



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
User Manual



Department of Personnel & Training (DOPT)



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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
CCA	Cadre Controlling Authority
DSC	Digital Signing Certificate
Member of Service	Employee belong to the service

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1. Objective

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

2. Introduction

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

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

3. Key Features - SPARROW

Form ID: Form ID is unique and created while generation of Form

PAR ID: Unique ID for PAR.

Search Criteria: To search on various parameters like name, date etc

Draft: To save the PAR as Draft and work later

Flows of PAR

Standard : Grading on the Standard flow of PAR.

Representation: Officer can put for Representation in case of disagreement

Referral : Officer can Put for Referral Board for in case of disagreement with representation decision

Memorial against Assessment (MaA): Officer can Put for MaA in case of disagreement with Referral

Delays: Reduced delays in PARs submission

Communication: Timely Mobile and emails alerts at appropriate Stage

Security: Submission possible only through digital signing

Pendency: Tracking at every Stage

Safety: No case of Missing/Lost/Damaged PARs

4. Roles - SPARROW

Primary

PAR Custodian

Primary Nodal Officer

Ownership Based

Centre PAR Custodian

State PAR Custodian

Administration Based

System Administrator

PAR Administrator

PAR Manager

EMD Administrator

Workflow Based

Reporting Authority

Reviewing Authority

Accepting Authority

Competent Authority

5. Roles & Responsibilities - SPARROW

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>Primary Nodal Officer</p> <p>Responsibilities</p> <p>Generates the PAR Parameters for PAR are set up</p>	<p>Ownership Based</p> <p>Centre PAR Custodian</p> <p>Responsibilities</p> <p>SPOC for Center Maintains the records with respect to Center</p> <p>State PAR Custodian</p> <p>Responsibilities</p> <p>SPOC for State Maintains the records with respect to State</p>

Administration Based	Workflow Based
<p>System Administrator Responsibilities Maintains the records of database Updation of Databases</p>	<p>Reporting Authority Responsibilities Views the completed PAR of an officer Grades the PAR and forwards to Reviewing Authority</p>
<p>PAR Administrator Responsibilities SPOC for maintaining database for respective cadres Set up the PAR templates and Primary Database</p>	<p>Reviewing Authority Responsibilities Views the forwarded PAR from Reporting Authority Grades the PAR and forwards to Accepting Authority</p>
<p>PAR Manager Responsibilities Responsible for creating workflow for PAR</p>	<p>Accepting Authority Responsibilities Views the Forwarded PAR from Reviewing Authority Finalizes the grading for PAR and forwards to Custodian</p>
<p>EMD Manager Responsibilities SPOC for maintaining and managing the Officer Transfers and Superannuation SPOC for maintaining and managing the Personnel Information of Officer</p>	<p>Competent Authority Responsibilities Responsible for Reassessing the PAR during Referral and Memorial against Assessment</p>

6. Workflow Oriented Movement of PAR

Workflow Based Movement of PAR

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

Workflow is created for Officer.

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

Custodian receives an email on every movement of PAR.

Custodian closes the Accepted PAR.

Standard

Representation

Referral

MaA

<p>Officer: Officer fills the PAR and sends to Reporting Authority.</p> <p>Custodian: Forwards the PAR 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 and Forwards to Accepting Authority</p> <p>Accepting Authority: views 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. 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. 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. 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. PAR is closed.</p>
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7. Modules - SPARROW

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

- Inbox
- Sent
- Delegation
- User Assistance
 - Track Your PAR
- PAR
 - Generation
 - Update Section I
 - Tracking
 - Force Forward
- Workflow
 - Create/Update
- Dossier
 - Officers Completed PAR
 - My Completed PAR
 - My ACR Status
- DSC
 - Enroll
 - Status
- NIC Email Status
- Support@HelpDesk
- Report Issue
 - Check Status
 - Feedback
 - Role Details
- Migration
 - PAR Migration
 - Grading (Manually Section Upload)

7.1 ADMINISTRATOR - Standard Menu

Standard Menu has functionalities required to process PAR. Standard Menu is accessible by Administrators. Admin maintains and manages the flow of PAR.

Standard Menu is as shown in **Fig.SPARROW.1**:

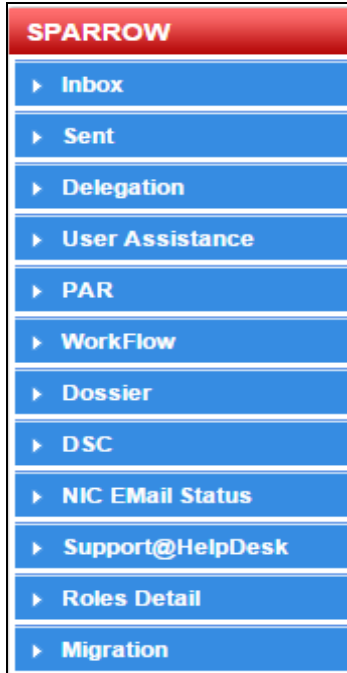


Fig.SPARROW.1

7.2 User or Officer - Standard Menu

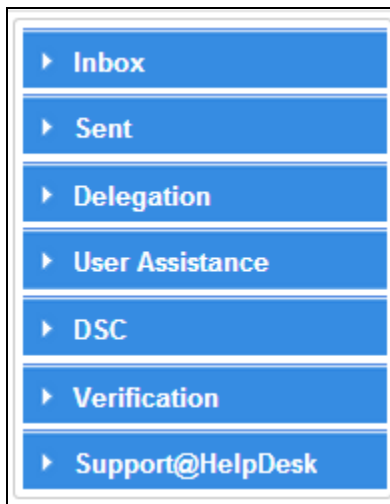


Fig.SPARROW.2

8. Movement of PAR –Custodian (First Steps)

8.1 Create Workflow/Update

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

Employee Search for Assessment - Workflow Creation

Workflow Within Same Organisation | Workflow With All Organisation

Assessment Period : 2014-2015

Employee Search by : Employee Code, Choose Designation, Employee Name, Batch

Select Cadre : IAS

IN PROCESS COMPLETED NOT STARTED

Fig.SPARROW.3

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

Home > Employee Search

Employee Search for Assessment - Workflow Creation

Workflow Within Same Organisation | Workflow With All Organisation

Assessment Period : 2014-2015

Employee Search by : Employee Code Choose Designation Employee Name Batch

Select Cadre IAS

IN PROCESS COMPLETED NOT STARTED [Search](#)

IN PROCESS COMPLETED NOT STARTED

Show 10 Results [Download PDF](#)

S.No.		Name	Allotment Year/Batch	Employee Code	Designation	Cadre
1	<input type="checkbox"/>	USER 1	1984	01AP032200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	<input type="checkbox"/>	USER 2	1989	01AP035800	CHIEF OPERATIN ...	ANDHRA PRADESH
3	<input type="checkbox"/>	USER 3	1995	01AP038915	COMMISSIONER B...	ANDHRA PRADESH
4	<input type="checkbox"/>	USER 4	1984	01AP032600	PRL.SECY TO GO...	ANDHRA PRADESH
5	<input type="checkbox"/>	USER 5	1986	01AP034100	SR.DIRECTING ST...	ANDHRA PRADESH
6	<input type="checkbox"/>	USER 6	1987	01AP034500	PRL.SECRETARY ...	ANDHRA PRADESH
7	<input type="checkbox"/>	USER 7	1991	01AP036900	COMMISSIONER T...	ANDHRA PRADESH
8	<input type="checkbox"/>	USER 8	1984	01AP032701	PRL.SECRETARY ...	ANDHRA PRADESH
9	<input type="checkbox"/>	USER 9	1983	01AP030600	SPL CS TO GOVT., ...	ANDHRA PRADESH
10	<input type="checkbox"/>	USER 10	1984	01AP032300	PRL.SECRETARY ...	ANDHRA PRADESH

Fig.SPARROW.4

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

Home > Workflow > Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global : ANDHRA PRADESH
 Organistaion : ANDHRA PRADESH
 Allotment : 1984
 Year/Batch :

[Back To Search](#)

Assessment Period	Status	Form Type	Actions
From: 01/04/2014 <input type="text"/> To: 31/03/2015 <input type="text"/>	WORKING Choose Status LEAVE NRC TRAINING WORKING	--Select--	<input type="button" value="Continue"/>
























Fig.SPARROW.5

- Provide necessary parameters, click **Continue** () as shown in **Fig.SPARROW.5**:
- A page appears, open **Standard** () , select officers, click **Save** () button as shown in **Fig.SPARROW.6**:

Work Flow for the Assessment Period : 01/04/2014 to 31/03/2015

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global Organisation : ANDHRA PRADESH
 Allotment Year/Batch : 1984
 Status : Working
 Form Type : Form - IAS Except Addl. Secy & Secy (Below Super Time Scale)

Standard Representation Referral Memorandum

Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	30/04/2015	  
<input checked="" type="checkbox"/>	2	Reporting Authority	--Select--	31/05/2015	  
<input checked="" type="checkbox"/>	3	Reviewing Authority	--Select--	30/06/2015	   
<input checked="" type="checkbox"/>	4	Accepting Authority	--Select--	31/07/2015	   
<input checked="" type="checkbox"/>	5	CR Section To Disclose	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	15/08/2015	  
<input checked="" type="checkbox"/>	6	Officer Disclosure	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	31/08/2015	  
<input checked="" type="checkbox"/>	7	CR Section for Closing	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	30/09/2015	  

Next Save

Fig.SPARROW.6

- A message prompts “Workflow Created Successfully”.

Note:

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

8.2 Update Workflow

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

Home > Workflow > Employee Search

Creation of Work Flow - Choosing Workflow Period

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global Organisation : ANDHRA PRADESH
 Allotment Year/Batch : 1984

[Back To Search](#)

Assessment Period	Status	Form Type	Actions
From: 01/04/2014 To: 31/03/2015	WORKING	Form - IAS Except Ac	Update Delete

Fig.SPARROW.7

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

Home > Workflow > Employee Searched > Create/Update

Work Flow for the Assessment Period : 01/04/2014 to 31/03/2015

Name : USER 4
 Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
 Code : 01AP032600
 Cadre : ANDHRA PRADESH
 Global Organisation : ANDHRA PRADESH
 Allotment Year/Batch : 1984
 Status : Working
 Form Type : Form - IAS Except Adtl. Secy & Secy (Below Super Time Scale)

Standard Representation Referral Memorandum



Active	S.No.	Stage	Name	Target Date	Access Privileges
<input checked="" type="checkbox"/>	1	Officer Reported Upon	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	30/04/2015	
<input checked="" type="checkbox"/>	2	Reporting Authority	USER 1 (01AP032200) [VICE-CHAIRMAN & MANAGING DIRECTC	31/05/2015	
<input checked="" type="checkbox"/>	3	Reviewing Authority	USER 2 (01AP035800) [CHIEF OPERATING OFFICER NRLM UND	30/06/2015	
<input checked="" type="checkbox"/>	4	Accepting Authority	USER 3 (01AP038915) [COMMISSIONER BC WELFARE HYDERA	31/07/2015	
<input checked="" type="checkbox"/>	5	CR Section To Disclose	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	15/08/2015	
<input checked="" type="checkbox"/>	6	Officer Disclosure	USER 4 (01AP032600) [PRL.SECY TO GOVT(TW) SOCIAL WELFA	31/08/2015	
<input checked="" type="checkbox"/>	7	CR Section for Closing	USER (01AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	30/09/2015	

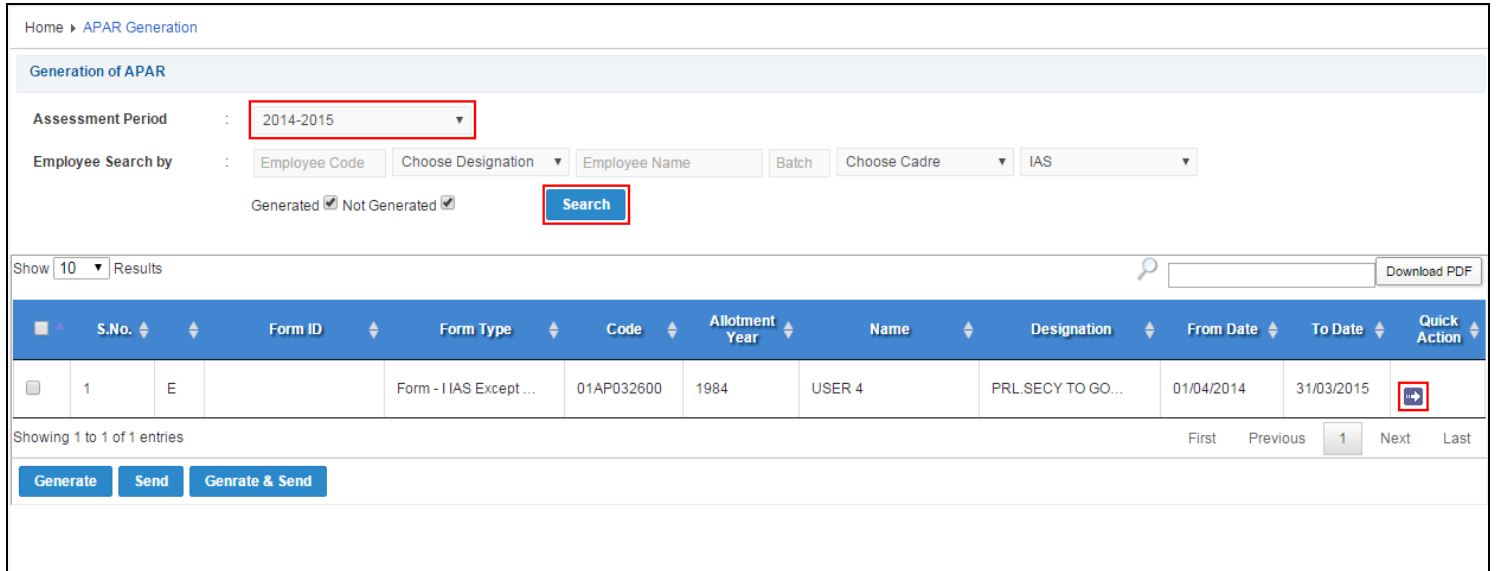
Next **Update**

Fig.SPARROW.8

- A message prompts “**Workflow Updated Successfully**”.

8.3 Generation of PAR

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



Home > APAR Generation


Generation of APAR

Assessment Period : 2014-2015

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre IAS

Generated Not Generated **Search**

Show 10 Results Download PDF

S.No.	Form ID	Form Type	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
1	E	Form - IAS Except...	01AP032600	1984	USER 4	PRL.SECY TO GO...	01/04/2014	31/03/2015	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Generate **Send** **Generate & Send**

Fig.SPARROW.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.SPARROW.10** & **Fig.SPARROW.11** respectively:

Home > eForm > Generation

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Standard

Section I

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1984 5. Date of Birth: 30/01/1956

6. Present Grade: 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked	
			From Date	To Date
Reporting Authority:	USER 1	VICE-CHAIRMAN & MANA	01/04/2014	31/03/2015

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft Send To Employee Saved

Fig.SPARROW.10

Home > APAR Generation

Generation of APAR

Assessment Period : 2014-2015

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre IAS

Generated Not Generated Search

Show 10 Results

S.No.	Form ID	Form Type	Code	Allotment Year	Name	Designation	From Date	To Date	Quick Action
1	E 2015-01042014-31...	Form - I IAS Except ...	01AP032600	1984	USER 4	PRL.SECY TO GO...	01/04/2014	31/03/2015	

Showing 1 to 1 of 1 entries

Generate Send Genrate & Send

Fig.SPARROW.11

Note:

a. PAR can be Sent only after generation.

8.4 Send PAR

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

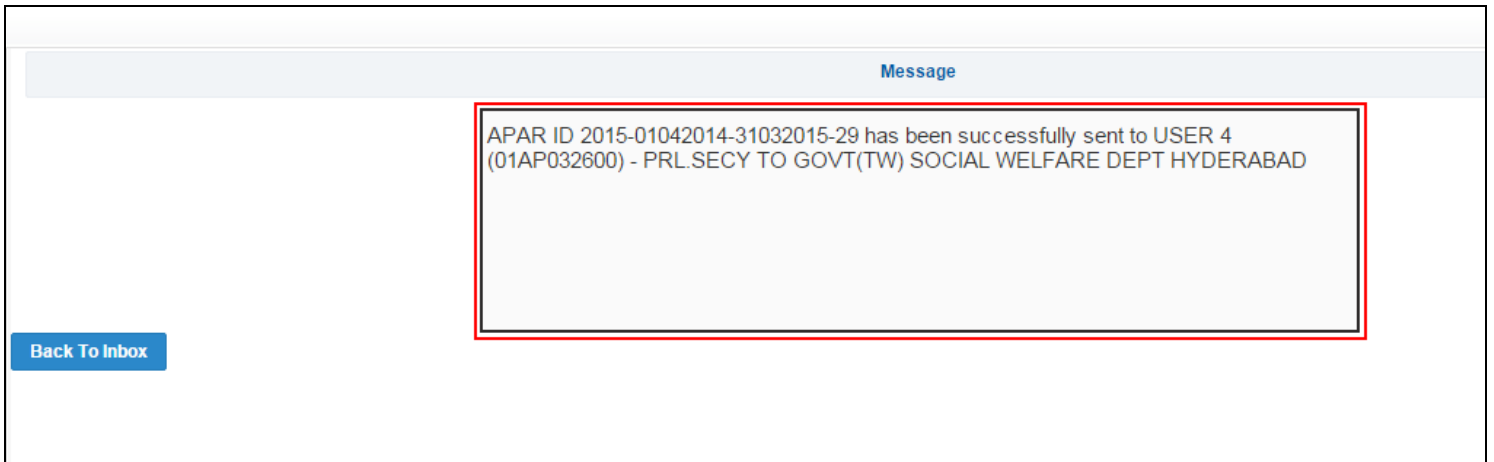


Fig.SPARROW.12

9. Movement of PAR-Standard Flow

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

- Click **PAR ID** (**2015-01042014-31032015-29**) to open PAR as shown in **Fig.SPARROW.13**:

The screenshot shows the 'Inbox' section of the eoffice system. It includes filters for 'My PAR (1)', 'Assess PAR (0)', and 'Delegated (0)'. There are 'Receive' and 'Send' buttons, and a legend for form types: Standard (blue), Representation (red), Referral (green), and Memorial To President (orange). A search bar and 'Download PDF' button are also present. The main table has columns for S.No., APAR ID, Form Type, Received On, Sent By, Sent Date, Current Stage, and Quick Action. One entry is shown with APAR ID '2015-01042014-31032015-29' highlighted in red.

S.No.	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-29	Form - IAS Except...	02/02/2016	USER (COLLECTOR & DI...	02/02/2016	Officer Reported Upon	

Fig.SPARROW.13

- Officer fills the **Section II** form and click **Send To Reporting Authority**(**Send To Reporting Authority**) button, as shown in **Fig.SPARROW.14**:


Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I **Section II**

Self Appraisal  Preview

1. Brief Description of Duties
(Objectives of the position you hold and the tasks you are required to perform, in about 100 Words)

2. Annual Work Plan and Achievement

Tasks to be Performed	Deliverables		
	Initial	Mid Year	Actual Achievement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

[Save As Draft](#) [Send To Reporting Authority](#)

Fig.SPARROW.14

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD)

[Back To Inbox](#)

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

Home > Inbox

Inbox

My PAR (0) **Assess PAR (1)** Delegated (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-29	Form - I IAS Except...	USER 4 (PRL.SECY TO GO...	02/02/2016	USER 4 (PRL.SECY TO GO...	02/02/2016	Reporting Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.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.SPARROW.17**:


Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

Appraisal  Preview

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

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

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details

4. Do you agree with the skill up-gradation needs as identified by the officer?

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft **Send To Reviewing Authority** Saved

Fig.SPARROW.17

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)

Back To Inbox

Fig.SPARROW.18

Note:

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

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

- Click PAR ID (²⁰¹⁵⁻⁰¹⁰⁴²⁰¹⁴⁻31032015-29) to open PAR as shown in **Fig.SPARROW. 19**:

Home > Inbox

Inbox

My PAR (0) **Assess PAR (1)** Delegated (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-29	Form - I IAS Except...	USER 4 (PRL.SECY TO GOV...	02/02/2016	USER 1 (VICE-CHAIRMAN ...	02/02/2016	Reviewing Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.19

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

Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III **Section IV**

Review

Preview

1. Do you agree with the assessment made by the reporting officer with respect to the output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS/officer reported upon? (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes No

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

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

4. Recommendation relating to domain assignment (Please tick mark any four)

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft **Send To Accepting Authority** Saving

Fig.SPARROW.20

- A message prompts **successfully sent** as shown in Fig.SPARROW.21:

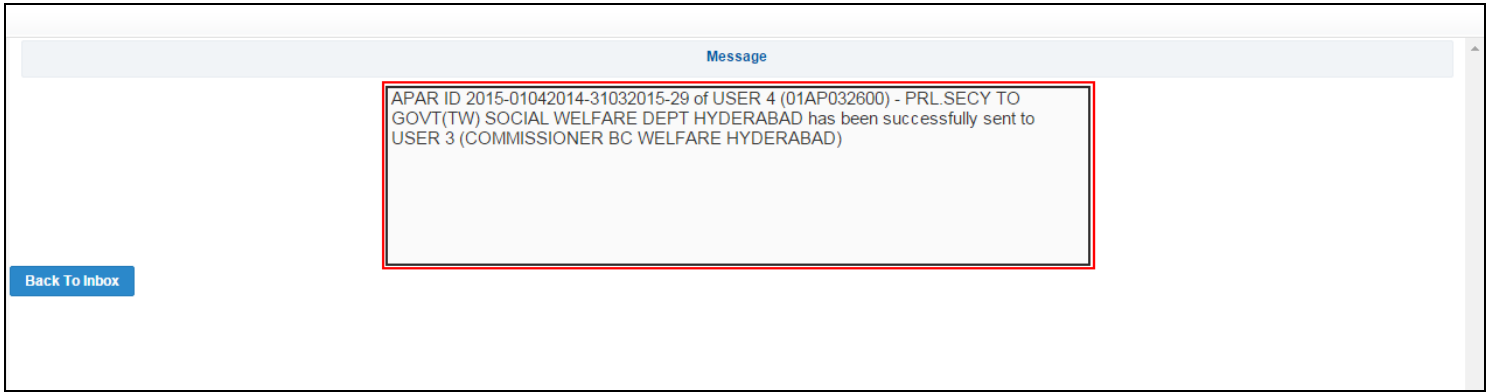


Fig.SPARROW.21

Stage 4: Accepting Authority performs the following steps to send the PAR to CR:

- Click **PAR ID** ([2015-01042014-31032015-29](#)) to open PAR as shown in **Fig.SPARROW. 22:**

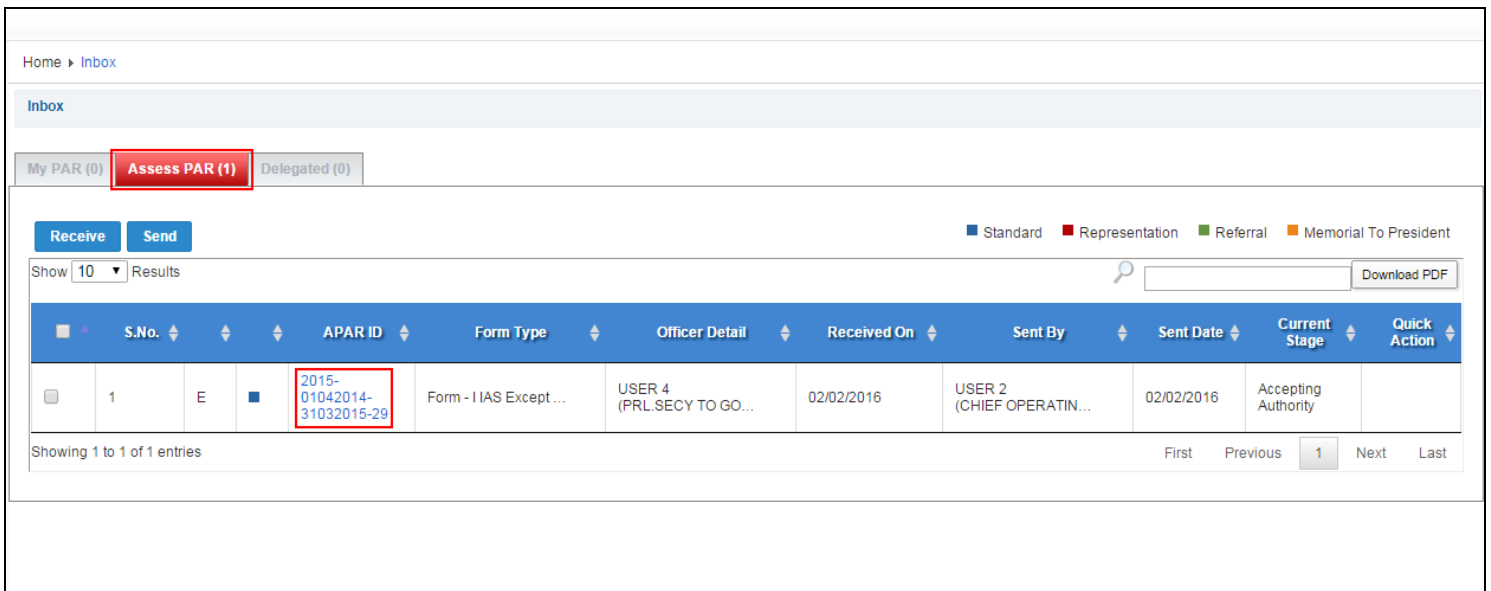


Fig.SPARROW.22

- Accepting Authority view **Section I, Section II, Section III & Section IV** forms and finalises garde in **Section V** form,click Send To CR Section ([Send To CR Section](#))as shown in **Fig.SPARROW.23:**


Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV **Section v**

Acceptance  Preview

1. Do you agree with the remarks of the reporting/reviewing authorities
 Yes No

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

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

Date: 02/02/2016 Signature of Accepting Authority

Reference Document Upload(only pdf files with 3mb maximum size) No file chosen

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Fig.SPARROW.23

- A message prompts **successfully sent** as shown in **Fig.SPARROW. 24:**

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Fig.SPARROW.24

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

- Click **PAR ID** ([2015-01042014-31032015-29](#))to open PAR as shown in **Fig.SPARROW. 25:**

Home > Inbox

Inbox


My PAR (0) Assess PAR (0) Delegated (0) Manual Process(0) **Process (1)**

Show 10 Results Standard Representation Referral Memorial To President

S.No.		APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-29	Form - IAS Except...	USER 4 (PRL.SECY TO GO...	02/02/2016	USER 3 (COMMISSIONER ...	02/02/2016	CR Section To Disclose	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.25

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


Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

Basic Information (To be filled in by Administration Division/Personnel Department)  Preview

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1984 5. Date of Birth: 30/01/1956

6. Present Grade: 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked	
			From Date	To Date

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

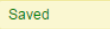
Disclose To Officer 

Fig.SPARROW.26

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

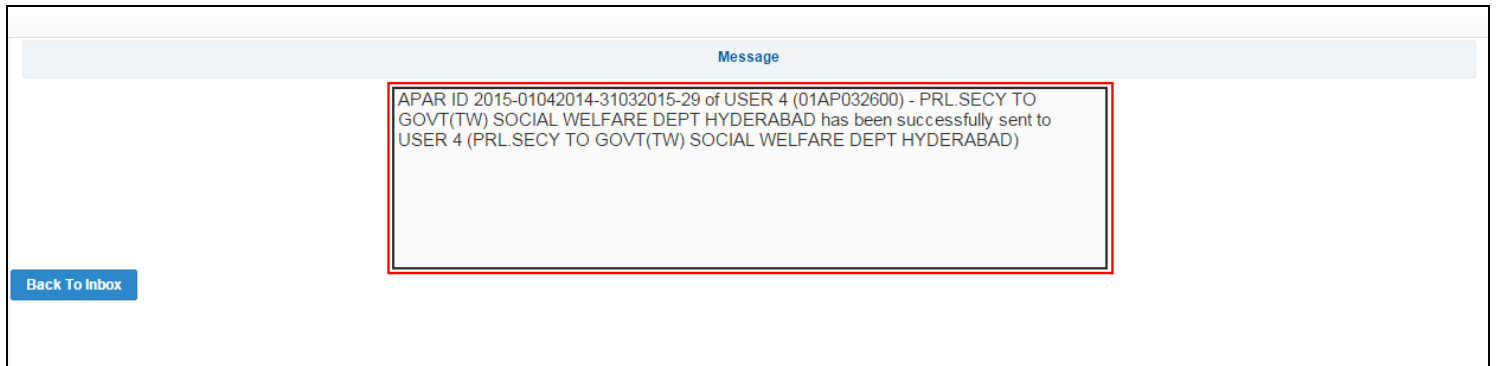


Fig.SPARROW.27

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

- Click PAR ID (²⁰¹⁵⁻⁰¹⁰⁴²⁰¹⁴⁻31032015-29), to view PAR grading as shown in Fig.SPARROW. 28:

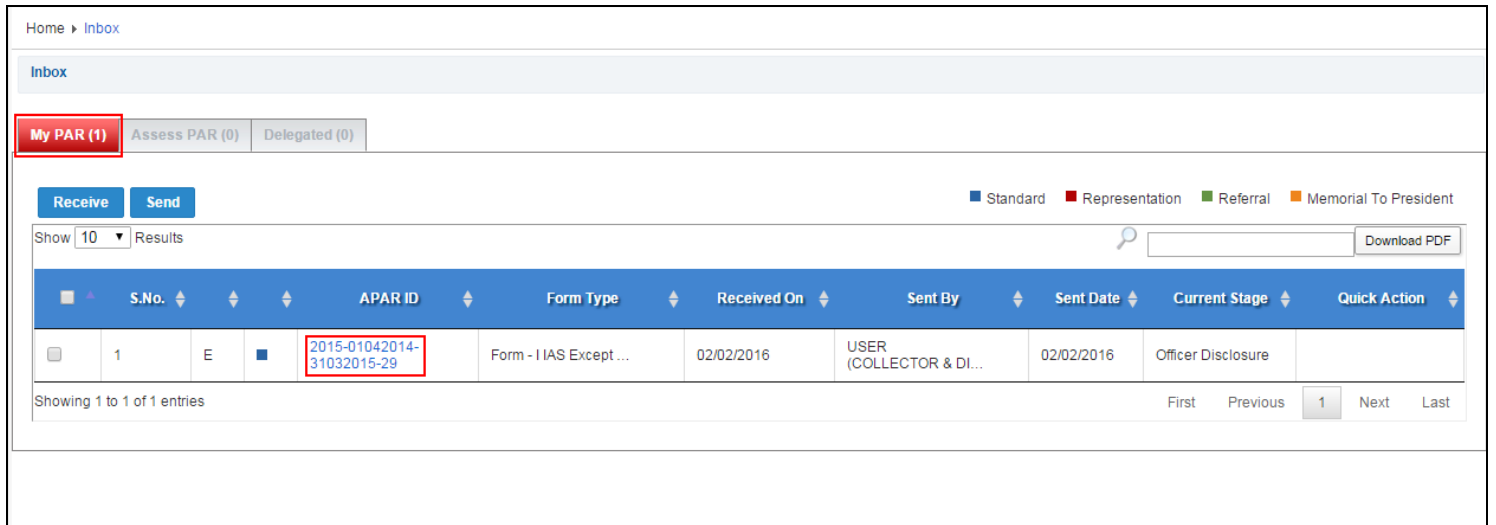


Fig.SPARROW.28

- Click I Accept (**I Accept**) else Put to Representation (**Put for Representation**) as shown in Fig.SPARROW.29:

Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

Basic Information (To be filled in by Administration Division/Personnel Department)

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1984 5. Date of Birth: 30/01/1956

6. Present Grade: 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked	
			From Date	To Date

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept Put for Representation Saved

Fig.SPARROW.29

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.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 (2015-01042014-31032015-258) to open the PAR as shown in Fig.SPARROW. 31:

Home > Inbox

Inbox

My PAR (0) Assess PAR (0) Delegated (0) Manual Process(0) **Process (1)**

Show 10 Results


Standard Representation Referral Memorial To President

S.No.	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-29	Form - IAS Except...	USER 4 (PRL.SECY TO GO...	02/02/2016	USER 4 (PRL.SECY TO GO...	02/02/2016	CR Section for Closing	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.31

- Click **Close** () to close the PAR as shown in Fig.SPARROW.32:

Home > eForm > Inbox

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section v

Basic Information (To be filled in by Administration Division/Personnel Department)

Preview

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1984 5. Date of Birth: 30/01/1956

6. Present Grade: 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked	
			From Date	To Date

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Close

Fig.SPARROW.32

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP032600) - PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully completed

[Back To Inbox](#)

Fig.SPARROW.33

10. Movement of PAR- Representation Flow

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

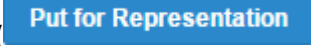
- Click **Put for Representation** (), to Put for Representation as shown in **Fig.SPARROW. 34:**

Fig.SPARROW.34

- A window appears, enter remarks and **Submit**() as shown in **Fig.SPARROW.35:**

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV Section V

12. Awards/Honours

13. Details of PARs of AIS officers not written by this officer as

14. Date of Filing the property return for year ending December

15. Date of last prescribed medical examination(for officers over 40 years of age). Attach copy of the summary of the medical report

Date: 02/02/2016

Letter I - Employee

Case for Representation

I would like to go for representation and request for higher grades.

Date: 02/02/2016 Signature

Reference Document Upload Choose file No file chosen

Submit

(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

I Accept Put for Representation Saving

Fig.SPARROW.35

A message prompts successfully sent as shown in **Fig.SPARROW. 34**:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.34

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

- Click PAR ID ([2015-01042014-31032015-19](#)) to open PAR as shown in **Fig.SPARROW.35**:

Home > Inbox

Inbox

My PAR (0) **Assess PAR (1)** Delegated (0) Manual Process(0) Process (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	02/02/2016	USER 1 (VICE-CHAIRMAN ...)	02/02/2016	Rep - CR Section	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.35

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

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee

Case for Representation

I would like to go for representation and request for higher grades.

Date: 02/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Accepting Authority

Fig.SPARROW.36

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

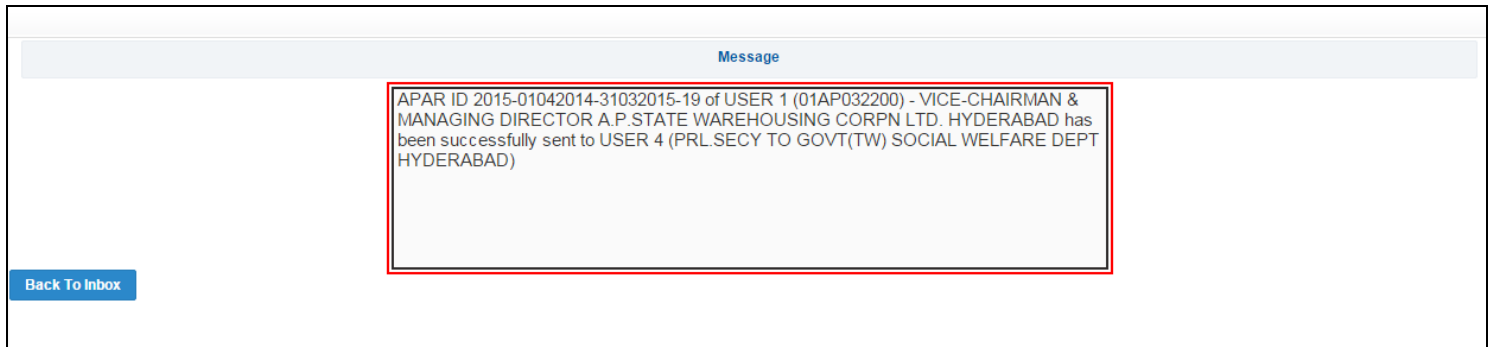


Fig.SPARROW.37

Note:

a. Custodian forwards to Representation.

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

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

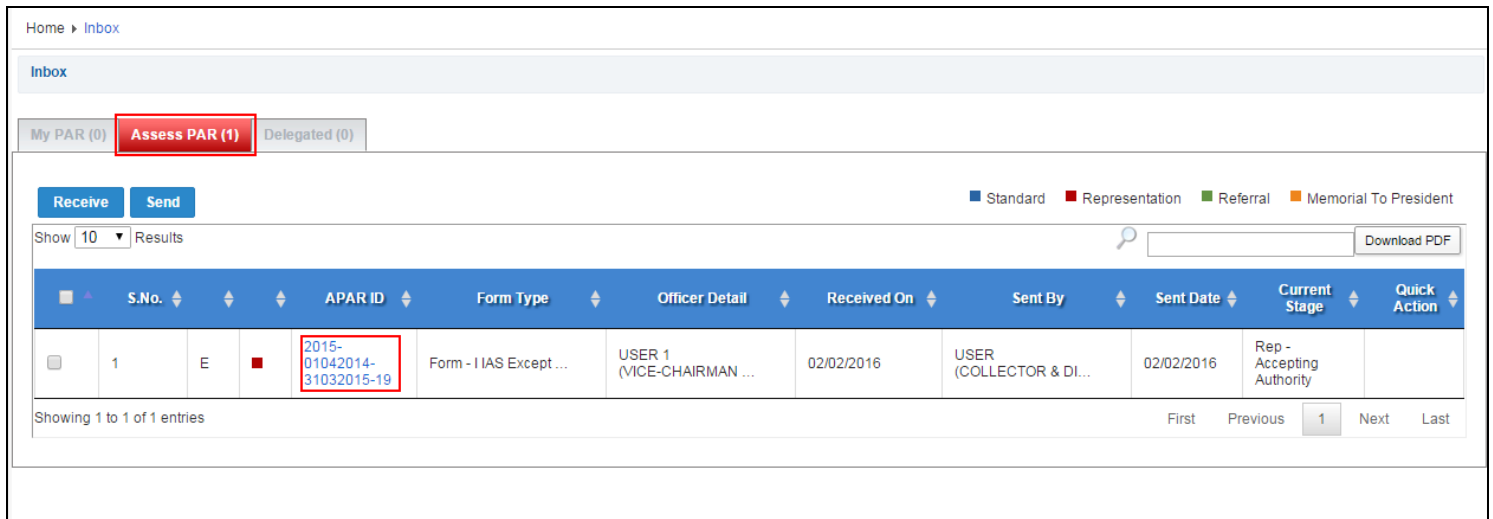


Fig.SPARROW.38

- A page appears , Accepting Authority enters remarks , forward the request to next authority and click **Send To ()** button, as shown in Fig.SPARROW.39:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation Select ▼

Letter Section Section I Section II Section III Section IV Section v

Letter II - Accepting Authority

Case for Representation

Date: 02/02/2016

Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter III - Accepting Authority Accept

Case for Representation

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Select Forward To ▼

Select Forward To

USER 2 (Rep - Reporting Authority)

USER 3 (Rep - Reviewing Authority)

USER (Rep - CR Section To Disclose)

Fig.SPARROW.39

- A message prompts **successfully sent** as shown in **Fig.SPARROW.40**:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.40

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

- Custodian opens PAR ID (2015-01042014-31032015-19) as shown in **Fig. SPARROW. 41**:

Home » Inbox

Inbox

My PAR (0) Assess PAR (0) Delegated (0) Manual Process(0) **Process (1)**

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-19	Form - IAS Except ...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 4 (PRL.SECY TO GO...)	03/02/2016	Rep - CR Section To Disclose	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.41

- A page appears , click **Disclose to Employee** ([Disclose To Employee](#)) as shown in Fig.SPARROW.42:

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation

Letter Section Section I Section II Section III Section IV Section v

USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD

Preview

Letter II - Accepting Authority

Case for Representation

Date: 02/02/2016

Signature
USER (01AP040100) - COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

[Disclose To Employee](#)

Fig.SPARROW.42

- A message prompts **successfully sent** as shown in Fig.SPARROW.43:

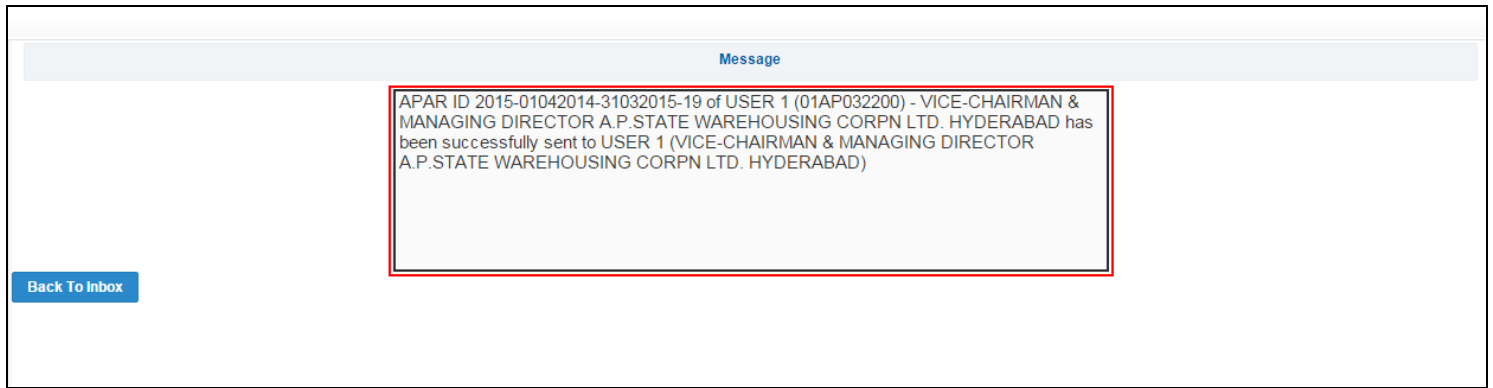


Fig.SPARROW.43

Note:

a. CR Section receives the PAR from Accepting Authority and forwards to Officer.

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

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

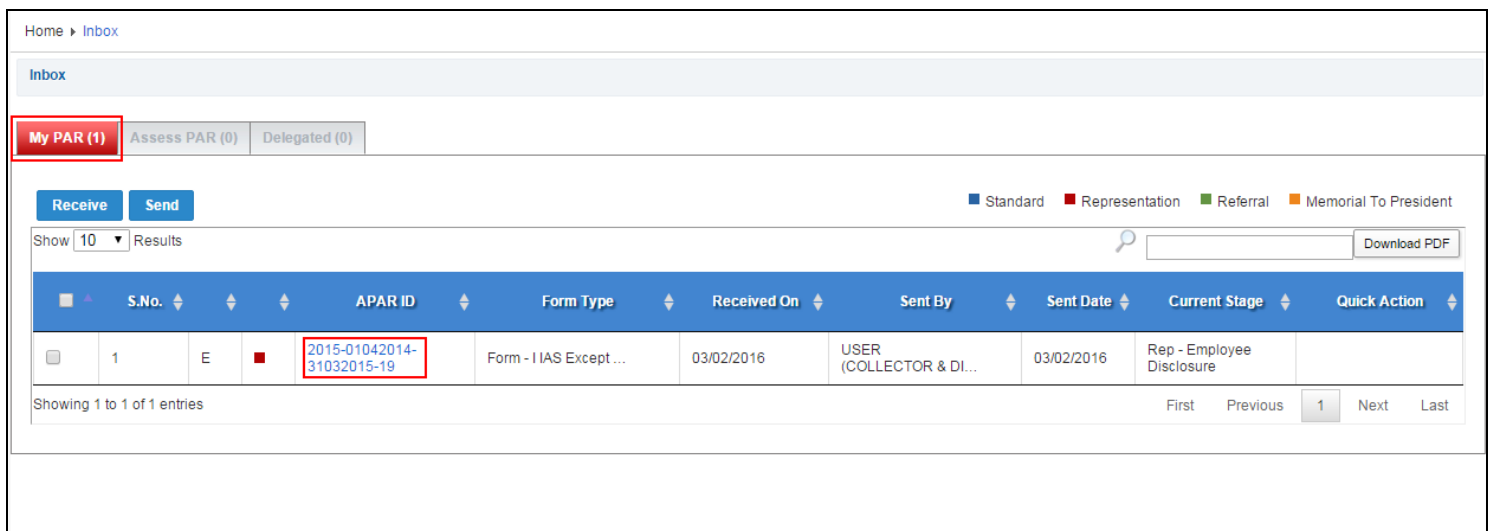


Fig.SPARROW.44

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

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

+ Workflow Details

Representation Select

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee Preview

Case for Representation

I would like to go for representation and request for higher grades.

Date: 02/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Preview

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

I Accept Put to Referral Board

Fig.SPARRROW.45

Note:

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

11. Movement of PAR – Referral Flow

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

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

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Representation

Letter Section Section I Section II Section III Section IV

Letter I - Employee

Case for Representation

I would like to go for representation and request for higher grade.

Date: 02/02/2016

Letter I - Employee

Case for Referral Board

Date: 03/02/2016

Signature

Reference Document Upload Choose file No file chosen

Submit

Preview

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

I Accept Put to Referral Board

Fig.SPARROW.46

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

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.47

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

- Click **PAR ID** (**2015-01042014-31032015-19**), as shown in **Fig.SPARROW.48**:

The screenshot shows the 'Inbox' section of the eoffice system. At the top, there are tabs for 'My PAR (0)', 'Assess PAR (1)', 'Delegated (0)', 'Manual Process(0)', and 'Process (0)'. Below these are 'Receive' and 'Send' buttons. A legend indicates that a green square represents 'Referral'. The main table lists PAR entries with columns for S.No., APAR ID, Form Type, Officer Detail, Received On, Sent By, Sent Date, Current Stage, and Quick Action. The first entry has an APAR ID of '2015-01042014-31032015-19', which is highlighted with a red box. The table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	Ref - CR Section	

Fig.SPARROW.48

- A page appears, click **Sent to competent Authority** (**Send To Competent Authority**) as shown in **Fig.SPARROW.49**:


Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board Select ▼

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee  Preview

Case for Referral Board

Date: 03/02/2016 Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Competent Authority

Fig.SPARROW.49

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

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)

Back To Inbox

Fig.SPARROW.50

Note:

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

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

- Competent Authority views PAR ID(2015-01042014-31032015-19),as shown in **Fig.SPARROW.51**:

Home > Inbox

Inbox

My PAR (0) **Assess PAR (1)** Delegated (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except ...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER (COLLECTOR & DI...)	03/02/2016	Ref-Competent Authority	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.51

- A page appears,click **Send to CR Section** (**Send To CR Section**) as shown in Fig.SPARROW.52:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board

Letter Section Section I Section II Section III Section IV Section v

Date: 03/02/2016 Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter II - Referral Board Competent Authority

Case for Referral Board

Date: 03/02/2016 Signature

Reference Document Upload Choose file No file chosen

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To CR Section

Fig.SPARROW.52

- A message prompts **successfully sent** as shown in Fig.SPARROW.53:

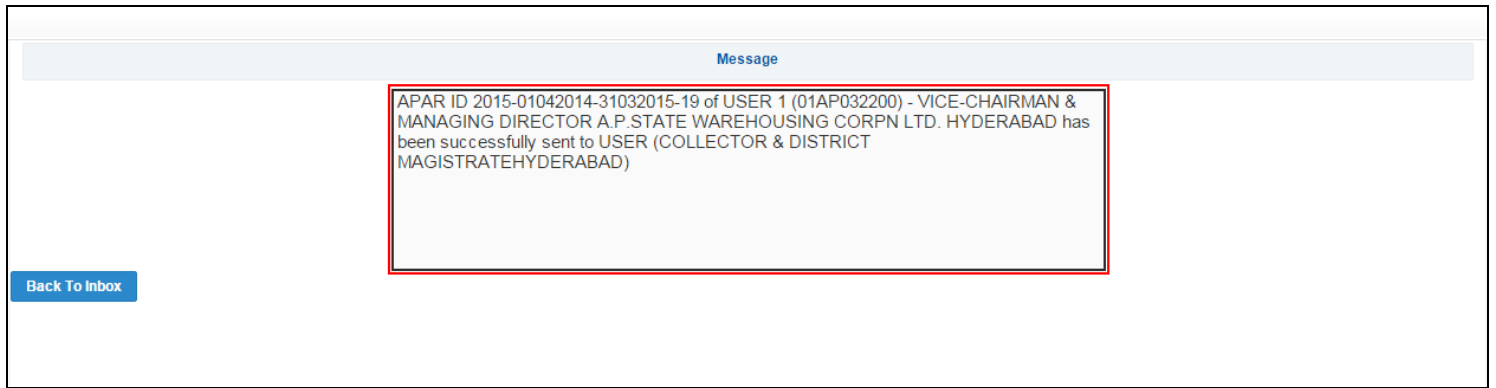


Fig.SPARROW.53

Note:

a. Competent Authority sends PAR to Custodian.

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

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

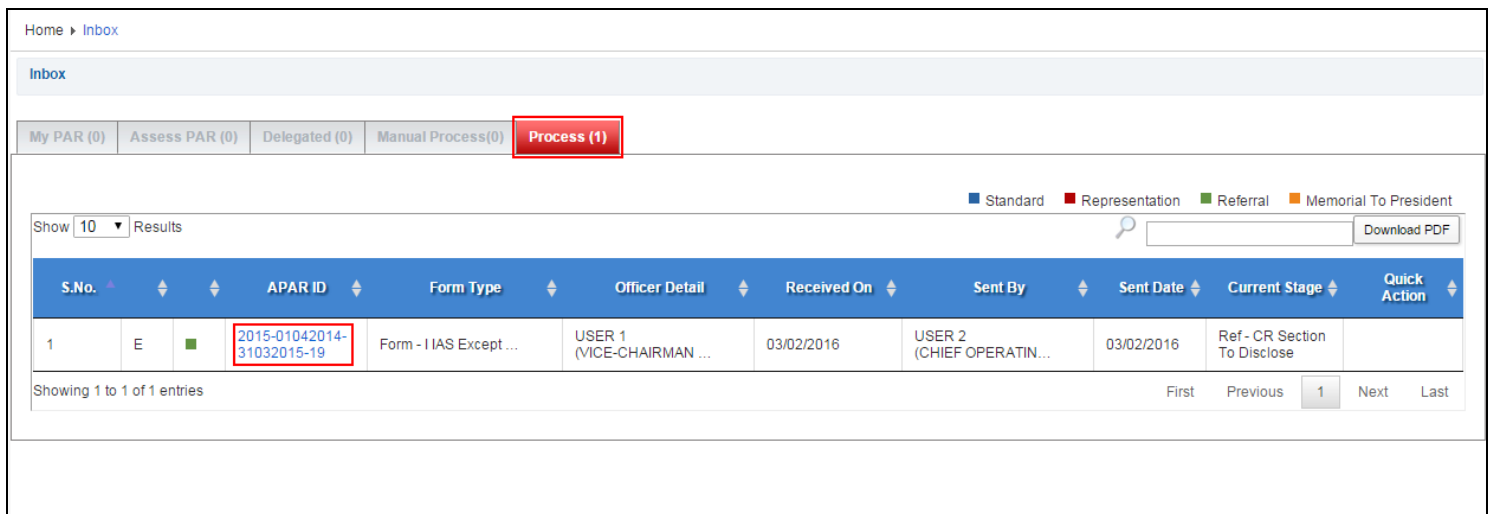


Fig.SPARROW.54

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

Home » eForm » Inbox


Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board Select ▼

Letter Section Section I Section II Section III Section IV Section v

USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

 Preview

Letter II - Accepting Authority

Case for Referral Board

Date: 03/02/2016 Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

[Disclose To Employee](#)

Fig.SPARROW.55

- A message prompts **successfully sent** as shown in **Fig.SPARROW.56:**

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD)

[Back To Inbox](#)

Fig.SPARROW.56

Note:
a. Custodian receives PAR and discloses to Officer.

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

- Click **PAR ID** (2015-01042014-31032015-19) to view remarks as shown in **Fig.SPARROW.57:**

Home > Inbox

Inbox

My PAR (1) Assess PAR (0) Delegated (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results

S.No.	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IIAS Except...	03/02/2016	USER (COLLECTOR & DI...	03/02/2016	Ref - Employee Disclosure	First Previous 1 Next Last

Showing 1 to 1 of 1 entries

Fig.SPARROW.57

- A page appears, Officer either I Accept (I Accept) or Put for Memorial against Assessment (Put for Memorial To President) as shown in Fig.SPARROW.58:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee

Case for Referral Board

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly Troubleshoot

I Accept Put for Memorial To President

Fig.SPARROW.58

Note:

a. Stage 6 & 7 are followed as for Movement of PAR- Standard.

12. Movement of PAR - Memorial against Assessment Flow

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

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

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Referral Board

Letter Section Section

Letter I - Employee

Case for Referral Board

Date: 03/02/2016

Signature

Reference Document Upload Choose file No file chosen

Submit

Preview

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

I Accept Put for Memorial To President

Fig.SPARROW.59

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

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Back To Inbox

Fig.SPARROW.60

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

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

Home > Inbox

Inbox

My PAR (0) **Assess PAR (1)** Delegated (0) Manual Process(0) Process (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form - IAS Except ...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	Mep - CR Section	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.61

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

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Send To Competent Authority

Fig.SPARROW.62

- A message prompts **successfully sent** as shown in **Fig.SPARROW.64**:

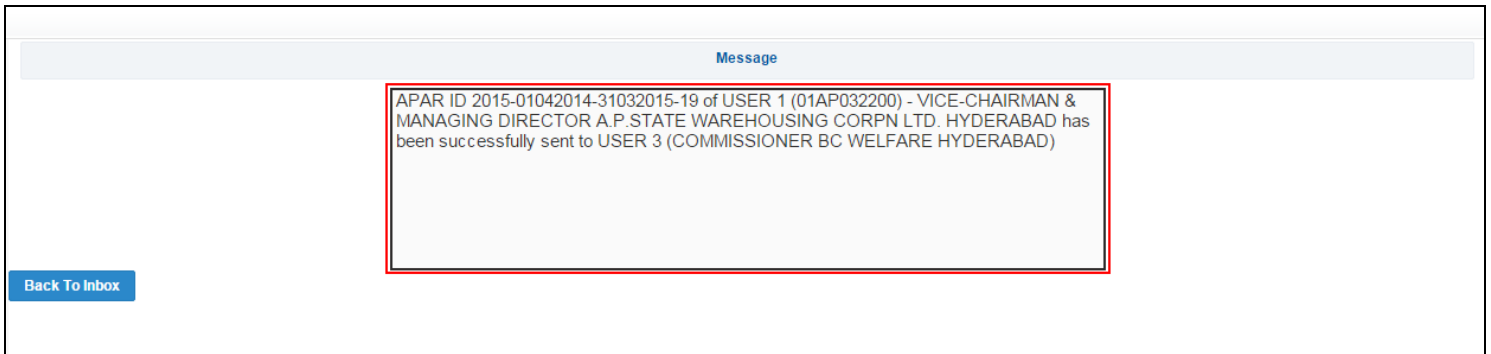


Fig.SPARROW.64

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

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

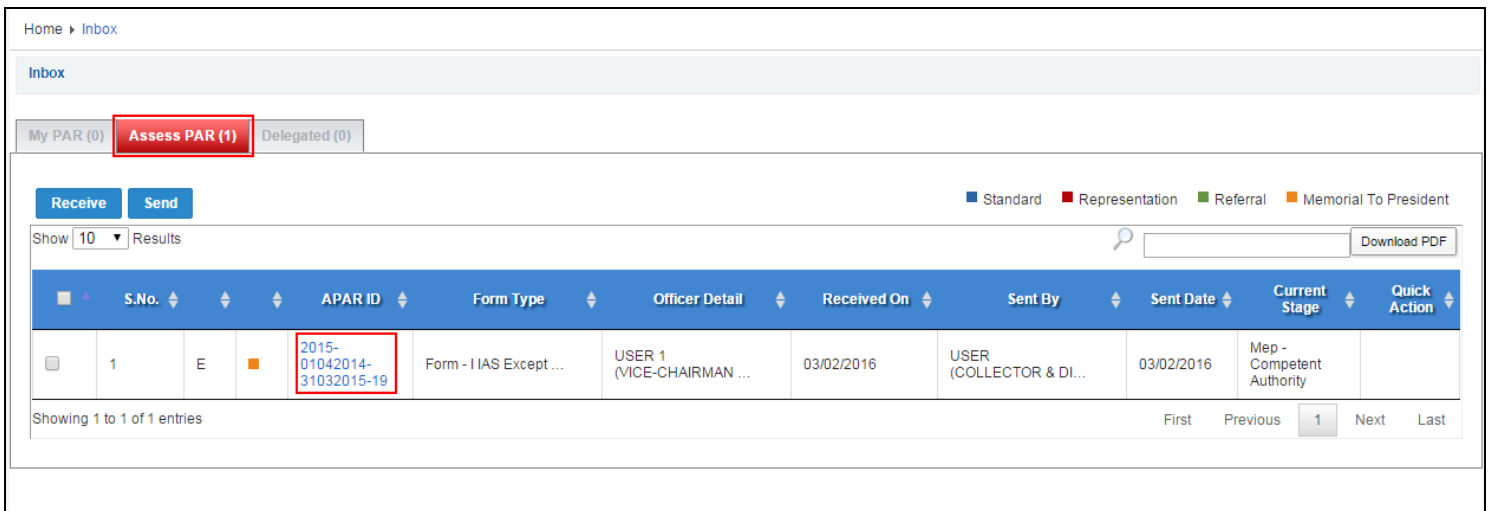


Fig.SPARROW.65

- A page appears, click **Send to CR Section** (**Send To CR Section**) as shown in **Fig.SPARROW.66**:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President Select ▼

Letter Section Section I Section II Section III Section IV Section v

Letter II - Accepting Authority

Memorial to President

[Text Area]

Date: 03/02/2016

Signature
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter II - Memorial To President(Competent Authority)

Memorial to President

[Text Area]

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

[Send To CR Section](#)

Fig.SPARROW.66

- A message prompts **successfully sent** as shown in **Fig.SPARROW.67**:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

[Back To Inbox](#)

Fig.SPARROW.67

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

- Click **PAR ID**([2015-01042014-31032015-19](#)) to open the PAR as shown in **Fig.SPARROW.68**:

Home > Inbox

Inbox

My PAR (0) Assess PAR (0) Delegated (0) Manual Process(0) **Process (1)**

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-19	Form - IAS Except ...	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	USER 3 (COMMISSIONER ...)	03/02/2016	Mep - CR Section To Disclose	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Download PDF

Fig.SPARROW.68

- A page appears click **Disclose To Employee** ([Disclose To Employee](#)) as shown in Fig. SPARROW.69:

Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

+ Workflow Details

Memorial To President

Letter Section Section I Section II Section III Section IV Section V

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

[Disclose To Employee](#)

Fig.SPARROW.69

- A message prompts **successfully sent** as shown in Fig.SPARROW.70:

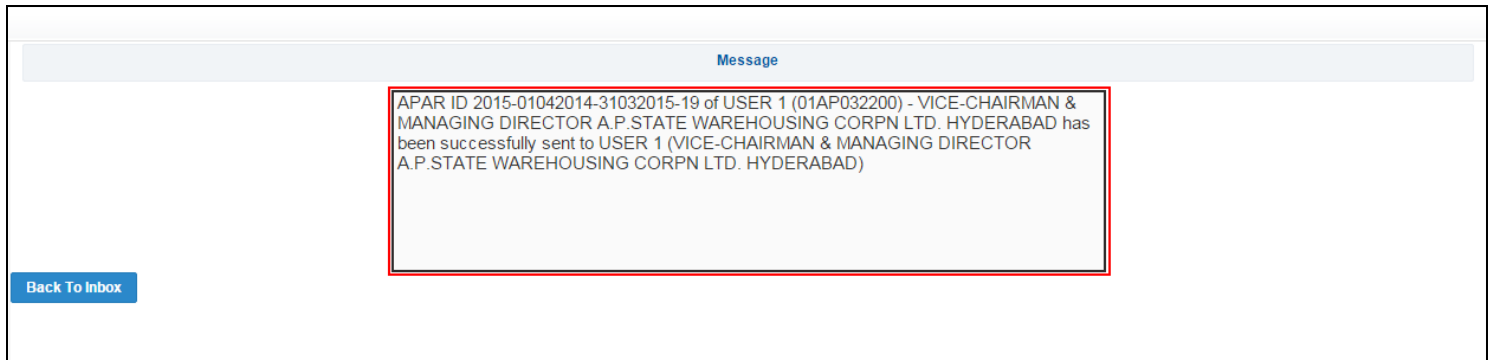


Fig.SPARROW.70

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

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

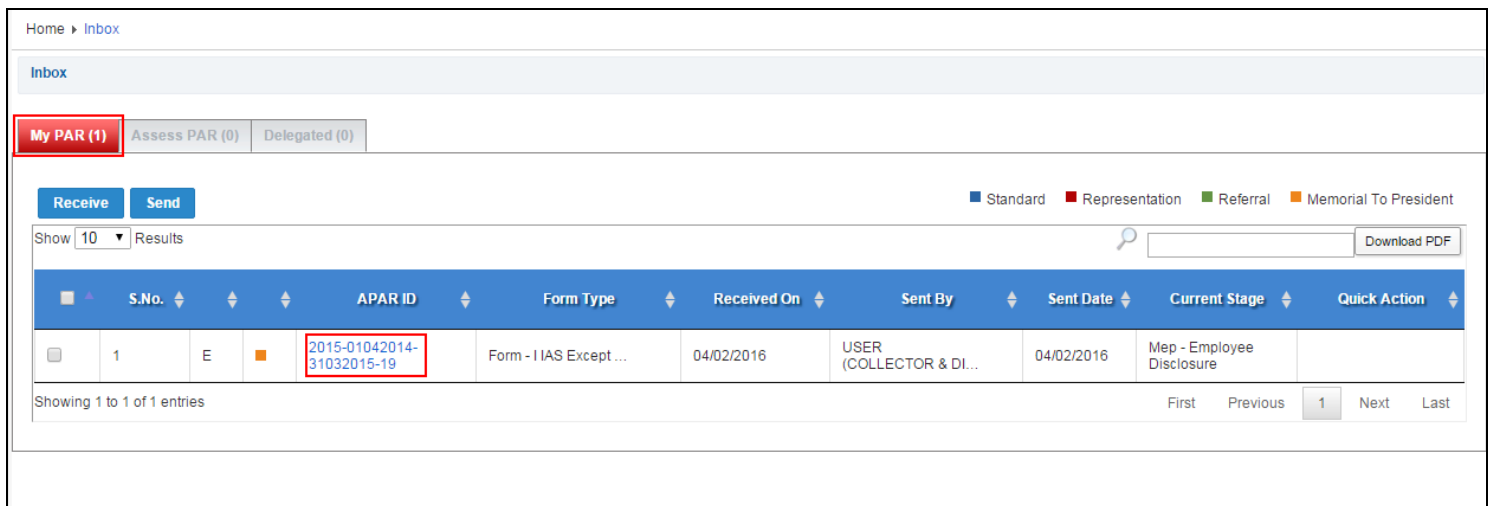


Fig.SPARROW.71

- A page appears, click I Accept (**I Accept**) as shown in Fig.SPARROW.72:


Home > eForm > Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

+ Workflow Details

Memorial To President Select ▼

Letter Section Section I Section II Section III Section IV Section v


 Preview

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(01AP032200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

 Preview

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Fig.SPARROW.72

- A message prompts **successfully** sent as shown in Fig.SPARROW.73:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)

Fig.SPARROW.73

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

- Click PAR ID ²⁰¹⁵⁻⁰¹⁰⁴²⁰¹⁴⁻³¹⁰³²⁰¹⁵⁻¹⁹ () to open the PAR as shown in Fig.SPARROW.74:

Home » Inbox

Inbox

My PAR (0) Assess PAR (0) Delegated (0) Manual Process(0) **Process (1)**

Show 10 Results

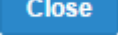
Standard Representation Referral Memorial To President

S.No.	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-19	Form - IAS Except ...	USER 1 (VICE-CHAIRMAN ...)	04/02/2016	USER 1 (VICE-CHAIRMAN ...)	04/02/2016	Mep - CR Section for Closing	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.74

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

Home » eForm » Inbox

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Memorial To President

Letter Section Section I Section II Section III Section IV Section v

Letter I - Employee

Memorial to President

Date: 03/02/2016

USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Close

Fig.SPARROW.75

- A message prompts **successfully Completed** as shown in Fig.SPARROW.76:

Message

APAR ID 2015-01042014-31032015-19 of USER 1 (01AP032200) - VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD has been successfully completed

[Back To Inbox](#)

Fig.SPARROW.76

Note:

a. Custodian closes the PAR finally.

13. Common Functionalities of PAR-

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

13.1 Inbox/ Sent

- Inbox/ Sent Items are classified into **My PAR**, **Assess PAR**, **Delegated**, **Manual Process** and **Process (Inbox)** (**My PAR (0)** **Assess PAR (0)** **Delegated (0)** **Manual Process(0)** **Process (0)**)/ **My PAR**, **Assess PAR**, **Delegated**, **Processed PAR** and **Force Forward (Sent)** (**My PAR** **Assess PAR** **Delegated** **Processed PAR** **Force Forward**).

13.1.1 My PAR (Inbox/ Sent)

- My PAR** (**My PAR (1)**) depicts Self PAR's sent as shown in **Fig.SPARROW.77**:

Home > Inbox

Inbox

My PAR (1) Assess PAR (0) Delegated (0)

Receive Send

Standard Representation Referral Memorial To President

Show 10 Results Download PDF

S.No.	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-60	Form - IAS Except...	04/02/2016	USER (COLLECTOR & DI...	04/02/2016	Officer Reported Upon	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.77

13.1.2 Assess PAR (Inbox/ Sent)

- Assess PAR** (**Assess PAR (1)**), click open to view as shown in **Fig.SPARROW.78** and send to next authority as shown in **Fig.SPARROW.79**:

Home > Inbox

Inbox

My PAR (0) **Assess PAR (1)** Delegated (0)

Receive Send ■ Standard ■ Representation ■ Referral ■ Memorial To President

Show 10 Results Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-60	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	04/02/2016	USER 5 (SR.DIRECTING S...	04/02/2016	Reporting Authority	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.78

Home > eForm > Inbox

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI Batch : 1986 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

Appraisal Preview

- Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filed out in Section II. If not, please furnish factual details.
- Please comment on the claim (if made) of exceptional contribution by the officer reported upon
- Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details
- Do you agree with the skill up-gradation needs as identified by the officer?

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft **Send To Reviewing Authority** Saved

Fig.SPARROW.79

13.1.3 Delegated (Inbox/ Sent)

- Delegated (**Delegated (1)**) depicts the delegated privileges as shown in Fig.SPARROW.80 & Fig.SPARROW.81:

Home > Inbox

Inbox

My PAR (0) Assess PAR (0) **Delegated (1)**

Show 10 Results Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-60	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	04/02/2016	USER 5 (SR.DIRECTING S...	USER 2 (CHIEF OPERATIN...	04/02/2016	Reporting Authority	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.80

Home > eForm > Inbox

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI Batch : 1986 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

- Industry and Trade
- Culture and Information
- Internal Affairs and Defence
- Natural Resource Management
- Housing & Urban Affairs
- Energy and Environment
- Personnel & General Administration, Governance Reform, Regulatory Systems
- Communication Systems and Connectivity Infrastructure
- Science & Technology

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

Date: 05/02/2016 Signature of Reporting Authority

Reference Document Upload(only pdf files with 3mb maximum size) No file chosen

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft

Fig.SPARROW.81

Note:

Firstly User should exist to whom the privileges should be delegated, if not; create Non Member of Service officer with the help of PIMS.
 Delegate the privileges to created User. Refer (Delegation Procedure)
 Now the User (Non Member of Service) login to utilize the privileges delegated.
 The changes done on the PAR by User (Non Member of Service) can be viewed by the Officer (who has delegated the privileges).

13.1.4 Manual Process (Inbox/ Sent)

- Click PAR ID ([2015-01042014-31032015-60](#)) to open the PAR as shown in **Fig.SPARROW.82:**

Home > Inbox

Inbox

My PAR (0) Assess PAR (0) Delegated (0) **Manual Process(1)** Process (0)

Show 10 Results
 Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-60	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	08/02/2016	USER 3 (COMMISSIONER ...	USER 4 (PRL.SECY TO GO...	08/02/2016	Accepting Authority	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.82

- A page appears, click the respective button to forward to the next authority as shown in Fig.SPARROW.83:

Home > eForm > Inbox

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI Batch : 1986 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II Section III Section IV **Section v**

Acceptance Preview

1. Do you agree with the remarks of the reporting/reviewing authorities
 Yes No

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

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

Date: 08/02/2016 Signature of Accepting Authority

Section Upload(only pdf files with 1mb maximum size) No file chosen
 Reference Document Upload(only pdf files with 3mb maximum size) No file chosen

Note:
 • Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
 • Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Fig.SPARROW.83

Note:
Manual Process is performed by Custodian only.

13.1.5 Process (Inbox/ Sent)

- Process (**Process (1)**) depicts the PAR's to be disclosed by custodian as shown in Fig.SPARROW.84

Home > Inbox

Inbox

My PAR (0) Assess PAR (0) Delegated (0) Manual Process(0) **Process (1)**

Show 10 Results Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-60	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	08/02/2016	USER 4 (PRL.SECY TO GO...	08/02/2016	CR Section To Disclose	+

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.84

13.1.6 Processed PAR (Sent)

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

Home > Sent

Sent

My PAR Assess PAR Delegated **Processed PAR** Force Forward

Show 10 Results Standard Representation Referral Memorial To President

S.No.	APAR ID	Form Type	Officer Detail	Cadre	Sent To	Sent Date	Sent to Stage	Quick Action
1	2015-01042014-31032015-29	Form - I IAS Except...	USER 4 (PRL.SECY TO GO...	ANDHRA PRADESH	USER 4 (PRL.SECY TO GO...	02/02/2016	Officer Disclosure	Open
2	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	03/02/2016	Ref - Employee Disclosure	Open
3	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	04/02/2016	Mep - Employee Disclosure	Open
4	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	02/02/2016	Officer Disclosure	Open
5	2015-01042014-31032015-19	Form - I IAS Except...	USER 1 (VICE-CHAIRMAN ...	ANDHRA PRADESH	USER 1 (VICE-CHAIRMAN ...	03/02/2016	Rep - Employee Disclosure	Open

Showing 1 to 5 of 5 entries First Previous 1 Next Last

Fig.SPARROW.85

Note:

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

13.1.7 Force Forward (Sent)

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

Home > Sent

Sent

My PAR Assess PAR Delegated Processed PAR **Force Forward**

Standard Representation Referral Memorial To President

Show 10 Results Download PDF

S.No.			APAR ID	Form Type	Officer Detail	Cadre	Sent To	Force Forwarded By	Sent Date	Sent to Stage	Quick Action
1	E	■	2015-01042014-31032015-60	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	ANDHRA PRADESH	USER (COLLECTOR & DI...	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	08/02/2016	CR Section To Disclose	Open
2	E	■	2015-01042014-31032015-60	Form - I IAS Except...	USER 5 (SR.DIRECTING S...	ANDHRA PRADESH	USER 5 (SR.DIRECTING S...	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	08/02/2016	Officer Disclosure	Open

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Fig.SPARROW.86

Note:

Can view the PAR by clicking the Open ([Open](#)) link.

13.2 Delegation

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

Home > Delegation

Delegation - Assigning Privileges

Search by : UserCreated All User

Employee Search by :

Show 10 Results

S.No.	Name	Code	Designation	Cadre
1	USER 1	01AP032200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	USER 10	01AP032300	PRL.SECRETARY ...	ANDHRA PRADESH
3	USER 2	01AP035800	CHIEF OPERATIN...	ANDHRA PRADESH
4	USER 3	01AP038915	COMMISSIONER B...	ANDHRA PRADESH
5	USER 4	01AP032600	PRL.SECY TO GO...	ANDHRA PRADESH
6	USER 5	01AP034100	SR.DIRECTING ST...	ANDHRA PRADESH
7	USER 6	01AP034500	PRL.SECRETARY ...	ANDHRA PRADESH
8	USER 7	01AP036900	COMMISSIONER T...	ANDHRA PRADESH
9	USER 8	01AP032701	PRL.SECRETARY ...	ANDHRA PRADESH
10	USER 9	01AP030600	SPL CS TO GOVT,...	ANDHRA PRADESH

Showing 1 to 10 of 10 entries First Previous 1 Next Last

Fig.SPARROW.87

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

Home > Delegation

Delegation - Assigning Privileges

Search by : UserCreated All User

Employee Search by :

Show 10 Results

S.No.	Name	Code	Designation	Cadre
1	USER 1	01AP032200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	USER 10	01AP032300	PRL.SECRETARY ...	ANDHRA PRADESH
3	USER 2	01AP035800	CHIEF OPERATIN...	ANDHRA PRADESH
4	USER 3	01AP038915	COMMISSIONER B...	ANDHRA PRADESH
5	USER 4	01AP032600	PRL.SECY TO GO...	ANDHRA PRADESH
6	USER 5	01AP034100	SR.DIRECTING ST...	ANDHRA PRADESH
7	USER 6	01AP034500	PRL.SECRETARY ...	ANDHRA PRADESH
8	USER 7	01AP036900	COMMISSIONER T...	ANDHRA PRADESH
9	USER 8	01AP032701	PRL.SECRETARY ...	ANDHRA PRADESH
10	USER 9	01AP030600	SPL CS TO GOVT,...	ANDHRA PRADESH

Showing 1 to 10 of 10 entries First Previous **1** Next Last

USER 2 (01AP035800, CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI) From: 08/02/2016 To:

Privileges to be Delegated

- DRAFT DELEGATION
- SEND DELEGATION
- COMPLETE DELEGATION

Delegated Privileges

Fig.SPARROW.88

- A message prompts **“Save Successfully”**.

Note:

a. Privileges can be added or removed before submit.

13.3 User Assistance

13.3.1 Track Your PAR

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

Home > Track Self Status

Track Self Status

Assessment Period : 2014-2015

Show 10 Results Download PDF

S.No.	APARID	Work Status	Work From	Work To	Assessment Year
1	2015-01042014-31032015-60	WORKING	01/04/2014	31/03/2015	2014-2015

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.89

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

Home > Track Self Status

Track Self Status

Assessment Period : 2014-2015

Show 10 Results Download PDF

S.No.	APARID
1	2015-01042014-31032015-60

Showing 1 to 1 of 1 entries

S.No.	Sent By	Sent Date	Sent To	Stage	Status	Action Type	Remarks
1	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	04/02/2016	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI)	Officer Reported Upon	Forwarded	Submitted	
2	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI)	04/02/2016	USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)	Reporting Authority	Forwarded	Submitted	
3	USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)	08/02/2016	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	Reviewing Authority	Forwarded	Submitted	
4	USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)	08/02/2016	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	Reviewing Authority	Forwarded	Submitted	
5	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	08/02/2016	USER 4 (PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD)	Accepting Authority	Forwarded	Submitted	

Fig.SPARROW.90

13.4 PAR

13.4.1 Generation

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

13.4.2 Update Section I

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

Home > PAR Update Section

Update Section

Assessment Period : 2014-2015

Search by : Reported Error All Generated

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre IAS **Search**

Show 10 Results Download PDF

S.No.	Form ID	Code	Name	Designation	Allotment Year	
1	2015-01042014-31032015-60	01AP034100	USER 5	SR.DIRECTING ST...	1986	Open

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fig.SPARROW.91

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

Home > PAR Update Section

Update Section

Basic Information (To be filled in by Administration Division/Personnel Department)



1. Name of the Officer reported upon: USER 5

2. Service: IAS

3. Cadre: ANDHRA PRADESH

4. Year of Allotment: 1986

5. Date of Birth: 21/07/1961

6. Present Grade: [Empty]

7. Present Post: [Empty]

8. Date of Appointment to Present Post: [Empty]

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	Period Worked	
			From Date	To Date
Reporting Authority	USER 2	CHIEF OPERATING OFF	01/04/2014	31/03/2015
Reviewing Authority	USER 3	COMMISSIONER BC WE	01/04/2014	31/03/2015
Accepting Authority	USER 4	PRL SECY TO GOVT(TW)	01/04/2014	31/03/2015

10. Period of absence on leave, etc.

Period From	Period To	Type	Remarks
[Empty]	[Empty]	[Empty]	[Empty]

11. Training Program Attended

Date From	Date To	Institute	Subject
[Empty]	[Empty]	[Empty]	[Empty]

12. Awards/Honours

[Empty text area]

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

[Empty text area]

14. Date of Filing the property return for year ending December: [Empty]

15. Date of last prescribed medical examination (for officers over 40 years of age). Attach copy of the summary of the medical report: [Empty]

Date: 04/02/2016

Signature (Administrative/Personnel Dept.)
USER
(01AP040100) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Reference Document Upload (only pdf files with 3mb maximum size)

Choose file No file chosen

Update

- Note:
- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
 - Having any issue during update (DSC Signing), Kindly [Troubleshoot](#)

Fig.SPARROW.92

- A message prompts **Details Update** as shown in **Fig.SPARROW.93**:

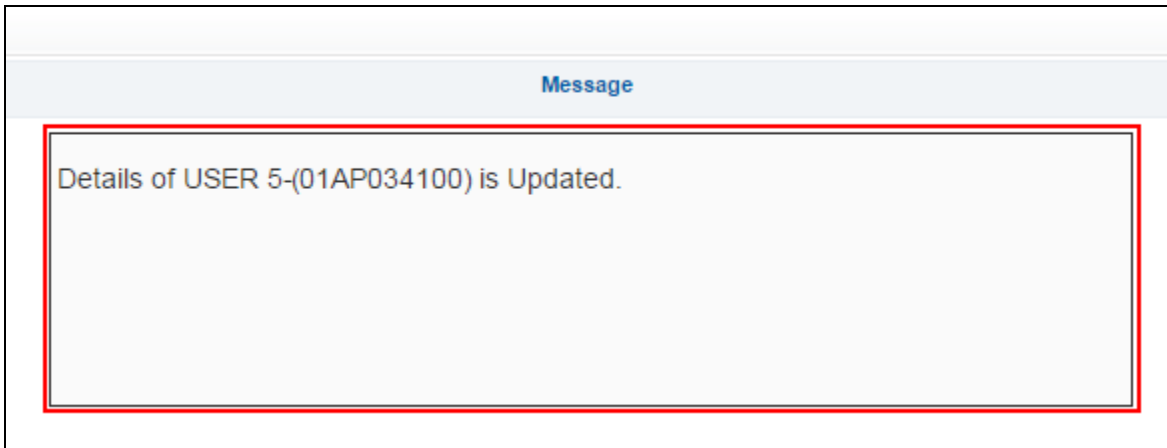


Fig.SPARROW.93

13.4.3 Tracking

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

Home > Track Status

Track Status

Assessment Period : 2014-2015

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre Choose Service ANDHRA PRADESH Choose Form

Search

Show 10 Results

S.No.	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organisation	Allotment Year/Batch
1	2015-01042014-31032015-28	USER 4 (PRL.SECY TO GO...	2014-2015	WORKING	01/04/2014	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1984
2	2015-01042014-31032015-19	USER 1 (VICE-CHAIRMAN ...	2014-2015	WORKING	01/04/2014	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1984
3	2015-01042014-31032015-60	USER 5 (SR.DIRECTING S...	2014-2015	WORKING	01/04/2014	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1986

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Fig.SPARROW.94

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

Home > Track Status

Track Status

Assessment Period : 2014-2015

Employee Search by : Employee Code

Show 10 Results

S.No.	APARID	Officer
1	2015-01042014-31032015-29	USER 4 (PRL.SECY T)
2	2015-01042014-31032015-19	USER 1 (VICE-CHAIR)
3	2015-01042014-31032015-60	USER 5 (SR.DIRECT)

Showing 1 to 3 of 3 entries

S.No.	Sent By	Sent Date	SentTo	Stage	Status	Action Type	Remarks
1	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	02/02/2016	USER 4 (PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD)		Forwarded	Submitted	
2	USER 4 (PRL.SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD)	02/02/2016	USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD)	Reporting Authority	Forwarded	Submitted	
3	USER 1 (VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD)	02/02/2016	USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)	Reviewing Authority	Forwarded	Submitted	
4	USER 2 (CHIEF OPERATING OFFICER NRLM UNDP NEW DELHI)	02/02/2016	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	Accepting Authority	Forwarded	Submitted	
5	USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	02/02/2016	USER (COLLECTOR & DISTRICT MAGISTRATEHYDERABAD)	CR Section To Disclose	Forwarded	Submitted	

Fig.SPARROW.95

13.4.4 Force Forward

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

Home > Force Forwarding

Force Forwarding

Assessment Period* : 2014-2015

Employee Search by : Employee Code Choose Designation Employee Name Batch Choose Cadre

Show 10 Results

S.No.	APAR ID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Due Date	Quick Action
1	2015-01042014-31032015-60	USER 5 (SR.DIRECTING S...	ANDHRA PRADESH	USER (COLLECTOR & DI...	08/02/2016	USER 5 (SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE M/O DEFENCE NEW DELHI)	Officer Disclosure	31/08/2015	<input type="button" value="Send"/> <input type="button" value="Print"/>

Showing 1 to 1 of 1 entries

Fig.SPARROW.96

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

The screenshot displays the 'Force Forwarding' section of the eoffice application. A modal window is open, prompting the user to provide a 'Reason for Force Forwarding'. The text 'force forw' is entered into the input field. A 'Submit' button is visible below the input field. The background interface includes search filters for 'Assessment Period*' (set to 2014-2015) and 'Employee Search by' (set to Employee Code). A table below the modal shows one entry with columns for S.No., APAR ID, and Officer Detail. The table content is as follows:

S.No.	APAR ID	Officer Detail
1	2015-01042014-31032015-60	USER S (SR.DIRECTING S...

Navigation controls at the bottom of the table include 'First', 'Previous', '1', 'Next', and 'Last'. The status 'Showing 1 to 1 of 1 entries' is displayed below the table.

Fig.SPARROW.97

- A message prompts “Send successfully”.

13.5 Workflow

13.5.1 Create/ Update

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

13.6 Dossier

13.6.1 Officers Completed PAR

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

S.No.	Name	Allotment Year/Batch	Employee Code	Designation	Total(Viewed) PAR
1	USER 3	1995	01AP038915	COMMISSIONER B...	1 (1)
2	USER 4	1984	01AP032600	PRL.SECY TO GO...	1 (1)

Fig.SPARROW.98

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

S.No	Document Type	Section Name	Download
1	ACR Section PDF Generate	ACR Section PDF Generate -Basic Information	View
2	ACR Complete	ACR Complete -Completed	View
3	ACR Section PDF Generate	ACR Section PDF Generate -Self Appraisal	View
4	ACR Section PDF Generate	ACR Section PDF Generate -Accepting	View
5	ACR Section PDF Generate	ACR Section PDF Generate -Reviewing	View
6	ACR Section PDF Generate	ACR Section PDF Generate -Appraisal	View

Fig.SPARROW.99

Note:

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

13.6.2 My Completed PAR




- Officer can view his/ her Completed PAR details.

13.6.3 My ACR Status

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

13.7 DSC

13.7.1 Enroll

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

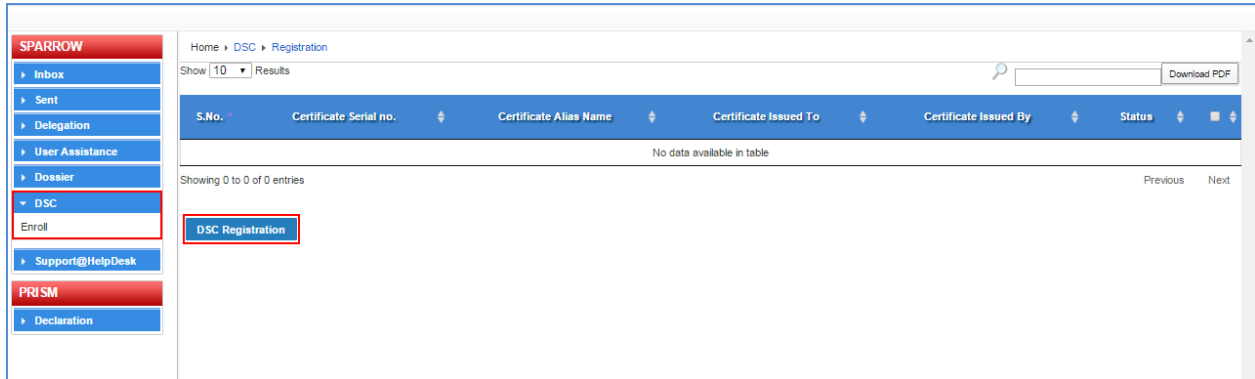


Fig.SPARROW.100

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

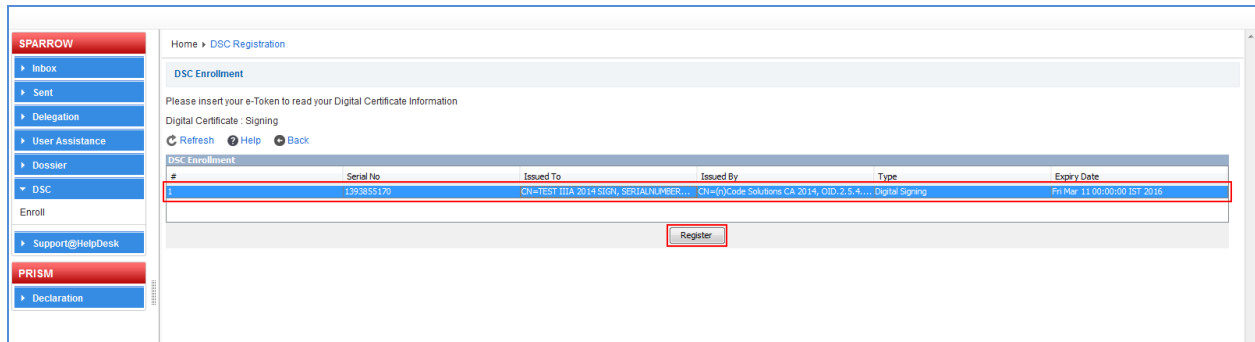



Fig.SPARROW.101

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

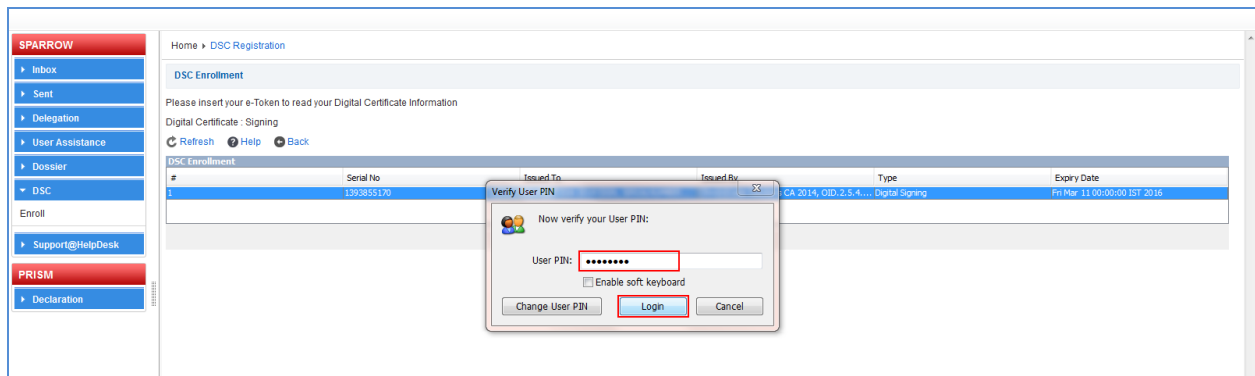


Fig.SPARROW.102

- A message prompts, 'The DSC has been registered successfully', click OK () as shown in Fig.SPARROW.103

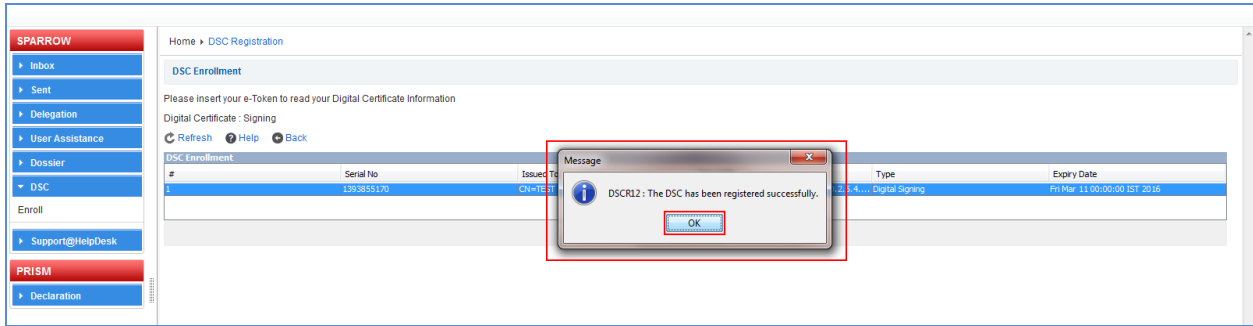


Fig.SPARROW.103

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

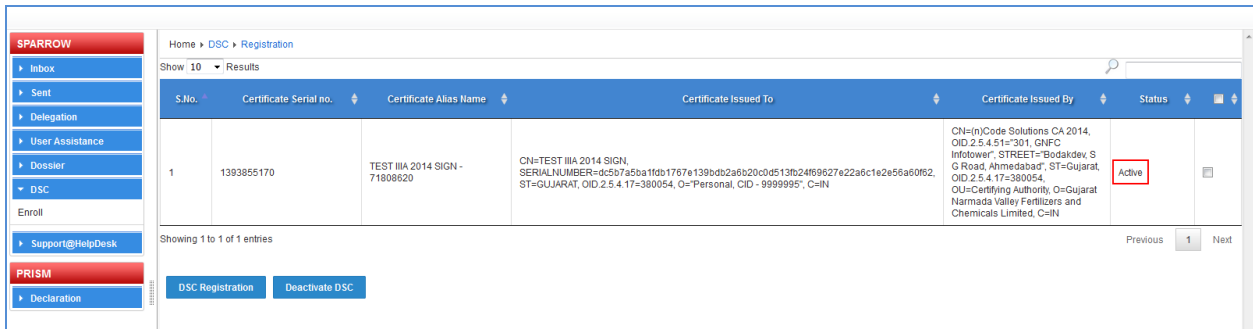



Fig.SPARROW.104

Note:

To deactivate registered DSC, click Deactivate DSC ().
Inactive DSC cannot be activated.
DSC certificate is must for Custodian.

13.7.2 Status

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

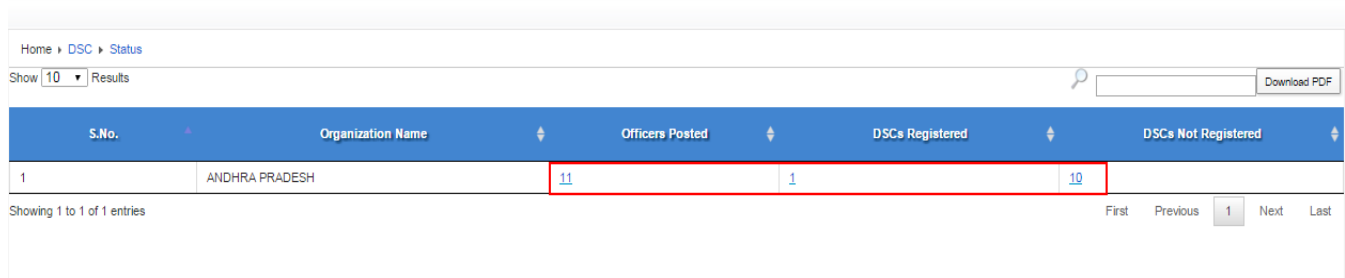


Fig.SPARROW.105

13.8 NIC Email Status

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

S.No.	Organization Name	Officers Posted	NIC Email Registered	NIC Email Not Registered
1	ANDHRA PRADESH	11	10	1

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.SPARROW.106

13.9 Support@Helpdesk

13.9.1 Report Issue

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

The screenshot shows the 'Report Your Issue' form in the eOffice Support system. The form is titled 'Report Your Issue' and is located in the 'Home' section. The form includes the following fields and options:

- Reported Via:** Select Medium (dropdown menu)
- Product *:** Select Product (dropdown menu)
- Module *:** Select Module (dropdown menu)
- Select Browser Used *:** Select Browser (dropdown menu)
- Browser Version *:** Text input field
- Brief Subject *:** Text input field
- Detailed Description:** Large text area for describing the issue.
- Steps to reproduce *:** Text area for providing steps to reproduce the issue.
- Category *:** Normal (dropdown menu)
- Severity *:** Normal (dropdown menu)
- Upload File:** Choose file button, No file chosen. Files upto 5MB (screenshot/supporting document)
- Reported By:Name *:** USER (text input)
- eOffice UserID:** user (text input)
- Sub Department *:** Select Department (dropdown menu)
- Section:** Text input field
- Room No./Address:** Text input field
- Phone No./Extn.:** Text input field
- eMail ID *:** mmukesh@nic.in (text input)
- Mobile No.:** 9989533388 (text input)
- Enter the code here:** Text input field for CAPTCHA
- CAPTCHA:** k94vkz
- Submit:** Button highlighted with a red box.

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Fig.SPARROW.107

13.9.2 Check Status

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

S.NO	REQ ID	PRODUCT	SUMMARY	SUBMITTED BY	SUBMITTED ON	ASSIGNED TO	STATUS	REMARKS	ACTION
1	T2878	Sparrow	NO EMPLOYESS	local-admin53 (M/O EXTERNAL AFFAIRS)	19-03-2014 10:38:50	NA	Submitted		
2	T2851	Sparrow	Reporting pages aggregate points	local-admin4 (BIHAR)	18-03-2014 15:08:27	NA	Resolved & Closed	SecIII calculating 1-10 not 1-5 as per PAR rules	
3	T2838	Sparrow	Change in Reporting or Reviewing or Reporting Authority	local-admin15 (MANIPUR TRIPURA)	15-03-2014 14:09:45	NA	Submitted		
4	T2787	Sparrow	Reporting Officer Sec III page Overall grade1-10 3.00 is the default value	local-admin4 (BIHAR)	13-03-2014 18:33:16	NA			
5	T2751	Sparrow	Issues observed by GAD Haryana and NIC Haryana	A SREENIVAS (HARAYANA)	11-03-2014 14:29:14	NA	Submitted		
6	T2727	Sparrow	Ministry name is not coming	local-admin109 (HARAYANA)	10-03-2014 14:02:27	NA			
7	T2664	Sparrow	asdasdasdasd	KISHORE KUMAR SINHA (PLANNING COMMN)	05-03-2014 17:04:34	NA	Rejected	For Testing	
8	T2659	Sparrow	date label box should be elongated	local-admin4 (BIHAR)	05-03-2014 16:09:24	NA	Resolved & Closed	minimize the webpage little bit	
9	T2572	Sparrow	Previous comment updation	NIC(ODISHA)	28-02-2014 17:15:54	NA	Resolved & Closed	Reviewing Officer unable to change the Reporting officer s comment Its working fine as per PAR rules	
10	T2570	Sparrow	APAR generation	NIC(ODISHA)	28-02-2014 17:14:43	NA	Resolved & Closed	APAR generated Successfully the msg is highlighted in Red above the Assessment Period option	

Fig.SPARROW.108

13.9.3 Feedback

- Click **Feedback** link to send a feedback regarding application, as shown in **Fig.SPARROW.109**:

SPARROW - FEEDBACK FORM

Q. How user-friendly do you find the application?

Excellent Good Average fair Poor

Any other suggestions

(Max:500) You have characters left.

Q. What was your experience at the time of recording of PAR. Whether the delegation to PA served its purpose?

Excellent Good Average fair Poor

Any other suggestions

(Max:500) You have characters left.

Q. What was your experience with the DSC?

Excellent Good Average fair Poor

Any other suggestions

(Max:500) You have characters left.

Q. What was your experience at the time of uploading the Medical Report, etc?

Excellent Good Average fair Poor

Any other suggestions

(Max:500) You have characters left.

Fig.SPARROW.109

Note:
Provide all the mandatory fields (*) to fill the Report Issue.

13.10 Role Details

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

Home » Role Detail

Role Detail

Organisation: Choose one

Role: PAR CENTRAL CUSTODIAN (Primary)

Role Assigned Role Revoked

Submit

Show 10 Results [Download PDF](#)

S.No.	Organization	Officer Detail	Officer Organisation	Email ID	Allotment Year	Cadre	Role Assigned	Assigned Date	Revoked Date
1	A G M U T - DELHI	ARCHNA ARORA (PR. SECRETARY (HOME))	A G M U T - DELHI	archna83@ias.nic.in	1983	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	18/07/2014	18/07/2014
2	A G M U T - GOA	RAJESH KUMAR SRIVASTAVA (CHIEF SECRETARY)	A G M U T - GOA	rk-srivastava@nic.in	1984	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	06/04/2015	
3	A G M U T - LAKSHADWEEP	ASHOK KUMAR JAYAPAL (COLLECTOR & DEV COMMR)	A G M U T - LAKSHADWEEP	ak.jayapal@ias.nic.in	2008	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	28/04/2014	
4	AGRICULTURE - DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION	PRADEEP KUMAR PUJARI (SPECIAL SECRETARY & FINANCIAL ADVISER)	AGRICULTURE - DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION	pujaripk@ias.nic.in	1981	GUJARAT	PAR CENTRAL CUSTODIAN (Primary)	29/04/2014	
5	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	SHRI R.B.SINHA (JS(ADMIN.))	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	rb.sinha@nic.in			PAR CENTRAL CUSTODIAN (Primary)	16/04/2014	
6	AGRICULTURE - DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	SANJAY R BHOOSREDDY (JOINT SECRETARY)	AGRICULTURE - DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	jspf-dadff@nic.in	1989	UTTAR PRADESH	PAR CENTRAL CUSTODIAN (Primary)	27/02/2015	
7	ATOMIC ENERGY	KRISHNAN N.G ()	IGCAR				PAR CENTRAL CUSTODIAN (Primary)	29/05/2014	30/05/2014
8	ATOMIC ENERGY	SWATI PANDEY (DIRECTOR(ADMN))	ATOMIC ENERGY	swati.pande72@nic.in			PAR CENTRAL CUSTODIAN (Primary)	30/05/2014	
9	AYUSH	A K GANERIWALA (JOINT SECRETARY)	AYUSH	anil.ganeriwala@nic.in			PAR CENTRAL CUSTODIAN (Primary)	16/05/2014	
10	BIHAR	RAVI MITAL (PRL SECY)	BIHAR	r.mital@nic.in	1986	BIHAR	PAR CENTRAL CUSTODIAN (Primary)	07/04/2015	07/04/2015

Fig.SPARROW.110

13.11 Migration

13.11.1 PAR Migration

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

Home > Migration

Migration

Employee Search by: Employee Code: Choose Designation: Batch: Choose Service: Choose Global Organisation:

S.No.	APARID	Officer Detail	Cadre	Allotment Year/Batch
1		USER 3 (COMMISSIONER BC WELFARE HYDERABAD)	ANDHRA PRADESH	1995

<< 1 >>

Fig.SPARROW.111

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

Home > Migration Form

Migration Form

Name : USER 3
Designation : COMMISSIONER BC WELFARE HYDERABAD
Code : 01AP038915
Cadre : ANDHRA PRADESH
Allotment Year/Batch : 1995

Show 10 Results

S.No.	Assessment Year	Work Status	Work From	Work To
1	2014-2015	Working	01/04/2014	31/03/2015

Showing 1 to 1 of 1 entries

[Back To Search](#) First Previous 1 Next Last

Fig.SPARROW.112

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

Home » Migration Form

Migration Form

Basic Details

Name : USER 3
 Designation : COMMISSIONER BC WELFARE HYDERABAD
 Code : 01AP038915
 Cadre : ANDHRA PRADESH
 Allotment Year/Batch : 1995

PAR Details

Assessment Period* : ---Select---
 From Date* : To Date* :
 Officer Name : USER 3
 Post Held :
 Work Status* : ---Select--- Form Type : ---Select---
 Closed Status : Closed Date* :
 Final Grading :

Grading

Reporting Authority Name:	Designation:	Grade(Number):	Grade(Text): --Select--
Reviewing Authority Name:	Designation:	Grade(Number):	Grade(Text): --Select--
Accepting Authority Name:	Designation:	Grade(Number):	Grade(Text): --Select--

Additional Details

ACR Status* : ---Select---

**Upload only Pdf file* No file chosen

Fig.SPARROW.113

- As a result message prompts PAR Migrated Successfully.

13.11.2 Grading (Manually Section uploaded)

**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