAR and Force Forward (Sent) (**My PAR** **Assess PAR** **Delegated** **Processed PAR** **Force Forward**).

13.1.1 My PAR (Inbox/ Sent)

- My PAR (**My PAR (1)**) depicts Self PAR's sent as shown in Fig.SPARROW.77:

Fig.SPARROW.77

13.1.2 Assess PAR (Inbox/ Sent)

- Assess PAR (**Assess PAR (1)**), click open to view as shown in Fig.SPARROW.78 and send to next authority as shown in Fig.SPARROW.79:

Home > Inbox

Inbox

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

Receive Send

Standard Representation Referral Memorial To President

Show: 10 Results

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31092015-80	Form - IAS Except...	USER 5 (SR DIRECTING S...	04/02/2016	USER 5 (SR DIRECTING S...	04/02/2016	Reporting Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.78

Home > eForm > Inbox

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI Batch : 1986 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

Appraisal

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

2 Please comment on the claim (if made) of exceptional contribution by the officer reported upon

3 Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details

4 Do you agree with the skill up-gradation needs as identified by the officer?

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft Send To Reviewing Authority Saved

Fig.SPARROW.79

13.1.3 Delegated (Inbox/ Sent)

- Delegated (**Delegated (1)**) depicts the delegated privileges as shown in Fig.SPARROW.80 & Fig.SPARROW.81:

Home > Inbox

Inbox

My PAR (0) [Assign PAR \(0\)](#) **Delegated (1)**

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Current Stage	Quick Action
1	E 2015-01042014-31032015-60	Form - IAS Except...	USER 5 (SR.DIRECTING S...	04/02/2016	USER 5 (SR.DIRECTING S...	USER 2 (CHIEF OPERATIN...	04/02/2016	Reporting Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.80

Home > eForm > Inbox

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M O DEFENCE NEW DELHI Batch : 1986 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

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

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

Date: 05/02/2016

Signature of Reporting Authority

Reference Document Upload: only pdf files with 3mb maximum size

[Choose file](#) No file chosen

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Report any issue during Submit & Signing. Kindly [Troubleshoot](#)

[Save As Draft](#)

Fig.SPARROW.81

Note:

Firstly User should exist to whom the privileges should be delegated, if not; create Non Member of Service officer with the help of PIMS.
 Delegate the privileges to created User. Refer (Delegation Procedure)
 Now the User (Non Member of Service) login to utilize the privileges delegated.
 The changes done on the PAR by User (Non Member of Service) can be viewed by the Officer (who has delegated the privileges).

13.1.4 Manual Process (Inbox/ Sent)

- Click PAR ID (2015-01042014-31032015-60) to open the PAR as shown in Fig.SPARROW.82:

Home » Inbox

Inbox

My PAR (0) » Process PAR (1) » Delegated (0) » **Manual Process(1)** » Process (2)

Show 10 Results Standard Representation Referral Memorial To President Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-80	Form - IAS Expt..	USER 5 (SR.DIRECTING S...	09/02/2016	USER 3 (COMMISSIONER ...	USER 4 (PRL.SECY TO GO...	09/02/2016	Accepting Authority

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.82

- A page appears, click the respective button to forward to the next authority as shown in Fig.SPARROW.83:

Home » eForm » Inbox

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI Batch : 1986 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

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

Acceptance

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

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

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

Date: 09/02/2016 Signature of Accepting Authority

Section Upload(only pdf files with 1mb maximum size) No file chosen

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

Note:
 * Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
 * Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Fig.SPARROW.83

Note:
 Manual Process is performed by Custodian only.

13.1.5 Process (Inbox/ Sent)

- Process (**Process (1)**) depicts the PAR's to be disclosed by custodian as shown in Fig.SPARROW.84

Home » Inbox

Inbox

My PAR (0) | Awaiting PAR (0) | Deleted (0) | Manual Process (0) | **Process (1)**

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-80	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	08/02/2016	USER 4 (PRL SECY TO GO...	08/02/2016	CR Section To Disclose	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.84

13.1.6 Processed PAR (Sent)

- Processed PAR (**Processed PAR**) depicts those PAR's which are processed and manually processed by custodian as shown in Fig.SPARROW.85

Home » Sent

Sent

My PAR | Awaiting PAR | Deleted | **Processed PAR** | Force Forward

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Cadre	Sent To	Sent Date	Sent To Stage	Quick Action
1	2015-01042014-31032015-29	Form - I IAS Except...	USER 4 (PRL SECY TO GO...	ANDHRA PRADESH	USER 4 (PRL SECY TO GO...	02/02/2018	Officer Disclosure	Open
2	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	03/02/2018	Ref - Employee Disclosure	Open
3	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	04/02/2018	Rep - Employee Disclosure	Open
4	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	02/02/2018	Officer Disclosure	Open
5	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	03/02/2018	Rep - Employee Disclosure	Open

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Fig.SPARROW.85

Note:

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

13.1.7 Force Forward (Sent)

- Force Forward (**Force Forward**) depicts those PAR's which are forwarded by custodian as shown in Fig.SPARROW.86

Home » Sent

Sent

My PAR | Asstt. PAR | Delegated | Processed PAR | **Force Forward**

Standard Representation Referral Memorial To President

Show 10 Results Download PDF

S.No.		APAR ID	Form Type	Officer Detail	Cadre	Sent To	Force Forwarded By	Sent Date	Sent to Stage	Quick Action
1	E	2015-01042014-31032015-60	Form - IAS Except...	USER 5 (SR.DIRECTING S...	ANDHRA PRADESH	USER (COLLECTOR & DI...	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	08/02/2016	CR Section To Disclose	Open
2	E	2015-01042014-31032015-60	Form - IAS Except...	USER 5 (SR.DIRECTING S...	ANDHRA PRADESH	USER 5 (SR.DIRECTING S...	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	08/02/2016	Officer Disclosure	Open

Showing 1 to 2 of 2 entries


First Previous 1 Next Last

Fig.SPARROW.86

Note:

Can view the PAR by clicking the Open ([Open](#)) link.

13.2 Delegation

- Go to Delegation(),to assign privileges, search the user to whom the delegate the privileges as shown in Fig.SPARROW.87:

Home > Delegation

Delegation - Assigning Privileges

Search by: ☒ UserCreated ☐ All User



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

Show 10 Results Download PDF

S.No.	Name	Code	Designation	Cadre
1	USER 1	01AP032200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	USER 10	01AP032300	PRL SECRETARY ...	ANDHRA PRADESH
3	USER 2	01AP035800	CHIEF OPERATIN...	ANDHRA PRADESH
4	USER 3	01AP038915	COMMISSIONER B...	ANDHRA PRADESH
5	USER 4	01AP032800	PRL SECY TO GO...	ANDHRA PRADESH
6	USER 5	01AP034100	SR DIRECTING ST...	ANDHRA PRADESH
7	USER 6	01AP034500	PRL SECRETARY ...	ANDHRA PRADESH
8	USER 7	01AP036900	COMMISSIONER T...	ANDHRA PRADESH
9	USER 8	01AP032701	PRL SECRETARY ..	ANDHRA PRADESH
10	USER 9	01AP030600	SPL CS TO GO/T....	ANDHRA PRADESH

Showing 1 to 10 of 10 entries First Previous 1 Next Last

Fig.SPARROW.87

- Select the privileges to Add(),to delegate for specific time period and click the Submit () button as shown in Fig.SPARROW.88:

Home » Delegation

Delegation - Assigning Privileges

Search by: ☐ UserCreated ☒ All User

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

Show 10 Results

S.No.	Name	Code	Designation	Cadre
1	USER 1	01AP032200	VICE-CHAIRMAN...	ANDHRA PRADESH
2	USER 10	01AP032300	PRL SECRETARY ...	ANDHRA PRADESH
3	USER 2	01AP035800	CHIEF OPERATIN...	ANDHRA PRADESH
4	USER 3	01AP035915	COMMISSIONER B...	ANDHRA PRADESH
5	USER 4	01AP032600	PRL SECY TO GO...	ANDHRA PRADESH
6	USER 5	01AP034100	SR.DIRECTING ST...	ANDHRA PRADESH
7	USER 6	01AP034500	PRL SECRETARY ...	ANDHRA PRADESH
8	USER 7	01AP035900	COMMISSIONER T...	ANDHRA PRADESH
9	USER 8	01AP032701	PRL SECRETARY ...	ANDHRA PRADESH
10	USER 9	01AP030900	SPL OS TO GOVT ...	ANDHRA PRADESH

Showing 1 to 10 of 10 entries First Previous 1 Next Last

USER 2 (01AP035800: CHIEF OPERATING OFFICER,NRLM UNDP NEW DELHI): From: 08/02/2016 To:

Privileges to be Delegated
DRAFT DELEGATION
SEND DELEGATION
COMPLETE DELEGATION

Delegated Privileges

Fig.SPARROW.88

- A message prompts "Save Successfully".

Note:

a. Privileges can be added or removed before submit.

13.3 User Assistance

13.3.1 Track Your PAR

- Go to User Assistance (**User Assistance**), click Track Your PAR (**Track Your PAR**), select Assessment Year, a list appears as shown in Fig.SPARROW.89:

S.No.	APARID	Work Status	Work From	Work To	Assessment Year
1	2015-01042014-31032015-80	WORKING	01/04/2014	31/03/2015	2014-2015

Fig.SPARROW.89

- Click PAR ID, a window displays the status as shown in Fig.SPARROW.90:

S.No.	Sent By	Sent Date	Sent To	Stage	Status	Action Type	Remarks
1	USER (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)	04/02/2016	USER 5 (SR DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI)	Officer Reported Upon	Forwarded	Submitted	
2	USER 5 (SR DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI)	04/02/2016	USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)	Reporting Authority	Forwarded	Submitted	
3	USER 2 (CHIEF OPERATING OFFICER 08/02/2016 NRLM UNDP NEW DELHI)	08/02/2016	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	Reviewing Authority	Forwarded	Submitted	
4	USER 2 (CHIEF OPERATING OFFICER 08/02/2016 NRLM UNDP NEW DELHI)	08/02/2016	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	Reviewing Authority	Forwarded	Submitted	
5	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	08/02/2016	USER 4 (PRL SECY TO GOV(TITW) SOCIAL WELFARE DEPT HYDERABAD)	Accepting Authority	Forwarded	Submitted	

Fig.SPARROW.90

13.4 PAR

13.4.1 Generation

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

13.4.2 Update Section I

- Go to **PAR** (**PAR**), click **Update Section I** (**Update Section I**), select Assessment Year and click the **Search** (**Search**) button, a list appears as shown in Fig.SPARROW.91:

Home » PAR Update Section

Update Section

Assessment Period: 2014-2015

Search by: Reported Error (selected), All Generated

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

Show: 10 Results

S.No.	Form ID	Code	Name	Designation	Allotment Year	
1	2015-01042014-31032015-60	01AP034100	USER S	SR DIRECTING ST...	1986	Open

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.91

- Click **Open** (**Open**) link, as a result **Update Section** screen appears, update the section I form and click the **Update** (**Update**) button as shown in Fig.SPARROW.92:

Home » PAR Update Section

Update Section

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon: USER 5

2. Service: IAS

3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1986

5. Date of Birth: 21/07/1961

6. Present Grade: []

7. Present Post: []

8. Date of Appointment to Present Post: []

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	From Date	To Date
Reporting Authority	USER 2	CHIEF OPERATING OFF	01/04/2014	31/03/2015
Reviewing Authority	USER 3	COMMISSIONER BC WE	01/04/2014	31/03/2015
Accepting Authority	USER 4	PRL SECY TO GOVT(TW)	01/04/2014	31/03/2015

10. Period of absence on leave, etc.

Period From	Period To	Type	Remarks
[]	[]		

11. Training Program Attended

Date From	Date To	Institute	Subject
[]	[]		

12. Awards/Honours

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

14. Date of Filing the property return for year ending December: []

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

Date: 04/02/2016

Signature (Administrative/Personnel Dept.)
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATE HYDERABAD

Reference Document Uploaded (only pdf files with 3mb maximum size): [Choose file] No file chosen

Update

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during update (DSC Signing), Kindly [Troubleshoot](#)

Fig.SPARROW.92

- A message prompts **Details Update** as shown in Fig.SPARROW.93:

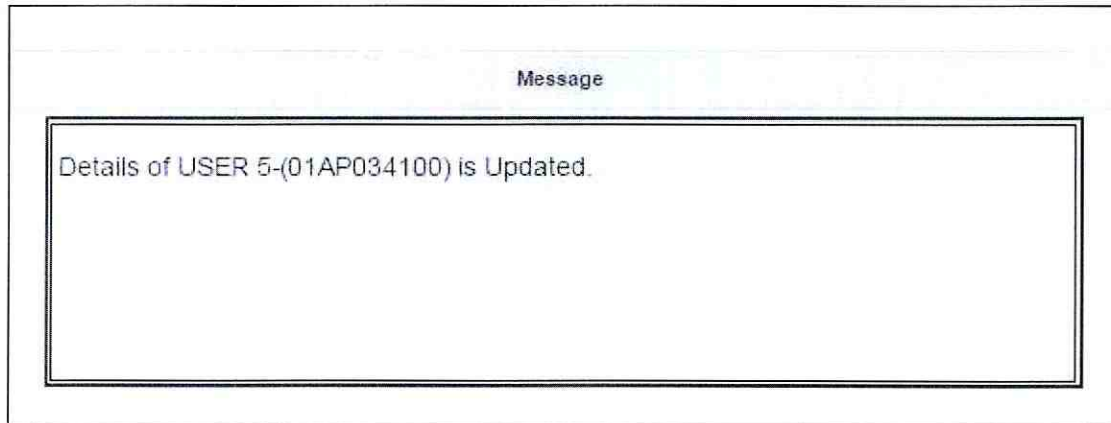


Fig.SPARROW.93

13.4.3 Tracking

- Go to PAR (**PAR**), click **Tracking** (**Tracking**), select Assessment Year and click the **Search** (**Search**) button, a list appears as shown in Fig.SPARROW.94:

Home > Track Status

Track Status

Assessment Period : 2014-2015

Employee Search by: Employee Code Choose Designation Employee Name Batch Choose Cadre Choose Service ANDHRA PRADESH Choose Form

Show 10 Results

Download PDF

S.No.	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organisation	Allotment Year/Batch
1	2015-01042014-31032015-28	USER 4 (PRL SECY TO GO...	2014-2015	WORKING	01/04/2014	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1984
2	2015-01042014-31032015-19	USER 1 (VICE-CHAIRMAN ...	2014-2015	WORKING	01/04/2014	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1984
3	2015-01042014-31032015-60	USER 5 (SR DIRECTING S...	2014-2015	WORKING	01/04/2014	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1985

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Fig.SPARROW.94

- Click **PAR ID**, a window displays the status as shown in Fig.SPARROW.95:

Home > Track Status

Track Status

Assessment Period: 2014-2015

Employee Search By:

Show 10 Results

S.No.	APAR ID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Due Date	Quick Action
1	2015-01042014-31032015-80	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE MIO DEFENCE NEW DELHI)	ANDHRA PRADESH	USER (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)	02/02/2016	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE MIO DEFENCE NEW DELHI)	Officer Disclosure	31/05/2015	<input type="button" value="Send"/> <input type="button" value="Submit"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.95

13.4.4 Force Forward

- Go to PAR (), click Force Forward (), select Assessment Year and click the Search () button, a list appears as shown in Fig.SPARROW.96:

Home > Force Forwarding

Force Forwarding

Standard ☒ Representation ☐ Referral ☐ Memorial To President ☐

Assessment Period: 2014-2015

Employee Search by:

Show 10 Results

S.No.	APAR ID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Due Date	Quick Action
1	2015-01042014-31032015-80	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE MIO DEFENCE NEW DELHI)	ANDHRA PRADESH	USER (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)	02/02/2016	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE MIO DEFENCE NEW DELHI)	Officer Disclosure	31/05/2015	<input type="button" value="Send"/> <input type="button" value="Submit"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.96

- Click Send () button, a window displays enter the reason and click the Submit () button as shown in Fig.SPARROW.97:

Home » Force Forwarding

Force Forwarding:

Assessment Period: 2014-2016

Employee Search by: Employee Code Choose Designation

Show 10 Results

S.No.	APAR ID	Officer Detail
1	2015-01042014-31032015-60	USER 5 (SR.DIRECTING S...

Showing 1 to 1 of 1 entries

Reason for Force Forwarding:

Download PDF

ent	Expected Due Date	Quick Action
closure	31/08/2015	

First Previous 1 Next Last

Fig.SPARROW.97

- A message prompts "Send successfully".

13.5 Workflow

13.5.1 Create/ Update

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

13.6 Dossier

13.6.1 Officers Completed PAR

- Go to Dossier (**Dossier**), click Officers Completed PAR (**Officers Completed PAR**), select the Assessment Period, list appears is as shown in Fig.SPARROW.98:

Home > Dossier > Officers Completed PAR

Employee Search for Dossier

Assessment Period: 2014-2015

Employee Search by: ANDHRA PRADESH

Search

Show 10 Results

S.No.	Name	Allotment Year/Batch	Employee Code	Designation	Total Viewed PAR
1	USER 3	1995	01AP035515	COMMISSIONER B...	1 (1)
2	USER 4	1984	01AP032600	PRL SECY TO GOV...	1 (1)

Showing 1 to 2 of 2 entries

Fig.SPARROW.98

- Click User Name, a page appears as shown in Fig.SPARROW.99, can view and download the PAR

Home > Dossier > Employee Search

Employee Search for Dossier

Name: USER 4

Code: 01AP032600

Allotment Year/Batch: 1984

Designation: PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD

Cadre: ANDHRA PRADESH

Assessment Year: 2014-2015

Back

Standard

PAR ID: 2015-01042014-31032015-29

Period: 01-04-2014 To 31-03-2015

Form Name: Form - I IAS Except Addl. Secy & Secy (Below Super Time Scale) Status: Working

S.No	Document Type	Section Name	Download
1	ACR Section PDF Generate	ACR Section PDF Generate -Basic Information	View
2	ACR Complete	ACR Complete -Completed	View
3	ACR Section PDF Generate	ACR Section PDF Generate -Self Appraisal	View
4	ACR Section PDF Generate	ACR Section PDF Generate -Accepting	View
5	ACR Section PDF Generate	ACR Section PDF Generate -Reviewing	View
6	ACR Section PDF Generate	ACR Section PDF Generate -Appraisal	View

Fig.SPARROW.99

Note:

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

13.6.2 My Completed PAR




- Officer can view his/ her Completed PAR details.

13.6.3 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.

13.7 DSC

13.7.1 Enroll

- Plug DSC, click **Enroll** () link under **DSC** () module and click **DSC Registration** () Button, as shown in Fig.SPARROW.100

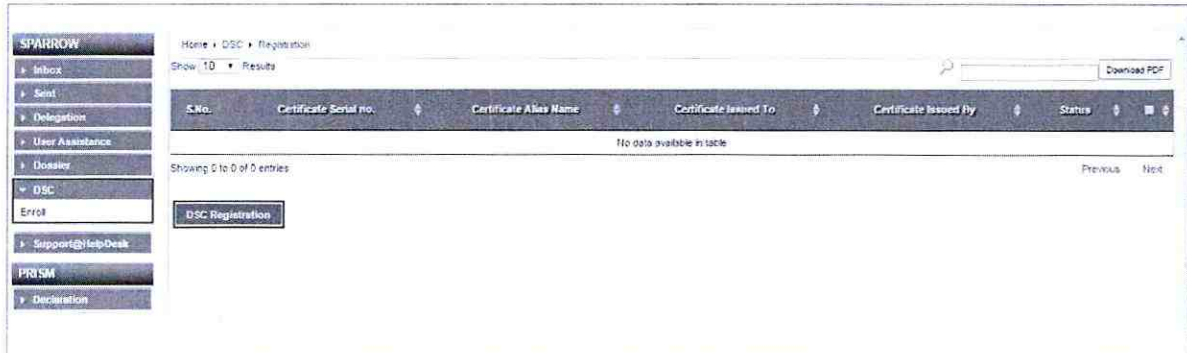


Fig.SPARROW.100

- Select the enrolled certificates and click **Register** () Button as shown in Fig.SPARROW.101

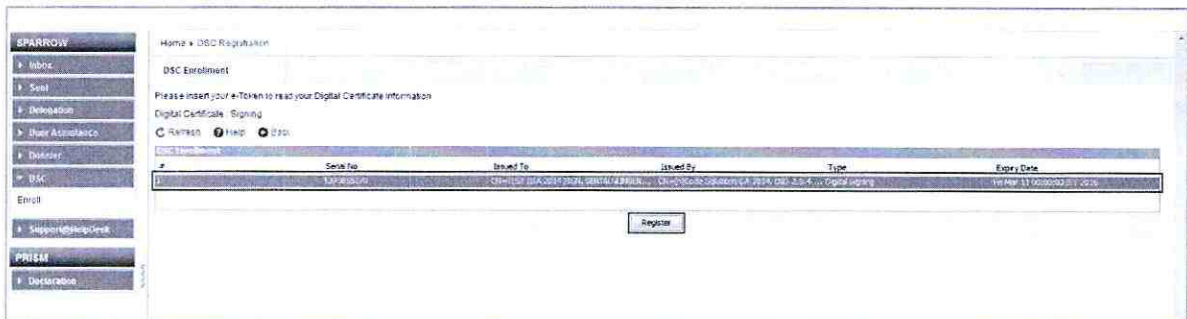


Fig.SPARROW.101

- Enter User PIN and click **Login** () Button as shown in Fig.SPARROW.102

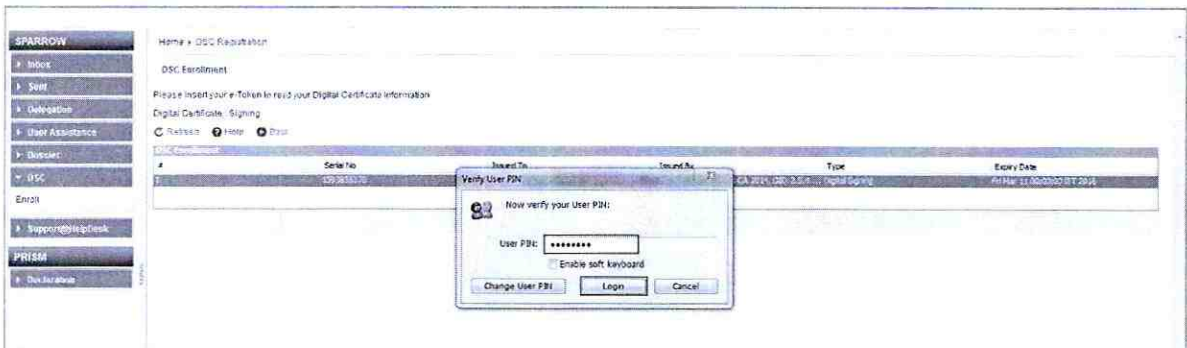


Fig.SPARROW.102

- A message prompts, 'The DSC has been registered successfully', click OK () as shown in Fig.SPARROW.103

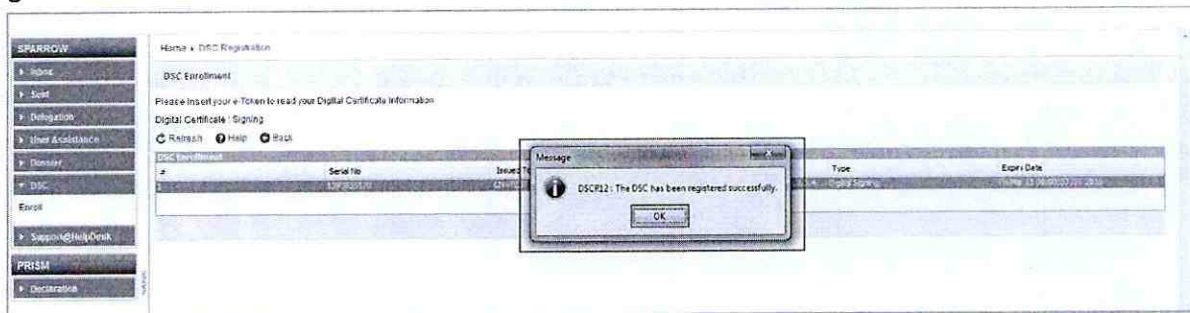


Fig.SPARROW.103

- User can view the registered DSC (Active), as shown in Fig.SPARROW.104

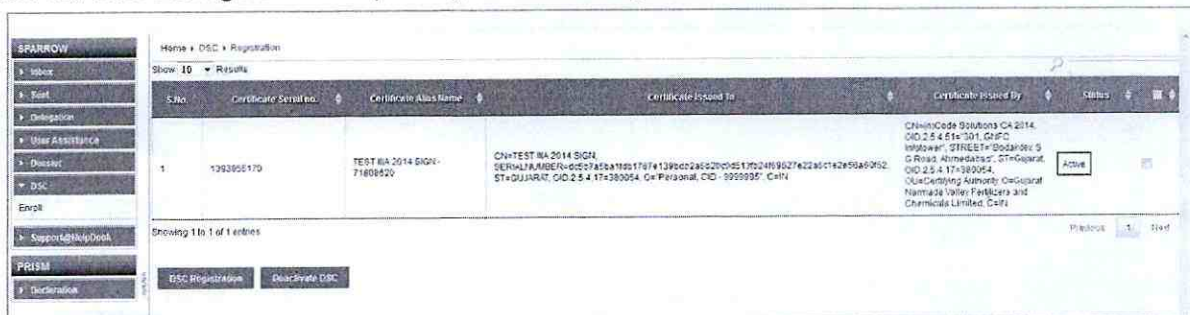



Fig.SPARROW.104

Note:

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

13.7.2 Status

- Click **Status** link to view the status of DSC registered in organization, shown in Fig.SPARROW.105

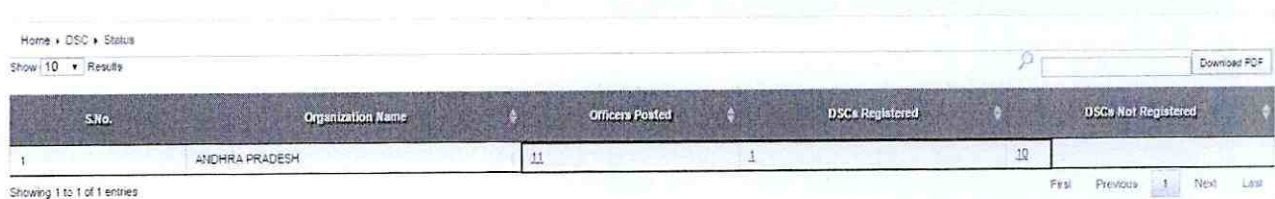


Fig.SPARROW.105

13.8 NIC Email Status

- Click **NIC Email Status** link to view the status of emails registered in organization, shown in Fig.SPARROW.106

Home » NIC Email Status

Show 10 Results [Download PDF](#)

S.No.	Organization Name	Officers Posted	NIC Email Registered	NIC Email Not Registered
1	ANDHRA PRADESH	11	10	1

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.106

13.9 Support@Helpdesk

13.9.1 Report Issue

- Go to **Support@Helpdesk**, click **Report Issue** (^{Report Issue}), a page appears, enter necessary details and submit as shown in **Fig. SPARROW.107**:

eOffice SUPPORT A Digital Workplace Solution

Signout
Welcome USER

Home

REPORT YOUR ISSUE

STATUS OF ISSUES

EXCEL GENERATE

Report Your Issue

Reported Via:

Product *:

Module *:

Select Browser Used *:

Browser Version *:

Brief Subject *:

Detailed Description:

Steps to reproduce *:

Category *:

Severity *:

Upload File: No file chosen

Files upto 5MB(screenshot/supporting document)

Reported By: Name *:

eOffice UserID:

Sub Department *:

Section:

Room No./Address:

Phone No./Extn.:

eMail ID *:

Mobile No.:

Enter the code here :

k94vkz Can't read the image? click [here](#) to refresh

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Fig.SPARROW.107

13.9.2 Check Status

- Click **Check Status** link to view the status of issue reported as shown in **Fig.SPARROW.108**:

eOffice SUPPORT Signout
Welcome local-admin12

Home

Filter By : Assigned To Assigned To Product: Select Product Status: Select Status Sub-Dept: Select Sub-Dept

S.NO	REQ ID	PRODUCT	SUMMARY	SUBMITTED BY	SUBMITTED ON	ASSIGNED TO	STATUS	REMARKS	ACTION
1	T2878	Sparrow	NO EMPLOYEES	local-admin53 (M/O EXTERNAL AFFAIRS)	19-03-2014 10:38:50	NA	Submitted		
2	T2851	Sparrow	Reporting pages aggregate points	local-admin4 (BIHAR)	18-03-2014 18:08:27	NA	Resolved & Closed	SecIII calculating 1-10 not 1-5 as per PAR rules	
3	T2838	Sparrow	Change in Reporting or Reviewing or Reporting Authority	local-admin15 (MANIPUR TRIPURA)	15-03-2014 14:09:45	NA	Submitted		
4	T2787	Sparrow	Reporting Officer Sec III page Overall grade1-10 2.00 is the default value	local-admin4 (BIHAR)	13-03-2014 18:33:26	NA			
5	T2751	Sparrow	Issues observed by GAO Haryana and NIC Haryana	A SREENIVAS (HARAYANA)	11-03-2014 14:29:14	NA	Submitted		
6	T2727	Sparrow	Ministry name is not coming	local-admin109 (HARAYANA)	10-03-2014 14:02:27	NA			
7	T2664	Sparrow	asdasdasd	KISHORE KUMAR SINHA (PLANNING COMMN)	09-03-2014 17:04:34	NA	Rejected	For Testing	
8	T2659	Sparrow	date label box should be elongated	local-admin4 (BIHAR)	08-03-2014 16:09:24	NA	Resolved & Closed	minimize the webpage title bit	
9	T2572	Sparrow	Previous comment updation	NIC(ODISHA)	20-02-2014 17:15:54	NA	Resolved & Closed	Reviewing Officer unable to change the Reporting officer's comment its working fine as per PAR rules	
10	T2570	Sparrow	APAR generation	NIC(ODISHA)	28-02-2014 17:14:43	NA	Resolved & Closed	APAR generated Successfully the msg is highlighted in Red above the Assessment Period option	

Fig.SPARROW.108

13.9.3 Feedback

- Click **Feedback** link to send a feedback regarding application, as shown in **Fig.SPARROW.109**:

SPARROW - FEEDBACK FORM

Q. How user-friendly do you find the application?

☐ Excellent ☐ Good ☐ Average ☐ fair ☐ Poor

Any other suggestions

(Max:500) You have 500 characters left.

Q. What was your experience at the time of recording of PAR. Whether the delegation to PA served its purpose?

☐ Excellent ☐ Good ☐ Average ☐ fair ☐ Poor

Any other suggestions

(Max:500) You have 500 characters left.

Q. What was your experience with the DSC?

☐ Excellent ☐ Good ☐ Average ☐ fair ☐ Poor

Any other suggestions

(Max:500) You have 500 characters left.

Q. What was your experience at the time of uploading the Medical Report, etc?

☐ Excellent ☐ Good ☐ Average ☐ fair ☐ Poor

Any other suggestions

(Max:500) You have 500 characters left.

Fig.SPARROW.109

Note:

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

13.10 Role Details

- Click the Role Details link to view the roles assigned to the officer within the selected organization as shown in Fig.SPARROW.110

Home > Role Detail

Role Detail

Organisation:

Role:

☒ Role Assigned ☒ Role Revoked

Show 10 Results

S.No.	Organization	Officer Detail	Officer Organisation	Email ID	Allotment Year	Cadre	Role Assigned	Assigned Date	Revoked Date
1.	A G M U T - DELHI	ARCHNA ARORA (PR. SECRETARY (HOME))	A G M U T - DELHI	archna53@ias.nic.in	1983	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	18/07/2014	18/07/2014
2.	A G M U T - GOA	RAJESH KUMAR SRIVASTAVA (CHIEF SECRETARY)	A G M U T - GOA	rk-srivastava@nic.in	1984	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	06/04/2015	
3.	A G M U T - LAKSHADWEEP	ASHOK KUMAR JAYAPAL (COLLECTOR & DEV COMMR)	A G M U T - LAKSHADWEEP	ak.jayapat@ias.nic.in	2008	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	28/04/2014	
4.	AGRICULTURE - DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION	PRADDEEP KUMAR PUJARI (SPECIAL SECRETARY & FINANCIAL ADVISER)	AGRICULTURE - DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION	pujaripk@ias.nic.in	1981	GUJARAT	PAR CENTRAL CUSTODIAN (Primary)	29/04/2014	
5.	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	SHRI R.B.SINHA (JS(ADMIN.))	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	rb.sinha@nic.in			PAR CENTRAL CUSTODIAN (Primary)	16/04/2014	
6.	AGRICULTURE - DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	SANJAY P.BHOSREDDY (JOINT SECRETARY)	AGRICULTURE - DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	jspt-deof@nic.in	1989	UTTAR PRADESH	PAR CENTRAL CUSTODIAN (Primary)	27/02/2015	
7.	ATOMIC ENERGY	KRISHNAN N.G ()	IGCAR				PAR CENTRAL CUSTODIAN (Primary)	29/05/2014	30/05/2014
8.	ATOMIC ENERGY	SWATI PANDEY (DIRECTOR(ADMIN))	ATOMIC ENERGY	swati.pande72@nic.in			PAR CENTRAL CUSTODIAN (Primary)	30/05/2014	
9.	AYUSH	A.K.GANERIWALA (JOINT SECRETARY)	AYUSH	anil.ganeriwala@nic.in			PAR CENTRAL CUSTODIAN (Primary)	16/05/2014	
10.	BIHAR	RAVI MITAL (PRL SECY)	BIHAR	r.mital@nic.in	1986	BIHAR	PAR CENTRAL CUSTODIAN (Primary)	07/04/2015	07/04/2015

Fig.SPARROW.110

13.11 Migration

13.11.1 PAR Migration

- Click the PAR Migration link under Migration, Search the user and select as shown in Fig.SPARROW.111

Fig.SPARROW.111

- Click on New (**New**) button as shown in Fig.SPARROW.112

Fig.SPARROW.112

- As a result the page appears is shown in Fig.SPARROW.113, fill the form, Upload the pdf and click the **Save** (**Save**) button, shown in Fig.SPARROW.113

Home • Migration Form

Migration Form

Basic Details

Name: USER 3
Designation: COMMISSIONER BC WELFARE HYDERABAD
Code: 01AP038915
Cadre: ANDHRA PRADESH
Allotment Year/Batch: 1995

PAR Details

Assessment Period: --Select--
From Date: To Date:
Officer Name: USER 3
Post Held:
Work Status: --Select-- Form Type: --Select--
Closed Status: Closed Date:
Final Grading: ☐

Grading

Reporting Authority	Name	Designation	Grade(Number)	Grade(Text)
Reviewing Authority	Name	Designation	Grade(Number)	Grade(Text)
Accepting Authority	Name	Designation	Grade(Number)	Grade(Text)

Additional Details

ACR Status: --Select--

Save

Upload only Pdf file No file chosen

Fig.SPARROW.113

- As a result message prompts PAR Migrated Successfully.

13.11.2 Grading (Manually Section uploaded)

eOffice Project Division
National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
- Implementation Guidelines



Prepared by
National Informatics Centre

SPARROW Implementation

Steps for Service Controlling Organization & Nodal Organizations

This document is for reference to the service controlling authority/department for SPARROW implementation.

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1. Introduction

As part of SPARROW implementation underline modules are provided:

1. **Smart Performance Appraisal Report Recording Online Window (SPARROW-ePAR) :**
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 Service by the Organization. The aim of the system is to facilitates 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.
2. **Property Related Information System Management (PRISM) :** PRISM is an online system through which service officer can file asset and liability electronically.
3. **Personnel Information Management System (PIMS) :** Personnel Information Management System (PIMS) is a electroic system for maintaining the details of an employee. PIMS allows users to enter and update the employee personal data and employment records according to the access and role privileges. PIMS stores all the information required from an employee as per the provisions of the Service Book
4. **Knowledge Management System (KMS) :** eOffice KMS enables users to create and manage electronic documents that can be viewed, searched and shared. It is also capable of keeping track of the different versions modified by different users (Tracking history). It also contains a dynamic workflow to keep document in various stages.

All above modules are accessible over the INTERNET using recommended browser i.e. Internet Explorer and Mozilla Firefox.

2. Implementation pre-requisites

For implementation of various eOffice modules mentioned in Introduction, there are some pre – requisites and defined as below:

2.1.NIC e-mail ID:

A name based NIC email id is required for each user to access the application.

- If employees of respective service and other users who are required to access the application doesn't possess name base NIC email id, then organization/service

controlling authority can go for bulk email id creation by filling the form available at http://mail.nic.in/docs/forms/MailService_Bulk_e-mail_Subscription_Form.pdf and submit to the NIC coordinator.

- If organization wants the individual employee who is not having NIC email id to get this on his own, employee can download the single subscription form from http://mail.nic.in/docs/forms/MailService_e-mail_Subscription_Form.pdf and forward it through his organization to NIC coordinator positioned in respective state/organization.

2.2.Digital Signature Certificate (DSC):

is the digital equivalent of physical, or paper certificates. DSC provides a secure way of accessing the application and can be presented electronically to prove one's identity or one's right to access information or services on the internet. DSC is available in the form of a smart card or USB eToken. As the PAR is required to be electronically signed, hence digital signature certificate is to be obtained by all users and authorities.

- To obtain the digital signature certificate, organization / service controlling authority can opt for any certifying authority. The details of available CA can be found at http://www.cca.gov.in/cca/?q=licensed_ca.html. NIC eOffice project division is requested to be informed the CA through which the DSC is being procured so to enable it technically. Currently SPARROW application is supporting the DSC procured through (n)Code Solutions (NICS) Empaneled vendor, emudhra.

2.3.Organization Information and Role Details:

A name of organizations, employee (with respect to authority) and roles in standard format where officers are posted are to be provided to NIC eOffice project division in MS EXCEL and notified copy to support-sparrow@nic.in and/or any other email id provided by service controlling organization. Any changes during the implementation also need to be informed in same way. The employee basic information (related to roles) and role definition defined as:

DETAILS OF OFFICIALS FOR ROLE DEFINATION IN SPARROW

Organization Name													
Nodal Co-ordinator Name													
Nodal Co-ordinator Contact Number													
S. No.	Employee Code (Service Code Number)	Appellation (Mr., Mrs. Etc)	Employee Name	NIC ID	Email	Gender (M/F)	Father's Name	Date of Birth (DD/MM/YYYY)	Nationality	Religion (Hindu etc.)	Category Gen, SC, ST etc.		
Services IPS, IAS, CSS etc	Adhar No. Mandator y for unique identifica tion	Organization (Currently Posted Organization)	Organization From Date (Date from which is applicable Blank will be taken as current date) DD/MM/YYYY	Designation (Expand all short forms)	Designation Joining Date DD/MM/YYYY (Date on which the current designation is joined - Blank will be taken as current date)	Type of Appointment (Whether temporary, permanent,) Blank will be taken as Permanent	Appointment Date DD/MM/YYYY (Blank will be taken as current date)	Mobile No. (10 digit mobile number)	Roles As defined in next table				

Application	Role	Who Will Perform	What is the Responsibility	DSC Required	Remarks
PIMS	Creator	Usually Assistants are nominated as the creator.	<ul style="list-style-type: none"> Initiates the creation of the user in the Department. Performs Data entry operations. 	No	Either the creator or verifier role is mandatory for organization
	Verifier	The section officer or the section heads are designated with this responsibility.	<ul style="list-style-type: none"> Updation of user data. Verification of entries made by the creator. Authorization and uploading of office order of the employee/user 	Yes	
	P&AO	Pay & accounts officer of the Department.	<ul style="list-style-type: none"> Generation of verification of Service certificate of the employee. Maintains entry for record for the employee's Foreign Service. 	Yes	
SPARROW (ePAR) / PRISM	PAR Custodian Primary (Overall)	Service Controlling Authority	Maintains and manages the Dossiers of officers.	Yes	Not mandatory if complete service book is not to be implemented
	PAR Custodian Alternate (Overall)	Members of the section belongs to the Head of the Service.	Maintains and manages the Dossiers of officers.	Yes	Will be single authority and belong to the service controlling ministry e.g. DoPT for IAS, MHA for IPS, etc.
	PAR State/Central	Principal Secretary (GAD/Personnel/Appointments/Department) for the	Cadre Controlling Authority (CCA) in the State	Yes	Section members of service controlling authority
				Yes	Each organizations

	Custodian (Primary or sometimes referred to as the Nodal Officer)	State Government Or JS(admin) in Central ministries Or PAR maintaining section Head of organizations	Privilege to generate PAR.	where service member posted should defined at least one PAR custodian
	PAR State/Central Custodian (Alternate Functionary)	Any official performing the Custodian Role on behalf of Custodian The alternate functionary will require to be identified to perform the role.	Alternate functionary who will perform the role of the Custodian Not to be assumed as Cadre Controlling Authority.	Yes
	PAR Manager	Any official from the concerned division having access to the channel of submission (Reporting, Reviewing, Accepting Authority) of officers and will update the workflow.	Create hierarchy workflow for the Officials	No
	System Administrator	Official from Service Controlling authority belongs to the PAR section.	Assign and maintain roles for all the state and ministries.	No

2.4. Network connectivity:

Organizations will ensure that all the users/ authority has the Internet/NICNET connectivity to access the application. Application is best accessed through Internet explorer and Mozilla Firefox.

2.5. Helpdesk Creation for SPARROW :

For providing on-site support to the end users, a help desk manned by a dedicated team of staff will be established at the service controlling organization's premises. Help-desk support staff will respond to telephone calls and e-mails from users looking for help with problems and queries related to SPARROW application.

- **Requirements:**

- i. The department should have officers with technical knowledge in the department.
- ii. The officers must have an active email id and landline number

- **Responsibilities:**

- i. The officers will resolve all the issues that might occur to the users while accessing the SPARROW application.
- ii. In case they will not be able to solve the problem then they will route the call to the concerned expert and will also escalate the problems to the management as and when required.

3. Implementation Activities

3.1. Workshop and Training

All users and nodal officers are required to be sensitized about the application through workshops and training program. A user manual may be referenced for the same.

3.2. Master Data Setup :

All the required data is to be provided to support-sparrow@nic.in for setup and URL is to be made operational . For any master data addition or deletion in PIMS organization nodal officer can contact at support-pims@nic.in .

3.3. Registration and Confirmation :

All users required to registered themselves using NIC – email id and to be confirmed by the respective organization admin (creator or verifier) . After the confirmation DSC is required to be registered for the user. Help of local NIC team may be taken by the user for registering the DSC.

3.4. PAR Data Setup

Respective custodian of organization is required to create the workflow for each officer for PAR processing and generate the same. User manual may be referenced for the same

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National Informatics Centre**

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
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eoffice

A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW

Smart Performance Appraisal Report Recording Online Window
- Implementation Guidelines



Prepared by
National Informatics Centre

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1. Introduction

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 Service by the State Government/ Central Government. The aim of the system is to facilitates 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.

PAR filling process starts at the beginning of the financial year. The custodian of the respective Organization 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 officer mandatorily marking CR Section a slip.

There are some prerequisites that need to be fulfilled before implementing the application.

2. Prerequisites:

2.1 NIC email ID

Steps for getting NIC email ID

All officials of implementing department must have NIC email IDs for login into eOffice (SPARROW) application. For obtaining NIC email ID, user needs to perform the following steps:

Step 1: User can download the forms for email account creation (individual/group) using the following links:

For Individual Subscription: http://mailnicin/docs/MailService_e-mail_Subscription_FormVer0p7pdf.

For Bulk Subscription: http://mailnicin/docs/MailService_Bulk_e-mail_Subscription_FormVer0p7pdf

Steps 2: The users will now fill the above downloaded form, get it signed from Competent Authority department and then submit it to NIC Coordinator of the department for email ID creation.

Note:

The form should be filled in CAPITAL LETTERS.

Signatures of Competent Authority and NIC Coordinator of the department must be with date and seal.

All the fields must be filled.

2.2 Digital Signing Certificate (DSC)

Digital Signature Certificate (DSC) is the digital equivalent of physical, or paper certificates. DSC provides a secure way of accessing the application and can be presented electronically to prove one's identity or one's right to access information or services on the internet. DSC is available in the form of a smart card or USB eToken.

A digital signature uses the system of Public Key encryption to verify that a document has not been altered. Public key encryption (PKE) uses a system of two keys:

- A private key, which only you use (and should protect with a well-chosen, carefully, protected passphrase); and
- A public key, which other people use. Public keys are often stored on public key servers.

Pre-requisites for DSC Installation:

1. JAVA Installation
2. JAVA Security Settings
3. Middleware (USB Token Driver) Installation

Following steps will be followed to acquire the DSC:

Step 1: Obtain DSC from Certifying Authority (CA) as follows:

- Fill up and submit the duly signed DSC form to CA (For digital signature and non-deputation certificates).
- Get the DSC token (hardware).

Digital Signature Certificates (DSC) Installation Process:

Following steps will be followed to install DSC:

Step 1: Install JRE

- Download Java version 1.8 if not available already on your desktop/ laptop (Refer **Error! Reference source not found.**)

Step 2: Configure Java Security Settings

- Open Java from control panel

- Go to security tab and set security level to Medium/ Low.

Step 3: Install Middleware (Token Drivers)

- Download the DSC token drivers provided by CA.
- Install the DSC token driver.

Note:
The DSC is applicable for 2 years.

2.3 NIC Net/ Internet

The user should have NIC Net and internet connectivity in their system.

NIC Net is the network connectivity provided by NIC which allows user to access SPARROW application.

2.4 Browser Compatibility

The SPARROW application is compatible in all the three browsers i.e. Internet explorer, Mozilla Firefox and Chrome; however in case of DSC the application is incompatible with chrome browser.

3. Implementation Process:

3.1 Registration Process in SPARROW

Step 1: The officer has to register the NIC name based email ID with the application by logging into SPARROW, as shown in Fig.SPARROW.1.



Fig.SPARROW.1

Step 2: A request form will appear with GUEST as login name. All the mandatory fields have to fill by the officer. Send the request by clicking the **Send Request for Registration** (**Send Request For Registration**) Button as shown in Fig.SPARROW.2, a request will be generated and sent to the creator of the particular organization, as shown in Fig.SPARROW.3.

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Login ID*: user1 Global Org*: Choose One Global Org From Date*

Personal Details

Employee Code* Appellation* Name* Gender* Date of Birth* (Consistent use of words)

Father Name* Nationality* Religion* Category*

Service* Choose One Aadhaar Number*

Designation Details

Designation* Type of Appointment* Appointment Order Date*

Designation Joining Date* From Date*

Note: All fields marked with * are mandatory

Send Request For Registration Exit

Fig.SPARROW.2

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GUEST (NA - NA)

Welcome To PIMS

- Your registration request has been sent successfully to the Admin for approval

Exit

Fig.SPARROW.3

Step 3: Creator of the organization verifies the details of the officer by clicking the **Approve (Approve)** Button, as shown in Fig.SPARROW.4 and registers his /her NIC email ID with the application, as a result a message prompts is shown in Fig.SPARROW.5.

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My eOffice Desk (DOPT-DELHI)

Search Employee Approve Registrations Create New User Users Feedback (0)

Approve Registration

S.No	Employee Code	Name	Date of Birth	Aadhaar No	Gender	Designation	Appointment type	Date of Joining Designation	Login Id	Action
1	1	USER	14/06/1992	111111111111	MALE	JOINT SECRETARY	APPOINTMENT BASIS	17/02/2016		Approve

Fig.SPARROW.4



Fig.SPARROW.5

Step 4: After the approval officer can access the PAR (SPARROW) application using email id registered at Step 1, shown in Fig.SPARROW.6.

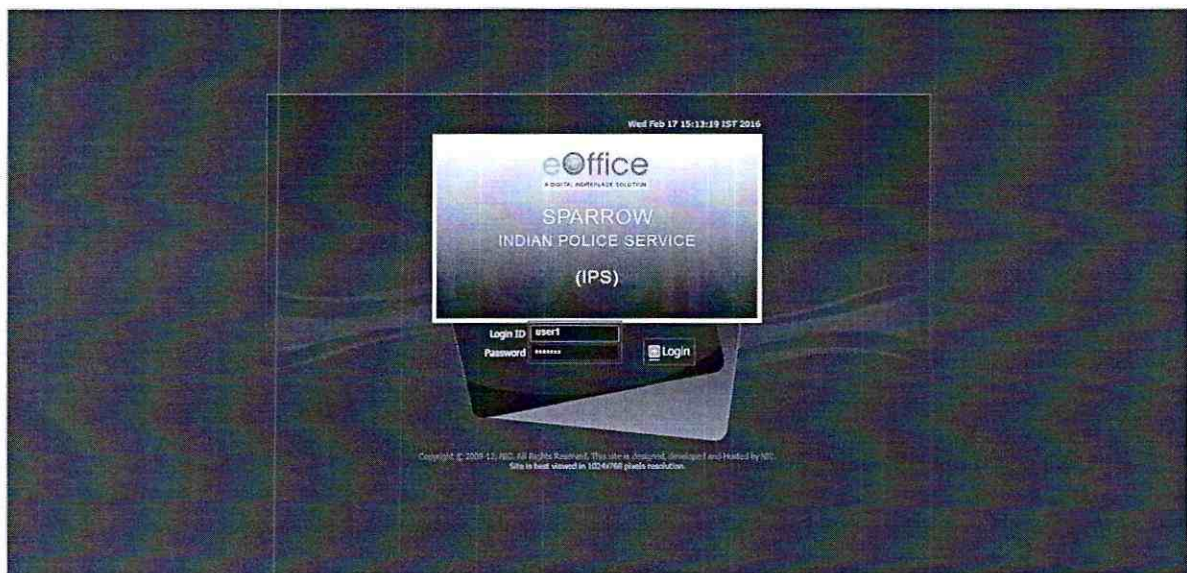


Fig.SPARROW.6

Step 5: As a result the screen appears is shown in Fig.SPARROW.7, click the e-PAR (SPARROW) link as a result the screen appears is shown in Fig.SPARROW.8 to access the application.

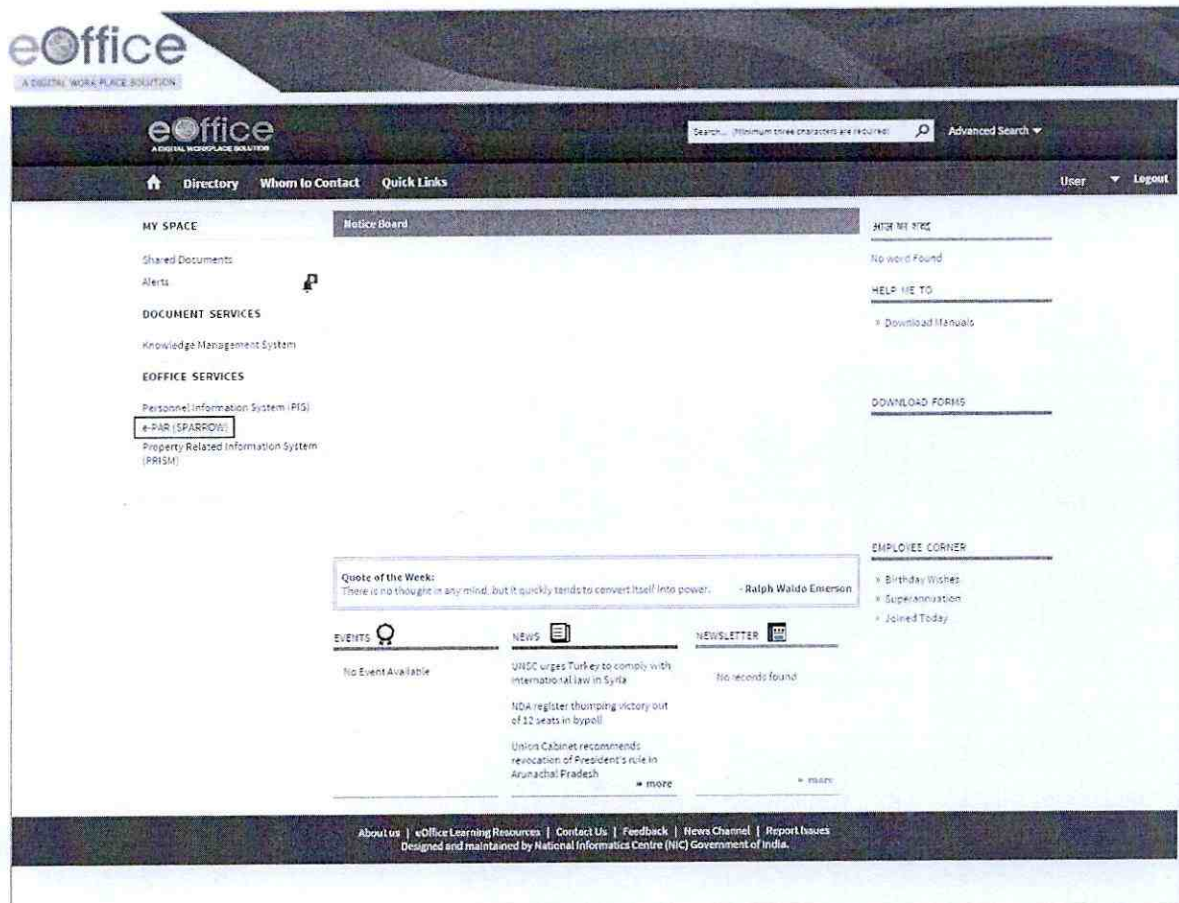


Fig.SPARROW.7

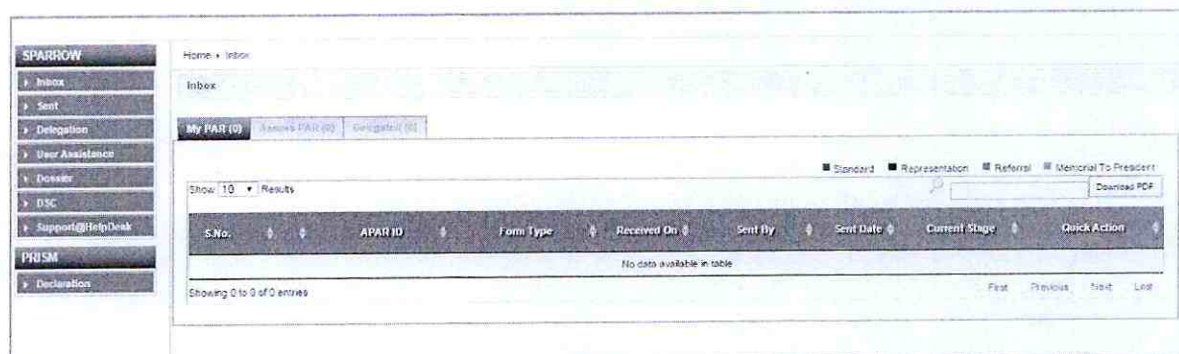


Fig.SPARROW.8

3.2 DSC Enrollment:

Following steps will be followed to Enroll DSC with SPARROW:

Step1: Plug DSC, click Enroll (**Enroll**) link under DSC (**DSC**) module and click DSC Registration (**DSC Registration**) Button, as shown in Fig.SPARROW.9



Fig.SPARROW.9

Step 2: Select the enrolled certificates and click Register (**Register**) Button as shown in Fig.SPARROW.10

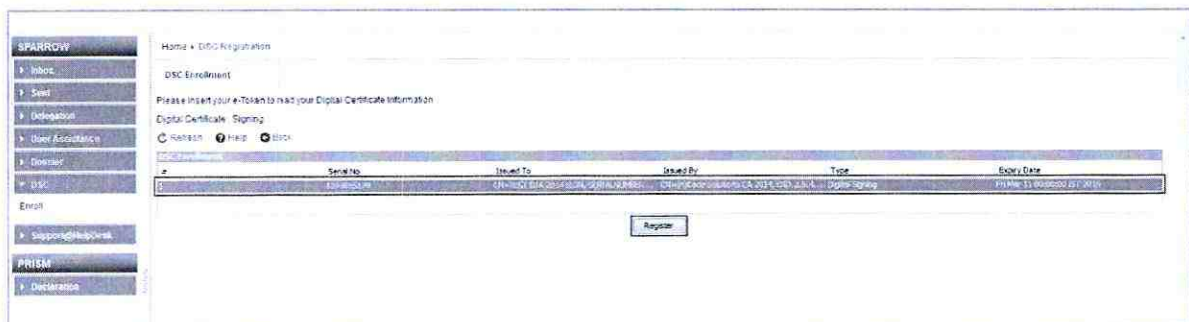


Fig.SPARROW.10

Step 3: Enter User PIN and click Login (**Login**) Button as shown in Fig.SPARROW.11

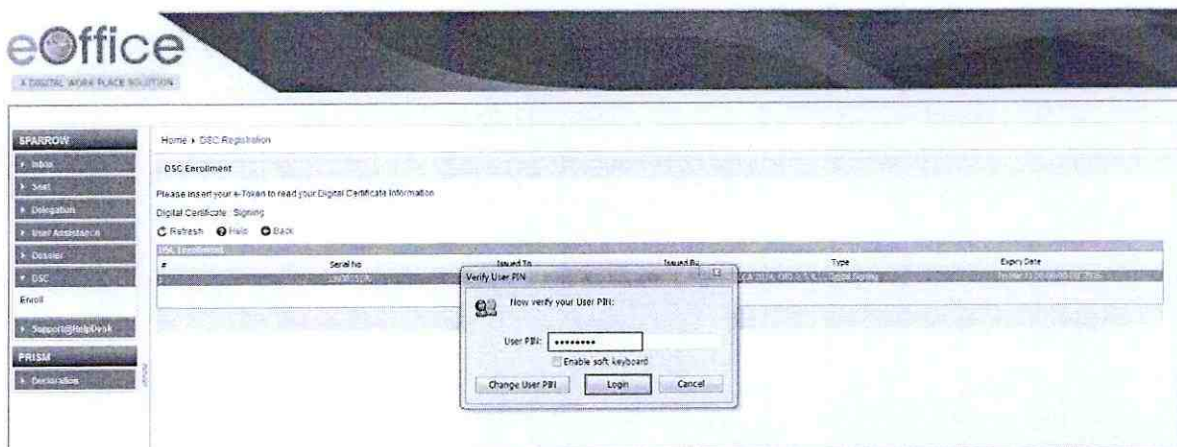


Fig.SPARROW.11

Step 4: A message prompts, 'The DSC has been registered successfully', click OK () as shown in Fig.SPARROW.12

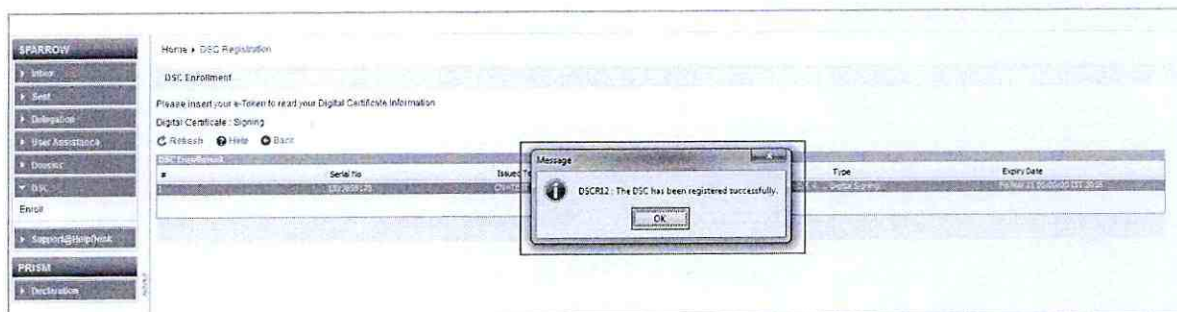


Fig.SPARROW.12

Step 5: User can view the registered DSC (Active), as shown in Fig.SPARROW.13

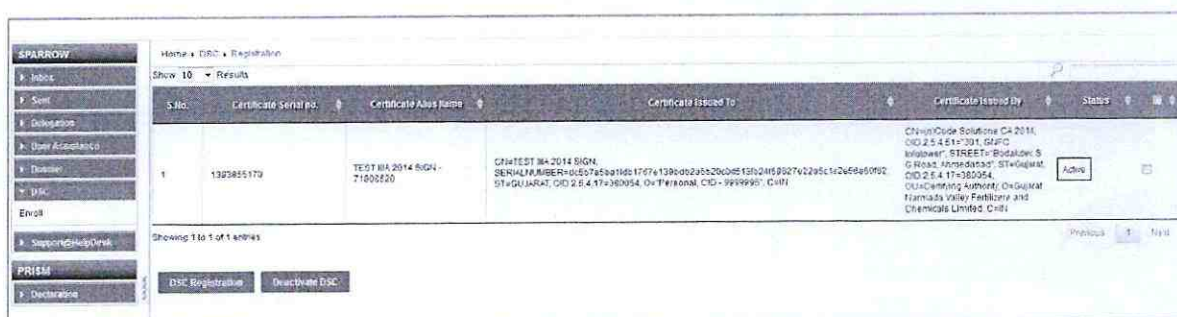



Fig.SPARROW.13

Note:

To deactivate registered DSC, click Deactivate DSC (). Inactive DCS cannot be activated.

3.3 Movement of PAR (Workflow)

Workflow (Create/ Update):

Note:

Refer to Section 8: Movement of PAR- Custodian (First Step) (Page no.16- 23, user manual)

PAR Standard Flow:

Note:

Refer to Section 9: Movement of PAR- Standard Flow (Page no.24- 34, user manual)

PAR Representation Flow:

Note:

Refer to Section 10: Movement of PAR- Representation Flow (Page no.35- 42, user manual)

PAR Referral Flow:

Note:

Refer to Section 11: Movement of PAR- Referral Flow (Page no.43- 49, user manual)

PAR Memorial against Assessment Flow:

Note:

Refer to Section 12: Movement of PAR- Memorial against Assessment Flow (Page no.50- 58, user manual)

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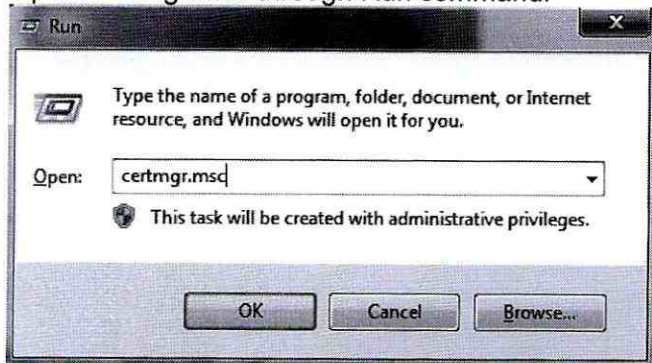
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Ministry of Communications and Information Technology
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DSC Troubleshooting Steps on Windows (IE & Mozilla):

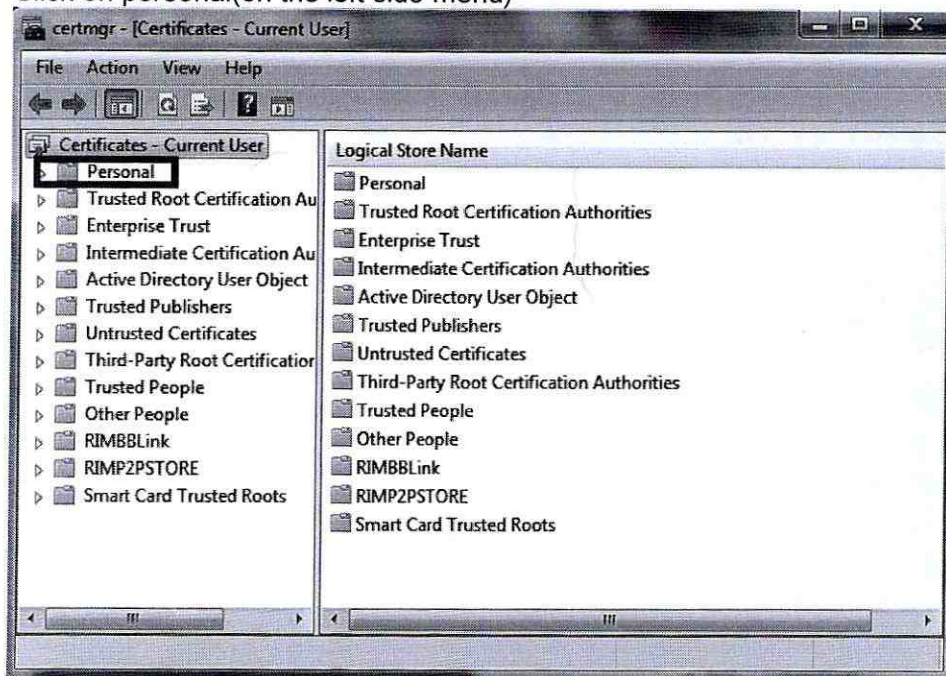
1. After Successful installation of DSC token driver and Java 32 bit version (Previous versions should be uninstalled).
2. Open java.com/verify to verify Java.
3. Plug DSC into system to work with.
4. Verify the Certificate are being listed in DSC driver and Public & Private Keys are available with Signing Certificate.

If any issue/error occurred while working with DSC perform Following Steps:

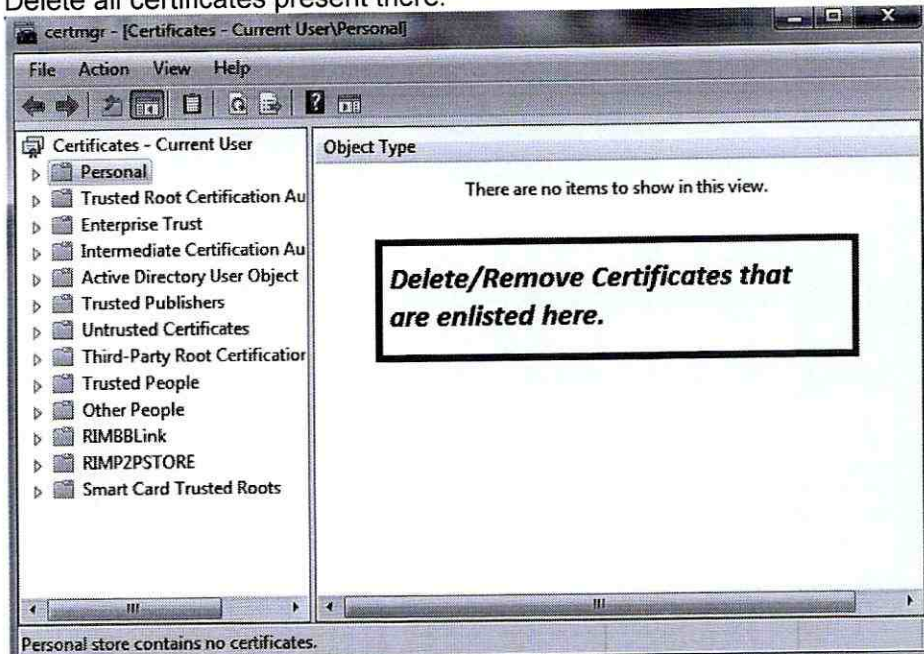
5. Unplug the DSC from System
6. Open Certmgr.msc through Run command.



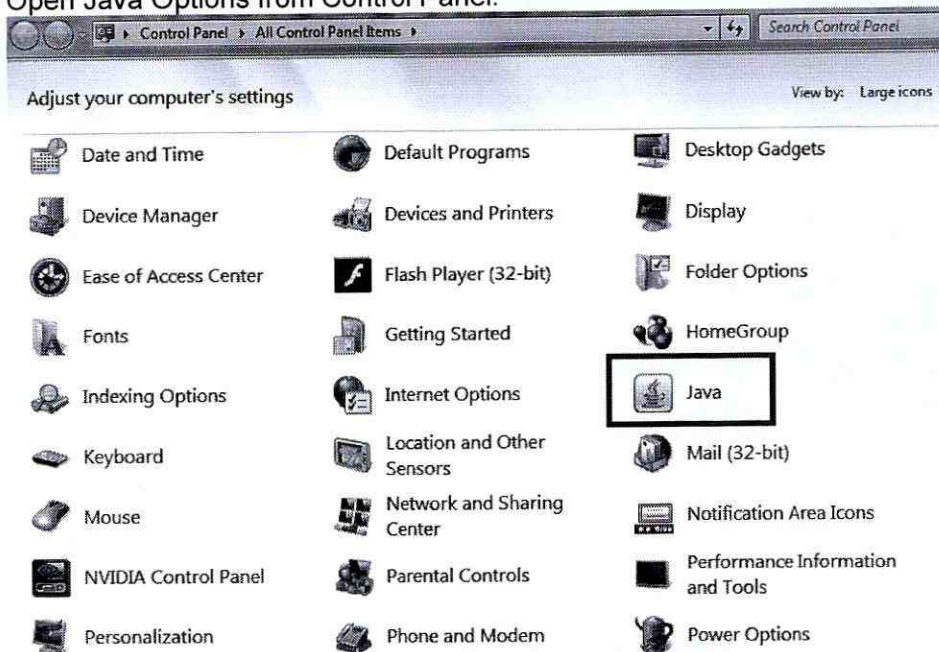
7. Click on personal(on the left side-menu)



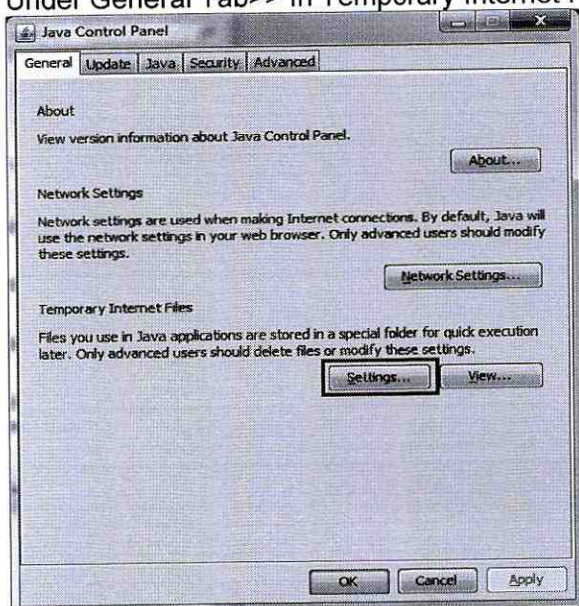
5. Delete all certificates present there.



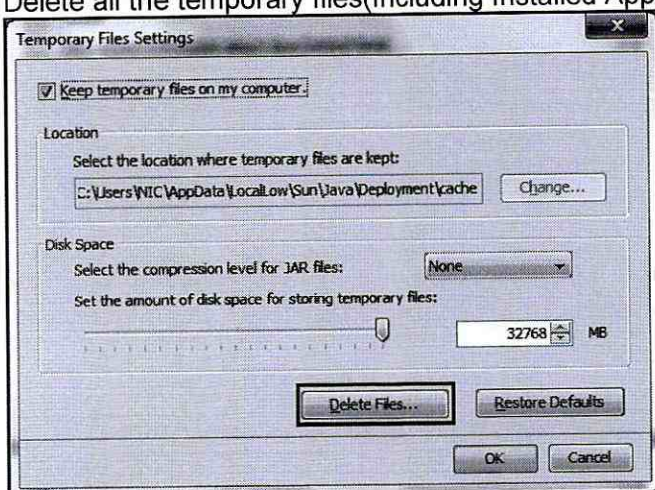
6. Open Java Options from Control Panel.



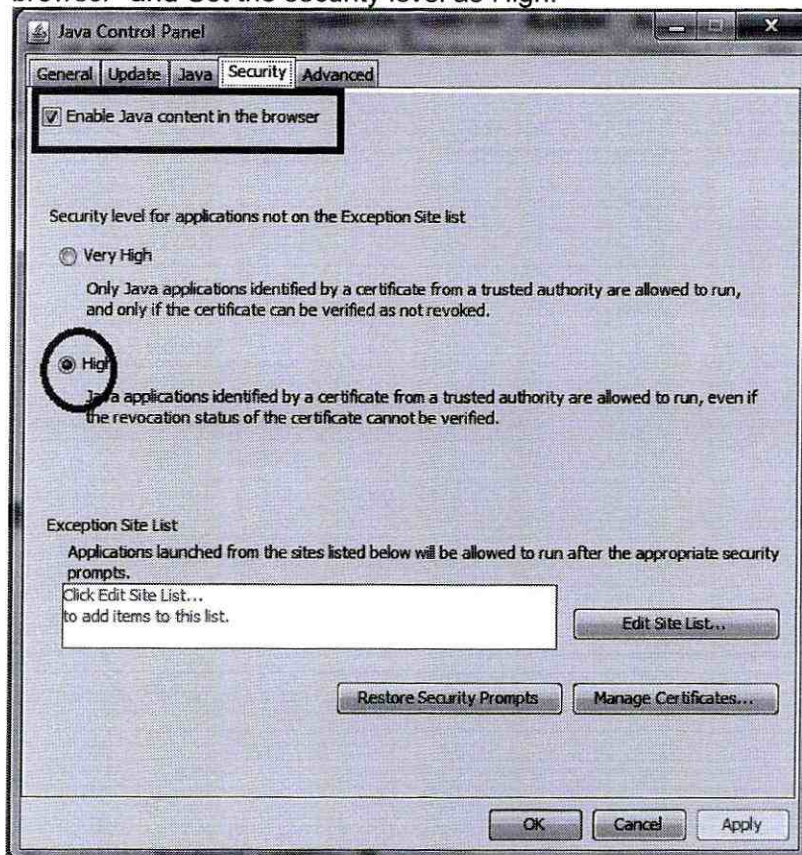
7. Under General Tab>> In Temporary Internet Files click on Setting.



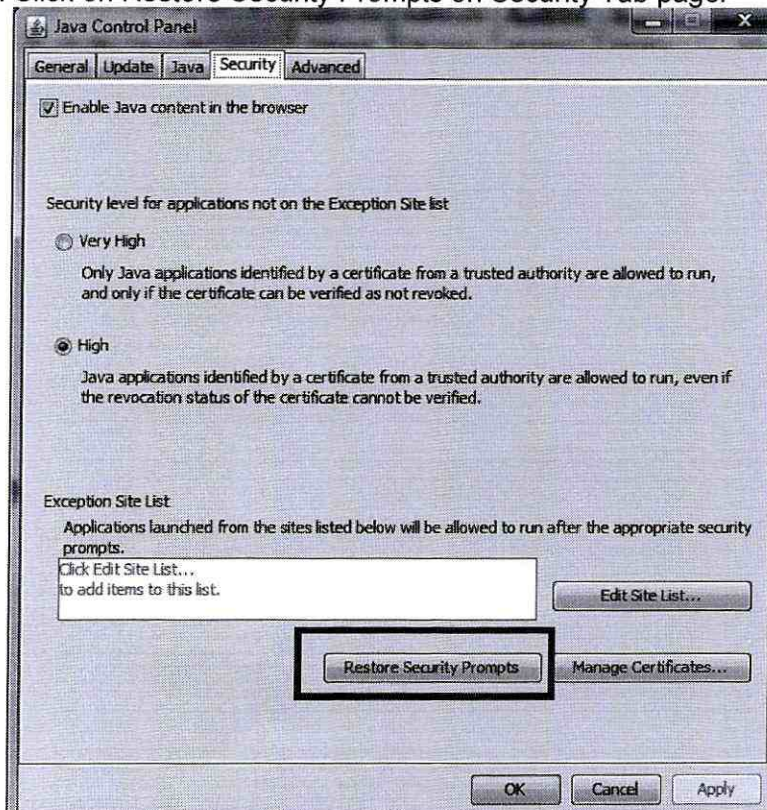
8. Delete all the temporary files(Including Installed Applications & Applets)



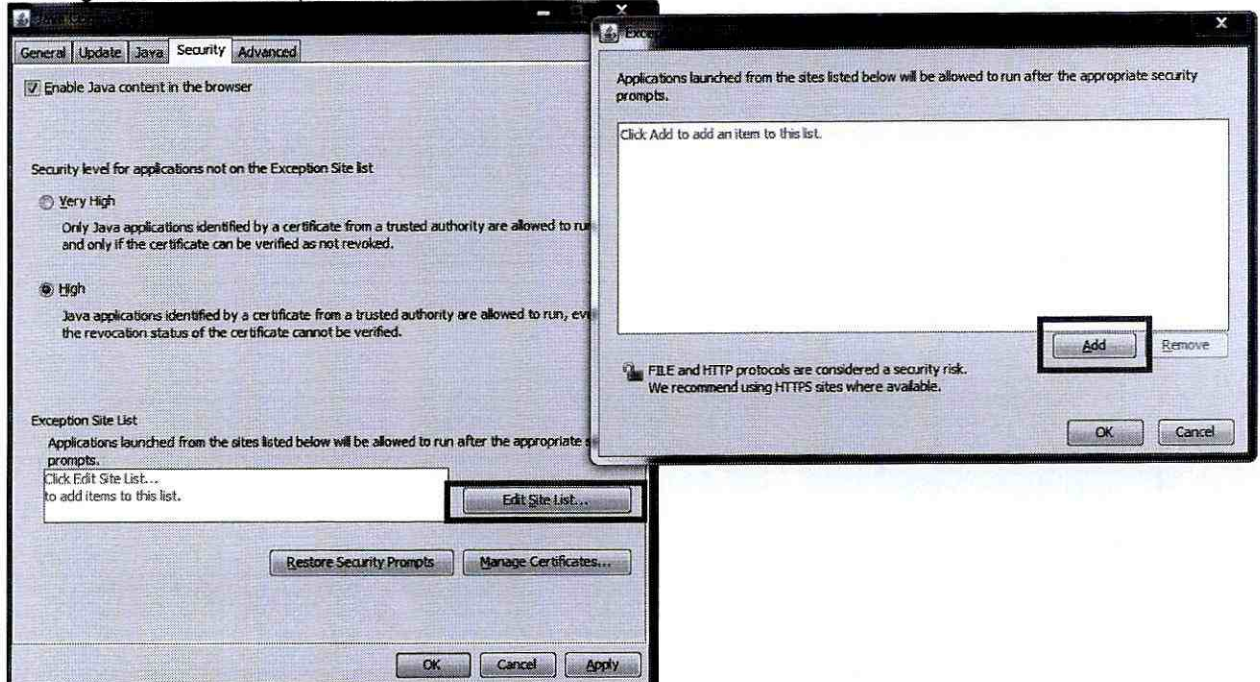
9. After deletion of Temporary Files; Under the Security Tab>>Check "Enable Java content in the browser" and Set the security level as High.



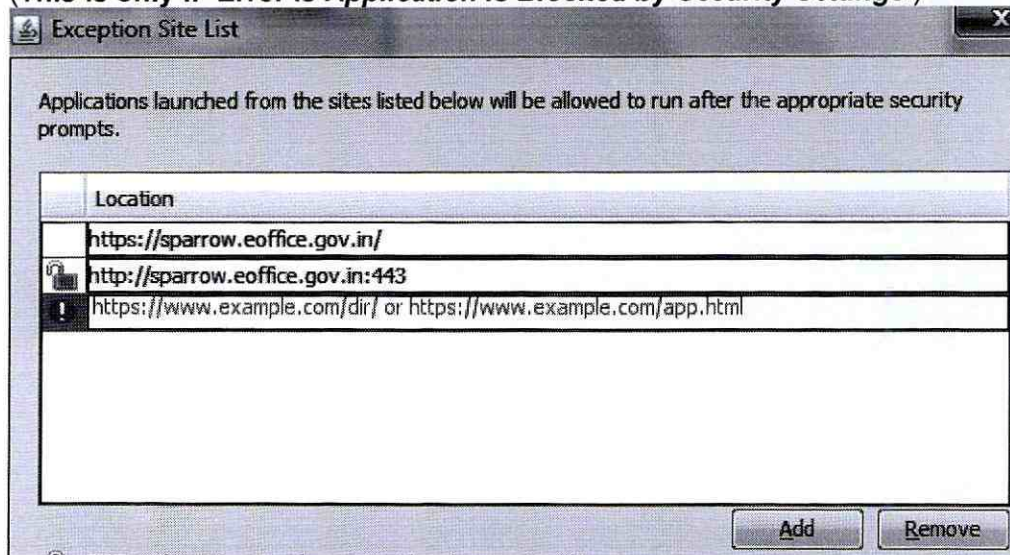
10. Click on Restore Security Prompts on Security Tab page.



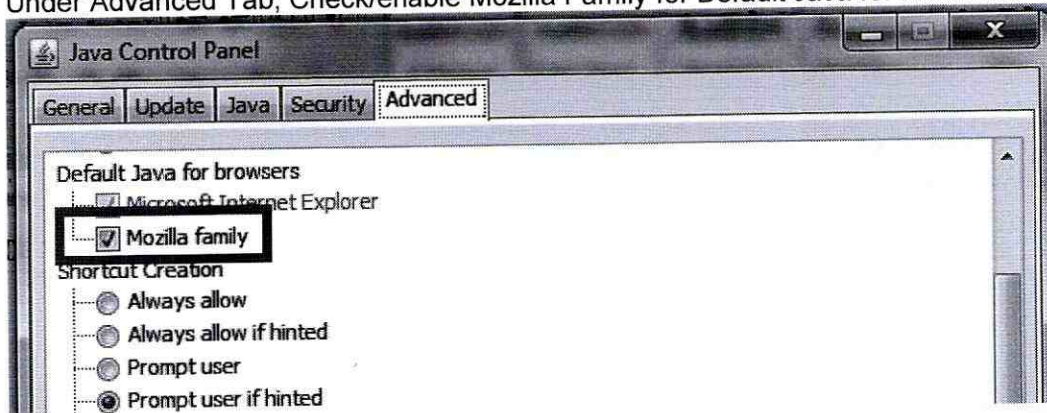
11. Adding Site list to Exception Site list. Click on Edit Site list >> Then Click on Add button.



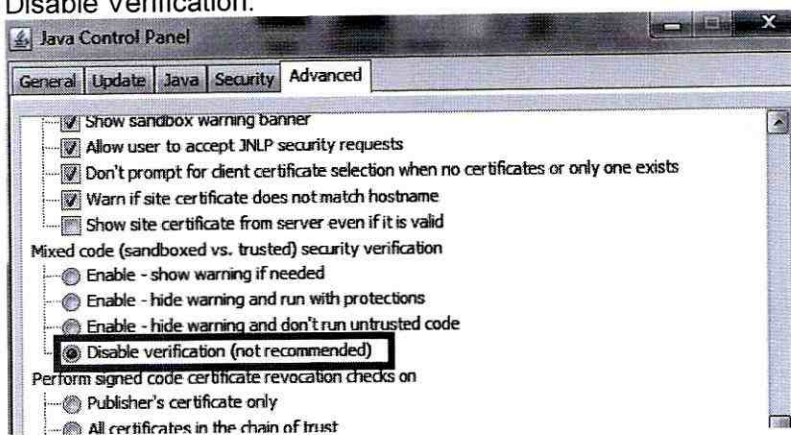
12. In location add <https://sparrow.eoffice.gov.in/>, <http://sparrow.eoffice.gov.in:443>, <https://164.100.78.96>, <https://164.100.78.96:443>, <http://164.100.78.96:443>, then add button. (This is only if 'Error is Application is Blocked by Security Settings')



13. Under Advanced Tab; Check/enable Mozilla Family for Default Java for browsers.



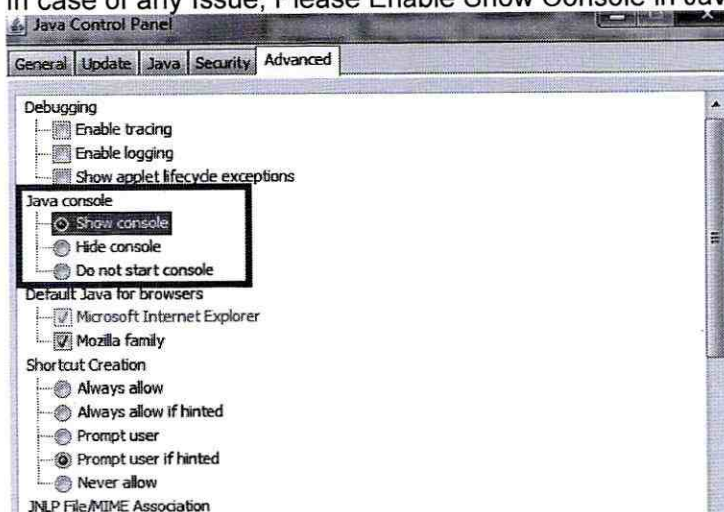
14. Under Advanced Tab >> Mixed code (sandboxed vs. trusted) security verification>>Click on Disable Verification.



After this Click on Apply button.

15. Restart the Browser and work with DSC.

16. In case of any Issue; Please Enable Show Console in Java Console under Advanced Tab



click OK and report issues with Java Console Logs generated.