

भारत सरकार Government of India Ministry of Power Central Electricity Authority <u>APAR Section</u>

No. CEA-SY-16-13/2/2020-APAR

Date: 04.04.2022

CIRCULAR

SPARROW (Smart Performance Appraisal Report Recording Online Window) is a platform which facilitates electronic filling of APAR of officers. Sparrow has been implemented for all CPES officers of CEA and Sub Offices from the year 2017-18. The system is expected to reduce delays in submission of completely filled APARs.

2. The SPARROW platform (<u>http://sparrow-cpes.eoffice.gov.in</u>) is available online for creation of workflow & generation of APAR.

3. For this purpose, the power/rights has been delegated in SPARROW, to all the respective <u>Chief Engineers</u> in case of Divisions in CEA HQ, <u>Member Secretary</u> in case of RPCs, <u>Chief Engineer(PLSF)</u> in case RPSOs, <u>Chief Engineer(CEI)</u> in case of RIOs. It is requested that timely generation of APARs in respect of CPES officers, who worked in that Division for the respective period may please be ensured. For guidance, please refer <u>Annex-I</u>.

4. Officer Reported Upon (ORU) is requested to provide following mentioned details, if required, to the concerned Chief Engineer and ensure that all the fields are correctly filled once the APAR is generated and shown in his SPARROW account.

sic Information						
(Ti	o be filled by the) Administrat	PART – I PERS(ive Section con	ONAL DATA) cerned of the	Ministry/ Depar	tment/Office)
. Name of the Officer		ANITA GAHL	.01			
?. Cadre		CENTRAL S	ERVICES			
3. Date of Birth			0			
4. Present Post						
5. Date of Appointment to Present Post			Û			
5.Period of absence form duty(on leave,trainin	g etc during the	year.)If he/sl	he has undergo	ne training ple	ase specify:-	
Absence Category	Period From		Period To		Туре	
	Ô		Ô			

5. For Officers on (i) Deputation/ (ii) Loan Transfer/ (iii) Field Posting:

A

- a) If Reporting and Reviewing Authority doesn't have SPARROW account, then Physical APAR, duly filled with signed, must be sent to APAR section, CEA. The Signature along with Name with Rubber Seal, of the Reporting Authority and Reviewing Authority is mandatory for proper authentication.
- b) For rest of the cases, following details must be sent to APAR section, CEA by the CPES Officer for generation of APAR and creation of Work Flow. Please ignore, if already done:
 - i) Period of APAR
 - ii) Present Post/Designation
 - iii) Date of Appointment to Present Post
 - iv) Details of Posting
 - iii) Details of Reporting & Reviewing Officer
 - iv) Any Leave/short Training

6. APAR generation for Assistant Directors for their Induction Training Period in NPTI would be done by **HRD Division** under **TRAINING option in SPARROW**.

7. While creating the workflow, after inserting the officer's name in the columns Reporting and Reviewing officer, always click on <u>SAVE</u> only and then proceed for Generation of APAR as shown below:

	Reporting Authority	SELECT
2	Reviewing Authority	SELECT
	CR Section To Disclose	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY
	Officer Disclosure	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORIT
	CR Section for Closing	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY

8. While generating **No Report Certificate (NRC)**, it is requested that the justified reason of NRC at the generation stage, in the space provided, may be mentioned clearly with uploaded supporting documents, to avoid inconvenience at the time of DPC.

9. There may be cases, when Reviewing officer could not Review the APAR due to following reasons:

- i. Reviewing Authority retired/demitted the office.
- ii. No Reviewing Authority served for minimum 3 months during the period of Assessment.

In such scenario, **No Review Certificate** has to be generated online, by **skipping the Reviewing Level** as steps shown below:

S.No	Stage	Name	Target Date	Access
1	Officer Reported Upon	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]	30/04/2018	08
2	Reporting Authority	V.K. MISHRA(TEMP847534)(SECRETARY -CENTRAL ELECTRICITY AUTHO	31/05/2018	98
3	Reviewing Authority	-SELECT	30/06/2018	
4	CR Section To Disclose	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]	15/08/2018	SKIP
5	Officer Disclosure	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]	31/08/2018	08
6	CR Section for Closing	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]	30/09/2018	



Skip Level (Reviewing Authority)

The Reviewing Authority retired/demitted the office.Hence, no remarks could be recorded at this level for APAR of Shri/Ms ANITA GAHLOT for the period from 01/04/2021 to 31/03/2022.

The other reason for skipping level:

10. Time Schedule for recording and completion of the APAR for the year 2021-22 is at **Annex-II**.

11. APAR forms for the <u>officials of Subordinates Offices</u> is being emailed to respective <u>Member Secretaries</u> in case of RPCs, <u>Directors</u> in case of RIOs and <u>Deputy Directors</u> in case of RPSOs. These officers are requested to circulate the forms to Subordinate Staff (Non CPES), since they fill their APAR offline.

12. All the officers, kindly ensure that they have NIC/GOV email id and their Mobile no. is linked with their Aadhar Number.

13. For any assistance, please email at: <u>apar-cea@gov.in</u> or call 011-26732590/92/31

Encl: As above

Menz

(Vinod Kumar Dhiman) Under Secretary (B&A)

To all Chief Engineers, HQ

Member Secretaries (RPCs) Chief Engineer (PSLF)

Chief Engineer (CEI)





Smart Performance Appraisal Report Recording Online Window User Manual

NIC-EOF-EPAR-UM-001





User or Officer - Standard Menu



Fig.1



Movement of PAR -Custodian (First Steps)

Create Workflow/Update

- To create workflows go to **Work flow Create→Update**.
- Select the **Assessment period**; **search** Officer, to create a workflow as shown in **Fig.2**:

n Sparrow	Home + Workflow + Employee	Search							
🗅 Inbox	Employee Search for Assessment - Work	Employee Search for Assessment - Workflow Creation/Updation							
✓ Sent	Workflow Within Same Organization	Workflow With All Organization							
🛃 User Assistance 👻	Assessment Period : *	2017-2018 *							
Role Detail	Employee Search by :	Code	Employee Name	Choose Designation 💌	Email				
🗅 Work flow 🔻		Batch	CPSE *	Choose Cadre 👻	Mobile Number				
Create/Update			ED 🕜 🗆 NOT STARTED	Search					
PAR -									
E Dossier 👻									
Support@ServiceDesk									

Fig.2

As a result the list of searched employee page appears, select the employee and click Create Workflow
 Create Workflow
 button as shown in Fig.3:

A Sparrow	Workflow Wi	thin Same Orgar	nization Workflow W	th All Organization				
Inbox	Assessme	ent Period : *	2017-	2018 💌				
┩ Sent	Employee Search by :		Code	Code su		Choose Designation	▼ Er	nail
🛃 User Assistance 🔻			Batch		CPSE V	Choose Cadre	• M	obile Number
Role Detail				I PROCESS 📄 🔳 COMPLETED		Search		
🗅 Work flow 👻	Search:	Status 12	Name	Allotmont Yoar/Datab	Employee Code	Dasignation	Copy Excel	CSV PDF Show 10 rows
🗈 PAR 👻	11		D.S. SUDHAKA	1900	51091	DIRECTOR FINANCE	CENTRAL SER	Create Workflow
E Dossier 👻	12		SUDHIR SHAR	1900	34275	DIRECTOR EXPLORATION	CENTRAL SER	Create Workflow
DSC -	13		SURINDER SIN	1900	3301	GENERAL MANAGER HR	NOT APPLICAB	Create Workflow
Support@ServiceDesk	14	•	TALERI SUVAR	1900	75451	CHIEF MANAGING DIRECTOR	CENTRAL SER	Create Workflow
	15		Shyam Sundar	1900	11688	DIRECTOR	CENTRAL SER	Create Workflow
	16	•	SUBIR DAS	1900	46629	DIRECTOR	CENTRAL SER	Create Workflow
	17		K R VASUDEVAN	1900	90369760	DIRECTOR FINANCE	CENTRAL SER	Create Workflow
	18	0	SUBIR CHANDRA	1900	90025982	NOT AVAILABLE	CENTRAL SER	Create Workflow
	19		Gopu Sudarsan	1900	temp_cpse34	CHAIRMAN CUM MANAGING DIRECTOR	CENTRAL SER	Create Workflow
	20	•	VENKATASUBR	1900	95097	CHIEF VIGILANCE OFFICER	CENTRAL SER	Create Workflow
	Showing 11 to	20 of 28 entries					First Previous	1 2 3 Next Last





• As a result page appears; provide **Status** and **Type** of Form as shown in **Fig.4**:

Sparrow	me + Workflow + Define Workflow	
🖴 Inbox	asic Information	
✓ Sent	Code: 3301 Name: SURINDER SINGH Designation: GENERAL MANAGER HR Service: CPSE Cadre: NOT APPLICABLE Organization: TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED	
🛃 User Assistance 👻	(TCIL) Batch: 1900	
Role Detail	Back to search	
🗅 Work flow 👻	ation of Work Flow - Choosing Workflow Period	
🖹 PAR 👻	NO Assessment Period Status Form Type	Actions
E Dossier 👻	From: 01.04/2017 💼 Tox 31.03/2018 💼 WORKINS 💌 -SELECT 🔺 🚱	ontinue
DSC 👻		
Support@ServiceDesk	- SELECT CPSE APAR Form	



• Click Continue (

Continue) button as shown in Fig.4.

• A page appears, open **Standard** (**Standard**), select officers, click **Save** (**Save**) button as shown in **Fig.5**:

	Code:	TEMPBE07	Name:	SURENDER SINGH SIROHI	Designation:	DIRECTOR			
	Servio	ce: CPSE	Cadre:	CENTRAL SERVICES	Organization:	BHARAT ELEC	TRONICS LIMITE	D	
	Batch	: 1900	Status:	WORKING	Form Type:	CPSE APAR F	orm		
istance 🔻	Work Flo	w for Assessment Period :	01/04/2017 to 31/0	3/2018					
il	Standard								
/ •	S.No	Stag	e		Name	G	lobal Targe	et Date	Aut
	1	Officer Reported Upon		SURENDER SINGH SIROHI(TEMPBED	07)[DIRECTOR -BHARAT ELECTRONICS LIN		earch	1	Delega
,	2	Reporting Authority		-SELECT		v 🔍	31/05/2018	D	
	3	Reviewing Authority		-SELECT-		~ Q	30/06/2018		
ServiceDesk	4	Accepting Authority		-SELECT-		- 0	31/07/2018	D	
	5	CR Section To Disclose		ATUL BHATT(C2116)[CHAIRMAN -MEC	CON LIMITED]		15/08/2018	D	
	6	Officer Disclosure		SURENDER SINGH SIROHI(TEMPBEC)7)[DIRECTOR -BHARAT ELECTRONICS LIN	(ITED)	31/08/2018	D	
	7	CR Section for Closing		ATUL BHATT(C2116)[CHAIRMAN -MEC	CON LIMITED]	*	31/08/2018	Û	
	Action -	Save and Next Back T	o Employee Searcl	1					

Fig.5



Global Search (^{S)}): To serach the officer from global organization.

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Ver.3.2



A message prompts **"Workflow Data Saved and Updated Successfully"**, as shown in **Fig.6**:

n Sparrow	Home +	Workflow + Defi	e Workflow						
Intex	E Basic Inf	ormation							
✓ Sert	Code: Service	3301 c CPSE	Name: Cadre:	SURINDER SINGH NOT APPLICABLE	Design Organia	ation: ation:	GENERAL MANAGER HR TELECOMMUNICATIONS CO	INSULTANTS INDIA	
🗠 User Assistance 👻	Batch:	1900					LIMITED (TCIL)		
Role Detail	(c) Back1	o search	Г						
🗅 Work flow 📼				WORKFLOW DATA SA	VED AND UPDATED	SUCCESSFU	ILLY		
D PAR -	Creation of	Work Flow - Choosin	Workflow Period						
Dossier	S.NO		Assessm	ent Period	Statu	•	Form Typ	•	Actions
DSC -	1	From: 01/04/2017	Te: 31/03/	018	WORKING	×	CPSE APAR Form	v	Update
C Support@ServiceDesk									

Fig.6

Generation of PAR

.

 Go to PAR → Generation, select Assessment Period, search user and click Search (then click on Generate (Generate)) as shown in Fig.7:

🚳 Sparrow	Home + APAR Generation
🖨 Inbox	Generation of APAR
✓ Sent	Assessment Period : 2017-2018 •
🗠 User Assistance 👻	Employee Search by : Employee Code Choose Designation
Role Detail	Batch CPSE Choose Cadre
🗅 Work flow 👻	Generated Not Generated Search
PAR ▼	Search: Copy Excel PDF CSV Show 10 rows
Generation	S.No Form ID Form Type Code Batch Name Designation From Date Quick Action
Update Section 1	1 E CPSE APAR Form TEMPBED7 1900 SURENDER SI DIRECTOR 01-04-2017 31-03-2018 Generate
Tracking Force Forward	Showing 1 to 1 of 1 entries
🔳 Dossier 👻	
Support@ServiceDesk	

Fig.7

As a result the **Basic Information** form screen appears, custodian fills the details and click **Draft** (**DRAFT**) button, unique Form ID is generated as shown in **Fig.8 & Fig.9** respectively:

	Basic information	25.462	REALING SOLARI, STOLET	INPAGES!	2.000 March		
a Mus	Name: SURENCER SINCH BRCH Designation: DIRECTOR	Cadrer Batch	CENTRAL SERVICES 1900	Service: Assessment Period:	01/04/2017 to 31/03/201		
of Sect	Mandard	-10000					
lef the Assistance +	Basic Information						
Ca Role Detail	Remail*Md3				0		
O West from -	PERFORMANCE APPRAISAL REPORT OF CHEF EXECUTIVE	FUNCTIONAL INTECTOR	FORM 5. EXECUTIVE DIRECTORS (E1) AND GENER	IAL MANAGERIEEI OF CENTRAL PUBLIC MED	TOR ENTERPRISE SICP SEN		
		For the ye	argenod from 01.04/2017 to 31.03/2018				
(2) HVR +	Each and every section of this	form should be filled in by	the concerned officeriauthority carefully real	ding the instructions attached to this form.			
Donner -	(76-1	Sections 1 – Basic Information (To be Bland in by the Human Resources/Administration Department of the CP3E)					
090 -							
O Support@ServiceDeak							
	1.Rame of the Officer reported upon :	DUREN	DER SINOH SIRDHE				
	1.Name of the Officer reported upon : 2.Employee Number :	DUREN TEMPS	CER SINCH SIRCH				

Fig.8

Search

) button

B Sparrow	Home ► APAR Generation									
🕰 Inbox	Generation of APAR									
✓ Sent	Assessment Period :	2017-2018	٣							
🗠 User Assistance 👻	Employee Search by :	Employee Code	Choose Desig	nation •	SUR	ENDER SINGH SIROHI				
Role Detail		Batch	CPSE	•	Cho	ose Cadre	•			
🗅 Work flow 👻		 Generated Not Generate 	ed	Search						
🖹 PAR 👻	Search:							Copy Ex	cel PDF	CSV Show 10 rows
■ Dossier 👻	■ # S.No # #	Form ID	Form Type 🛛 🛔	Code 📲	Batch 11	Name	Designation	From Date 1	To Date 🛛 🕴	Quick Action
DSC -	1 E 2018-0	1042017-31032018-2016551	CPSE APAR Form	TEMPBE07	1900	SURENDER SI	DIRECTOR	01-04-2017	31-03-2018	Generate
Support@ServiceDesk	Showing 1 to 1 of 1 entries							First	Previous	1 Next Last



Send PAR

Fill the form and click Send To Officer Reported Upon (
 Send To Officer Reported Upon (

<u>eOffice</u>	Smart Performance Ap	sparrow-cpse.eoffice.gov.in says	Acout - Help - +
· Sparrow	Basic Information	To submit	1.7.540.0-1 100.00
Ca interes	Name: SURENDER SINCH SIRCH Designation: DIRECTOR	OK Const	Service: CP9E Assessment Period: 0104/2017 to 31/03/2018
🕈 Seit	Standard		
let User Assistance +	Basic Information	41174-971	
G Role Detail	PERFORMANCE APPRAISAL REPORT OF CHEF EXEC	FORM UTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (E9) AND GENERAL	MAMAGER(EB) OF CENTRAL PUBLIC SECTOR ENTERPRISE S(CPSEA)
D Web for a	C () () () () () () () () () (For the year/period from 01/04/2017 to 31/03/2018	
Contraction of the second second	Each and every section	of this form should be filled in by the concerned officer authority carefully reading	the instructions attached to this lixin.
R PAR +		Section I - Basic Information (To be filled in by the Human Resources Personnel/Administration Department of Personal Data of the officer operating specified upon	if the CPSE)
Donser -		 Constraint Annual of their Annual Constraint Stational Stational 	
■ 09C +			
C Support@ServiceDetk			
	1.Mane of the Officer reported upon :	SURENDER SINDH BIRDH	
	2.Employee Number :	TEMPBE07	
	3. Date of Birth :	236771986	
	4. Brief Academic & Professional Qualifications :		
	DRAFT Send To Officer Reported Upon	31.	*

Fig.10

• As a result message page appears PAR is sent to the officer as shown in **Fig.11**:

Office
Sparrow
Inbox
✔ Sent
🛃 User Assistance 👻
ם Role Detail
ືງ Work flow 🔻
) Par 🚽
Dossier 🔻
DSC -
Support@ServiceDesk

Fig.11



Movement of PAR-Standard Flow

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

• Click **PAR ID** (²⁰¹⁸⁻⁰¹⁰⁴²⁰¹⁷⁻³¹⁰³²⁰¹⁸⁻²⁰¹⁶⁵⁵¹) under **My Par** tab to open PAR as shown in **Fig.12**:

n Sparrow	SPARROW portal for various services have been splitted, you
🕒 Inbox	Home > Inbox
✓ Sent	Standard Represent
Le User Assistance ▼	My Part) Assess Parto
E Dossier 💌	S.No la APAR ID Form Type Received On Sent By Sent Date Current Stage Quick Action
DSC -	1 E 2018-01042017 CPSE APAR Form 15/11/2018 ATUL BHATT (15/11/2018 Officer Reported
Support@ServiceDesk	Showing 1 to 1 of 1 entries
	riist rievuus i ivekt La



Officer fills the Self Appraisal form and click Send To Reporting Authority
 Send To Reporting Authority
 button, as shown in Fig.13:

eoffice	Smart Perfo	rmance Appraisal Report Re	ecording Online V	Vindow (SPARROW)	About ← Help ← M	R SURENDER SINGH SIROHI(DIRECTOR
s Sparrow	- Basic Information —					
a Inbox	Name: SURENDER S Designation: DIRECTOR	INGH SIROHI	Cadre: Batch:	CENTRAL SERVICES	Service: Assessment Period:	CPSE 01/04/2017 to 31/03/2018
Sent	Workflow Details (Kindly cl	pective name.)	٥			
User Assistance 🔻	Standard Basic Information Self Approise					
Dossier 👻	3. During the period under report, systematic improvement (resul	do you believe that you have made a ting in significant benefits to the Cor	any exceptional contri npany and/or reductio	bution, e.g. successful completion of an n to time and costs)? If so, please give a	extraordinarily challenging task or major verbal description (within 100 words):	
DSC 👻	During the period under report, do	you believe that you have made any ex	ceptional contribution, e	.g. successful completion of an extraordinar	ily challenging task or major systematic improvement	(resulting in significant
〕 Support@ServiceDesk	4. What are the constraints that hindered your performance?					
	performance 5. Please indicate specific areas of training that will add value to you: For the current assignment:				10	
					h	
	For your future career:		Kolkat	3		10
	6. Declaration					
	DRAFT Send To Repor	ing Authority				

Fig.13

• A confirmation window appears click on **OK** (

) button as shown in **Fig.14**:

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	Smart Performance Appraisal	sparrow-cpse.eoffice.gov.in says	About 🗸 He
asic Information	ı ———	To submit.	
Name: Designation:	SURENDER SINGH SIROHI DIRECTOR	OK	Service: Assessment Period
Workflow De	tails (Kindly click here and verify the	Details of Assessing Authorities by hovering the mouse over the respect	tive name.)
itandard			
asic Information	Self Appraisal		

Fig.14

• A message prompts "Sent Successfully to" as shown in Fig.15:

B Sparrow	
🕒 Inbox	
✓ Sent	MESSAGE
🗠 User Assistance 👻	
🔳 Dossier 🔻	APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to GOUTAM CHATTARJEE (50124) [DIRECTOR]
DSC 🗸	O BACK Click the Link to redirect back .
Gupport@ServiceDesk	



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

• Click PAR ID (²⁰¹⁸⁻⁰¹⁰⁴²⁰¹⁷⁻³¹⁰³²⁰¹⁸⁻²⁰¹⁶⁵⁵¹) under Access Par tab to open the Form as shown in Fig.16:

🚳 Sparrow	able in your inbox. Please use respective services portal for assessing the PARs of such officers.							
🕰 Inbox	Home > Inbox							
	Standard Representation							
🗠 User Assistance 👻	My Par(0) Assess Par(1) Search: Copy Excel PDF CSV Show 10 rows							
E Dossier 👻	S.No I APARID II Form Type II Officer Detail II Received On II Sent By II Sent Date II Current Stage II Quick Action II							
	1 E E 2018-01042017 CPSE APAR Form SURENDER SI 16/11/2018 SURENDER SI 16/11/2018 Reporting Autho							
Support@ServiceDesk	Showing 1 to 1 of 1 entries First Previous 1 Next Last							



• A page appears, Reporting Authority views **Basic Information & Self Appraisal** forms, grades the PAR in

Appraisal, click Send to Reviewing Authority (

Send To Reviewing Authority

) button as shown in **Fig.17**:

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	F Basic Information							
*	Name: Designation:	SURENDER SINGH SIROHI DIRECTOR	Cadre: Batch:	CENTRAL SERVICES	Service: Assessment Period:	CPSE 01/04/2017 to 31/03/2018		
	Workflow Det	ails (Kindly click here and verify the Det	ails of Assessing Authori	ties by hovering the mouse over the respe	ctive name.)	•		
ssistance 🔻	Standard							
r *	Basic mormation	Sen Appraisa	SECTION	III : Appraisal of the Reporting Authority				
<i>,</i>	1. Please state wh	ether you agree with the responses relating	to the accomplishments of	the work plan as filled out in Section II.If not,	please furnish factual details.			
@ServiceDesk	Please state	whether you agree with the responses relating t	to the accomplishments of the	work plan as filled out in Section II.If not, please	furnish factual details.			
	2. Please commen	t on the claim (if any) made by the officer re	ported upon about his exce	ptional contribution.				
	Please comment of	on the claim (if any) made by the officer reported	d upon about his exceptional	contribution.				
	3. Has the officer	reported upon met with any significant short	fall in achieving the targets	? If yes, please furnish factual details.				
	Has the officer rep	orted upon met with any significant shortfall in a	achieving the targets? If yes,	please furnish factual details.		~		
	4. Do you agree w	ith the constraints mentioned by the officer	reported upon that had hin	dered his performance and, if so, to what exte	nt?			
	Do you agree with	Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent						
	5. Do you agree w	5. Do you agree with the competency up-gradation needs as identified by the Officer?						
	Generality	Processory and a second attended and the second attended to	- d h h Off					
	DRAFT	Send To Reviewing Authority]	Fig.17				
A confir	mation win	ndow appears click	t on OK (^Зig.17 ок) button as s	hown in Fig.18:			
A confir S	mation wir	adow appears click	t on OK (Gig.17 ок) button as s	hown in Fig.18 :	About -		
A confir S	mation win	and to Reviewing Authority	x on OK (w-cpse.eoffice. orm is Submitted, nit.	OK) button as s gov.in says data will not be changed. Are	hown in Fig.18: You Sure want	About -		
A confir S Information — ne: ignation:	mation win	and to Reviewing Authority	w-cpse.eoffice. orm is Submitted, nit.	Fig.17 ОК) button as s gov.in says data will not be changed. Are	hown in Fig.18: You Sure want	About - Service: Assessment Period		
A confir S Information — ne: ignation:	mation win mart Perform surender sing director s (Kindly click l	And to Reviewing Authority	w-cpse.eoffice. orm is Submitted, mit.	Fig.17 ОК) button as s gov.in says data will not be changed. Are	hown in Fig.18: You Sure want Cancel Use over the respective na	About - Service: Assessment Period me.)		
A confir S Information — ne: ignation: rkflow Detail	mation win mart Perform SURENDER SING DIRECTOR	And to Reviewing Authority	w-cpse.eoffice. orm is Submitted, nit.	Fig.17 OK) button as s gov.in says data will not be changed. Are	hown in Fig.18: You Sure want Cancel	About - Service: Assessment Period me.)		
A confir S Information — ne: ignation: rkflow Detail dard : Information	mation win mart Perform surender sing director s (Kindly click I Self Appraisal	Appraisal	w-cpse.eoffice. orm is Submitted, nit.	Fig.17 ΟΚ) button as s gov.in says data will not be changed. Are ΟΚ thorities by hovering the mo	hown in Fig.18: You Sure want Cancel	About - Service: Assessment Period me.)		
A confir S Information — ne: ignation: rkflow Detail dard	mation win mart Perform SURENDER SING DIRECTOR S (Kindly click I Self Appraisal	Appraisal	w-cpse.eoffice. orm is Submitted, nit.	Fig.17 OK) button as s gov.in says data will not be changed. Are thorities by hovering the mo	hown in Fig.18: You Sure want Cancel	About - Service: Assessment Period me.)		
A confir S Information — ne: ignation: rkflow Detail dard Information	mation win mart Perform SURENDER SING DIRECTOR S (Kindly click I Self Appraisal her you agree with	Appraisal	w-cpse.eoffice. orm is Submitted, nit. of Assessing Au SEC	Fig.17 OK) button as s gov.in says data will not be changed. Are (OK) thorities by hovering the mo TION III : Appraisal of the Reputer ats of the work plan as filled on	hown in Fig.18: You Sure want Cancel Duse over the respective national orting Authority	About - Service: Assessment Period me.)		

Fig.18

• A message prompts "Sent Successfully" to as shown in Fig.19:

n Sparrow		
🛥 Inbox		
✓ Sent	MESSAGE	
🗠 User Assistance 🔻		
E Dossier 👻	APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to P K SARANGI (50169) [DIRECTOR]	
DSC -	O BACK Click the Link to redirect back .	
Support@ServiceDesk		

Fig.19

Stage 3: Reviewing Authority performs the following steps to send the PAR to CR

Click PAR ID (²⁰¹⁸⁻⁰¹⁰⁴²⁰¹⁷⁻³¹⁰³²⁰¹⁸⁻²⁰¹⁶⁵⁵¹) under Access Par tab to open PAR as shown Fig. 20

n Sparrow	services have been splitted you may found that P&Rs of other services officer are not available in your inhox. Please use respective services portal for assessing the P&Rs of such officers						
Inbox	Home > Index						
✓ Sent	Standard E Representa						
Le User Assistance ▼	My Part() Assess Part() Search: Coov Excel PDF CSV Show 10 rows						
Dossier •	S.No II II APAR ID Form Type Officer Detail Received On Sent By Sent Date Current Stage Quick Action						
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Support@ServiceDesk	Showing 1 to 1 of 1 entries						



Reviewing Authority views Basic Information, Self Appraisal & Appraisal forms and Finalize grade in Reviewing form, click Sent to CR Section (Send To CR Section) as shown in Fig.21:

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Fig.22

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



Fig.23

Annexure-II

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Time schedule for preparation/completion of APAR (Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR	31 st March.
	forms to all concerned (i.e., to	(This may be completed even a week earlier).
	officer to be reported upon where	
	self-appraisal has to be given and	
	to reporting officers where self-	
	appraisal is not to be given)	
2	Submission of self-appraisal to	15 th April
۷.	reporting officer by officer to be	15 дрш.
	reported upon (where applicable).	
3.	Submission of report by reporting	30 th June
	officer to reviewing officer	
4.	Report to be completed by	31 st July
	Reviewing Officer and to be sent	
	to Administration or CR	
	Section/Cell or accepting	
	authority, wherever provided.	
5	Appraisal by accepting authority	31 st August
5.	wherever provided	51 Traguet
6.	(a) Disclosure to the officer	01 st September
	reported upon where there is no	
	accepting authority	
		1 cth c 1
	(b) Disclosure to the officer	15 th September
	reported upon where there is	
	accepting autionty	
7.	Receipt of representation, if any,	15 days from the date of receipt of
	on APAR	communication
8.	Forwarding of representations to	
	the competent authority	
	(a) where there is no accepting	21 st September
	(a) where there is no accepting authority for APAR	21 September
	(a) where there is accepting	06 th October
	authority for APAR	
	-	
9.	Disposal of representation by the	Within one month from the date of receipt of
	competent authority	representation.
	······································	
10.	Communication of the decision of	15 ^{°°} November
	the competent authority on the	
	representation by the APAR Cell	
11	End of entire APAR process after	30 th November
11.	which the APAR will be finally	56 1404011001
	taken on record	