Confidentiality Statement

This document contains information that is proprietary and confidential to DOPT & National Informatics Centre which shall not be disclosed, transmitted or duplicated, used in whole or in part for any purpose other than its intended purpose. Any use or disclosure in whole or in part of this information without written permission of the Department of Personnel & Training (DOPT) and National Informatics Centre (NIC), Department of Electronics and Information Technology (DeiTY), Ministry of Communications & Information Technology is prohibited.

Copyright 2016, National Informatics Centre
## Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Member of Service</td>
<td>Employee belong to the service</td>
</tr>
</tbody>
</table>
# Table of Contents

1. Objective ................................................................................................................................. 6
2. Introduction............................................................................................................................... 7
3. Key Features - SPARROW ........................................................................................................ 8
4. Roles - SPARROW .................................................................................................................... 9
5. Roles & Responsibilities - SPARROW ...................................................................................... 10
6. Workflow Oriented Movement of PAR ..................................................................................... 12
7. Modules - SPARROW ................................................................................................................ 14
   7.1 ADMINISTRATOR - Standard Menu .................................................................................. 15
   7.2 User or Officer - Standard Menu ....................................................................................... 15
8. Movement of PAR – Custodian (First Steps) .......................................................................... 16
   8.1 Create Workflow/Update ..................................................................................................... 16
   8.2 Update Workflow ................................................................................................................ 20
   8.3 Generation of PAR .............................................................................................................. 22
   8.4 Send PAR ........................................................................................................................... 24
9. Movement of PAR - Standard Flow ......................................................................................... 25
10. Movement of PAR - Representation Flow ............................................................................ 37
11. Movement of PAR – Referral Flow ........................................................................................ 45
12. Movement of PAR - Memorial against Assessment Flow ..................................................... 52
13. Common Functionalities of PAR – ....................................................................................... 61
   13.1 Inbox/ Sent......................................................................................................................... 61
      13.1.1 My PAR (Inbox/ Sent) ................................................................................................. 61
      13.1.2 Assess PAR (Inbox/ Sent) .......................................................................................... 62
      13.1.3 Delegated (Inbox/ Sent) ............................................................................................. 63
      13.1.4 Manual Process (Inbox/ Sent) .................................................................................... 64
      13.1.5 Process (Inbox/ Sent) ................................................................................................ 65
      13.1.6 Processed PAR (Sent) ............................................................................................... 65
      13.1.7 Force Forward (Sent) ................................................................................................ 67
      13.2 Delegation ...................................................................................................................... 67
      13.3 User Assistance .............................................................................................................. 69
      13.3.1 Track Your PAR ....................................................................................................... 69
      13.4 PAR ................................................................................................................................ 70
      13.4.1 Generation ................................................................................................................ 70
      13.4.2 Update Section I ........................................................................................................ 70
      13.4.3 Tracking .................................................................................................................... 72
      13.4.4 Force Forward ............................................................................................................ 73
      13.5 Workflow ....................................................................................................................... 75
      13.5.1 Create/ Update ........................................................................................................... 75
      13.6 Dossier .......................................................................................................................... 76
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.6.1 Officers Completed PAR</td>
<td>76</td>
</tr>
<tr>
<td>13.6.2 My Completed PAR</td>
<td>76</td>
</tr>
<tr>
<td>13.6.3 My ACR Status</td>
<td>76</td>
</tr>
<tr>
<td>13.7 DSC</td>
<td>78</td>
</tr>
<tr>
<td>13.7.1 Enroll</td>
<td>78</td>
</tr>
<tr>
<td>13.7.2 Status</td>
<td>79</td>
</tr>
<tr>
<td>13.8 NIC Email Status</td>
<td>80</td>
</tr>
<tr>
<td>13.9 Support@Helpdesk</td>
<td>81</td>
</tr>
<tr>
<td>13.9.1 Report Issue</td>
<td>81</td>
</tr>
<tr>
<td>13.9.2 Check Status</td>
<td>82</td>
</tr>
<tr>
<td>13.9.3 Feedback</td>
<td>82</td>
</tr>
<tr>
<td>13.10 Role Details</td>
<td>84</td>
</tr>
<tr>
<td>13.11 Migration</td>
<td>85</td>
</tr>
<tr>
<td>13.11.1 PAR Migration</td>
<td>85</td>
</tr>
<tr>
<td>13.11.2 Grading (Manually Section uploaded)</td>
<td>86</td>
</tr>
</tbody>
</table>
1. Objective

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

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

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

Form ID: Form ID is unique and created while generation of Form
PAR ID: Unique ID for PAR.
Search Criteria: To search on various parameters like name, date etc
Draft: To save the PAR as Draft and work later

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

Delays: Reduced delays in PARs submission
Communication: Timely Mobile and emails alerts at appropriate Stage
Security: Submission possible only through digital signing
Pendency: Tracking at every Stage
Safety: No case of Missing/Lost/Damaged PARs
4. Roles - SPARROW

Primary
PAR Custodian
Primary Nodal Officer
Ownership Based
Centre PAR Custodian
State PAR Custodian
Administration Based
System Administrator
PAR Administrator
PAR Manager
EMD Administrator
Workflow Based
Reporting Authority
Reviewing Authority
Accepting Authority
Competent Authority
5. Roles & Responsibilities - SPARROW

<table>
<thead>
<tr>
<th>Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary PAR Custodian</strong></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>Primary Nodal Officer</strong></td>
</tr>
<tr>
<td>Responsibilities</td>
</tr>
<tr>
<td>Generates the PAR Parameters for PAR are set up</td>
</tr>
<tr>
<td><strong>Ownership Based</strong></td>
</tr>
<tr>
<td><strong>Centre PAR Custodian</strong></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>State PAR 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>
</tbody>
</table>
### Administration Based

**System Administrator**

**Responsibilities**
- Maintains the records of database
- Updation of Databases

**PAR Administrator**

**Responsibilities**
- SPOC for maintaining database for respective cadres
- Set up the PAR templates and Primary Database

**PAR Manager**

**Responsibilities**
- Responsible for creating workflow for PAR

**EMD Manager**

**Responsibilities**
- SPOC for maintaining and managing the Officer Transfers and Superannuation
- SPOC for maintaining and managing the Personnel Information of Officer

### 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
6. Workflow Oriented Movement of PAR

**Workflow Based Movement of PAR**

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

Workflow is created for Officer.

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

Custodian receives an email on every movement of PAR.

Custodian closes the Accepted PAR.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Representation</th>
<th>Referral</th>
<th>MaA</th>
</tr>
</thead>
</table>
Officer: Officer fills the PAR and sends to Reporting Authority.

Custodian: Forwards the PAR to Reporting Authority.

Reporting Authority: Views the completed PAR and Grades the PAR and forwards to Reviewing Authority

Reviewing Authority: Views the PAR, Grades the PAR and Forwards to Accepting Authority

Accepting Authority: views the PAR, Finalizes the grading for the PAR and sends to custodian.

Custodian: Forwards the PAR to Officer.

Officer: Accepts the PAR and sends to custodian.

PAR is closed.

Officer willing to Put to Representation Board forwards the request to custodian.

Custodian: Forwards the request to Representation Board

Representation Board (Reporting & Reviewing & Accepting Authorities), depending on Accepting Authority, either grade is modified or commented and forwarded to Custodian.

Custodian: Forwards the PAR to Officer.

Officer: Accepts the PAR and sends to custodian.

PAR is closed.

Officer willing to Put to Referral Board

Custodian: Forwards the request to Referral Board

Referral Board (Competent Authority) would discusses and comments the PAR.

Custodian: Forwards the PAR to Officer.

Officer: Accepts the PAR and sends to custodian.

PAR is closed.

Officer willing to Put to Memorial against Assessment(MaA)

Custodian: Forwards the request to MaA(Competent Authority)

Competent Authority would discusses on the PAR and forwards to Custodian.

Custodian: Forwards the PAR to Officer.

Officer: Accepts the PAR and sends to Custodian.

PAR is closed.

Officer willing to Put to Referral Board

Custodian: Forwards the request to Referral Board

Referral Board (Competent Authority) would discusses and comments the PAR.

Custodian: Forwards the PAR to Officer.

Officer: Accepts the PAR and sends to custodian.

PAR is closed.
7. Modules - SPARROW

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

- Inbox
- Sent
- Delegation
- User Assistance
  - Track Your PAR
- PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
- Workflow
  - Create/Update
- Dossier
  - Officers Completed PAR
  - My Completed PAR
  - My ACR Status
- DSC
  - Enroll
  - Status
- NIC Email Status
- Support@HelpDesk
- Report Issue
  - Check Status
  - Feedback
  - Role Details
- Migration
  - PAR Migration
  - Grading (Manually Section Upload)
7.1 ADMINISTRATOR - Standard Menu
Standard Menu has functionalities required to process PAR. Standard Menu is accessible by Administrators. Admin maintains and manages the flow of PAR.
Standard Menu is as shown in **Fig.SPARROW.1**:

![Fig.SPARROW.1](image)

7.2 User or Officer - Standard Menu

![Fig.SPARROW.2](image)
8. Movement of PAR – Custodian (First Steps)

8.1 Create Workflow/Update

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

![Workflow Creation Interface](image1)

**Fig.SPARROW.3**

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

![Employee Search Interface](image2)
Fig.SPARROW.4

- As a result page appears, provide **Status** and **Type of Form** as shown in **Fig.SPARROW.5**:
• Provide necessary parameters, click Continue as shown in Fig.SPARROW.5:

• A page appears, open Standard, select officers, click Save button as shown in Fig.SPARROW.6:
A message prompts “Workflow Created Successfully”.

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

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

![Fig.SPARROW.7](image1)

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

![Fig.SPARROW.8](image2)
A message prompts “Workflow Updated Successfully”.

Fig.SPARROW.8
8.3 Generation of PAR

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

![Fig.SPARROW.9](image)

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

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

a. PAR can be Sent only after generation.
8.4 Send PAR

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

![Fig.SPARROW.12](image-url)
9. Movement of PAR-Standard Flow

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

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

![Fig.SPARROW.13](image_url)

• Officer fills the Section II form and click Send To Reporting Authority (the button) button, as shown in Fig.SPARROW.14:
A message prompts **successfully sent** to as shown in **Fig.SPARROW.15**:

**Note:**
a. Form has Section I and Section II.
b. Section I is updated by Custodian/Personnel Department.
c. Section II to be updated by Officer.
Stage 2: Reporting Authority performs the following steps to Forward to Reviewing Authority:

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

![Fig.SPARROW.16](image)

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

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

Fig.SPARROW.18

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

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

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

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

Fig.SPARROW.20

- A message prompts **successfully sent** as shown in Fig.SPARROW.21:
Stage 4: Accepting Authority performs the following steps to send the PAR to CR:

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

  - Accepting Authority view **Section I, Section II, Section III & Section IV** forms and finalises garde in **Section V** form, click Send To CR Section as shown in Fig.SPARROW.23:
A message prompts **successfully sent** as shown in Fig.SPARROW. 24:

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

- Click [PAR ID](#) to open PAR as shown in Fig.SPARROW. 25:
Fig.SPARROW.25

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

Fig.SPARROW.26

- A message prompts successfully sent as shown in Fig.SPARROW. 27:
Stage 6: Officer performs the following steps to Accept PAR:

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

<table>
<thead>
<tr>
<th>S.No</th>
<th>PAR ID</th>
<th>Form Type</th>
<th>Received On</th>
<th>Sent By</th>
<th>Sent Date</th>
<th>Current Stage</th>
<th>Quick Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015-01042014-31032015-29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click **I Accept** (I Accept) else **Put to Representation** (Put for Representation) as shown in Fig.SPARROW.29:
A message prompts **successfully sent** as shown in **Fig.SPARROW. 30**:

**Fig.SPARROW.30**

Note:

a. Officer can either Accept or Put for Representation.

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

2015-01042014-

- Click **PAR ID (31032015-258)** to open the PAR as shown in **Fig.SPARROW. 31**:
Click Close (Close) to close the PAR as shown in Fig.SPARROW.32:

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

Message

APAR ID 2015-01042014-31032015-20 of USER 4 (01AP02600) - PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully completed
10. Movement of PAR- Representation Flow

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

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

  - A window appears, enter remarks and **Submit** as shown in Fig.SPARROW. 35:
A message prompts successfully sent as shown in Fig.SPARROW. 34:

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

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

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

Fig.SPARROW.36

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

a. Custodian forwards to Representation.

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

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

- A page appears, Accepting Authority enters remarks, forward the request to next authority and click Send To button, as shown in Fig.SPARROW.39:
A message prompts successfully sent as shown in Fig.SPARROW.40:

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

- Custodian opens PAR ID (2015-01042014-31032015-19) as shown in Fig. SPARROW. 41:
A page appears, click **Disclose to Employee** as shown in **Fig.SPARROW.42**:

**Fig.SPARROW.42**

- A message prompts **successfully sent** as shown in **Fig.SPARROW.43**:
Stage 5: Officer performs the following steps to Accept PAR:

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

  - Officer either **Accepts (I Accept)** or **Put for Referral Board (Put to Refferal Board)** as shown in Fig.SPARROW.45:
Note:

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

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

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

![Fig.SPARROW.46](image)

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

![Fig.SPARROW.47](image)
Stage 2: Custodian performs the following steps to forward the request:

- Click \( \text{PAR ID} \) (31032015-19), as shown in Fig.SPARROW.48:

![Fig.SPARROW.48](image)

- A page appears, click \text{Sent to competent Authority} (Send To Competent Authority) as shown in Fig.SPARROW.49:
A message prompts **successfully sent** as shown in **Fig.SPARROW.50**:

**Note:**

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

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

- Competent Authority views **PAR ID (2015-01042014-31032015-19)**, as shown in **Fig.SPARROW.51**:
- A page appears, click Send to CR Section as shown in Fig.SPARROW.52:

Fig.SPARROW.52

- A message prompts successfully sent as shown in Fig.SPARROW.53:
Stage 4: Custodian performs the following steps to disclose PAR to Officer:

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

- A page appears, click Disclose To Employee (as shown in Fig.SPARROW.55):
A message prompts **successfully sent** as shown in Fig.SPARROW.56:

---

**Note:**

a. Custodian receives PAR and discloses to Officer.

---

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

- Click PAR ID (31032015-19) to view remarks as shown in Fig.SPARROW.57:
A page appears, Officer either I Accept or Put for Memorial against Assessment as shown in Fig.SPARROW.58:

**Note:**

- Stage 6 & 7 are followed as for Movement of PAR- Standard.
12. Movement of PAR - Memorial against Assessment Flow

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

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

Fig.SPARROW.59

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

Fig.SPARROW.60
Stage 2: Custodian performs the following steps to request MaA:

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

![Fig.SPARROW.61](image)

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

![Fig.SPARROW.62](image)
A message prompts successfully sent as shown in Fig.SPARROW.64:

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

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

A page appears, click Send to CR Section (Send To CR Section) as shown in Fig.SPARROW.66:
A message prompts **successfully sent** as shown in **Fig.SPARROW.67**:

**Fig.SPARROW.67**

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

- Click **PAR ID** (31032015-19) to open the PAR as shown in **Fig.SPARROW.68**:
A page appears click Disclose To Employee (Disclose To Employee) as shown in Fig. SPARROW.69:

A message prompts successfully sent as shown in Fig.SPARROW.70:
Stage 5: Officer performs the following steps to Accept PAR:

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

- A page appears, click I Accept (I Accept) as shown in Fig.SPARROW.72:
A message prompts **successfully sent** as shown in **Fig.SPARROW.73**:

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

1. [Click PAR ID](#) 31032015-19 to open the PAR as shown in **Fig.SPARROW.74**:
Fig.SPARROW.74

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

Fig.SPARROW.75

- A message prompts successfully Completed as shown in Fig.SPARROW.76:
Note:
a. Custodian closes the PAR finally.
13. Common Functionalities of PAR-

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

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

13.1.1 My PAR (Inbox/ Sent)
- My PAR (My PAR) depicts Self PAR’s sent as shown in Fig.SPARROW.77:

![Fig.SPARROW.77](image)

13.1.2 Assess PAR (Inbox/ Sent)
- Assess PAR (Assess PAR), click open to view as shown in Fig.SPARROW.78 and send to next authority as shown in Fig.SPARROW.79:
13.1.3 Delegated (Inbox/Sent)

- **Delegated (1) dep**icts the delegated privileges as shown in Fig.SPARROW.80 & Fig.SPARROW.81:
Note:
Firstly User should exist to whom the privileges should be delegated, if not; create Non Member of Service officer with the help of PIMS.
Delegate the privileges to created User. Refer (Delegation Procedure)
Now the User (Non Member of Service) login to utilize the privileges delegated.
The changes done on the PAR by User (Non Member of Service) can be viewed by the Officer (who has delegated the privileges).

13.1.4 Manual Process (Inbox/ Sent)
- Click PAR ID (2015-01042014-31032015-60) to open the PAR as shown in Fig.SPARROW.82:
A page appears, click the respective button to forward to the next authority as shown in Fig.SPARROW.83:

Note:
Manual Process is performed by Custodian only.

13.1.5 Process (Inbox/ Sent)

Process (1) depicts the PAR’s to be disclosed by custodian as shown in Fig.SPARROW.84
13.1.6 Processed PAR (Sent)

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

13.1.7 Force Forward (Sent)

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

Note:
Can view the send PAR by clicking the Open link.
Note:
Can view the PAR by clicking the Open (Open) link.
13.2 Delegation

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

![Delegation Search](image)

Fig.SPARROW.87

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

![Add Privileges](image)
A message prompts “Save Successfully”.

**Note:**
a. Privileges can be added or removed before submit.
13.3 User Assistance

13.3.1 Track Your PAR

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

![Fig.SPARROW.89](image)

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

![Fig.SPARROW.90](image)
13.4 PAR

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

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

![Fig.SPARROW.91](image)

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

#### Update Section

**1. Name of the Officer reported upon**

| USER 1 |

**2. Service**

| USER 5 |

**3. Code**

| JINDHERI PRAMOD |

**4. Year of Appointment**

| 1986 |

**5. Date of Birth**

| 21/01/1964 |

**6. Present Grade**

| |

**7. Present Post**

| |

**9. Reporting, Reviewing and Accepting Authorities**

<table>
<thead>
<tr>
<th>Authority</th>
<th>Name</th>
<th>Designation</th>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Authority</td>
<td>USER 2</td>
<td>CHIEF CONSULTANT OFF</td>
<td>21/04/2014</td>
<td>31/03/2015</td>
</tr>
<tr>
<td>Reviewing Authority</td>
<td>USER 3</td>
<td>COMMISSIONER DC WTE</td>
<td>21/04/2014</td>
<td>31/03/2015</td>
</tr>
<tr>
<td>Accepting Authority</td>
<td>USER 4</td>
<td>PERSEC TO GOVT</td>
<td>21/04/2014</td>
<td>31/03/2015</td>
</tr>
</tbody>
</table>

**10. Period of absence on leave, etc.**

<table>
<thead>
<tr>
<th>Period From</th>
<th>Period To</th>
<th>Type</th>
<th>Remarks</th>
</tr>
</thead>
</table>

**11. Training Program Attended**

<table>
<thead>
<tr>
<th>Data From</th>
<th>Data To</th>
<th>Institute</th>
<th>Subject</th>
</tr>
</thead>
</table>

**12. Awards/Honours**

| |

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

| |

**14. Date of filing the property return for year ending**

| December |

**15. Date of last prescribed medical examination (for officers over 40 years of age)**

| |

**Signature (Administrative/Personnel Dept.)**

| USER 5 |

**NOTE:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS Word, Excel etc.
- Having any issue during update (DSC Signing), Kindly [Troubleshoot](#)
• A message prompts Details Update as shown in Fig.SPARROW.93:

![Fig.SPARROW.93](image)

13.4.3 Tracking

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

![Fig.SPARROW.94](image)

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

![Fig.SPARROW.95](image)
13.4.4 Force Forward

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

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

- A message prompts “Send successfully”.
13.5 Workflow

13.5.1 Create/ Update

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

13.6.1 Officers Completed PAR

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

![Image of Dossier interface showing search for officers completed PAR]

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

![Image of Dossier interface showing user details and PAR listings]

**Note:**
- Completed PAR’s can be downloaded and viewed.

13.6.2 My Completed PAR

- Officer can view his/ her Completed PAR details.

13.6.3 My ACR Status
- Can view his/her ACR/ PAR Status.
  1. Awaited: PAR for that particular period has not been received or does not exist.
  2. Received: PAR has been received.
  3. NRC: Non Reporting Certificate.
13.7 DSC

13.7.1 Enroll

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

![Fig.SPARROW.100](image)

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

![Fig.SPARROW.101](image)

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

![Fig.SPARROW.102](image)
- A message prompts, ‘The DSC has been registered successfully’, click OK as shown in Fig.SPARROW.103

![Fig.SPARROW.103](image)

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

![Fig.SPARROW.104](image)

**Note:**
To deactivate registered DSC, click Deactivate DSC. Inactive DSC cannot be activated.
DSC certificate is must for Custodian.

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

![Fig.SPARROW.105](image)
13.8   NIC Email Status

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

![Fig.SPARROW.106]
13.9 Support@Helpdesk

13.9.1 Report Issue

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

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

![Fig.SPARROW.108]

13.9.3 Feedback

- Click **Feedback** link to send a feedback regarding application, as shown in **Fig.SPARROW.109**:
Note: Provide all the mandatory fields (*) to fill the Report Issue.
13.10 Role Details

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Organization</th>
<th>Officer Detail</th>
<th>Officer Organisation</th>
<th>Email ID</th>
<th>Appointment Year</th>
<th>Cadre</th>
<th>Role Assigned</th>
<th>Assigned Date</th>
<th>Rejected Date</th>
</tr>
</thead>
</table>
13.11 Migration

13.11.1 PAR Migration

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

![Fig.SPARROW.111](image1)

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

![Fig.SPARROW.112](image2)

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

![Fig.SPARROW.113](image3)
As a result message prompts PAR Migrated Successfully.

13.11.2 Grading (Manually Section uploaded)