

#### कर्मचारी भविष्य निधि संगठन Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA मुख्यकार्यालय/ HEAD OFFICE



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File No.HRD-II/65/2025/APAR/2024-25

1407

Dated 2 6 AUG 2025

To,

All Additional CPFCs (HQ)/ Director (PDNASS)
All Addl. CPFCs (Zones)
All RPFCs/OIC in charge of ROs/ASD-HO/ZTIs/DOs

Subject: Submission for Annual Performance Assessment Report (APAR) for the year 2024-25 through SPARROW-reg.

Madam/Sir,

With reference to the subject cited above, it is to inform that APARs for the year 2024-25 for all cadres are to be mandatorily filed through Smart Performance Appraisal Report Recording Online Window (SPARROW). The SPARROW module can be accessed through URL https://sconnect.railtel.in/ and the login details to be used for <a href="https://sconnect.railtel.in/">https://sconnect.railtel.in/</a> are the same as being currently used for the Virtual Private Network (VPN) being used for accessing e-office i.e., https://epfo-vpn.rcil.gov.in.

2. In this connection, the timelines for completion of various APAR activities for the year 2024-25 are as under: -

S. No.	Activities	Timeline (Date on or before to be completed)	Auto Forward
1	Mapping of Reporting and Reviewing Officers	31st August, 2025	-
	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer		21 <sup>st</sup> September, 2025
	Submission of report by Reporting Officer to Reviewing Officer	10 <sup>th</sup> October, 2025	11 <sup>th</sup> October, 2025
	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell	31 <sup>st</sup> October, 2025	01 <sup>st</sup> November, 2025
	Disclosure of APAR to the officer reported upon	07 <sup>th</sup> November, 2025	
	ubmission of representation, if any, Within 15 days from the date of disclosure i.e n APAR by the officer reported upon 22 <sup>nd</sup> November, 2025		
	Forwarding of representation by the APAR Custodian to the Competent Authority	[프로마일프로마 : : : :	A MARKATAN

8	Disposal of representation by the 17 <sup>th</sup> December, 2025
	Competent Authority and forwarding it
	to APAR Custodian
9	Communication of the decision of the Within 10 days from the finalization of decision
	Competent Authority by the APAR by the Competent Authority
	Custodian to the officer reported upon
10	End of APAR process after which the 31st December, 2025
	APAR will be finally taken on record

- 3. It is informed that the submission of Self appraisal by the Officer Reported Upon (ORU) will begin with effect from 1<sup>st</sup> September, 2025. In this regard it has been observed in the past that there have been lapses in filing of APARs causing delays in holding DPCs. Therefore, it should be ensured by the concerned ACCs that the above timelines for APAR activities are strictly adhered to.
- 4. The ACC HQ/ ACC (Zones) are assigned the role of Service Admin and they have to assign the roles of PAR Central Custodian (Primary) and Employee Manager Details (EMD) Administrator to OIC/RPFC (Adm)/APFC (Adm) in the Regional Offices under their jurisdiction, using the "Role Mapping" tab available on their sparrow homepage. Both roles may be assigned either to the same or to different officials. Similarly, ACC-HQ PDUNASS and ACC ZTIs/Sub-ZTIs, shall be assigned the role of Service Admin and they have to further assign the roles of Central PAR Custodian and EMD Administrator to the RPFC (Adm) in the said offices. For Head Office, the role of Service Admin shall be assigned to ACC (ASD) and the roles of Central PAR Custodian and EMD Administrator has to be further assigned to the RPFC ASD, Head Office (Flow chart-1 attached).
- 5. PAR Central Custodian (Primary) role is responsible for creation of the APAR workflow i.e. the APAR mapping and also generation of APAR. APAR workflow can be created using the "Workflow" role available on the left-hand side panel of the sparrow homepage of the user having the PAR Central Custodian (Primary) role. Similarly, APAR generation can be done using the "Generation" button under the PAR tab take available on the sparrow homepage of the user having the said role.
- 6. EMD administrator role is responsible for making any modifications or adding any missing details in the service data shown on sparrow in respect of any user under that office. ACC HQ/ACC Zones, ACC HQ/ACC, PDNASS & ZTIs, ACC ASD (HO) shall send a list of all officers who are assigned the role of EMD administrator under their jurisdictions, to Head Office mentioning their name, designation, name of office, email id, mobile number and employee ID on email ID rc.hrm8@epfindia.gov.in
- 7. The correctness of APAR mapping in respect of all the officials under the jurisdiction of an RO shall be certified by respective OIC of the ROs. The correctness of APAR mapping in respect of OICs of ROs and the officials of Zonal office shall be certified by the concerned ACC Zone. Similarly, the correctness of APAR mapping in respect of all the officials under the jurisdiction of a ZTI shall be certified by the ACC ZTI and that in respect of ACC ZTIs and the officials of PDUNASS, the same shall be certified by the ACC HQ PDUNASS. Further, the correctness of APAR mapping in respect of all the ACC HQ / ACC, Zones, ACC HQ PDNASS and the Officials at HO shall be certified by ACC, ASD (Flow chart-2 attached).

- 8. It must be ensured that data in respect of all the officials in SPARROW is complete in all respect and duly filled up. Any modifications in this regard can only be carried out by the EMD Administrator.
- 9. A copy of the user manual for SPARROW is attached herewith for your ready reference. The video tutorials for creation of workflow, generation of APAR and other such activities available on the YouTube channel of sparrow team (<a href="https://www.youtube.com/@sparroweoffice6575/videos">www.youtube.com/@sparroweoffice6575/videos</a>). However, in case of any issue in this regard, reference may be sent to rc.hrm8@epfindia.gov.in by the concerned office.

(Issues with the approval of the Competent Authority)

(Uday Gupta)

Regional P.F. Commissioner-II (HRD-II)

#### Copy for necessary action:

i. RPFC (NDC) for web upload

#### Copy to (through EPFO website) for information:

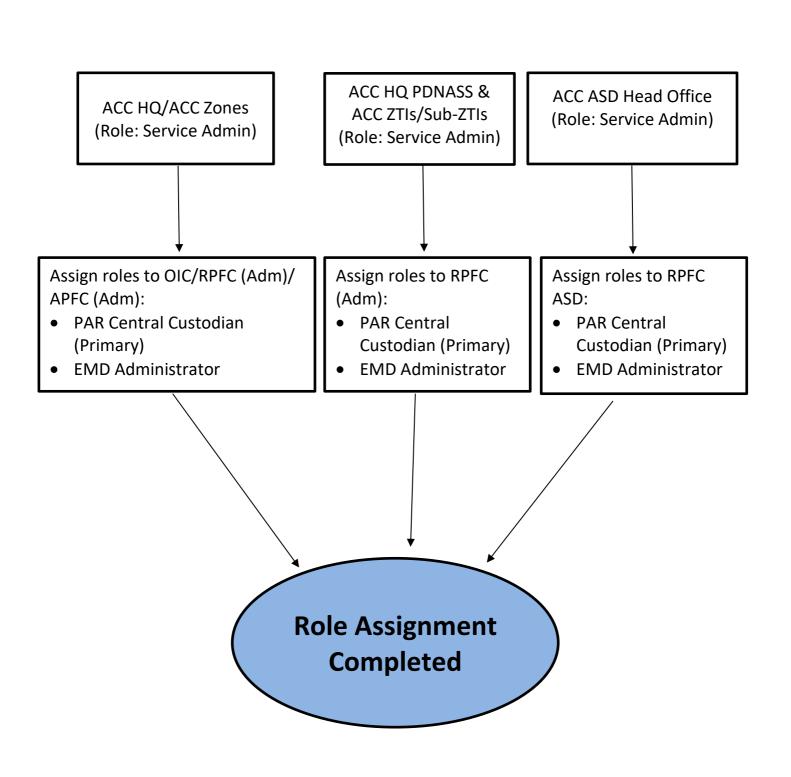
- i. PS to CPFC, FA&CAO and CVO for information
- ii. Hindi Section for Hindi version.

(Uday Gupta)

Regional P.F. Commissioner-II (HRD-II)

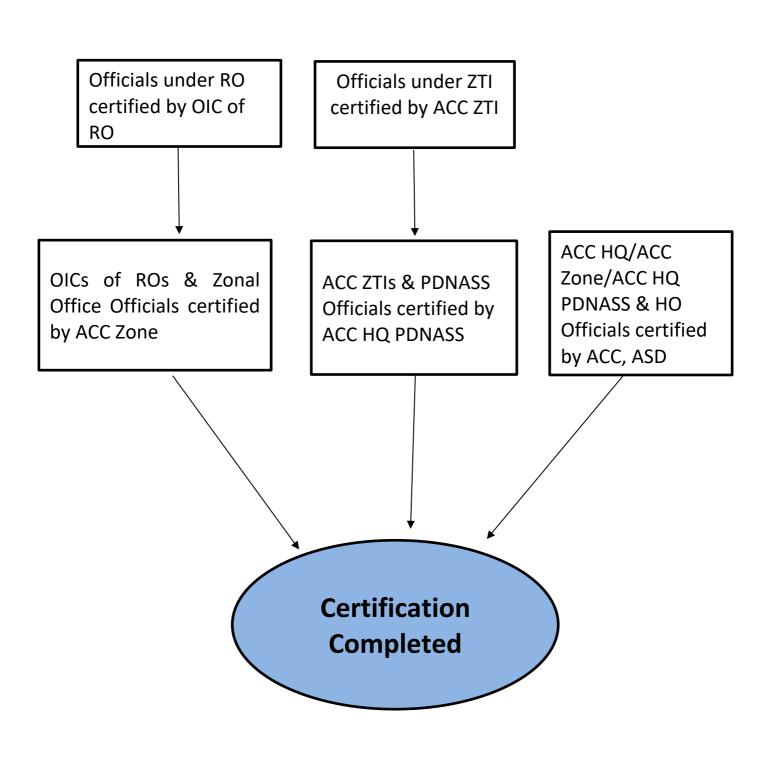
## Flowchart - 1

# **Role Assignment in SPARROW**



## Flowchart - 2

# **APAR Mapping Correctness Certification**







Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001



## **Amendment History**

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

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

#### **Administration Based**

- System Administrator
- Service Administrator

#### **Workflow Based**

- Reporting Authority
- Reviewing Authority
- Accepting Authority

### **Competent Authority**



## **Roles & Responsibilities- SPARROW**

### **Roles and Responsibilities**

#### **Primary**

#### **PAR Custodian**

Responsibilities

Manages and Maintains PAR Database.

Central Repository records updating.

#### **Ownership Based**

#### **PAR Central Custodian**

Responsibilities

SPOC for Center.

Maintains the records with respect to Center.

#### **PAR State Custodian**

Responsibilities

SPOC for State.

Maintains the records with respect to State.

#### **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.



## **Modules-SPARROW**

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

- Inbox
- Sent
- User Assistance
  - o Track Your PAR
- Role Detail
- Work flow
  - o Create/Update
- PAR
  - o Generation
  - Update Section I
  - Tracking
  - Force Forward
- IRM
- Dossier
  - Officers Completed PAR
  - My Completed PAR
  - My ACR Status
- DSC
  - o Enroll
  - o 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**

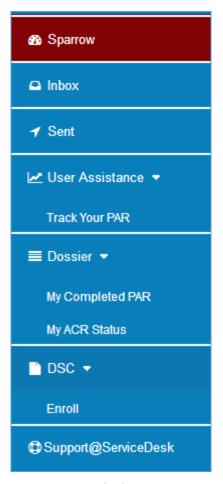


Fig.2



## **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**:

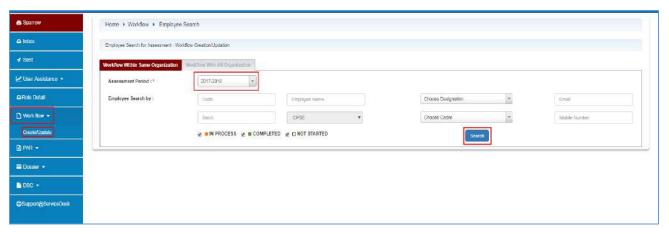


Fig.3

• 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**:

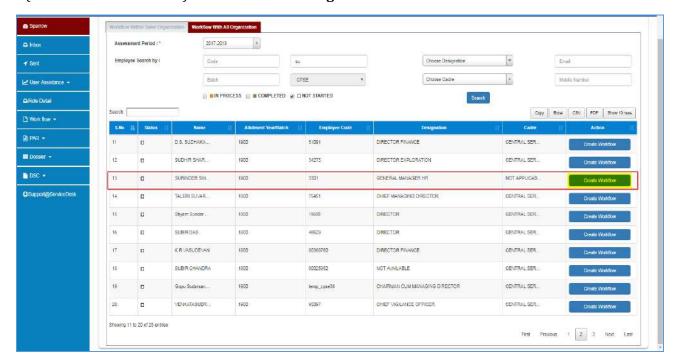


Fig.4



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

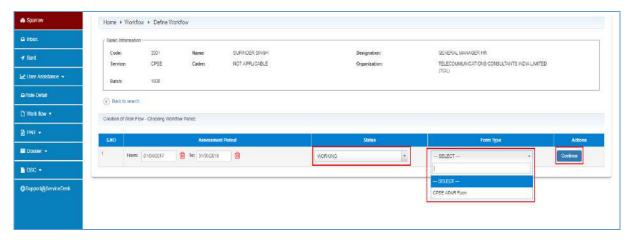


Fig.5

- Click Continue ( Continue ) button as shown in Fig.5.

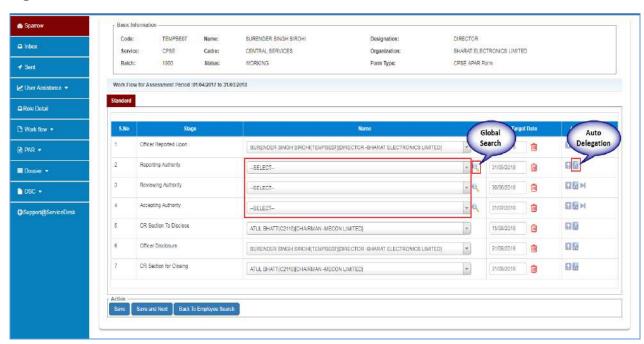


Fig.6

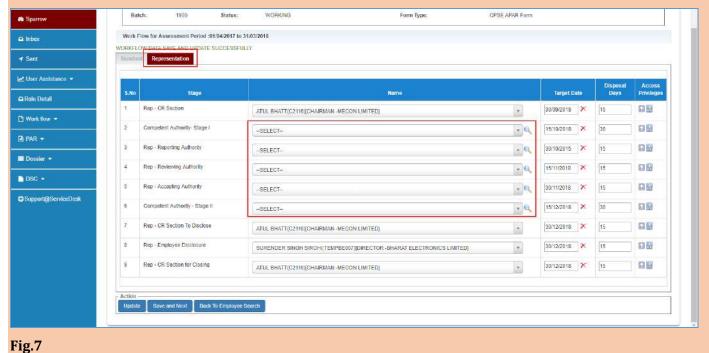
Note:

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



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

Save and Next (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:

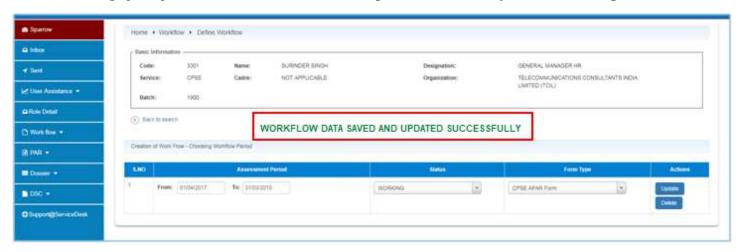


Fig.8

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**:

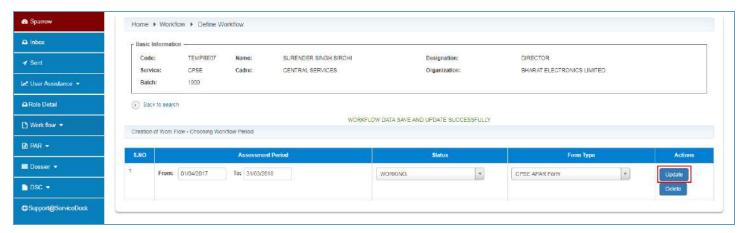


Fig.9

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

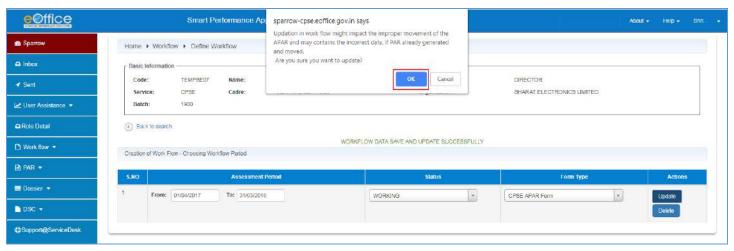
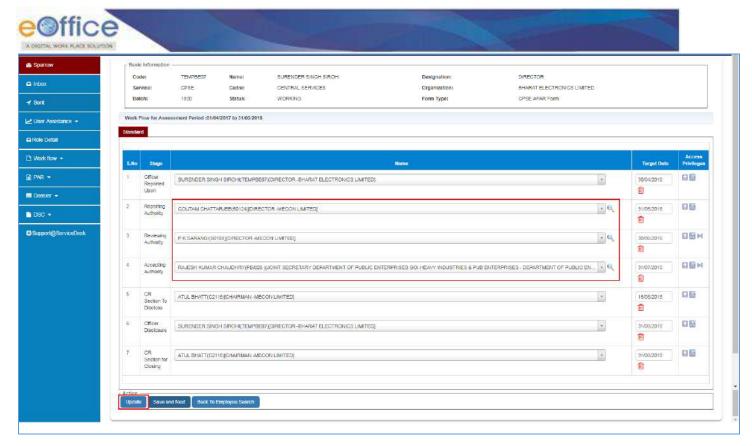


Fig.10

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

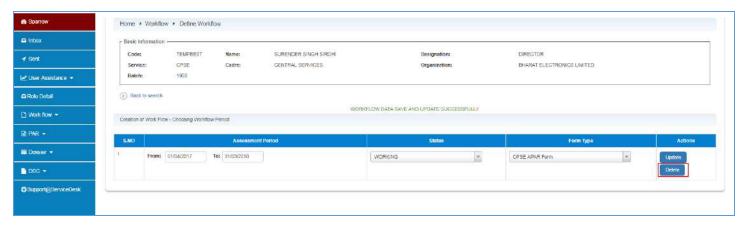


**Fig.11** 

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

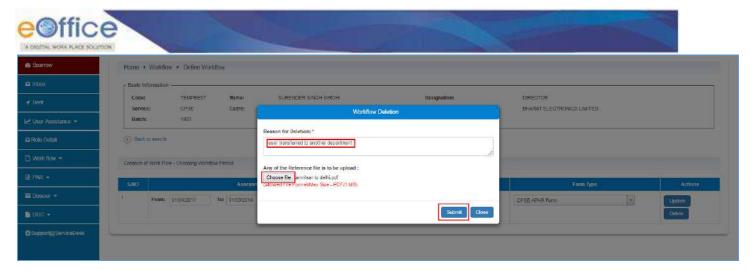
#### To delete the workflow perform the following steps:

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** (Browse...) 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**:

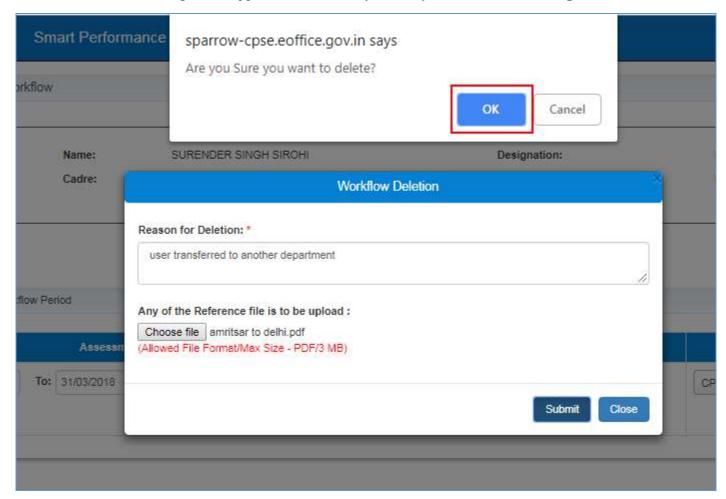


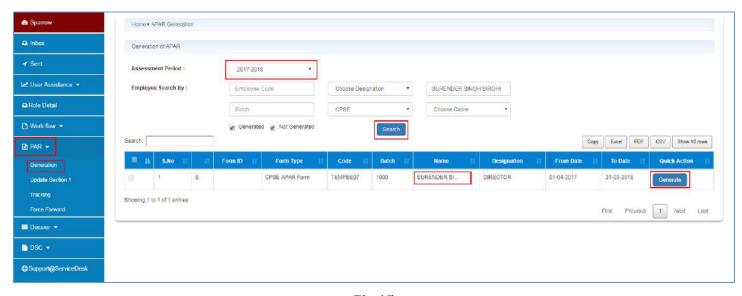
Fig.14

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:



**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:

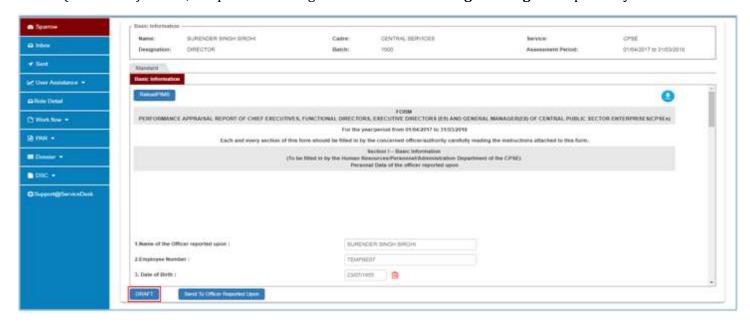
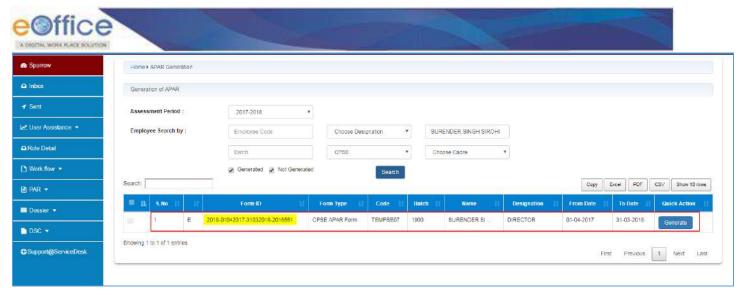


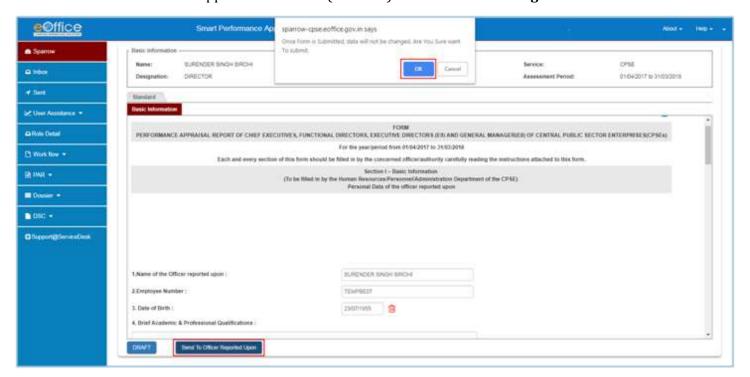
Fig.16



**Fig.17** 

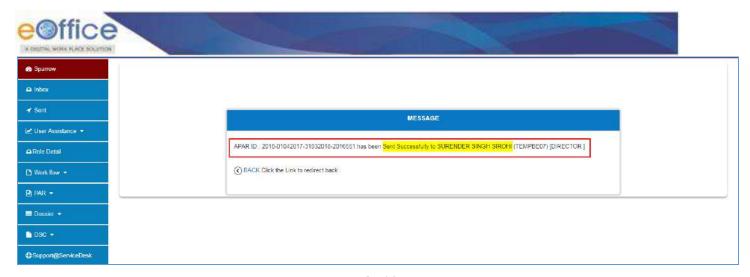
#### **Send PAR**

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



**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:

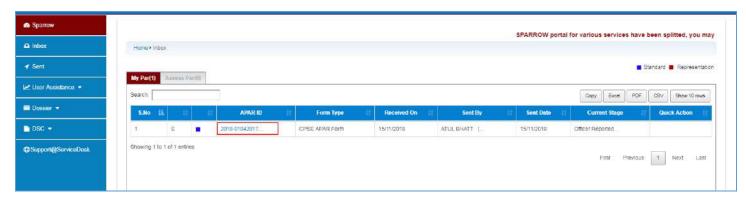


Fig.20

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

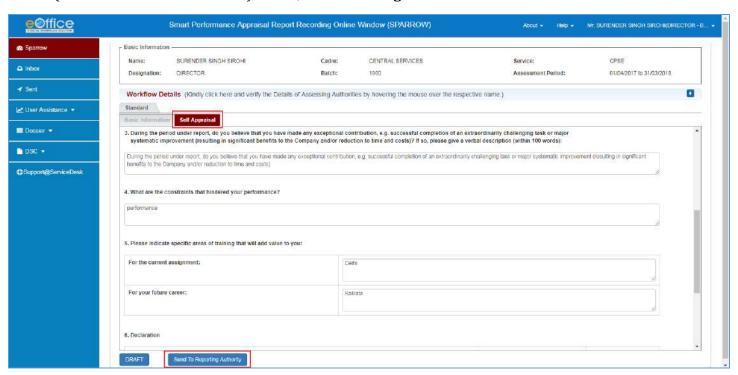


Fig.21

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

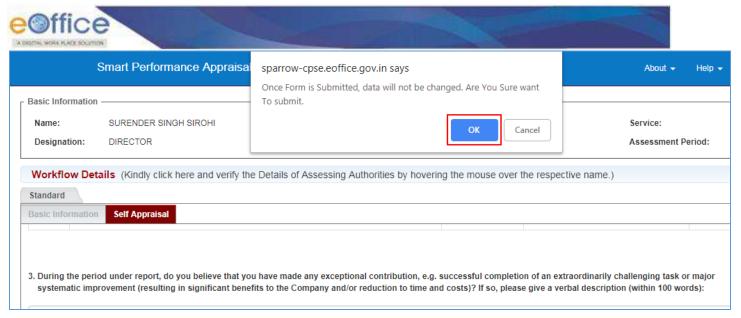


Fig.22

• A message prompts "Sent Successfully to" as shown in Fig.23:

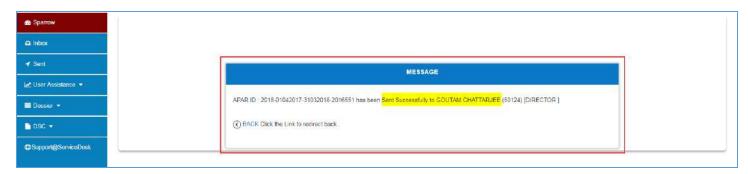


Fig.23

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

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



Fig.24

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

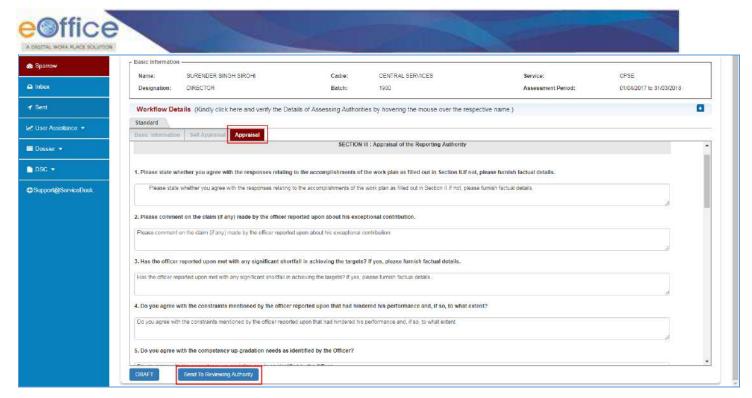


Fig.25

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

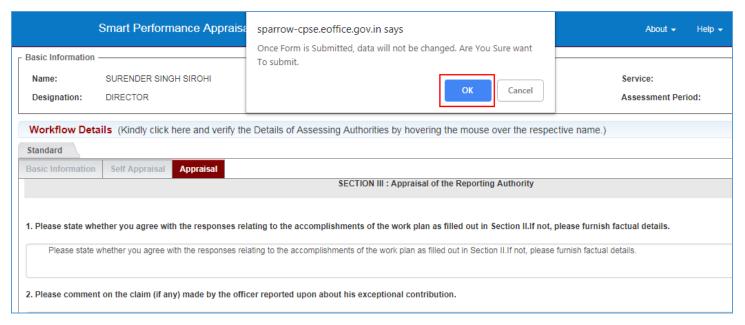


Fig.26

• A message prompts "Sent Successfully" to as shown in Fig.27:

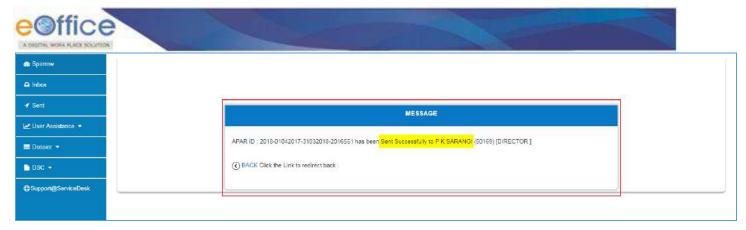


Fig.27

#### 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

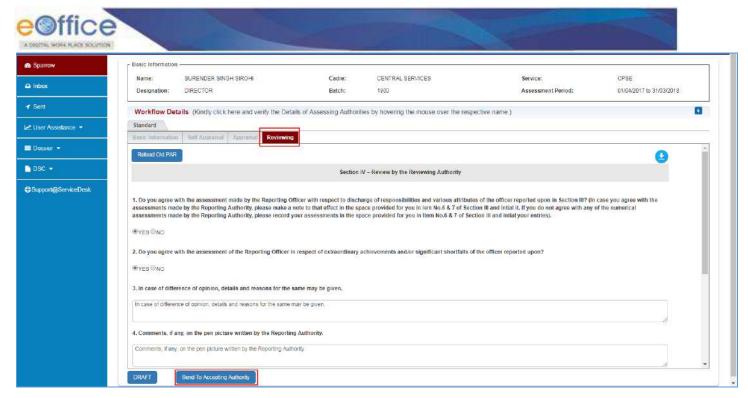


Fig.29

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

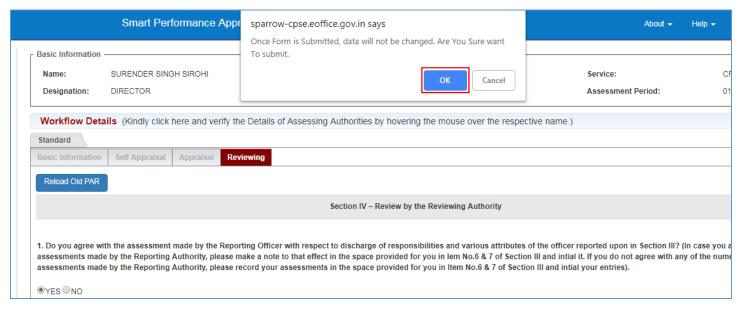


Fig.30

• 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** as shown in **Fig.33**:

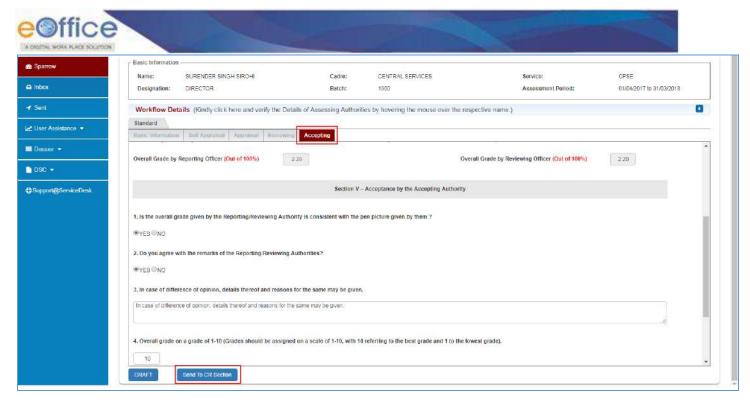


Fig.33

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

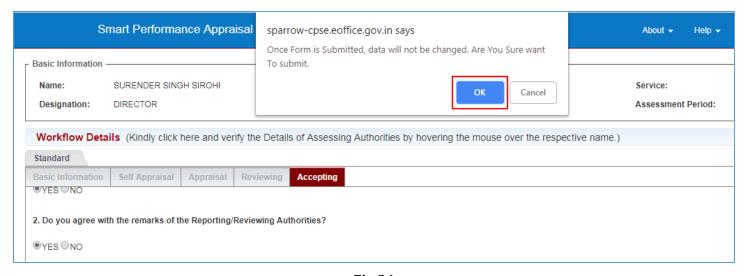


Fig.34

• 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 (<sup>2018-01042017-31032018-2016551</sup>) under Process tab to open PAR as shown in Fig. 36:

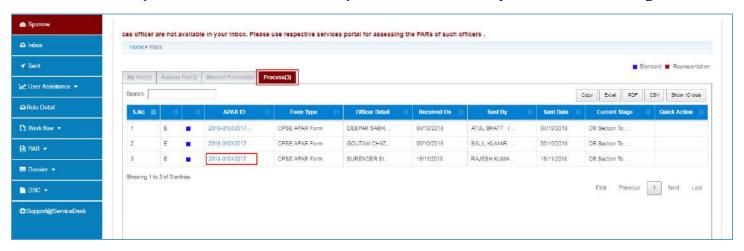


Fig.36

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

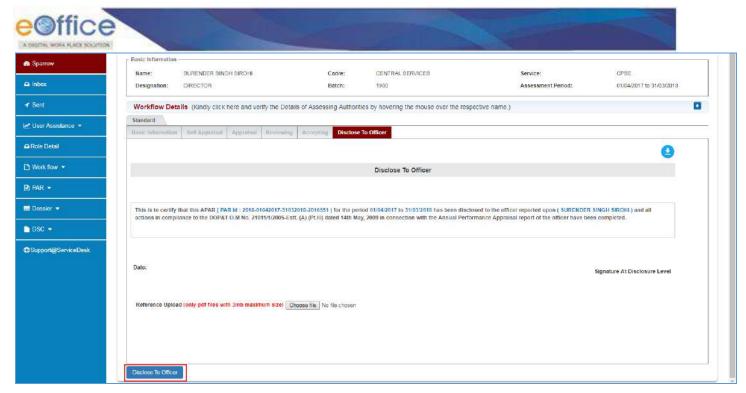


Fig.37

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

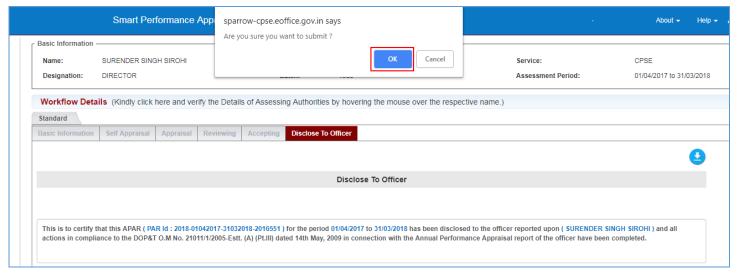


Fig.38

• A message prompts "Sent Successfully" as shown in Fig.39:



Fig.39

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

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

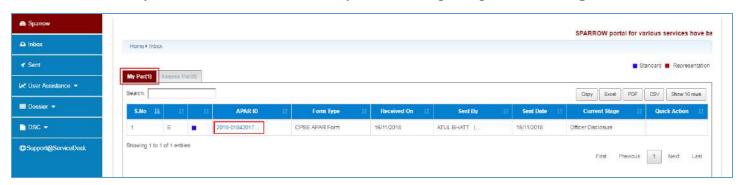


Fig.40

• Click I Accept ( Put for Representation ) as shown in Fig.41:

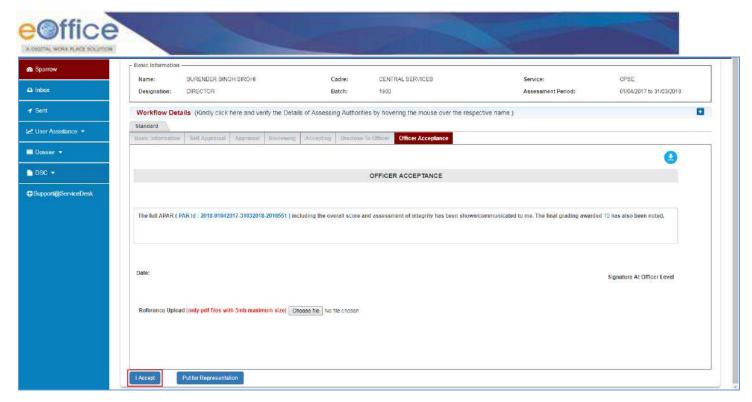


Fig.41

#### Note:

 $Put for Representation \ will appears for those of ficers \ whom \ Representation \ work flow \ is \ created.$ 

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

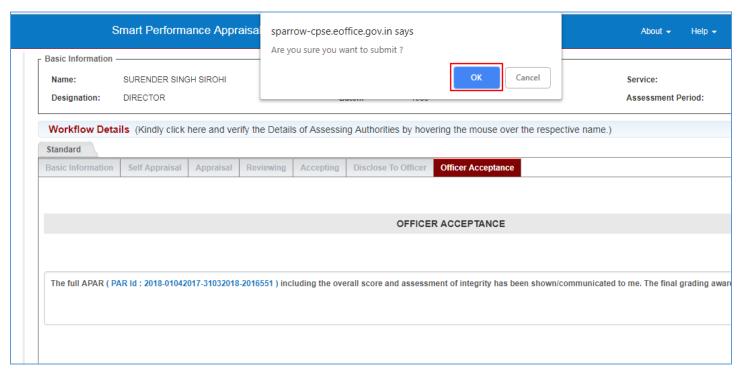


Fig.42



• 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**:

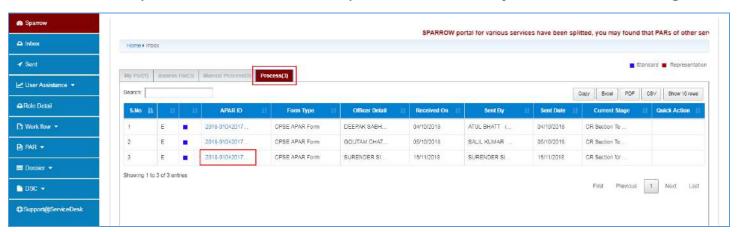


Fig.44

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

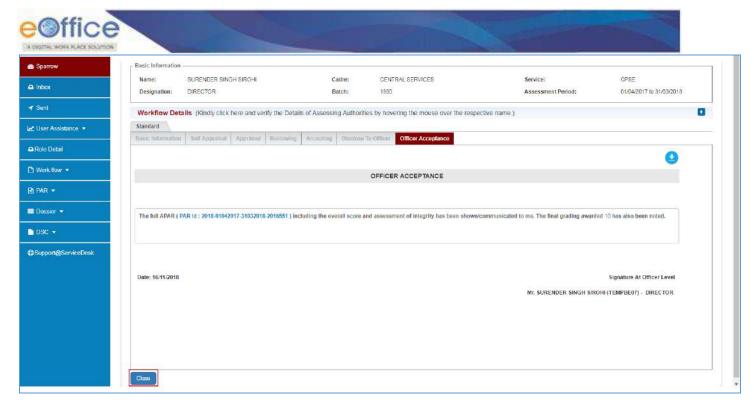


Fig.45

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

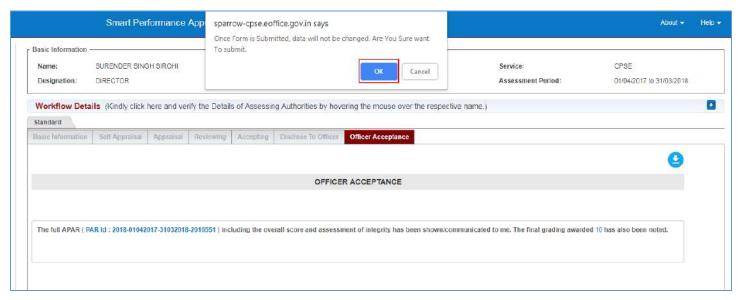


Fig.46

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

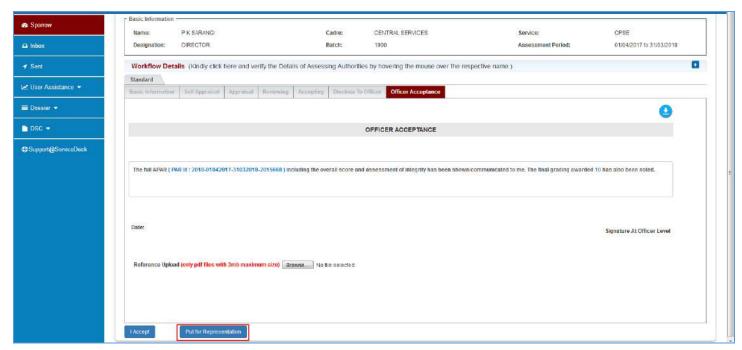


Fig.48

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

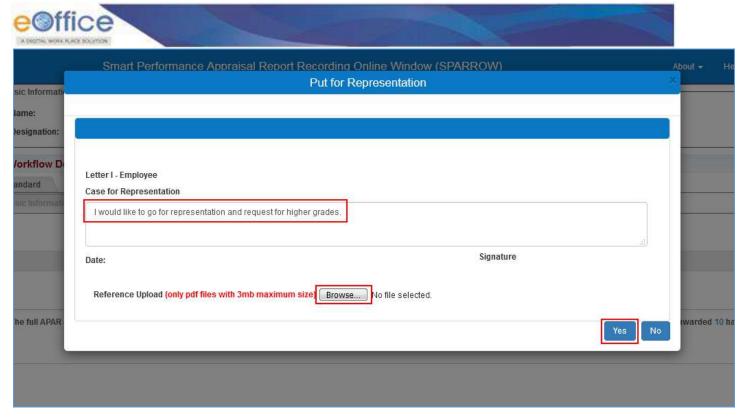


Fig.49

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



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**:

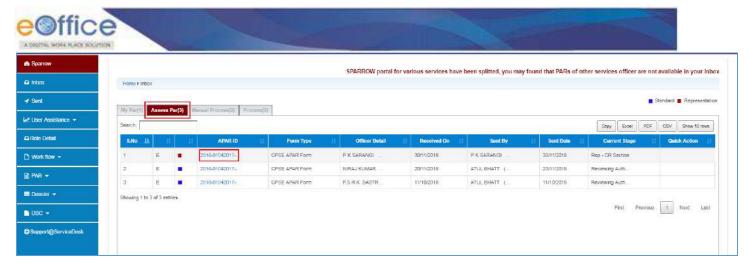


Fig.51

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

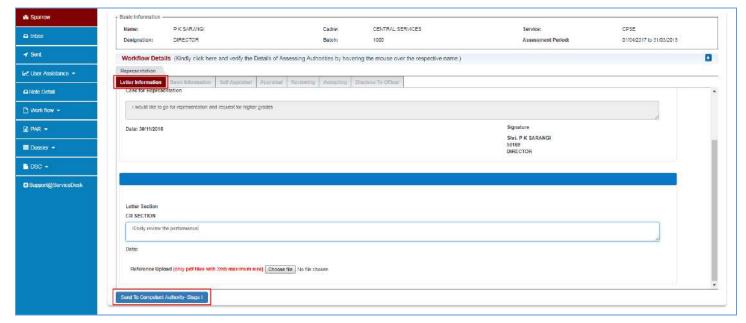


Fig.52

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

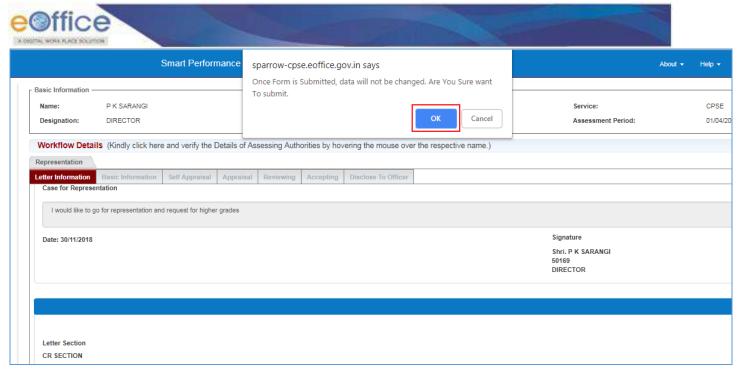


Fig.53

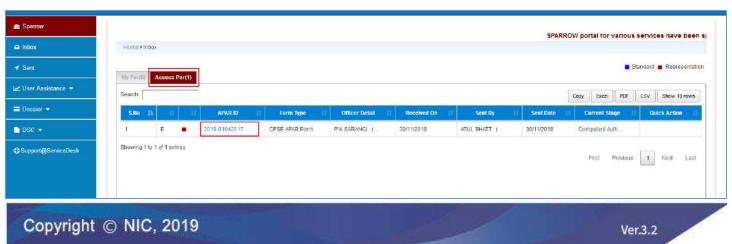
A message prompts "Sent Successfully" as shown in Fig.54:



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**(Send To Accepting Authority) button to forward the request to next authority, as shown in **Fig.56**:

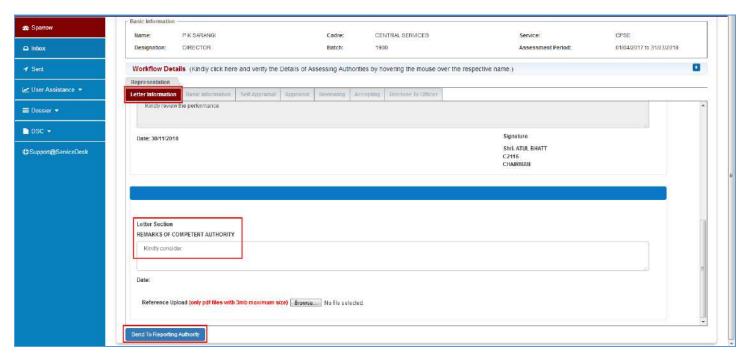


Fig.56

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

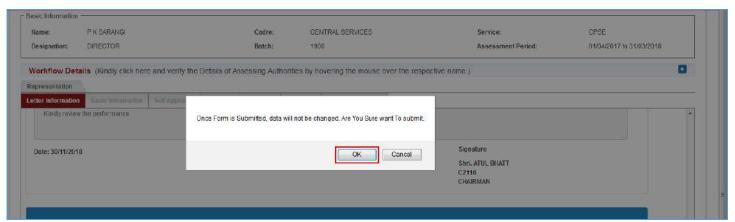


Fig.57

• 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:

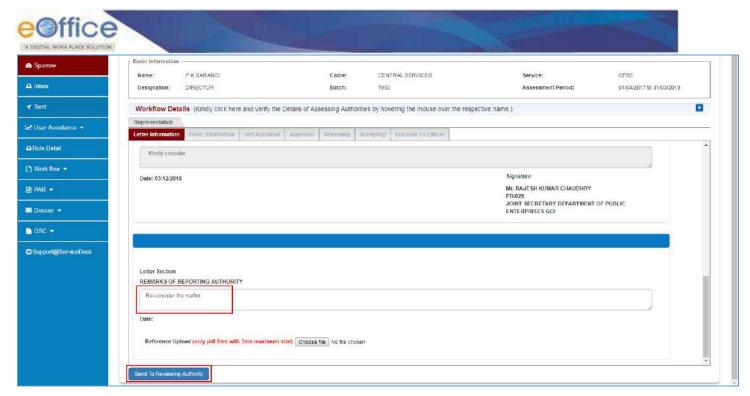


Fig.60

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:

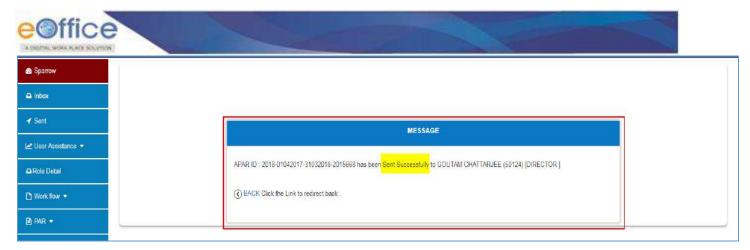


Fig.62

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

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

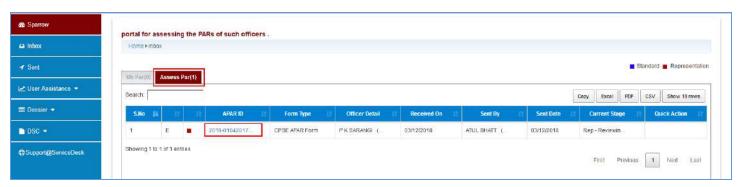


Fig.63

A page appears, enter the remarks and click Send To Accepting Authority (
 Send To Accepting Authority (
 button, as shown in Fig.64:

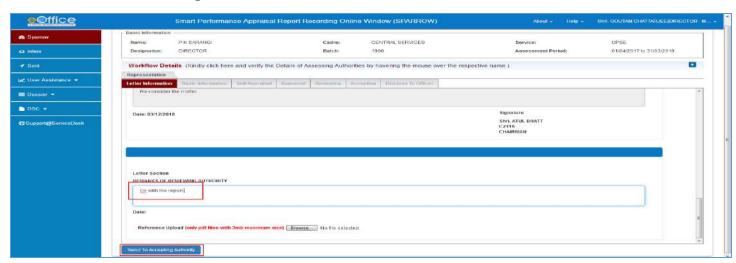


Fig.64



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

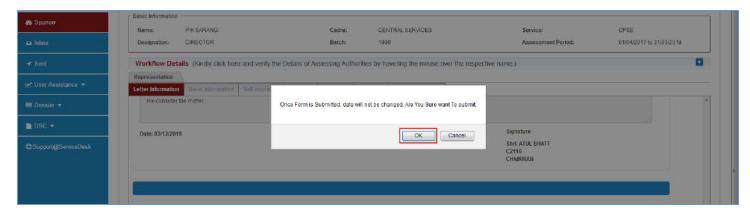


Fig.65

• A message prompts "Sent Successfully" as shown in Fig.66:



Fig.66

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

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

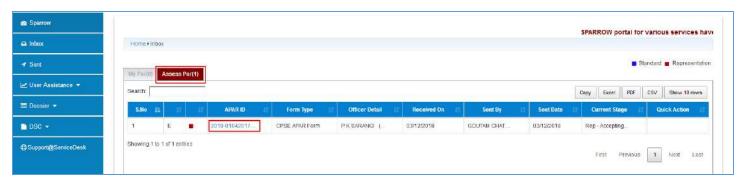


Fig.67



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

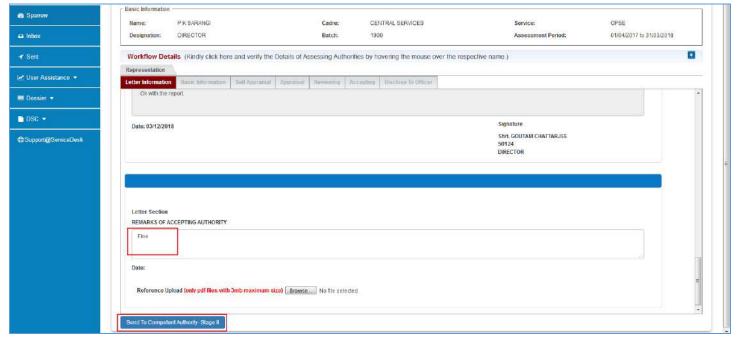


Fig.68

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:

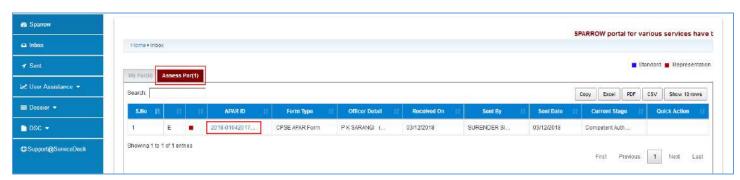


Fig.71

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**:

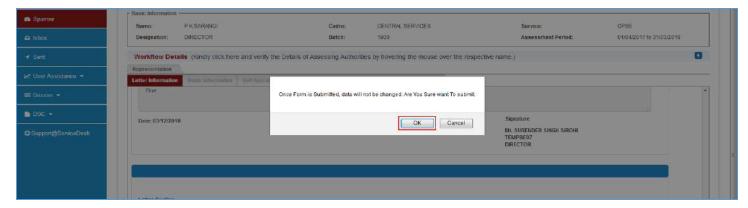


Fig.73

• 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:

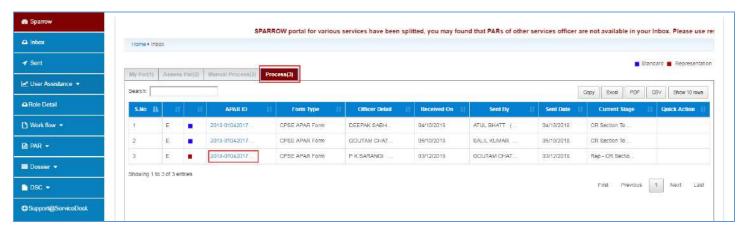


Fig.75



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

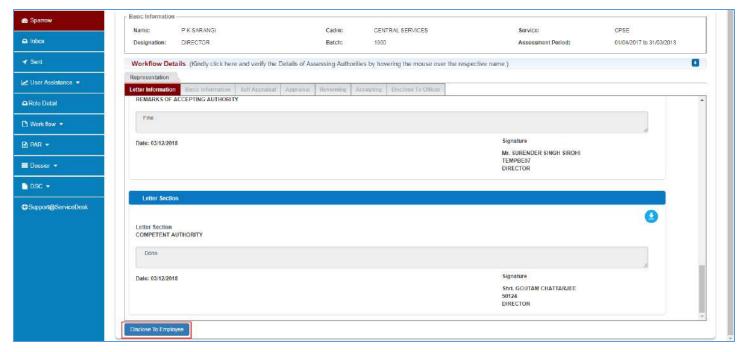


Fig.76

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

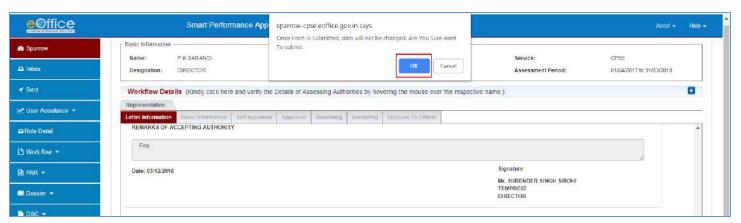


Fig.77

• 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**( <sup>2018-01042017-31032018-2015668</sup> ) to open the disclosed PAR as shown in **Fig.79**:

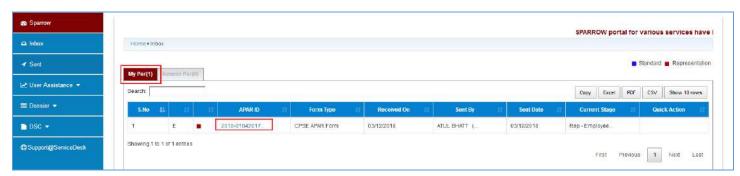


Fig.79

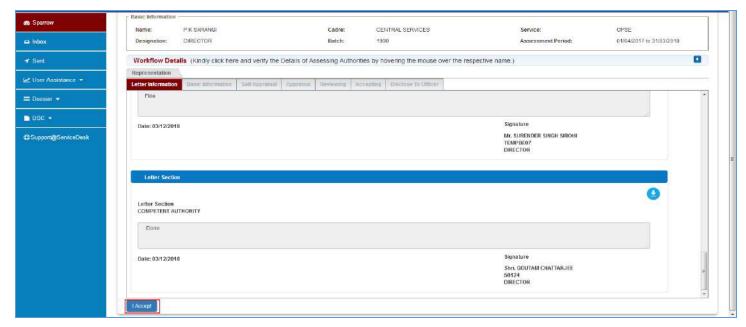
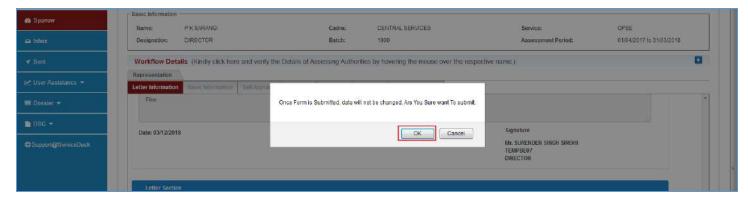


Fig.80



• 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:



Fig.83

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

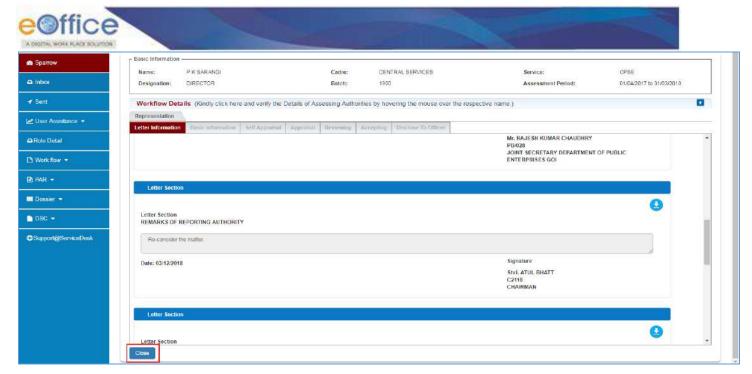


Fig.84

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

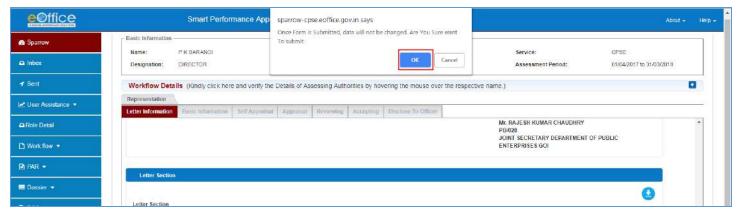


Fig.85

• A message prompts "Successfully Closed" as shown in Fig.86:

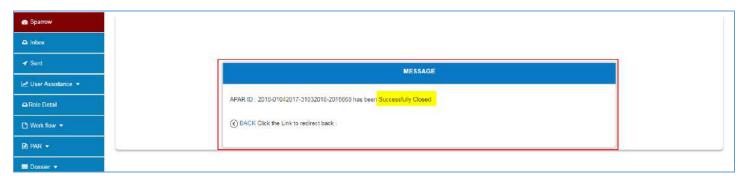


Fig.86



## **Home**

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

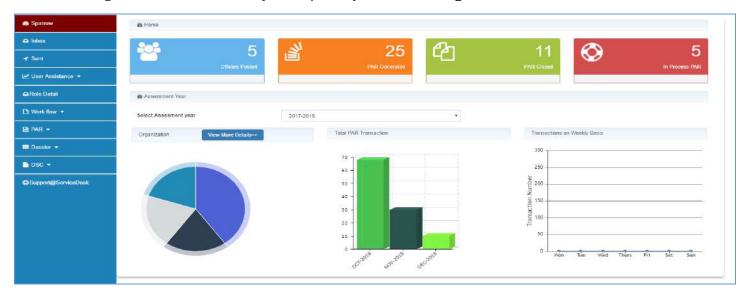


Fig.87

## **Dashboard**

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

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

• Click View More Details ( View More Details>> ) button as shown in Fig.88:

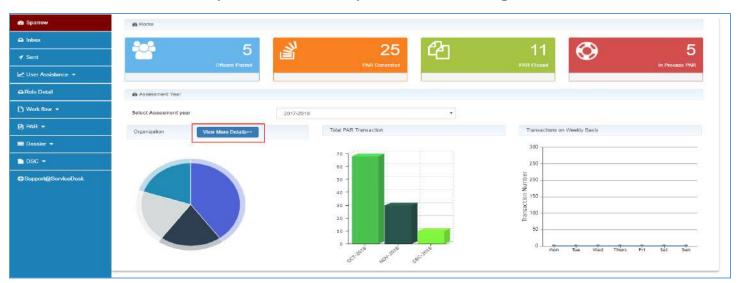




Fig.88

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



Fig.89

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



Fig.90

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

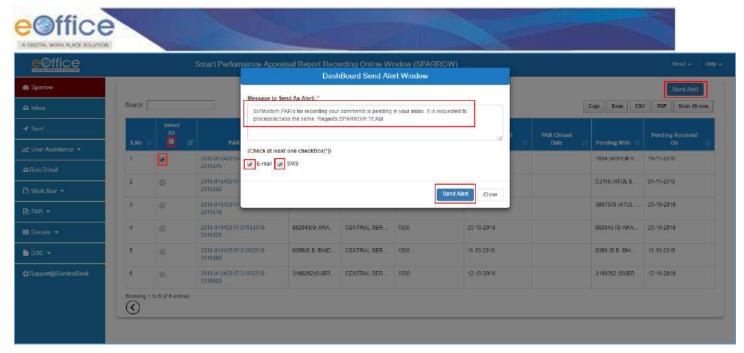


Fig.91

#### Note:

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

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

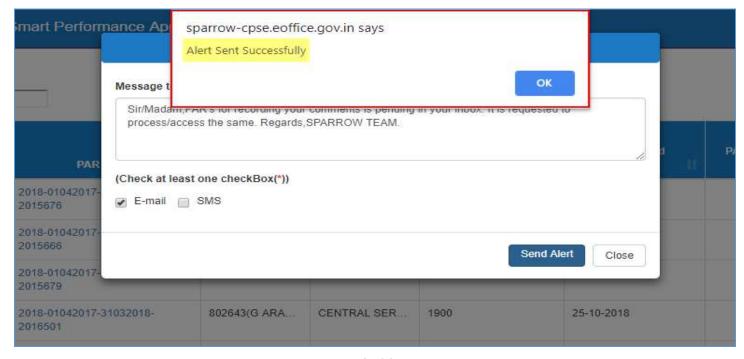


Fig.92



## **Common Functionalities of PAR**

Custodian (Central or State), PAR Manager & Officers

## **Inbox/Sent**

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



# My PAR (Inbox/Sent)

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



Fig.93

# Assess PAR (Inbox/Sent)

• Assess PAR ( Assess Par(2) ), click APAR ID as shown in Fig.94:





Fig.94

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

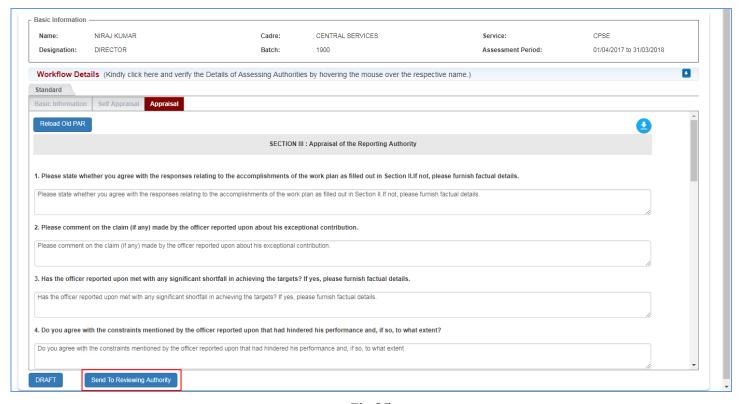


Fig.95

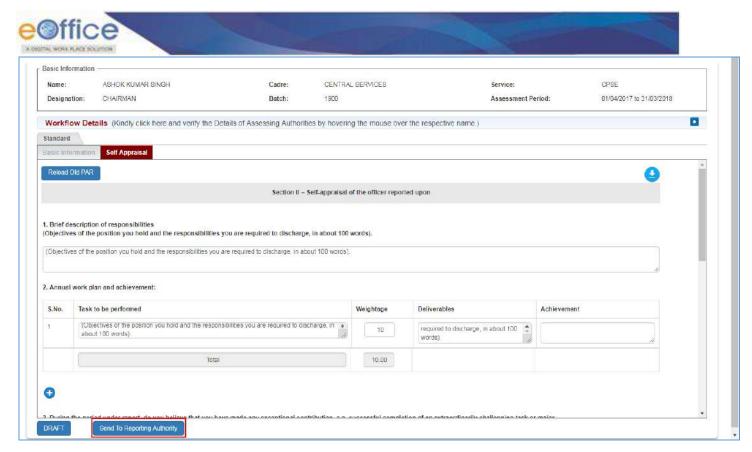
# Manual Process (Inbox/Sent)

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



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**:



**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:

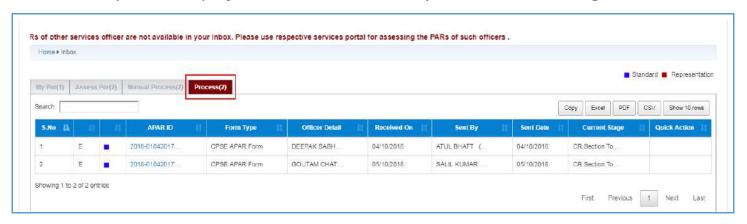


Fig.98



# **Force Forward (Sent)**

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



Fig.99

• Click the icon to view the sent **APAR**.



# **User Assistance**

### **Track Your PAR**

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

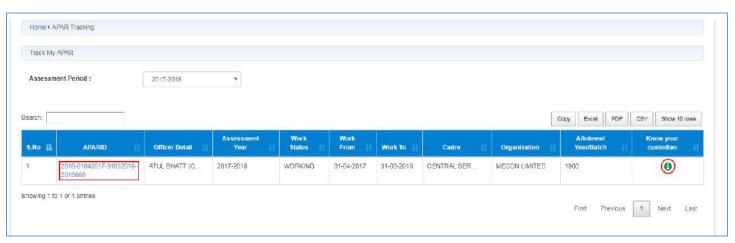


Fig.100

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

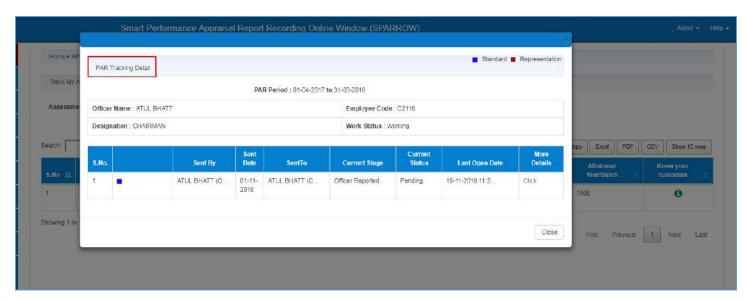


Fig.101

• 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** (Submit the roles assigned to the officer within the selected organization as shown in **Fig.103**:

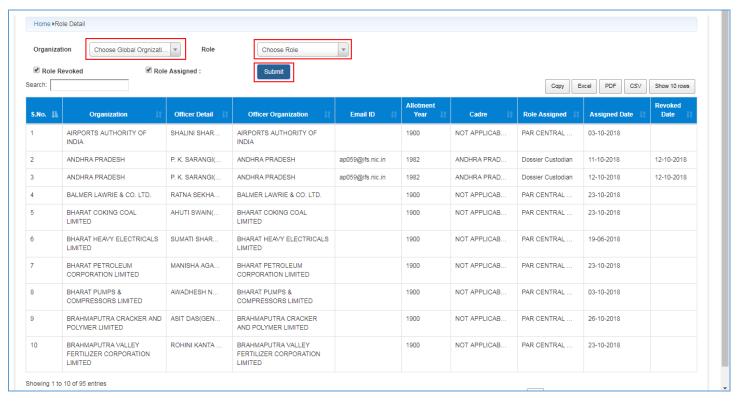


Fig.103



# Workflow

# **Create/ Update**

• Refer to steps mentioned under Movement of PAR- Custodian (First step) → <u>Create Workflow/ Update</u> and <u>Update/ Delete Workflow</u>.



# **PAR**

### Generation

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

# **Update Section I**

• Go to PAR ( PAR ), click **Update Section I** ( Update Section 1 ), select Assessment Year and click the Search ( Search ) button, a list appears as shown in **Fig.104**:

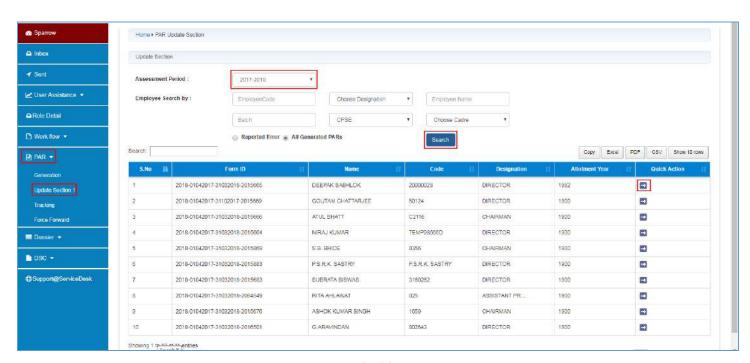


Fig.104

• 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**:

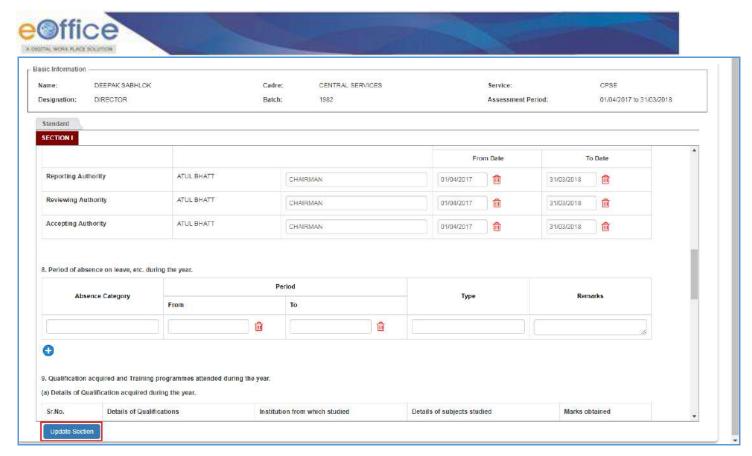


Fig.105

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



Fig.106

# **Tracking**

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

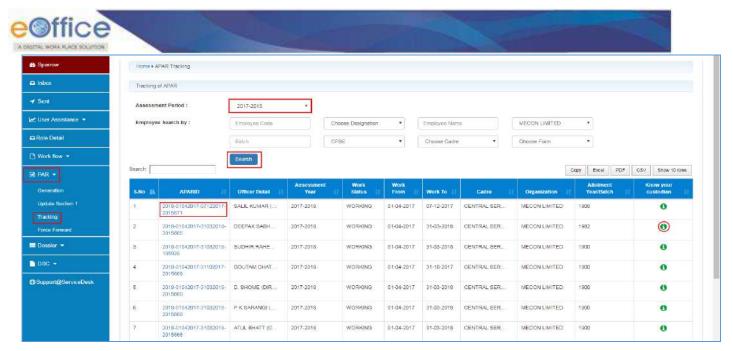


Fig.107

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

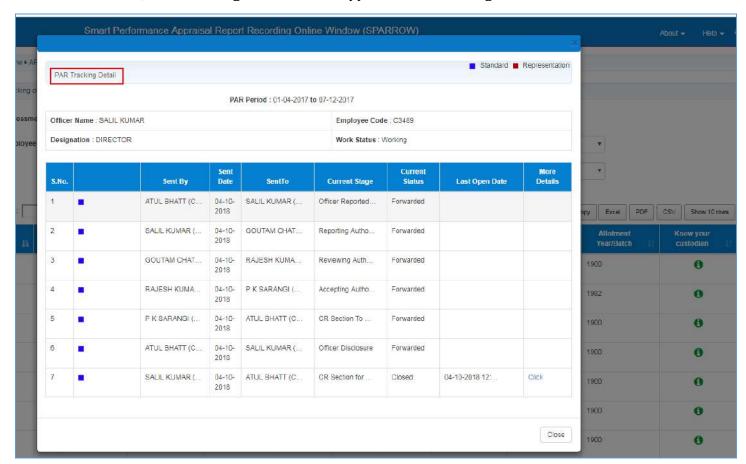


Fig.108

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



Fig.109

#### **Force Forward**

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

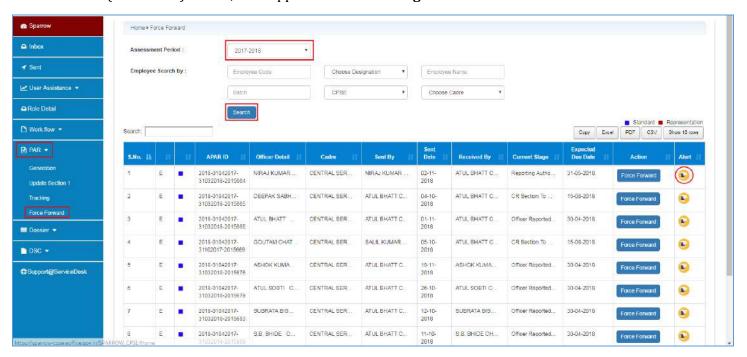


Fig.110



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**:

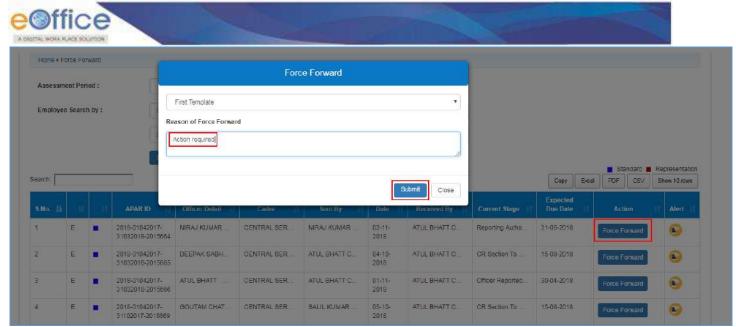


Fig.111

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

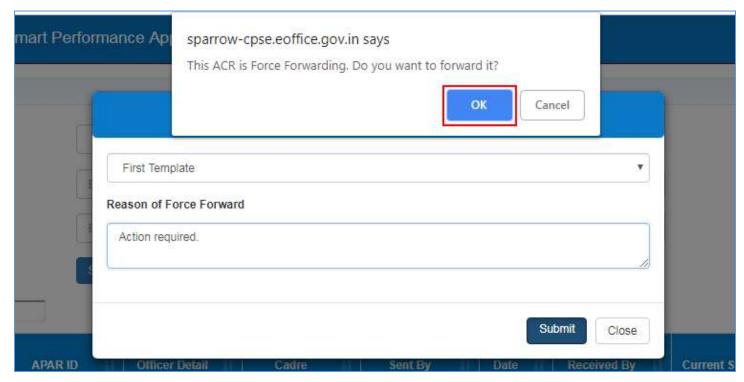


Fig.112

• A message prompts "Sent successfully" as shown in Fig.113:

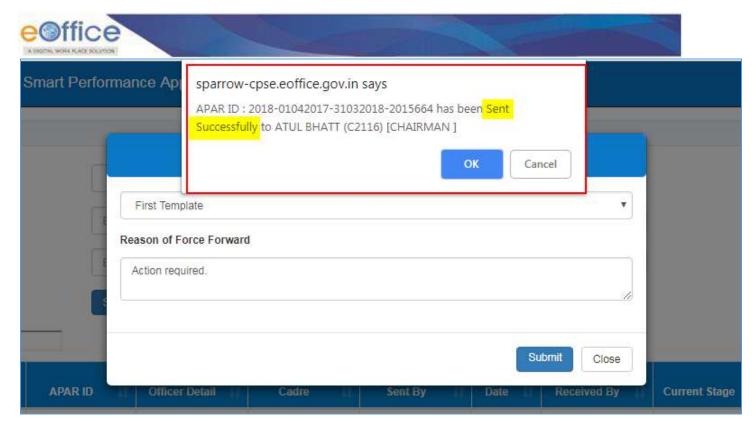


Fig.113



## **Dossier**

# **Officers Completed PAR**

- Select the Assessment Period, list of officers appears, click the user Name as shown in Fig.114:

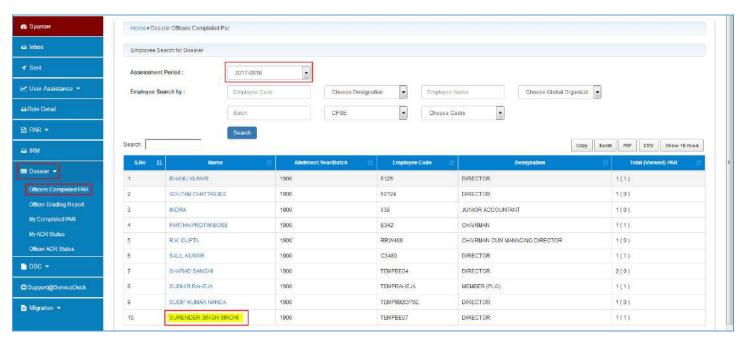


Fig.114

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

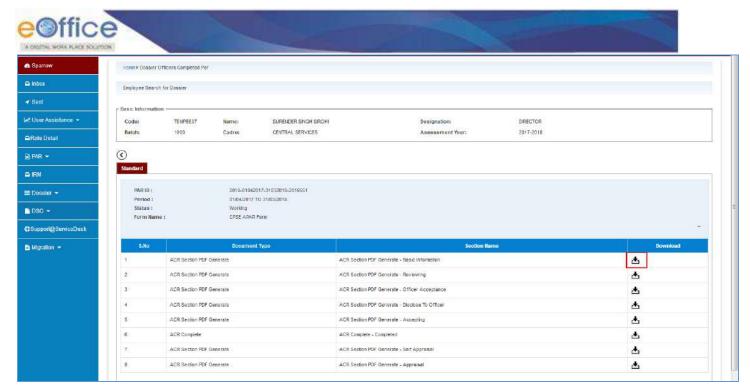


Fig.115

#### 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, seach the user and select as shown in **Fig.116**:

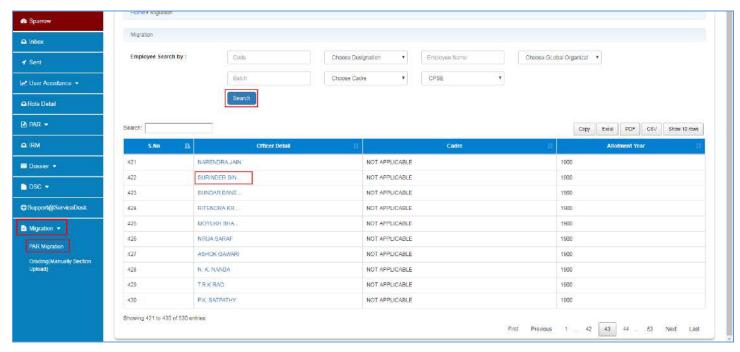


Fig.116

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

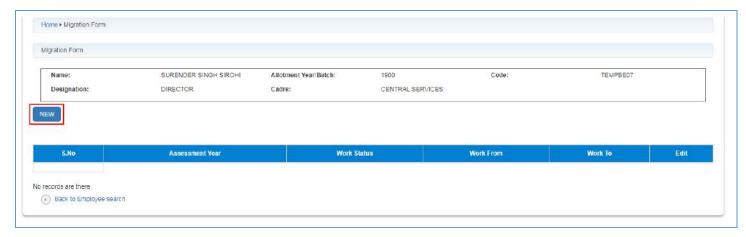


Fig.117



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

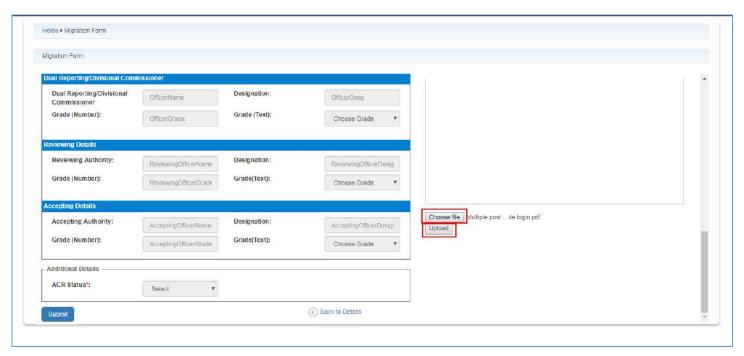


Fig.118

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

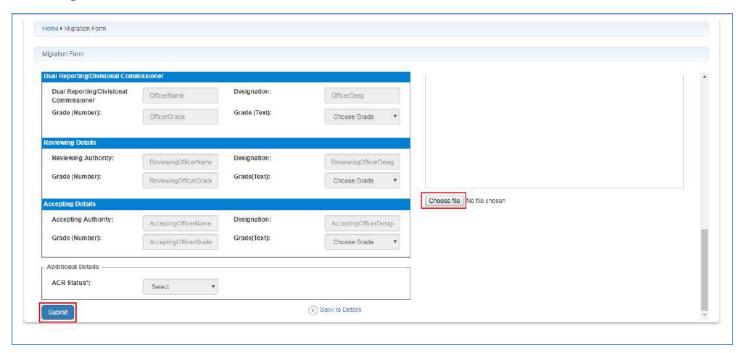




Fig.119

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

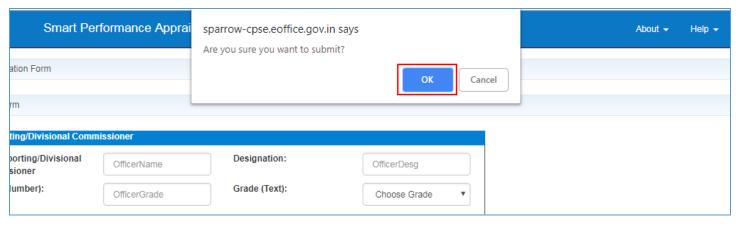


Fig.120

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

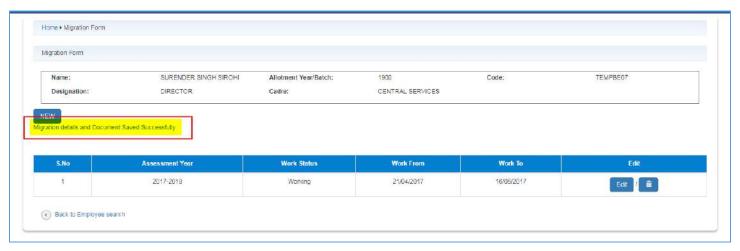


Fig.121

# **Grading (Manually Section Upload)**

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

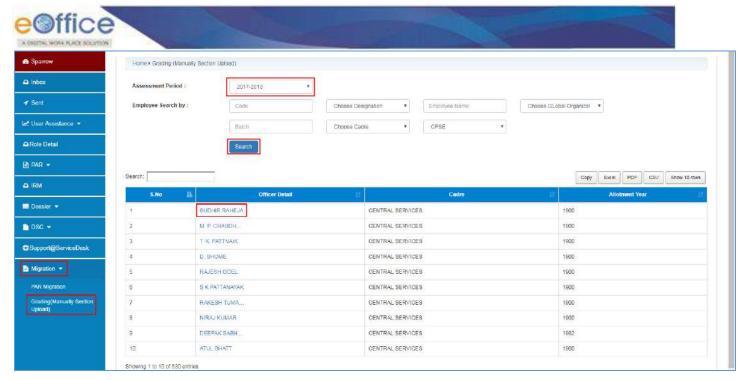


Fig.122

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



Fig.123

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

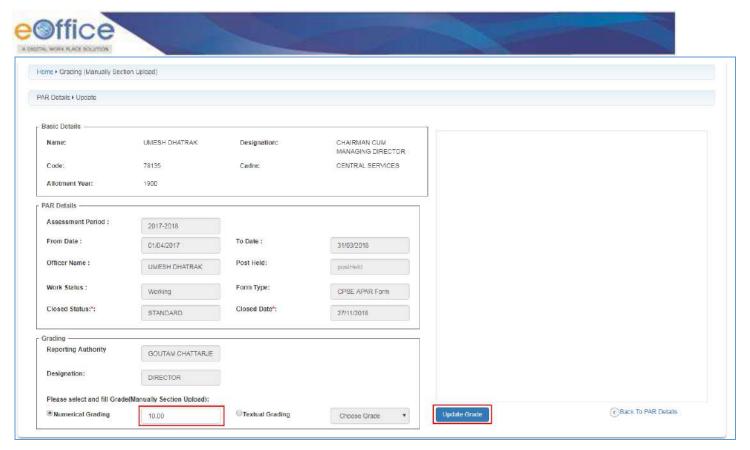


Fig.124

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



Fig.125

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



Fig.126



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