# Table of Contents

Abbreviations .................................................................................................................. 3  
Objective ............................................................................................................................... 4  
Introduction .......................................................................................................................... 5  
Roles - SPARROW .................................................................................................................. 6  
  Flows of PAR ......................................................................................................................... 6  
Primary .................................................................................................................................. 7  
Roles & Responsibilities - SPARROW .................................................................................... 8  
  Workflow Oriented Movement of PAR .................................................................................. 11  
Modules - SPARROW .......................................................................................................... 12  
  Custodian - Standard Menu .................................................................................................. 13  
Movement of PAR – Custodian (First Steps) ...................................................................... 14  
  Create Workflow/Update ...................................................................................................... 14  
  Update Workflow .................................................................................................................. 19  
Generation of PAR .................................................................................................................. 20  
Send PAR ................................................................................................................................ 22  
Movement of PAR– Standard Flow ..................................................................................... 24  
Common Functionalities of PAR– ...................................................................................... 37  
  My PAR (Inbox/ Sent) .......................................................................................................... 37  
  Assess PAR (Inbox/ Sent) .................................................................................................... 37  
  Manual Process (Inbox/ Sent) .............................................................................................. 38  
  Process (Inbox/ Sent) .......................................................................................................... 39  
  Processed PAR (Sent) .......................................................................................................... 40  
Force Forward (Sent) ........................................................................................................... 40  
User Assistance .................................................................................................................... 41  
Track Your PAR ..................................................................................................................... 41  
  PAR .................................................................................................................................... 42  
  Generation ........................................................................................................................... 42  
Update Section I .................................................................................................................... 42  
Workflow ............................................................................................................................... 44  
Dossier .................................................................................................................................. 44  
Officers Completed PAR ...................................................................................................... 44  
My Completed PAR ............................................................................................................. 45  
My ACR Status ...................................................................................................................... 45  
Role Details .......................................................................................................................... 45  
Migration ............................................................................................................................... 45  
PAR Migration ....................................................................................................................... 45  
Grading (Manually Section Upload) .................................................................................... 46
<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>EO</td>
<td>Establishment Officer</td>
</tr>
<tr>
<td>CCA</td>
<td>Cadre Controlling Authority</td>
</tr>
<tr>
<td>DSC</td>
<td>Digital Signing Certificate</td>
</tr>
</tbody>
</table>
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 is pending with them.
Roles - 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.
Primary
- PAR
Custodian Ownership Based
- State PAR Custodian
- Cadre PAR Custodian
- PAR Manager
- EMD Administrator

Administration Based
- System Administrator

Workflow Based
- Reporting Authority
- Reviewing Authority
- Accepting Authority
- Competent Authority
## Roles and Responsibilities

<table>
<thead>
<tr>
<th><strong>Primary PAR Custodian Responsibilities</strong></th>
<th><strong>Ownership Based State PAR Custodian Responsibilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manages and Maintains PAR Database.</td>
<td>SPOC for Center.</td>
</tr>
<tr>
<td>Central Repository records updating.</td>
<td>Maintains the records with respect to Center.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cadre PAR Custodian Responsibilities</strong></th>
<th><strong>EMD Administrator Responsibilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPOC for State.</td>
<td>SPOC for maintaining and managing the Officer Transfers and Superannuation.</td>
</tr>
<tr>
<td>Maintains the records with respect to State.</td>
<td>SPOC for maintaining and managing the Personnel Information of Officer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PAR Manager Responsibilities</strong></th>
<th><strong>Responsibilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for creating workflow for PAR.</td>
<td></td>
</tr>
<tr>
<td>Administration Based System Administrator Responsibilities</td>
<td>Workflow Based Reporting Authority Responsibilities</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Maintains the records of database. Updation of Databases.</td>
<td>Views the completed PAR of an officer. Grades the PAR and forwards to Reviewing Authority.</td>
</tr>
<tr>
<td></td>
<td><strong>Reviewing Authority Responsibilities</strong></td>
</tr>
<tr>
<td></td>
<td>Views the forwarded PAR from Reporting Authority. Grades the PAR and forwards to Accepting Authority.</td>
</tr>
<tr>
<td></td>
<td>Finalizes the grading for PAR and forwards to Custodian.</td>
</tr>
<tr>
<td></td>
<td><strong>Competent Authority Responsibilities</strong></td>
</tr>
<tr>
<td></td>
<td>Responsible for Reassessing the PAR during Referral and Memorial against Assessment.</td>
</tr>
</tbody>
</table>
**Workflow Oriented Movement of PAR**

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

![SPARROW Menu](image)

**Fig.1**

User or Officer - Standard Menu

![User or Officer Menu](image)

**Fig 2**
Movement of PAR – Custodian (First Steps)

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 Within Same Organization](image)

*Fig..3*
As a result the list of searched employee page appears, select the employee as shown in Fig.4

<table>
<thead>
<tr>
<th>S.No</th>
<th>Status</th>
<th>Name</th>
<th>Allotment Year/Batch</th>
<th>Employee Code</th>
<th>Designation</th>
<th>Cadre</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>P K SARANGI</td>
<td>1900</td>
<td>50169</td>
<td>DIRECTOR</td>
<td>CENTRAL SER...</td>
<td>Update Workflow</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>SALIL KUMAR</td>
<td>1900</td>
<td>03480</td>
<td>DIRECTOR</td>
<td>CENTRAL SER...</td>
<td>Update Workflow</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>COUTAM CHAT...</td>
<td>1900</td>
<td>50124</td>
<td>DIRECTOR</td>
<td>CENTRAL SER...</td>
<td>Update Workflow</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>ATUL BHATT</td>
<td>1900</td>
<td>02116</td>
<td>CHAIRMAN</td>
<td>CENTRAL SER...</td>
<td>Create Workflow</td>
</tr>
</tbody>
</table>

Fig.4
As a result page appears, provide **Status** and **Type of Form** as shown in **Fig. 5**:
Provide necessary parameters, click (Continue) as shown in Fig..5:

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

- A message prompts “Workflow Data Save and Update Successfully”.

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

Fig. 7

- To edit or update workflow, search Officer, a page appears, provide necessary updated details and click the Update button.
- A message prompts “Workflow Updated Successfully”.
Generation of PAR

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

Fig. 9

Note:
Generate ( ), Send ( ) and 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 ( ) button, unique Form ID is generated as shown in Fig. 10 & Fig. 11 respectively:
**Fig..10**

Performance Appraisal Report of Chief Executives, Functional Directors, Executive Directors (E) and General Manager(s) of Central Public Sector Enterprises (CPSEs)

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

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

### Section 1: Basic Information

#### Personal Data of the officer reported upon

1. Name of the Officer reported upon: **Atul Bhattacharyya**
2. Employee Number: **C2116**
3. Date of Birth: **08/11/1984**
4. Chief Academic & Professional Qualifications:

#### Additional Details

5. a) Name of the Post held:
   - [ ]
5. b) Grade of post held:
   - [ ]
5. c) Date of continuous appointment in this post:
   - [ ]
5. d) Present Pay:
   - [ ]
      - Scale of Pay:
   - [ ]
5. e) Date of continuous appointment in the same enterprise:
   - [ ]
5. f) Date of First Public Enterprise Appointment:
   - [ ]

---

**Send To Officer Reported Upon**
Send PAR

- Click **Send To Employee**), a message page appears as shown in Fig..12:
APAR ID: 2018-01042017-31032018-2015666 has been Send Successfully to ATUL BHATT (C2116) [CHAIRMAN ]

BACK Click the Link to redirect back.

Fig.12
Movement of PAR - Standard Flow

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

- Click PAR ID (2018-01042017-31032018-2015666) to open PAR as shown in Fig..13:

- Every Officer can check the Workflow Details after opening the APAR by clicking on Arrow Button:

  Fig..13

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

---

**Fig.14**

A message prompts **successfully sent** to as shown in **Fig.15**:

---

**Fig.15**
Stage 2: Reporting Authority performs the following steps to Forward to Reviewing Authority:

- Click **PAR ID** (2018-01042017-31032018-2015666) to open the Form as shown in Fig.16:

  ![Table](image1.png)

  **Fig.16**

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

  ![Button](image2.png)
1. Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II. If not, please furnish factual details.

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

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

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

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

---

**Fig. 17**

- A message prompts **successfully sent** as shown in **Fig. 18**:
### MESSAGE

APAR ID: 2018-01042017-31032018-2015668 has been Send Successfully to P K SARANGI (50169) [DIRECTOR]

BACK Click the Link to redirect back.

---

**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 (2018-01042017-31032018-2015666)** to open PAR as shown in Fig. 19:

![Fig. 19](image_url)

- Reviewing Authority views Section I, Section II & Section III forms, grade the APARs in Section IV as shown in Fig. 20 (a).

![Fig. 20 (a)](image_url)

- Reviewing Authority clicks on Section III and **Update the grading** for the reviewing authority end.
### 7. Assessment of Personal Attributes and Functional Competencies
(Grades should be assigned on a scale of 1-10, in maximum of 2 decimal numbers, with 10 referring to the best grade and 1 to be lowest grade. Weightage to this section will be 25%)

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Particulars of Personal Attributes and Functional Competencies</th>
<th>Grade by Reporting Authority</th>
<th>Grade by Reviewing Authority</th>
<th>Initials of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Effective communication skills</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Strategic orientation and Decision making ability</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Problem solving and Analytical ability</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ability to develop and motivate team members</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ability to coordinate and develop collaborative partnerships</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Innovation and change orientation</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Planning and organizing</td>
<td>9</td>
<td>9</td>
<td>8.5</td>
</tr>
<tr>
<td>8</td>
<td>Result orientation</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Business Acumen</td>
<td>9</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Role based functional competency</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

**Total (1 to 10): 90.00**

**Overall Grading of Personal Attributes and Functional competencies (Total 40):**

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.25</td>
</tr>
<tr>
<td></td>
<td>2.34</td>
</tr>
</tbody>
</table>

---

**Fig..20(b)**

- Click on **Send to Reviewing Authority** button.
- A message prompts **successfully sent** as shown in **Fig. 21**:

---

**MESSAGE**

APAR ID : 2018-01042017-31032018-2015666 has been Send Successfully to SALIL KUMAR (C3489) [DIRECTOR]

BACK Click the Link to redirect back.
Stage 4: Accepting Authority performs the following steps to forward to CR Section to Disclose (Custodian):

- **Accepting Authority** finalizes grade in **Section V** form, click **Send To CR Section** as shown in Fig..22

![Fig..22]
Stage 5: Custodian performs the following steps to disclose PAR:

- Click PAR ID (2018-01042017-31032018-2015666) to open PAR as shown in Fig. 23:

  ![Fig. 23](image)

- PAR is opened, click Disclose to Officer ( ) to disclose the PAR as shown in Fig. 24:

  ![Fig. 26](image)
- A message prompts **successfully sent** as shown in Fig. 27:

![MESSAGE](image)

**Fig. 27**

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

- Click PAR ID (2018-01042017-31032018-2015666), to view PAR grading as shown in Fig. 28:

![Fig. 28](image)

**Fig. 28**

- Click I Accept (I Accept) else Put to Representation (Put for Representation) after the workflow for representation has been set by Custodian as shown in Fig. 29:
A message prompts **successfully sent** as shown in Fig. 30:

**Fig. 29**

**Fig. 30**

**Note:**

a. Officer Can either Accept or Put for Representation.
Stage 7: Custodian performs the following steps for Closure of PAR:

- Click **PAR ID (2018-01042017-31032018-2015666)** to open the PAR in Process Tab:

- Click **Close** to close the PAR as shown in **Fig.31**:
- A message prompts successfully completed as shown in **Fig. 32**:

```
MESSAGE

APAR ID: 2018-01042017-31032018-2015666 has been Successfully Closed

BACK Click the Link to redirect back.
```

**Fig. 32**

---

**Note:**

- Custodian closes the PAR finally.

---

- A Button for the **Preview** of APAR in **PDF/Printable** form is available at the top of every Section, click on and can preview the APAR as shown in **Fig. 33**:

```
Section IV – Review by the Reviewing Authority

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

   NO

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

   YES

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

   vbcv
```

**Fig. 33**
Common Functionalities of PAR

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

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

My PAR (Inbox / Sent)
- My PAR (Sent) depicts Self PAR's sent as shown in Fig. 34:

Assess PAR (Inbox / Sent)
- Assess PAR (Sent), click open to view as shown in Fig. 35 and send to next authority as shown in Fig. 35.
Manual Process (Inbox/ Sent)

- Click PARID (2018-01042017-31032018-2015668) to open the PAR as shown in Fig.37:

![Fig.36]

- A page appears, click the respective button to forward to the next authority ON BEHALF of officer as shown in Fig.39:
10. Overall grade (on a scale of 1-10) is based on the grades awarded in Item No.6 & 7. This should be computed by summing up the weighted average grade indicated in Item No.6 & 7.

(Grades are provided on out of 35% of Assessment of the achievements made against the targets + 25% of Assessment of Personal Attributes and Functional Competencies)

1.5

Note:
Manual Process is performed by Custodian only.

Process (Inbox / Sent)

- Process depicts the PAR’s to be disclosed by custodian as shown in Fig.41:
Processed PAR (Sent)

- **Processed PAR** depicts those PAR’s which are processed and manually processed by custodian as shown in **Fig.42**:

![Processed PAR Table](image)

**Fig.41**

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

Force Forward (Sent)

- **Force Forward** depicts those PAR’s which are forwarded by custodian as shown in **Fig.42**:

![Force Forward Table](image)

**Fig.42**

**Note:**
Can view the PAR by clicking the Open (Open) link.
User Assistance

Track Your PAR

- Go to User Assistance, click Track Your PAR, select Assessment Year, a list appears as shown in Fig.43:

![Fig.43](image)

- Click PAR ID, a window displays the status as shown in Fig.44:

![Fig.44](image)

Note:
a. Privileges can be added or removed before submit.
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 I), select Assessment Year and click the Search button, a list appears as shown in Fig.45:

![Fig.45](image)

- Click Open (Open) link, as a result Update Section I screen appears, update the section I form and click the Update (Update) button as shown in Fig.46:

![Fig.46](image)
A message prompts **Details Update** as shown in **Fig. 47**:

![Message](image)

**Fig. 47**
Workflow
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.

Dossier

Officers Completed PAR

- Go to Dossier (Dossier), click Officers Completed PAR (Officers Completed PAR), select the Assessment Period, list appears as shown in Fig. 48:

![Fig.48](image)

- Click User Name, a page appears as shown in Fig. 49, can view and download the PAR

![Fig.49](image)

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

Role Details
- Click the Role Details link to view the roles assigned to the officer within the selected organization as shown in Fig.50:

![Fig.50](image)

Migration
PAR Migration
- Click the PAR Migration link under Migration, Search the user and select as shown in Fig.51:

![Fig.51](image)

- Click on [New](image) button as shown in Fig.52: 

![Fig.52](image)
As a result the page appears as shown in Fig. 52, fill the form, Upload the pdf by Browse and click the Save button, shown in Fig. 53.

As a result message prompts PAR Migrated Successfully.

**Grading (Manually Section Upload)**

Click the Grading (Manually Section Upload) link under Migration, select the Assessment Period, and search the user and select the as shown in Fig. 54.
As a result the screen appears is shown in Fig. 55, click the Edit (Edit) button as shown in (Fig. 73):
Enter the Grade and click on **Update** button as shown in **Fig. 56**.