



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
User Manual

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Abbreviations

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
EO	Establishment Officer
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 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 & Responsibilities -SPARROW

Roles and Responsibilities	
<p>Primary</p> <p>PAR Custodian</p> <p>Responsibilities</p> <p>Manages and Maintains PAR Database. Central Repository records updating.</p>	<p>Ownership Based</p> <p>State PAR Custodian</p> <p>Responsibilities</p> <p>SPOC for Center. Maintains the records with respect to Center.</p> <p>Cadre PAR Custodian</p> <p>Responsibilities</p> <p>SPOC for State. Maintains the records with respect to State.</p> <p>PAR Manager</p> <p>Responsibilities</p> <p>Responsible for creating workflow for PAR.</p> <p>EMD Administrator</p> <p>Responsibilities</p> <p>SPOC for maintaining and managing the Officer Transfers and Superannuation. SPOC for maintaining and managing the Personnel Information of Officer.</p>

Administration Based

System Administrator

Responsibilities

Maintains the records of database.

Updation of 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.

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 and Forwards to EO.

EO sends the closed PARs to CCA.

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

Modules - SPARROW

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

- Inbox
- Sent
- 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**:

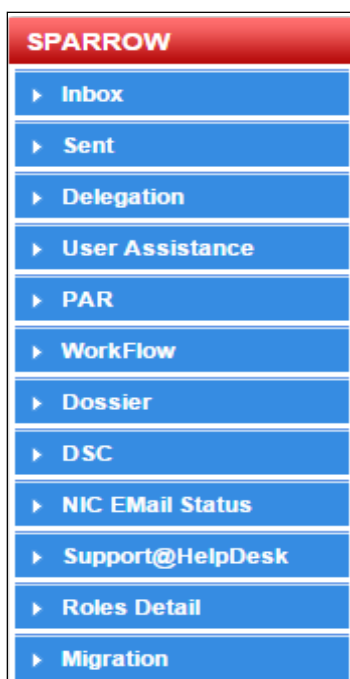


Fig.1

User or Officer - Standard Menu

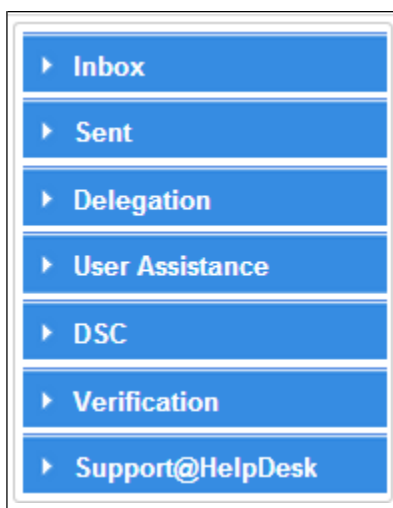


Fig 2

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**:

Employee Search for Assessment - Workflow Creation/Updation

Workflow Within Same Organization
Workflow With All Organization

Assessment Period : *

2017-...

Employee Search by :

Code

Employee Na

Choose Desig...

Batch

CPSE

Choose Cadre

☒ ■ IN PROCESS

☒ ■ COMPLETED

☒ ■ NOT STARTED

Search

Fig..3

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

Employee Search for Assessment - Workflow Creation/Updation

Workflow Within Same Organization
Workflow With All Organization

Assessment Period : * 2017-2...

Employee Search by :
Code
Employee Nam
Choose Design...
Batch
CPSE
Choose Cadre

☒ IN PROCESS
☒ COMPLETED
☐ NOT STARTED
Search

Search:
Copy
Excel
CSV
PDF
Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	■	P K SARANGI	1900	50169	DIRECTOR	CENTRAL SER...	Update Workflow
2	■	SALIL KUMAR	1900	C3489	DIRECTOR	CENTRAL SER...	Update Workflow
3	■	GOUTAM CHAT...	1900	50124	DIRECTOR	CENTRAL SER...	Update Workflow
4	□	ATUL BHATT	1900	C2116	CHAIRMAN	CENTRAL SER...	Create Workflow

Fig..4

Employee Search for Assessment - Workflow Creation/Updation

Workflow Within Same Organization

Workflow With All Organization

Assessment Period
: *

2017-2... ▼

Employee Search
by :

Code

Employee Name

Choose Designa... ▼

Batch

CPSE ▼

Choose Cadre ▼

☒ **IN PROCESS** ☒ **COMPLETED** ☒ **NOT STARTED**

Search

Search:

Copy

Excel

CSV

PDF

Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	<input type="checkbox"/>	ATUL BHATT	1900	C2116	CHAIRMAN	CENTRAL SER...	Create Workflow

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

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

Home ▶ Workflow ▶ Define Workflow

Basic Information

Code:	C2116	Name:	ATUL BHATT	Designation:	CHAIRMAN
Service:	CPSE	Cadre:	CENTRAL SERVICES	Organization:	MECON LIMITED
Batch:	1900				

[← Back to search](#)

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018 ✗	WORKING	CPSE APAR Form --- SELECT --- CPSE APAR Form	Continue

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**:

Work Flow for Assessment Period :01/04/2017 to 31/03/2018

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED]	30/04/2018 ✗	⬆️ ⬇️ ⬆️
2	Reporting Authority	--SELECT-- 🔍	31/05/2018 ✗	⬆️ ⬇️ ⬆️
3	Reviewing Authority	--SELECT-- 🔍	30/06/2018 ✗	⬆️ ⬇️ ⬆️ ⏪
4	Accepting Authority	--SELECT-- 🔍	31/07/2018 ✗	⬆️ ⬇️ ⬆️ ⏪
5	CR Section To Disclose	ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED]	15/08/2018 ✗	⬆️ ⬇️ ⬆️
6	Officer Disclosure	ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED]	31/08/2018 ✗	⬆️ ⬇️ ⬆️
7	CR Section for Closing	ATUL BHATT(C2116)[CHAIRMAN -MECON LIMITED]	31/08/2018 ✗	⬆️ ⬇️ ⬆️

Action

Save Save and Next Back To Employee Search

WORKFLOW DATA SAVE AND UPDATE SUCCESSFULLY

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	CPSE APAR Form	Update Delete

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

Employee Search for Assessment - Workflow Creation/Updation

Workflow Within Same Organization

Workflow With All Organization

Assessment Period : *

2017-...

Employee Search by :

Code

ATUL BHATT

Choose Design...

Batch

CPSE

Choose Cadre

☒ IN PROCESS
 ☒ COMPLETED
 ☐ NOT STARTED

Search

Search:

Copy

Excel

CSV

PDF

Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	■	ATUL BHATT	1900	C2116	CHAIRMAN	CENTRAL SER...	Update Workflow

Fig.7

- To edit or **Update** workflow, search Officer, a page appears, Provide necessary updated details and click **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**:

Generation of APAR

Assessment Period :

Employee Search by :

☐ Generated ☒ Not Generated

Search:



	S.No		Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
<input type="checkbox"/>	1	E		CPSE APAR Form	C2116	1900	ATUL BHATT	CHAIRMAN	01-04-2017	31-03-2018	<input type="button" value="Generate"/>

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:

Standard

Basic Information

FORM

PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (E9) AND GENERAL MANAGER(E8) OF CENTRAL PUBLIC SECTOR ENTERPRISES(CPSEs)

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

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

Section I – Basic Information

(To be filled in by the Human Resources/Personnel/Administration Department of the CPSE)
Personal Data of the officer reported upon



1.Name of the Officer reported upon :	<input type="text" value="ATUL BHATT"/>
2.Employee Number :	<input type="text" value="C2116"/>
3. Date of Birth :	<input type="text" value="06/11/1964"/>
4. Brief Academic & Professional Qualifications :	<div><input type="text"/></div>
5. (a) Name of the Post held :	<input type="text"/>
(b) Grade of post held :	<input type="text"/>
(c) Date of continuous appointment in this Post :	<input type="text"/>
(d) Present Pay :	<input type="text"/>
Scale of Pay :	<input type="text"/>
(e) Date of continuous Appointment in the same enterprise :	<input type="text"/>
6. (a) Date of First Public Enterprise Appointment :	<input type="text"/>

DRAFT

Send To Officer Reported Upon

Fig..10

Home ▶ APAR Tracking

Tracking of APAR

Assessment Period :

2017-2018 ▼

Employee Search by :

EmployeeCode

Choose Designation ▼

ATUL BHATT

MECON LIMITED ▼

Batch

CPSE ▼

Choose Cadre ▼

Choose Form ▼

Search

Search:

Copy Excel PDF CSV Show 10 rows

S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch
1	2018-01042017-31032018-2015666	ATUL BHATT (C...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900

Fig..11

Note:

a. PAR can be Sent only after generation.

Send PAR

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

MESSAGE

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**:

Home » Inbox

■ Standard ■ Representation ■ Referral ■ Memorial To President

My Par(1) Assess Par(0) Manual Process(1) Process(1)

Search:

Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017-31032018-2015666	CPSE APAR Form	15/06/2018	SALIL KUMAR ...	15/06/2018	Officer Reporte...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Workflow Details

■ Processed Level ■ Current Level ■ Next Level

1 2 3 4 5 6 7

ATUL BHATT (Officer Reported Upon) GOUTAM CHATTARJEE (Reporting Authority) P K SARANGI (Reviewing Authority) SALIL KUMAR (Accepting Authority) ATUL BHATT (CR Section To Disclose) ATUL BHATT (Officer Disclosure) ATUL BHATT (CR Section for Closing)

- 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**:

Send To Reporting Authority

Standard

Basic Information Self Appraisal

Section II – Self-appraisal of the officer reported upon

1. Brief description of responsibilities
(Objectives of the position you hold and the responsibilities you are required to discharge, in about 100 words).

2. Annual work plan and achievement:

S.No.	Task to be performed	Weightage	Deliverables	Achievement
1				
	Total			

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

DRAFT Send To Reporting Authority

Fig.14

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

MESSAGE

APAR ID : 2018-01042017-31032018-2015666 has been Send Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR]

⏪ BACK Click the Link to redirect back .

Fig.15

Note:

- Form has Section I and Section II.
- Section I is updated by Custodian/ Personnel Department.
- Section II to be updated by Officer.

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**:

■ Standard
 ■ Representation
 ■ Referral
 ■ Memorial To President

My Par(0)		Assess Par(3)	
Search: 2015666			
Copy Excel PDF CSV Show 10 rows			
S.No			
S.No			
APAR ID	Form Type	Officer Detail	Received On
Sent By	Sent Date	Current Stage	Quick Action
3	E	■	2018-01042017-31032018-2015666
CPSE APAR Form	ATUL BHATT (...)	15/06/2018	ATUL BHATT (...)
15/06/2018	Reporting Autho...		
Showing 1 to 1 of 1 entries (filtered from 3 total entries)			
First Previous <div style="border: 1px solid black; padding: 2px 5px;">1</div> Next Last			

Fig.16

- 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..17**:

Standard
Basic Information
Self Appraisal
Appraisal

SECTION III : Appraisal of the Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

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?

DRAFT
Send To Reviewing Authority

6. Assessment of the achievements made against the targets. (This assessment should rate the officer vis-à-vis his peers and not the general population. 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 the lowest grade. Weightage to this Section will be 75%).

SNo.	Particulars	Weightage	Reporting Authority		Reviewing Authority		Initial of Reviewing Authority
			Absolute grade	Weighted grade	Absolute grade	Weighted grade	
		(a)	(b)	(c)=(a x b)/10)	(d)	(e)=(a x d)/10)	

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%)

Sr.No	Particulars of Personal Attributes and Functional Competencies	Grade by Reporting Authority	Grade by Reviewing Authority	Initials of Reviewing Authority
1	Effective communication skills	9		
2	Strategic orientation and Decision making ability	9		
3	Problem solving and Analytical ability	9		
4	Ability to develop and motivate team members.	9		
5	Ability to coordinate and develop collaborative partnerships	9		
6	Innovation and change orientation	9		
7	Planning and organizing.	9		
8	Result orientation.	9		
9	Business Acumen.	9		
10	Role based functional competency	9		
	Total (1 to 10)	90.00		
	Overall Grading of Personal Attributes and Functional competencies(Total/40)	2.25		

DRAFT
Send To Reviewing Authority

Fig.17

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

MESSAGE

APAR ID : 2018-01042017-31032018-2015666 has been Send Successfully to P K SARANGI (50169) [DIRECTOR]

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

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

■ Standard
 ■ Representation
 ■ Referral
 ■ Memorial to President

My Par(0) Assess Par(1)

Search:

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017-31032018-2015666	CPSE APAR Form	ATUL BHATT (...)	15/06/2018	GOUTAM CHAT...	15/06/2018	Reviewing Auth...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig..19

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

Section IV – Review by the Reviewing Authority

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

4. Comments, if any, on the pen picture written by the Reporting Authority.

5. Overall grade on a scale of 1-10 (Grades should be assigned on a scale of 1-10, with referring 10 to the best grade and 1 to the lowest grade). The overall grade should be computed by summing up the weighted average grade obtained in Item No.6 and 7 of Section III. (Grades are provided on out of 0 % of Assessment of the achievements made against the targets + 25% of Assessment of Personal Attributes and Functional Competencies in SectionIII.)

Date :

Signature of the Reviewing Authority
Name & Designation of the Reviewing Authority

Fig.. 20 (a)

- 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%)

Sr.No	Particulars of Personal Attributes and Functional Competencies	Grade by Reporting Authority	Grade by Reviewing Authority	Initials of Reviewing Authority.
1	Effective communication skills	9	8	
2	Strategic orientation and Decision making ability	9	10	
3	Problem solving and Analytical ability	9	9	
4	Ability to develop and motivate team members.	9	10	
5	Ability to coordinate and develop collaborative partnerships	9	10	
6	Innovation and change orientation	9	9	
7	Planning and organizing.	9	9.5	
8	Result orientation.	9	9	
9	Business Acumen.	9	10	
10	Role based functional competency	9	9	
	Total (1 to 10)	90.00	93.50	
	Overall Grading of Personal Attributes and Functional competencies(Total/40)	2.25	2.34	

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 .

Fig..21

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**

Section IVA – Grade By Officer Reported Upon,Reporting Officer And Reviewing Officer

SNo.	Particulars	Weightage	Reporting Authority		Reviewing Authority		Initial of Reviewing Authority
			Absolute grade	Weighted grade	Absolute grade	Weighted grade	
		(a)	(b)	$((c=axb)/100)$	(d)	$((e=axd)/100)$	
I	MOU Target	75					
II	Other key assigned tasks flowing from MOU						

MOU Rating(Absolute grade) of the officer has not been updated in BasicInformation Section. Kindly contact the Nodal officer/Custodian to update the same.

Overall Grade by Reporting Officer (Out of 100%)
2.25
Overall Grade by Reviewing Officer (Out of 100%)
2.34

Section V – Acceptance by the Accepting Authority

1. Is the overall grade given by the Reporting/Reviewing Authority is consistent with the pen picture given by them ?

YES NO

2. Do you agree with the remarks of the Reporting/Reviewing Authorities?

YES NO

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

DRAFT
Send To CR Section

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**:

■ Standard
 ■ Representation
 ■ Referral
 ■ Memorial To President

My Par(0)	Assess Par(0)	Manual Process(1)	Process(2)								
Search: <input type="text" value="atul"/> Copy Excel PDF CSV Show 10 rows 											
S.No				APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
2	E	■		2018-01042017-31032018-2015666	CPSE APAR Form	ATUL BHATT (...)	15/06/2018	SALIL KUMAR ...	15/06/2018	CR Section To ...	

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

First Previous 1 Next Last

Fig.23

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

Basic Information	Self Appraisal	Appraisal	Reviewing	Accepting	Disclose To Officer
<div style="text-align: right; margin-bottom: 10px;"> </div> <div style="background-color: #f2f2f2; text-align: center; padding: 5px; margin-bottom: 10px;">Disclose To Officer</div> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> This is to certify that this APAR (PAR Id : 2018-01042017-31032018-2015666) for the period 01/04/2017 to 31/03/2018 has been disclosed to the officer reported upon (ATUL BHATT) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (Pt.III) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed. </div> <div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Signature At Disclosure Level</div> </div>					

Disclose To Officer

Fig.26

- A message prompts **successfully sent** as shown in **Fig.. 27**:

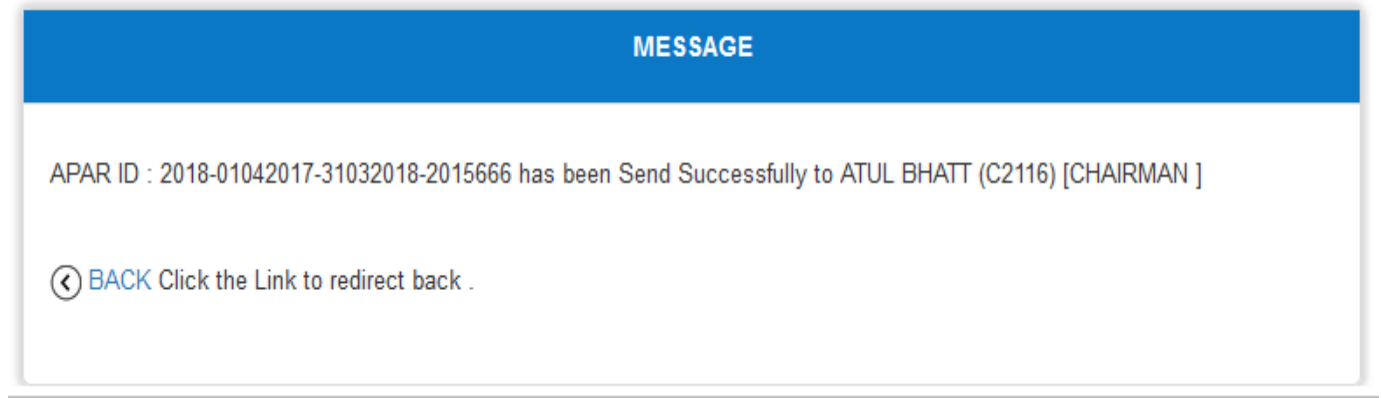


Fig.27

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**:

My Par(1)

Assess Par(0)

Manual Process(1)

Process(1)

Search:

Copy

Excel

PDF

CSV

Show 10 rows

S.No			APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E		2018-01042017-31032018-2015666	CPSE APAR Form	15/06/2018	SALIL KUMAR ...	15/06/2018	Officer Disclosure	

Showing 1 to 1 of 1 entries

First

Previous

1


Next

Last

Fig.28

- Click I Accept) else Put to Representation) after the workflow for representation has been set by Custodian as shown in **Fig.29**:

Basic Information	Self Appraisal	Appraisal	Reviewing	Accepting	Disclose To Officer	Officer Acceptance
-------------------	----------------	-----------	-----------	-----------	---------------------	---------------------------



OFFICER ACCEPTANCE

The full APAR ([PAR Id : 2018-01042017-31032018-2015666](#)) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded [9.8](#) has also been noted.

Date:

Signature At Officer Level

Fig.29

- A message prompts **successfully sent** as shown in **Fig.. 30**:

MESSAGE

APAR ID : 2018-01042017-31032018-2015666 has been Send Successfully to ATUL BHATT (C2116) [CHAIRMAN]



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

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**:



Basic Information	Self Appraisal	Appraisal	Reviewing	Accepting	Disclose To Officer	Officer Acceptance
<div style="text-align: right;"></div> <div style="text-align: center; background-color: #f0f0f0; padding: 5px;">OFFICER ACCEPTANCE</div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>The full APAR (PAR Id : 2018-01042017-31032018-2015666) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded 9.8 has also been noted.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>Date: 15/06/2018</p> </div> <div style="text-align: right;"> <p>Signature At Officer Level</p> <p>Shri. ATUL BHATT (C2116) - CHAIRMAN</p> </div> </div> <div style="text-align: left; margin-top: 10px;">  </div>						

Fig.31

- A message prompts successfully completed as shown in **Fig.. 32**:

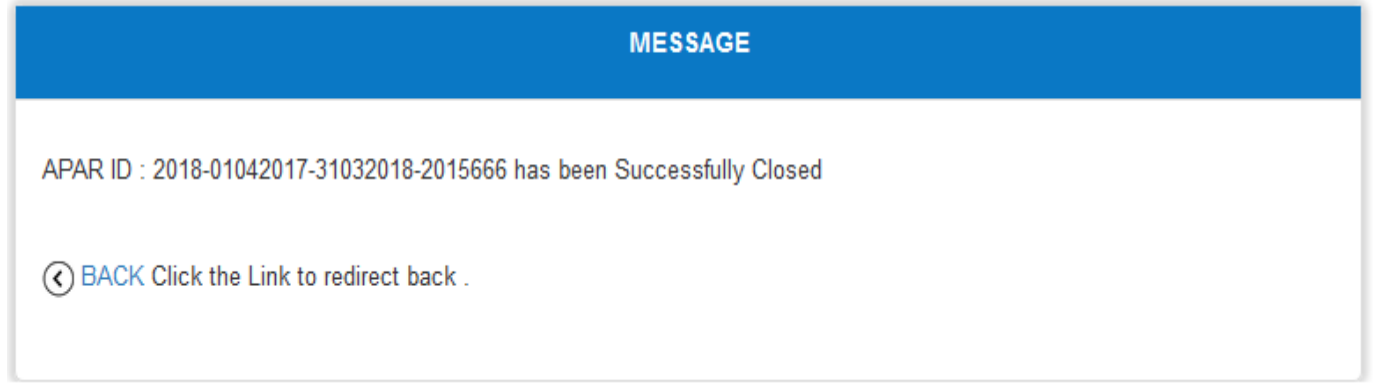


Fig.32

Note:

a. 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**:

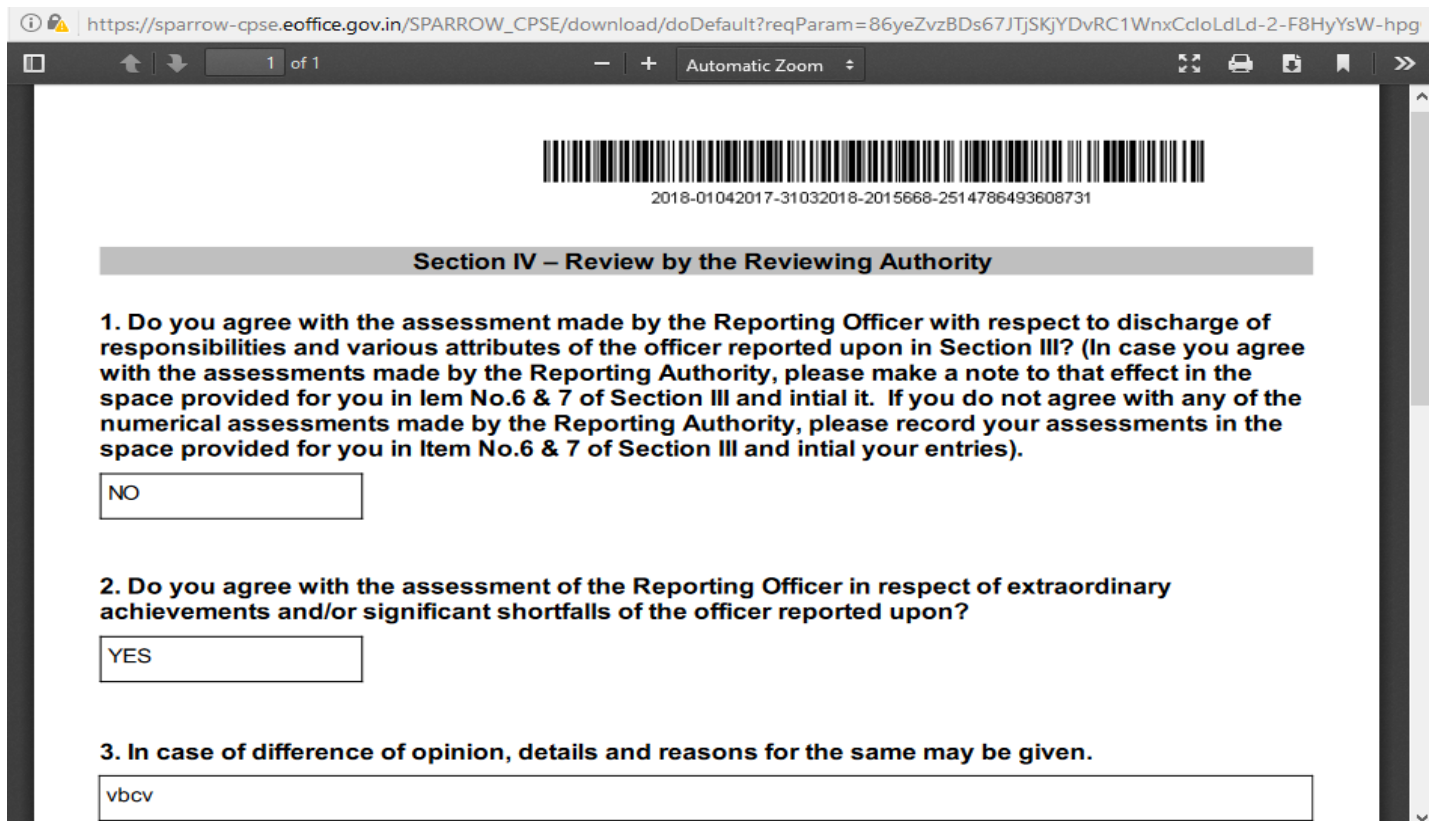


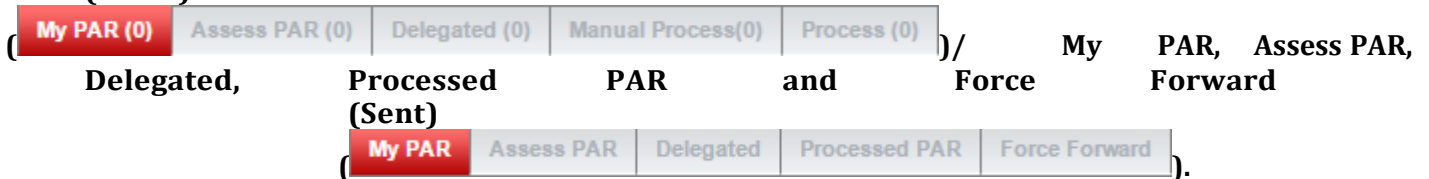
Fig.33

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** **My PAR (1)** depicts Self PAR's sent as shown in **Fig..34**:

<div> <div>My Par(1) Assess Par(0)</div> <div> <div>Standard</div> <div>Representation</div> <div>Referral</div> <div>Memorial To President</div> </div> </div>									
Search: <input type="text"/>				<div>Copy Excel PDF CSV Show 10 rows</div>					
S.No			APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017-31032018-2015668	CPSE APAR Form	21/03/2018	GOUTAM CHAT...	21/03/2018	Reviewing Auth...	
Showing 1 to 1 of 1 entries									
							First	Previous	1 Next Last

Fig.34

Assess PAR (Inbox/ Sent)

- Assess PAR** **Assess PAR (1)**, click open to view as shown in **Fig.35** and send to next authority as shown in **Fig.35**

My Par(0)

Assess Par(1)

Standard

Representation

Referral

Memorial To President

Search:

Copy

Excel

PDF

CSV

Show 10 rows

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E		2018-01042017-31032018-2015666	CPSE APAR Form	ATUL BHATT (...)	15/06/2018	GOUTAM CHAT...	15/06/2018	Reviewing Auth...	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Fig.35

Standard

Basic Information Self Appraisal **Appraisal**

SECTION III : Appraisal of the Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan as filled out in Section II.If not, please furnish factual details.

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?

DRAFT Send To Reviewing Authority

Fig.36

Manual Process (Inbox/ Sent)

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

Standard Representation Referral Memorial To President

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

Search:

Copy Excel PDF CSV Show 10 rows

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017-31032018-2015668	CPSE APAR Form	P K SARANGI (...)	21/03/2018	GOUTAM CHAT...	21/03/2018	Reviewing Auth...	
2	E	■	2018-01042017-31032018-2015671	CPSE APAR Form	SALIL KUMAR ...	16/03/2018	SALIL KUMAR ...	16/03/2018	Reporting Autho...	

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Fig.38

- A page appears, click the respective button to forward to the next authority ON BEHALF of officer as shown in **Fig.39**:

Standard

Basic Information Self Appraisal **Appraisal**

On integrity (Please comment on the integrity of the officer reported upon by checking any one of the following options):

☐ Beyond doubt ☐ Integrity of the officer is doubtful. A separate secret note is attached. ☐ Nothing adverse has been received about the officer.

☒

9. Pen picture by Reporting Officer. Please comment(in about 100 words) on the overall qualities of the officer including areas of strengths and those which need improvements. The pen picture should be consistent with the overall grade furnished in Item No.10.

2018-01042017-31032018-2015668

10.Overall grade (on a grade of 1-10) 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)

1.58

Date: Signature of the Reporting Authority
Name & Designation of the Reporting Authority

Section Upload Browse... No file selected.

Reference Upload Browse... No file selected.

DRAFT Send To Reviewing Authority

Fig.39

Note:
Manual Process is performed by Custodian only.

Process (Inbox/ Sent)

- Process **Process (1)** depicts the PAR's to be disclosed by custodian as shown in **Fig.41**:

My Par(0)

Assess Par(0)

Manual Process(2)

Process(1)

Standard

Representation

Referral

Memorial To President

Search:

Copy Excel PDF CSV Show 10 rows

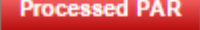
S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E		2018-22062017-31032018-2015669	CPSE APAR Form	GOUTAM CHAT...	21/03/2018	GOUTAM CHAT...	21/03/2018	CR Section for ...	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Fig.40

Processed PAR (Sent)

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






										<div> ■ Standard ■ Representation ■ Referral ■ Memorial To President </div>
My Par		Assess Par		Process		Force Forward		Manual Process		
ASSESSMENT PERIOD :		2017-2018								
Search:										<div> Copy Excel PDF CSV Show 10 rows </div>
S.No			APAR ID	Form Type	Officer Detail	Sent To	Sent Date	Sent To Stage	Quick Action	
1	E	■	2018-01042017-31032018-2015658	CPSE APAR Form	M. P. CHAUDHA...	M. P. CHAUDHA...	16/03/2018	Officer Disclosure		
2	E	■	2018-01042017-31032018-2015660	CPSE APAR Form	D. SHOME (DI...	D. SHOME (DI...	20/04/2018	Officer Disclosure		
3	E	■	2018-01042017-31032018-2015661	CPSE APAR Form	RAJESH GOEL ...	RAJESH GOEL ...	13/06/2018	Officer Disclosure		
4	E	■	2018-01042017-31032018-2015666	CPSE APAR Form	ATUL BHATT (...)	ATUL BHATT (...)	15/06/2018	Officer Disclosure		
5	E	■	2018-22062017-31032018-2015669	CPSE APAR Form	GOUTAM CHAT...	GOUTAM CHAT...	21/03/2018	Officer Disclosure		
Showing 1 to 5 of 5 entries										<div> First Previous 1 Next Last </div>

Fig.41

Note:

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

Force Forward (Sent)

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



										<div> ■ Standard ■ Representation ■ Referral ■ Memorial To President </div>
My Par		Assess Par		Process		Force Forward		Manual Process		
ASSESSMENT PERIOD :		2017-2018								
Search:										<div> Copy Excel PDF CSV Show 10 rows </div>
S.No			APAR ID	Form Type	Officer Detail	Sent To	Force Forward By	Sent Date	Sent To Stage	Quick Action
1	E		2018-01042017-31032018-2015668	CPSE APAR Form	P K SARANGI (...)	P K SARANGI (...)	ATUL BHATT (...)	20/03/2018	Officer Reporte...	
2	E	■	2018-01042017-31032018-2015668	CPSE APAR Form	P K SARANGI (...)	GOUTAM CHAT...	ATUL BHATT (...)	21/03/2018	Reporting Autho...	
Showing 1 to 2 of 2 entries										<div> First Previous 1 Next Last </div>

Fig.42

Note:

Can view the PAR by clicking the Open () link.

Note:

a. Privileges can be added or removed before submit.

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.43**:

Track My APAR

Assessment Period : 2017-2018

Search:

Copy Excel PDF CSV Show 10 rows

S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch
1	2018-01042017-31032018-2015666	ATUL BHATT (C...	2017-2018	WORKING	01-04-2017	31-03-2018	CENTRAL SER...	MECON LIMITED	1900

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.43

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

Smart Performance Appraisal Report Recording Online window (SPARROW)

Officer Tracking Details

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

Officer Name : ATUL BHATT Employee Code : C2116

Designation : CHAIRMAN Work Status : Working

S.No.	Sent By	Sent Date	SentTo	Current Stage	Current Status	Force Forwarded Remarks
1	SALIL KUMAR (...)	15-06-2018	ATUL BHATT (C...	Officer Reporte...	Forwarded	
2	ATUL BHATT (C...	15-06-2018	GOUTAM CHAT...	Reporting Autho...	Forwarded	
3	GOUTAM CHAT...	15-06-2018	P K SARANGI (...)	Reviewing Auth...	Forwarded	
4	P K SARANGI (...)	15-06-2018	SALIL KUMAR (...)	Accepting Autho...	Forwarded	
5	SALIL KUMAR (...)	15-06-2018	ATUL BHATT (C...	CR Section To ...	Forwarded	
6	SALIL KUMAR (...)	15-06-2018	ATUL BHATT (C...	Officer Disclosure	Forwarded	
7	ATUL BHATT (C...	15-06-2018	ATUL BHATT (C...	CR Section for ...	Closed	

Close

Fig.44

PAR

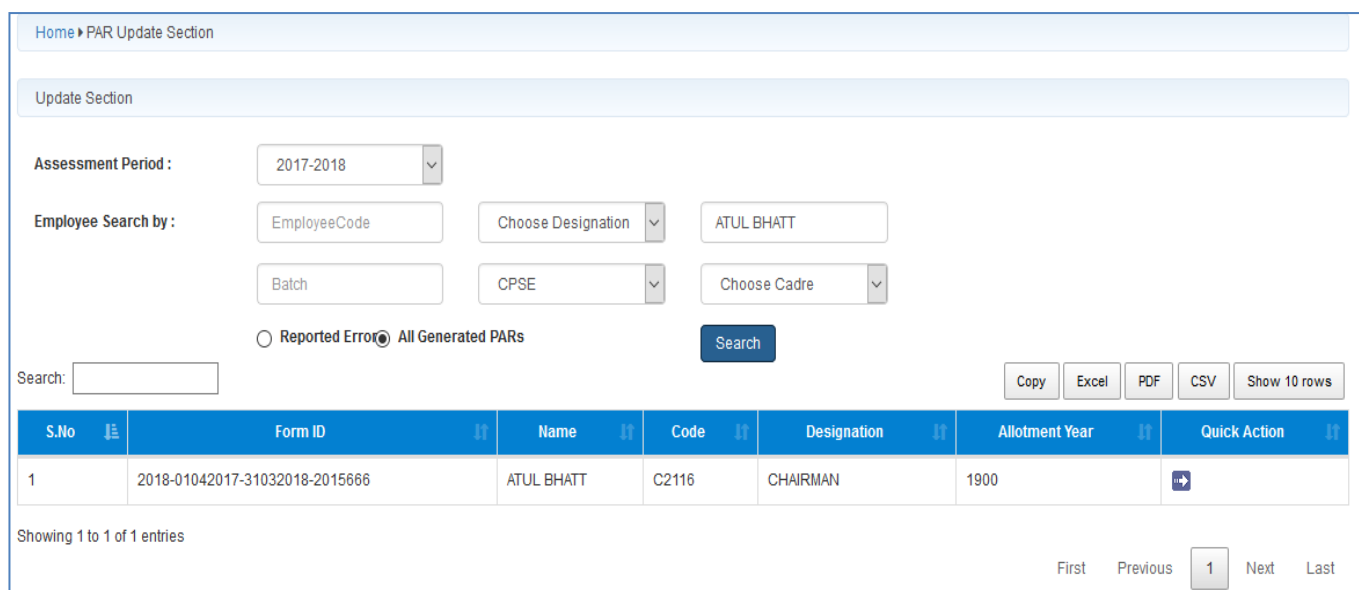
Generation

- 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**

(**Search**) button, a list appears as shown in Fig.45:



Home ▶ PAR Update Section

Update Section

Assessment Period : 2017-2018

Employee Search by : EmployeeCode Choose Designation ATUL BHATT

Batch CPSE Choose Cadre

☐ Reported Error ☒ All Generated PARs

Search

Search:

Copy Excel PDF CSV Show 10 rows

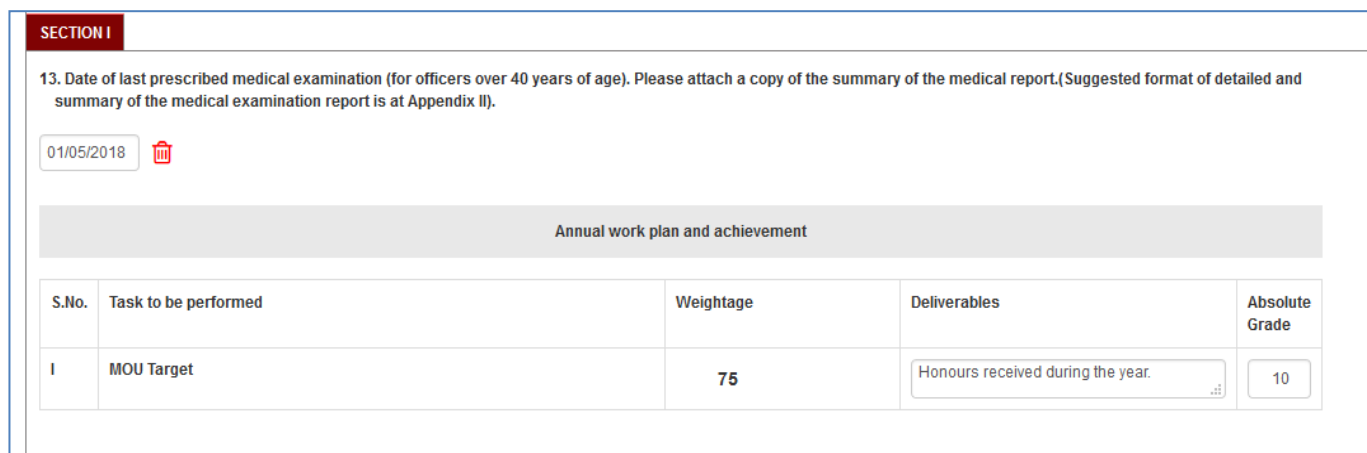
S.No	Form ID	Name	Code	Designation	Allotment Year	Quick Action
1	2018-01042017-31032018-2015666	ATUL BHATT	C2116	CHAIRMAN	1900	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.45

- 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:



SECTION I

13. Date of last prescribed medical examination (for officers over 40 years of age). Please attach a copy of the summary of the medical report.(Suggested format of detailed and summary of the medical examination report is at Appendix II).

01/05/2018

Annual work plan and achievement

S.No.	Task to be performed	Weightage	Deliverables	Absolute Grade
I	MOU Target	75	Honours received during the year.	10

Fig.46

- A message prompts **Details Update** as shown in **Fig.47**:

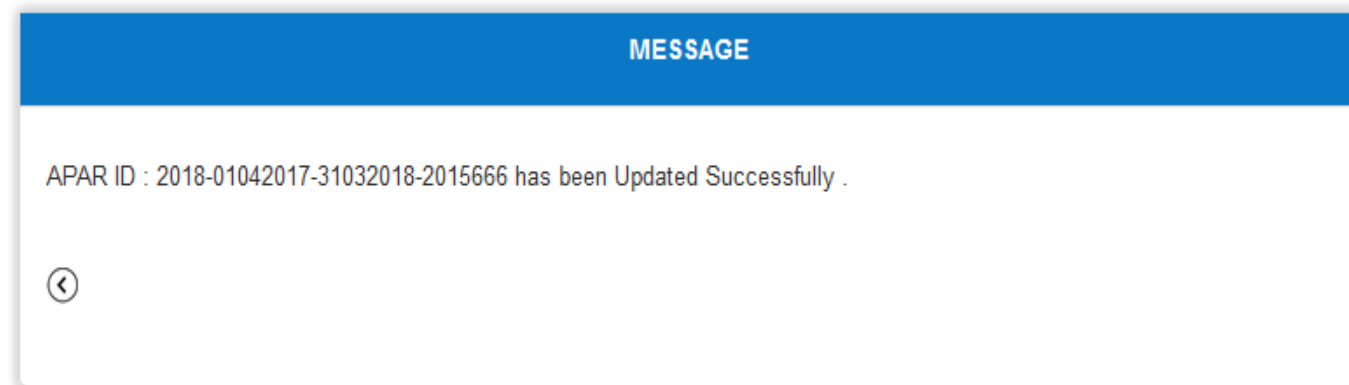


Fig.47

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 is as shown in **Fig.48**:

Employee Search for Dossier

Assessment Period : 2017-2018

Employee Search by : EmployeeCode Choose Designation Employee Name Choose Global Orga Batch CPSE Choose Cadre

Search: [] [Search]

Copy Excel PDF CSV Show 10 rows

S.No	Name	Allotment Year/Batch	Employee Code	Designation	Total (Viewed) PAR
1	ATUL BHATT	1900	C2116	CHAIRMAN	1 (0)
2	D. SHOME	1900	469	DIRECTOR	1 (1)
3	M. P. CHAUDHARI	1900	280	CHAIRMAN	1 (1)
4	RAJESH GOEL	1900	9000	CHAIRMAN	1 (1)
5	T. K. PATNAIK	1900	5171	DIRECTOR	1 (0)

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Fig.48

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

Standard Representation

PAR ID : 2018-01042017-31032018-2015661

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

Status : Working

Form Name : CPSE APAR Form









S.No	Document Type	Section Name	Download
1	ACR Section PDF Generate	ACR Section PDF Generate - Reviewing	
2	ACR Section PDF Generate	ACR Section PDF Generate - Self Appraisal	
3	ACR Section PDF Generate	ACR Section PDF Generate - Appraisal	
4	ACR Section PDF Generate	ACR Section PDF Generate - Accepting	
5	ACR Section PDF Generate	ACR Section PDF Generate - Basic Information	
6	ACR Complete	ACR Complete - Completed	
7	ACR Section PDF Generate	ACR Section PDF Generate - Officer Acceptance	
8	ACR Section PDF Generate	ACR Section PDF Generate - Disclose To Officer	

Fig.49

Note:

a. Completed PAR's can be downloaded and viewed.

My Completed PAR

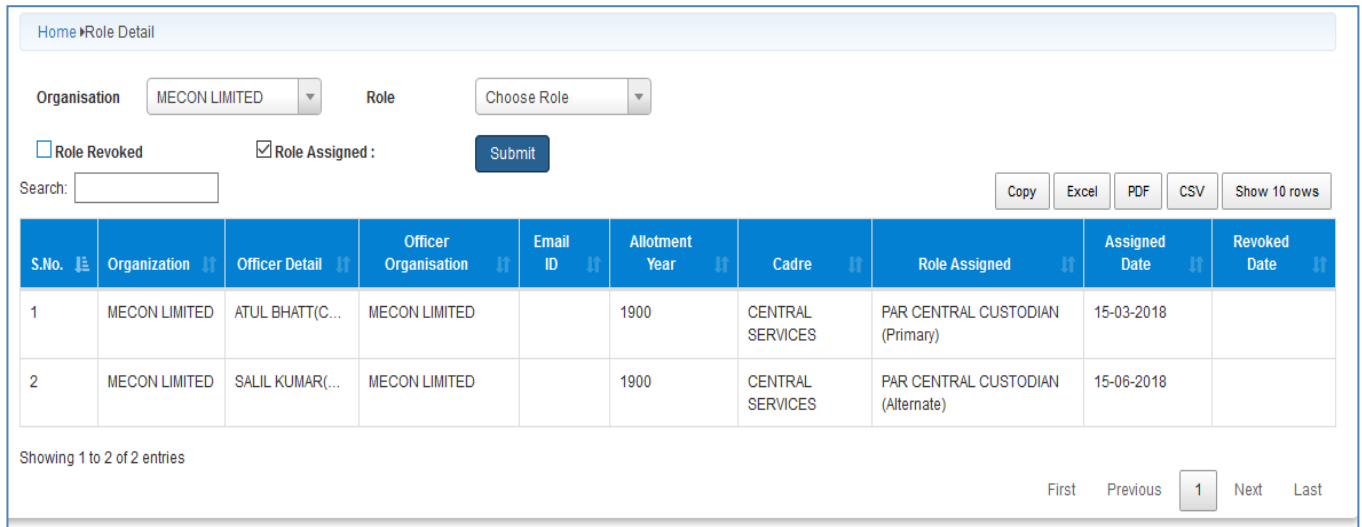
- Officer can view his/ her Completed PAR details.

My ACR Status

- Can view his/ her ACR/ PAR Status.
- Awaited: PAR for that Particular period has not been received or does not exist.
 - Received: PAR has been received.
 - 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**:



Home » Role Detail

Organisation: MECON LIMITED Role: Choose Role

☐ Role Revoked ☒ Role Assigned :

Search:

S.No.	Organization	Officer Detail	Officer Organisation	Email ID	Allotment Year	Cadre	Role Assigned	Assigned Date	Revoked Date
1	MECON LIMITED	ATUL BHATT(C...	MECON LIMITED		1900	CENTRAL SERVICES	PAR CENTRAL CUSTODIAN (Primary)	15-03-2018	
2	MECON LIMITED	SALIL KUMAR(...	MECON LIMITED		1900	CENTRAL SERVICES	PAR CENTRAL CUSTODIAN (Alternate)	15-06-2018	

Showing 1 to 2 of 2 entries

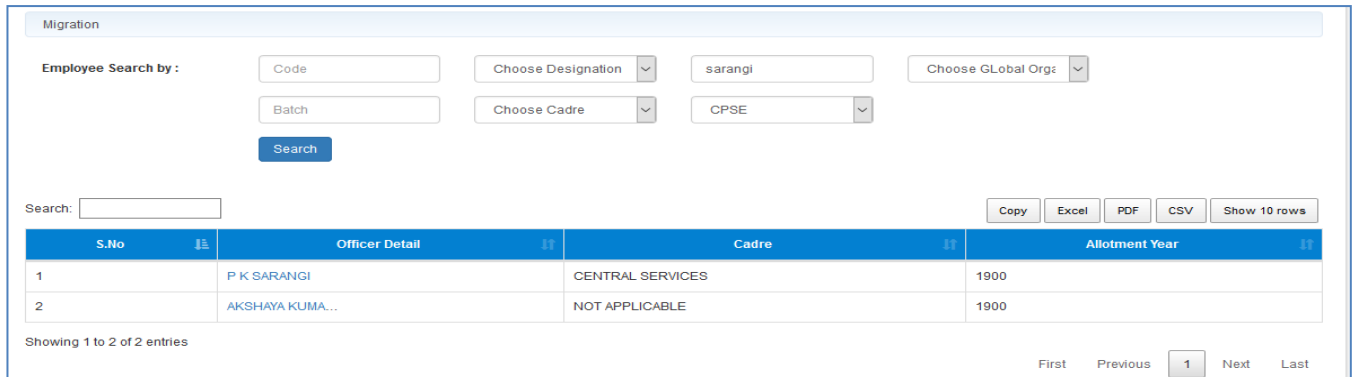
First Previous **1** Next Last

Fig.50

Migration

PAR Migration

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



Migration

Employee Search by : Code Choose Designation sarangi Choose Global Org: Batch Choose Cadre CPSE

Search:

S.No.	Officer Detail	Cadre	Allotment Year
1	P K SARANGI	CENTRAL SERVICES	1900
2	AKSHAYA KUMA...	NOT APPLICABLE	1900

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Fig.51

- Click on **New** button as shown in **Fig.52**:

Home ► Migration Form

Migration Form

Name:	P K SARANGI	Allotment Year/Batch:	1900	Code:	50169
Designation:	DIRECTOR	Cadre:	CENTRAL SERVICES		

NEW

S.No	Assessment Year	Work Status	Work From	Work To	Edit
No records are there					

[Back to Employee search](#)

Fig.52

- As a result the page appears is shown in **Fig.53**, fill the form, **Upload** the pdf by Browse and click the **Save(Submit)** button, shown in **Fig.53**

Migration Form

Basic Details

Name:	P K SARANGI	Designation:	DIRECTOR
Code:	50169	Cadre:	CENTRAL SERVICES

PAR Details

Assessment Period*:	2017-2018	From Date*:		To Date*:	
Officer Name :	P K SARANGI	Post Held:	Post Held		
Work Status*:	Select	Form Type*:	Select		
Closed Status*:	Select	Closed Date*:			
Final Grading:	Final Grading				

Submission Period of ACR

Place of Posting*:	<input type="radio"/> Center <input type="radio"/> State <input type="radio"/> Others	
Reported Upon Date:		Rank: Rank

Browse... No file selected.

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**:

Home ► Grading (Manually Section Upload)

Assessment Period : 2017-2018 ▼

Search Employee

Employee Search by :

Code Choose Designation ▼ sarangi Choose Global Org: ▼

Batch Choose Cadre ▼ CPSE ▼

Search

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Officer Detail	Cadre	Allotment Year
1	P K SARANGI	CENTRAL SERVICES	1900
2	AKSHAYA KUMA...	NOT APPLICABLE	1900

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Fig.54

- As a result the screen appears is shown in **Fig.55**, click the **Edit** (**Edit**) button as shown in (**Fig.73**):


► PAR Details

Name:	P K SARANGI	Allotment Year/Batch:	1900	Code:	50169
Designation:	DIRECTOR	Cadre:	CENTRAL SERVICES		

S.No	Period From	Period To	Section Name	ACR Type	Edit
PAR ID : 2018-01042017-31032018-2015668					
1	01/04/2017	31/03/2018	Appraisal	Working	Edit

◀ Back to Employee Search

Fig.55

- Enter the Grade and click on **Update** () button as shown in **Fig.56**

PAR Details ▶ Update

Basic Details

Name:	P K SARANGI	Designation:	DIRECTOR
Code:	50169	Cadre:	CENTRAL SERVICES
Allotment Year:	1900		

PAR Details

Assessment Period :	2017-2018		
From Date :	01/04/2017	To Date :	31/03/2018
Officer Name :	P K SARANGI	Post Held:	postHeld
Work Status :	Working	Form Type:	CPSE APAR Form
Closed Status*:	STANDARD	Closed Date*:	21/03/2018

Grading

Reporting Authority	GOUTAM CHATTAF	
Designation:	DIRECTOR	Grade(Manually Section Upload): Grade

1 of 1

FORCE FORWARDED TEMPLATE

The PAR 2018-01042017-31032018-2015668 of P K SARANGI is force forwarded on 21/03/2018 from the account of Reporting Authority as he/she did not record his/her comments within the stipulated time/ permitted official/ retired.

Name of Custodian: Shri. ATUL BHATT
CHAIRMAN

Update Grade

Back To PAR Details

Fig.56

eOffice Project Division National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India