



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
User Manual

Department of Personnel & Training (DOPT)



Confidentiality Statement

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

Copyright 2016, National Informatics Centre

Abbreviations

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

Table of Contents

1. Objective	6
2. Introduction.....	7
3. Key Features - SPARROW	8
4. Roles - SPARROW	9
5. Roles & Responsibilities - SPARROW	10
6. Workflow Oriented Movement of PAR	12
7. Modules - SPARROW	14
7.1ADMINISTRATOR - Standard Menu.....	15
7.2User or Officer - Standard Menu.....	15
8. Movement of PAR –Custodian (First Steps)	16
8.1Create Workflow/Update.....	16
8.2Update Workflow	20
8.3Generation of PAR.....	22
8.4Send PAR	24
9. Movement of PAR-Standard Flow	25
10.Movement of PAR- Representation Flow.....	37
11.Movement of PAR – Referral Flow	45
12.Movement of PAR - Memorial against Assessment Flow	52
13.Common Functionalities of PAR-.....	61
13.1 Inbox/ Sent.....	61
13.1.1 My PAR (Inbox/ Sent).....	61
13.1.2 Assess PAR (Inbox/ Sent)	61
13.1.3 Delegated (Inbox/ Sent)	62
13.1.4 Manual Process (Inbox/ Sent)	63
13.1.5 Process (Inbox/ Sent)	64
13.1.6 Processed PAR (Sent)	65
13.1.7 Force Forward (Sent)	65
13.2 Delegation.....	67
13.3 User Assistance	69
13.3.1 Track Your PAR.....	69
13.4 PAR.....	70
13.4.1 Generation	70
13.4.2 Update Section I.....	70
13.4.3 Tracking.....	72
13.4.4 Force Forward	73
13.5 Workflow	75
13.5.1 Create/ Update	75
13.6 Dossier	76

13.6.1 Officers Completed PAR.....	76
13.6.2 My Completed PAR	76
13.6.3 My ACR Status.....	76
13.7 DSC.....	78
13.7.1 Enroll	78
13.7.2 Status	79
13.8 NIC Email Status.....	80
13.9 Support@Helpdesk.....	81
13.9.1 Report Issue	81
13.9.2 Check Status.....	82
13.9.3 Feedback	82
13.10 Role Details	84
13.11 Migration	85
13.11.1 PAR Migration	85
13.11.2 Grading (Manually Section uploaded)	86

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	
Primary PAR Custodian Responsibilities Manages and Maintains PAR Database Central Repository records updating Primary Nodal Officer Responsibilities Generates the PAR Parameters for PAR are set up	Ownership Based Centre PAR Custodian Responsibilities SPOC for Center Maintains the records with respect to Center State PAR Custodian Responsibilities SPOC for State Maintains the records with respect to State

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

6. Workflow Oriented Movement of PAR

Workflow Based Movement of PAR

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

Workflow is created for Officer.

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

Custodian receives an email on every movement of PAR.

Custodian closes the Accepted PAR.

Standard

Representation

Referral

MaA

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

7. Modules - SPARROW

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

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

7.1 ADMINISTRATOR - Standard Menu

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

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

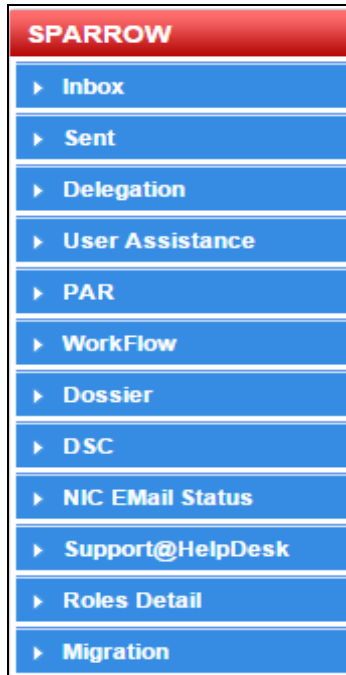


Fig.SPARROW.1

7.2 User or Officer - Standard Menu

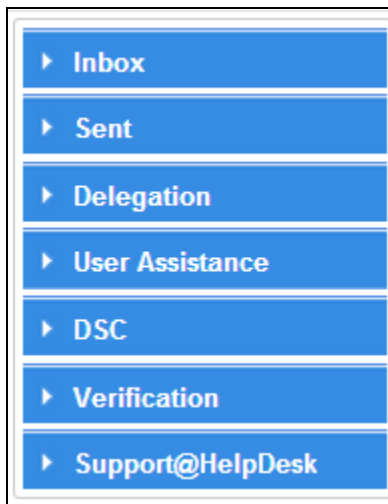


Fig.SPARROW.2

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**:

The screenshot displays the 'Employee Search for Assessment - Workflow Creation' window. It features two tabs: 'Workflow Within Same Organisation' (active) and 'Workflow Within All Organisations'. The 'Assessment Period' is set to '2014-2015'. Below this, there are input fields for 'Employee Class', 'Grade Designation', and 'Employee Name', along with a 'Batch' field. A 'Search' button is highlighted with a red box. At the bottom, there are three checkboxes: 'In Progress', 'Completed' (checked), and '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	☐	USER 1	1984	01AP032200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	☐	USER 2	1989	01AP035800	CHIEF OPERATIN...	ANDHRA PRADESH
3	☐	USER 3	1995	01AP038915	COMMISSIONER B...	ANDHRA PRADESH
4	☐	USER 4	1984	01AP032600	PRL.SECY TO GO...	ANDHRA PRADESH
5	☐	USER 5	1986	01AP034100	SR.DIRECTING ST...	ANDHRA PRADESH
6	☐	USER 6	1987	01AP034500	PRL.SECRETARY ...	ANDHRA PRADESH
7	☐	USER 7	1991	01AP036900	COMMISSIONER T...	ANDHRA PRADESH
8	☐	USER 8	1984	01AP032701	PRL.SECRETARY ...	ANDHRA PRADESH
9	☐	USER 9	1983	01AP030600	SPL CS TO GOVT., ...	ANDHRA PRADESH
10	☐	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 » Window » Employee Spawin

Creation of Workflow - Choosing Workflow Period

Name: USER 4
Designation: PRL. SECY TO GOVT (TR) SOCIAL WELFARE DEPT HYDERABAD
Code: 91A19032600
Cadre: ANDHRA PRADESH
State: ANDHRA PRADESH
Allotment: 1884
Year: 2014

Start To Design

Assessment Period	Status	Form Type	Actions
From: 01/01/2014 To: 31/03/2015	WORKING Chosen Status Leave NPO TRAINING WORKING	--Select--	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**:

Home » Workflow » Employee Selected » Create/Update

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

Name : USER 4
Designation : PRL SECTY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD
Code : 81AP032900
Circle : ANDHRA PRADESH
Grade : ANDHRA PRADESH
Allotment : 1984
YearBuilt :
Status : Working
Form Type : Form - IAS Except Adml Secy & Secy (Below Super Time Scale)

Standard | Representation | Approval | Modification

Active	S.No.	Stage	Name	Target Date	Access Privileges
☒	1	Officer Reported Upon	USER 4 (01AP032900) [PRL SECTY TO GOVT(TW) SOCIAL WELFA	30/04/2015	
☒	2	Reporting Authority	—Select—	31/05/2015	
☒	3	Reviewing Authority	—Select—	30/06/2015	
☒	4	Accepting Authority	—Select—	31/07/2015	
☒	5	CR Section To Disclose	USER (81AP040100) [COLLECTOR & DISTRICT MAGISTRATEHY	15/08/2015	
☒	6	Officer Disclosure	USER 4 (01AP032900) [PRL SECTY TO GOVT(TW) SOCIAL WELFA	31/08/2015	
☒	7	CR Section for Closing	USER (81AP040100) [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(W) SOCIAL WELFARE DEPT HYDERABAD
Code: 01AP032008
Cadre: ANDHRA PRADESH
Global Organisation: ANDHRA PRADESH
Allotment Year/Date: 1994

Back To Search

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

Fig.SPARROW.7

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

Home » Workflow » Employee Search » Create/Update

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

Name: USER 4
Designation: PRL SECY TO GOVT(W) SOCIAL WELFARE DEPT HYDERABAD
Code: 01AP032008
Cadre: ANDHRA PRADESH
Global Organisation: ANDHRA PRADESH
Allotment Year/Date: 1994
Status: Working
Form Type: Form - IAS Except Adm Secy & Secy (Below Super Time Scale)

Standard

Active	S.No.	Stage	Name	Target Date	Access Privileges
☒	1	Officer Reported Upon	USER 4 (01AP032008) [PRL SECY TO GOVT(W) SOCIAL WELFA	30/04/2015	
☒	2	Reporting Authority	USER 1 (01AP032008) [VICE-CHARMAN & MANAGING DIRECTO	31/05/2015	
☒	3	Reviewing Authority	USER 2 (01AP030903) [CHIEF OPERATING OFFICER NRI&LND	30/06/2015	
☒	4	Accepting Authority	USER 3 (01AP030915) [COMMISSIONER BC WELFARE HYDERA	31/07/2015	
☒	5	CR Section To Dispose	USER (01AP04D100) [COLLECTOR & DISTRICT MAGISTRATE HY	15/08/2015	
☒	6	Officer Disposal	USER 4 (01AP032008) [PRL SECY TO GOVT(W) SOCIAL WELFA	31/08/2015	
☒	7	CR Section for Closing	USER (01AP04D100) [COLLECTOR & DISTRICT MAGISTRATE HY	30/09/2015	

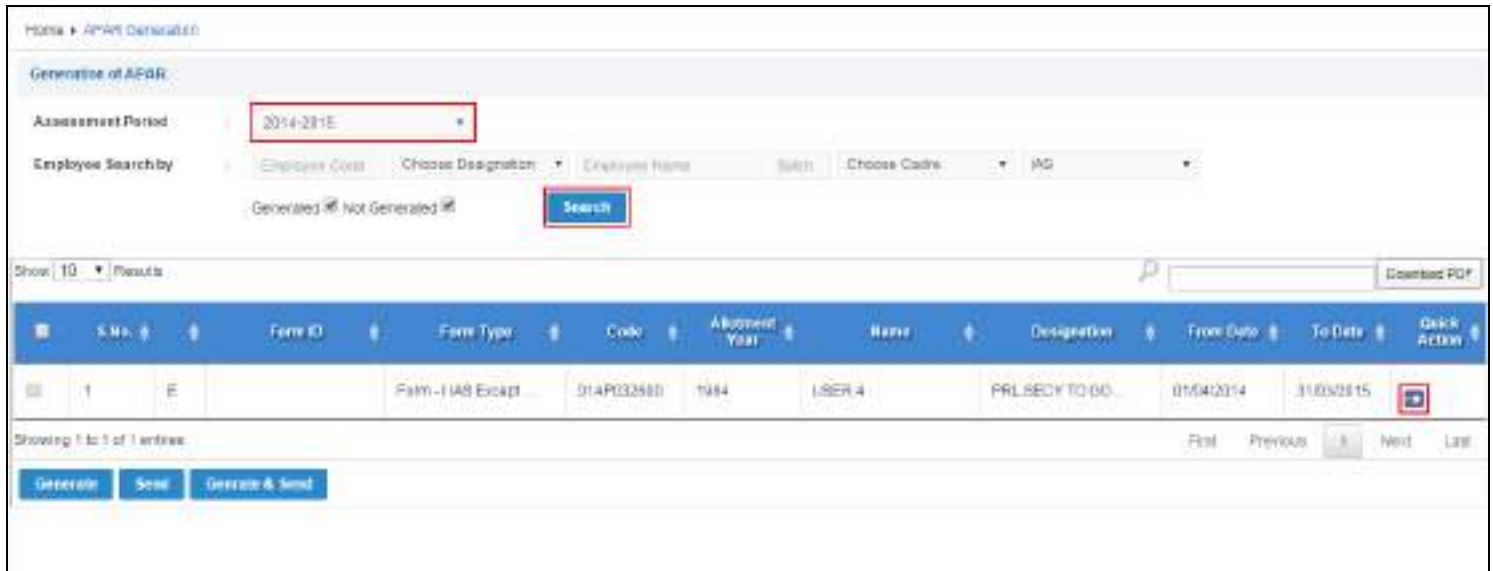
Next Update

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 > PAR Generated

Generation of PAR

Assessment Period: 2014-2015

Employee Search by: Employee Code, Choose Designation, Employee Name, Select, Choose Cadre, JAG

Generated ☒ Not Generated ☒ **Search**

Show: 10 Results

S.No.	Form ID	Form Type	Code	Assessment Year	Name	Designation	From Date	To Date	Quick Action
1	E	Form-IAS Exempt	01AP032680	1984	USER 4	PRL SECY TO GO	01/04/2014	31/03/2015	

Showing 1 to 1 of 1 entries

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(W) 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:

2. Service: 3. Cadre:

4. Year of Appointment: 5. Date of Birth:

6. Present Grade: 7. Present Post:

8. Date of Appointment to Present Post:

9. Reporting, Reviewing and Accepting Authorities

Authority	Name	Designation	From Date	To Date
Reporting Authority:	USER 1	SECRETARY TO GOVT	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 [Contact Support](#)

Fig.SPARROW.10

Home » APAR Generation

Generation of APAR

Assessment Period:

Employee Search By:

Generated ☒ Not Generated ☐

Show: 10 Results

	S.No.	Form ID	Form Type	Code	Assessment Year	Name	Designation	From Date	To Date	Quick Action
☐	1	IC 2015-01040314-37	Form - I (AG) Except...	01AP002000	1984	USER 4	PRL SECY TO GOVT	01/04/2014	31/03/2015	Print

Showing 1 to 1 of 1 entries

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**:

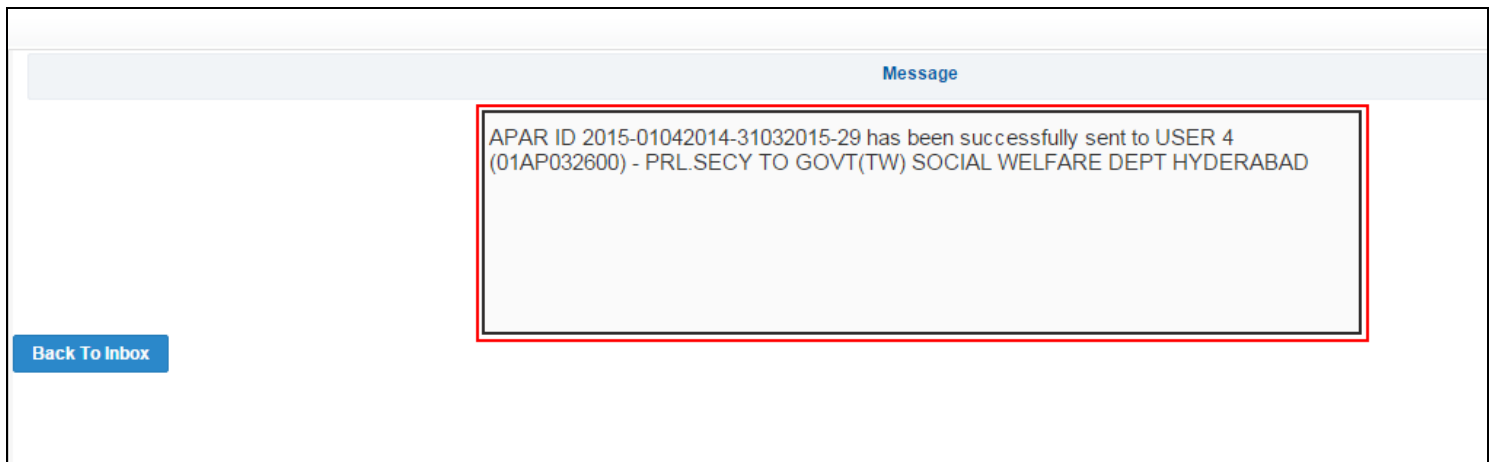


Fig.SPARROW.12

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 'My PAR (1)' section of the eoffice system. It includes a table with columns: S.No., PAR ID, Form Type, Received On, Sent By, Sent Date, Current Stage, and Quick Action. The first row of data is highlighted, with the PAR ID '2015-01042014-31032015-29' enclosed in a red rectangular box. The 'Form Type' is 'Form - IAS Except...', 'Received On' is '02/02/2016', 'Sent By' is 'USER COLLECTOR & DI...', 'Sent Date' is '02/02/2016', and 'Current Stage' is 'Officer Reported Upon'.

S.No.	PAR 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 > Index

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : E984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I

Self Appraisal

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

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 cost? 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 & Saving, 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 Index

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**:

The screenshot shows the 'My PAR ID' section with a red 'Access PAR ID' button. Below is a table of PAR forms. The first row is highlighted, and the PAR ID '2015-01042014-31032015-29' is highlighted in a red box.

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	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	Reporting Authority	

Showing 1 to 1 of 1 entries

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 » eOffice » PAR

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : WS Desk/Division : PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 1884 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section I Section II **Section III**

Approval

1. Please state whether you agree with the responses relating to the accomplishments of the work year and unforeseen tasks as filled 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. Was the officer reported upon met with any significant failure 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 Reporting Authority Save

Fig.SPARROW.17

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

Message

APAR ID 2015-01042014-31032015-29 of USER 4 (01AP002000) - PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER 2 (CHIEF OPERATING OFFICER NRHM UNDP NEW DELHI)

Back To Index

Fig.SPARROW.18

Note:

- Section I & Section II are both in readable mode.
- 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 » index

Index

Access PAR (T) | Completed PAR

Receive | Send

Show 10 Results | Download PDF

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Check Action
1	2015-01042014-31032015-29	Form - I AS-Script	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 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 » Index

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

Workform Details

Standard

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

Review

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 issues of the individual 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 performance written by the Reporting Authority

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

100%

Please Do Not Copy & Paste From Any Rich Text Editor Like MS Word, Excel etc.
Having any Issue during Screen & Signing, kindly [Email Us](#)

Save As Draft | **Send To Accepting Authority** | Loading

Fig.SPARROW.20

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

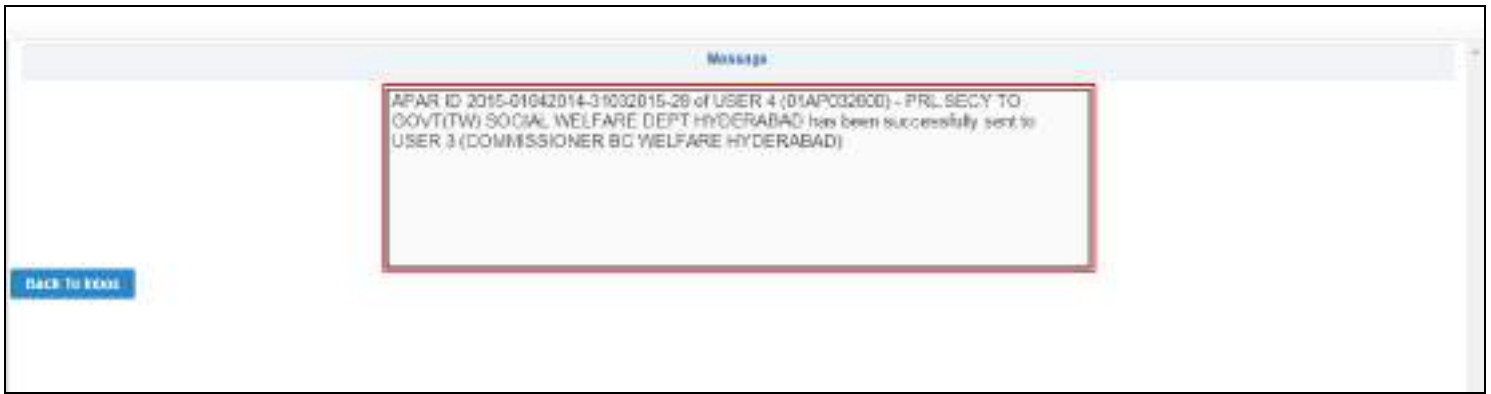


Fig.SPARROW.21

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:

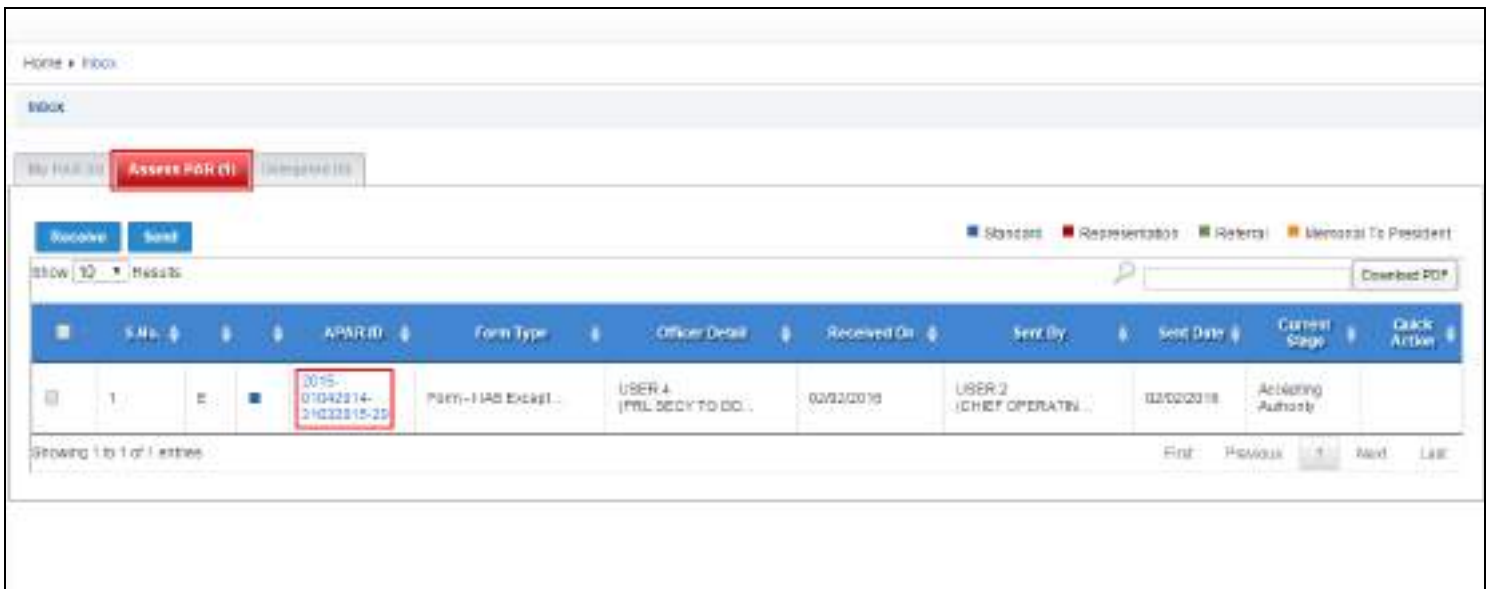


Fig.SPARROW.22

- 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 | eParas | Index

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

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 2mb maximum size)

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](#)

Save As Draft Send To CR Section

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 MAGISTRATE HYDERABAD)

Back To Inbox

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 » Index

Index

My PAR (0) Archived PAR (0) Delivered (0) **Process (1)**

Show 10 Results Download PDF

Standard Representation Referral Verbatim To President

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-D10-Q014-31032015-29	Form - IAS Except...	USER 4 (PRLSECY TO GO)	03/02/2016	USER 3 (COMMISSIONER)	03/02/2016	CR Section To Disclose...	

Showing 1 to 1 of 1 entries

First Previous Next Last

Fig.SPARROW.25

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

Home » Form » Index

Officer Name : USER 4 Cadre : ANDHRA PRADESH Service : IAS Designation : PRLSECY TO GO(TW) SOCIAL WELFARE DEPT HYDERABAD Batch : 5984 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section 1 Section 2 Section 3 Section 4 Section 5

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

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Cadre: ANDHRA PRADESH

4. Year of Appointment: 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 [Try at School](#)

Disclose To Officer **Cancel**

Fig.SPARROW.26

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

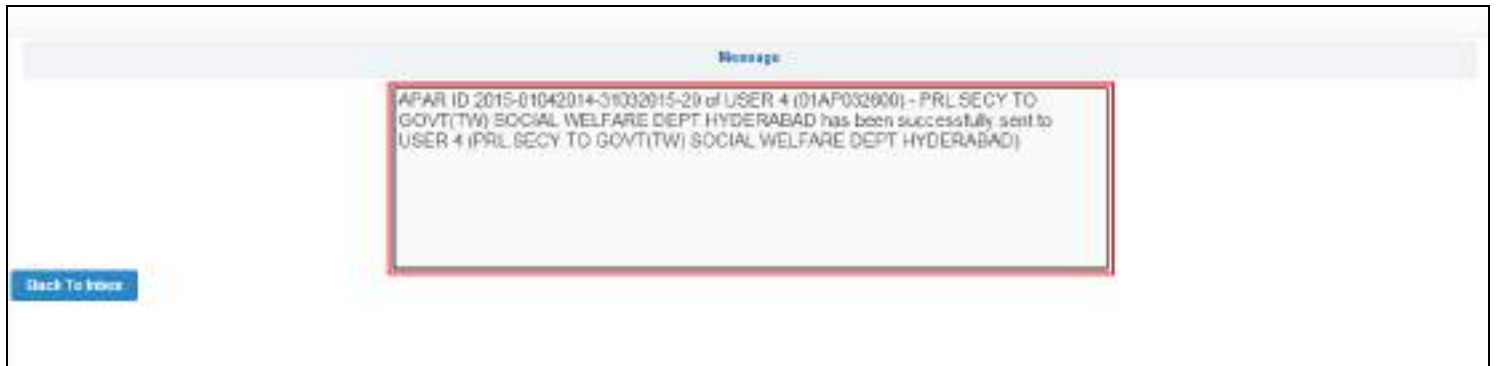


Fig.SPARROW.27

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:

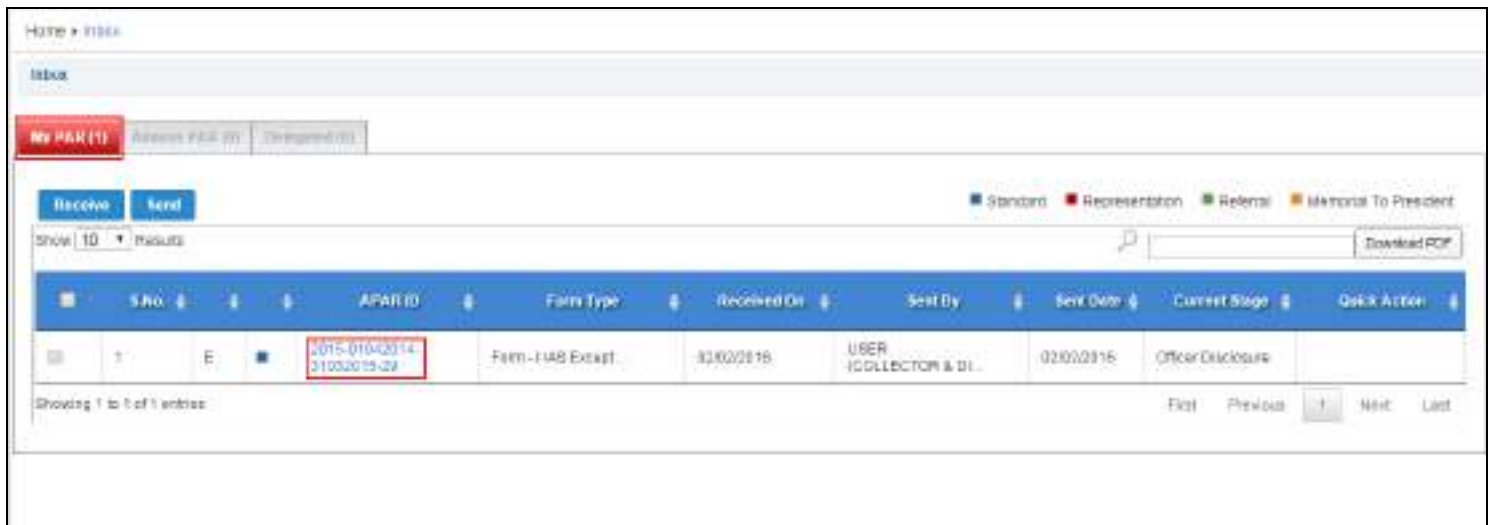


Fig.SPARROW.28

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

Home » eForm » Index

Officer Name : USER 4 Code : 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 1 Section 2 Section 3 Section 4

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

1. Name of the Officer reported upon: USER 4

2. Service: IAS 3. Code: ANDHRA PRADESH

4. Year of Appointment: 1984 5. Date of Birth: 30/01/1958

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, Google etc.
- Having any issue during Internet & Signing, Kindly [Troubleshoot](#).

I Accept Put for Representation Sign

Fig.SPARROW.29

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

Message

APAR ID 2015-01042014-31032015-26 of USER 4 (01AP032600) - PRL SECY TO GOVT(TW) SOCIAL WELFARE DEPT HYDERABAD has been successfully sent to USER (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)

Back To Index

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

By: IAS 2016 Review: PRL SECY Designated: 01 Shared: PRL SECY **PROCESS (1)**

Show 10 Results [Download PDF](#)

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Desk Action
1	E	2815-21042014-31832015-29	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** (**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 HYDRABAD Batch: 1984 Assessment Period: 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section 1 Section 2 Section 3 Section 4 Section 5

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 Assessment: 1984 5. Date of Birth: 30/05/1955

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 [contact us](#)

Close

Fig.SPARROW.32

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



Fig.SPARROW.33

10.Movement of PAR- Representation Flow

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

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

Home > eForm > Intro

Officer Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1994 Assessment Period : 01/04/2014 to 31/03/2015

Workflow Details

Standard

Section 1 **Section 2** **Section 3** **Section 4**

12. Awards/Honours

13. Details of PAFs of AFS officers submitted by the officer as reporting/reviewing authority for the previous year

14. Date of filling 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: 05/02/2016

Signature (Administrative/Personnel Dept.)
CCSR
(01APR2016) -
COLLECTOR & DISTRICT MAGISTRATE 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 Representation** **Submit** **Cancel**

Fig.SPARROW.34

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

Home > eoffice > Home

Official Notice: DTYPE 4 - Cases - ANCHOR PROCEED - Service - 05 - Discharge - VICE-CHAIRMAN & MANAGING DIRECTOR A.P STATE WAREHOUSING CORPN LTD - HYDERABAD - Date: 22/02/2016
Period: 01/04/2014 to 30/03/2015

Letter (- Employee)

Case for Representation

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

Date: 22/02/2016

Signature

Reference Document Upload: Choose File No file chosen

Submit

Make:

- Please Upload Copy & Printout of Any Other Two Copies Like MS, Word, Copy.
- uploading and save as my format & sign my name. [Download](#)

Accept Print the Discharge Order Cancel

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:

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01642014-31632015-19	Form-I ASSESS PMU	USER 1 VICE-CHAIRMAN	02/02/2016	USER 1 VICE-CHAIRMAN	02/02/2016	Rep - CR Section	

Fig.SPARROW.35

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

Office Name : USER 1 Code : 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

Representation

Letter Section

Letter I - Employee

Case for Representation

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

Date: 02/02/2016

Signature
USER 1
(VAPN) (2016)
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 [contact here](#)

[Send To Accepting Authority](#)

Fig.SPARROW.36

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

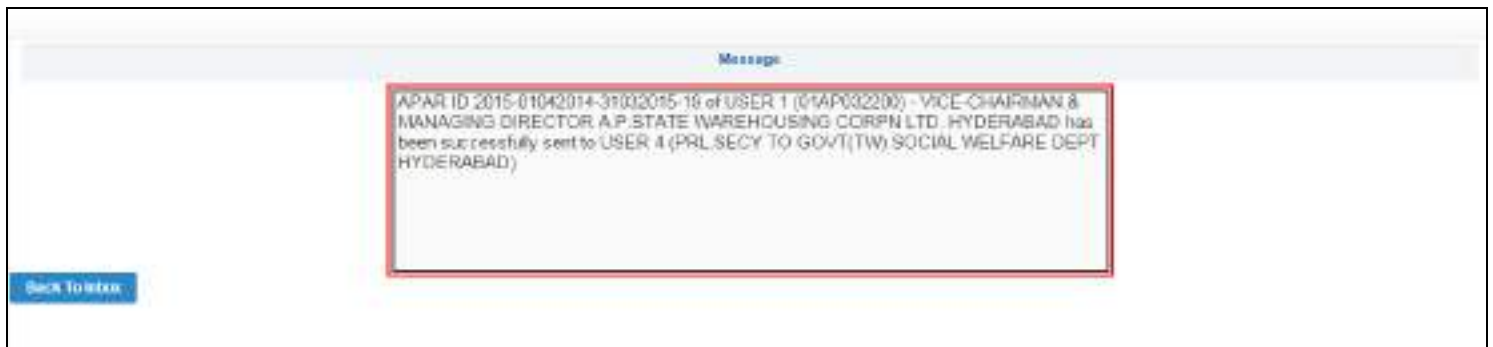


Fig.SPARROW.37

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:

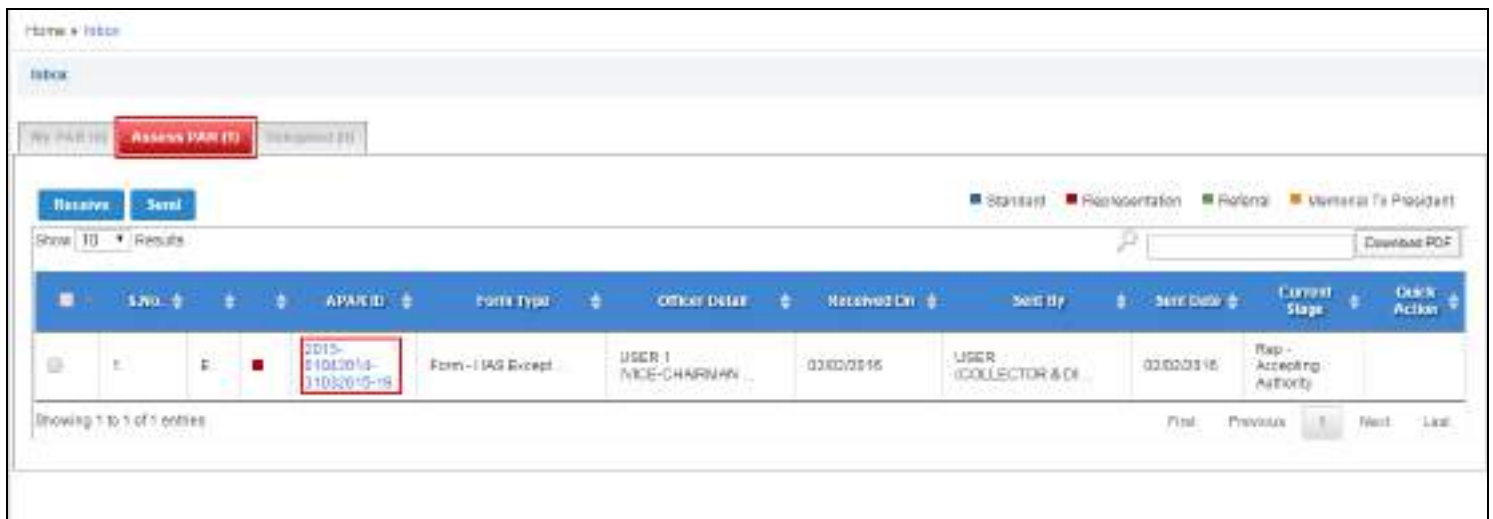


Fig.SPARROW.38

- 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 | Index

Officer Name : USER 1 Code : ANDHRA PRADESH Service : AS 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 II - Accepting Authority

Case for Representation

Date: 12/03/2015

Signature
USER
(01AP032200) -
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, Mail to 73043607500

Send To

Select Forward To

Select Forward To

USER 2 (Reg - Reporting Authority)

USER 3 (Reg - Reviewing Authority)

USER (Reg - 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 Home

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 PAB (0) Pending PAB (0) Delegated (0) Manual Process (0) **Process (1)**

Show 10 Results Download PDF

S.No.	APAR ID	Form Type	Office Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-31032015-75	Form - I AS Except...	USER 1 (VICE-CHAIRMAN)	03/02/2016	USER 4 (PRL SECY TO GO)	03/02/2016	Reg - 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

Office Name : USER 1 Code : 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

OBJECT
(3 SAPS/2009) :
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD. HYDERABAD

Letter II - Accepting Authority

Case for Representation

Date: 03/02/2016

Signature
BREN
(DIAPH4090)
COLLECTOR & DISTRICT MAGISTRATE HYDERABAD

Preview

Disclose To Employee

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.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:

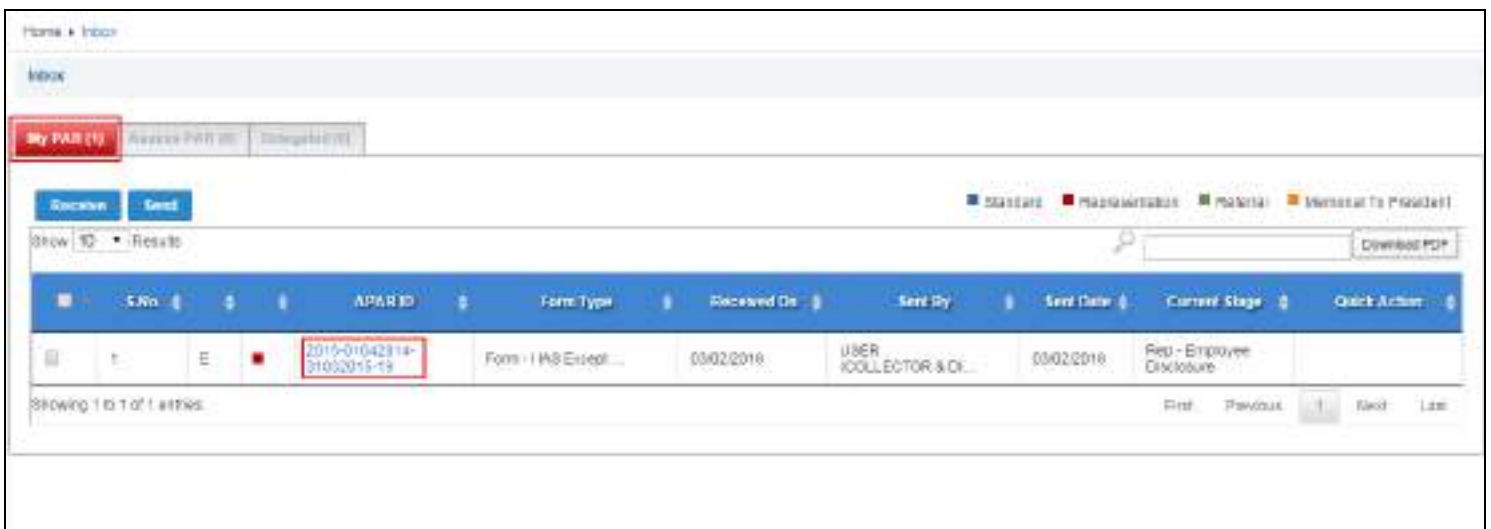


Fig.SPARROW.44

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

Home » eForm » 10001

Office Name : USER 1 Cadre : ANDHRA PRADESH Service : AS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPM LTD, HYDERABAD Batch : 1994 Assessment Period : 31/04/2014 to 31/03/2015

Workflow Details

Representation Submit

Letter Section 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
181AF0022951 -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPM 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 [Try Helpdesk](#)

Fig.SPARROW.45

Note:

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

11.Movement of PAR – Referral Flow

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

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

Fig.SPARROW.46

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

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 SPARROW interface with a table of PAR requests. The table has columns: S No., PAR ID, Form Type, Officer Detail, Received On, Sent By, Sent Date, Current Stage, and Quick Action. The first row of data has the PAR ID '2015-01042014-31032015-19' highlighted in a red box. The 'Received On' date is 03/02/2016, and the 'Sent Date' is 03/02/2016. The 'Current Stage' is 'Ref-CR Section'.

S No.	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01042014-31032015-19	Form-IAS Exempt...	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**:

Fig.SPARROW.49

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

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

Index

APAR ID: 2015-01642014-31632015-19

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	2015-01642014-31632015-19	Form - IAB Exempt...	USER 1 (VICE-CHAIRMAN)	03/02/2016	USER 1 (COLLECTOR & DI)	03/02/2016	Ref-Competent Authority	

Showing 1 to 1 of 1 entries

First Previous 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

Date: 03/02/2016

Signature

USER 1 (DIAPRODUCED) - COLLECTOR & DISTRICT MAGISTRATE HYDERABAD

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 [contact support](#)

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:

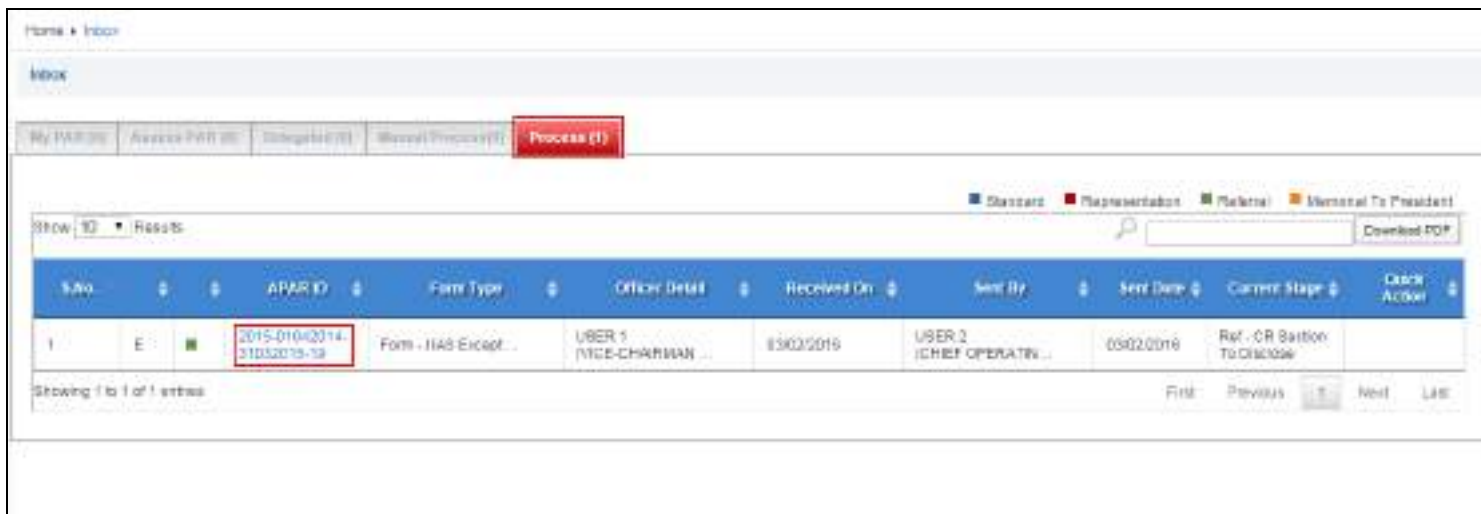


Fig.SPARROW.54

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

Home » eForm » Index

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

WorkFlow Details

Referral Board

Letter Section

ORDER
(1AP012200) -
VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD, HYDERABAD

Download

Order ID - Approving Authority

Case for Referral Board

Date: 03/03/2015

Signature
USER
(01AP040900) -
COLLECTOR & DISTRICT MAGISTRATE, HYDERABAD

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

[Back 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) Archived PARs (0) Completed (0)

Received Sent

Show 10 Results

Standard Representation Referral Memorial To President

S.No.	APARID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01142014-31032015-10	Form - IAS Except...	03/03/2015	USER (COLLECTOR & DI...	03/03/2015	Ref - Employee Disclosure	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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 1 Section 2 Section 3 Section 4 Section 5

Letter I - Employee

Case for Referral Board

Date: 03/03/2015

Signature

USER 1
191APR322015
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 [Touch/Helpdesk](#)

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

Letter I - Employee

Case for Referral Board

Date: 03/02/2016

Letter I - Employee

Memorial to President

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: 2015-01042014-31032015-18 of USER 1 (01AP03200) - 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 PARs: **Active PAR (1)** | Completed (0) | Manual Process (0) | Processed (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 ...)	20/02/2016	USER 1 (VICE-CHAIRMAN ...)	03/02/2016	Mid - 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

Work Item Details

Memorial To President

Labar Section

Letter I - Employee

Memorial to President

Date: 03/02/2016

Signature
USER 1
(00AP902001)
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:

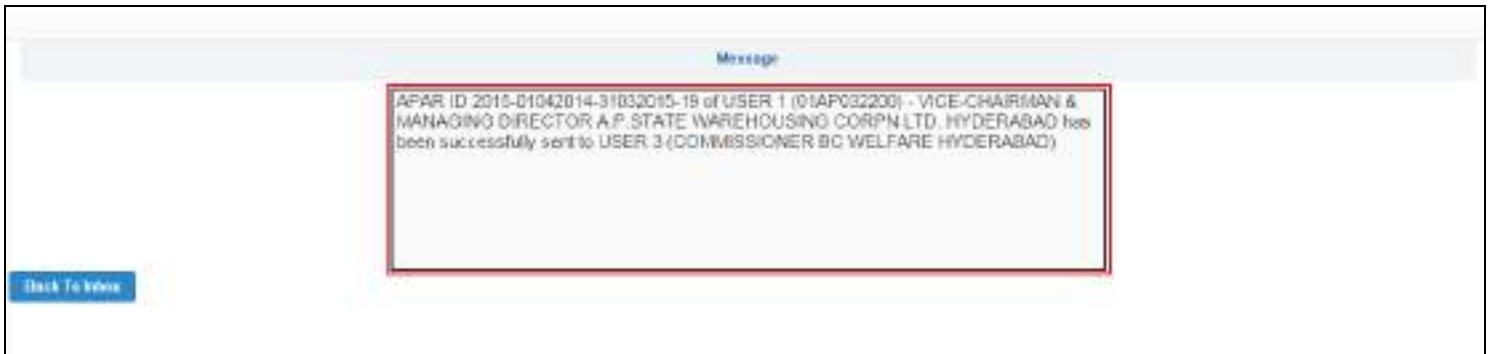


Fig.SPARROW.64

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:

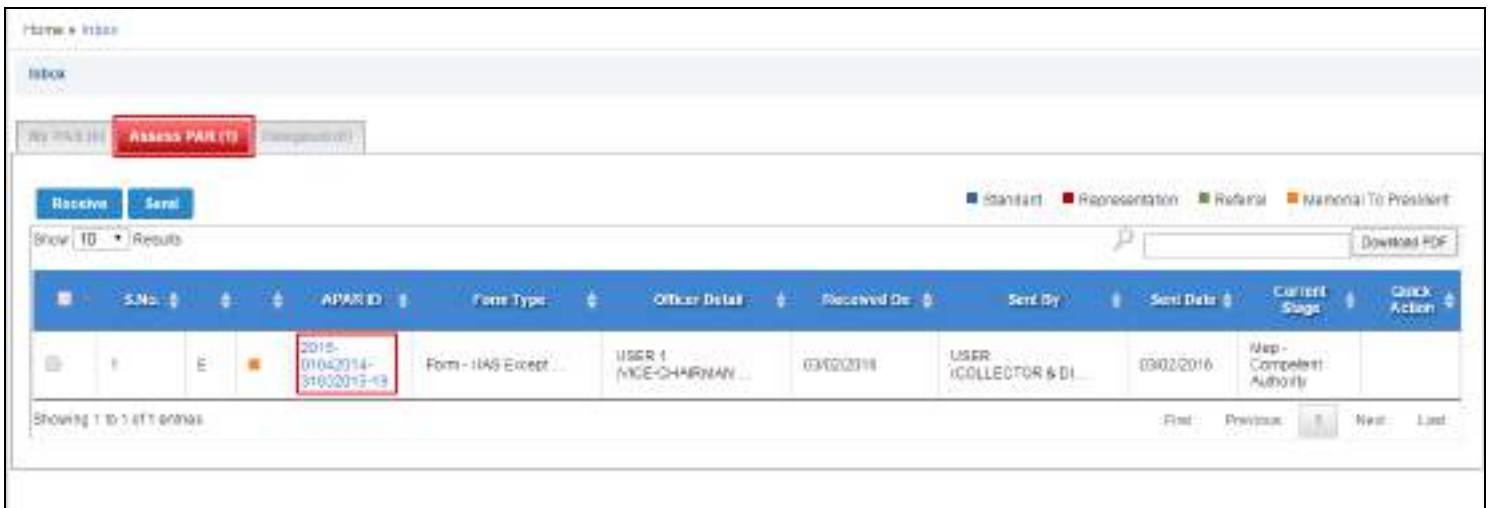


Fig.SPARROW.65

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

Home » eForm » index

Officer Name : USER 1 Case : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Date : 1984 Assessment Period : 05/04/2014 to 31/03/2015

Workflow Details

Memorial To President

Letter II - Accepting Authority

Memorial to President

Date : 03/03/2016

Signature
USER
(01AP048188) -
COLLECTOR & DISTRICT MAGISTRATEHYDERABAD

Letter II - Memorial To President(Completed Authority)

Memorial to President

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 C.R. 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 Index](#)

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:

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Click Action
1	2015-01342014-31032815-19	Form - IAS Except...	USER 1 VICE-CHAIRMAN	03/03/2016	USER 1 ICOMMISSIONER	03/03/2016	Mem - CR Section To Disclose	Click Action

Fig.SPARROW.68

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

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

Workflow Details

Memorial To President

Letter Section

Letter to Employee

Memorial to President

Date: 03/03/2016

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

Disclose To Employee

Fig.SPARROW.69

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

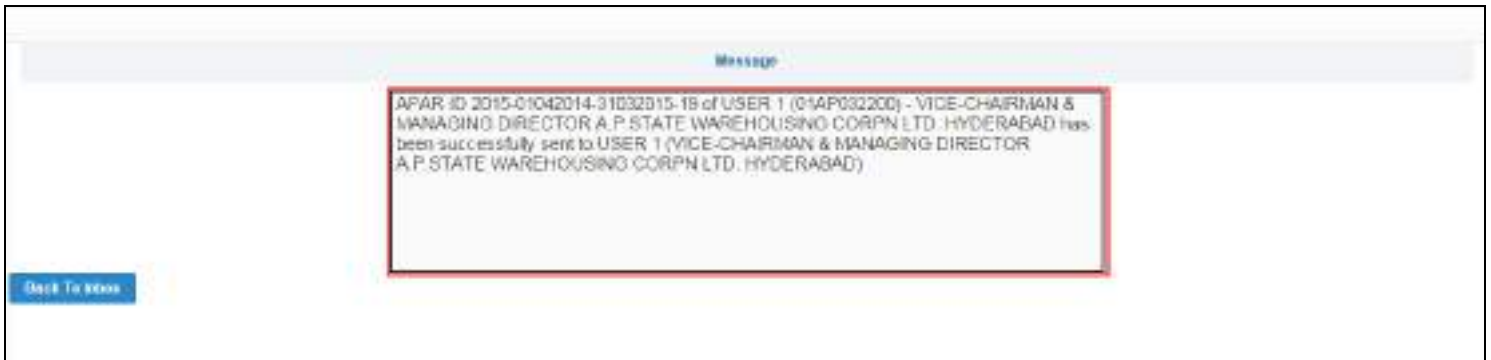


Fig.SPARROW.70

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**:

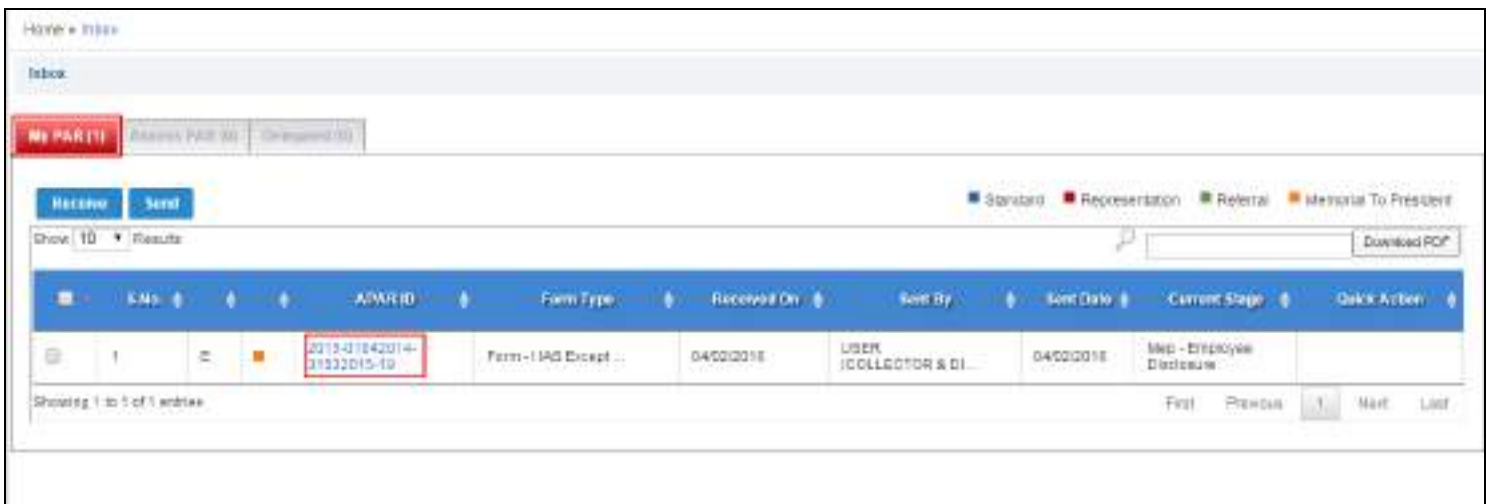


Fig.SPARROW.71

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

Home » eoffice » index

Office Name : USER 1 Cadre : ANDHRA PRADESH Service : IAS Designation : VICE-CHAIRMAN & MANAGING DIRECTOR A.P.STATE WAREHOUSING CORPN LTD. HYDERABAD Batch : 1994 Assessment Period : 31/04/2014 to 31/03/2015

Workflow Details

Personal To President [SELECT]

Letter Section [Section 1] [Section 2] [Section 3] [Section 4] [Section 5]

Letter - Employee

Personal To President

Date: 03/02/2016

Signature -
USER 1
(31AP032200) -
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 [Touch Mailbox](#)

[Accept]

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 MAGISTRATE-HYDERABAD)

[Back To Inbox]

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

No PAR (0) Pending PAR (0) Delivered (0) Shared (0) **PROCESS (1)**

Show 10 Results

Standard Representation Referral Memorial To President

Download PDF

S.No.	ACWR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2015-01042014-21032015-10	Form-I IAS Except...	USER 1 [VICE-CHAIRMAN ...]	04/02/2015	USER 1 [VICE-CHAIRMAN ...]	Mem - 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 Assesment
Service : 01/04/2014 to 31/03/2015

Workflow Links

Memorial To President Search

Letter Section Section 1 Section 2 Section 3 Section 4 Section 5

Letter-I- Employee

Memorial To President

Date: 03/02/2015

USER 1
[VICE-CHAIRMAN & MANAGING DIRECTOR A.P. STATE
WAREHOUSING CORPN LTD, HYDERABAD]

Preview

Preview

Notes:

- 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:

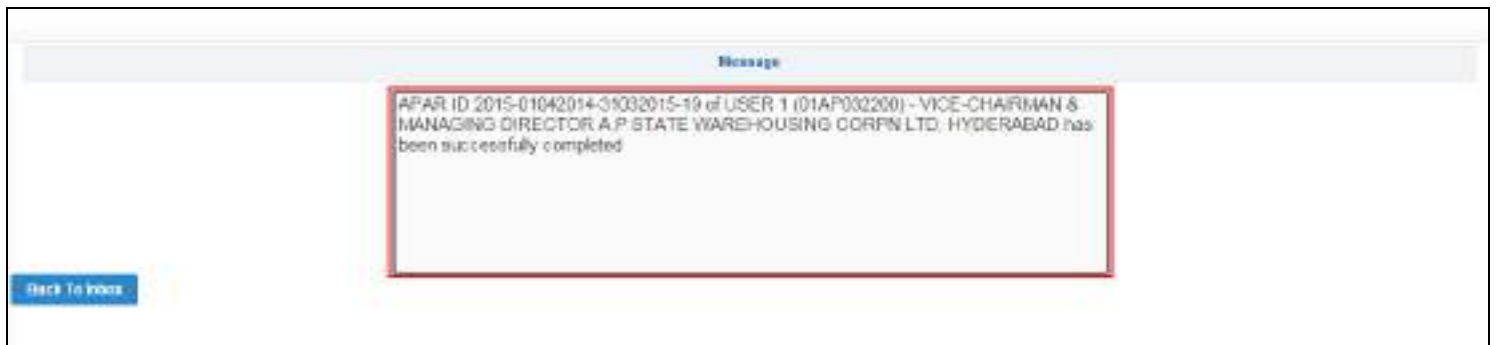


Fig.SPARROW.76

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**:

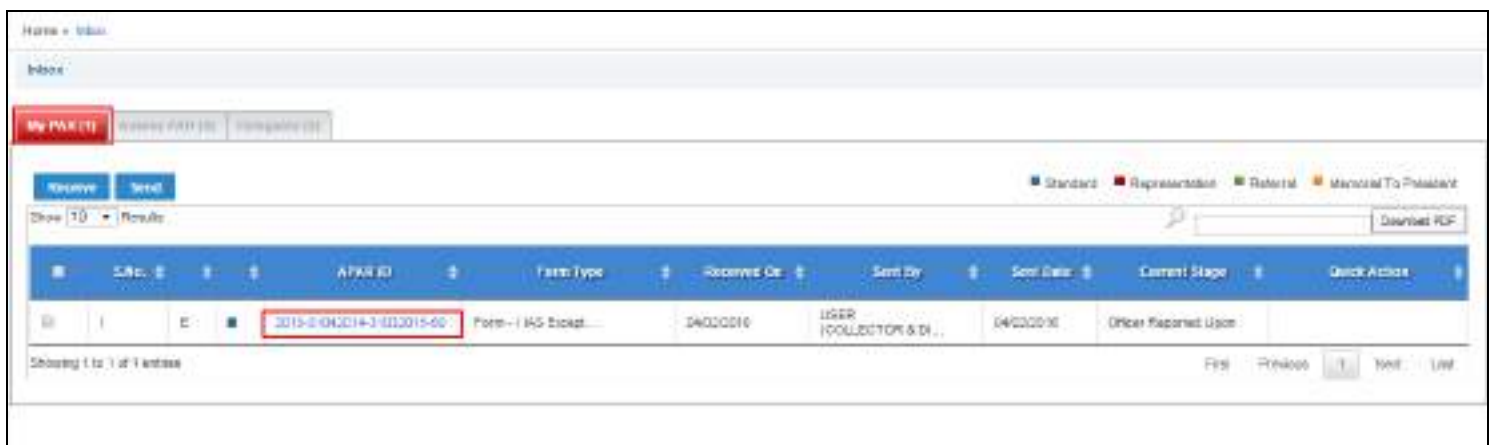


Fig.SPARROW.77

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

No PMR (0) **Assess PMR (1)** Completed (0)

Receive Send

Show 10 Results Download PDF

	S.No.	APPR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
	1	2015-01-042014-17012015-01	Form - IAS Script...	USER 5 SR.DIRECTING ST...	04/02/2015	USER 5 SR.DIRECTING ST...	04/02/2015	Reporting Authority	

Showing 1 to 1 of 1 entries

First Previous Next Last

Fig.SPARROW.78

Home » eForm » Inbox

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

Workflow Details

Section 1 Section 2 **Section 4**

APPROVAL

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unfulfilled tasks as fed 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 Other Text Editor Like MS Word, Excel etc.
- Having any issues during Submit & Signing, kindly [Contact Us](#)

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

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:

S.No.	PAR ID	Form Type	Officer Detail	Received On	Sent By	Delegation Of	Set Date	Cancel Stage	Delet Action
1	2015-01042014-21032015-80	PAR -> IAS Bictst	USER 5 (SR.DIRECTING ST...	04/02/2016	USER 5 (SR.DIRECTING ST...	USER 2 (CHIEF OF PRATEV...	04/02/2016	Reporting Authority	

Fig.SPARROW.80

Home > sForm > Inbox

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

Workflow Details

Delegated (1)

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. Cancel grade (as a score of 1-5)

Date: 05/02/2016

Signature of Reporting Authority

Reference Document Upload (only pdf/doc/xls/zip maximum size)

Choose file No file chosen

NOTE: Please Do Not Copy & Paste From Any Rich Text Editor Like MS Word, Excel etc. Please copy text during Select & Signing. Really [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 ([2015-01042014-21032015-80](#)) to open the PAR as shown in Fig.SPARROW.82:

Home » Info

Info

No PAR(s) Process PAR(s) Disposed PAR(s) **Manual Process(1)** Process(s)

Show 10 Results Standard Representation Refused Upgraded To President Download PDF

Case	APAR ID	Case Type	Officer Detail	Received On	Sent By	Delegation Of	Sent Date	Current Stage	Click Action
	2015-01042014 210331040	Form-I (Ad Excep...	USER 5 (DIRECTING S...	08/03/2016	USER 3 (COMMISSIONER ...)	USER 4 (PRL SECY TO GO...	08/03/2016	Accepting Authority	

Showing 1 to 1 of 1 entries First Previous 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 » Info

Officer Name : USER 5 Cadre : ANDHRA PRADESH Service : IAS Designation : SR.DIRECTING STAFF NATIONAL DEFENCE COLLEGE/IND DEFENCE NEW DELHI Batch : 1985 Appointment Period : 01/04/2014 to 31/03/2015

Manual Form Details

Standard Section 1 Section 2 Section 3 Section 4 **Section 5**

Acceptance

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 with a score of 1-10

Date: 08/03/2016 Signature of Accepting Authority

Section Upload: only pdf file with limit maximum size Choose File No file chosen

Reference Document Upload: only pdf file with limit maximum size Choose File No file chosen

Note:
• Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
• Handling and move during Submit & Signing. Kindly [View Manual](#)

Save As Draft **Send To CH Section**

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 > Index

Process [1]

Show [10] Results

S.No.	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2015-01342014-21030215-03	Form - IAS Except...	USER 2 (P.DIRECTOR)	08/03/16	USER 4 (PPL SECT TO GO...	08/03/16	CR Section To Officer	

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

Processed PAR [1]

Show [10] Results

S.No.	APAR ID	Form Type	Officer Detail	Cadre	Sent To	Sent Date	Sent to Stage	Quick Action
1	2015-01342014-21030215-29	Form - IAS Except...	USER 4 (PPL SECT TO GO...	ANCHRA PRADESH	USER 4 (PPL SECT TO GO...	08/03/16	Officer Disclosure	Open
2	2015-01342014-21030215-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN...	ANCHRA PRADESH	USER 1 (VICE-CHAIRMAN...	09/03/16	Rep - Employee Disclosure	Open
3	2015-01342014-21030215-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN...	ANCHRA PRADESH	USER 1 (VICE-CHAIRMAN...	04/03/16	Rep - Employee Disclosure	Open
4	2015-01342014-21030215-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN...	ANCHRA PRADESH	USER 1 (VICE-CHAIRMAN...	08/03/16	Officer Disclosure	Open
5	2015-01342014-21030215-19	Form - IAS Except...	USER 1 (VICE-CHAIRMAN...	ANCHRA PRADESH	USER 1 (VICE-CHAIRMAN...	09/03/16	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 > View

Send

My PAR | Archive PAR | Disapproved | Processed / View **Force Forward**

31/01/2016 10:00 AM

Standard Representation Referral Memorial To President

31/01/2016 10:00 AM

S.No.	PAR No.	APPROVED	Form Type	Office Detail	Case	Sent To	Force Forwarded By	Sent Date	Sent To Stage	Open Action
1	2015-01042014-31032015-60		Form - IAS Expt.	USER 5 (SR DIRECTING S...	ANDHRA PRADESH	USER (COLLECTOR & DI...	USER (COLLECTOR & DISTRICT MAGISTRATE-HYDERABAD)	30/02/2016	CR Section To Dismiss	Open
2	2015-01042014-31032015-60		Form - IAS Expt.	USER 5 (SR DIRECTING S...	ANDHRA PRADESH	USER 5 (SR DIRECTING S...	USER (COLLECTOR & DISTRICT MAGISTRATE-HYDERABAD)	30/02/2016	CR Section To Dismiss	Open

Showing 1 to 2 of 2 entries

First Previous 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**:

The screenshot shows the 'Delegation - Assigning Privileges' interface. At the top, there's a 'Search by' dropdown set to 'User Created' and 'All User'. Below it, an 'Employee Search by' section includes dropdowns for 'Employee State', 'Choose Designation', and 'Employee Name', followed by a 'Submit' button and a 'Choose Cate' dropdown. A red box highlights the 'Search' button. Below the search bar, a table lists users. The table has columns: S.No., Name, Code, Designation, and Cate. 'USER 10' is highlighted in the Name column. At the bottom, there's a 'Showing 1 to 10 of 10 entries' message and pagination controls (First, Previous, Next, Last).

S.No.	Name	Code	Designation	Cate
1	USER 1	01AP00200	VICE-CHAIRMAN ...	ANDHRA PRADESH
2	USER 10	01AP00200	PR. SECRETARY ...	ANDHRA PRADESH
3	USER 2	01AP00600	CHIEF OPERATH...	ANDHRA PRADESH
4	USER 3	01AP00615	COMMISSIONER S...	ANDHRA PRADESH
5	USER 4	01AP00600	PR. SECY TO GO...	ANDHRA PRADESH
6	USER 5	01AP004100	SR. DIRECTING ST...	ANDHRA PRADESH
7	USER 6	01AP004500	PR. SECRETARY ...	ANDHRA PRADESH
8	USER 7	01AP00600	COMMISSIONER T...	ANDHRA PRADESH
9	USER 8	01AP00701	PR. SECRETARY ...	ANDHRA PRADESH
10	USER 9	01AP00600	SPL. CS TO GOVT...	ANDHRA PRADESH

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: Employee Code Choose Designation Employee Name Search Choose Code

Show: 10 Results

S.No.	Name	Code	Designation	Center
1	USER 1	01AP032000	VICE-CHAIRMAN...	ANDHRA PRADESH
2	USER 10	01AP032000	PR. SECRETARY ...	ANDHRA PRADESH
3	USER 2	01AP036000	CHIEF OPERATE...	ANDHRA PRADESH
4	USER 3	01AP036915	COMMISSIONER B.	ANDHRA PRADESH
5	USER 4	01AP036000	PR. SECY TO GO...	ANDHRA PRADESH
6	USER 5	01AP034100	SR. PROJECT IN...	ANDHRA PRADESH
7	USER 6	01AP034000	PR. SECRETARY ...	ANDHRA PRADESH
8	USER 7	01AP036000	COMMISSIONER T.	ANDHRA PRADESH
9	USER 8	01AP032701	PR. SECRETARY ...	ANDHRA PRADESH
10	USER 9	01AP036000	SPL. GS. TO GOVT...	ANDHRA PRADESH

Showing 1 to 10 of 10 entries

First Previous 1 Next Last

USER 2 (01AP036000, CHIEF OPERATING OFFICER (CWO) (INDP NEW DELHI) From 03/02/2016 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**:

S.No.	PAR ID	PAR No.	Mark Status	Work From	Work To	Assessment Year
1	2015-01040314-0102015-00		WORKING	01/04/2014	31/03/2015	2014-2015

Fig.SPARROW.89

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

S.No.	Sent By	Sent Date	Sent To	Steps	Status	Action Type	Remarks
1	USER 1 (COLLECTOR & DISTRICT MAGISTRATE HYDRABAD)	04/03/2015	USER 5 (PR DIRECTING STAFF NATIONAL DEFENCE COLLEGE AND DEFENCE NEW DELHI)	Official Reported Upon	Forwarded	Submitted	
2	USER 1 (PR DIRECTING STAFF NATIONAL DEFENCE COLLEGE AND DEFENCE NEW DELHI)	04/03/2015	USER 2 (CHIEF OPERATING OFFICER NRM UNDP NEW DELHI)	Reporting Authority	Forwarded	Submitted	
3	USER 2 (CHIEF OPERATING OFFICER NRM UNDP NEW DELHI)	04/03/2015	USER 3 (COMMISSIONER BC WELFARE HYDRABAD)	Reviewing Authority	Forwarded	Submitted	
4	USER 2 (CHIEF OPERATING OFFICER NRM UNDP NEW DELHI)	04/03/2015	USER 3 (COMMISSIONER BC WELFARE HYDRABAD)	Reviewing Authority	Forwarded	Submitted	
5	USER 3 (COMMISSIONER BC WELFARE HYDRABAD)	04/03/2015	USER 4 (PRL SECY TO GOVT TWO SOCIAL Welfare Dept HYDRABAD)		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**:

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 > PAFI License Division

Update Section

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

1. Name of the officer reported upon:

2. Service:

3. Centre:

4. Year of admission:

5. Date of Birth:

6. Present Post:

7. Present Post:

8. Date of appointment to present post:

9. Reporting, Reviewing and Approving authorities

Authority	Name	Designation	From Date	To Date
Reporting Authority	USER 2	CHIEF OPERATING OFFICER	01/04/2014	31/03/2018
Reviewing Authority	USER 3	COMMISSIONER BC WB	01/04/2014	31/03/2018
Approving Authority	USER 4	PRINCIPAL TO GOVT/TS	01/04/2014	31/03/2018

10. Period of absence on leave, etc.

Period From	Period To	Type	Remarks

11. Training Program Attended

Date From	Date To	Institute	Subject

12. Awards/Honours

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

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

15. Date of last prescribed medical examination for officers over 40 years of age:

Attach copy of the summary of the medical report.

Date: 04/02/2018

Signature (Administrative/Personnel Dept.)
USER
(HAP/AS/TS) -
COLLECTOR & DISTRICT INWD STRATEGY/INWD

Reference Document Upload (only pdf files with 2mb maximum size)

No file chosen

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Moving any issue during update (OSC, Signings), kindly [Troubleshoot](#)

Fig.SPARROW.92

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

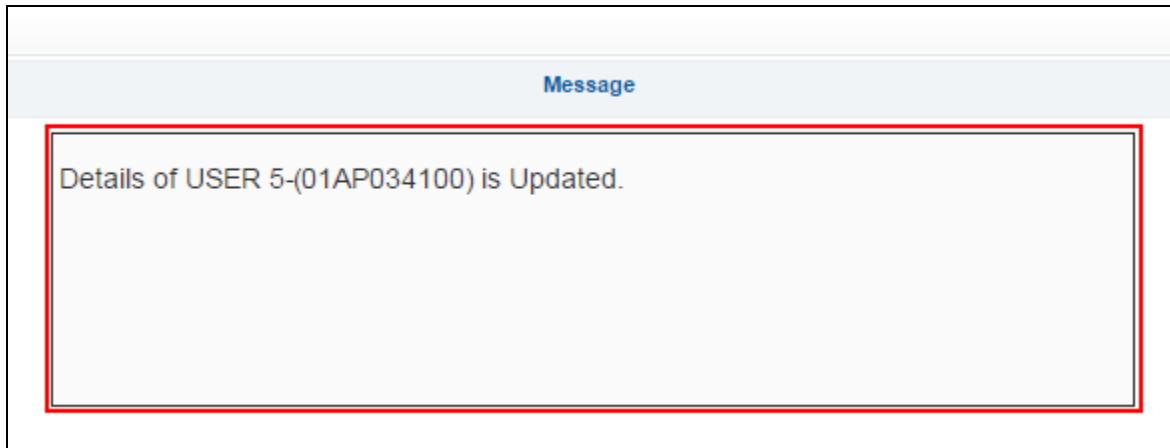


Fig.SPARROW.93

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 Department, Employee Name, Select, Choose Category, Choose Service, ANDHRA PRADESH, Choose Form

Show 10 Results

S.No.	PAR ID	USER NAME	Assessment Year	Work Status	Work Type	WVT	Center	Organization	Assessment Period
1	2015-01342014-01302015-20	USER 4 (PRL SECY TO GO...	2014-2015	WORKING	DISACDIA	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1554
2	2015-01342014-01302015-18	USER 3 (VCE-CHAMPAN...	2014-2015	WORKING	DISACDIA	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1554
3	2015-01342014-01302015-08	USER 5 (SR DIRECTOR S...	2014-2015	WORKING	DISACDIA	31/03/2015	ANDHRA PRADESH	ANDHRA PRADESH	1554

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**:

S.No.	Sent By	Sent Date	Sent To	Stage	Status	Action Type	Remarks
1	USER 1 (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)	20/02/2016	USER 4 (PHL SECY TO GOVT/IN SOCIAL WELFARE DEPT HYDERABAD)	Reporting Authority	Forwarded	Submitted	
2	USER 4 (PHL SECY TO GOVT/IN SOCIAL WELFARE DEPT HYDERABAD)	20/02/2016	USER 1 (VICE CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD HYDERABAD)	Reviewing Authority	Forwarded	Submitted	
3	USER 1 (VICE CHAIRMAN & MANAGING DIRECTOR A.P. STATE WAREHOUSING CORPN LTD HYDERABAD)	20/02/2016	USER 2 (CHIEF OPERATING OFFICER NRI/IN (INDP NEW DELHI))	Accepting Authority	Forwarded	Submitted	
4	USER 2 (CHIEF OPERATING OFFICER NRI/IN (INDP NEW DELHI))	20/02/2016	USER 3 (COMMISSIONER SO WELFARE HYDERABAD)	Off Section To Decide	Forwarded	Submitted	
5	USER 3 (COMMISSIONER SO WELFARE HYDERABAD)	20/02/2016	USER 1 (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)		Forwarded	Submitted	

Fig.SPARROW.95

13.4.4 Force Forward

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

S.No.	APARID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Date	Quick Action
1	20/15-21042014-31630315-00	USER 1 (SR DIRECTING STAFF NATIONAL DEFENCE COLLEGE, MID DEFENCE NEW DELHI)	ANDHRA PRADESH	USER 1 (COLLECTOR & DISTRICT MAGISTRATE HYDERABAD)	20/02/2016	USER 1 (SR DIRECTING STAFF NATIONAL DEFENCE COLLEGE, MID DEFENCE NEW DELHI)	Officer Dismissed	20/02/2016	

Fig.SPARROW.96

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

Home > Force Forwarding

Force Forwarding

Assessment Period: 2014-2015

Employee Search by: Employee Code Choose Designation

Show TO: Results

S.N.	APAS ID	Officer Detail
1	2013-2104214-21012315-40	USER 6 (SR DIRECTING S...)

Showing 1 to 1 of 1 entries

Reason for Force Forwarding

force 40%

Submit

Download PDF

Expected Date	Quick Action
11/05/2015	

Page: 1 of 1

Fig.SPARROW.97

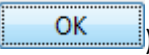
- A message prompts “Send successfully”.

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.

- 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.

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

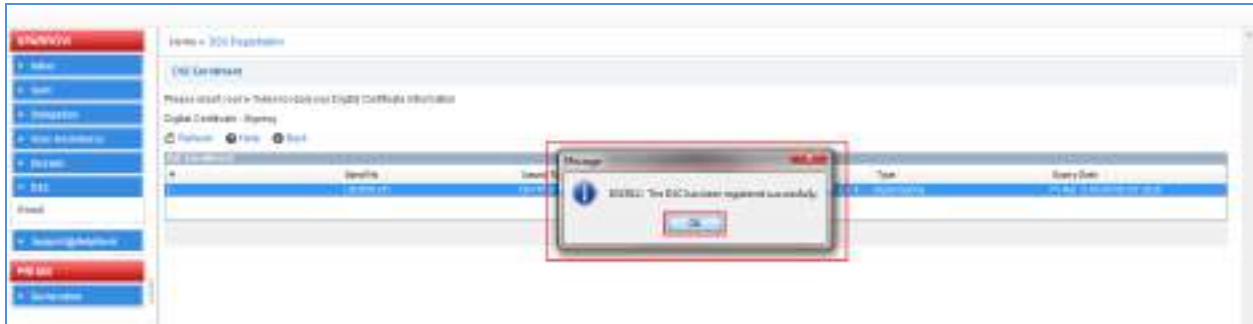


Fig.SPARROW.103

- 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

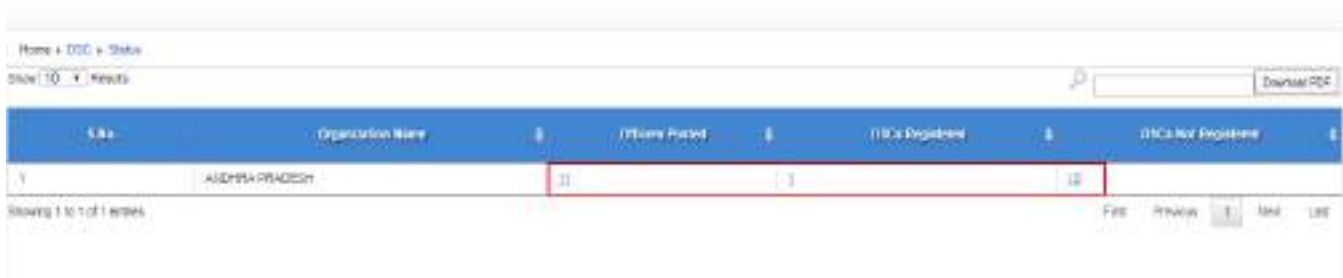


Fig.SPARROW.105

13.8 NIC Email Status

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

Home > > NIC Email Status

Show 10 Results Download PDF

S.No.	Organisation Name	Officers Pushed	NIC Email Registered	NIC Email Not Registered
1	ARDHRA PRADOSH	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**:

eoffice SUPPORT Signout
A Digital Workplace Solution Welcome USER

Home

REPORT YOUR ISSUE **Report Your Issue**

STATUS OF ISSUES

EXCEL GENERATE

Reported Via:

Product *: Module *:

Select Browser Used *: Browser Version *:

Brief Subject *:

Detailed Description:

Steps to reproduce *:

Please provide the steps that you follow when this issue came, eg. (Login > Click On Report Your Issue > Product Not Showing)

Category *: Severity *:

Upload File: No file chosen Files upto 5MB(screenshot/supporting document)

Reported By:Name *: eOffice UserID:

Sub Department *: Section:

Room No./Address: Phone No./Extn.:

eMail ID *: Mobile No.:

Enter the code here : k94vkz Can't read the image? click [here](#) to refresh

Copyright © 2011, NIC. Designed & Developed by National Informatics Centre

Site is best viewed in 1024x768 pixels resolution.

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	CASE ID	PROJECT	SUMMARY	ASSIGNED BY	SUBMITTED BY	ASSIGNED TO	STATUS	REMARKS	ACTION
1	T2078	Scamio	NO EMPLOYEE	local-admin@MVO-EXTENDS.APRADIA	18-05-2014 18:00:00	NA	Submitted		[Icon]
2	T2082	Scamio	Reporting details not found for the	local-admin@MVO	18-05-2014 18:00:00	NA	Resolved & Closed	Calculating 1-12 not 1-6 as per PRR rules	[Icon] [Icon]
3	T2098	Scamio	Change in reporting or reviewing or Reporting Authority	local-admin@MVO (MANIPUR TRIPURA)	18-05-2014 18:00:00	NA	Submitted		[Icon]
4	T2100	Scamio	Reporting Officer Box III page Overlapped ... 1-12 2.00 is the default value	local-admin@MVO (MADH)	18-05-2014 18:00:00	NA			[Icon]
5	T2181	Scamio	Issue observed by CAO Haryana and NIC Rayana	a.sprashad@HARYANA	18-05-2014 18:00:00	NA	Resolved		[Icon]
6	T2187	Scamio	Hardy Park is not coming	local-admin@MVO (HARYANA)	18-05-2014 18:00:00	NA			[Icon]
7	T2664	Scamio	asdasdasd	WISNOSI KUNAS SOWA (PLASANDI COMMA)	18-05-2014 18:00:00	NA	Resolved	For Testing	[Icon] [Icon]
8	T2668	Scamio	don't label box should be aligned	local-admin@MVO	18-05-2014 18:00:00	NA	Resolved & Closed	increase the width of the box	[Icon] [Icon]
9	T2872	Scamio	Previous comment deleted	NTC0002945	18-05-2014 18:00:00	NA	Resolved & Closed	Reviewing Officer unable to change the Reporting Officer's comments. It was not possible to change the Reporting Officer's comments.	[Icon] [Icon]
10	T2578	Scamio	APAR generation	NTC0002945	18-05-2014 18:00:00	NA	Resolved & Closed	generated successfully. The need to log above the document menu option	[Icon] [Icon]

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 500 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 500 characters left.

Q. What was your experience with the DSC?

☐ Excellent ☐ Good ☐ Average ☐ fair ☐ Poor

Any other suggestions

(Max:500) You have 500 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 500 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

Organization:

Role:

If Role Assigned If Role Reverted

SPARROW Results

S.No.	Organization	Officer Detail	Officer Organization	Email ID	Assignment Year	Case	Role Assigned	Assignment Date	Reverted Date
1	A G M U T - DELHI	ARCHANA ARORA (PR. SECRETARY (P.O&C))	A G M U T - DELHI	archana05@nic.in	1993	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	18/07/2014	18/07/2014
2	A G M U T - GOA	RAJESH KUMAR SHYKTAO (CHIEF SECRETARY)	A G M U T - GOA	s.shyktao@nic.in	1994	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	30/04/2015	
3	A G M U T - LAKSHADWEEP	ASHOK KUMAR JAYAPAL (COLLECTOR & DEPT COMMR)	A G M U T - LAKSHADWEEP	ak.jayapa@nic.in	2008	A G M U T	PAR CENTRAL CUSTODIAN (Primary)	28/04/2014	
4	AGRICULTURE - DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION	PRADIP KUMAR PUJARI (SPECIAL SECRETARY & FINANCIAL ADVISER)	AGRICULTURE - DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION	pradipk@nic.in	1991	GUJARAT	PAR CENTRAL CUSTODIAN (Primary)	28/04/2014	
5	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	SHRIRAM SINHA (SA&SRPL)	AGRICULTURE - DEPARTMENT OF AGRICULTURE & COOPERATION	ssinha@nic.in			PAR CENTRAL CUSTODIAN (Primary)	18/04/2014	
6	AGRICULTURE - DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	SANJAY R BHOGESHWARI (JOINT SECRETARY)	AGRICULTURE - DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	sanj-joshi@nic.in	1999	UTTAR PRADESH	PAR CENTRAL CUSTODIAN (Primary)	27/02/2015	
7	ATOMIC ENERGY	KRISHNA H N (I)	IGCAR				PAR CENTRAL CUSTODIAN (Primary)	20/05/2014	30/05/2014
8	ATOMIC ENERGY	SWATI PARDEY (DIRECTOR/ADWRU)	ATOMIC ENERGY	swati.pardey73@nic.in			PAR CENTRAL CUSTODIAN (Primary)	30/05/2014	
9	AYUSH	A K GANERWALA (JOINT SECRETARY)	AYUSH	ank.ganerwala@nic.in			PAR CENTRAL CUSTODIAN (Primary)	10/05/2014	
10	BHAR	RAJ K MITAL (PR. SECY)	BHAR	r.mital@nic.in	1995	BHAR	PAR CENTRAL CUSTODIAN (Primary)	31/04/2015	31/04/2015

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**

S.No.	APARD	Officer Detail	Cadre	Allotment Year/Block
1		USER 3 (COMMISSIONER DC WELFARE HYDERABAD)	ANDHRA PRADESH	1995

Fig.SPARROW.111

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

S.No.	Allotment Year	Work Status	Work From	Work To
1	2014-2019	Working	01/04/2014	31/03/2019

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** (**Save**) button, shown in **Fig.SPARROW.113**

Home » Migration Form

Migration Form

Basic Details

Name: USER 3

Designation: COMMISSIONER DC WELFARE HYDERABAD

Code: CHAPR0005

State: ANDHRA PRADESH

Admission Year/Session: 1995

PAR Details

Admission Period: To Date:

From Date: To Date:

Official Name: USER 3

Post Held:

Work Status: Form Type:

Current Status: Closed Date:

Final Grading:

Grading

Reporting Authority	Name	Designation	Grade (New/Int)	Grade (Text)
Reporting Authority	Name	Designation	Grade (New/Int)	Grade (Text)
Reporting Authority	Name	Designation	Grade (New/Int)	Grade (Text)
Reporting Authority	Name	Designation	Grade (New/Int)	Grade (Text)

Additional Details

ACB Status:

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