Amendment History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 2016</td>
<td></td>
<td>User Manual</td>
<td>eOffice Project Division</td>
</tr>
<tr>
<td>10 Jan 2019</td>
<td>3.2</td>
<td>User Manual</td>
<td>eOffice Project Division</td>
</tr>
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<tr>
<td>SPARROW</td>
<td>Smart Performance Appraisal Report Recording Online Window</td>
</tr>
<tr>
<td>PAR</td>
<td>Performance Appraisal Report</td>
</tr>
<tr>
<td>MaA</td>
<td>Memorial against Assessment</td>
</tr>
<tr>
<td>CR</td>
<td>Central Repository</td>
</tr>
<tr>
<td>EMD</td>
<td>Employee Manager Details</td>
</tr>
<tr>
<td>SPOC</td>
<td>Single Point of Contact</td>
</tr>
<tr>
<td>CCA</td>
<td>Cadre Controlling Authority</td>
</tr>
<tr>
<td>DSC</td>
<td>Digital Signing Certificate</td>
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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

<table>
<thead>
<tr>
<th>Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
</tr>
<tr>
<td>PAR Custodian</td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Manages and Maintains PAR Database.</td>
</tr>
<tr>
<td>Central Repository records updating.</td>
</tr>
<tr>
<td><strong>Ownership Based</strong></td>
</tr>
<tr>
<td>PAR Central Custodian</td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>SPOC for Center.</td>
</tr>
<tr>
<td>Maintains the records with respect to Center.</td>
</tr>
<tr>
<td><strong>PAR State Custodian</strong></td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>SPOC for State.</td>
</tr>
<tr>
<td>Maintains the records with respect to State.</td>
</tr>
<tr>
<td><strong>PAR Manager</strong></td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Responsible for creating workflow for PAR.</td>
</tr>
<tr>
<td><strong>EMD Administrator</strong></td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>SPOC for maintaining and managing the Officer Transfers and Superannuation.</td>
</tr>
<tr>
<td>SPOC for maintaining and managing the Personnel Information of Officer.</td>
</tr>
<tr>
<td>Administration Based</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td><strong>System Administrator</strong></td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Maintains the records of database.</td>
</tr>
<tr>
<td>Updates employee Databases.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reporting Authority</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Views the forwarded PAR from Reporting Authority.</td>
</tr>
<tr>
<td>Grades the PAR and forwards to Accepting Authority.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Accepting Authority</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Views the Forwarded PAR from Reviewing Authority.</td>
</tr>
<tr>
<td>Finalizes the grading for PAR and forwards to Custodian.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Competent Authority</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Responsible for Reassessing the PAR during Referral and Memorial against Assessment.</td>
</tr>
</tbody>
</table>
## 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.

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

PAR is closed.
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:
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](image)

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

![Fig.4](image)
• As a result page appears; provide **Status** and **Type** of Form as shown in **Fig.5**:

![Fig.5](image)

- 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](image)

**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:

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

Note:
Custodian\PAR Manager Creates\updates the workflow.
PAR is generated only by Custodian for whom workflows are created.

**Update/ Delete Workflow**

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

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

![Fig.9](image)

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

![Fig.10](image)

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

![Fig.11](image)
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:

A page appears, enter the Reason for Deletion, Upload Reference File ( ) and click on Submit ( ) button as shown in Fig.13:
A confirmation dialogue box appears, click on OK button as shown in Fig.14:

- A message prompts “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](image)

- 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](image)
Send PAR

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

  ![Fig.20](image1)

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

  ![Fig.21](image2)

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

  ![Fig.22](image3)
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](image)

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

Fig.26

• A message prompts “Sent Successfully” 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:

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

A message prompts “Sent Successfully” as shown in 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:

- Accepting Authority view **Basic Information, Self Appraisal, Appraisal & Reviewing** forms and finalizes grade in **Accepting** form, click **Send To CR Section** as shown in Fig.33:
• A confirmation window appears click on **OK** button as shown in Fig.34:

![Confirmation Window](image)

**Fig.33**

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

![Sent Successfully Message](image)

**Fig.34**
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](image)

- **PAR** is **opened**, click **Disclose to Officer** to disclose the PAR as shown in **Fig. 37**:
A confirmation window appears click on OK button as shown in Fig.38:

A message prompts “Sent Successfully” as shown in 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:

- Click I Accept else Put to Representation (as shown in 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:
• A message prompts “Sent Successfully” as shown in Fig.43:

![Message prompt](image)

**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:**

![PAR Open](image)

**Fig.44**

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

![Close](image)

**Fig.45**
A confirmation window appears click on OK button as shown in 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** (button), to Put for Representation as shown in **Fig.48**:

  ![Fig.48](image_url)

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

![Fig.49](image_url)
A message prompts successfully sent as shown in Fig.50:

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

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

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

Fig. 52

- A confirmation window appears click on OK button as shown in Fig. 53:
A message prompts “Sent Successfully” as shown in 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:
Fig.55

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

Fig.56

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

Fig.57

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

- A page appears, enter the remarks and click **Send To Reviewing Authority** button, as shown in **Fig.60**:
• A confirmation window appears click on OK ( ) button as shown in **Fig.61**:

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

- A page appears, enter the remarks and click Send To Accepting Authority button, as shown in Fig.64:
A confirmation window appears click on OK button as shown in Fig.65:

![Confirmation Window Screenshot](image65)

Fig.65

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

![Message Screenshot](image66)

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 to open the PAR as shown in Fig.67:

![PAR ID Screenshot](image67)

Fig.67
• A page appears, enter the remarks and click **Send To Competent Authority - Stage II** button, as shown in Fig.68:

![Fig.68](image)

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

![Fig.69](image)

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

![Fig.70](image)
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 (2018-01042017-31032018-2015688) to open the PAR as shown in Fig.71:

- A page appears, enter the remarks and click Send To CR Section (Send To CR Section) button, as shown in Fig.72:
A confirmation window appears when you click on the OK button as shown in **Fig.73**:

![Confimation Window](image)

**Fig.73**

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

![Sent Successfully Message](image)

**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**:

![PAR ID Details](image)

**Fig.75**
A page appears, click **Disclose To Employee** button, as shown in Fig.76:

![Fig.76](image)

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

![Fig.77](image)

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

![Fig.78](image)
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:

- Officer click I Accept (I Accept) button as shown in Fig.80:
A confirmation window appears click on OK button as shown in **Fig.81**:  

![Fig.81](image)

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

![Fig.82](image)

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

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

![Fig.83](image)

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

![Fig.84](image)
A confirmation window appears click on OK button as shown in Fig.85:

A message prompts “Successfully Closed” as shown in 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:

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

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

  - The screen appears, check the officers to whom alert needs to be send and click Send Alert (blue) button.
  - The Dashboard Send Alert Window appears, select the mode through which alert is to be send and click Send Alert (blue) button, as shown in 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:
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 (Inbox/Sent) depicts Self PAR's sent as shown in Fig.93:

**Assess PAR (Inbox/ Sent)**
- Assess PAR (Inbox/Sent), click APAR ID as shown in Fig.94:
• Fill the form and send to next authority as shown in Fig.95:

![Fig.94](image)

**Manual Process (Inbox/ Sent)**

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

![Fig.95](image)

• 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:

![Fig.96](image)
Note:

Manual Process is performed by Custodian only.

Process (Inbox/Sent)

- Process (Process2) depicts the PAR's to be disclosed by custodian as shown in Fig.98:

Fig.97

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](image)

**Fig.99**

- Click the [icon](image) 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:

Fig.100

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

Fig.101

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

![Role Detail Module](image-url)

**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:

![Fig. 104](image)

- 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:
• A message prompts “Updated Successfully” as shown in Fig.106:

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:
Fig. 107

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

Fig. 108

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

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

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

Officers Completed PAR

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

Fig.114

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

![Fig.116](image1)

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

![Fig.117](image2)
• **Upload** the pdf by clicking **Choose File** button and **Upload** button, as shown in Fig.118:

![Fig.118](image)

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

![Fig.119](image)
• A confirmation window appears click on OK button as shown in Fig.120:

**Fig.120**

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

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

- Enter the Grade and click on **Update Grade** button as shown in **Fig.124**:
A confirmation window appears click on **OK** button as shown in **Fig.125**:

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

#### PAR Details

- **Name:** UMEISH CHATRAK
- **Designation:** CHAIRMAN CUM MANAGING DIRECTOR
- **Allotment Year/Batch:** 1500
- **Cadre:** CENTRAL SERVICES
- **Code:** 78135

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