

No. A-52/7/2019-ESTT-VI
भारत सरकार/Government of India
जल शक्ति मंत्रालय/Ministry of Jal Shakti
जल संसाधन, नदी और गंगा संरक्षण विभाग/DoWR, RD & GR
केंद्रीय जल आयोग/Central Water Commission
स्थापना छ: अनुभाग/Establishment VI Section

Third Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi- 66
Dated 24th Mar, 2025

OFFICE MEMORANDUM

Subject: Workflow generation and submission of Annual Performance Assessment Report (APAR) for the year 2024-25 in respect of Junior Engineers (C&M), Group-B (Non-Gazetted) - 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 since the FY 2018-19.

2. It may be noted that 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 (sparrow-cwc.eoffice.gov.in).

3. Workflow for APAR 2024-25 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.). 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 **31.03.2025**. Similarly, JEs posted in CWC (HQ) are requested to forward the details as per Annexure-II to Estt.-VI Section by **31.03.2025**.

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.15-04-2025/30-06-2025/31-07-2025. All the concerned officers i.e. Officer Reported Upon / Reporting Officers / Reviewing Officers are to ensure adherence to the timeline prescribed for this purpose by the DoPT.

6. It is reiterated that all the information should be sent to their concerned Superintending Engineer (C)/ Estt-VI in CWC (HQ as per the Annexure attached with this O.M. For any clarification, the officer concerned may contact the following helpline number:

Establishment-VI Section	011-29583510
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7. All the controlling officers are requested to ensure that a copy of this O.M. is sent to all concerned JEs (C&M) posted under them urgently through email or any other electronic telephonic means of communication.


(Sumitra Toppo)
Under Secretary

अवर सचिव
Under Secretary
केन्द्रीय जल आयोग
Central Water Commission
नई दिल्ली / New Delhi

To

**All Superintending Engineers (Co-ordination), Central Water Commission
(through email):**

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. All Directors/SE of Central Water Commission
5. 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

S. No	Assessment Period (from 01-04-2024 to 31-03-2025)	Officer Reported Upon (ORU)					
		Name	Designation	Employee Code	Biometric Code	Mobile Number	NIC email
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 2024)	Educational Qualification
17	18	19



Department of Public Enterprises



सत्यमेव जयते

SPARROW

Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001

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



Prepared by
Public Enterprises Informatics Division

National Informatics Centre



Amendment History

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



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



Objective

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

Introduction

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

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

Key Features- SPARROW

PAR ID: Unique ID for PAR.

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

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

Flows of PAR

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

Communication: Timely mobile and emails alerts at appropriate Stage.

Security: Submission possible only through digital signing.

Pendency: Tracking at every Stage.

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



Roles- SPARROW

Primary

- PAR Custodian

Ownership Based

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

Administration Based

- System Dossier Custodian-"Nodal Officer Administrative Ministry"

Workflow Based

- Reporting Authority
- Reviewing Authority
- Accepting Authority

Competent Authority



Roles & Responsibilities- SPARROW

Roles and Responsibilities

Primary

PAR Custodian

Responsibilities

Manages and Maintains PAR Database.

Central Repository records updating.

Ownership Based

PAR Central Custodian

Responsibilities

Responsible for PAR generation

PAR Manager

Responsibilities

Responsible for creating workflow for PAR.

EMD Administrator

Responsibilities

SPOC for maintaining and managing the Officer Transfers and Superannuation.

SPOC for maintaining and managing the Personnel Information of Officer.



Administration Based

System Administrator

Responsibilities

Maintains the records of database.

Updates employee Databases.

Workflow Based

Reporting Authority

Responsibilities

Views the completed PAR of an officer.

Grades the PAR and forwards to Reviewing Authority.

Reviewing Authority

Responsibilities

Views the forwarded PAR from Reporting Authority.

Grades the PAR and forwards to Accepting Authority.

Accepting Authority

Responsibilities

Views the Forwarded PAR from Reviewing Authority.

Finalizes the grading for PAR and forwards to Custodian.

Competent Authority

Responsibilities

Responsible for Reassessing the PAR during Referral and Memorial against Assessment.



Workflow Oriented Movement of PAR

Workflow Based Movement of PAR

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

Workflow is created for Officer.

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

Custodian receives an email on every movement of PAR.

Custodian closes the Accepted PAR.

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



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

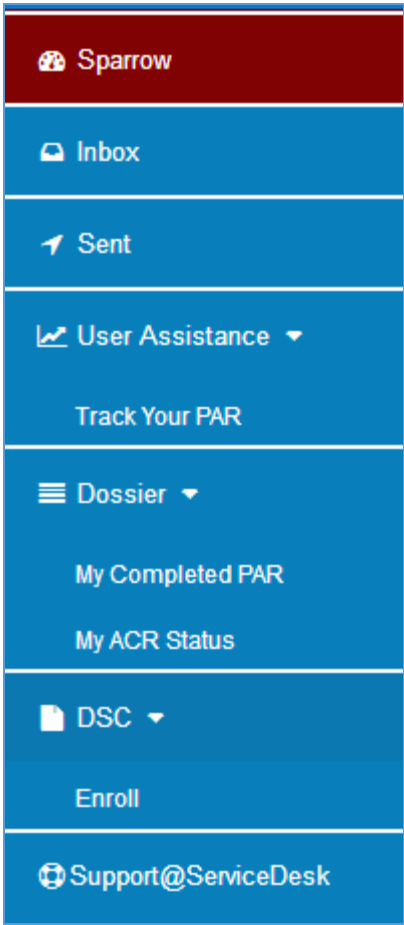


Fig.2

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**:

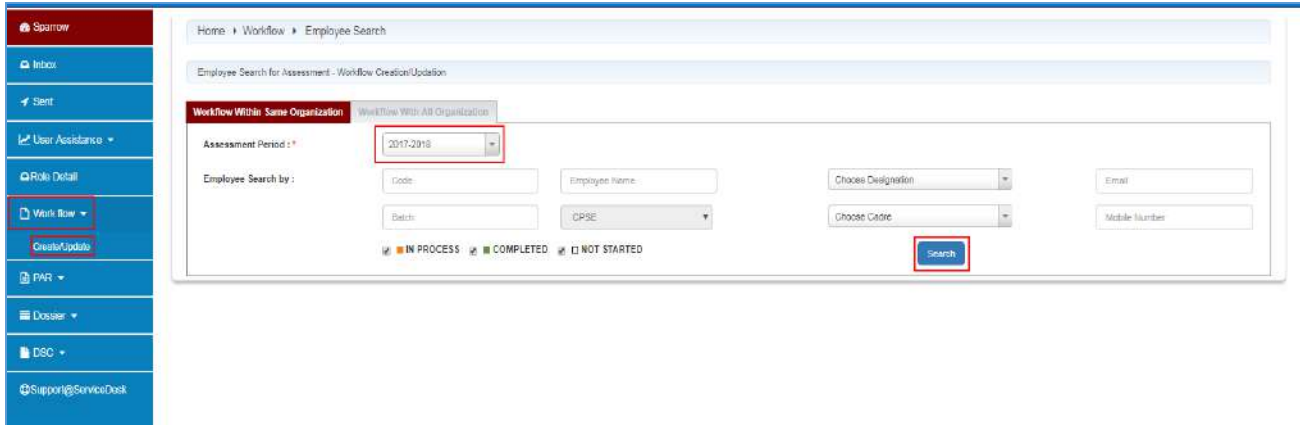
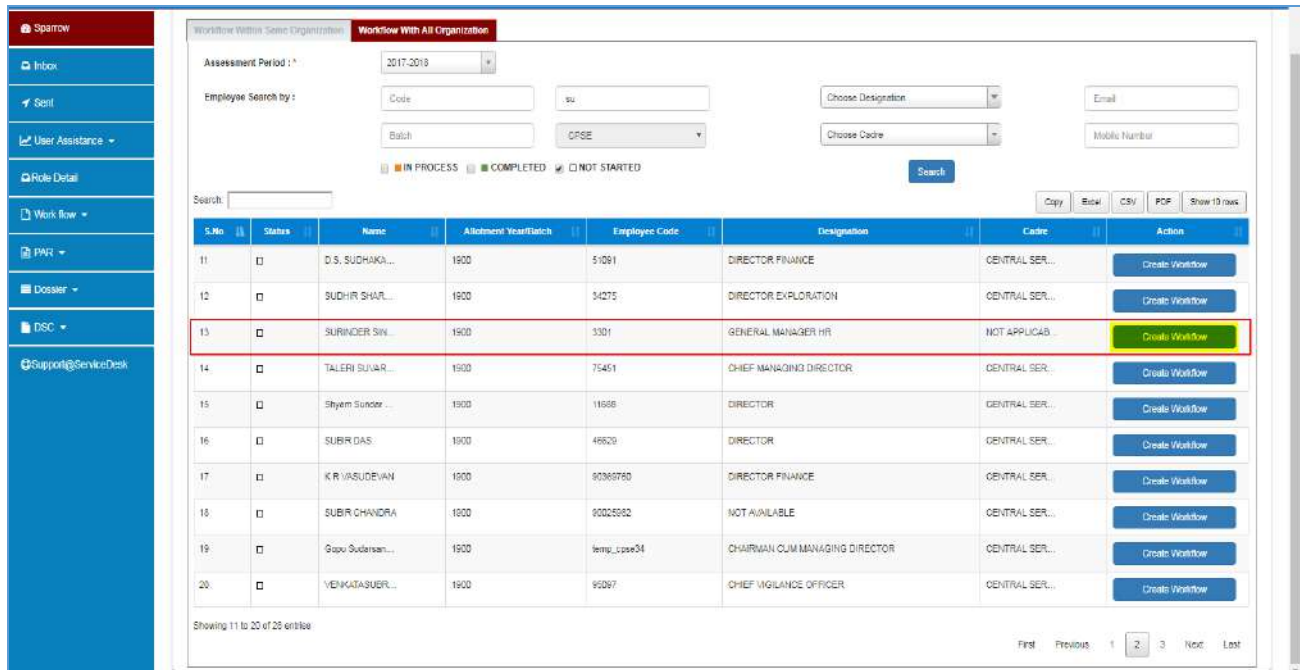


Fig.3

- 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. SUCHAKA...	1900	51091	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
12	<input type="checkbox"/>	SUDHIR SHAR...	1900	54275	DIRECTOR EXPLORATION	CENTRAL SER...	Create Workflow
13	<input type="checkbox"/>	SURINDER SIV...	1900	3301	GENERAL MANAGER HR	NOT APPLICAB...	Create Workflow
14	<input type="checkbox"/>	TALERI SUVAR...	1900	75451	CHIEF MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
15	<input type="checkbox"/>	Shyam Sunder ...	1900	11658	DIRECTOR	CENTRAL SER...	Create Workflow
16	<input type="checkbox"/>	SUBIR DAS	1900	46620	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	90025052	NOT AVAILABLE	CENTRAL SER...	Create Workflow
19	<input type="checkbox"/>	Gopu Sudhansu...	1900	Temp_code34	CHAIRMAN CUM MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
20	<input type="checkbox"/>	VENKATASUER...	1900	90067	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**:

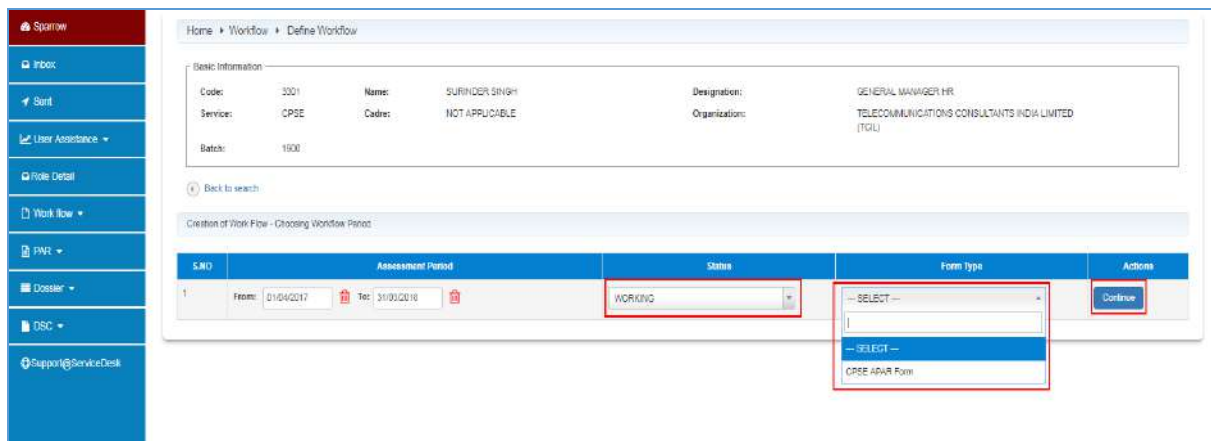





Fig.5

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

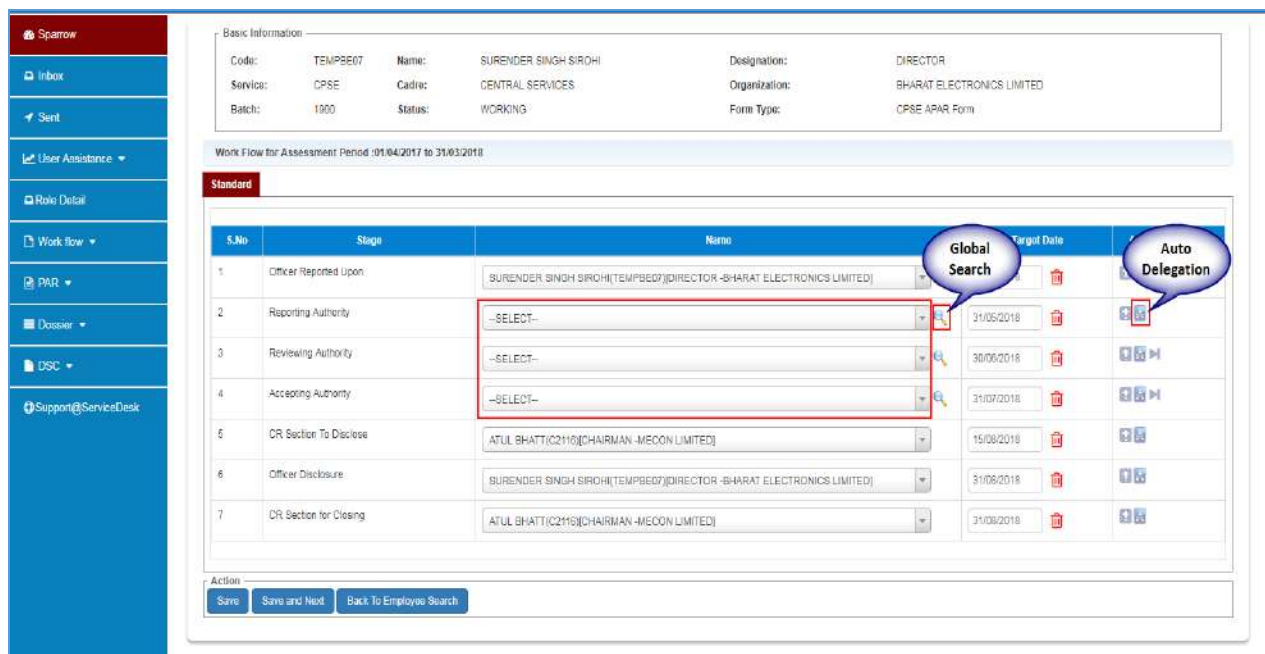





Fig.6

Note:

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

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

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

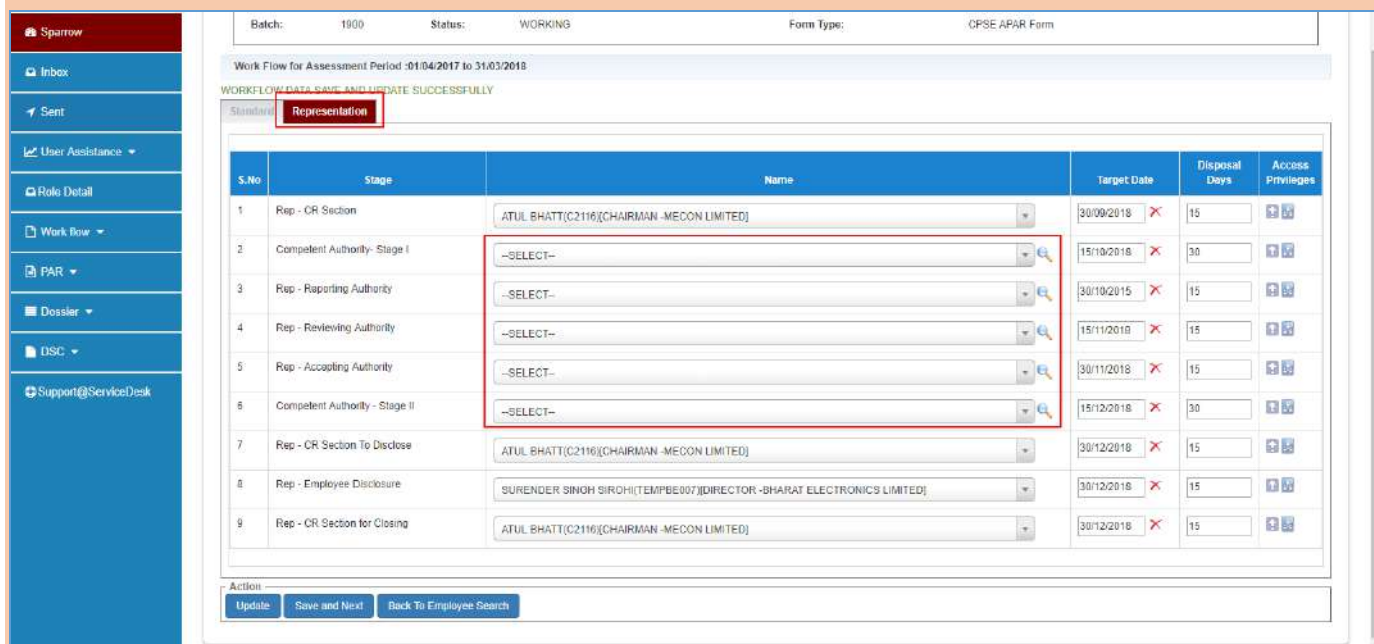


Fig.7

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

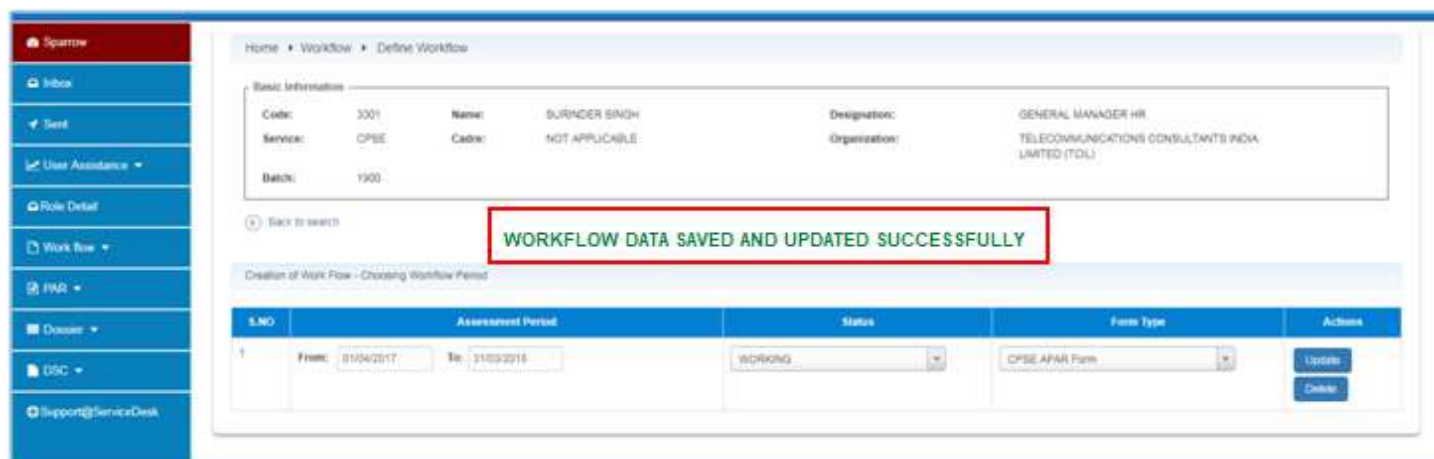


Fig.8


Note:

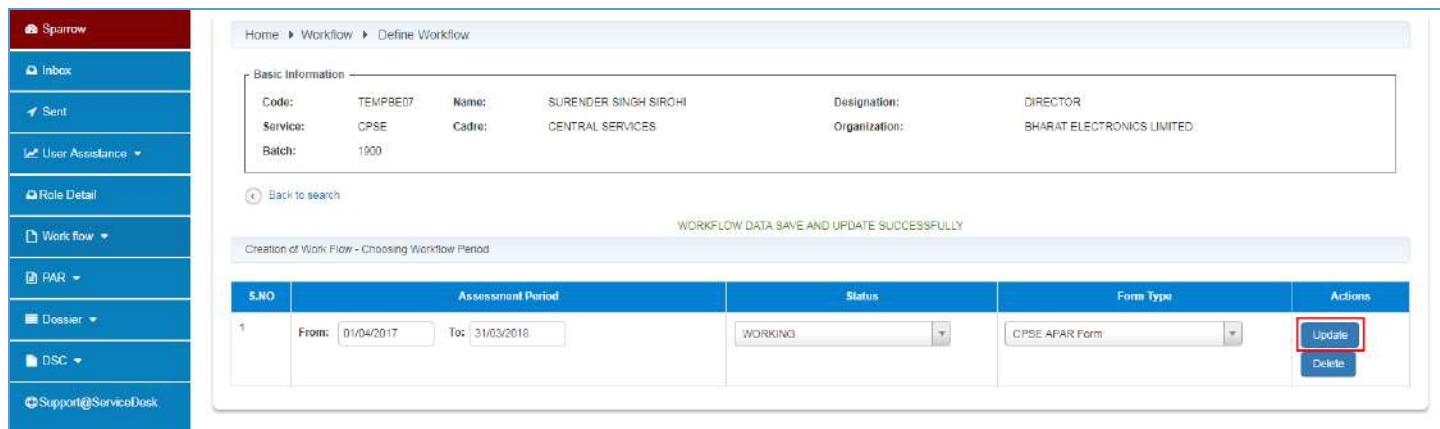
Custodian\PAR Manager Creates\updates the workflow.

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:**



Home > Workflow > Define Workflow

Basic Information

Code:	TEMPBED7	Name:	SURENDER SINGH SIROHI	Designation:	DIRECTOR
Service:	CPSE	Cadre:	CENTRAL SERVICES	Organization:	BHARAT ELECTRONICS LIMITED
Batch:	1900				

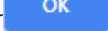
Back to search

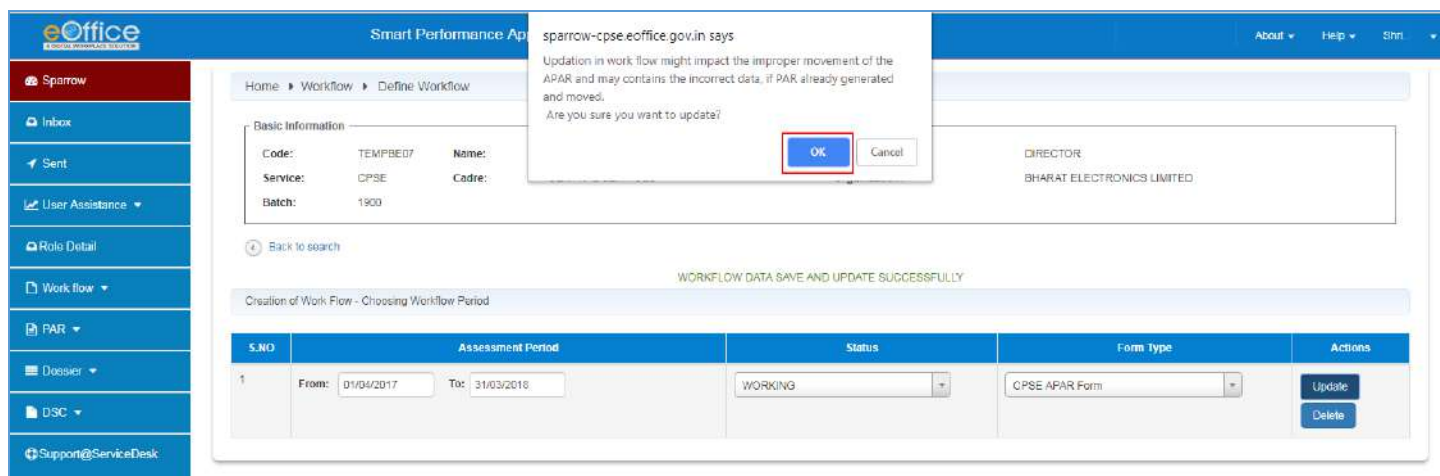
WORKFLOW DATA SAVE AND UPDATE SUCCESSFULLY

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	<div style="display: inline-block; background-color: #007bff; color: white; padding: 2px 5px; border: 1px solid #007bff; border-radius: 3px; margin-right: 5px;">Update</div> <div style="display: inline-block; background-color: #6c757d; color: white; padding: 2px 5px; border: 1px solid #6c757d; border-radius: 3px;">Delete</div>

Fig.9

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



Home > Workflow > Define Workflow

Basic Information

Code:	TEMPBED7	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	<div style="display: inline-block; background-color: #007bff; color: white; padding: 2px 5px; border: 1px solid #007bff; border-radius: 3px; margin-right: 5px;">Update</div> <div style="display: inline-block; background-color: #6c757d; color: white; padding: 2px 5px; border: 1px solid #6c757d; border-radius: 3px;">Delete</div>

Fig.10



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

Fig.11

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

To delete the workflow perform the following steps:


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

Fig.12

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

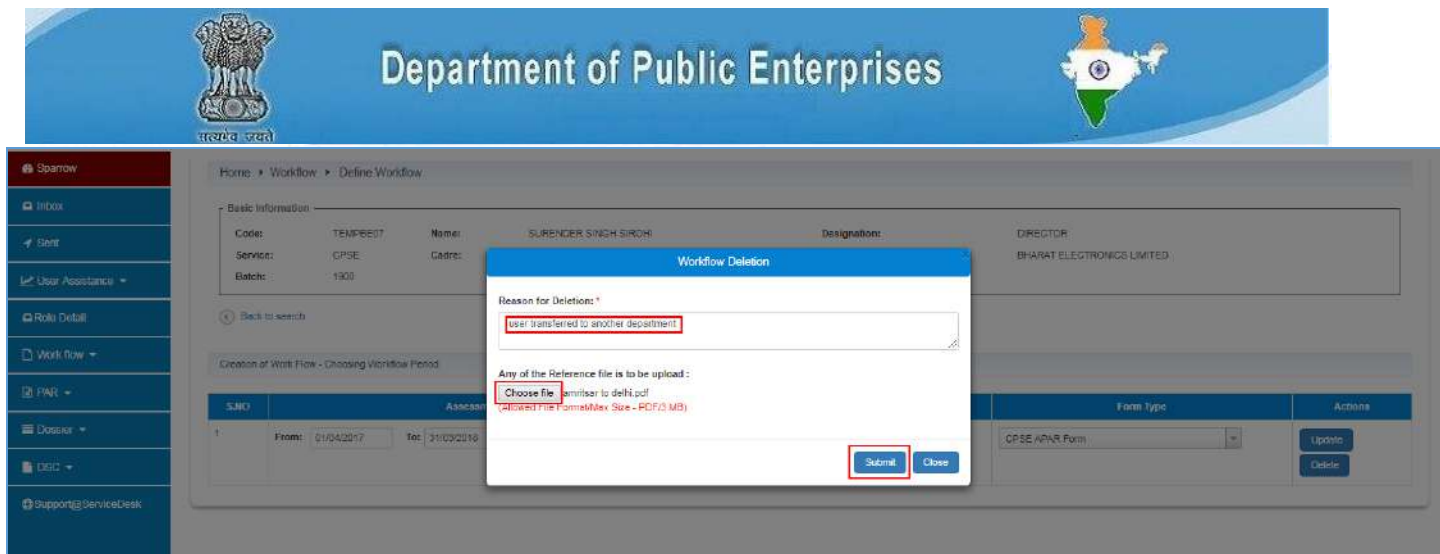
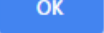


Fig.13

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

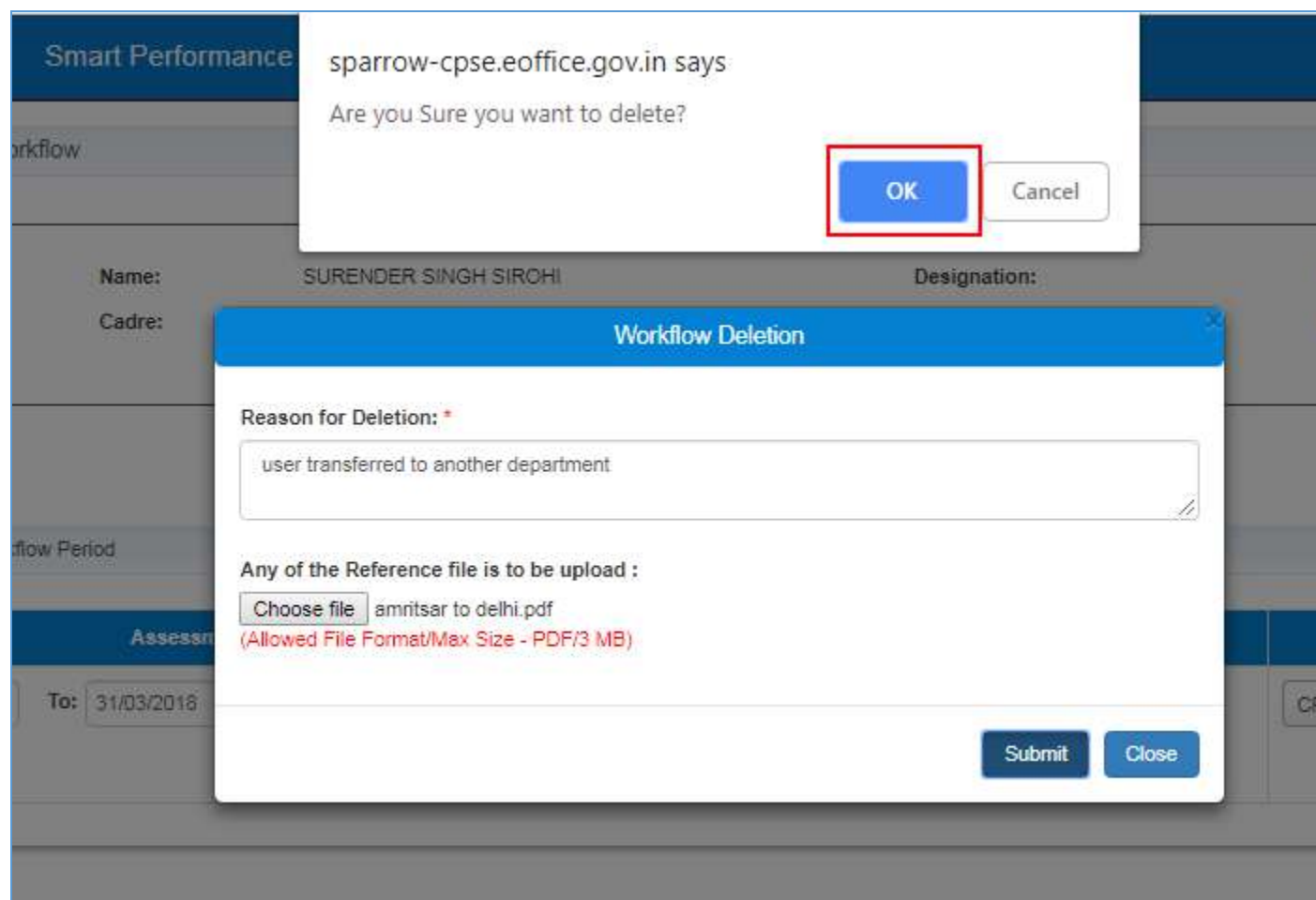
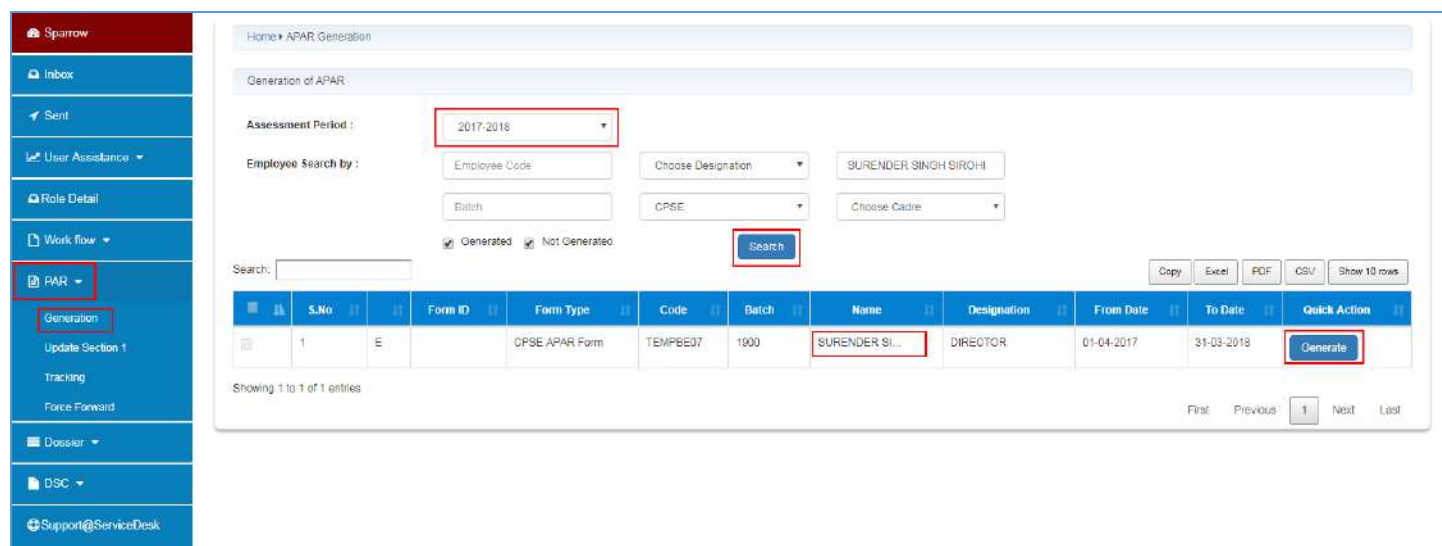


Fig.14

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

Generation of PAR

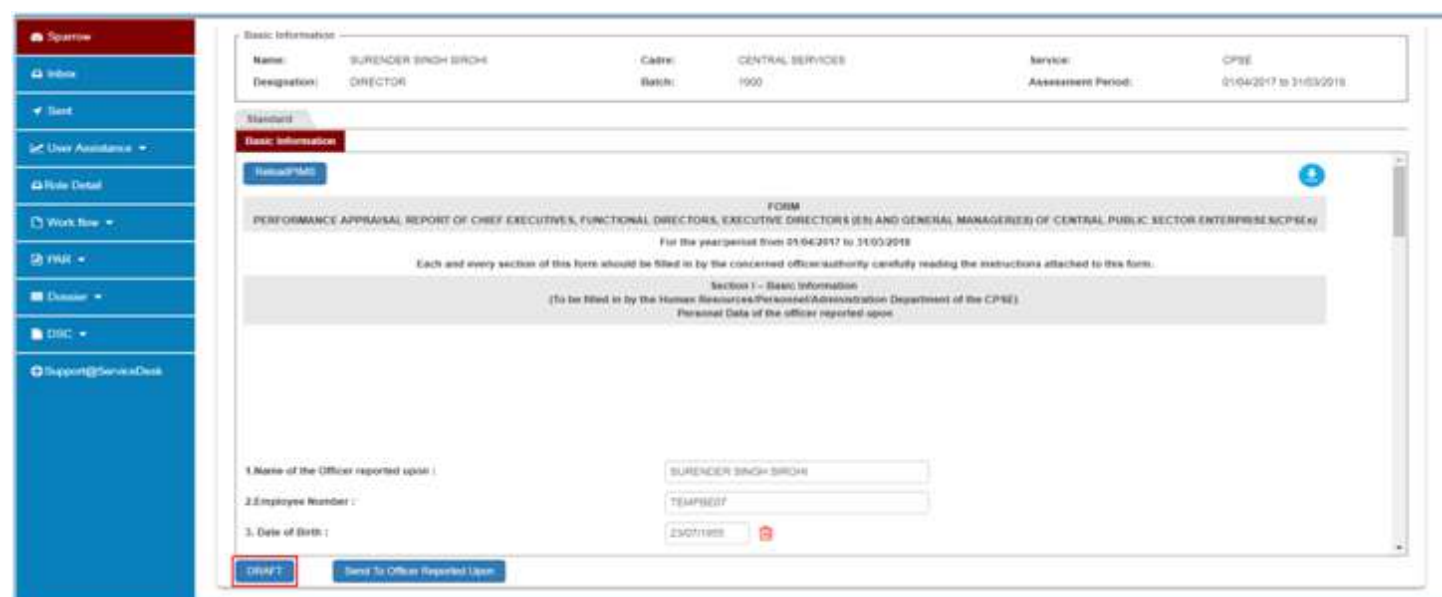
- Go to **PAR → Generation**, select **Assessment Period**, search user and click **Search** (Search) button then click on **Generate** (Generate) as shown in **Fig.15**:



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

Fig.15

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



Basic Information

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

Section 1 - 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: 23/07/1988

DRAFT Send To Officer Reported Upon

Fig.16

Department of Public Enterprises

Home » APAR Generation

Generation of APAR

Assessment Period : 2017-2018

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

Generated, Not Generated

Search

Copy, Excel, PDF, CSV, Show 10 rows

S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	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

FORM: PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (ER) AND GENERAL MANAGER(S) OF CENTRAL PUBLIC SECTOR ENTERPRISES (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**:

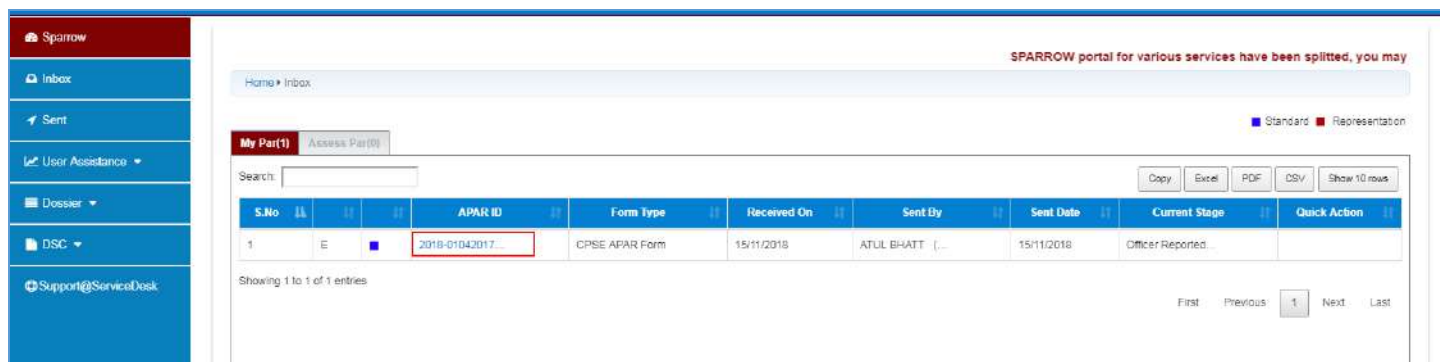


Fig.19

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

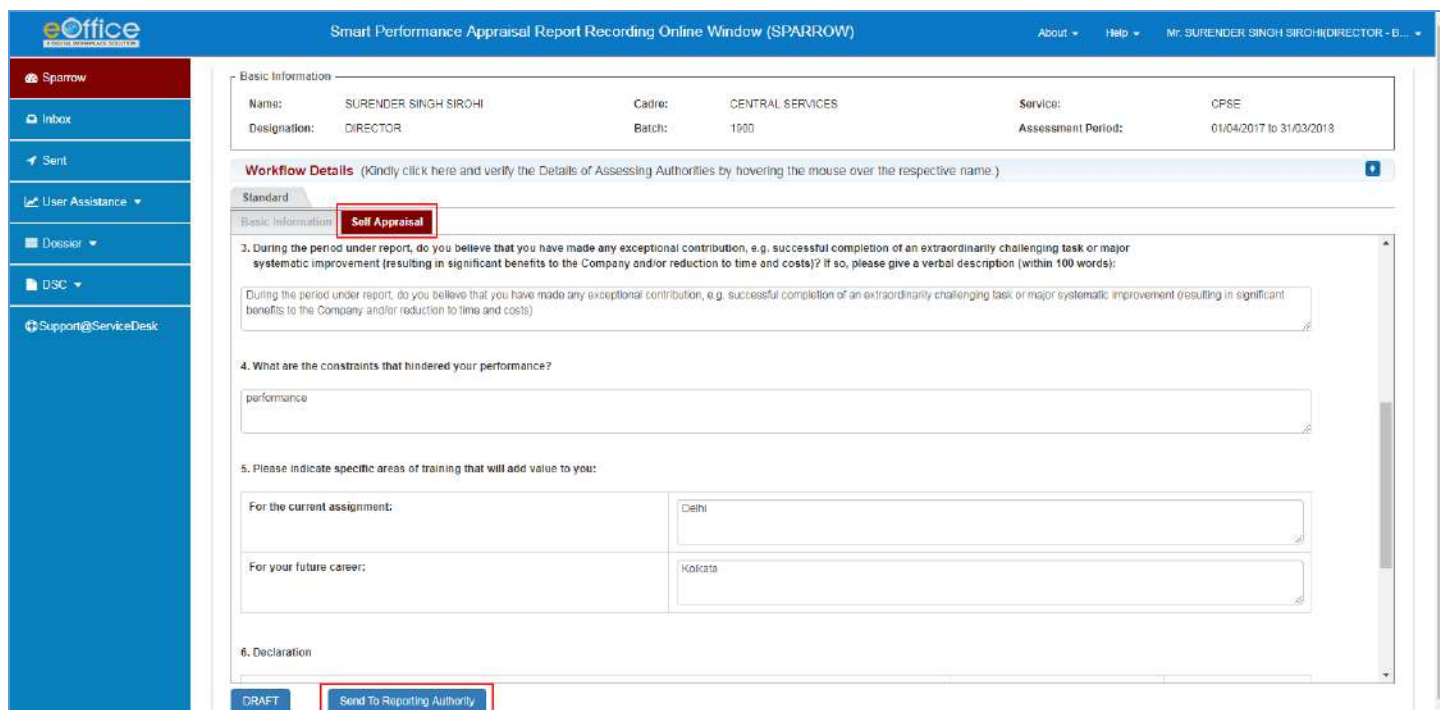
S.No		APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017...	CPSE APAR Form	15/11/2018	ATUL BHATT (...)	15/11/2018	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.20

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



eOffice 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: 1000 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 extraordinary 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 extraordinary challenging task or major systematic improvement (resulting in significant benefits to the Company and/or reduction to time and costs)

4. What are the constraints that hindered your performance?

performance

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

For the current assignment: Delhi


For your future career: Kolkata

6. Declaration


DRAFT Send To Reporting Authority

Fig.21

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



Department of Public Enterprises



Smart Performance Appraisal

Basic Information

Name: SURENDER SINGH SIROHI

Designation: DIRECTOR

sparrow-cpse.eoffice.gov.in says

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

OK
Cancel

About ▾ Help ▾

Service:

Assessment Period:

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

Standard

Basic Information **Self Appraisal**

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

Fig.22

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

Sparrow

Inbox

Sent

User Assistance ▾

Dossier ▾

DSC ▾

Support@ServiceDesk

MESSAGE

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

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

Fig.23

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

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

Sparrow

Inbox

Sent

User Assistance ▾

Dossier ▾

DSC ▾

Support@ServiceDesk

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

Home > Inbox

My Par(0)

Assess Par(1)

Search:

Standard Representation

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	SURENDER SI...	16/11/2018	SURENDER SI...	16/11/2018	Reporting Autho...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.24

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

Department of Public Enterprises

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**

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.

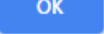
4. Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent?

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**:

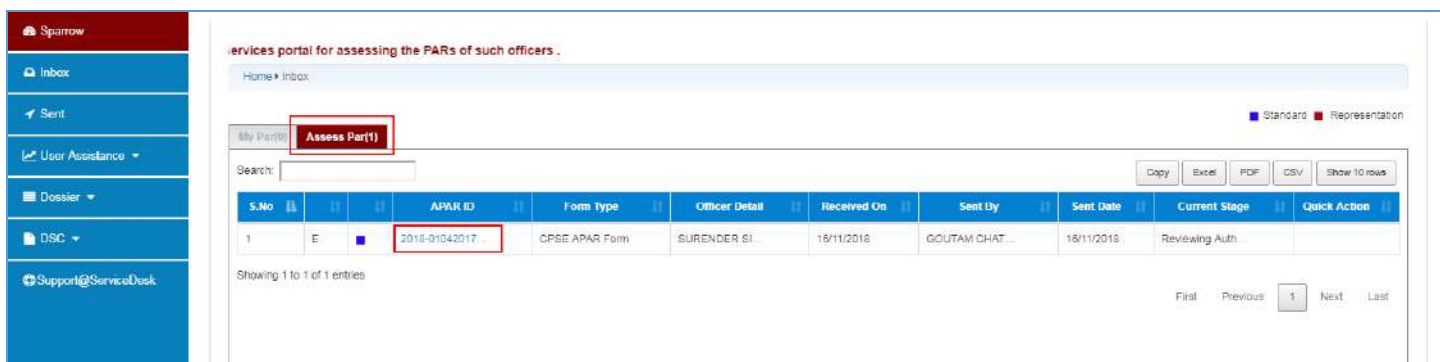


Fig.28

- 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**:

Department of Public Enterprises

Sparrow

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1990 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.

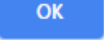
In case of difference of opinion, details and reasons for the same may be given.

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**:

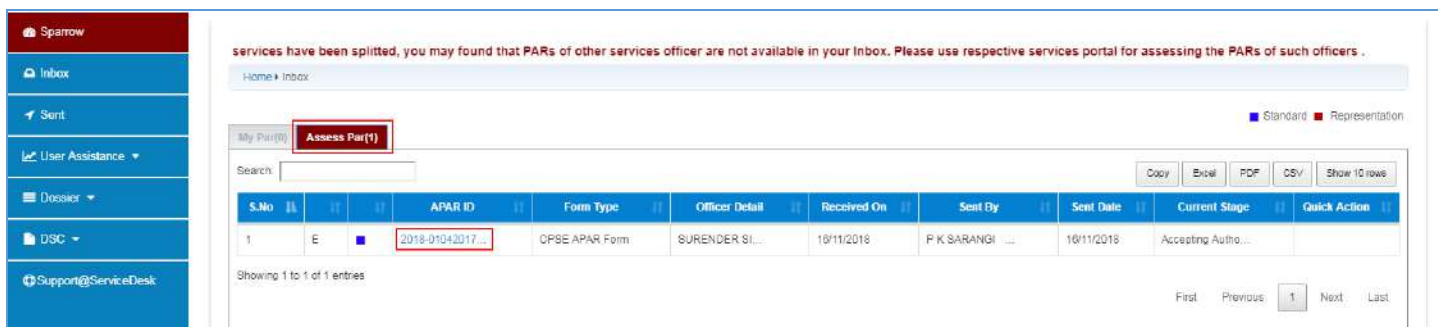


Fig.32

- 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**:

Fig.33

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

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**:

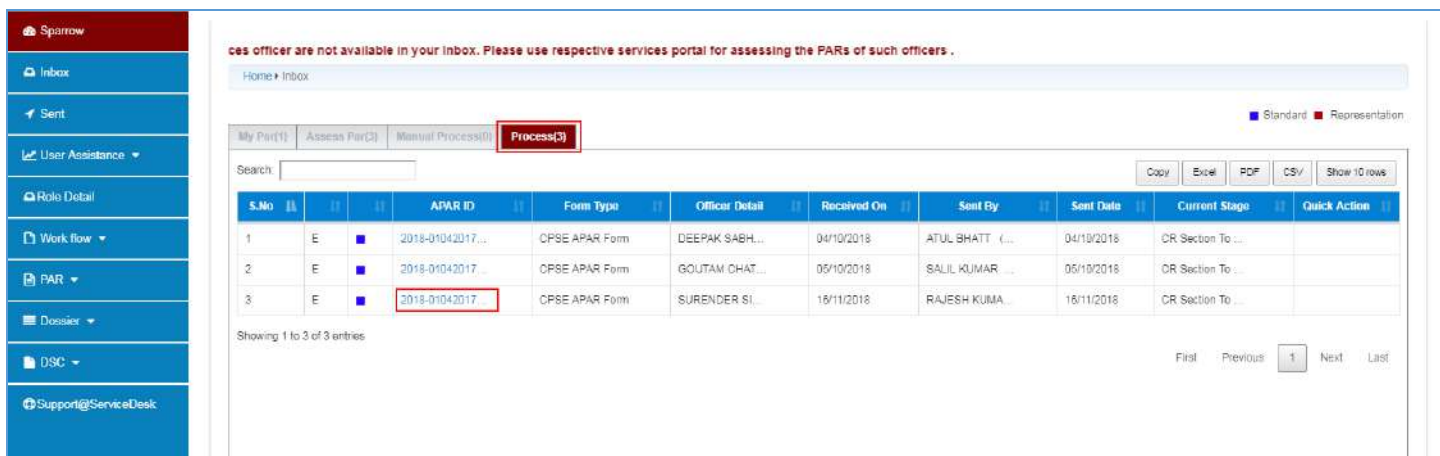


Fig.36

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

Department of Public Enterprises

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE
 Designation: DIRECTOR Batch: 1990 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**

Disclose To Officer

This is to certify that this APAR (PAR Id : 2018-01042017-31032018-2016551) for the period 01/04/2017 to 31/03/2018 has been disclosed to the officer reported upon (SURENDER SINGH SIROHI) and all actions in compliance to the DOP&T O.M.No. 21011/1/2005-Estt. (A) (PL.III) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

Date: _____ Signature At Disclosure Level

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

Fig.37

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

Smart Performance App

sparrow-cpse.eoffice.gov.in says
Are you sure you want to submit ?

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 Accepting **Disclose To Officer**

Disclose To Officer

This is to certify that this APAR (PAR Id : 2018-01042017-31032018-2016551) for the period 01/04/2017 to 31/03/2018 has been disclosed to the officer reported upon (SURENDER SINGH SIROHI) and all actions in compliance to the DOP&T O.M.No. 21011/1/2005-Estt. (A) (PL.III) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

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**:

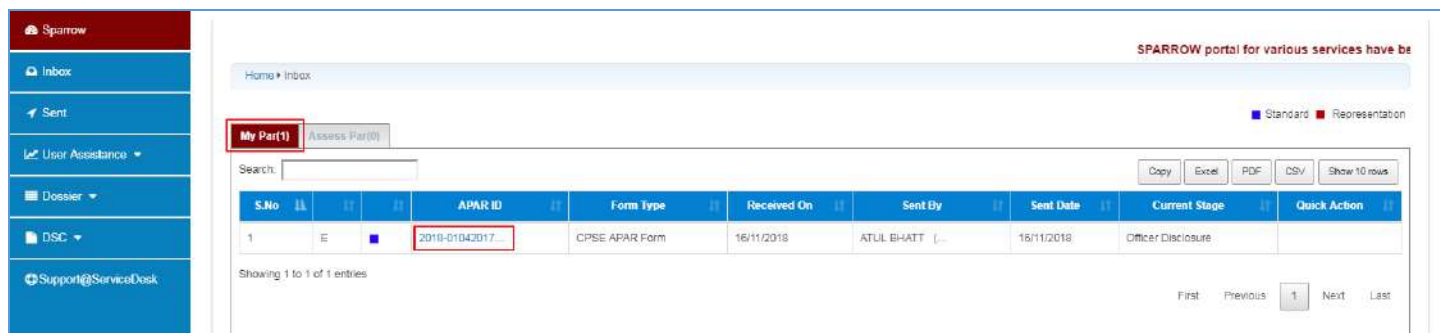


Fig.40

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

Fig.41

Note:

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

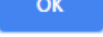
- A confirmation window appears click on OK () button as shown in Fig.42:

Fig.42

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

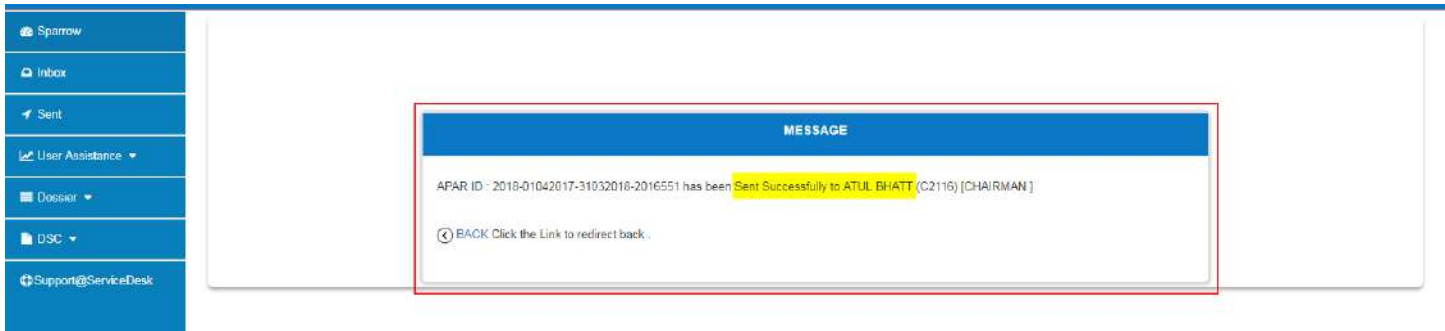


Fig.43

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

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

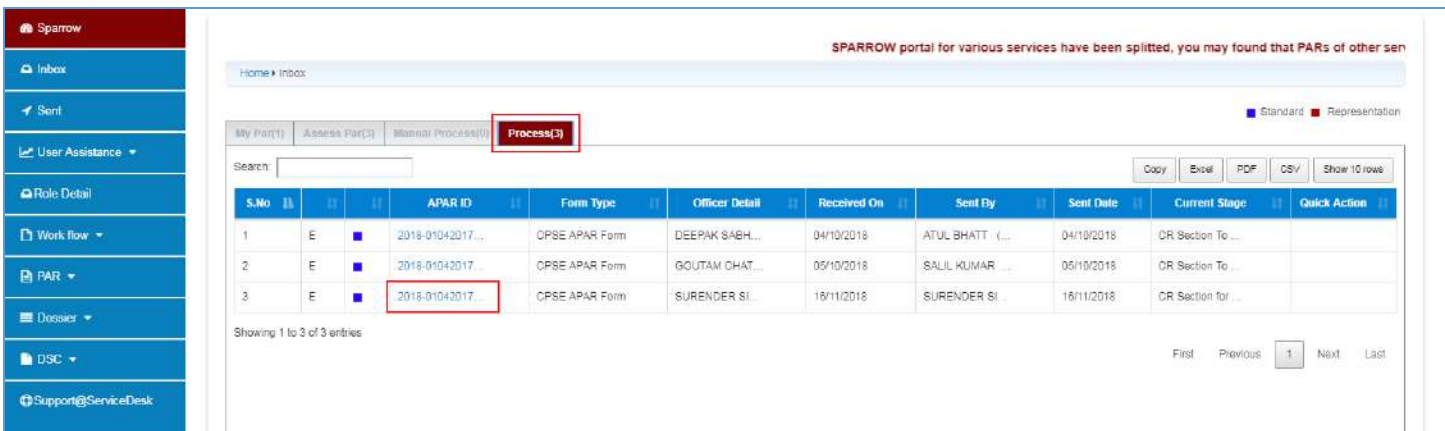


Fig.44

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

Fig.45

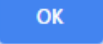
- A confirmation window appears click on **OK** () button as shown in Fig.46:

Fig.46

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

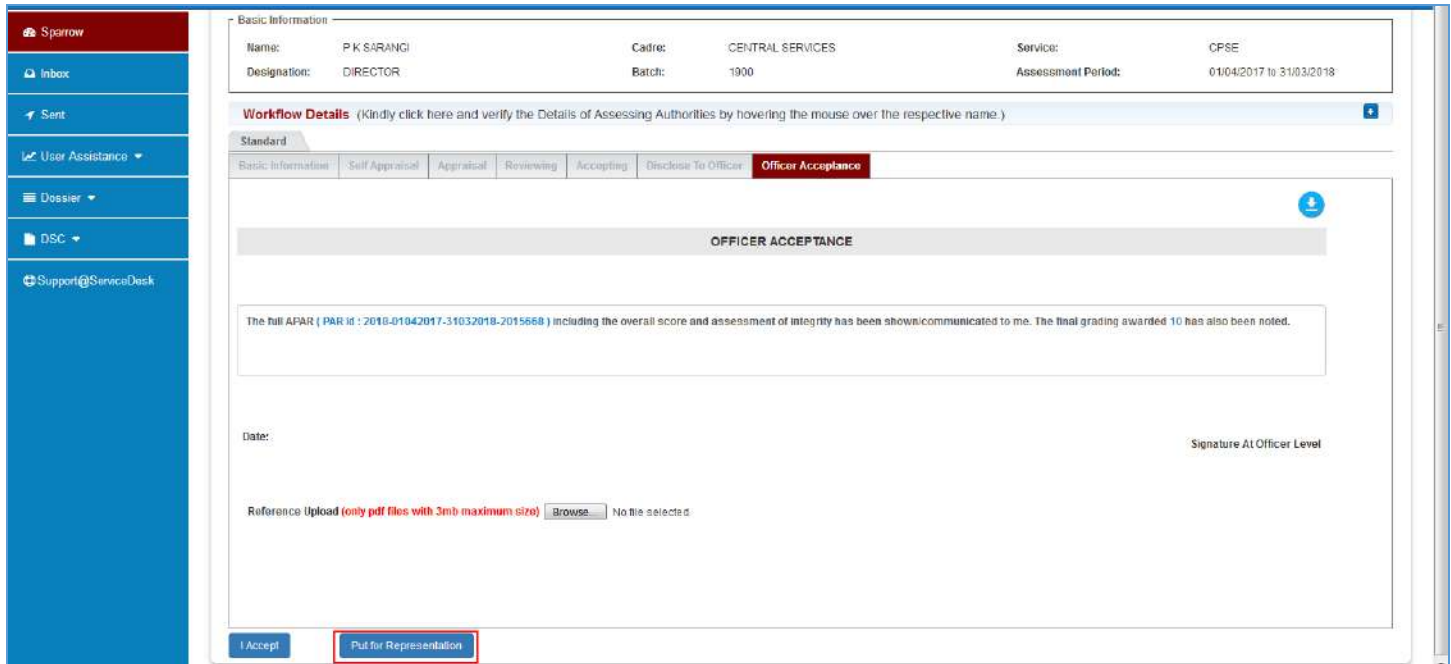


Fig.47

Movement of PAR- Representation Flow


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

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



The screenshot shows a web application interface for the Department of Public Enterprises. On the left is a sidebar with navigation links: Sparrow, Inbox, Sent, User Assistance, Dossier, DSC, and Support@ServiceDesk. The main content area is titled 'Basic Information' and displays details for an officer: Name: P K SARANGI, Designation: DIRECTOR, Cadre: CENTRAL SERVICES, Batch: 1900, Service: CPSE, and Assessment Period: 01/04/2017 to 31/03/2018. Below this is a 'Workflow Details' section with a tabbed interface. The 'Officer Acceptance' tab is active, showing a text area for the officer's acceptance, a date field, a signature field, and a reference upload section. At the bottom, there are two buttons: 'I Accept' and 'Put for Representation' (highlighted with a red box).

Fig.48

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

Department of Public Enterprises

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**:

Department of Public Enterprises

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

Home > Inbox

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

Search: [] Copy Excel PDF CSV Show 10 rows

S.No	U	I	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2016-01042017-	CPSE APAR Form	P K SARANGI	30/11/2016	P K SARANGI	30/11/2016	Rep - CR Section	
2	E	■	2016-01042017-	CPSE APAR Form	NIRAJ KUMAR	29/11/2016	ATUL BHATT	20/11/2016	Reviewing Auth.	
3	E	■	2016-01042017-	CPSE APAR Form	P.S.R.K. SASTR	11/10/2016	ATUL BHATT	11/10/2016	Reviewing Auth.	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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:

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: 1000 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 Appraisal Disclosure To Officer

Letter for Representation

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

Date: 30/11/2016 Signature: Shri. P K SARANGI, 50168, 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:



Department of Public Enterprises



Smart Performance
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: P K SARANGI

Designation: DIRECTOR

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

Basic Information

Self Appraisal

Appraisal

Reviewing

Accepting

Disclose To Officer

Letter Information

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 (2018-01042017-31032018-2015668) 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

Standard Representation

Assess Part(1)

Search:

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	Competant 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**:

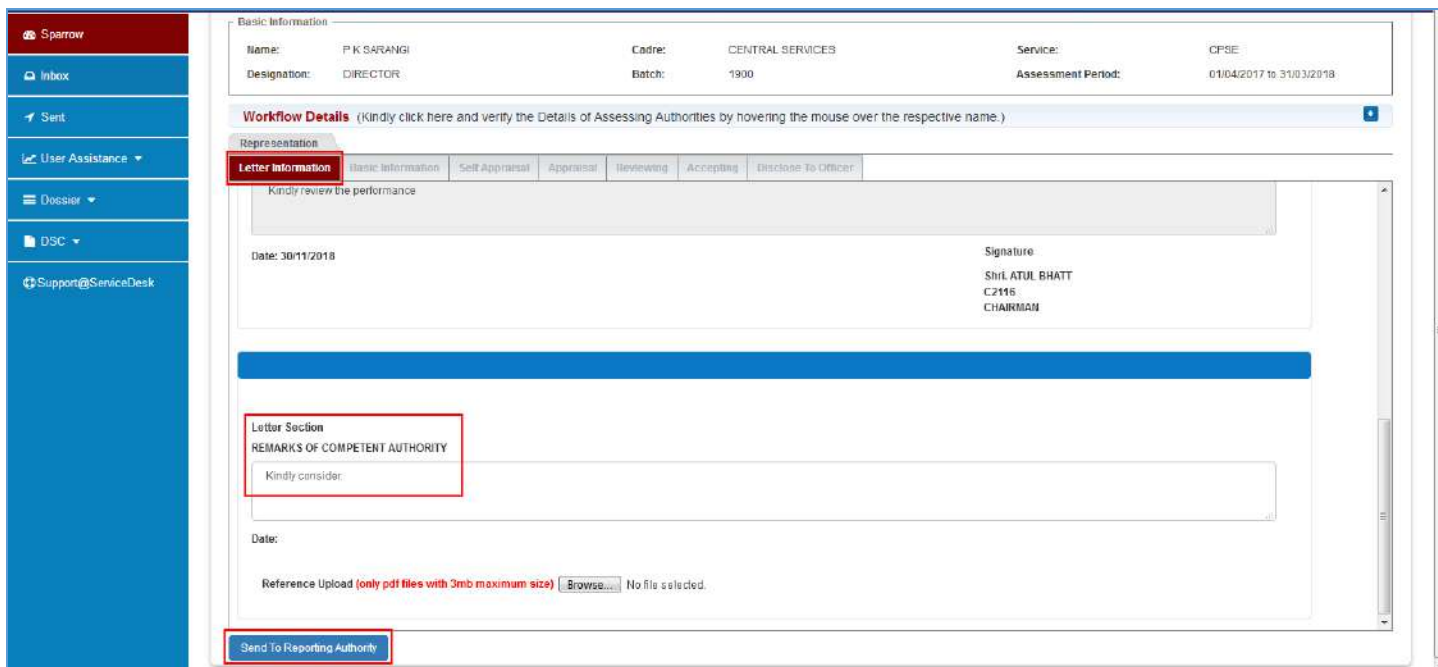


Fig.56

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

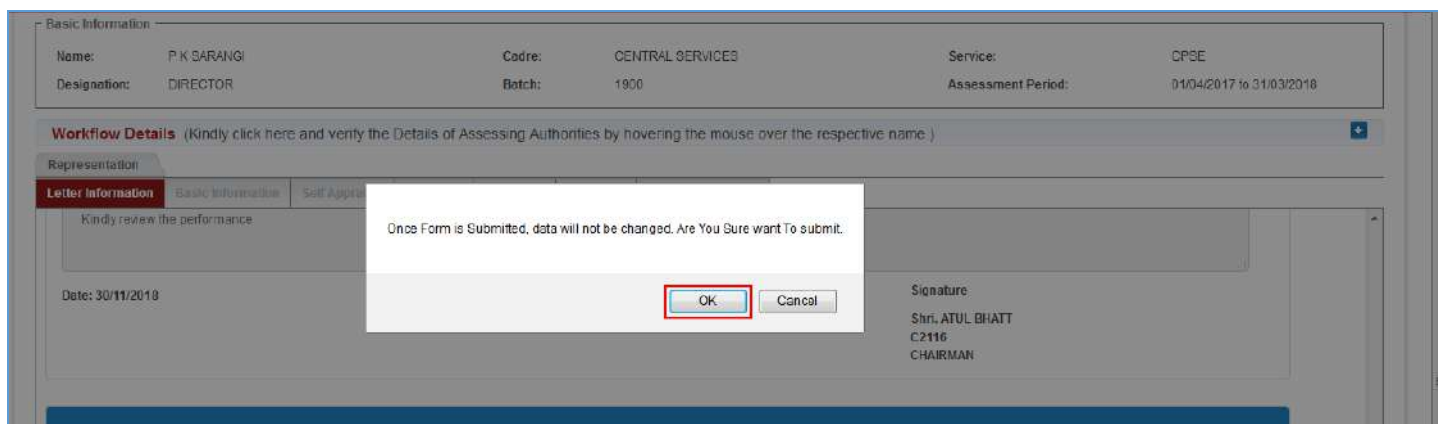


Fig.57

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



Fig.58

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

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

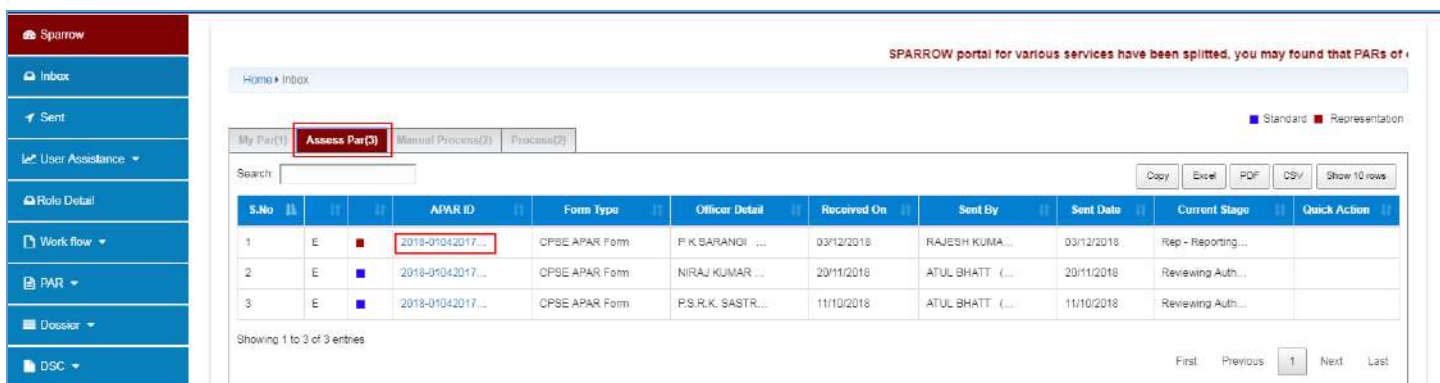


Fig.59

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

Fig.60

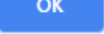
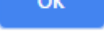
- A confirmation window appears click on **OK** () button as shown in **Fig.61**:

Fig.61

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

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

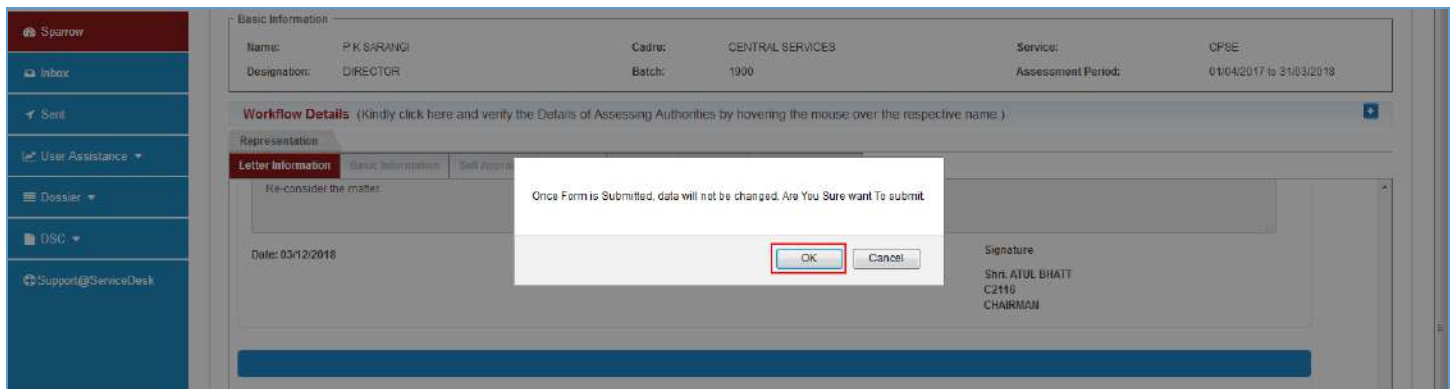


Fig.65

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

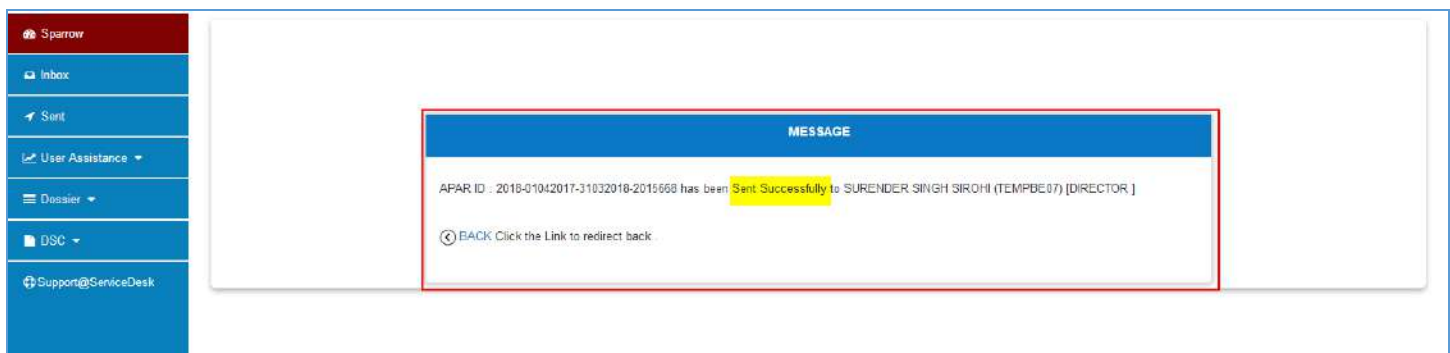
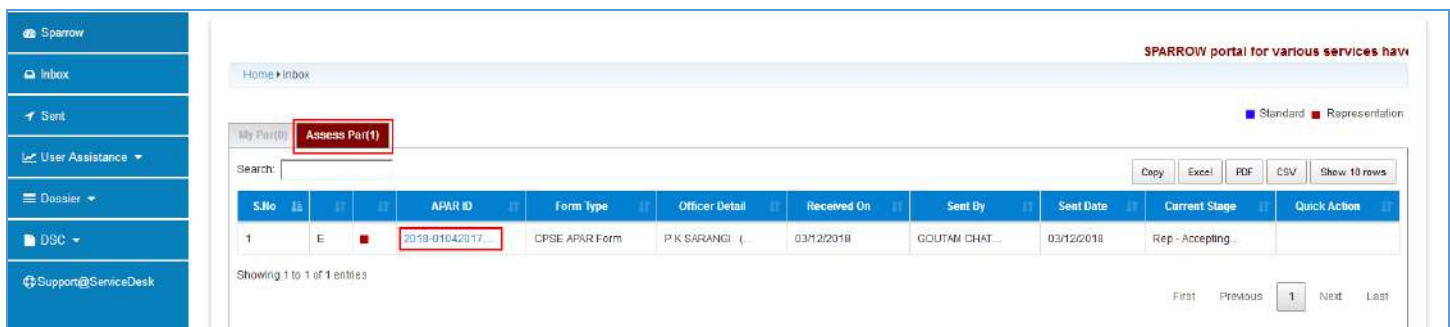


Fig.66


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	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	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**:

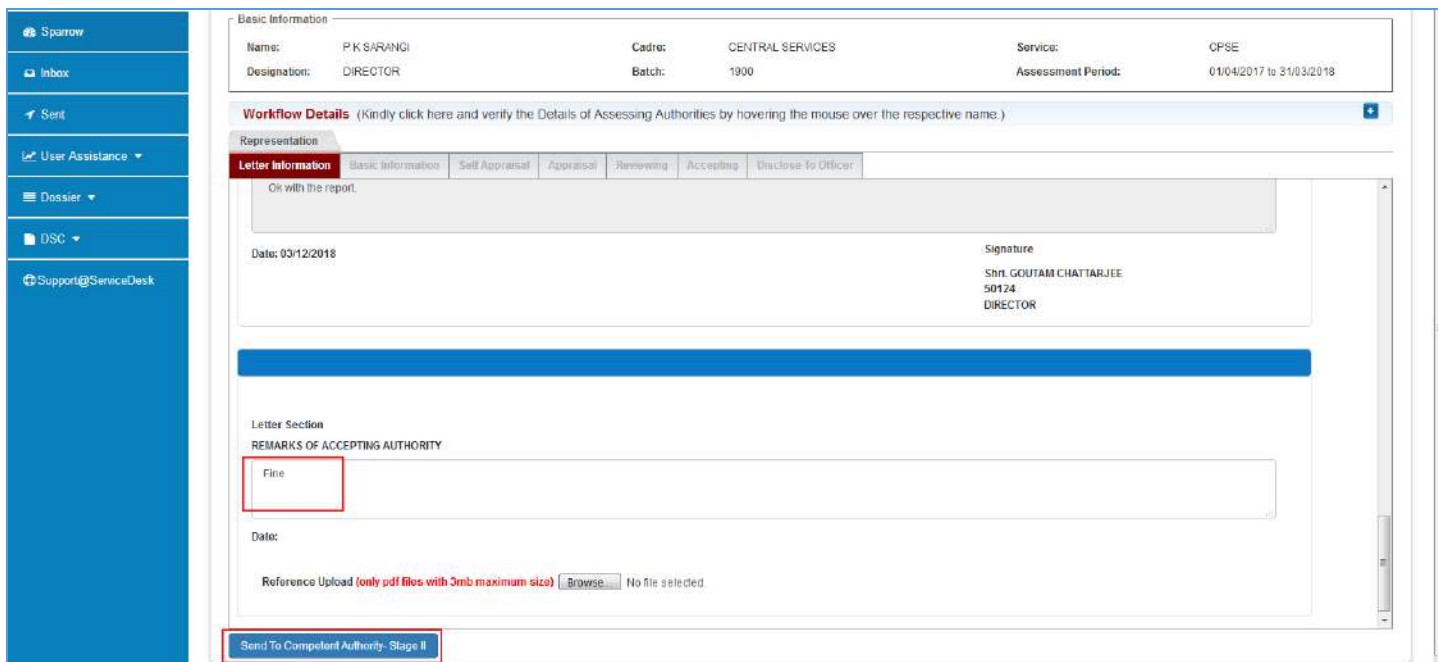
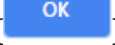


Fig.68

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

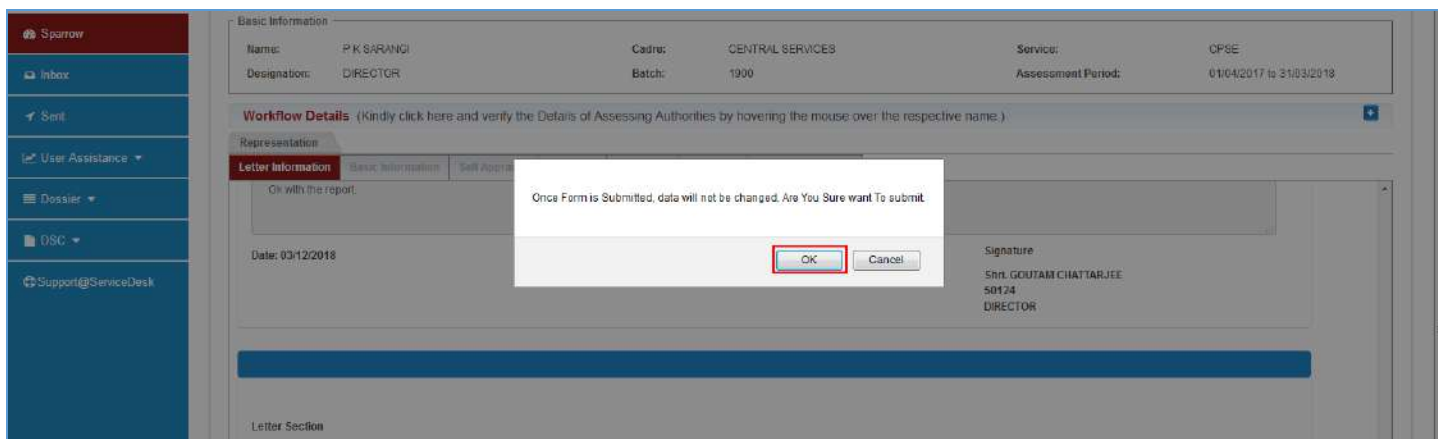


Fig.69

- 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:

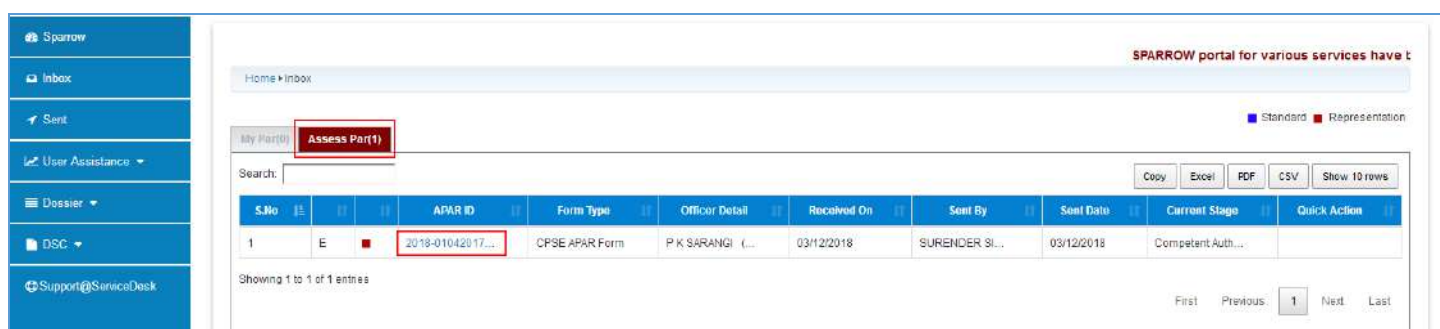


Fig.71

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

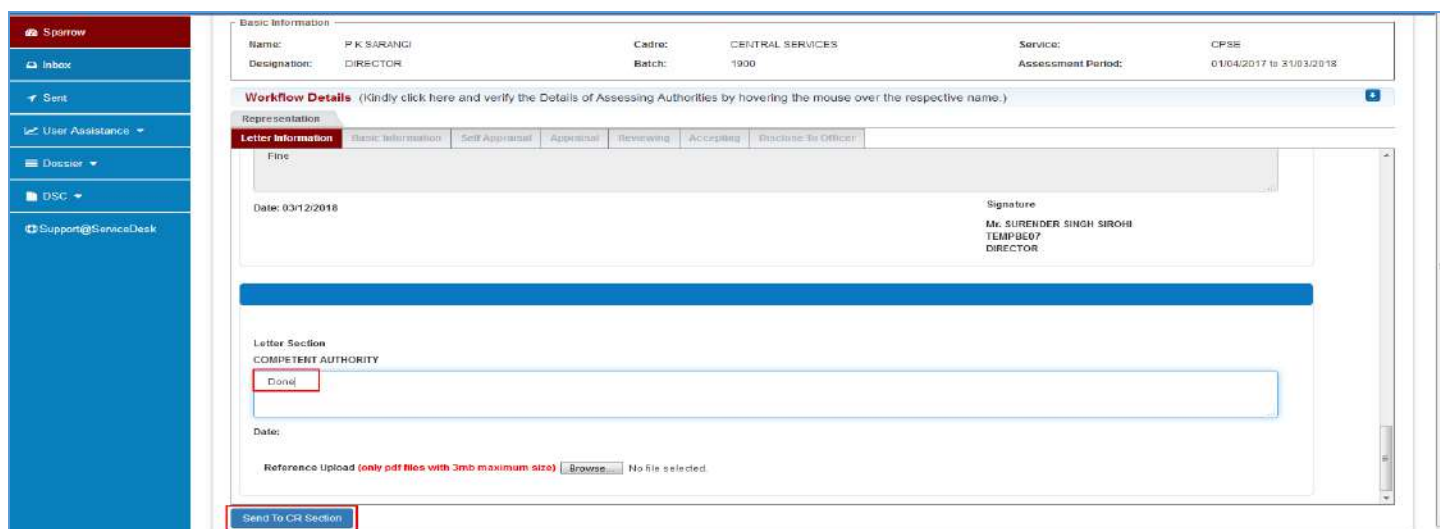
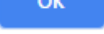


Fig.72

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

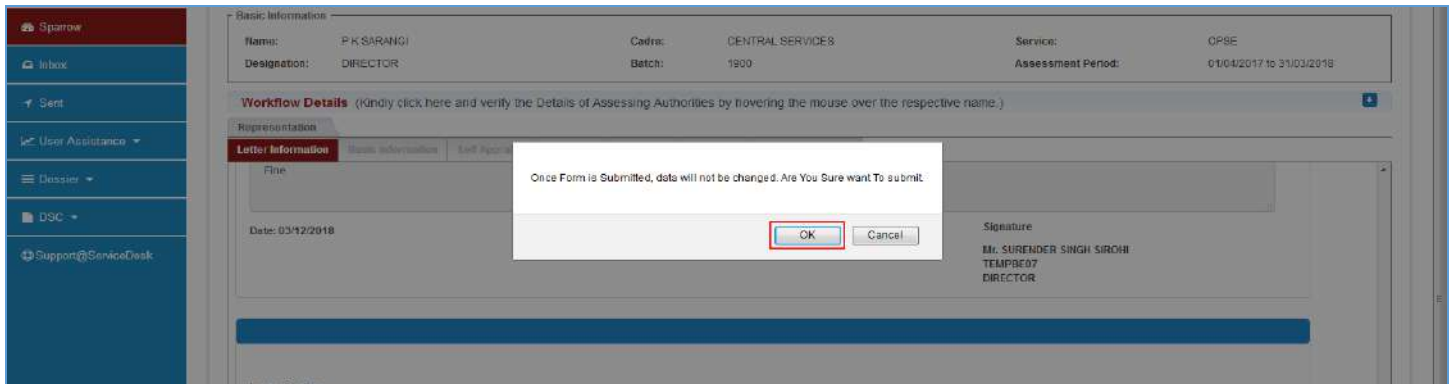


Fig.73

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

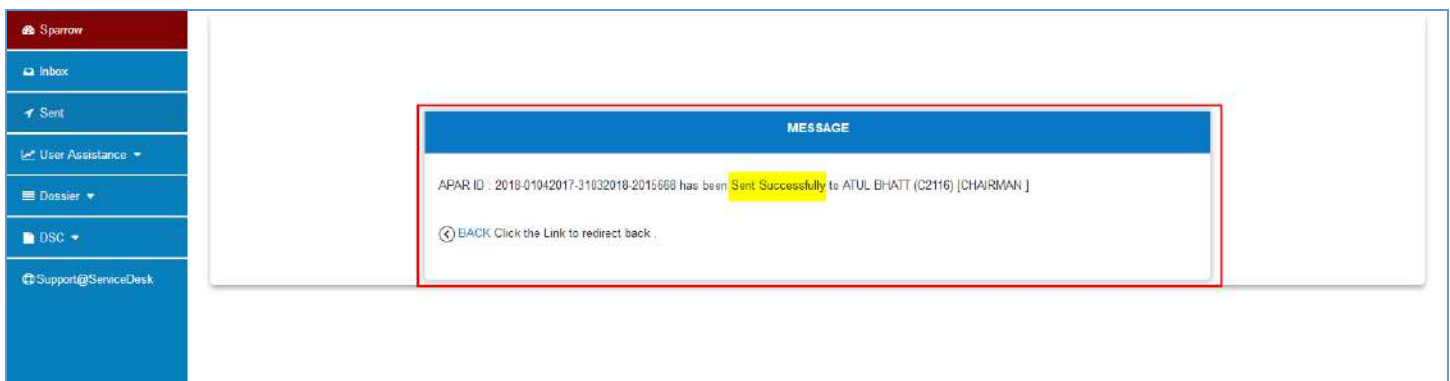
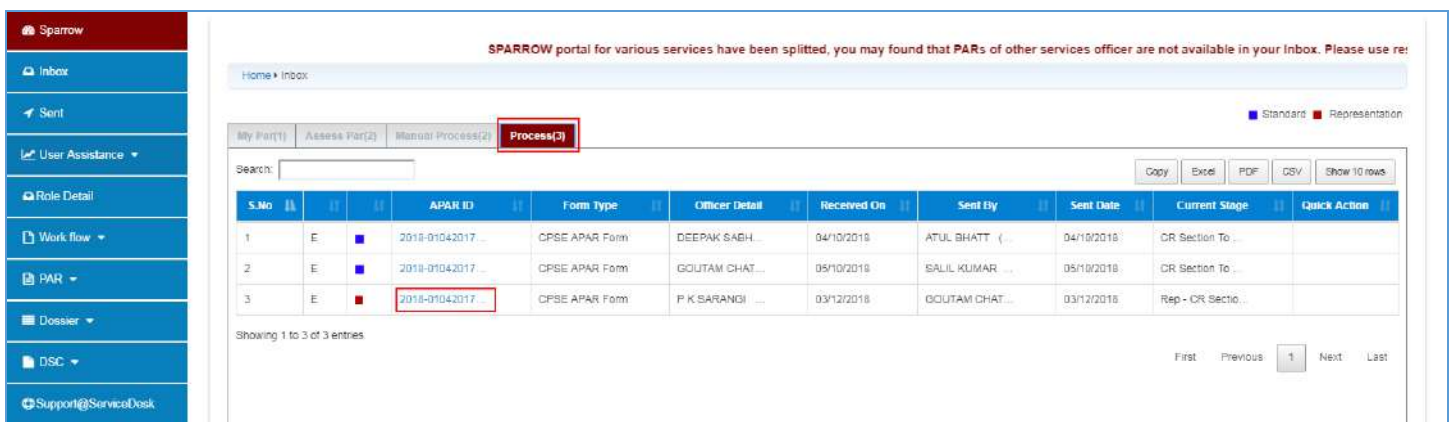


Fig.74

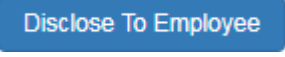
Stage 8: Custodian (Rep-CR Section) performs the following steps to disclose PAR:

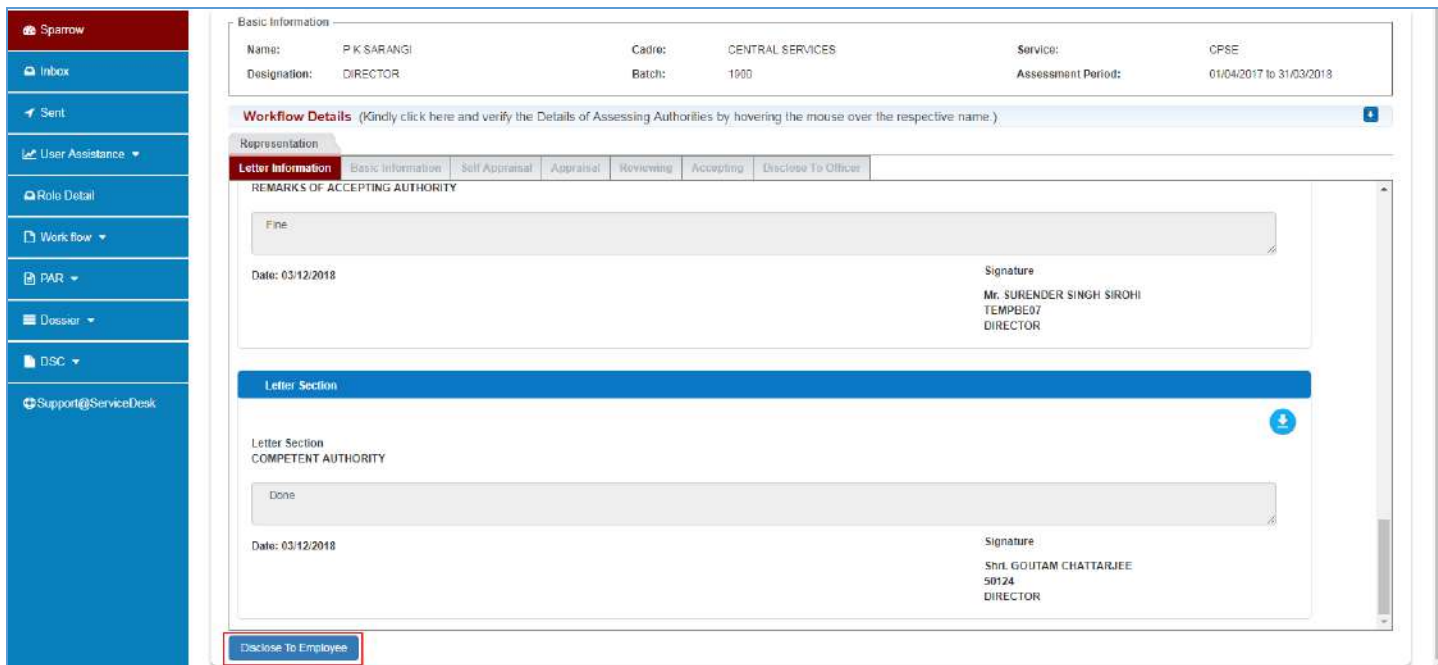
- Custodian (Rep-CR Section) clicks the PAR ID (2018-01042017-31032018-2015668) to open the PAR as shown in **Fig.75**:



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 SAGH...	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 Secto...	

Fig.75

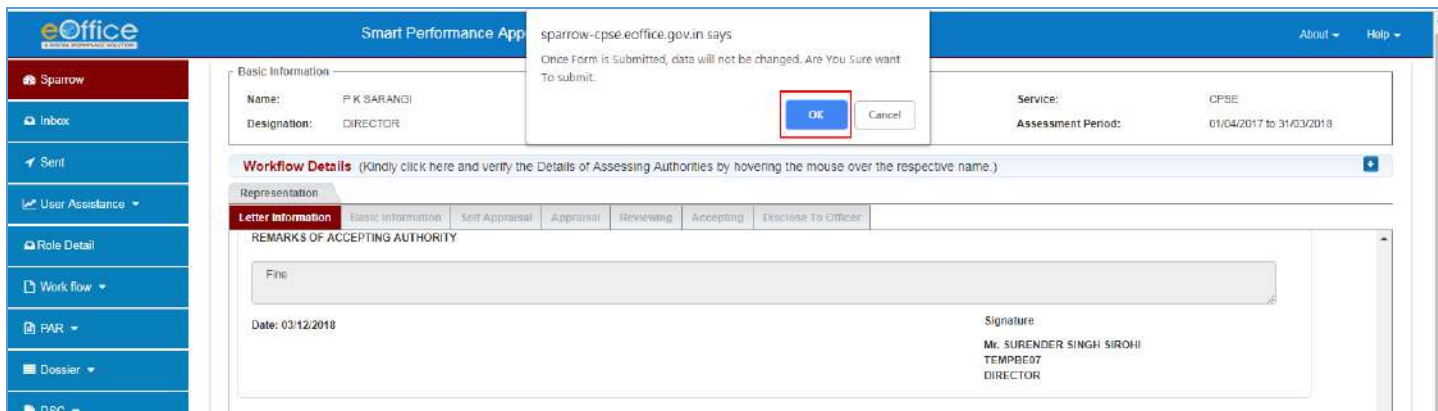
- A page appears, click **Disclose To Employee** () button, as shown in **Fig.76**:



The screenshot shows the Sparrow application interface. On the left is a sidebar with navigation options: Sparrow, Inbox, Sent, User Assistance, Role Detail, Work flow, PAR, Dossier, DSC, and Support@ServiceDesk. The main content area is titled 'Basic Information' and displays details for P K SARANGI, Director, Central Services, Batch 1000, CPSE, with an assessment period from 01/04/2017 to 31/03/2018. Below this is a 'Workflow Details' section with a tabbed interface. The 'Letter Information' tab is active, showing 'REMARKS OF ACCEPTING AUTHORITY' with a text area containing 'Fine', a date of 03/12/2018, and a signature of Mr. SURENDER SINGH SIROHI, TEMPBE07, DIRECTOR. Below this is a 'Letter Section' for 'COMPETENT AUTHORITY' with a text area containing 'Done', a date of 03/12/2018, and a signature of Shri. GOUTAM CHATTARJEE, 50124, DIRECTOR. At the bottom left of the main content area, the 'Disclose To Employee' button is highlighted with a red rectangular box.

Fig.76

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



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

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:

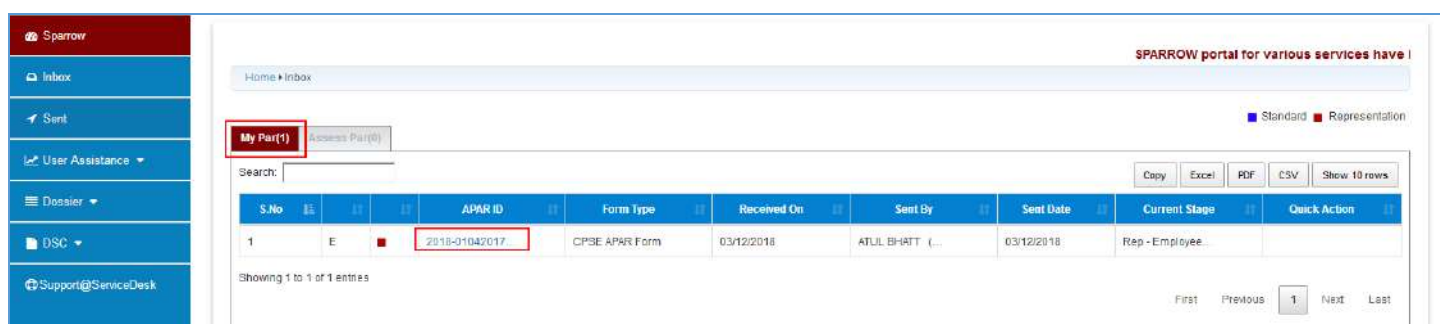


Fig.79

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

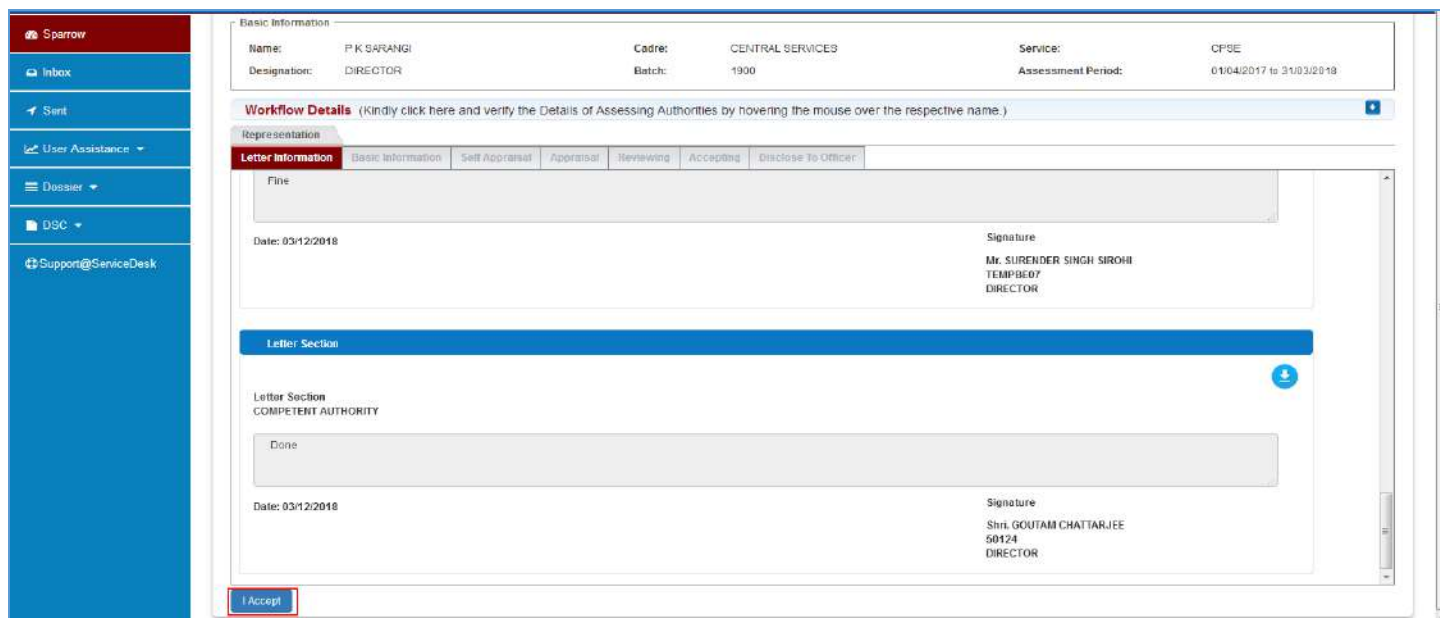


Fig.80

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

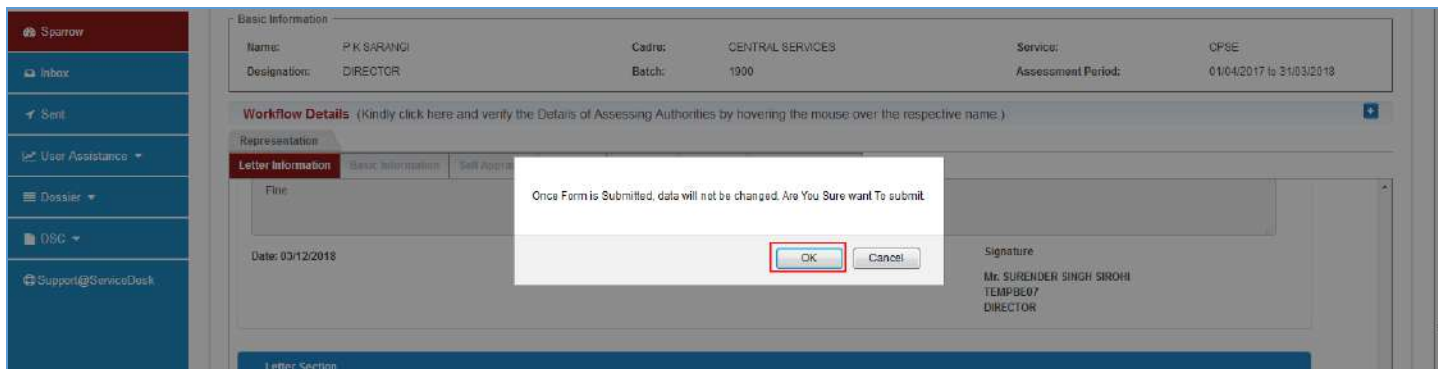


Fig.81

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

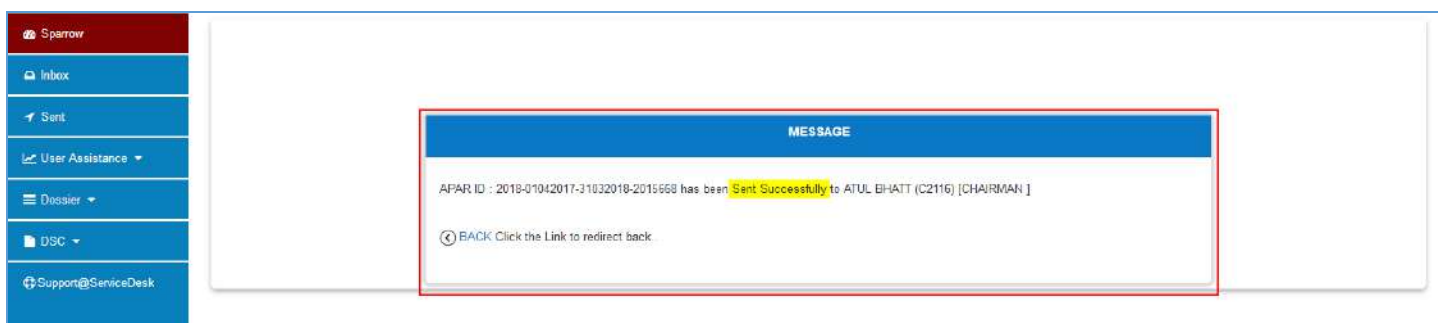
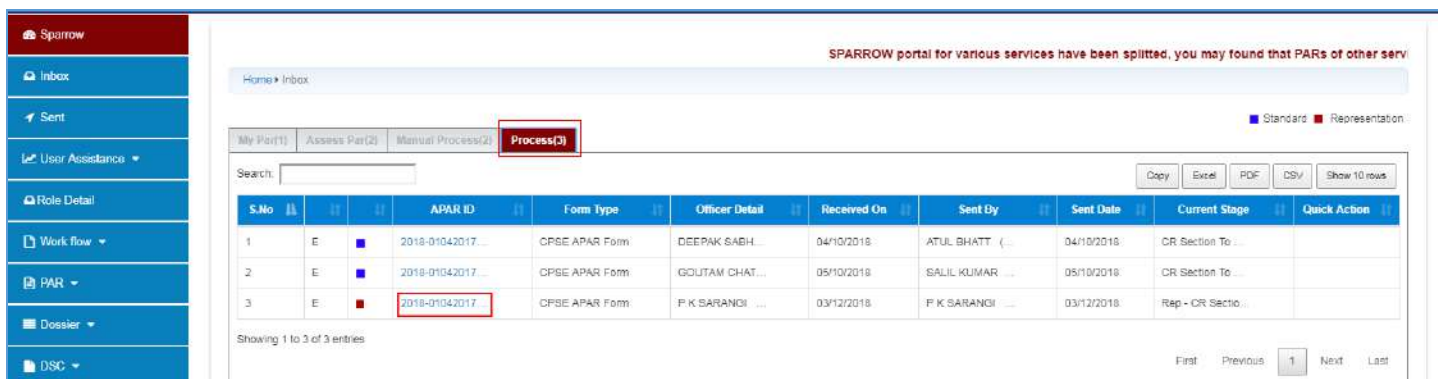


Fig.82

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	2018-01042017-31032018-2015668	CPSE APAR Form	DEEPAK SAGH...	04/10/2018	ATUL BHATT (...)	04/10/2018	CR Section To ...	
2	E	2018-01042017-31032018-2015668	CPSE APAR Form	GOUTAM CHAT...	05/10/2018	SALIL KUMAR ...	05/10/2018	CR Section To ...	
3	E	2018-01042017-31032018-2015668	CPSE APAR Form	P K SARANGI ...	03/12/2018	P K SARANGI ...	03/12/2018	Rep - CR Secto...	

Fig.83

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

Department of Public Enterprises

Sparrow

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 Discharge To Officer

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

Letter Section

Letter Section
 REMARKS OF REPORTING AUTHORITY

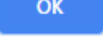
Re-consider the matter.

Date: 03/12/2018

Signature
 Shri. ATUL BHATT
 C2118
 CHAIRMAN

Close

Fig.84

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

eOffice 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 Designation: DIRECTOR Service: CPSE
 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 Discharge To Officer

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

Letter Section

Fig.85

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

Sparrow

MESSAGE

APAR ID : 2018-01042017-31032018-2016608 has been **Successfully Closed**

BACK Click the Link to redirect back:

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**:

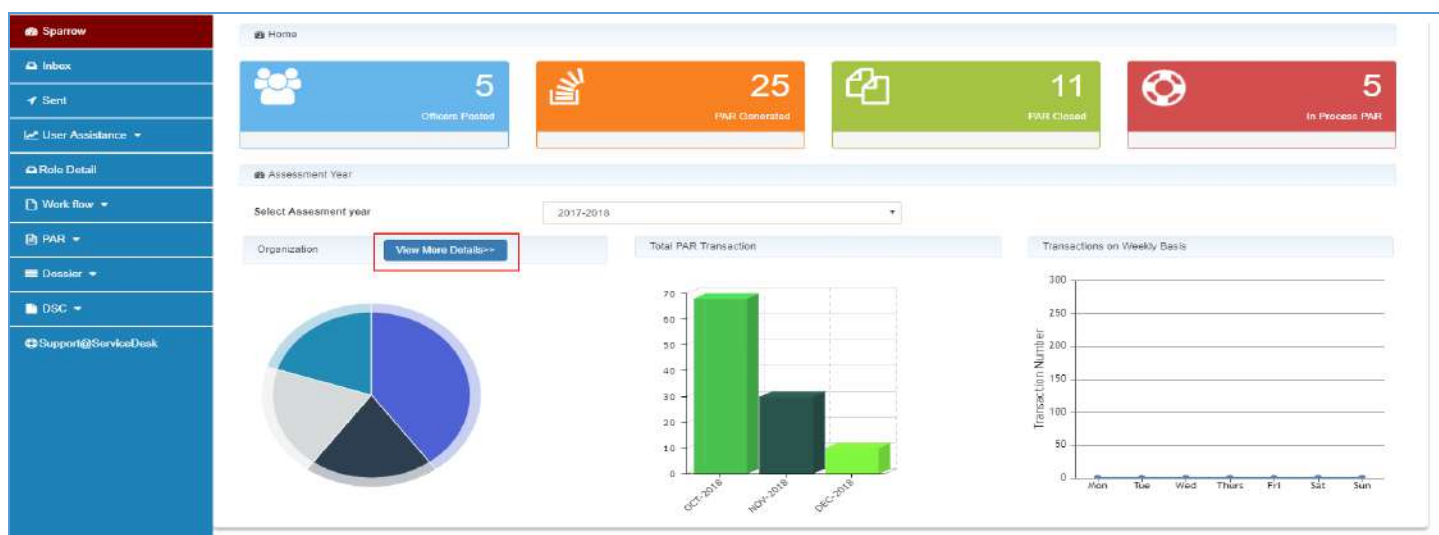


Fig.88

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

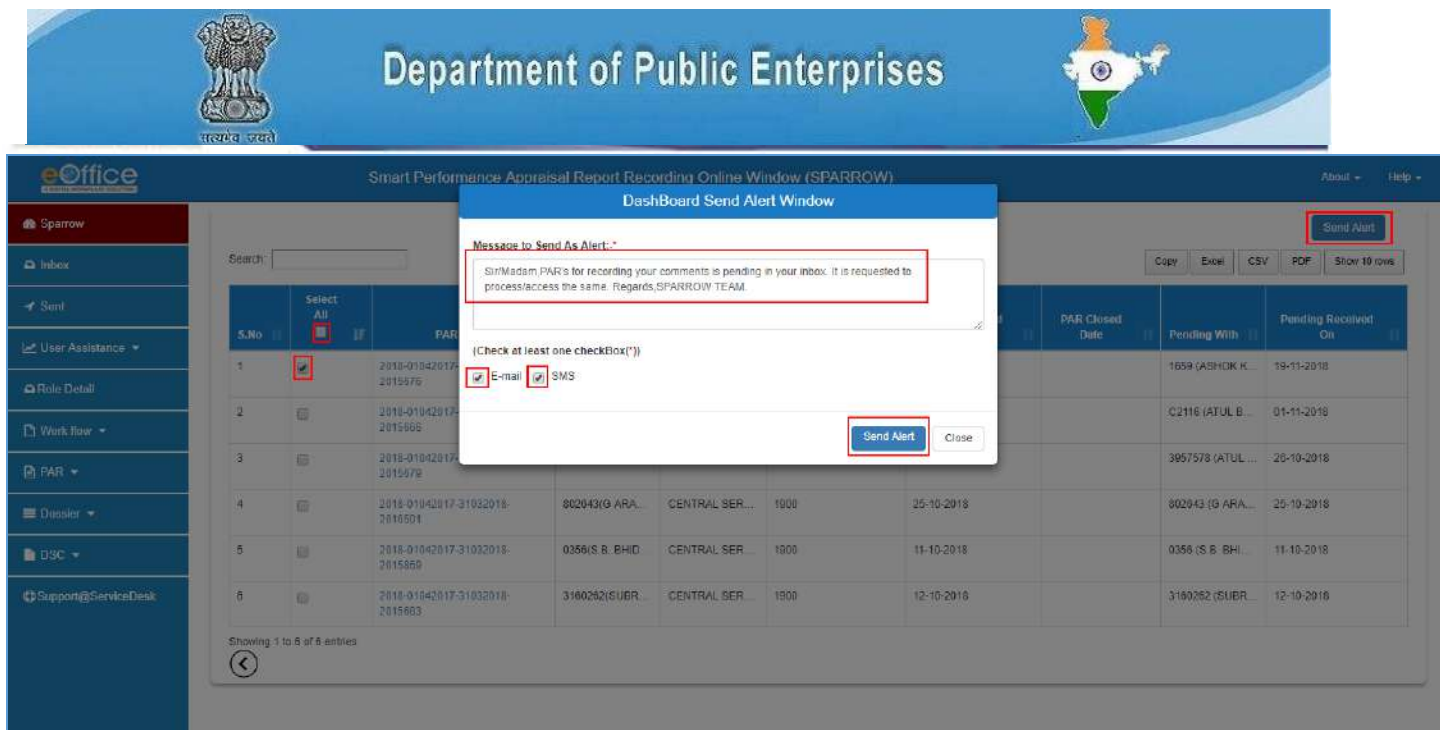


Fig.91

Note:

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

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

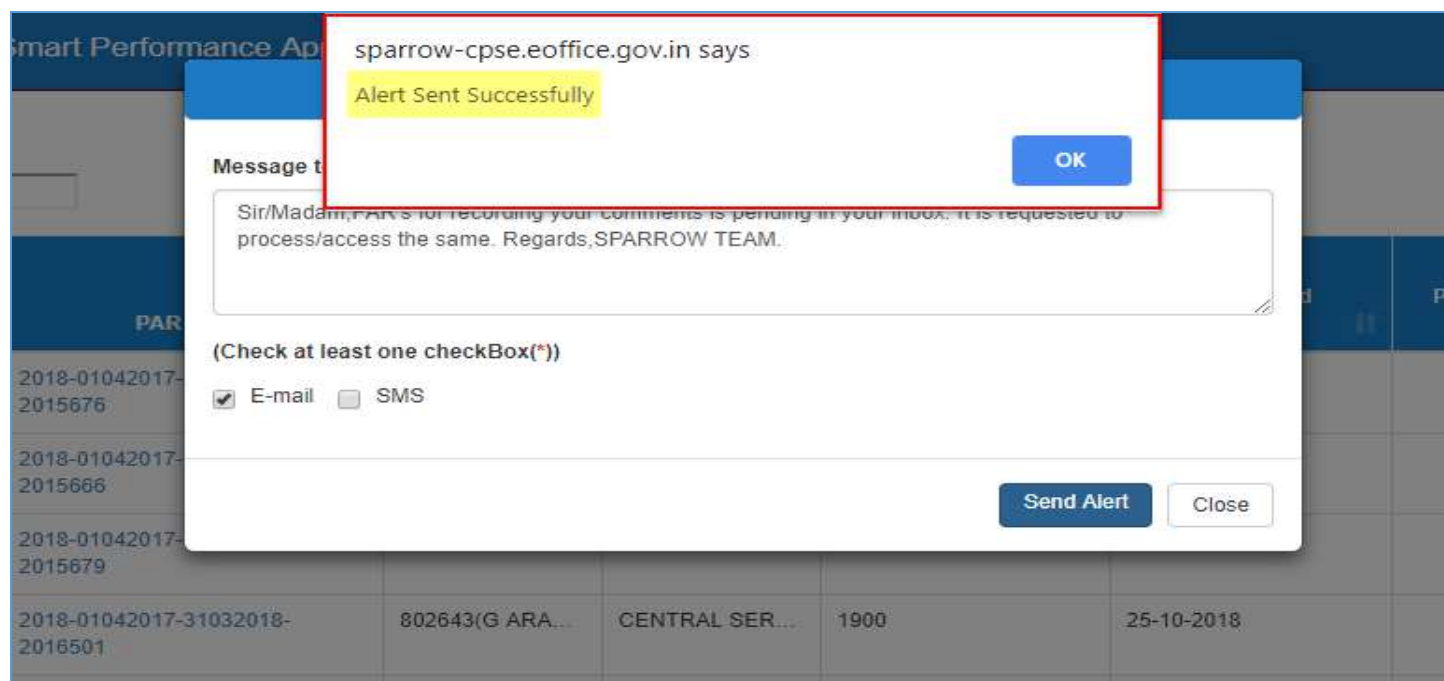


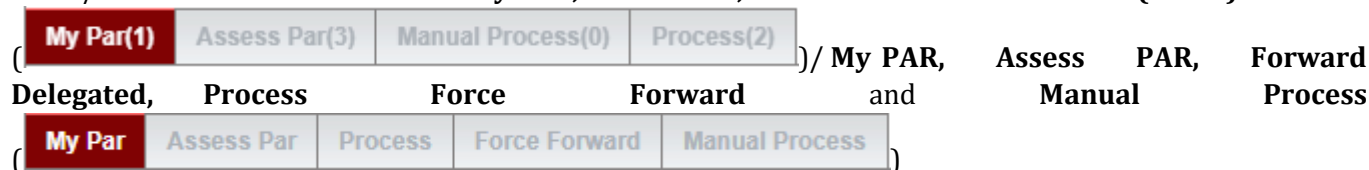
Fig.92

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(2)**), click **APAR ID** as shown in Fig.94:

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

Home » Inbox

■ Standard ■ Representation

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

Search:

Copy Excel PDF CSV Show 10 rows

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

2. 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.

4. 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)

■ Standard ■ Representation

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	ASHOK KUMA...	19/11/2018	ATUL BHATT (...)	19/11/2018	Officer Reported...	
2	E	■	2018-01042017...	CPSE APAR Form	RITA AHLAWAT ...	25/10/2018	ATUL BHATT (...)	25/10/2018	Reporting Autho...	

Showing 1 to 2 of 2 entries


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

Fig.96

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



Department of Public Enterprises



Basic Information

Name: ASHOK KUMAR SINGH
Designation: CHAIRMAN

Cadre: CENTRAL SERVICES
Batch: 1900

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

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

Standard

Self Appraisal

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).

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		

+

2. 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: <input style="width: 100px;" type="text"/>								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 SARBH...	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
Standard Representation

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	2018-01042017-31032018-2015654	CPSE APAR Form	NIRAJ KUMAR ...	NIRAJ KUMAR ...	ATUL BHATT (...	10/10/2018	Officer Reported...	

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

Fig.99

- Click the icon to view the sent APAR.

User Assistance

Track Your PAR

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


Home » APAR Tracking

Track My APAR

Assessment Period : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch	Know your custodian
1	2016-01042017-31032018-2015609	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)

Home » APAR Tracking

Track My APAR

Assessment Period : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

Showing 1 to 1 of 1 entries


First Previous 1 Next Last

PAR Tracking Detail

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

Officer Name : ATUL BHATT Employee Code : C2116

Designation : CHAIRMAN Work Status : Working

S.No.	Standard	Representation	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	18-11-2018 11:2...	Click

Close

Fig.101

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



Department of Public Enterprises


Smart Performance Appraisal Report Recording Online Window (SPARROW)

About
Help

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 ...	15-05-2018	

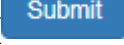
Close

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	2018-01042017-31032018-2016868	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](#).

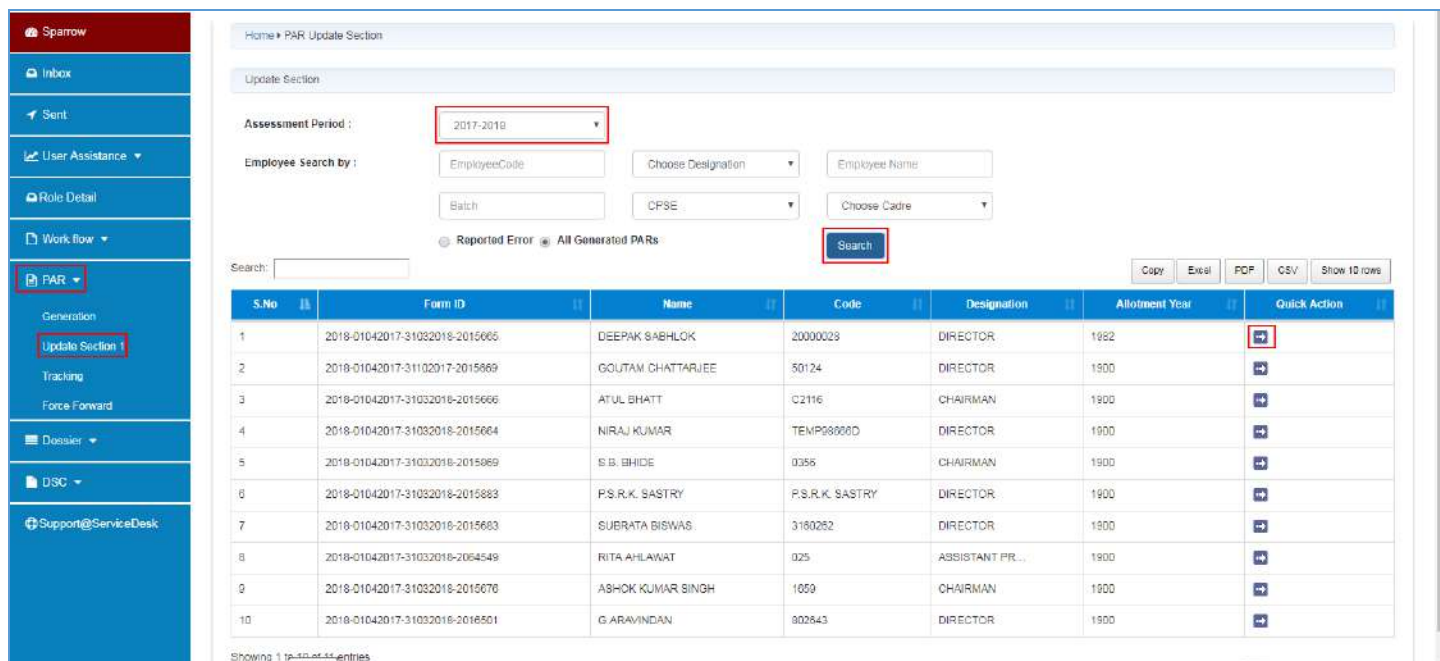
PAR

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**:



Home » PAR Update Section

Update Section











Assessment Period : 2017-2018

Employee Search by :

☐ Reported Error ☒ All Generated PARs Search


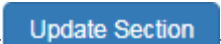
Search:


Copy Excel PDF CSV Show 10 rows

S.No	Form ID	Name	Code	Designation	Allotment Year	Quick Action
1	2018-01042017-31032018-2015665	DEEPAK SASHLOK	20000028	DIRECTOR	1992	
2	2018-01042017-31102017-2015869	GOUTAM CHATTARJEE	50124	DIRECTOR	1900	
3	2018-01042017-31032018-2015666	ATUL BHATT	C2116	CHAIRMAN	1900	
4	2018-01042017-31032018-2015664	NIRAJ KUMAR	TEMP999900	DIRECTOR	1900	
5	2018-01042017-31032018-2015069	S B. BHIDE	0356	CHAIRMAN	1900	
6	2018-01042017-31032018-2015883	P.S.R.K. SASTRY	P.S.R.K. SASTRY	DIRECTOR	1900	
7	2018-01042017-31032018-2015683	SUBRATA BISWAS	3180262	DIRECTOR	1900	
8	2018-01042017-31032018-2064549	RITA AHLAWAT	025	ASSISTANT PR...	1900	
9	2018-01042017-31032018-2015670	ASHOK KUMAR SINGH	1059	CHAIRMAN	1900	
10	2018-01042017-31032018-2016501	G ARAVINDAN	802643	DIRECTOR	1900	


Showing 1 to 10 of 14 entries

Fig.104

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



Department of Public Enterprises



Basic Information

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

Standard

SECTION I

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

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

Absence Category	Period		Type	Remarks
	From	To		

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

(a) Details of Qualification acquired during the year.

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

Update Section

Fig.105

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

MESSAGE


APAR ID : 2018-01042017-31032018-2016865 has been Updated Successfully.

⏮


Fig.106

Tracking

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



Department of Public Enterprises



Sparrow

- Inbox
- Sent
- User Assistance
- Role Detail
- Work flow
- PAR**
- Generation
- Update Section 1
- Tracking
- Force Forward
- Dossier
- DSC
- Support@ServiceDesk

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	2019-01042017-07122017-2015671	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	2018-01042017-31032018-105028	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	2019-01042017-31032018-2015660	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	2019-01042017-31032018-2015666	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:...	Click

[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:

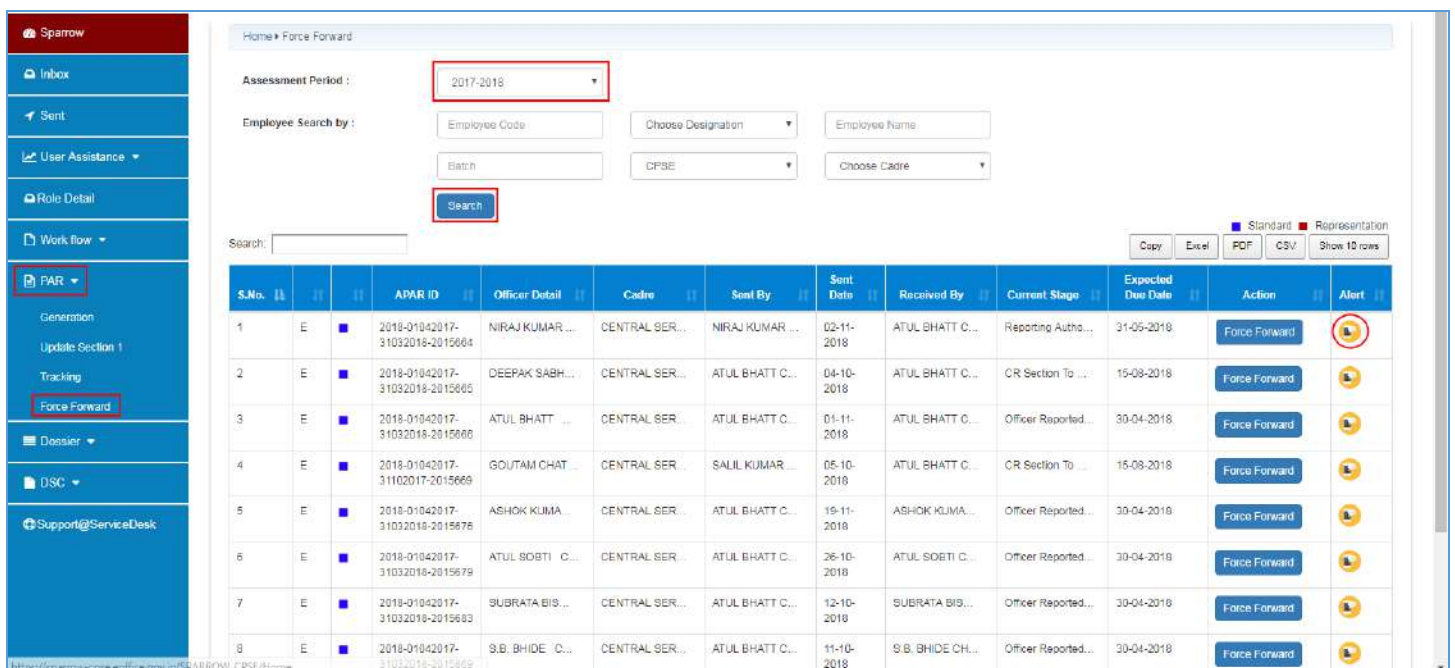





Fig.110

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:

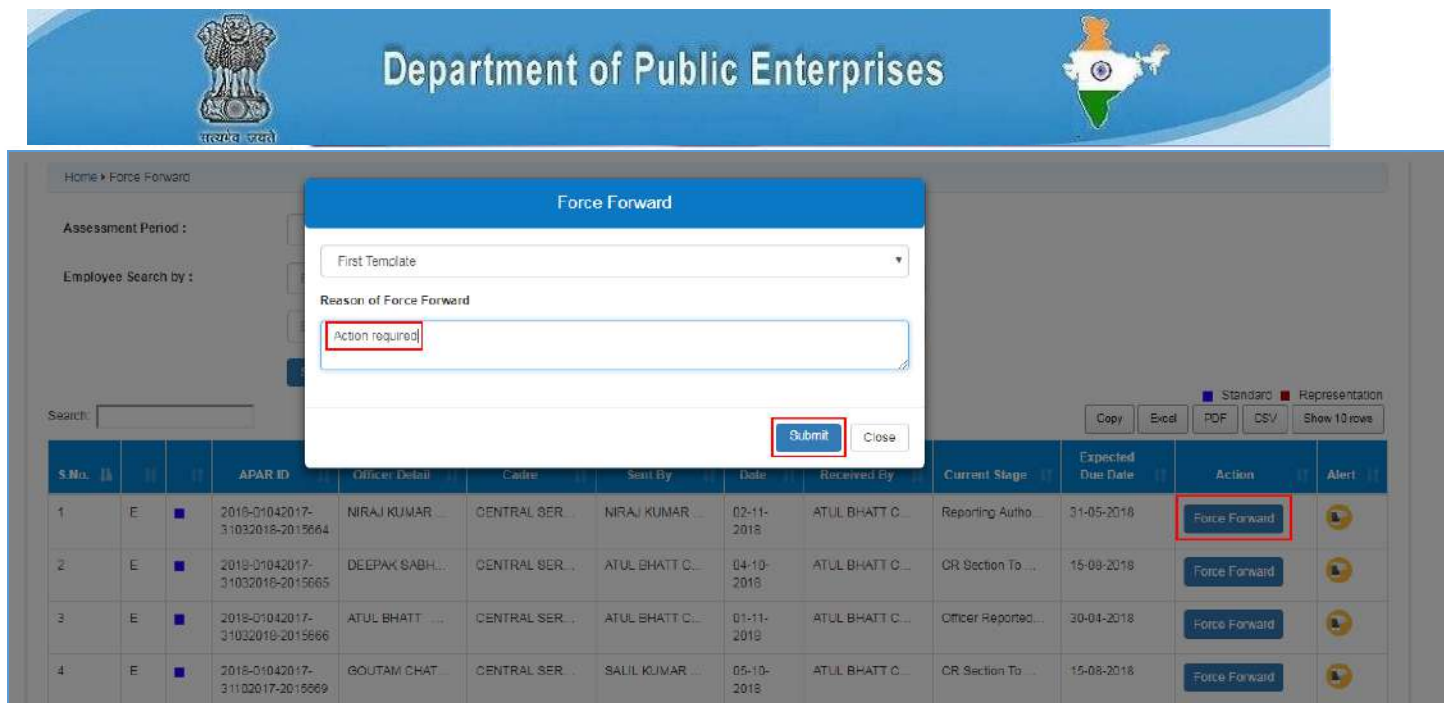


Fig.111

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

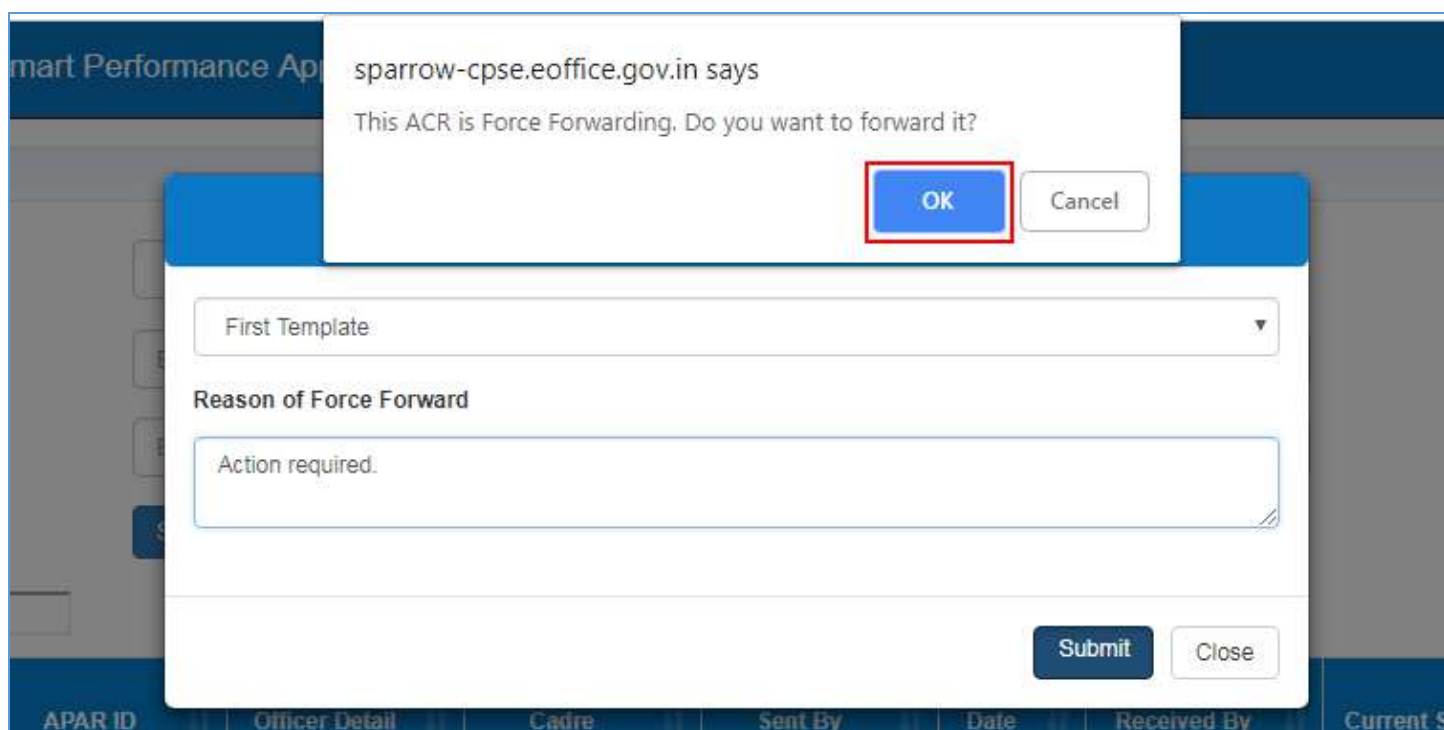


Fig.112

- 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 :

Employee Search by :

Search:

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	TEMPPE04	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	TEMPPE07	DIRECTOR	1 (1)

Fig.114

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

Department of Public Enterprises

[Sparrow](#)
[Inbox](#)
[Sent](#)
[User Assistance](#)
[Role Detail](#)
[PAR](#)
[IRM](#)
[Dossier](#)
[DSC](#)
[Support@ServiceDesk](#)
[Migration](#)

Home » Dossier Officers Completed Par

Employee Search for Dossier

Basic Information

Code:	TEMP007	Name:	SURENDER SINGH SIRCHI	Designation:	DIRECTOR
Batch:	1900	Centre:	CENTRAL SERVICES	Assessment Year:	2017-2018

Standard

PAR ID : 2016-01042017-31032018-2018551

Period : 01/04/2017 TO 31/03/2018

Status : Working

Form Name : CPSE APPAR 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.
 1. **Awaited:** PAR for that Particular period has not been received or does not exist.
 2. **Received:** PAR has been received.
 3. **NRC:** Non Reporting Certificate.

DSC

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

Note:

For complete process refer the DSC Handbook manual.

Support@ServiceDesk

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



Migration

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

PAR Migration

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

Employee Search by:

Code: Choose Designation: Employee Name: Choose Global Organization:

Batch: Choose Cadre: CPSE:

Search

Search: Copy Excel PDF CSV Show 10 rows

S.No	Officer Detail	Cadre	Allotment Year
421	NARENDRA JAIN	NOT APPLICABLE	1900
422	SURINDER SIN	NOT APPLICABLE	1900
423	SUNDAR BANE...	NOT APPLICABLE	1900
424	RITENDRA KR...	NOT APPLICABLE	1900
425	MOYUQH 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. RAD	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: TEMPSE07

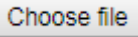

Designation: DIRECTOR Cadre: CENTRAL SERVICES

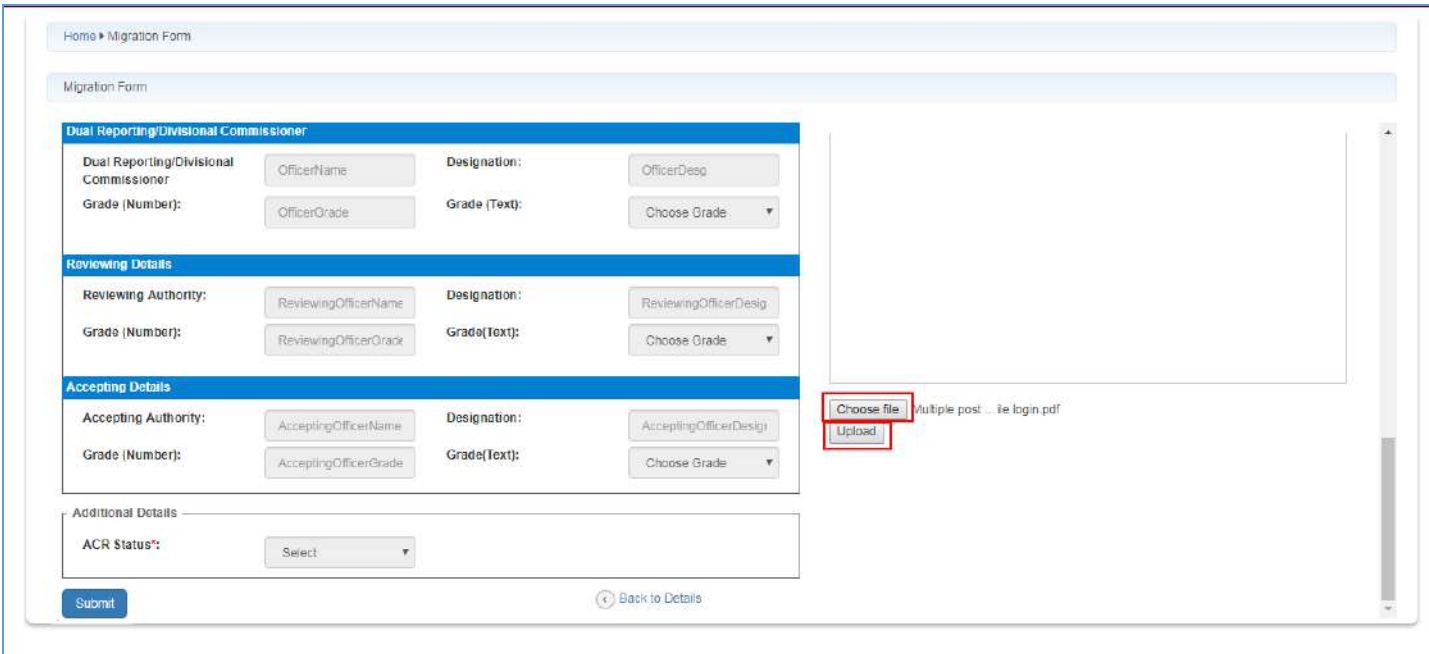
NEW

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: AcceptingOfficerDesig

Grade (Number): AcceptingOfficerGrade Grade(Text): Choose Grade

Additional Details

ACR Status: Select

 Multiple post ... ile login.pdf



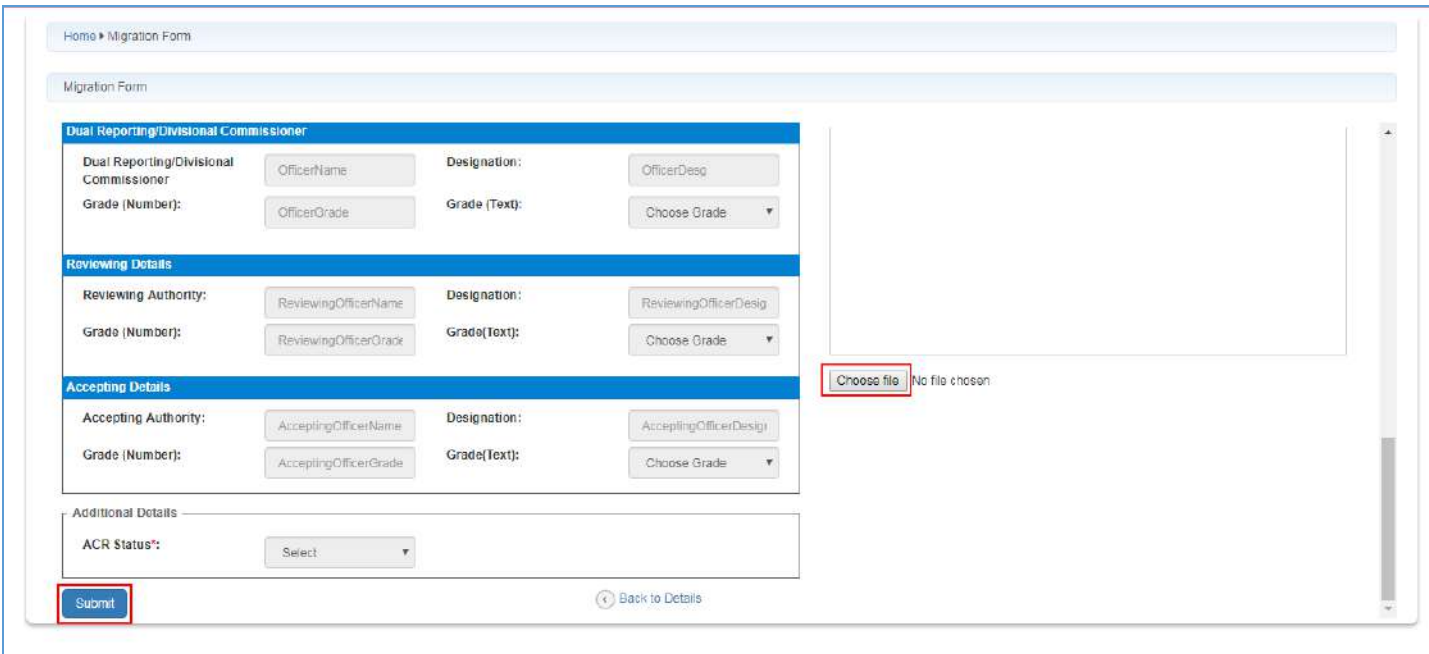


Fig.118

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



Home » Migration Form

Migration Form

Dual Reporting/Divisional Commissioner

Dual Reporting/Divisional Commissioner: 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: AcceptingOfficerDesig

Grade (Number): AcceptingOfficerGrade Grade(Text): Choose Grade

Additional Details

ACR Status: Select


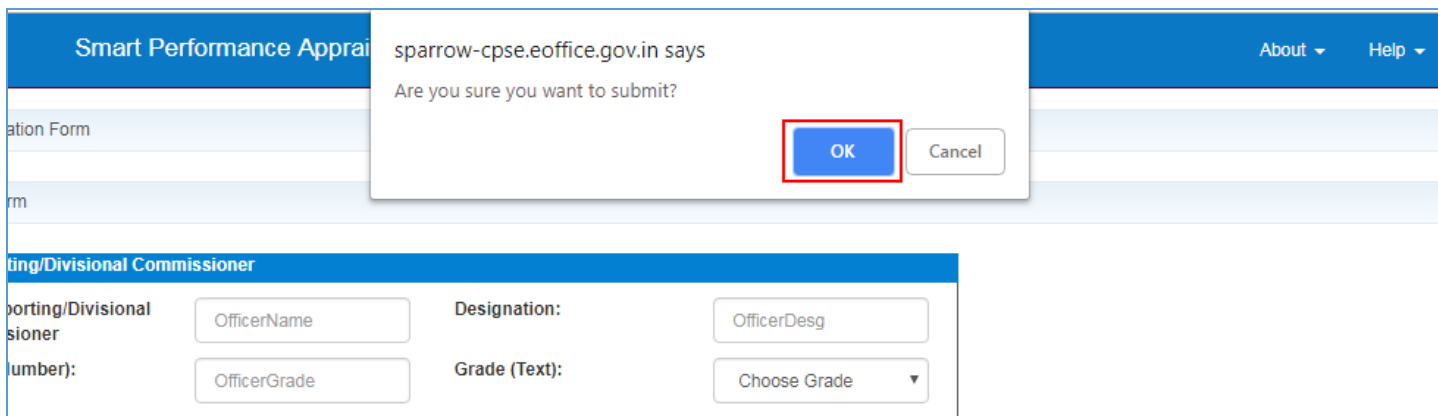
 No file chosen

Fig.119

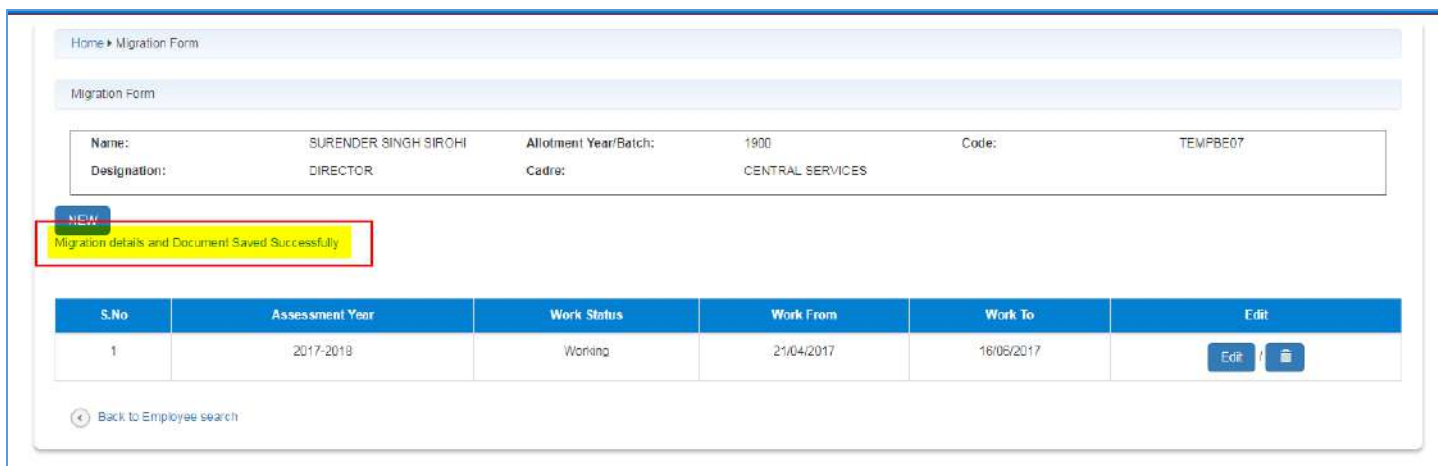
- A confirmation window appears click on **OK** () button as shown in **Fig.120**:




The image shows a web application interface for 'Smart Performance Appraisal'. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to submit?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red border. The background form is partially visible, showing fields for 'OfficerName', 'Designation', 'OfficerDesg', 'OfficerGrade', and 'Choose Grade'.

Fig.120

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





The image shows the 'Migration Form' page. A success message 'Migration details and Document Saved Successfully' is displayed in a yellow box. Below the message is a table with migration details:

S.No	Assessment Year	Work Status	Work From	Work To	Edit
1	2017-2019	Working	21/04/2017	16/05/2017	Edit 

At the bottom, 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 Organizational, Batch, Choose Cadre, CPSE

Search


Search: []

Copy, Edit, 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. PATTNAIK	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

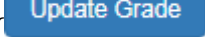
Name: UMESH DHATRAK Allotment Year/Batch: 1900 Code: 79135


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:



Department of Public Enterprises



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:	post-held
Work Status :	Working	Form Type:	CPSE APAR Form
Closed Status:	STANDARD	Closed Date:	27/11/2018

Grading

Reporting Authority: GOUTAM CHATTARJEE

Designation: DIRECTOR

Please select and fill Grade(Manually Section Upload):

☒ Numerical Grading

☐ Textual Grading

Fig.124

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

Smart Performance Appraisal

sparrow-cpse.eoffice.gov.in says

Are you sure you want to submit?

Grading (Manually Section Upload)

PAR Details » Update

Details

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

PAR Details

Assessment Period :	2017-2018		
---------------------	-----------	--	--

Fig.125

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



Department of Public Enterprises



Home > Grading (Manually Section Upload)

PAR Details

Update of Grade successful is

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	Edit
2	01/04/2017	31/03/2018	Reviewing	Working	Edit
3	01/04/2017	31/03/2018	Accepting	Working	Edit

[Back to Employee Search](#)

Fig.126

Created By:

Eoffice Team

National Informatics Centre

Reviewed By:

Public Enterprises Informatics Division

National Informatics Centre

Approved By:

Management Division

Department of Public Enterprises