

No. A-52/7/2019-ESTT-VI  
भारतसरकार/ Government of India  
जलशक्तिमंत्रालय/Ministry of Jal Shakti  
जलसंसाधन, नदीऔरगंगासंरक्षणविभाग/DoWR, RD & GR  
केंद्रीयजलआयोग/ Central Water Commission  
स्थापनाछ: अनुभाग/ Establishment VI Section

\*\*\*\*\*

Third Floor (S), Sewa Bhawan,  
R.K. Puram, New Delhi- 66  
Dated 5<sup>th</sup> April, 2024

**OFFICE MEMORANDUM**

**Subject: Implementation of Online APAR Submission for CWES Gr. B Officers (JEs) for the Year 2023-24-regarding**

The undersigned is directed to refer to the subject mentioned above and to inform that the online submission of Annual Performance Appraisal Reports (APARs) has been in effect for CWES Gr. B officers (JEs) since the FY 2018-19. For the year 2023-24, certain modifications have been made to this system to ensure efficiency and ease of access, particularly for those of who are working in the remote areas.

2. It has been decided that the basic data required for the generation of APARs for the year 2023-24 will be collected solely through online mode. Employee Master Data (EMD) for all JEs has already been created. However, for newly joined employees and any cases that may have been inadvertently overlooked, new EMD should be created. This task will be carried out at the level of the concerned Superintending Engineer (Coordination) only. Detailed instructions for the creation of EMD are provided at **Annexure-I**. All JEs are requested to ensure that their EMDs are updated and accessible on the SPARROW/PARICHAY portal (<https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWCWES>).

3. Workflow for APAR 2023-24 in respect of JEs posted in CWC (HQ) will be generated by Estt-VI Section and that for JEs posted in the field offices will be generated by the concerned SE (Coord.) by **15.04.2024**. All JEs posted in field offices are, therefore, requested to intimate their basic data for workflow generation in **Annexure-II** to the concerned SE (Coord.) through their Controlling Officers by **08.04.2024**. Similarly, JEs posted in CWC (HQ) are requested to forward the details as per Annexure-II to Estt.-VI Section by **08.04.2024**.

4. The officers who have been promoted from JE to AD-II/SDE are requested to inform their basic data for workflow generation (**Annexure-II**) for the period of JE to the concerned SE (Coord.)/Estt-VI in CWC (HQ) before the transfer of their SPARROW from Group-B Non-gazetted to Group- B Gazetted. Similarly, the workflow of officers who have been transferred from one region/CWC (HQ) to another region will be generated by the concerned

SE (Coord.)/CWC (HQ) for the period before their transfer.

5. On receipt of APARs in their SPARROW account the Officers Reported Upon/Reporting Officers/Reviewing Officers will initiate and complete the action on their part within the timeline prescribed by DoPT i.e.31<sup>st</sup> May, 2024/31<sup>st</sup> July, 2024/30<sup>th</sup> Sept., 2024.

6. In the event of Reporting Officers and Reviewing Officers failing to initiate or review APARs within the stipulated timelines stated above, the names of these officers will be brought to the notice of the Chairman, CWC. The Chairman may then take appropriate action, including seeking explanations from the defaulting officers. If no proper justification is provided, suitable action will be taken for the delay in completing the APAR process.

7. Therefore, all the officers are requested to take necessary action in terms of DoPT instructions on the subject. It is reiterated that all the information should be sent to their concerned Superintending Engineer (C)/Establishment-VI Section as per the Annexure attached with this O.M. For any clarification, the officer concerned may contact the following helpline number:

Establishment VI Section [for JE (C&M)]:	<b>011-29583510</b>
--	---------------------

8. Since some JEs are working in far-flung areas, all the controlling officers are requested to ensure that a copy of this O.M. is sent to all the concerned JEs by **C.O.B today i.e. 05.04.2024** through email or any other electronic/telephonic means.

(Anil Kumar Singh)  
Director (Admn)

To

**All Superintending Engineers (Co-ordination), Central Water Commission (through email): It is requested to go through the user manual attached with this OM for generation of work flow and data entry of new employees in the EMD portal.**

**Copy for information and necessary action:**

1. Chief Engineer (HRM), Central Water Commission, Delhi
2. All Chief Engineers of Central Water Commission, Delhi
3. Secretary, Central Water Commission, Delhi
4. Director, Central Electricity Authority, Delhi
5. Senior Joint Commissioner, DoWR, RD&GR, SPR-1
6. All Directors/SE of Central Water Commission
7. All JEs of Central Water Commission through CWC's portal

**ANNEXURE I**

**Pro-Forma for creating EMD**

S.NO.	Employee code	Appellation	Name	Father Name	Date of Birth	Date of Joining	Qualification	NIC-email

**ANNEXURE II**

NO	Assessment Period (from 01-04-2023 to 31-03-2024)	Officer Reported upon (ORU)					
		Name	Designation	Employee Code	Biometric Code	mobile Number	NIC e-mail
1	2	3	4	5	6	7	8

Reporting Officer				Reviewing Officer			
Name	Designation	Biometric Code	Employee Code	Name	Designation	Biometric Code	Employee Code
9	10	11	12	13	14	15	16

Date of continuous appointment to the present grade	Date on which Property return is submitted (for the year of 2023)	Educational Qualification
17	18	19

**\*\*\*\***



eoffice

A DIGITAL WORK PLACE SOLUTION

SPARROW

## Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001



Prepared by

National Informatics Centre

## Amendment History

Date	Version	Description	Author
Aug 2016		User Manual	eOffice Project Division
10 Jan 2019	3.2	User Manual	eOffice Project Division

## Table of Contents

Objective .....	6
Introduction .....	7
Key Features- SPARROW.....	8
Roles- SPARROW .....	9
Roles & Responsibilities- SPARROW .....	10
Workflow Oriented Movement of PAR .....	12
Modules-SPARROW .....	13
ADMINISTRATOR (Primary Custodian/ Super Custodian)- Standard Menu .....	14
User or Officer - Standard Menu.....	15
Movement of PAR –Custodian (First Steps).....	16
Create Workflow/Update.....	16
Update/ Delete Workflow .....	19
Generation of PAR .....	22
Movement of PAR-Standard Flow.....	25
Movement of PAR- Representation Flow .....	39
Home .....	55
Dashboard .....	55
Common Functionalities of PAR .....	58
Inbox/ Sent.....	58
My PAR (Inbox/Sent).....	58
Assess PAR (Inbox/ Sent) .....	58
Manual Process (Inbox/ Sent).....	59
Process (Inbox/Sent).....	60
Force Forward (Sent) .....	61
User Assistance .....	62
Track Your PAR .....	62
Role Detail .....	64
Workflow .....	65
Create/ Update .....	65
PAR.....	66



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

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

## Objective

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

## Introduction

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

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

## Key Features- SPARROW

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

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

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

### Flows of PAR

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

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

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

**Pendency:** Tracking at every Stage.

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

## **Roles- SPARROW**

### **Primary**

- **PAR Custodian**

### **Ownership Based**

- **Central PAR Custodian**
- **State PAR Custodian**
- **PAR Manager**
- **EMD Administrator**

### **Administration Based**

- **System Administrator**
- **Service Administrator**

### **Workflow Based**

- **Reporting Authority**
- **Reviewing Authority**
- **Accepting Authority**

### **Competent Authority**

## Roles & Responsibilities- SPARROW

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

<p><b>Administration Based</b></p> <p><b>System Administrator</b></p> <p>Responsibilities</p> <p>Maintains the records of database.</p> <p>Updates employee Databases.</p>	<p><b>Workflow Based</b></p> <p><b>Reporting Authority</b></p> <p>Responsibilities</p> <p>Views the completed PAR of an officer.</p> <p>Grades the PAR and forwards to Reviewing Authority.</p> <p><b>Reviewing Authority</b></p> <p>Responsibilities</p> <p>Views the forwarded PAR from Reporting Authority.</p> <p>Grades the PAR and forwards to Accepting Authority.</p> <p><b>Accepting Authority</b></p> <p>Responsibilities</p> <p>Views the Forwarded PAR from Reviewing Authority.</p> <p>Finalizes the grading for PAR and forwards to Custodian.</p> <p><b>Competent Authority</b></p> <p>Responsibilities</p> <p>Responsible for Reassessing the PAR during Referral and Memorial against Assessment.</p>
--	--



## Workflow Oriented Movement of PAR

### Workflow Based Movement of PAR

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

Workflow is created for Officer.

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

Custodian receives an email on every movement of PAR.

Custodian closes the Accepted PAR.

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

## Modules-SPARROW

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

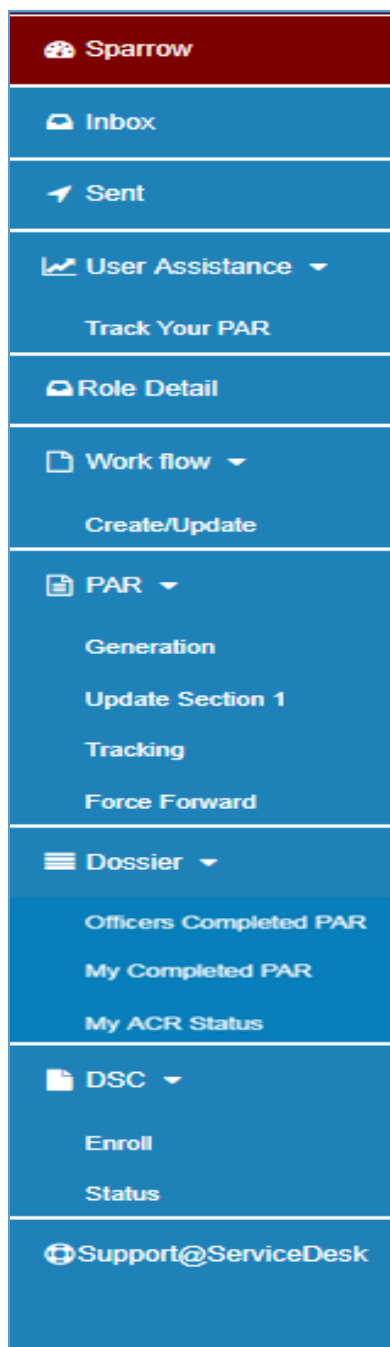
- Inbox
- Sent
- User Assistance
  - Track Your PAR
- Role Detail
- Work flow
  - Create/Update
- PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- IRM
- Dossier
  - Officers Completed PAR
  - My Completed PAR
  - My ACR Status
- DSC
  - Enroll
  - Status
- Support@ServiceDesk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

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

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

Admin maintains and manages the flow of PAR.

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



**Fig.1**

## User or Officer - Standard Menu

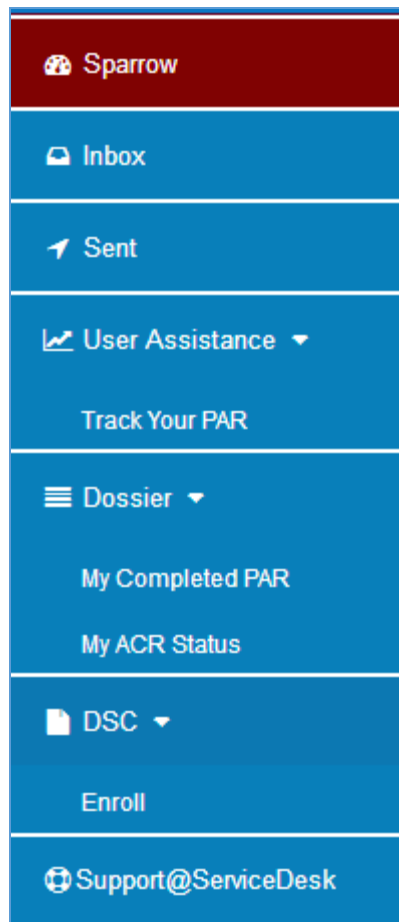


Fig.2

## Movement of PAR –Custodian (First Steps)

### Create Workflow/Update

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

**Fig.3**




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

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
11	<input type="checkbox"/>	D.S. SUDHAKA...	1900	51091	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
12	<input type="checkbox"/>	SUDHIR SHAR...	1900	34275	DIRECTOR EXPLORATION	CENTRAL SER...	Create Workflow
13	<input type="checkbox"/>	SURINDER SIN...	1900	3301	GENERAL MANAGER HR	NOT APPLICAB...	Create Workflow
14	<input type="checkbox"/>	TALERI SUJAR...	1900	75451	CHIEF MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
15	<input type="checkbox"/>	Shyam Sunder ...	1900	11688	DIRECTOR	CENTRAL SER...	Create Workflow
16	<input type="checkbox"/>	SUBIR DAS	1900	46629	DIRECTOR	CENTRAL SER...	Create Workflow
17	<input type="checkbox"/>	K.R VASUDEVIAN	1900	90369760	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
18	<input type="checkbox"/>	SUBIR CHANDRA	1900	90025982	NOT AVAILABLE	CENTRAL SER...	Create Workflow
19	<input type="checkbox"/>	Gopu Sudarsen...	1900	temp_cpse34	CHAIRMAN CUM MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
20	<input type="checkbox"/>	VENKATASUBR...	1900	95097	CHIEF VIGILANCE OFFICER	CENTRAL SER...	Create Workflow

**Fig.4**


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



**Fig.5**

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

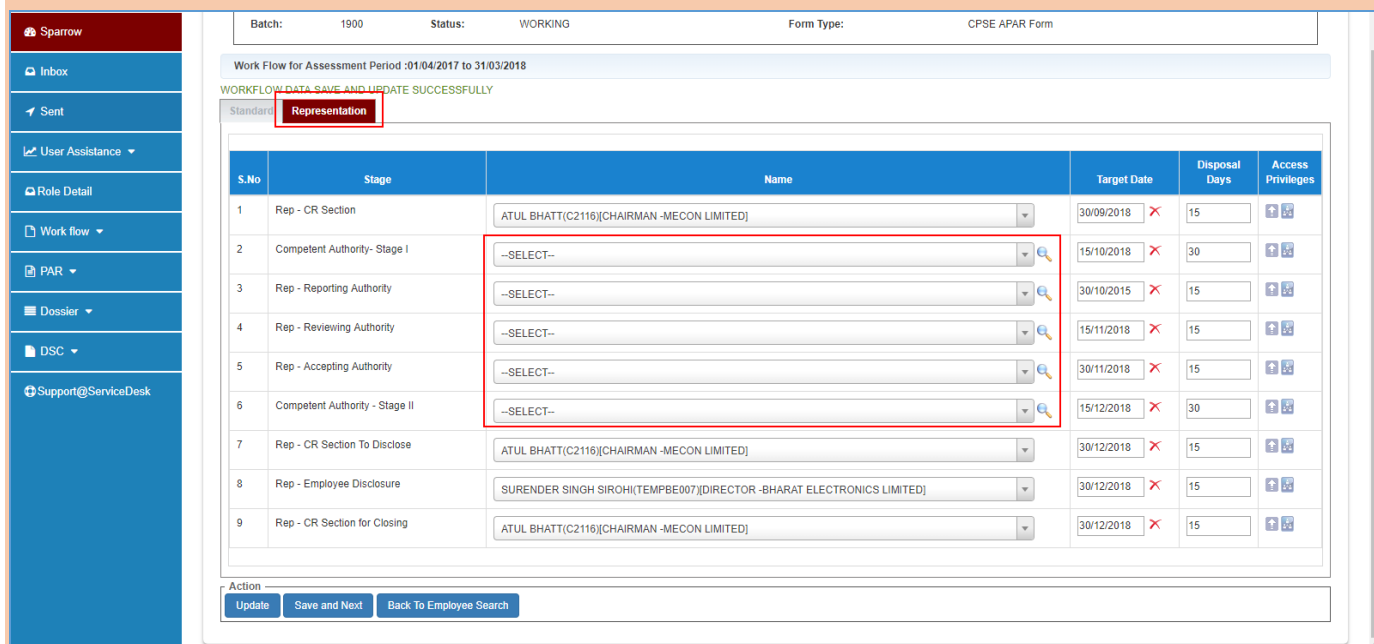
**Fig.6**

**Note:**

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

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

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



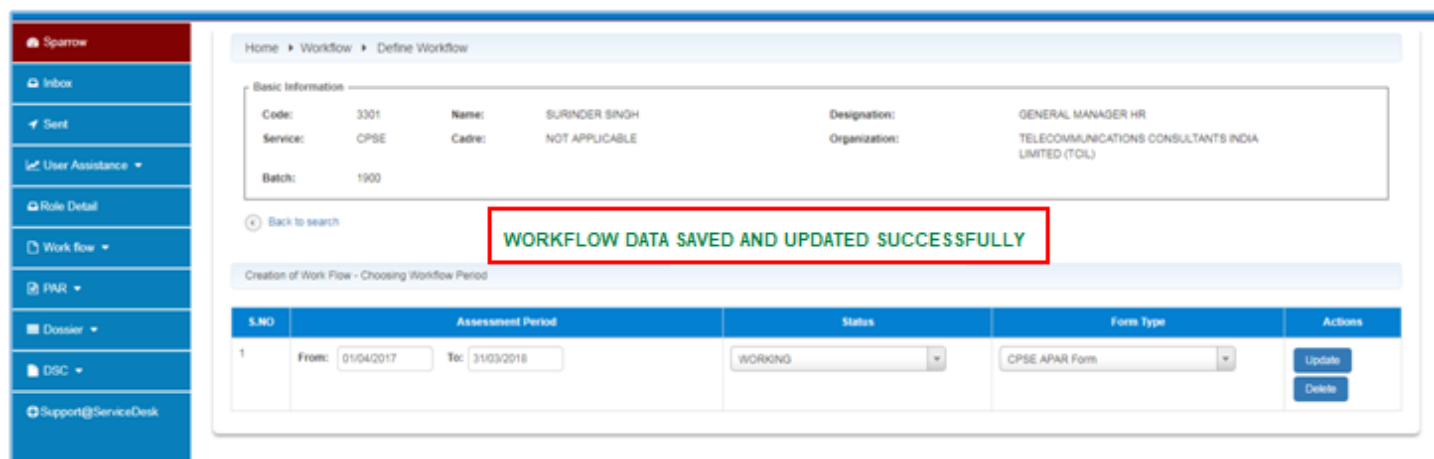
The screenshot shows the 'Representation' workflow configuration. The top bar indicates 'Batch: 1900', 'Status: WORKING', and 'Form Type: CPSE APAR Form'. A message 'Work Flow for Assessment Period :01/04/2017 to 31/03/2018' is displayed. Below this, a table lists the workflow stages:

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

At the bottom, there are buttons for 'Update', 'Save and Next', and 'Back To Employee Search'.

**Fig.7**

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



The screenshot shows the 'Define Workflow' screen. The top bar indicates 'Home > Workflow > Define Workflow'. Below this, a message 'WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY' is displayed in a red box. The screen also shows a table for 'Creation of Work Flow - Choosing Workflow Period' with columns for S.NO, Assessment Period, Status, Form Type, and Actions.

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

**Fig.8**


**Note:**

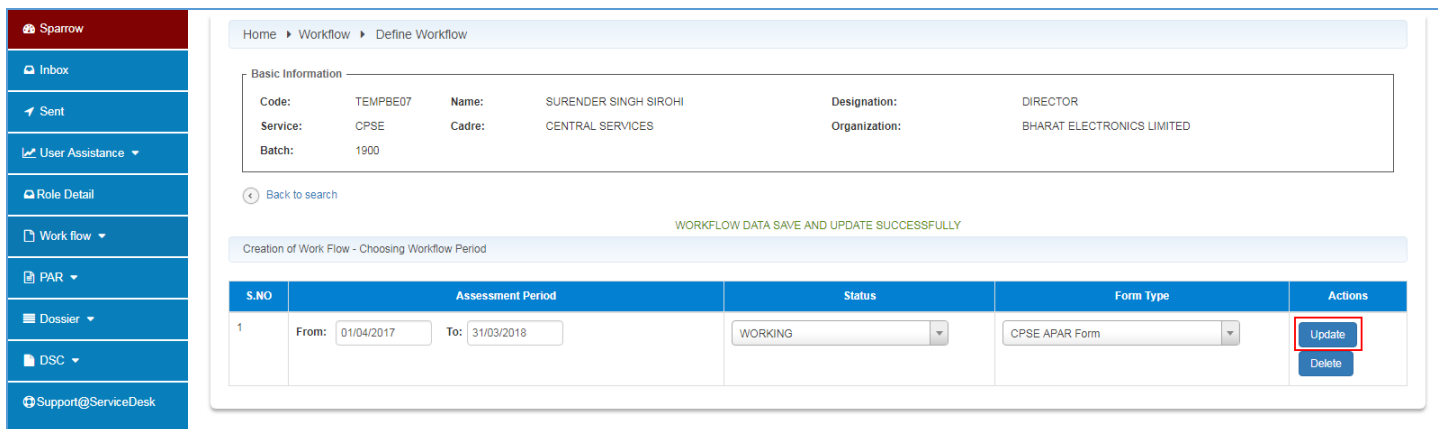
Custodian\PAR Manager Creates\updates the workflow.

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

## Update/ Delete Workflow

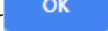
To update the workflow perform the following steps:

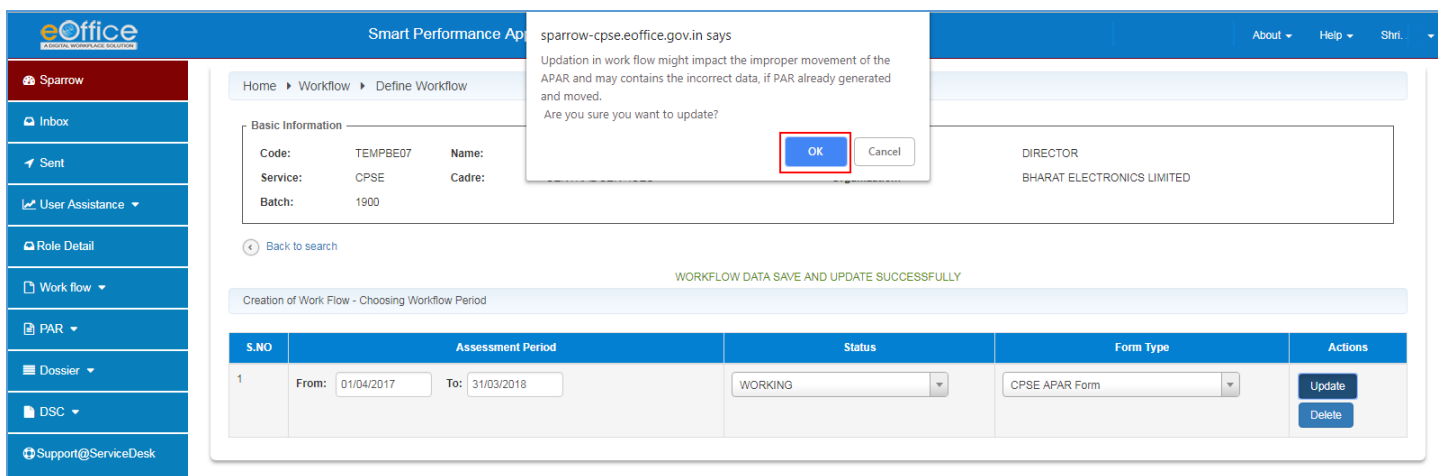
- To edit or **Update** workflow, search Officer, a page appears, click **Update** () button as shown in **Fig.9**:





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

**Fig.9**

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



**Fig.10**

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



Basic Information

Code: TEMPBE07 Name: SURENDER SINGH SIROHI Designation: DIRECTOR  
 Service: CPSE Cadre: CENTRAL SERVICES Organization: BHARAT ELECTRONICS LIMITED  
 Batch: 1900 Status: WORKING Form Type: CPSE APAR Form

Work Flow for Assessment Period :01/04/2017 to 31/03/2018


S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	SURENDER SINGH SIROHI(TEMPBE07)(DIRECTOR -BHARAT ELECTRONICS LIMITED)	30/04/2018	
2	Reporting Authority	GOUTAM CHATTARJEE(50124)(DIRECTOR -MECON LIMITED)	31/05/2018	
3	Reviewing Authority	P K SARANGI(50169)(DIRECTOR -MECON LIMITED)	30/06/2018	
4	Accepting Authority	RAJESH KUMAR CHAUDHRY(PB/028 )(JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOI-HEAVY INDUSTRIES & PUB ENTERPRISES - DEPARTMENT OF PUBLIC EN...	31/07/2018	
5	CR Section To Disclose	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	15/08/2018	
6	Officer Disclosure	SURENDER SINGH SIROHI(TEMPBE07)(DIRECTOR -BHARAT ELECTRONICS LIMITED)	31/08/2018	
7	CR Section for Closing	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	31/08/2018	

Action: Update Save and Next Back To Employee Search

Fig.11

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

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

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

Home > Workflow > Define Workflow

Basic Information

Code: TEMPBE07 Name: SURENDER SINGH SIROHI Designation: DIRECTOR  
 Service: CPSE Cadre: CENTRAL SERVICES Organization: BHARAT ELECTRONICS LIMITED  
 Batch: 1900

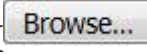

Back to search

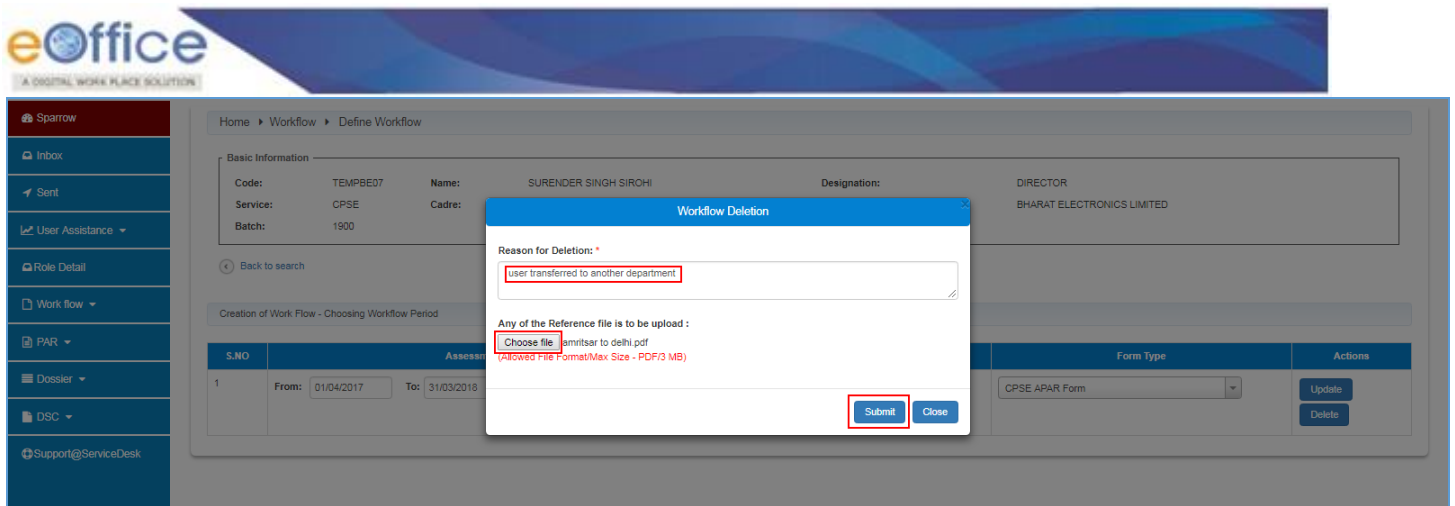
WORKFLOW DATA SAVE AND UPDATE SUCCESSFULLY

Creation of Work Flow - Choosing Workflow Period

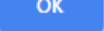
S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	CPSE APAR Form	Update Delete

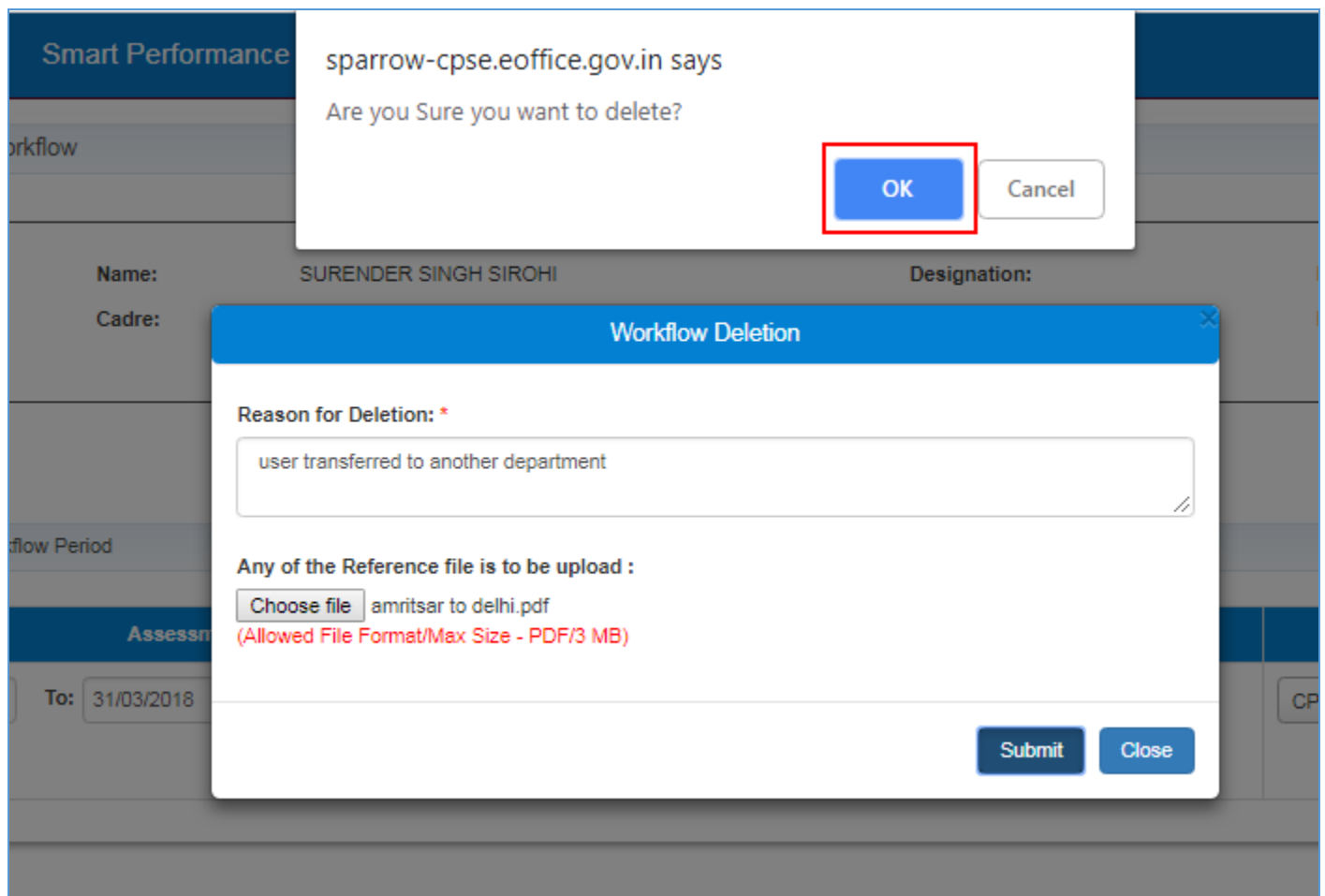
Fig.12

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



**Fig.13**

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

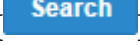



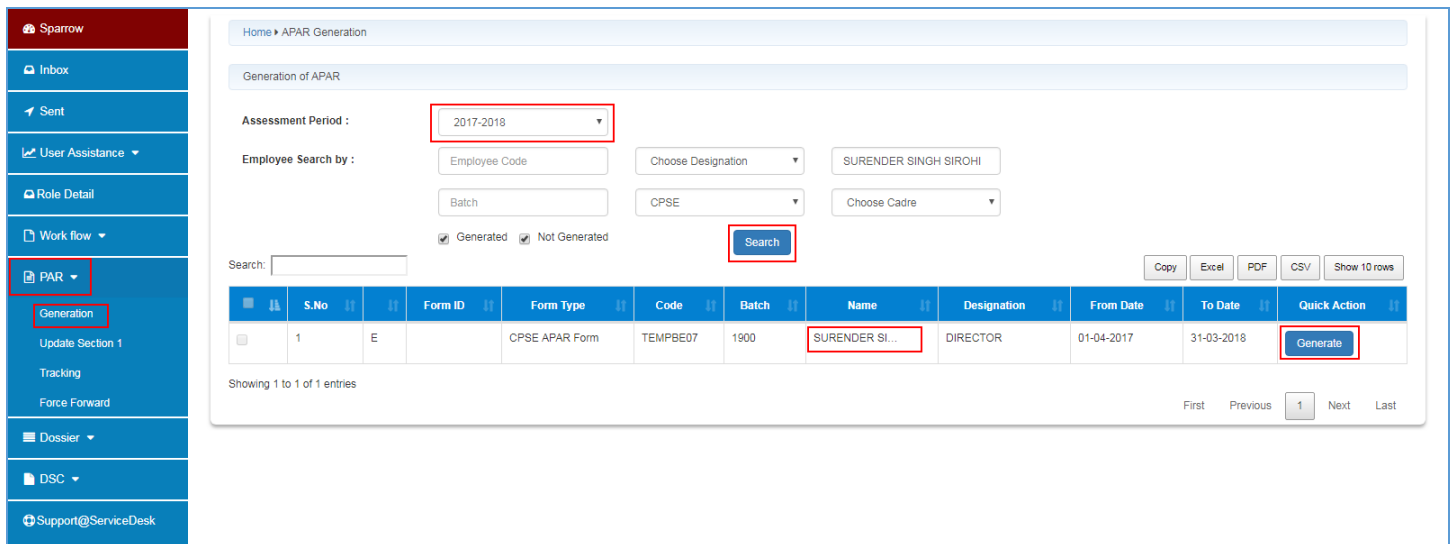
**Fig.14**

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


WORKFLOW DATA DELETED SUCCESSFULLY

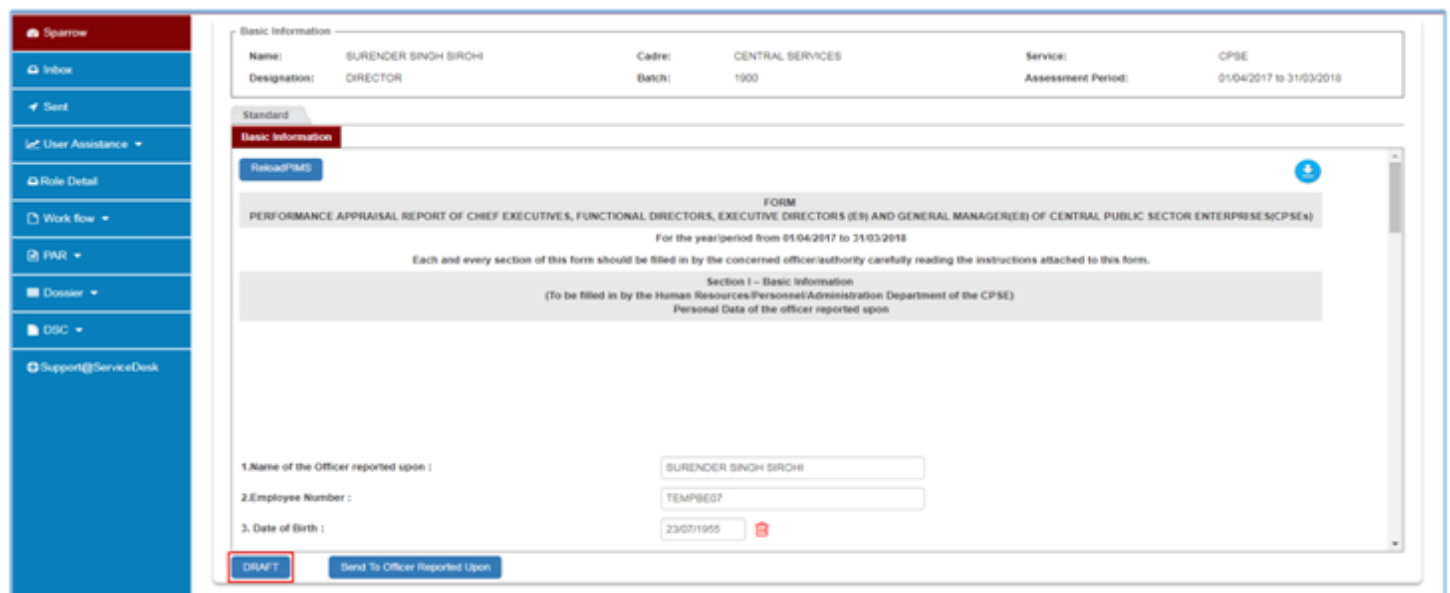
## Generation of PAR

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



**Fig.15**

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



**Fig.16**

Home » APAR Generation

Generation of APAR

Assessment Period : 2017-2018

Employee Search by : Employee Code Choose Designation SURENDER SINGH SIROHI

Batch CPSE Choose Cadre

☒ Generated ☒ Not Generated Search

Search: Copy Excel PDF CSV Show 10 rows

S.No	S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	2018-01042017-31032018-2016551	CPSE APAR Form	TEMPBE07	1900	SURENDER SI...	DIRECTOR	01-04-2017	31-03-2018	Generate

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.17

## Send PAR

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

Smart Performance Appraisal

sparrow-cpse.eoffice.gov.in says

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

OK Cancel

Service: CPSE

Assessment Period: 01/04/2017 to 31/03/2018

Basic Information

FORM

PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (E9) AND GENERAL MANAGER(E9) OF CENTRAL PUBLIC SECTOR ENTERPRISE(S)(CPSEs)

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

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

Section I – Basic Information

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

Personal Data of the officer reported upon

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

2.Employee Number : TEMPBE07

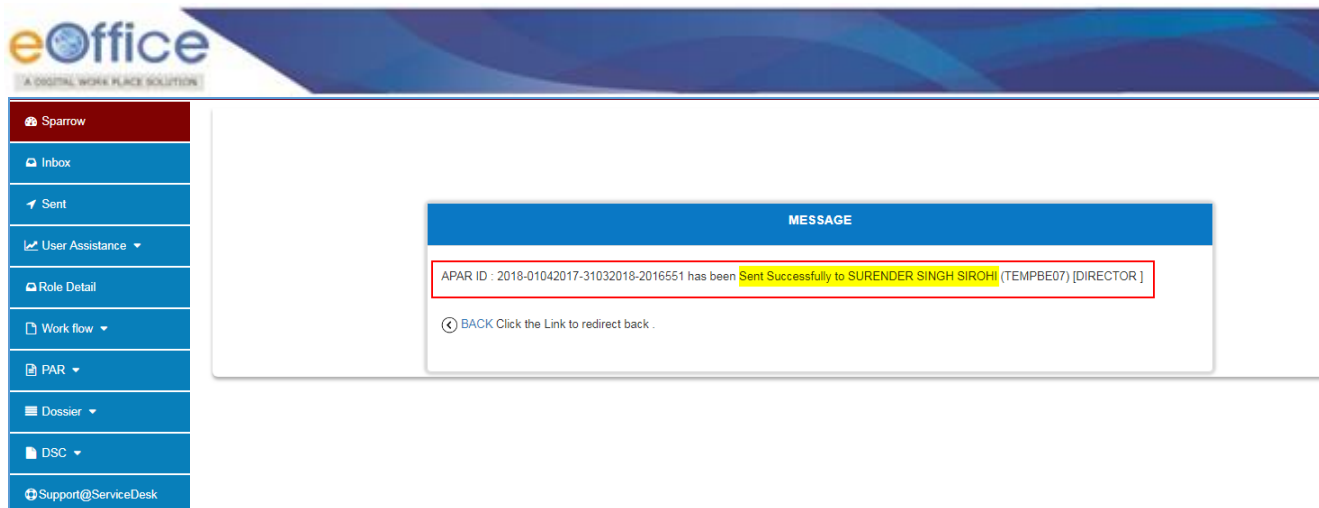
3. Date of Birth : 23/07/1955

4. Brief Academic & Professional Qualifications :

DRAFT Send To Officer Reported Upon

Fig.18

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

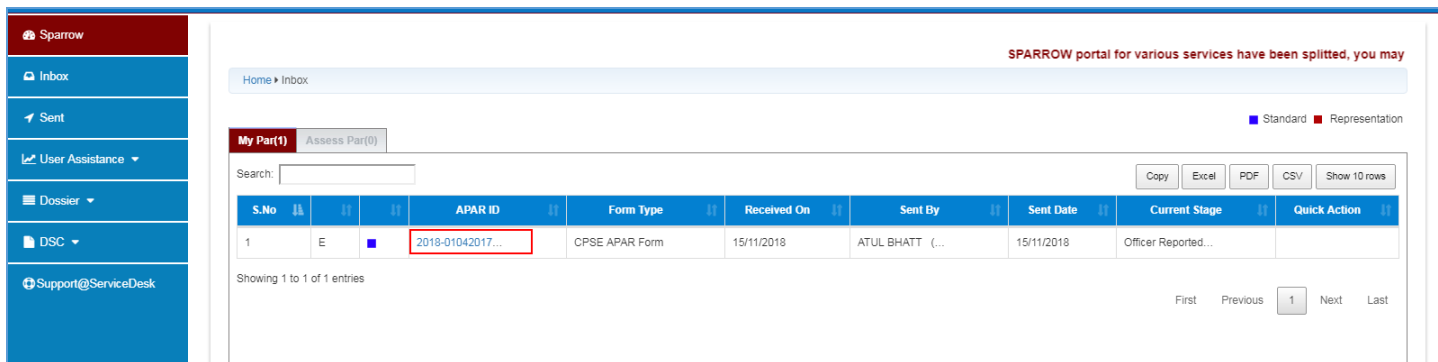


**Fig.19**

## Movement of PAR-Standard Flow

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

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



SPARROW portal for various services have been splitted, you may

Home » Inbox

My Par(1) Assess Par(0)

Search:

Copy Excel PDF CSV Show 10 rows

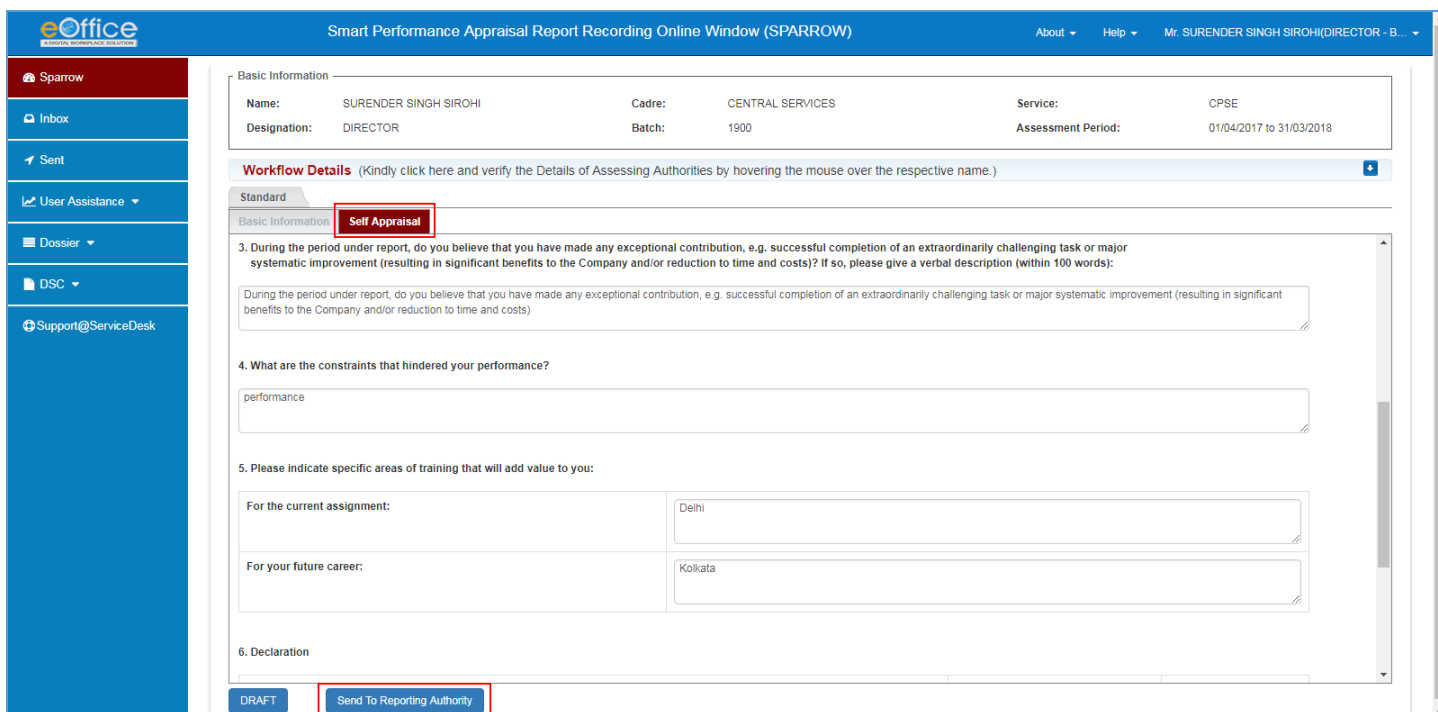
S.No	E	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017-31032018-2016551	CPSE APAR Form	15/11/2018	ATUL BHATT (...)	15/11/2018	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.20**

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



Office Smart Performance Appraisal Report Recording Online Window (SPARROW)

About Help Mr. SURENDER SINGH SIROHI(DIRECTOR - B...)

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

Support@ServiceDesk

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE

Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

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

Standard

Basic Information Self Appraisal

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

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

4. What are the constraints that hindered your performance?

performance

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

For the current assignment: Delhi

For your future career: Kolkata

6. Declaration

DRAFT Send To Reporting Authority

**Fig.21**

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

Fig.22

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

Fig.23

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

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

Fig.24

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

**Sparrow**

**Inbox**

**Sent**

**User Assistance**

**Dossier**

**DSC**

**Support@ServiceDesk**

**Basic Information**

**Name:** SURENDER SINGH SIROHI **Cadre:** CENTRAL SERVICES **Service:** CPSE

**Designation:** DIRECTOR **Batch:** 1900 **Assessment Period:** 01/04/2017 to 31/03/2018

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

**Standard**

**Basic Information** **Self Appraisal** **Appraisal**

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

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

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

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

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

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

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

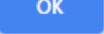
4. Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent?

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

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

**DRAFT** **Send To Reviewing Authority**

**Fig.25**

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

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

**Basic Information**

**Name:** SURENDER SINGH SIROHI **Service:**

**Designation:** DIRECTOR **Assessment Period:**

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

**Standard**

**Basic Information** **Self Appraisal** **Appraisal**

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

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

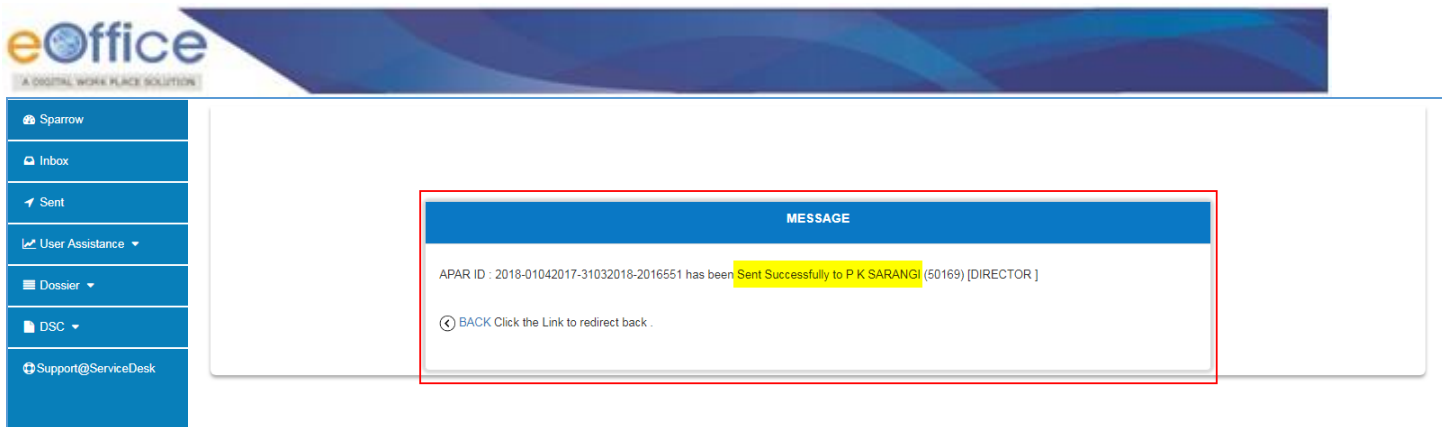
Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

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

**Fig.26**

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

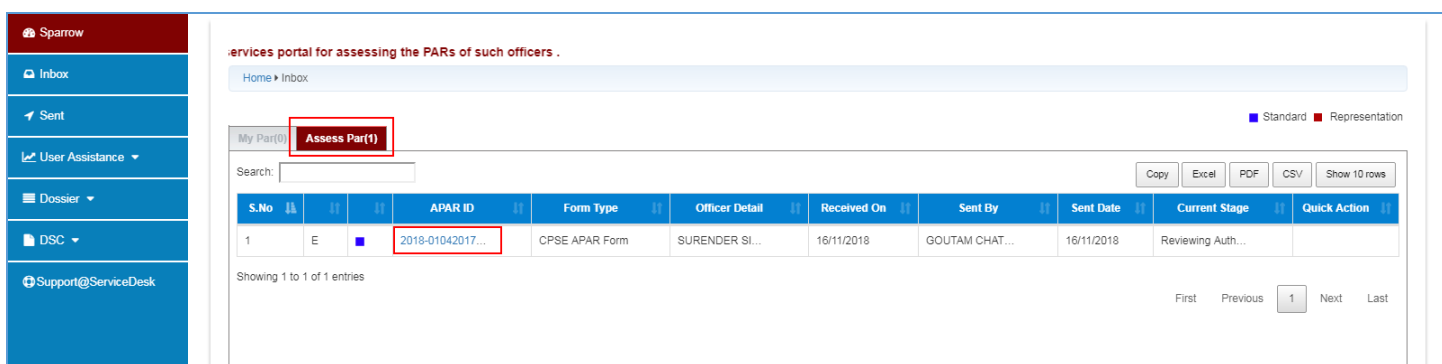




**Fig.27**

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

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



**Fig.28**

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

**Sparrow**

**Inbox**

**Sent**

**User Assistance**

**Dossier**

**DSC**

**Support@ServiceDesk**

**Basic Information**

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

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

**Standard**

Basic Information    Self Appraisal    Appraisal    **Reviewing**

**Reload Old PAR**

**Section IV – Review by the Reviewing Authority**

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

☒ YES ☐ NO

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

☒ YES ☐ NO

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

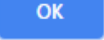
In case of difference of opinion, details and reasons for the same may be given.

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

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

**DRAFT**    **Send To Accepting Authority**

**Fig.29**

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

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

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

**OK**    **Cancel**

**Basic Information**

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

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

**Standard**

Basic Information    Self Appraisal    Appraisal    **Reviewing**

**Reload Old PAR**

**Section IV – Review by the Reviewing Authority**

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

☒ YES ☐ NO

**Fig.30**

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

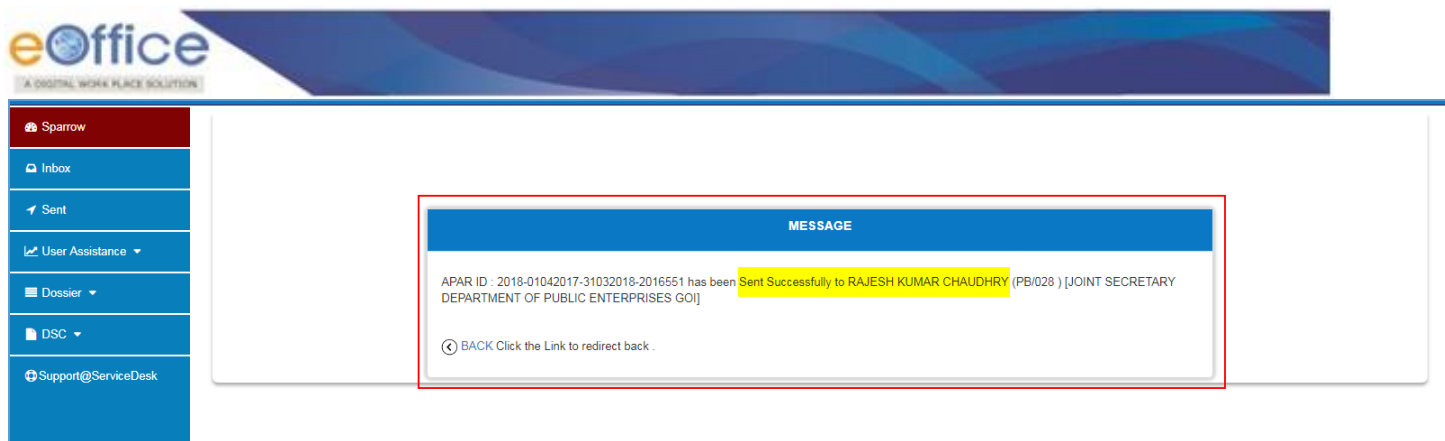


Fig.31

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

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

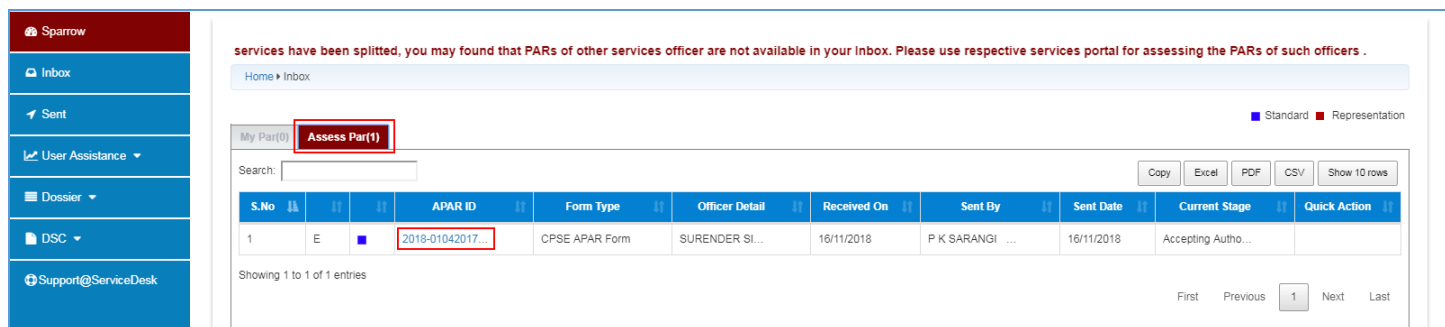


Fig.32

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

**Sparrow**

**Basic Information**

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

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

**Standard**

Basic Information   Self Appraisal   Appraisal   Reviewing   **Accepting**

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

**Section V – Acceptance by the Accepting Authority**

1. Is the overall grade given by the Reporting/Reviewing Authority is consistent with the pen picture given by them ?  
☒ YES ☐ NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?  
☒ YES ☐ NO

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

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

**DRAFT**   **Send To CR Section**

**Fig.33**

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

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

**Basic Information**

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

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

**Standard**

Basic Information   Self Appraisal   Appraisal   Reviewing   **Accepting**

☒ YES ☐ NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?  
☒ YES ☐ NO

**Fig.34**

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

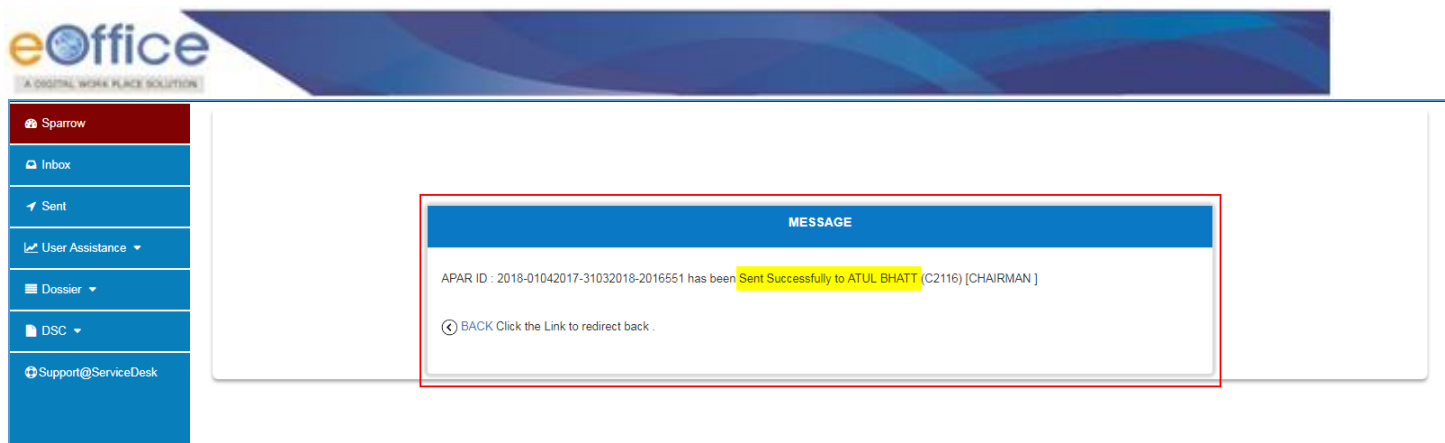


Fig.35

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

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

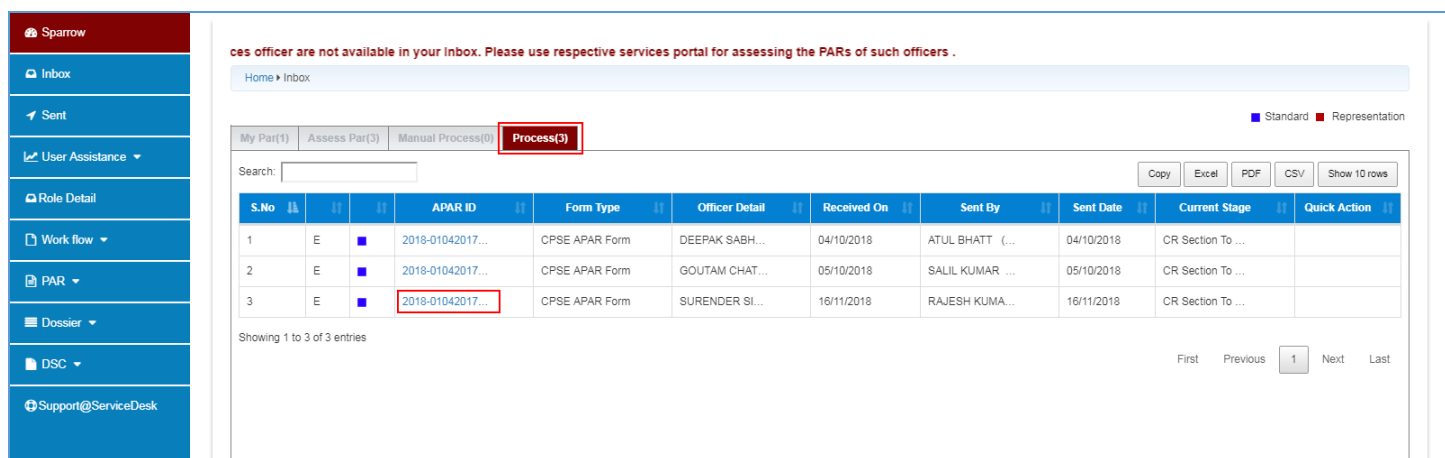
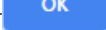


Fig.36

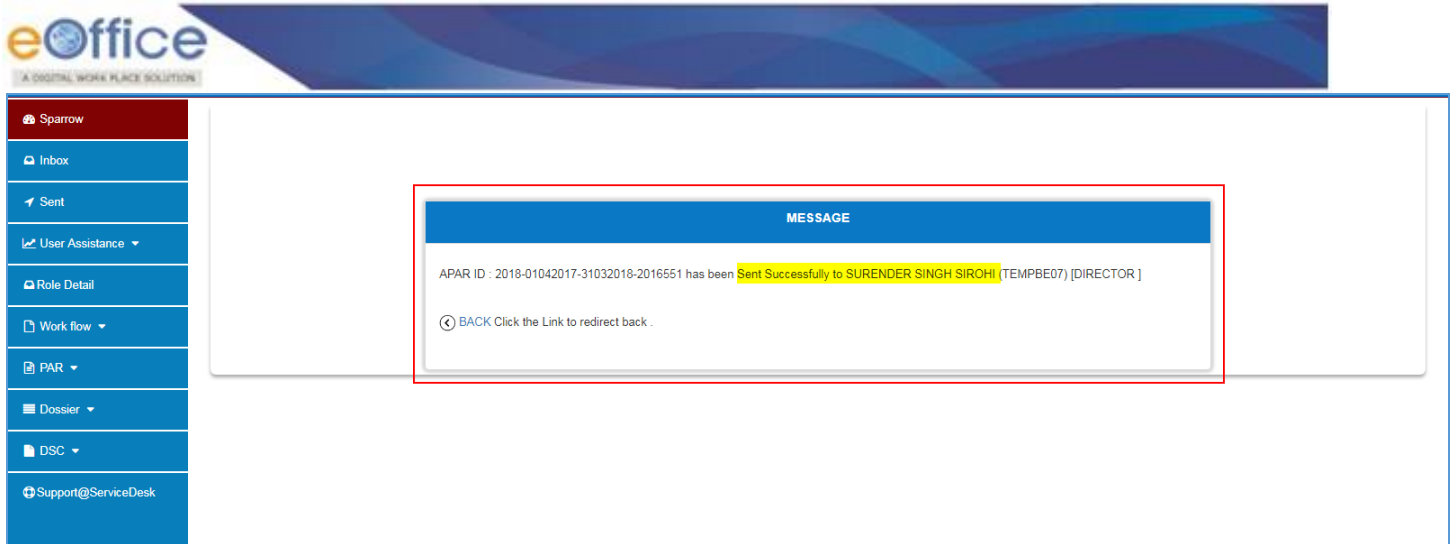
- PAR is opened, click **Disclose to Officer** ( Disclose To Officer ) to disclose the PAR as shown in Fig.37:

**Fig.37**

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

**Fig.38**

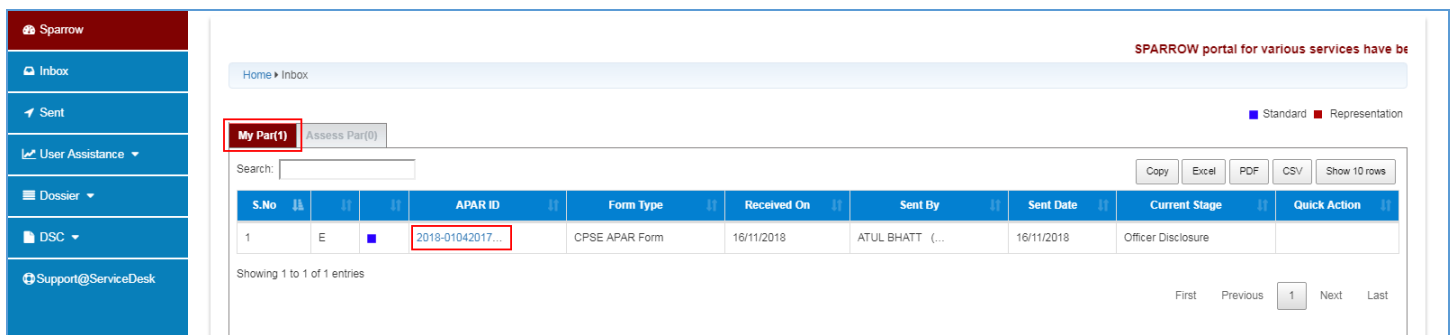
- A message prompts **“Sent Successfully”** as shown in **Fig.39**:



**Fig.39**

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

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



**Fig.40**

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

**Sparrow**

**Basic Information**

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

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

Standard

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

**OFFICER ACCEPTANCE**

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

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

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

**Fig.41**

**Note:**

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

- A confirmation window appears click on **OK** (  ) button as shown in **Fig.42:**

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

Are you sure you want to submit ?

**Basic Information**

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

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

Standard

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

**OFFICER ACCEPTANCE**

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

**Fig.42**



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

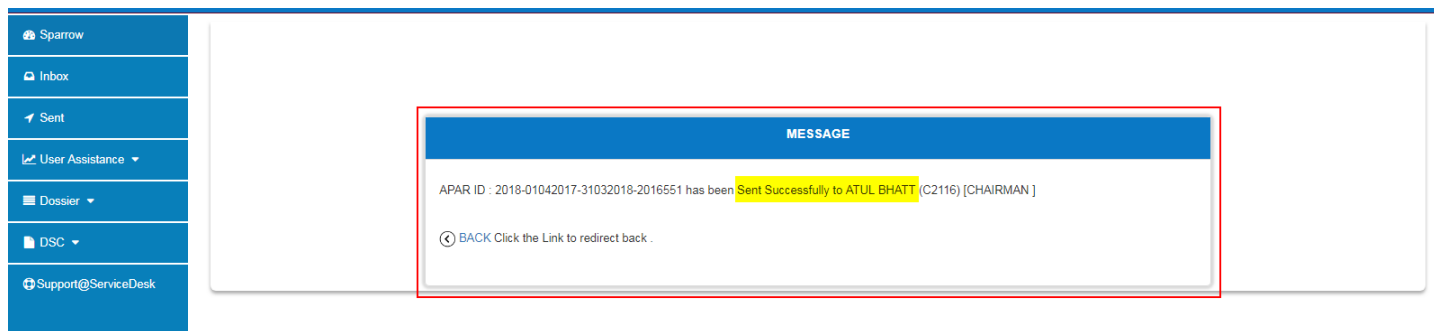


Fig.43

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

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

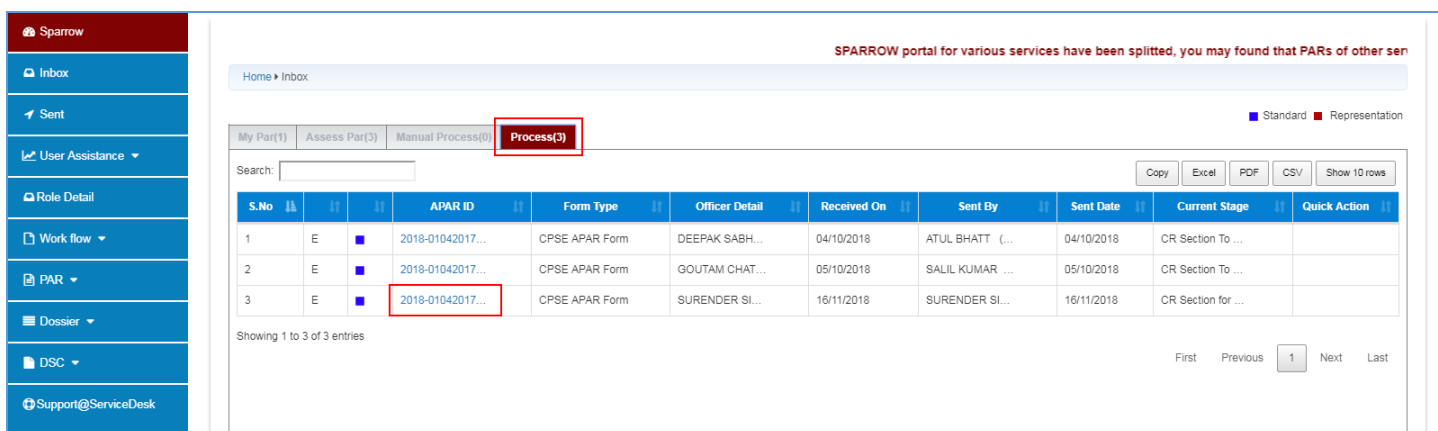


Fig.44

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

**Sparrow**

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

**Basic Information**

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

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

**Standard**

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

**OFFICER ACCEPTANCE**

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

Date: 16/11/2018

Signature At Officer Level  
 Mr. SURENDER SINGH SIROHI (TEMPBE07) - DIRECTOR

**Close**

**Fig.45**

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

**Smart Performance Appraisal**

sparrow-cpse.eoffice.gov.in says

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

**OK**   **Cancel**

**Basic Information**

Name: SURENDER SINGH SIROHI      Designation: DIRECTOR

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

**Standard**

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

**OFFICER ACCEPTANCE**

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

**Fig.46**

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

Sparrow

Inbox

Sent

User Assistance ▾

Role Detail

Work flow ▾

PAR ▾

Dossier ▾

DSC ▾

Support@ServiceDesk

MESSAGE

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

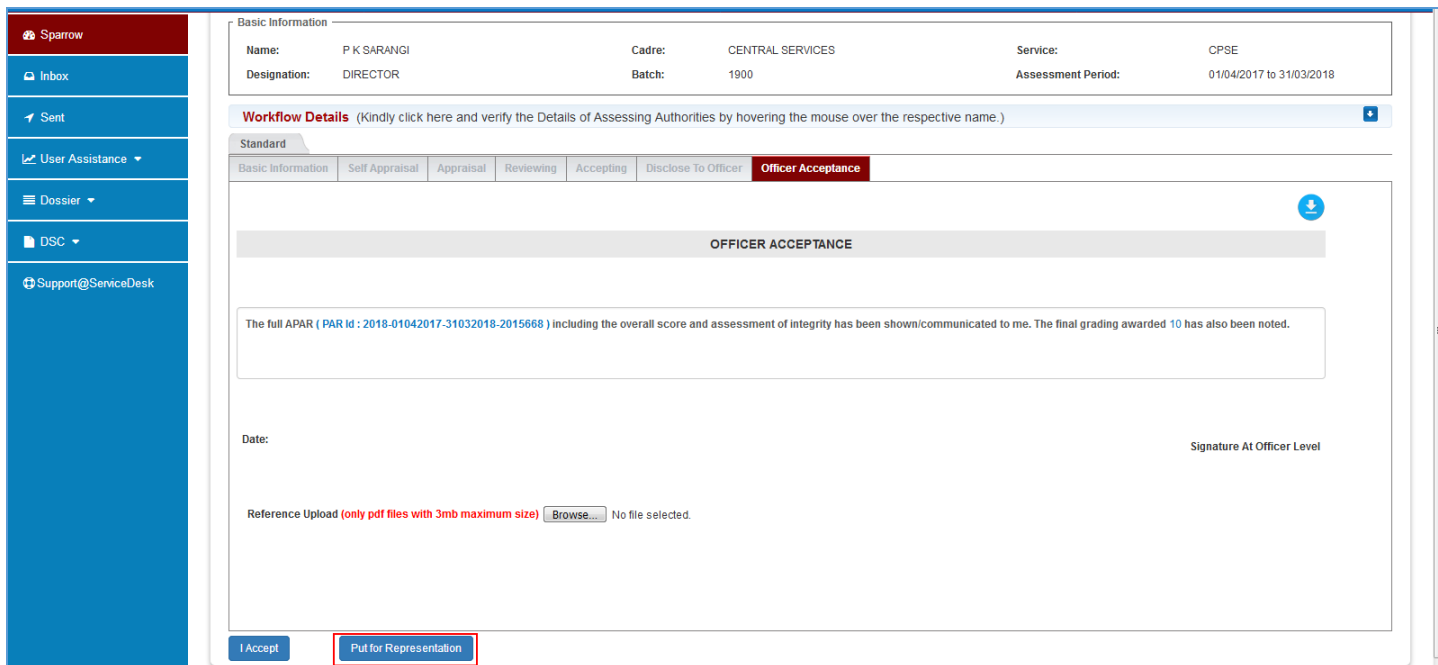
[⏪ BACK](#) Click the Link to redirect back .

Fig.47

## Movement of PAR- Representation Flow

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

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



**Basic Information**

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

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

**Standard**

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

**OFFICER ACCEPTANCE**


The full APAR ( PAR Id : 2018-01042017-31032018-2015668 ) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded 10 has also been noted.

Date:

Signature At Officer Level

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

**Fig.48**

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

Smart Performance Appraisal Report Recording Online Window (SPARROW)

Put for Representation

Letter I - Employee

Case for Representation

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

Date: Signature

Reference Upload (only pdf files with 3mb maximum size) Browse... No file selected.

Yes No

**Fig.49**

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

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

Support@ServiceDesk

MESSAGE

APAR ID : 2018-01042017-31032018-2015668 has been Sent Successfully to ATUL BHATT (C2116) [CHAIRMAN ]

BACK Click the Link to redirect back .

**Fig.50**

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

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

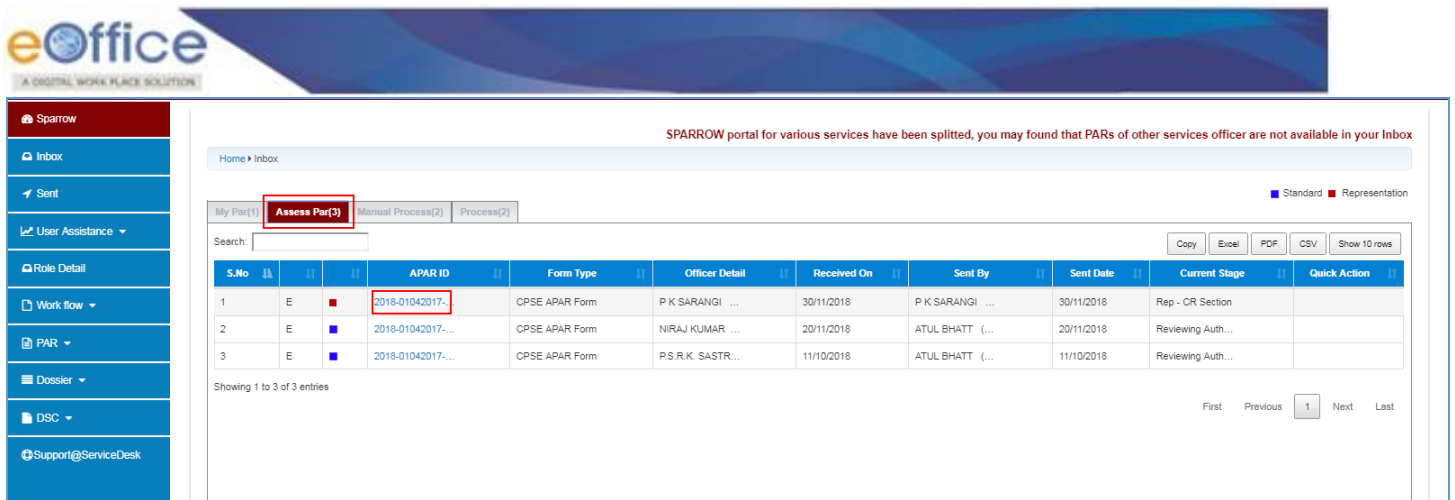


Fig.51

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

Basic Information

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

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

Representation

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

Case for Representation

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

Date: 30/11/2018 Signature  
Shri. P K SARANGI  
50169  
DIRECTOR

Letter Section  
CR SECTION

Kindly review the performance

Date:

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

**Send To Competent Authority- Stage I**

Fig.52

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

Smart Performance

sparrow-cpse.eoffice.gov.in says  
Once Form is Submitted, data will not be changed. Are You Sure want To submit.

OK Cancel

Service: CPSE  
Assessment Period: 01/04/20

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

**Representation**

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

**Case for Representation**

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

Date: 30/11/2018

Signature  
Shri. P K SARANGI  
50169  
DIRECTOR

**Letter Section**  
CR SECTION

**Fig.53**

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

**Sparrow**

Inbox Sent User Assistance Role Detail Work flow PAR

**MESSAGE**

APAR ID : 2018-01042017-31032018-2015668 has been **Sent Successfully** to RAJESH KUMAR CHAUDHRY (PB/028 ) [JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOI]

BACK Click the Link to redirect back .

**Fig.54**

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

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

**Sparrow**

Inbox Sent User Assistance Dossier DSC Support@ServiceDesk

SPARROW portal for various services have been s

Home Inbox

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

Search:

Copy Excel PDF CSV Show 10 rows

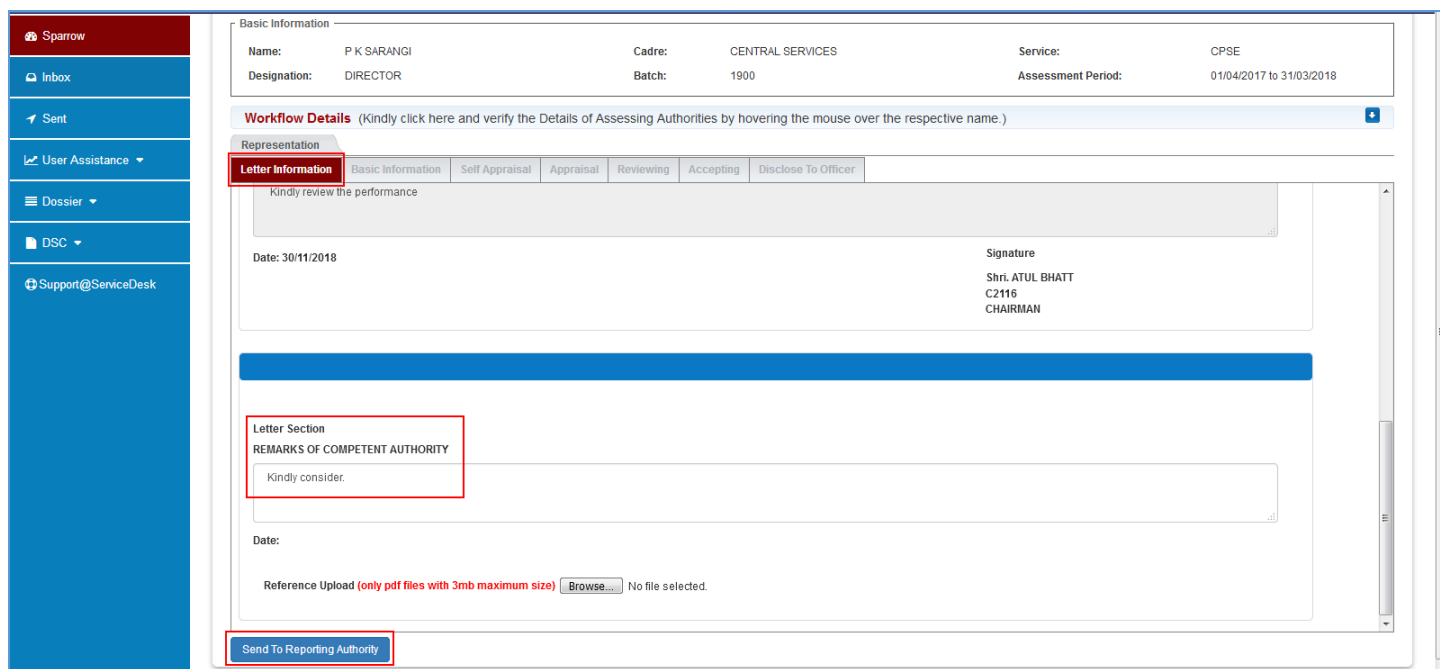
S.No	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017...	CPSE APAR Form	P K SARANGI (...)	30/11/2018	ATUL BHATT (...)	30/11/2018	Competent Auth...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.55**

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



**Basic Information**

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

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

**Representation**

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

Kindly review the performance

Date: 30/11/2018

Signature  
Shri. ATUL BHATT  
C2116  
CHAIRMAN

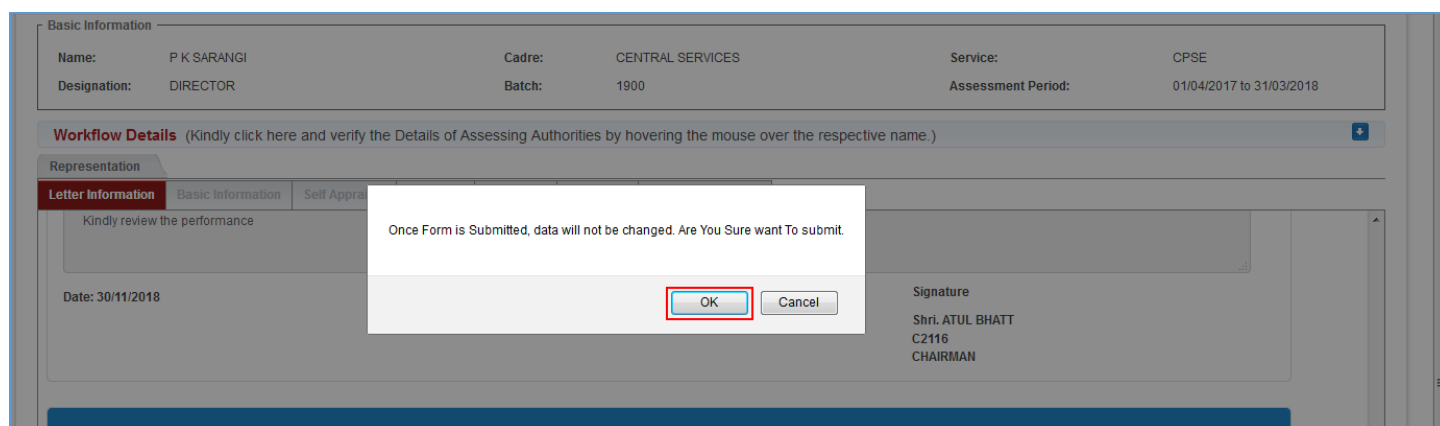
**Letter Section**  
**REMARKS OF COMPETENT AUTHORITY**  
Kindly consider.

Date:

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

**Fig.56**

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



**Basic Information**

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

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

**Representation**

**Letter Information** | Basic Information | Self Appraisal

Kindly review the performance

Date: 30/11/2018

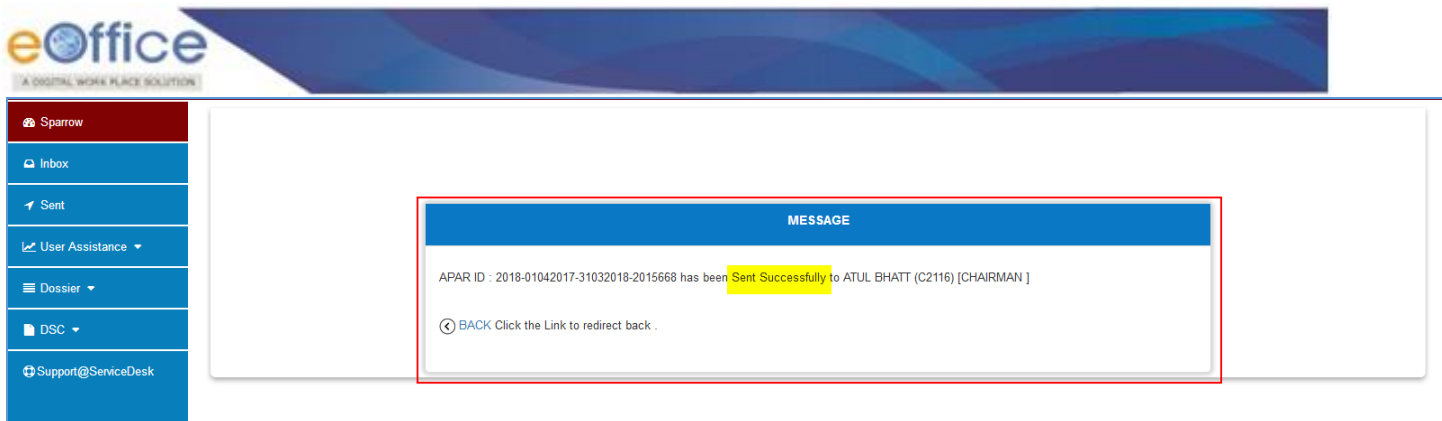
Signature  
Shri. ATUL BHATT  
C2116  
CHAIRMAN

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

**Fig.57**

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

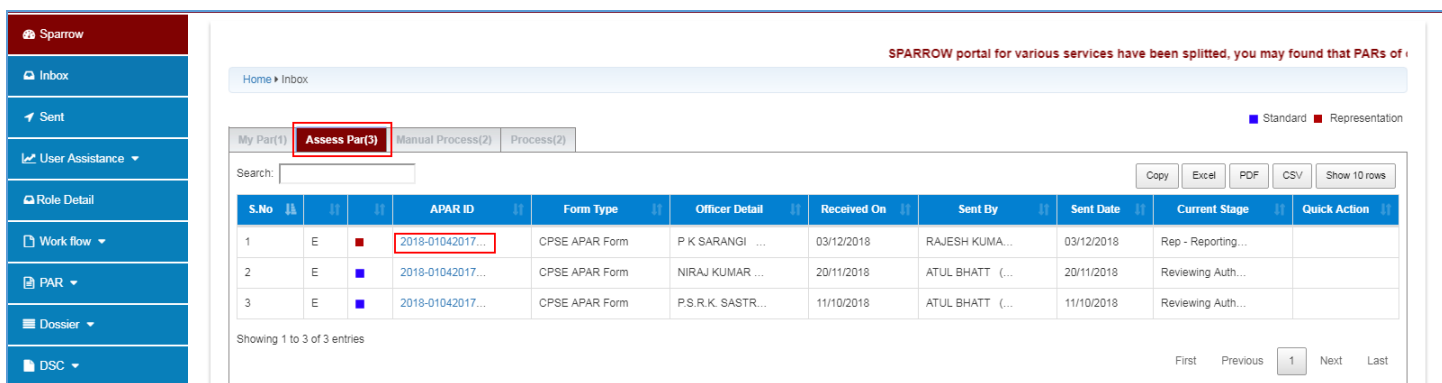




**Fig.58**

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

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



**Fig.59**

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

**eoffice**  
A DIGITAL WORK PLACE SOLUTION

**Sparrow**

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

**Basic Information**

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

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

**Representation**

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

Kindly consider.

Date: 03/12/2018

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

**Letter Section**

**REMARKS OF REPORTING AUTHORITY**

Re-consider the matter.

Date:

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

**Fig.60**

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

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

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

**Basic Information**

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

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

**Representation**

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

Kindly consider.

Date: 03/12/2018

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

**Fig.61**

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

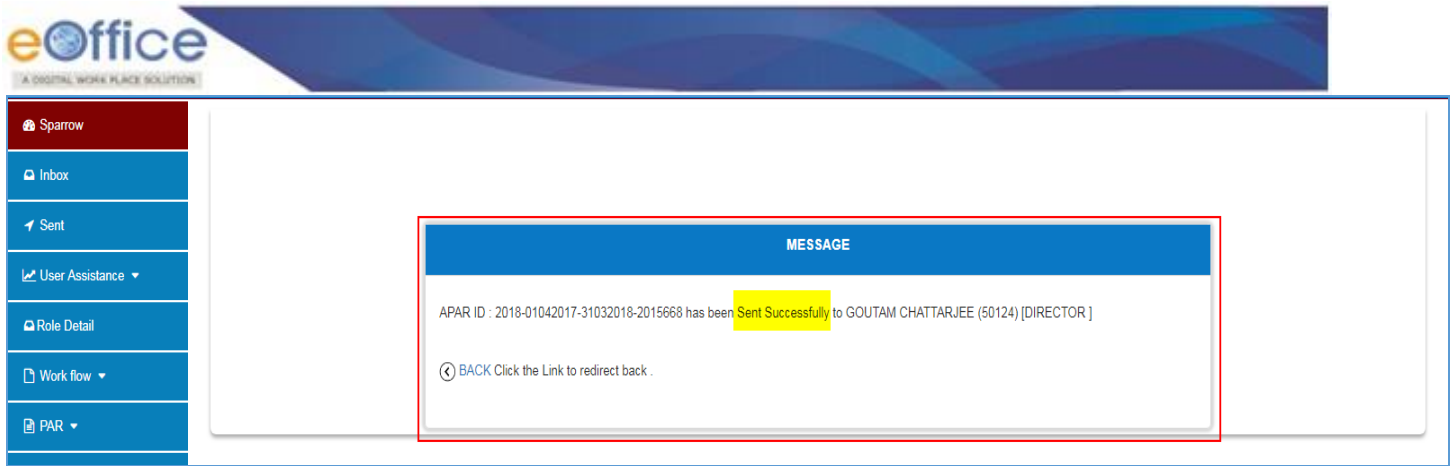


Fig.62

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

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

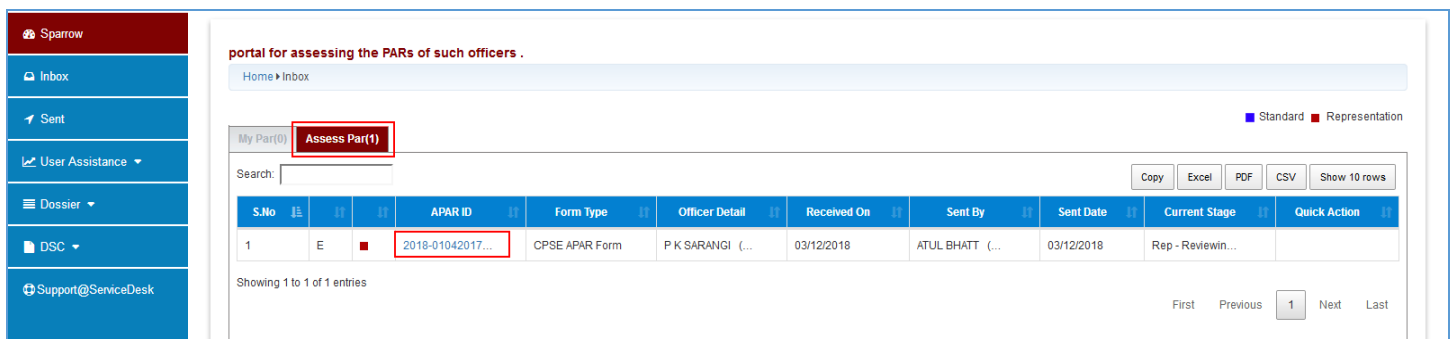


Fig.63

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

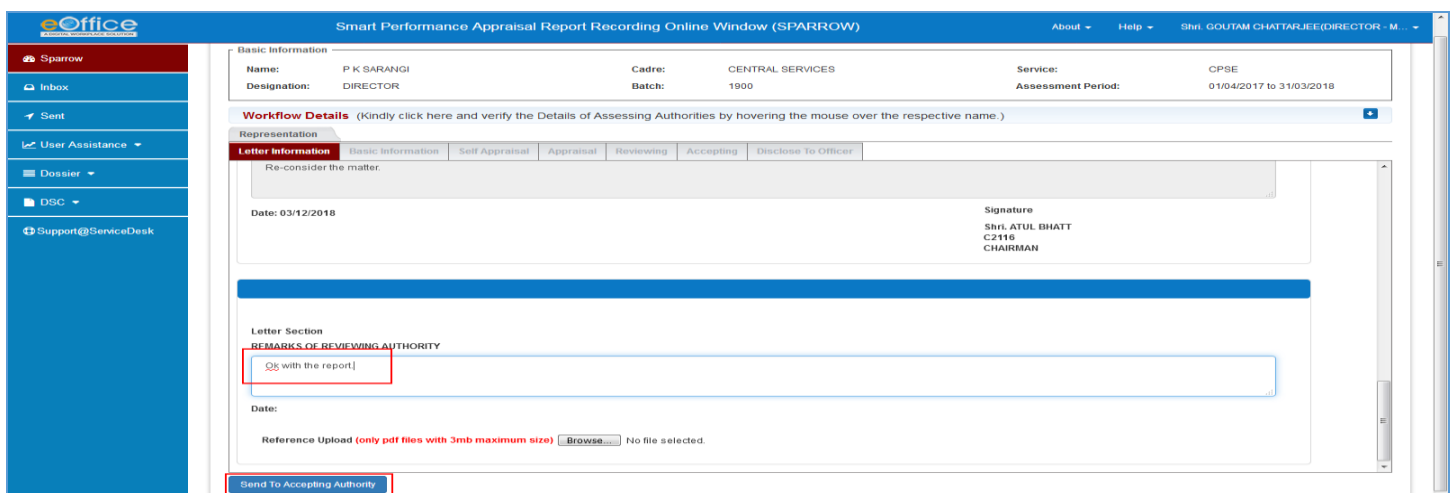
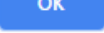
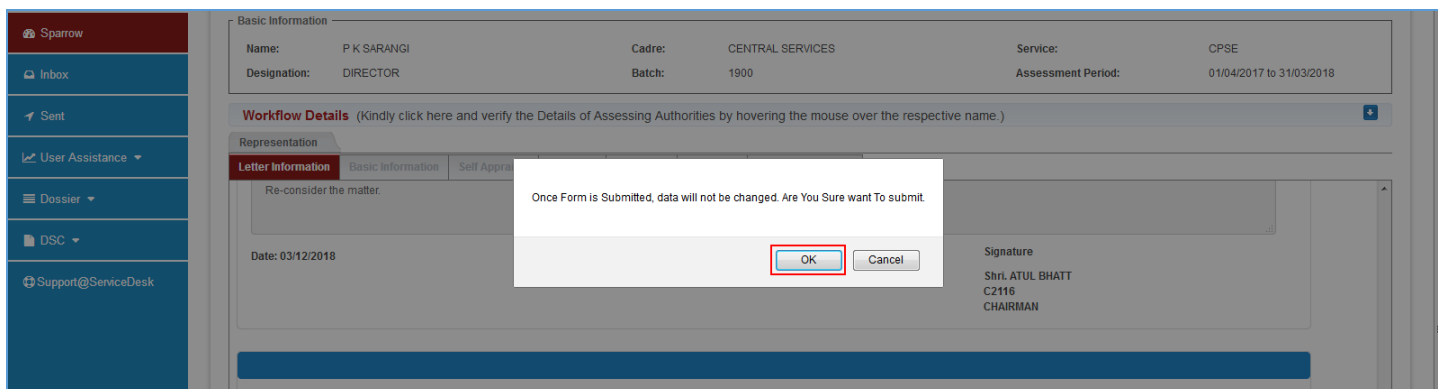


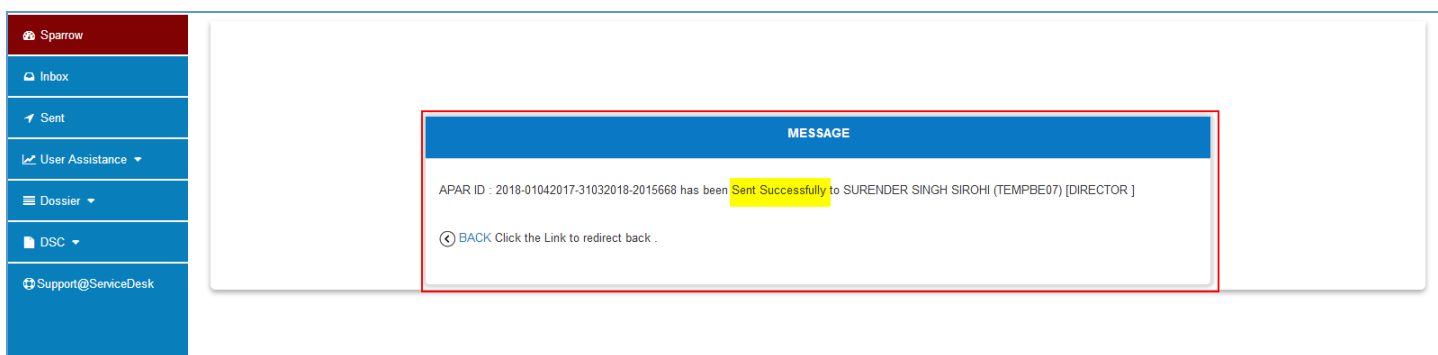
Fig.64

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



**Fig.65**

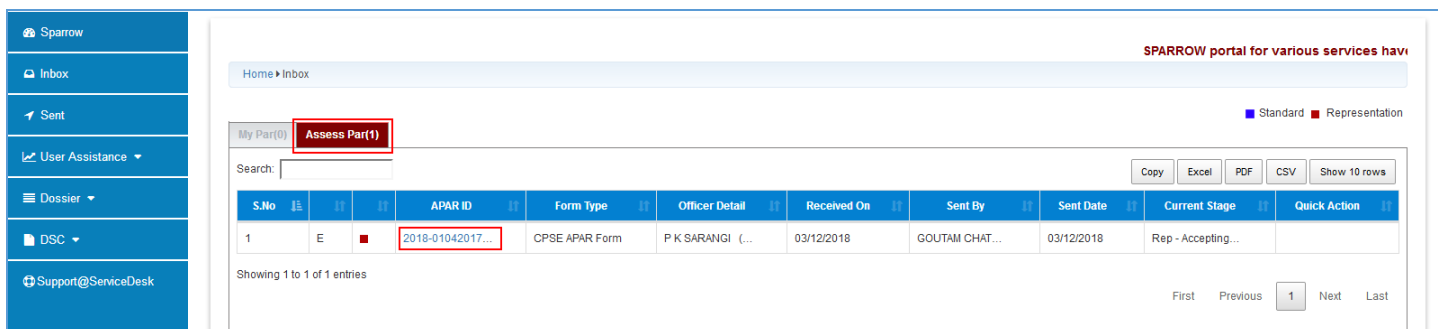
- A message prompts **“Sent Successfully”** as shown in **Fig.66**:



**Fig.66**

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

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



S.No	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017-31032018-2015668	CPSE APAR Form	P K SARANGI (...)	03/12/2018	GOUTAM CHAT...	03/12/2018	Rep - Accepting...	

**Fig.67**

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

**Fig.68**

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

**Fig.69**

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

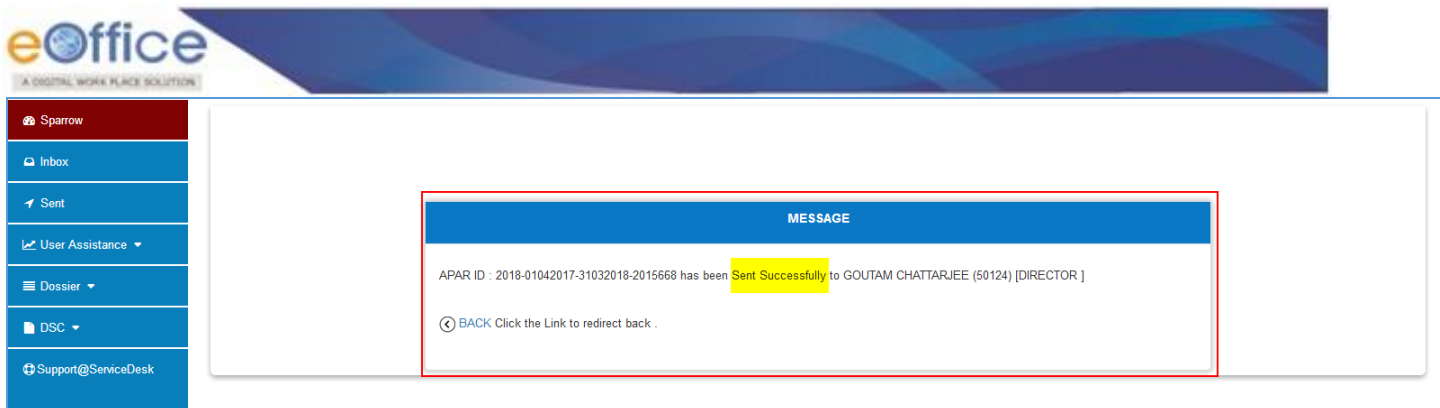


Fig.70

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

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

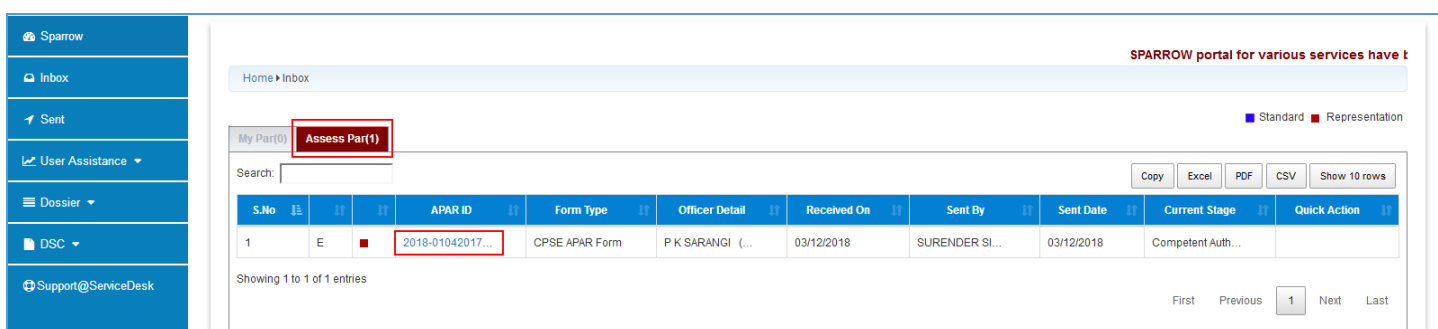


Fig.71

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

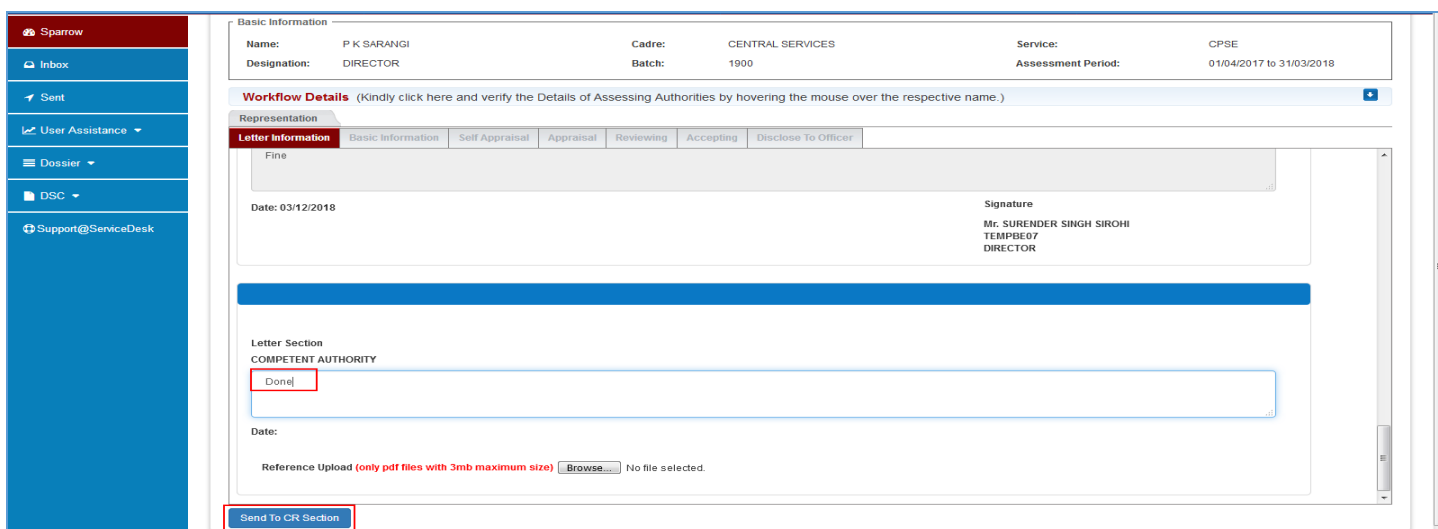
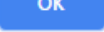
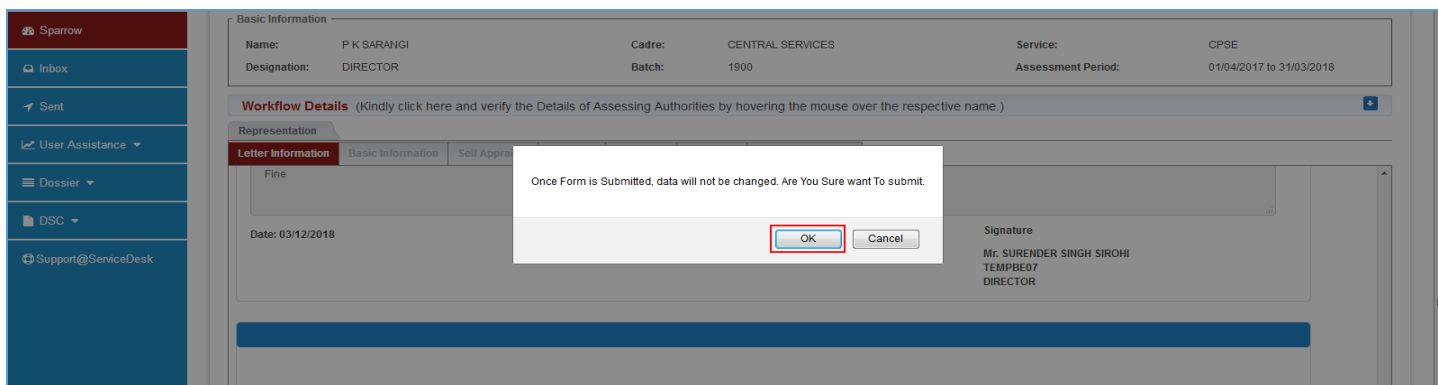


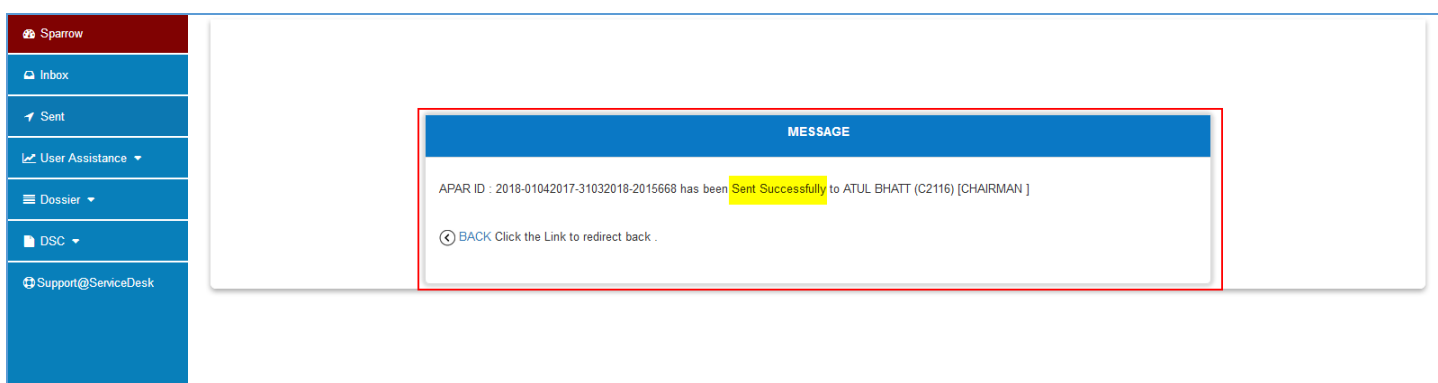
Fig.72

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



**Fig.73**

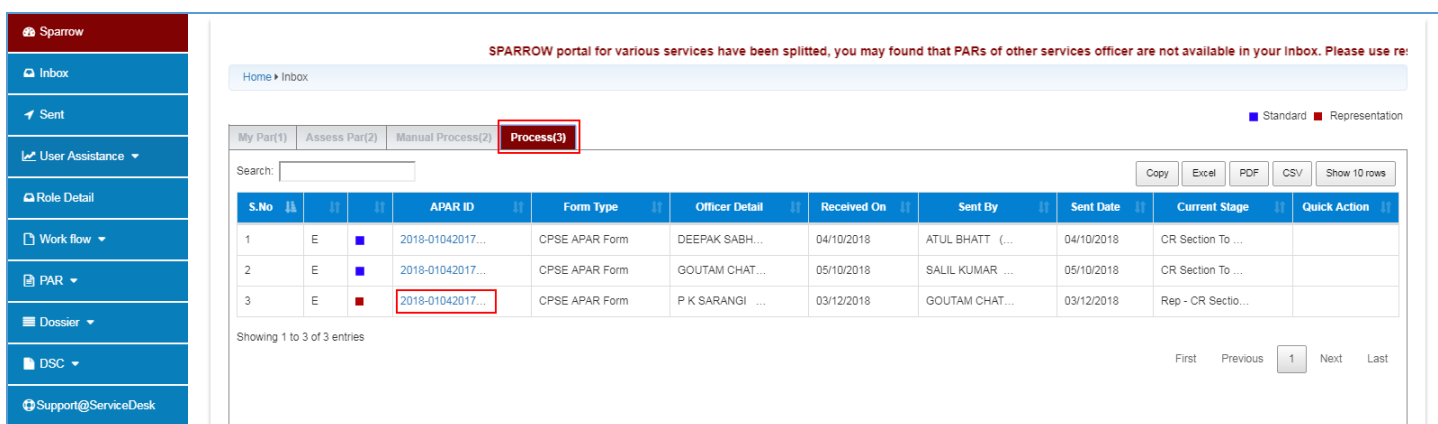
- A message prompts **"Sent Successfully"** as shown in **Fig.74**:



**Fig.74**

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

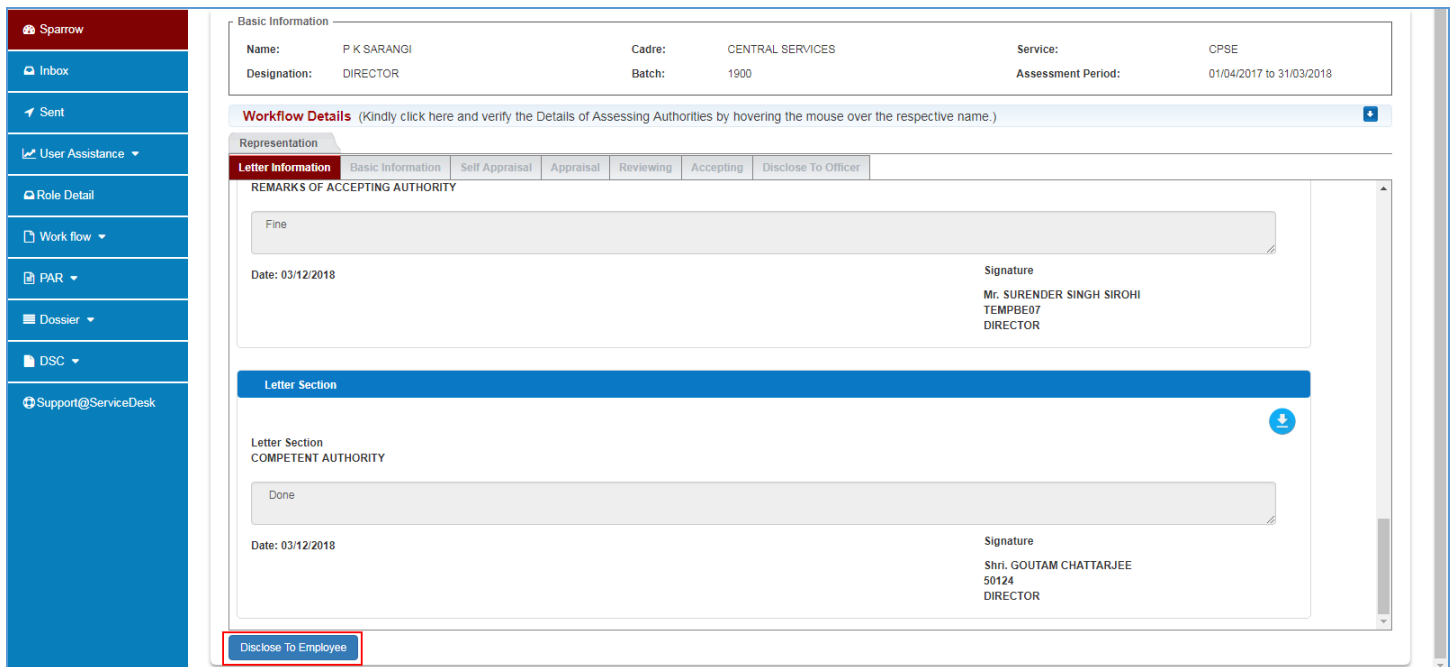
- Custodian (Rep-CR Section) clicks the PAR ID ( [2018-01042017-31032018-2015668](#) ) to open the PAR as shown in **Fig.75**:



S.No	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2018-01042017-31032018-2015668	CPSE APAR Form	DEEPAK SABH...	04/10/2018	ATUL BHATT (...)	04/10/2018	CR Section To ...	
2	2018-01042017-31032018-2015668	CPSE APAR Form	GOUTAM CHAT...	05/10/2018	SALIL KUMAR ...	05/10/2018	CR Section To ...	
3	2018-01042017-31032018-2015668	CPSE APAR Form	P K SARANGI ...	03/12/2018	GOUTAM CHAT...	03/12/2018	Rep - CR Sectio...	

**Fig.75**

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



**Basic Information**

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

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

**Representation**

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

**REMARKS OF ACCEPTING AUTHORITY**

Fine

Date: 03/12/2018

Signature  
Mr. SURENDER SINGH SIROHI  
TEMPBE07  
DIRECTOR

**Letter Section**

Letter Section  
COMPETENT AUTHORITY

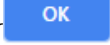
Done

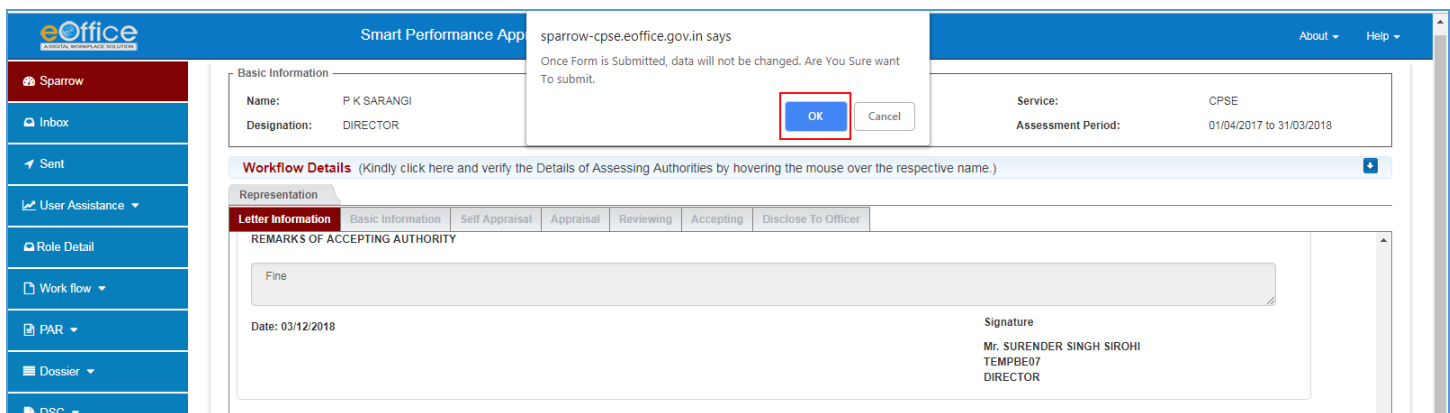
Date: 03/12/2018

Signature  
Shri. GOUTAM CHATTARJEE  
50124  
DIRECTOR

**Disclose To Employee**

**Fig.76**

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



**Smart Performance App**

sparrow-cpse.eoffice.gov.in says

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

**OK** **Cancel**

**Basic Information**

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

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

**Representation**

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

**REMARKS OF ACCEPTING AUTHORITY**

Fine

Date: 03/12/2018

Signature  
Mr. SURENDER SINGH SIROHI  
TEMPBE07  
DIRECTOR

**Fig.77**

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



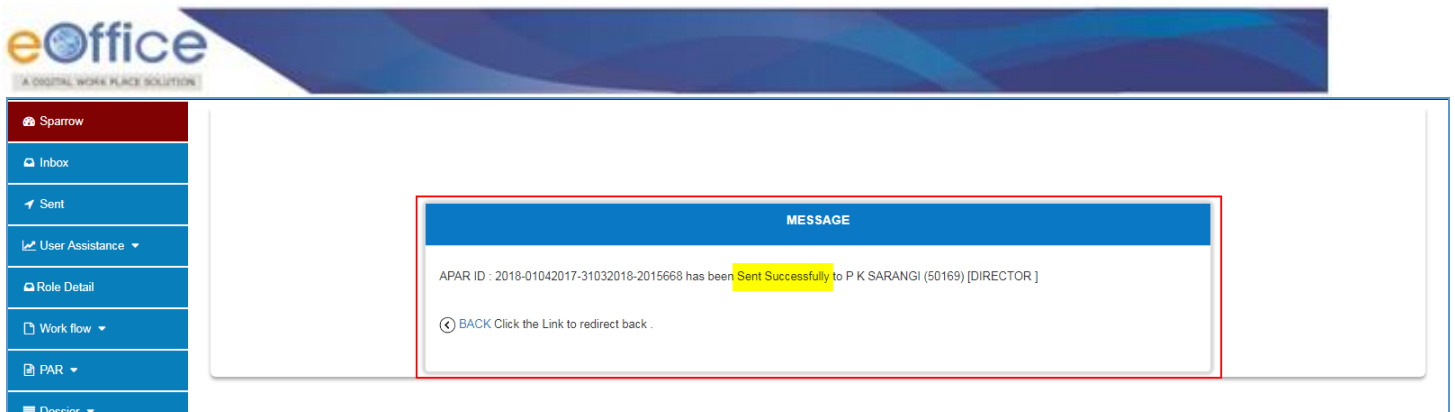


Fig.78

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

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

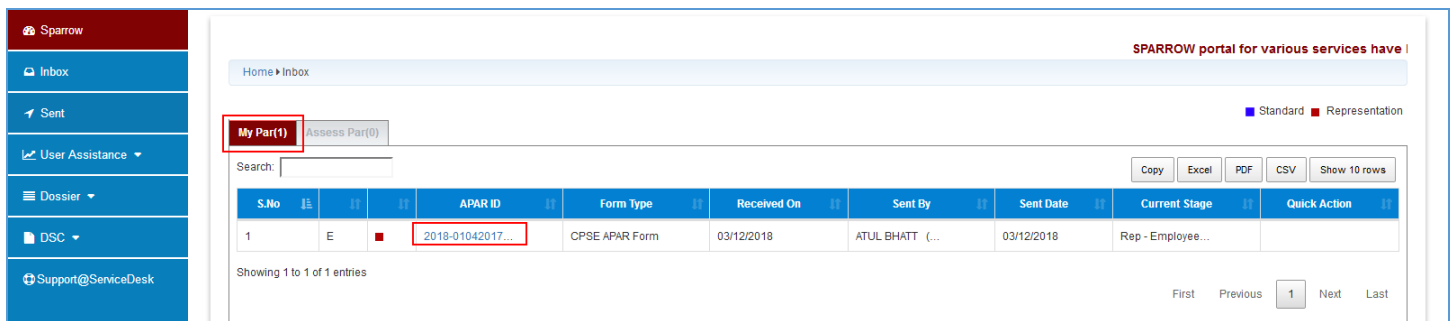


Fig.79

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

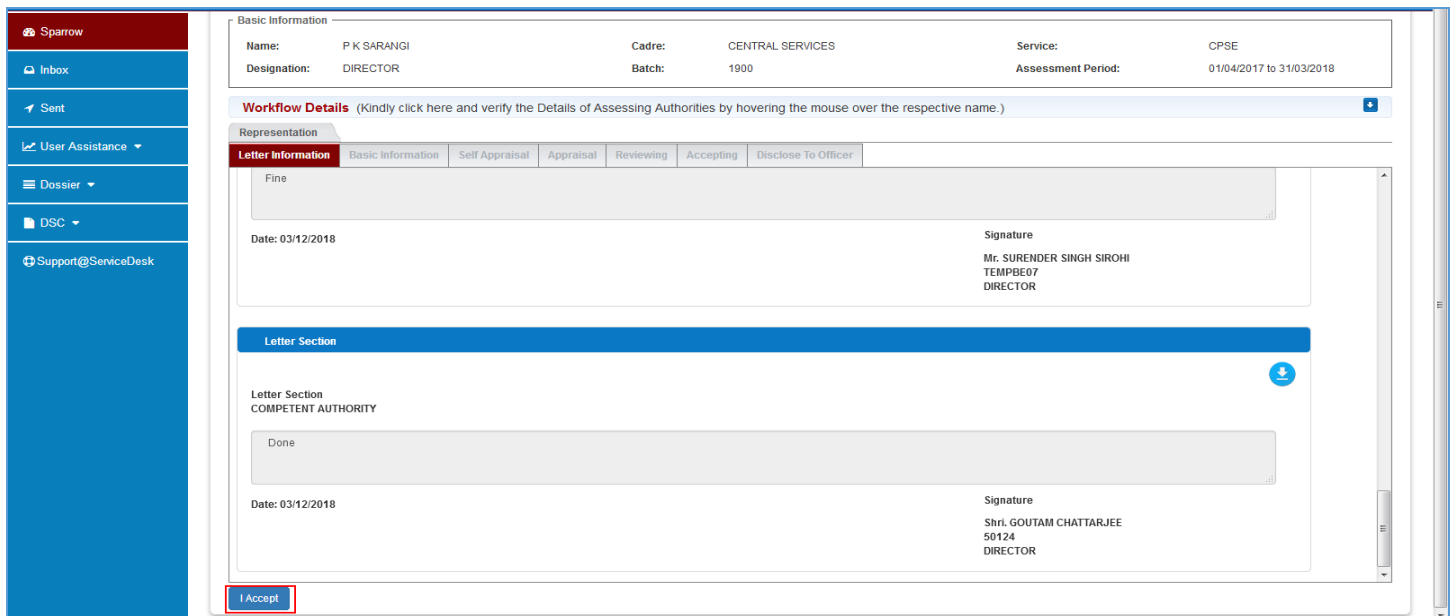
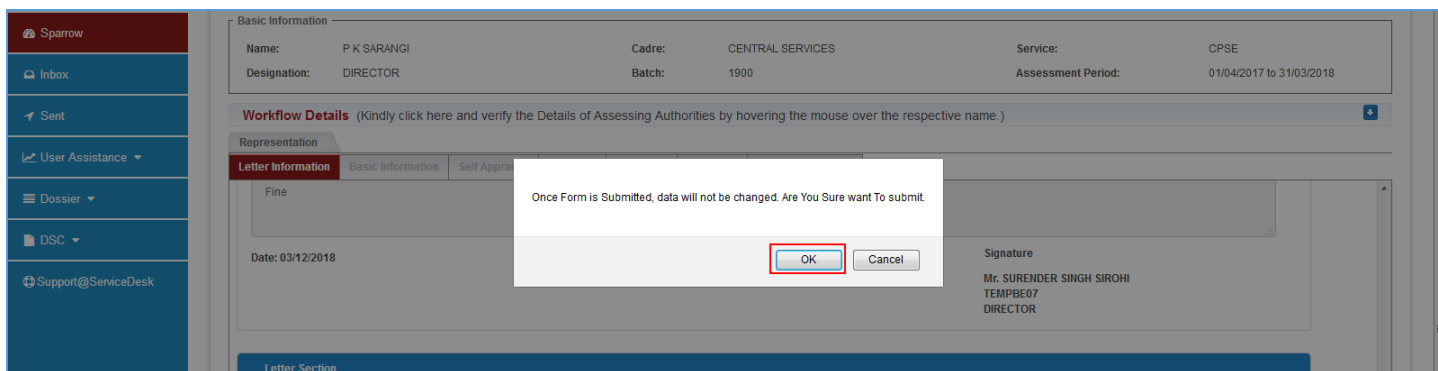


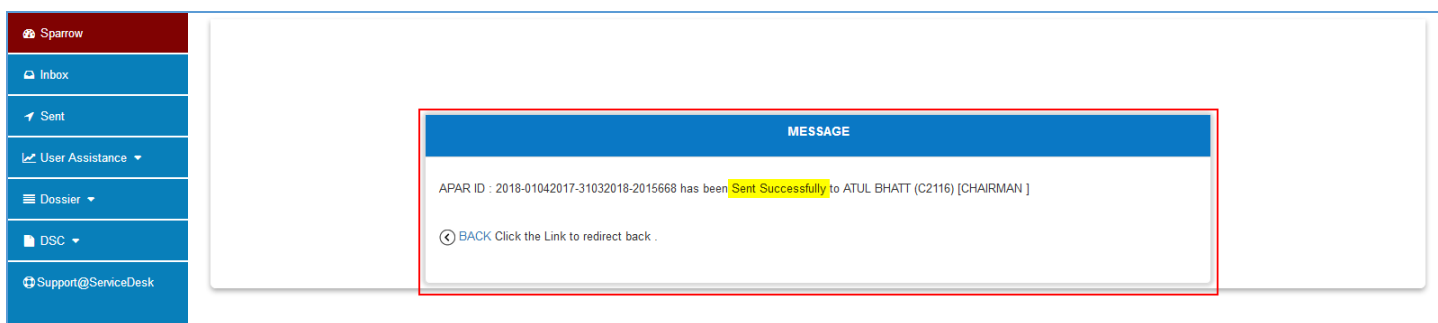
Fig.80

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



**Fig.81**

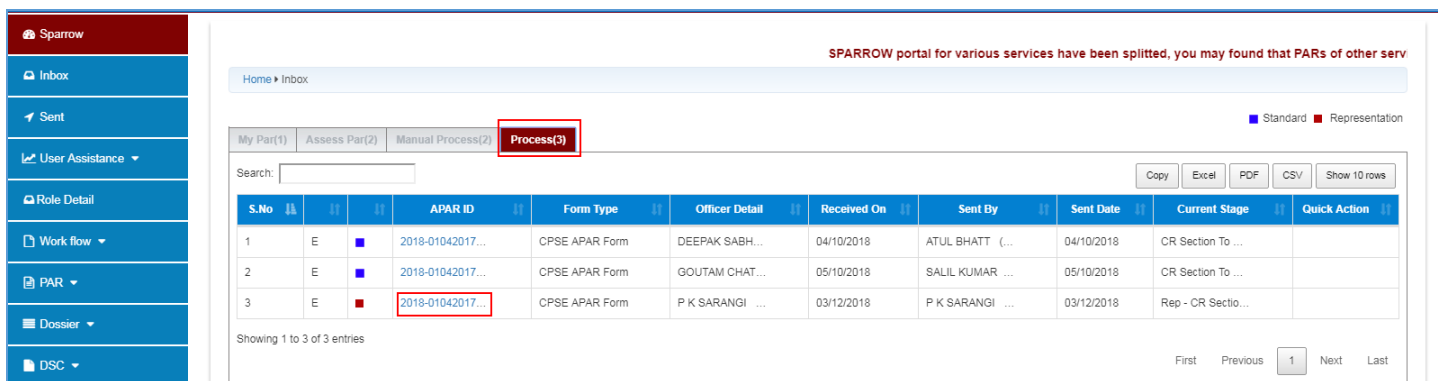
- A message prompts “**Sent Successfully**” as shown in **Fig.82**:



**Fig.82**

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

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

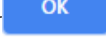


S.No	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017...	CPSE APAR Form	DEEPAK SABH...	04/10/2018	ATUL BHATT (...)	04/10/2018	CR Section To ...	
2	E	2018-01042017...	CPSE APAR Form	GOUTAM CHAT...	05/10/2018	SALIL KUMAR ...	05/10/2018	CR Section To ...	
3	E	2018-01042017...	CPSE APAR Form	P K SARANGI ...	03/12/2018	P K SARANGI ...	03/12/2018	Rep - CR Sectio...	

**Fig.83**

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

**Fig.84**

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

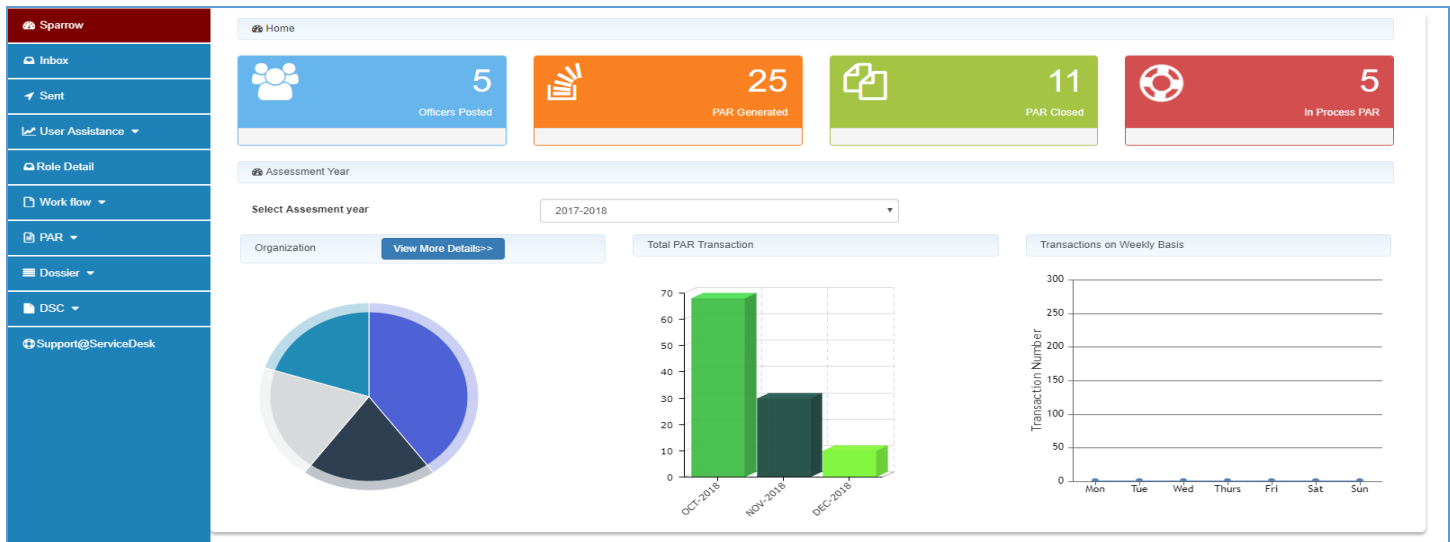
**Fig.85**

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

**Fig.86**

## Home

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



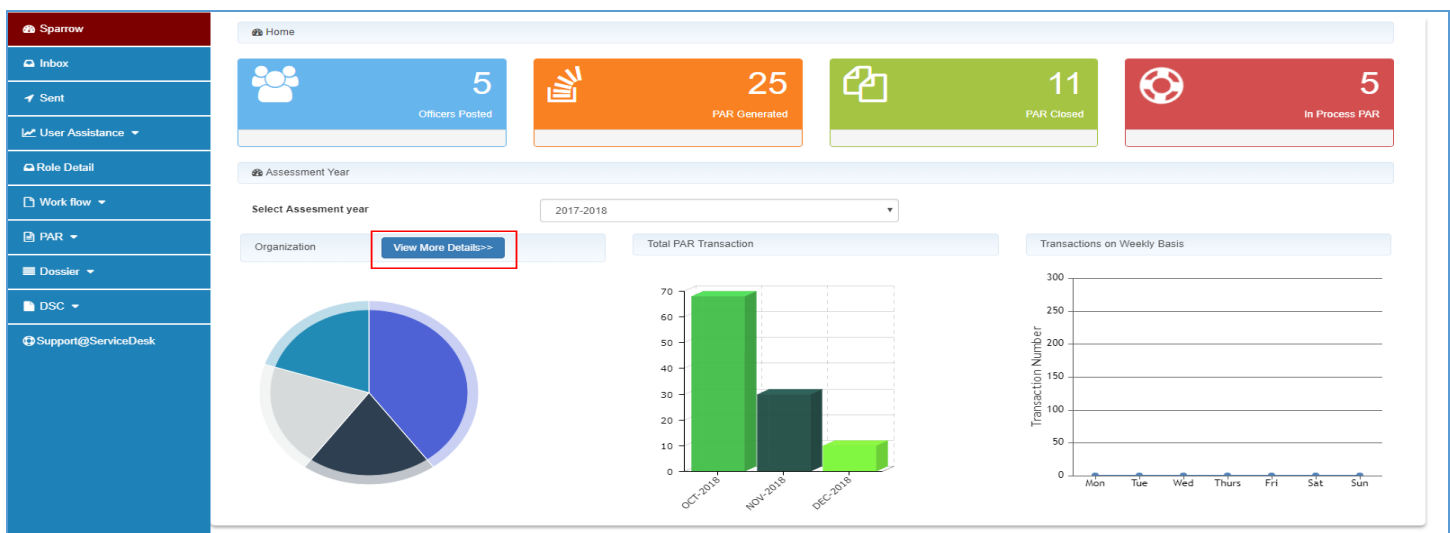
**Fig.87**

## Dashboard

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

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

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



**Fig.88**

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

Home » Dashboard

Assessment Period : 2017-2018

Data is refreshed in every 5 minutes.

ORGANIZATION

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.89**

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

Home » Dashboard

Assessment Period : 2017-2018

Data is refreshed in every 5 minutes.

ORGANIZATION

Search:

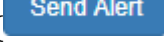

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.90**

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

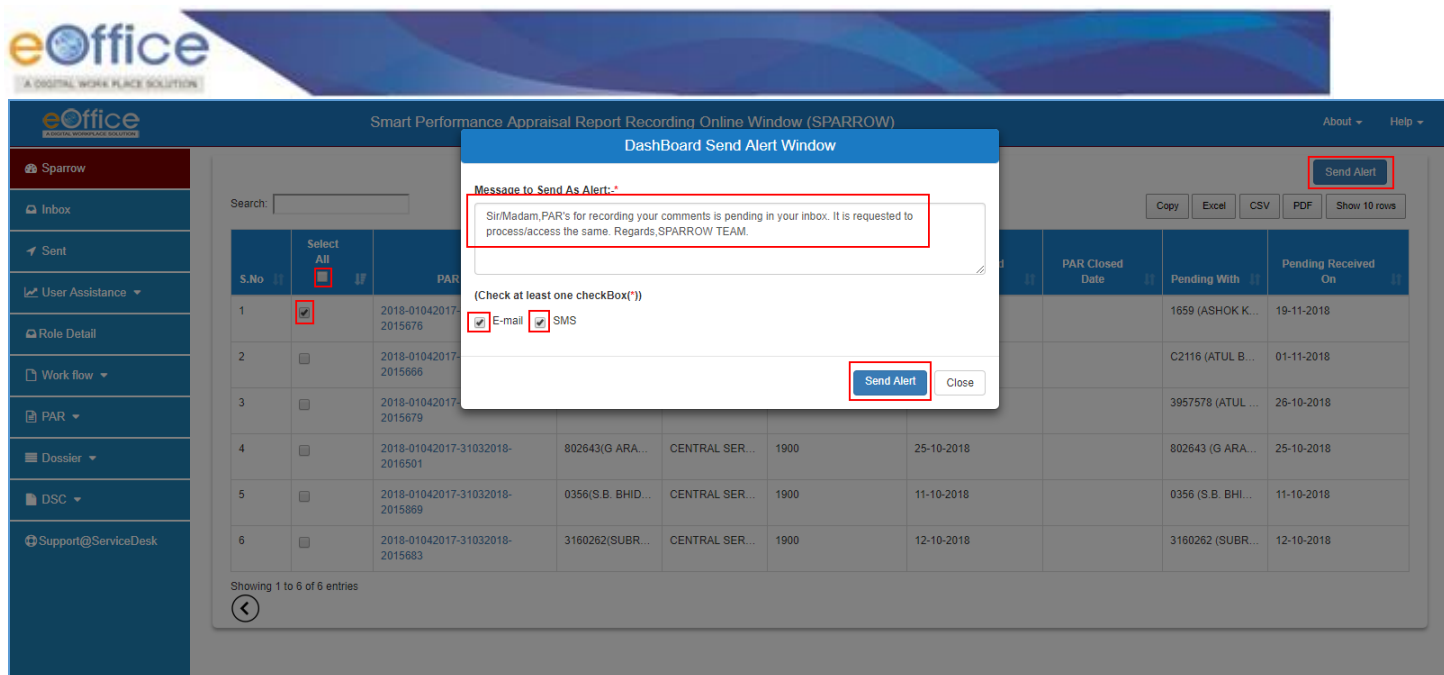


Fig.91

#### Note:

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

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

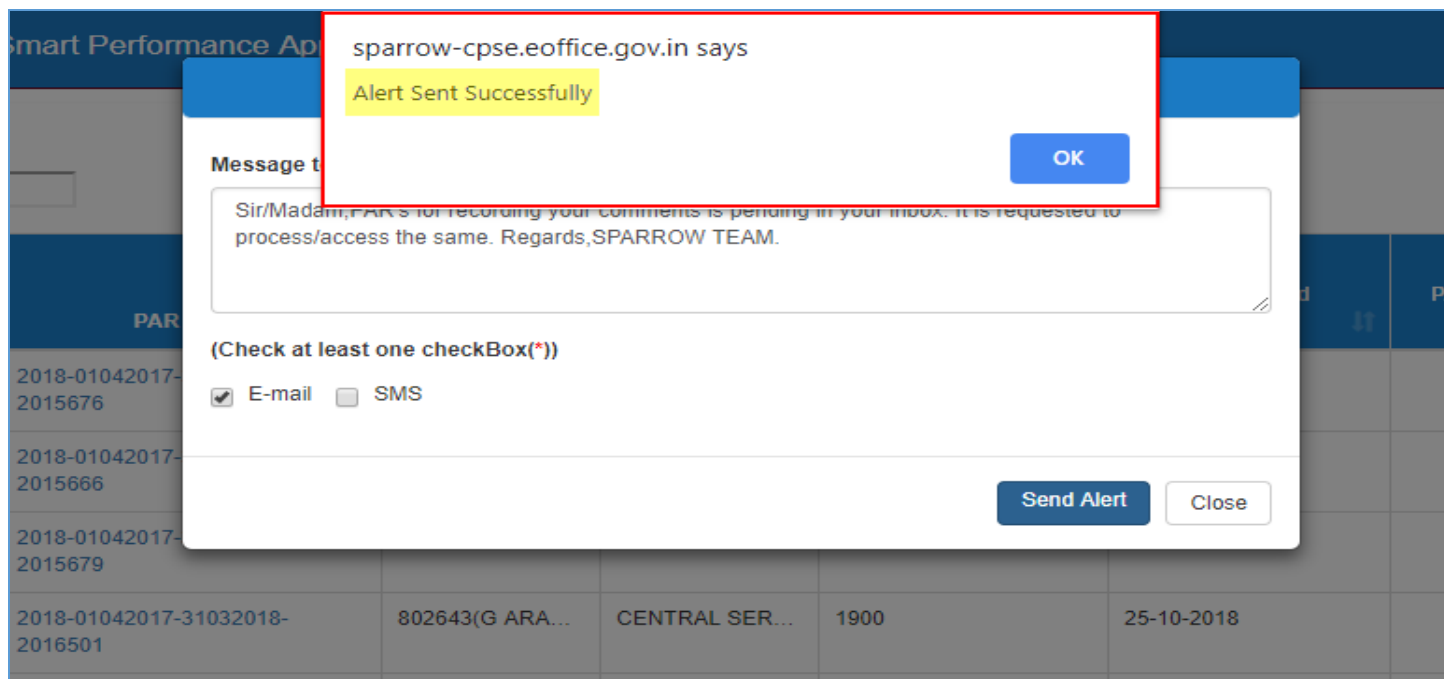


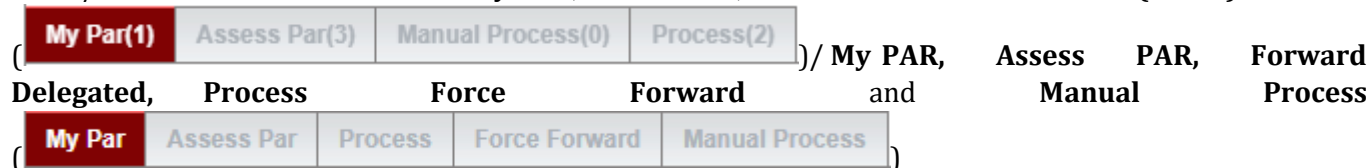
Fig.92

## Common Functionalities of PAR

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

#### Inbox/ Sent

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



#### My PAR (Inbox/Sent)

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

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

Home » Inbox

■ Standard ■ Representation

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

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.93

#### Assess PAR (Inbox/ Sent)

- Assess PAR** ( **Assess Par(3)** ), click **APAR ID** as shown in **Fig.94**:

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

Home » Inbox

■ Standard ■ Representation

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

Search:

Copy Excel PDF CSV Show 10 rows

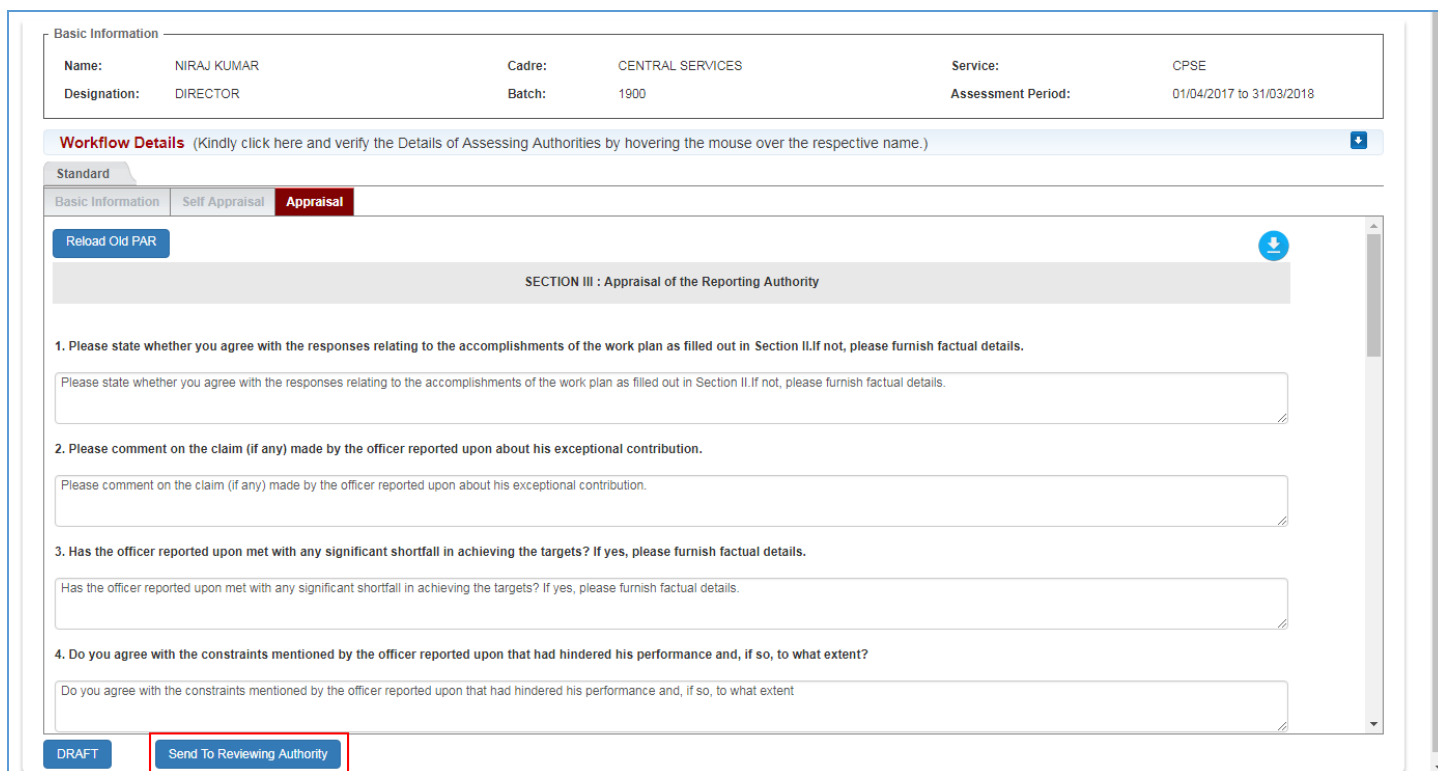
S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017...	CPSE APAR Form	NIRAJ KUMAR ...	02/11/2018	NIRAJ KUMAR ...	02/11/2018	Reporting Autho...	
2	E	■	2018-01042017...	CPSE APAR Form	P.S.R.K. SASTR...	11/10/2018	ATUL BHATT (...)	11/10/2018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

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

**Fig.94**

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



**Basic Information**

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

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

**Standard**

**Basic Information** **Self Appraisal** **Appraisal**

[Reload Old PAR](#)

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

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

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

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

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

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

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

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

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

[DRAFT](#) [Send To Reviewing Authority](#)

**Fig.95**

## Manual Process (Inbox/ Sent)

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

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

Home ▶ Inbox

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

Search:

Copy Excel PDF CSV Show 10 rows

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


Showing 1 to 2 of 2 entries

First Previous **1** Next Last

**Fig.96**

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





**Basic Information**

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

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

**Standard**

**Basic Information** **Self Appraisal**

[Reload Old PAR](#)

**Section II – Self-appraisal of the officer reported upon**

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

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

**2. Annual work plan and achievement:**

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

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

[DRAFT](#) [Send To Reporting Authority](#)

**Fig.97**

**Note:**

**Manual Process is performed by Custodian only.**

## Process (Inbox/Sent)

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

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

[Home](#) [Inbox](#)

**Standard** **Representation**

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

Search:

[Copy](#) [Excel](#) [PDF](#) [CSV](#) [Show 10 rows](#)

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

Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

**Fig.98**

## Force Forward (Sent)

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


Home » Sent

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

ASSESSMENT PERIOD : 2017-2018

Search:


Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.99

- Click the  icon to view the sent APAR.

## User Assistance

### Track Your PAR

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


Home ► APAR Tracking

Track My APAR

Assessment Period : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Fig.100**

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

Smart Performance Appraisal Report Recording Online Window (SPARROW)

PAR Tracking Detail

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

Officer Name : ATUL BHATT Employee Code : C2116

Designation : CHAIRMAN Work Status : Working

S.No.	Sent By	Sent Date	Sent To	Current Stage	Current Status	Last Open Date	More Details
1	ATUL BHATT (C...	01-11-2018	ATUL BHATT (C...	Officer Reported...	Pending	19-11-2018 11:2...	Click

Close

**Fig.101**

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

Role Details

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

Close

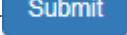
CSV

Show 10 rows

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

Fig.102

## Role Detail

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

Home » Role Detail

Organization: Choose Global Organizati... Role: Choose Role

☒ Role Revoked ☒ Role Assigned : Submit

Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 10 of 95 entries

**Fig.103**

## Workflow

### Create/ Update

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

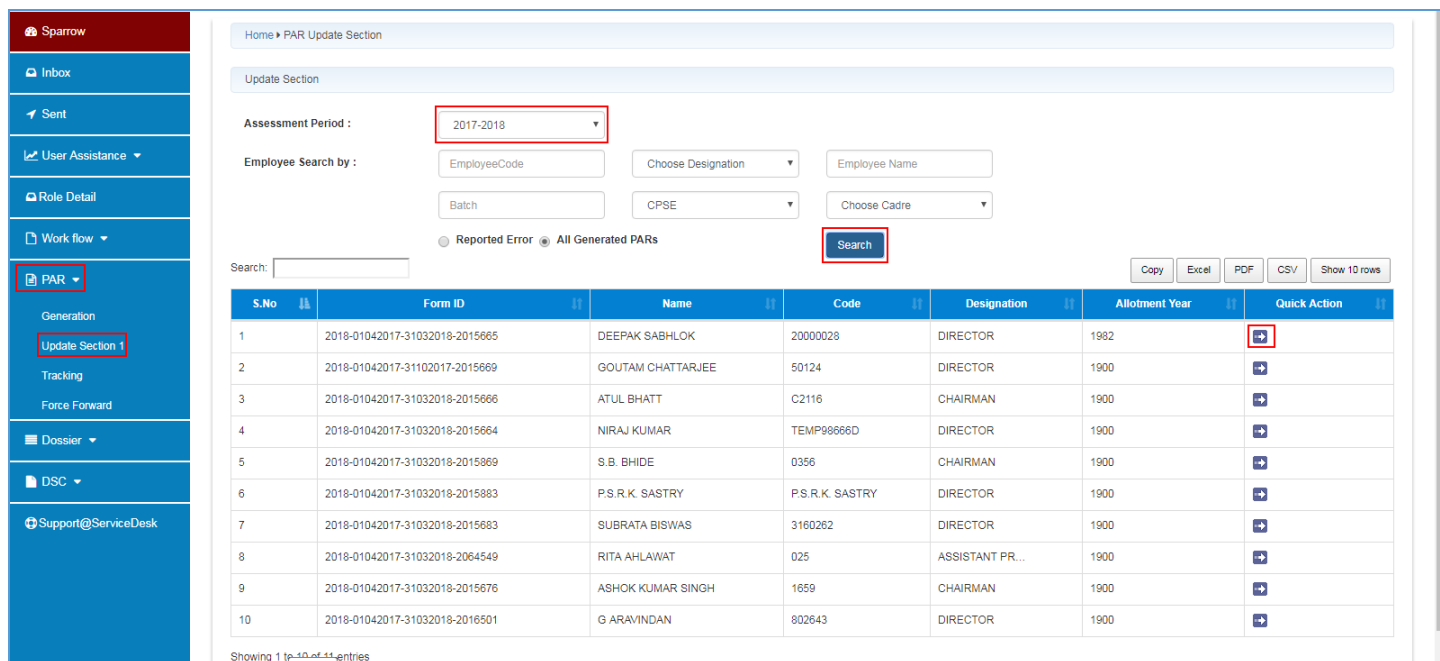
## PAR











### Generation

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


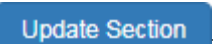
### Update Section I


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



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

**Fig.104**

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



**Basic Information**

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

**Standard**

**SECTION I**

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

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

Absence Category	Period		Type	Remarks
	From	To		

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

(a) Details of Qualification acquired during the year.

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

**Update Section**

**Fig.105**

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

MESSAGE

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

⏮

**Fig.106**

## Tracking

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



Home » APAR Tracking

Tracking of APAR

Assessment Period : 2017-2018

Employee Search by : Employee Code Choose Designation Employee Name MECON LIMITED

Batch CPSE Choose Cadre Choose Form

Search: [ ] [Search]

Copy Excel PDF CSV Show 10 rows

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

Fig.107

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

Smart Performance Appraisal Report Recording Online Window (SPARROW)

PAR Tracking Detail

PAR Period : 01-04-2017 to 07-12-2017

Officer Name : SALIL KUMAR Employee Code : C3489

Designation : DIRECTOR Work Status : Working

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

Close

Fig.108

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

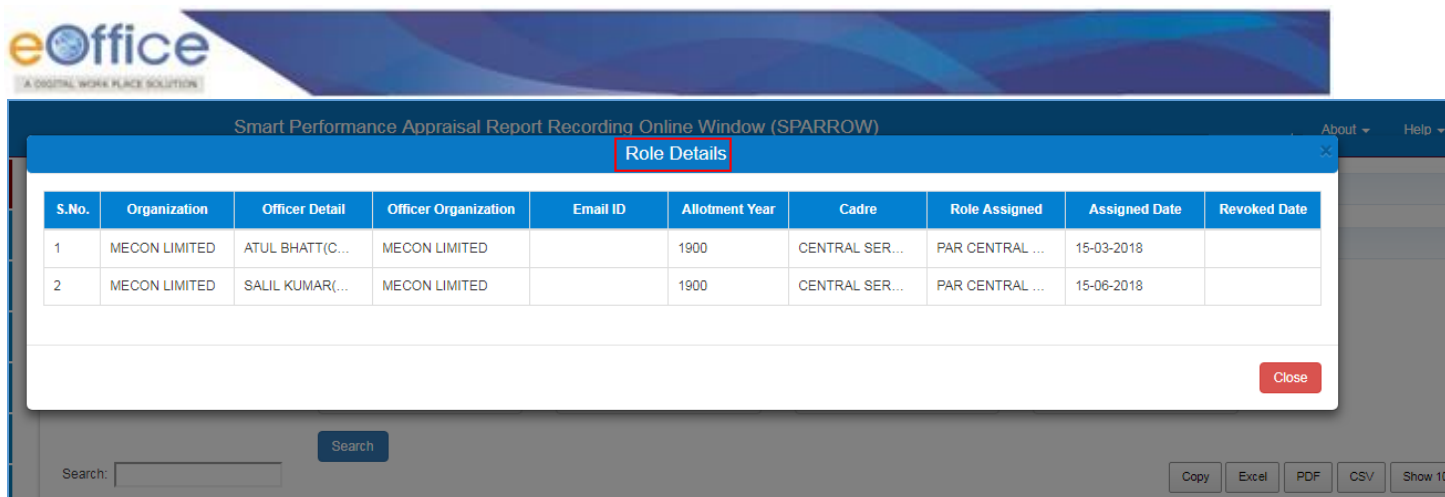

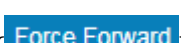
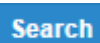


Fig.109

## Force Forward

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

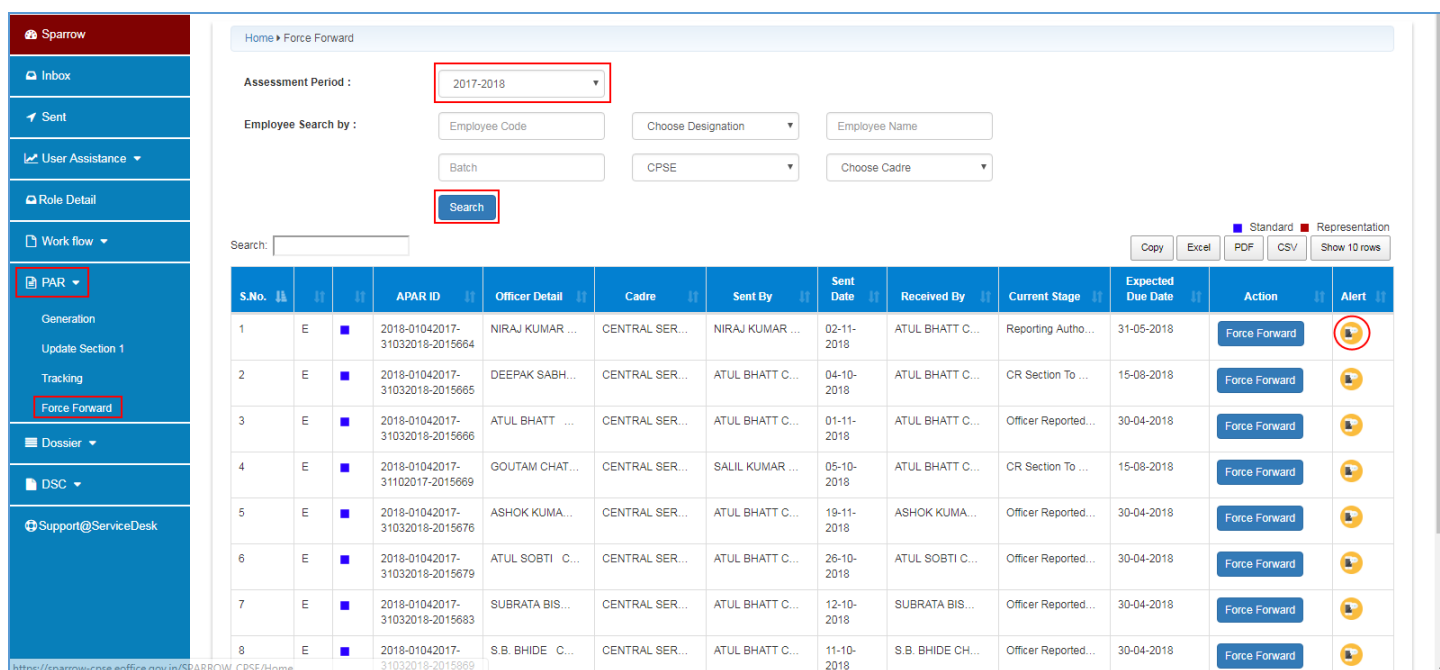


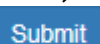
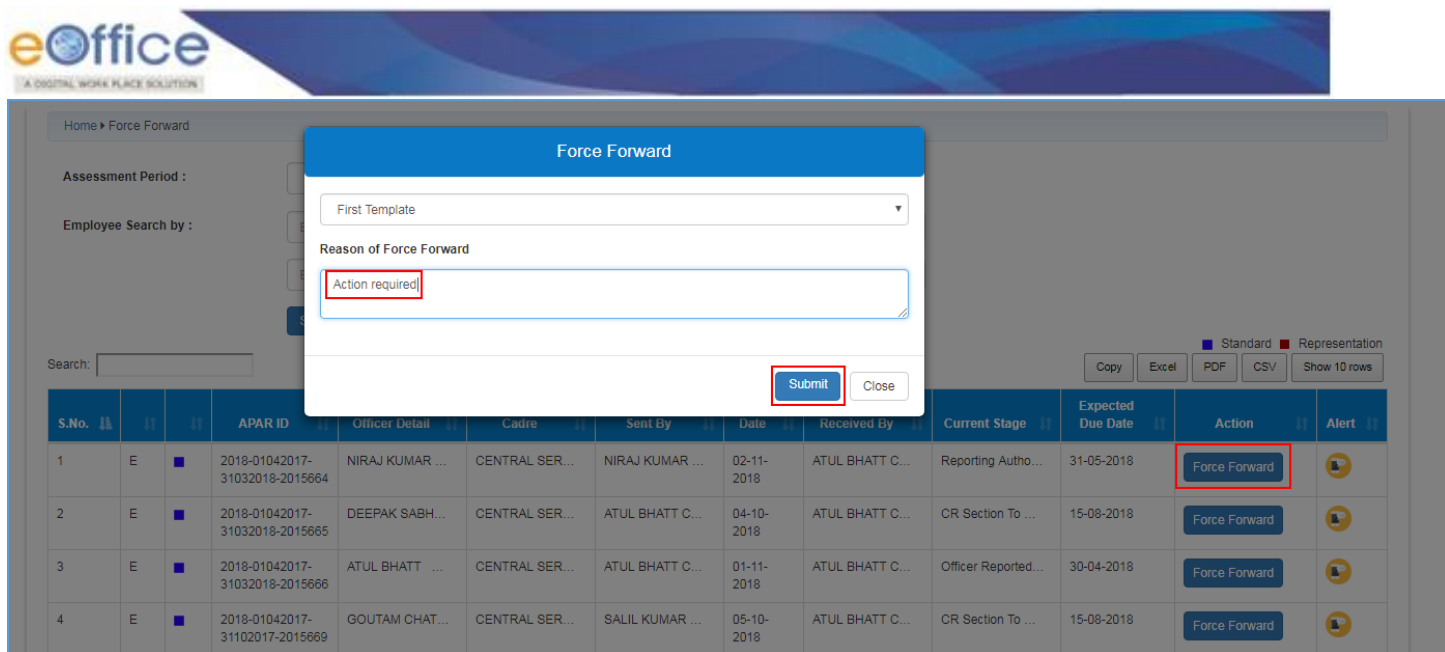


Fig.110

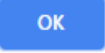
### Note:

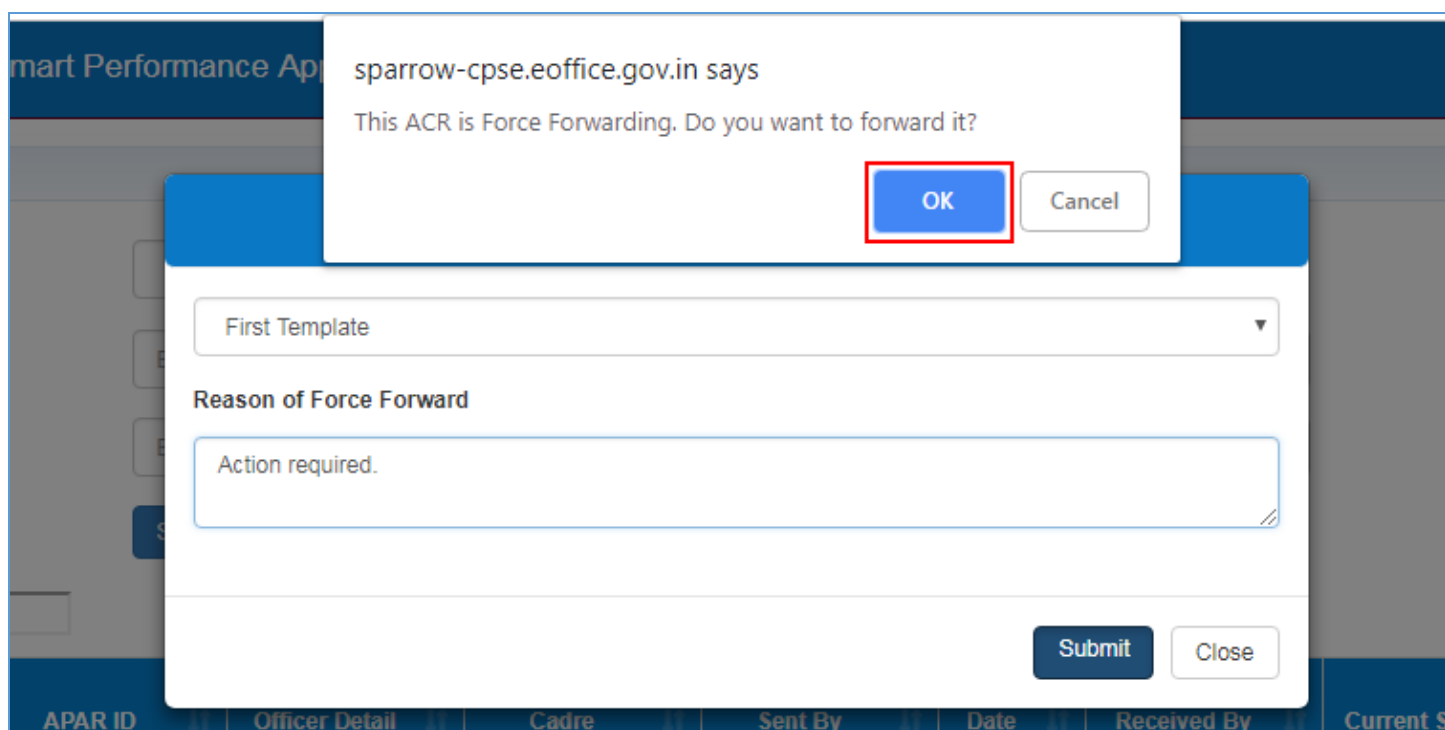
Alert Icon (  ): To send customize alert to the officer, with whom officer's PAR is pending.

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



**Fig.111**

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



**Fig.112**

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

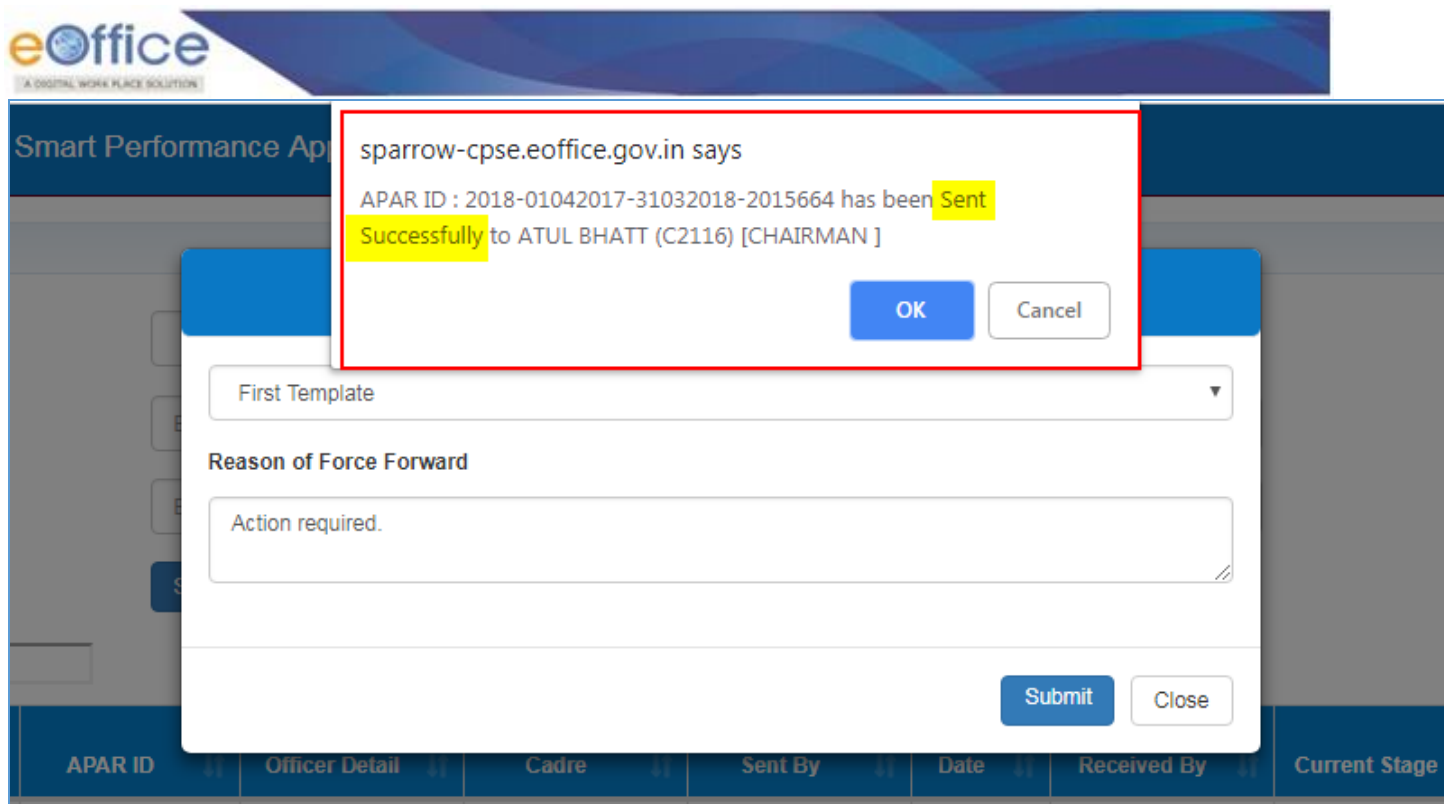
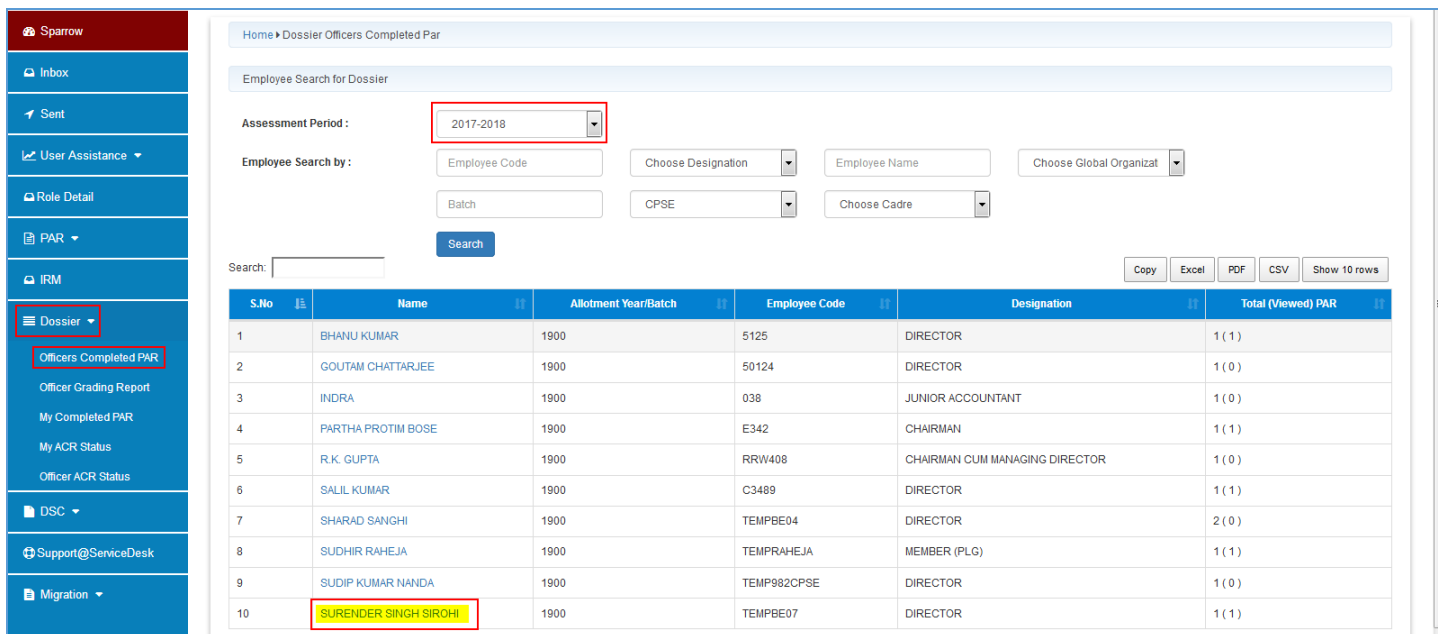


Fig.113

## Dossier

### Officers Completed PAR

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



Home • Dossier Officers Completed Par

Employee Search for Dossier

Assessment Period : 2017-2018

Employee Search by : Employee Code Choose Designation Employee Name Choose Global Organizat


Batch CPSE Choose Cadre

Search: [ ]

Copy Excel PDF CSV Show 10 rows

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

**Fig.114**

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

Home » Dossier Officers Completed Par

Employee Search for Dossier

Basic Information

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

Standard

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









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

Fig.115

#### Note:

Completed PAR's can be downloaded and viewed.

Reference uploaded during PAR submission can also be viewed here.

## My Completed PAR

- Officer can view his/ her Completed PAR details.

## My ACR Status

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

## DSC

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

**Note:**

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

## Support@ServiceDesk

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

## Migration

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

### PAR Migration

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

Home » Migration

Migration

Employee Search by :

**Search**

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Officer Detail	Cadre	Allotment Year
421	NARENDRA JAIN	NOT APPLICABLE	1900
422	<b>SURINDER SIN...</b>	NOT APPLICABLE	1900
423	SUNDAR BANE...	NOT APPLICABLE	1900
424	RITENDRA KR...	NOT APPLICABLE	1900
425	MOYUKH BHA...	NOT APPLICABLE	1900
426	NIRJA SARAF	NOT APPLICABLE	1900
427	ASHOK GAWARI	NOT APPLICABLE	1900
428	N. K. NANDA	NOT APPLICABLE	1900
429	T.R.K RAO	NOT APPLICABLE	1900
430	P.K. SATPATHY	NOT APPLICABLE	1900

Showing 421 to 430 of 530 entries

First Previous 1 ... 42 **43** 44 ... 53 Next Last

**Fig.116**

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

Home » Migration Form

Migration Form

Name: SURENDER SINGH SIROHI Allotment Year/Batch: 1900 Code: TEMPBE07

Designation: DIRECTOR Cadre: CENTRAL SERVICES

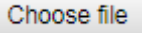

**NEW**

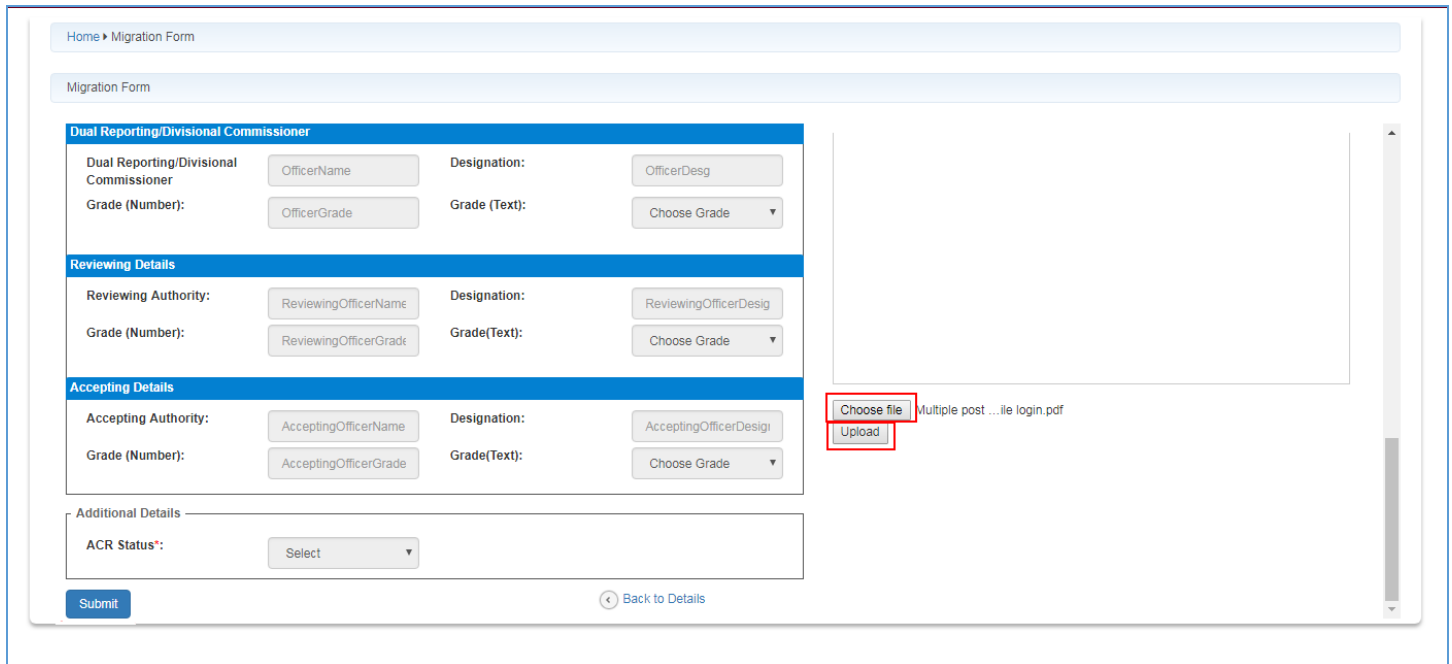
S.No	Assessment Year	Work Status	Work From	Work To	Edit
No records are there					

[Back to Employee search](#)

**Fig.117**



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



Home ► Migration Form

Migration Form

**Dual Reporting/Divisional Commissioner**

Dual Reporting/Divisional Commissioner: OfficerName, Designation: OfficerDesig, Grade (Number): OfficerGrade, Grade (Text): Choose Grade

**Reviewing Details**

Reviewing Authority: ReviewingOfficerName, Designation: ReviewingOfficerDesig, Grade (Number): ReviewingOfficerGrade, Grade(Text): Choose Grade

**Accepting Details**

Accepting Authority: AcceptingOfficerName, Designation: AcceptingOfficerDesigi, Grade (Number): AcceptingOfficerGrade, Grade(Text): Choose Grade

**Additional Details**

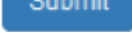
ACR Status\*: Select

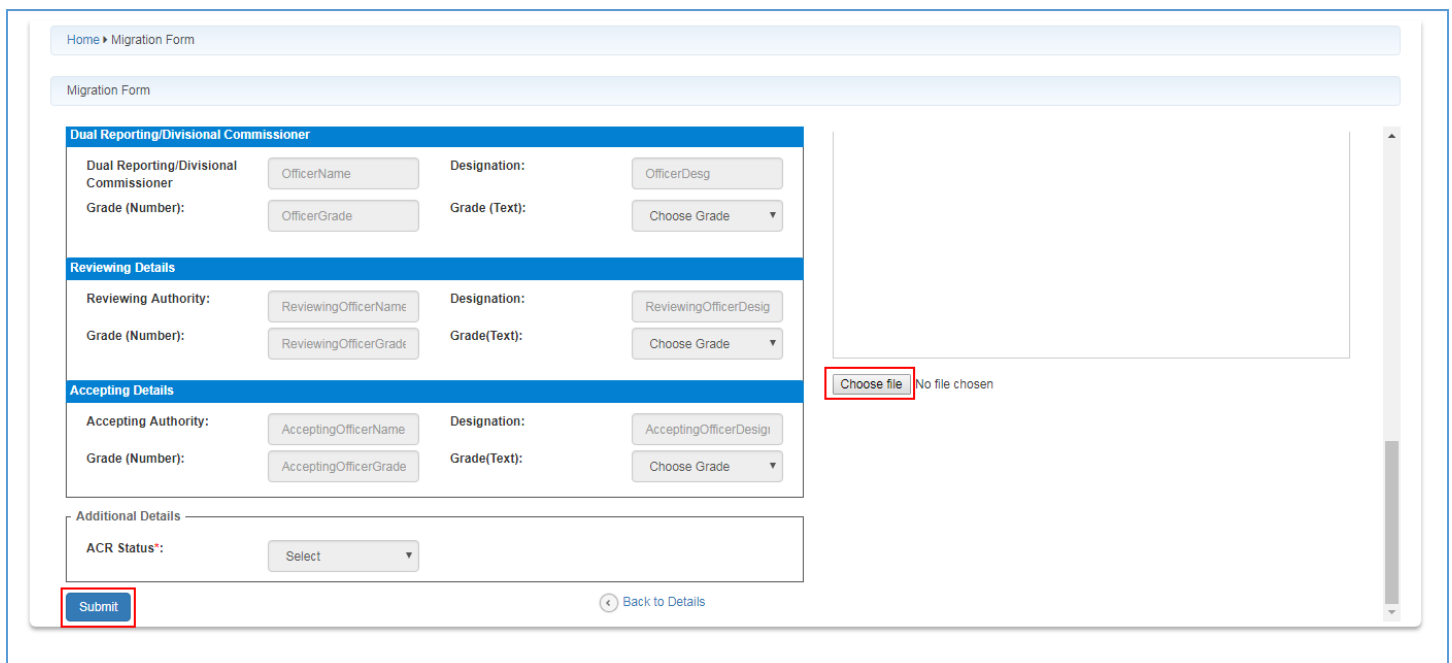
Submit Back to Details

Choose file Multiple post ... ile login.pdf

Upload

**Fig.118**

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



Home ► Migration Form

Migration Form

**Dual Reporting/Divisional Commissioner**

Dual Reporting/Divisional Commissioner: OfficerName, Designation: OfficerDesig, Grade (Number): OfficerGrade, Grade (Text): Choose Grade

**Reviewing Details**

Reviewing Authority: ReviewingOfficerName, Designation: ReviewingOfficerDesig, Grade (Number): ReviewingOfficerGratk, Grade(Text): Choose Grade

**Accepting Details**

Accepting Authority: AcceptingOfficerName, Designation: AcceptingOfficerDesigi, Grade (Number): AcceptingOfficerGrade, Grade(Text): Choose Grade

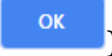
**Additional Details**

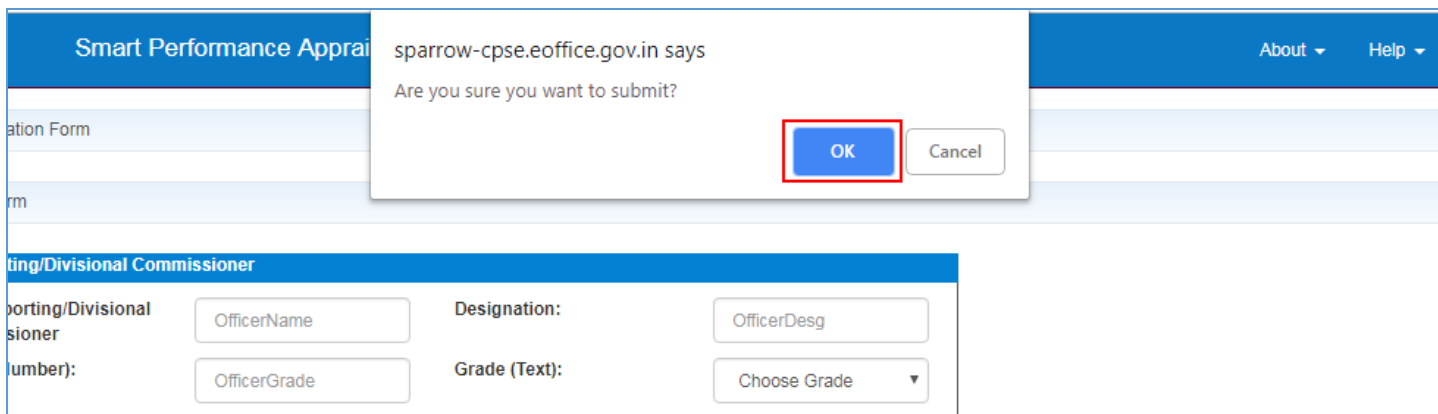
ACR Status\*: Select

Submit Back to Details

Choose file No file chosen

**Fig.119**

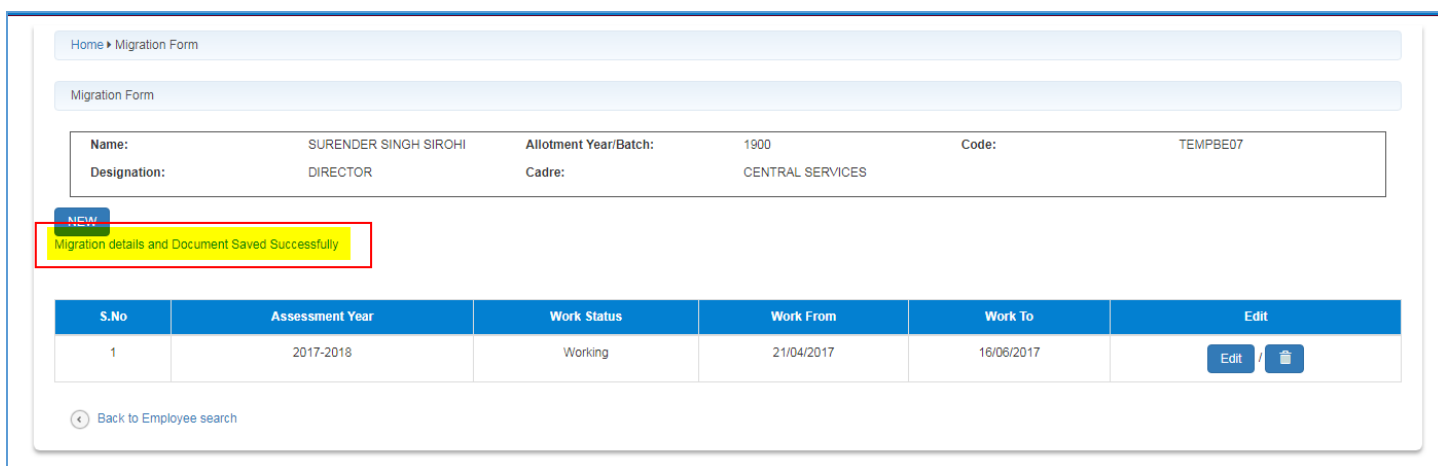
- A confirmation window appears click on **OK** (  ) button as shown in **Fig.120**:




The image shows a web application interface for 'Smart Performance Appraisal'. A modal dialog box is displayed in the center, asking for confirmation to submit. The dialog text reads: 'sparrow-cpse.eoffice.gov.in says Are you sure you want to submit?'. It has two buttons: 'OK' (highlighted with a red border) and 'Cancel'. The background form is partially visible, showing fields for 'OfficerName', 'Designation', 'OfficerDesg', 'OfficerGrade', and 'Grade (Text)' with a 'Choose Grade' dropdown. The top navigation bar includes 'About' and 'Help' links.

**Fig.120**

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





The image displays the 'Migration Form' page. At the top, there's a breadcrumb 'Home > Migration Form'. Below it, a form contains the following details: Name: SURENDER SINGH SIROHI, Allotment Year/Batch: 1900, Code: TEMPBE07, Designation: DIRECTOR, Cadre: CENTRAL SERVICES. A yellow message box with a 'NEW' icon states 'Migration details and Document Saved Successfully'. Below this is a table with migration records:

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

At the bottom left, there is a link: 'Back to Employee search'.

**Fig.121**

## Grading (Manually Section Upload)

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

Home » Grading (Manually Section Upload)

Assessment Period : 2017-2018

Employee Search by : Code Choose Designation Employee Name Choose Global Organizat

Batch Choose Cadre CPSE

Search


Search:

Copy Excel PDF CSV Show 10 rows

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

Showing 1 to 10 of 530 entries

**Fig.122**




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


Home » Grading (Manually Section Upload)

PAR Details

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

Designation: CHAIRMAN CUM MANAGING DIRECTOR Cadre: CENTRAL SERVICES

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

 Back to Employee Search

**Fig.123**

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

Home » Grading (Manually Section Upload)

PAR Details » Update

**Basic Details**

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

**PAR Details**

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

**Grading**

Reporting Authority: GOUTAM CHATTARJE  
 Designation: DIRECTOR  
 Please select and fill Grade(Manually Section Upload):  
☒ Numerical Grading 10.00 ☐ Textual Grading Choose Grade ▼

Update Grade Back To PAR Details

**Fig.124**

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

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

Grading (Manually Section Upload)

Are you sure you want to submit?

OK Cancel

Details

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

Assessment Period : 2017-2018

**Fig.125**

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

Home ▶ Grading (Manually Section Upload)

▶ PAR Details

Update of Grade successful !!!

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

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

[← Back to Employee Search](#)

**Fig.126**

**Created By:**

Rimandeep Kaur

**Reviewed By:**

Rekha Rani

Rohit Jandial

**Approved By:**

Nirvesh Kumar



# **eOffice Project Divison National Informatics Centre**

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

