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भारत सरकार  
Government of India  
Ministry of Power  
Central Electricity Authority  
APAR Section

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 (<http://sparrow-cpes.eoffice.gov.in>) 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 **Chief Engineers** in case of Divisions in CEA HQ, **Member Secretary** in case of RPCs, **Chief Engineer(PLSF)** in case RPSOs, **Chief Engineer(CEI)** 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 **Annex-I**.

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.

Basic Information			
(PART – I PERSONAL DATA) (To be filled by the Administrative Section concerned of the Ministry/ Department/Office)			
1. Name of the Officer	<input type="text" value="ANITA GAHLOT"/>		
2. Cadre	<input type="text" value="CENTRAL SERVICES"/>		
3. Date of Birth	<input type="text"/>		
4. Present Post	<input type="text"/>		
5. Date of Appointment to Present Post	<input type="text"/>		
6. Period of absence form duty(on leave,training etc during the year.)If he/she has undergone training please specify:-			
Absence Category	Period From	Period To	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

- 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 **SAVE** only and then proceed for Generation of APAR as shown below:

S.No	Stage	Name
1	Reporting Authority	--SELECT--
2	Reviewing Authority	--SELECT--
3	CR Section To Disclose	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]
4	Officer Disclosure	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]
5	CR Section for Closing	ANITA GAHLOT(100021)[DIRECTOR -CENTRAL ELECTRICITY AUTHORITY]

Action

Save Save and Next Back To Employee Search

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	
2	Reporting Authority	V.K. MISHRA(TEMP847534) SECRETARY -CENTRAL ELECTRICITY AUTHO...	31/05/2018	
3	Reviewing Authority	--SELECT--	30/06/2018	
4	CR Section To Disclose	ANITA GAHLOT(100021) DIRECTOR -CENTRAL ELECTRICITY AUTHORITY	15/08/2018	
5	Officer Disclosure	ANITA GAHLOT(100021) DIRECTOR -CENTRAL ELECTRICITY AUTHORITY	31/08/2018	
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 **officials of Subordinates Offices** is being emailed to respective **Member Secretaries** in case of RPCs, **Directors** in case of RIOs and **Deputy Directors** 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: [apar-cea@gov.in](mailto:apar-cea@gov.in) or call 011-26732590/92/31

Encl: As above

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

To all Chief Engineers, HQ

Member Secretaries (RPCs)

Chief Engineer (PSLF)

Chief Engineer (CEI)





Annexure-I

eoffice

A DIGITAL WORK PLACE SOLUTION

SPARROW

# Smart Performance Appraisal Report Recording Online Window User Manual

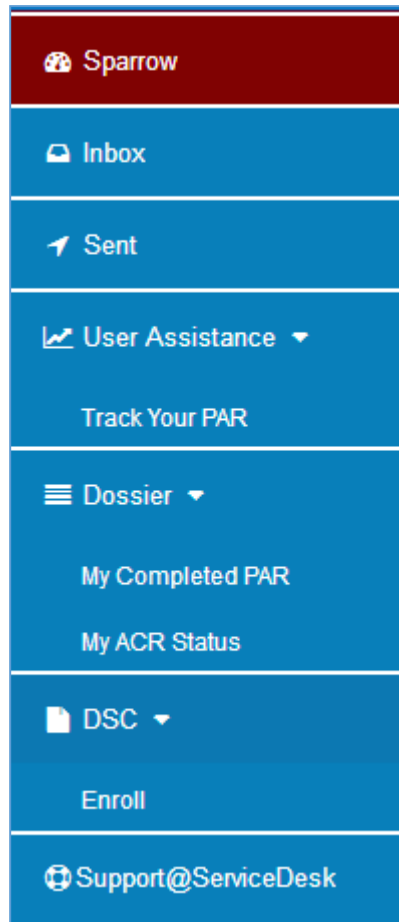
NIC-EOF-EPAR-UM-001



Prepared by

National Informatics Centre

## 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**:

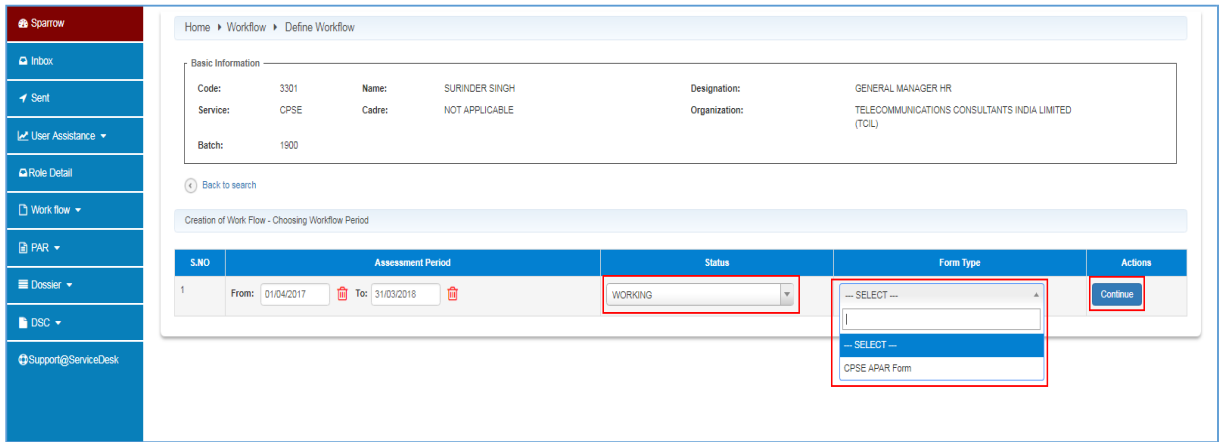
**Fig.2**

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

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
11	<input type="checkbox"/>	D.S. SUDHAKA...	1900	51091	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
12	<input type="checkbox"/>	SUDHIR SHAR...	1900	34275	DIRECTOR EXPLORATION	CENTRAL SER...	Create Workflow
13	<input type="checkbox"/>	SURINDER SIN...	1900	3301	GENERAL MANAGER HR	NOT APPLICAB...	Create Workflow
14	<input type="checkbox"/>	TALERI SUJAR...	1900	75451	CHIEF MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
15	<input type="checkbox"/>	Shyam Sunder ...	1900	11688	DIRECTOR	CENTRAL SER...	Create Workflow
16	<input type="checkbox"/>	SUBIR DAS	1900	46629	DIRECTOR	CENTRAL SER...	Create Workflow
17	<input type="checkbox"/>	K.R VASUDEVAN	1900	90369760	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
18	<input type="checkbox"/>	SUBIR CHANDRA	1900	90025982	NOT AVAILABLE	CENTRAL SER...	Create Workflow
19	<input type="checkbox"/>	Gopu Sudersan...	1900	temp_cpse34	CHAIRMAN CUM MANAGING DIRECTOR	CENTRAL SER...	Create Workflow
20	<input type="checkbox"/>	VENKATASUBR...	1900	95097	CHIEF VIGILANCE OFFICER	CENTRAL SER...	Create Workflow




**Fig.3**

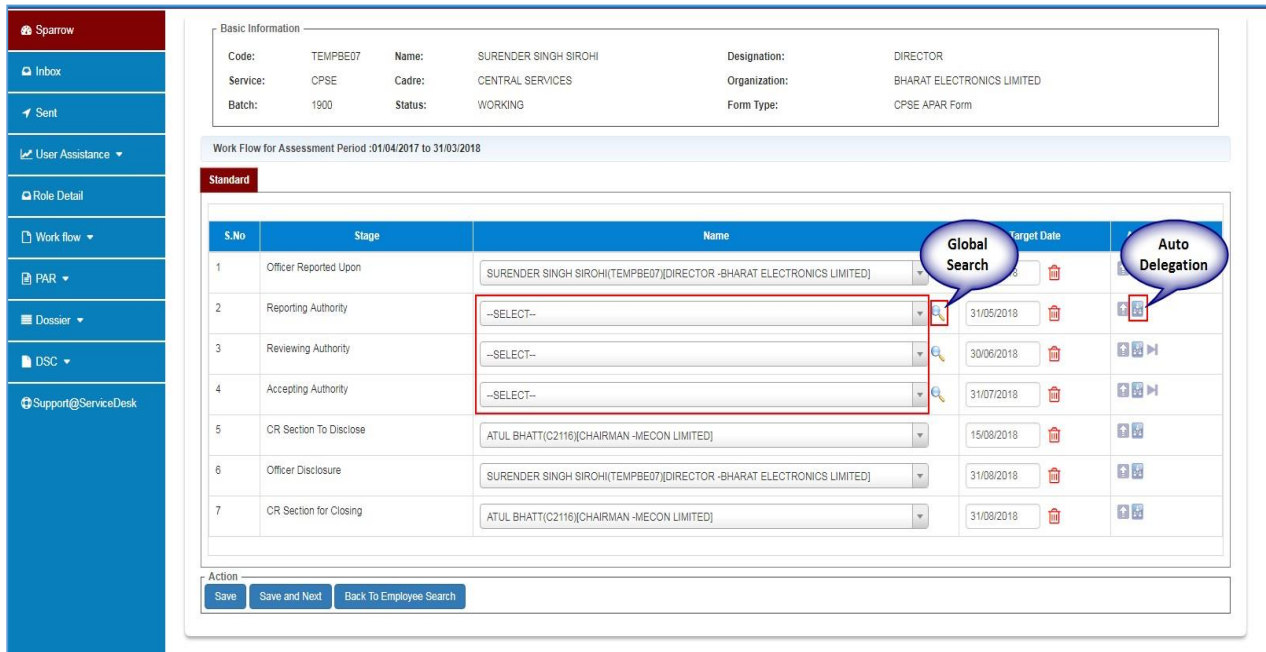
- As a result page appears; provide **Status** and **Type** of Form as shown in **Fig.4**:



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

**Fig.4**


- Click **Continue** (  ) button as shown in **Fig.4**.
- A page appears, open **Standard** (  ), select officers, click **Save** (  ) button as shown in **Fig.5**:



S.No	Stage	Name	Target Date	Actions
1	Officer Reported Upon	SURENDER SINGH SIROHI(TEMPBE07)(DIRECTOR -BHARAT ELECTRONICS LIMITED)		
2	Reporting Authority	--SELECT--	31/05/2018	Global Search, Auto Delegation
3	Reviewing Authority	--SELECT--	30/06/2018	
4	Accepting Authority	--SELECT--	31/07/2018	
5	CR Section To Disclose	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	15/08/2018	
6	Officer Disclosure	SURENDER SINGH SIROHI(TEMPBE07)(DIRECTOR -BHARAT ELECTRONICS LIMITED)	31/08/2018	
7	CR Section for Closing	ATUL BHATT(C2116)(CHAIRMAN -MECON LIMITED)	31/08/2018	

**Fig.5**

**Note:**

Global Search (  ): To search the officer from global organization.



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

The screenshot shows the 'Define Workflow' page in the eoffice system. The page has a left sidebar with navigation options like 'Sparrow', 'Inbox', 'Sent', 'User Assistance', 'Role Detail', 'Work flow', 'FAR', 'Dossier', 'DSC', and 'Support@ServiceDesk'. The main content area is titled 'Home > Workflow > Define Workflow'. It contains a 'Basic Information' section with the following details:

Code:	3301	Name:	SURINDER SINGH	Designation:	GENERAL MANAGER HR
Service:	CPSE	Cadre:	NOT APPLICABLE	Organization:	TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED (TCL)
Batch:	1900				


Below this is a 'Back to search' link and a green success message: **WORKFLOW DATA SAVED AND UPDATED SUCCESSFULLY**. Underneath is a section for 'Creation of Work Flow - Choosing Workflow Period' which contains a table:

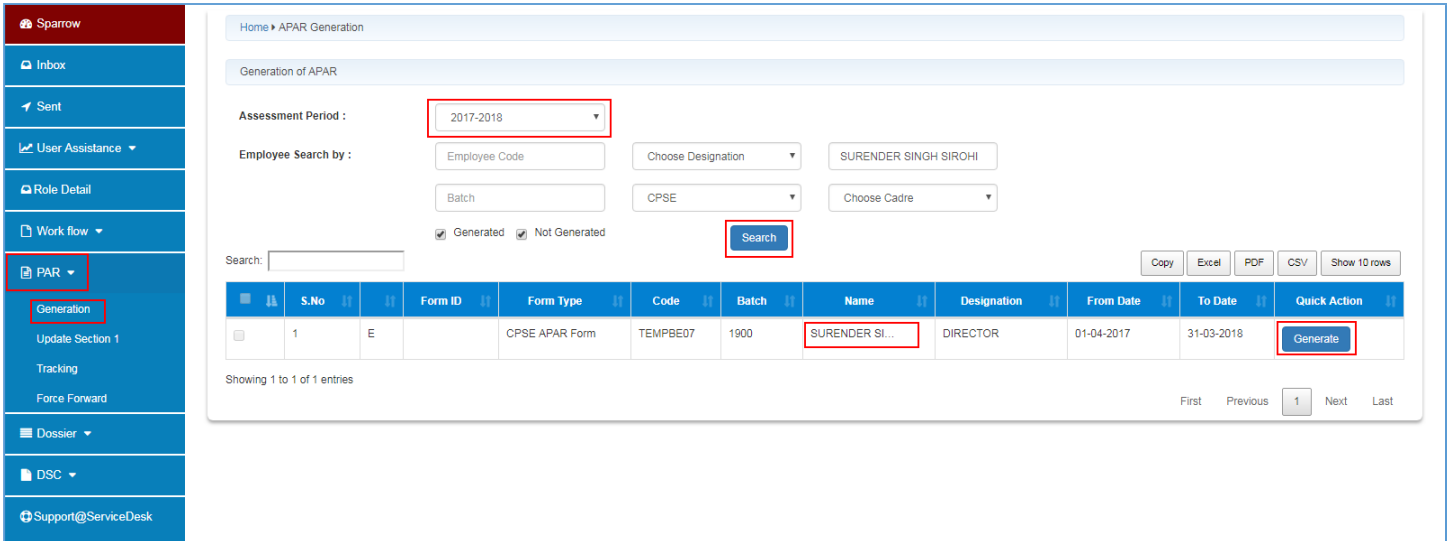
S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	CPSE APAR Form	Update Delete


Fig.6



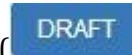
## Generation of PAR

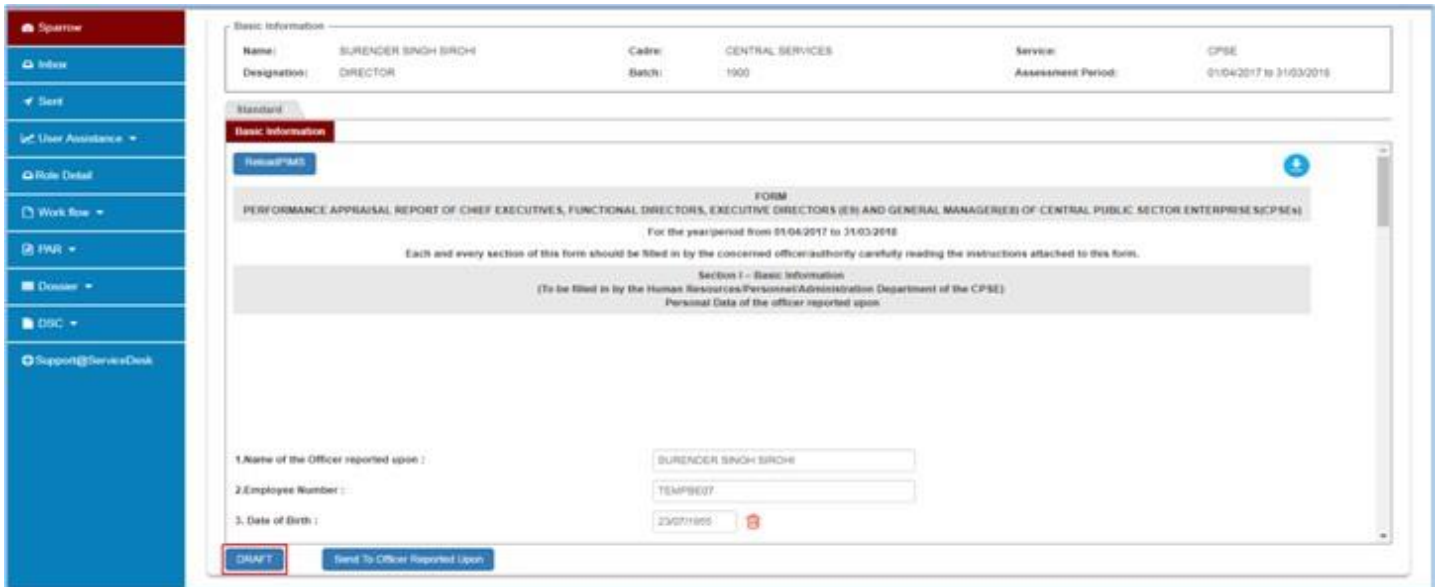
- Go to **PAR** → **Generation**, select **Assessment Period**, search user and click **Search** (  ) button then click on **Generate** (  ) as shown in **Fig.7**:



S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	CPSE APAR Form	TEMPBE07	1900	SURENDER SI...	DIRECTOR	01-04-2017	31-03-2018	

**Fig.7**

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



**Basic Information**

Name: SURENDER SINGH SIROHI    Cadre: CENTRAL SERVICES    Service: CPSE  
Designation: DIRECTOR    Batch: 1900    Assessment Period: 01/04/2017 to 31/03/2018

**Standard**


**Basic Information**

FORM  
PERFORMANCE APPRAISAL REPORT OF CHIEF EXECUTIVES, FUNCTIONAL DIRECTORS, EXECUTIVE DIRECTORS (JRN) AND GENERAL MANAGER(S) OF CENTRAL PUBLIC SECTOR ENTERPRISE(S) (CPSE/S)  
For the year/period from 01/04/2017 to 31/03/2018

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

Section I - Basic Information  
(To be filled in by the Human Resources/Personnel/Administration Department of the CPSE)  
Personal Data of the officer reported upon.

1. Name of the Officer reported upon : SURENDER SINGH SIROHI  
2. Employee Number : TEMPBE07  
3. Date of Birth : 23/07/1965

**DRAFT**    

**Fig.8**

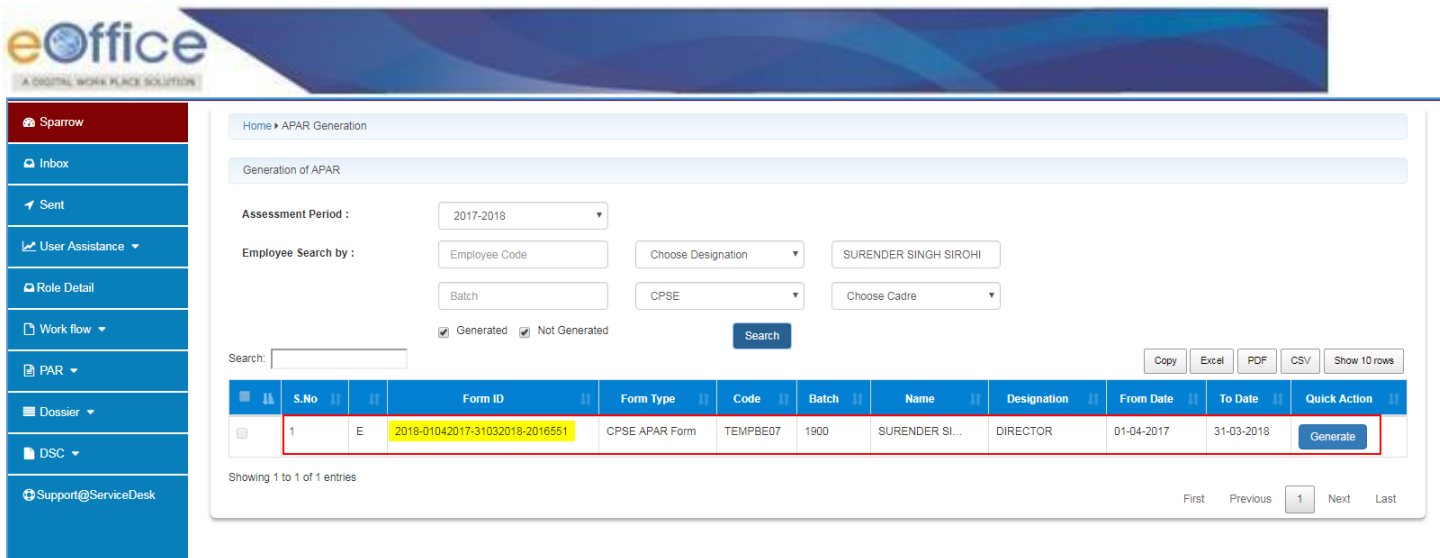


Fig.9

### Send PAR

- Fill the form and click **Send To Officer Reported Upon** (  ) button, a confirmation window appears click on **OK** (  ) button as shown in **Fig.10**:

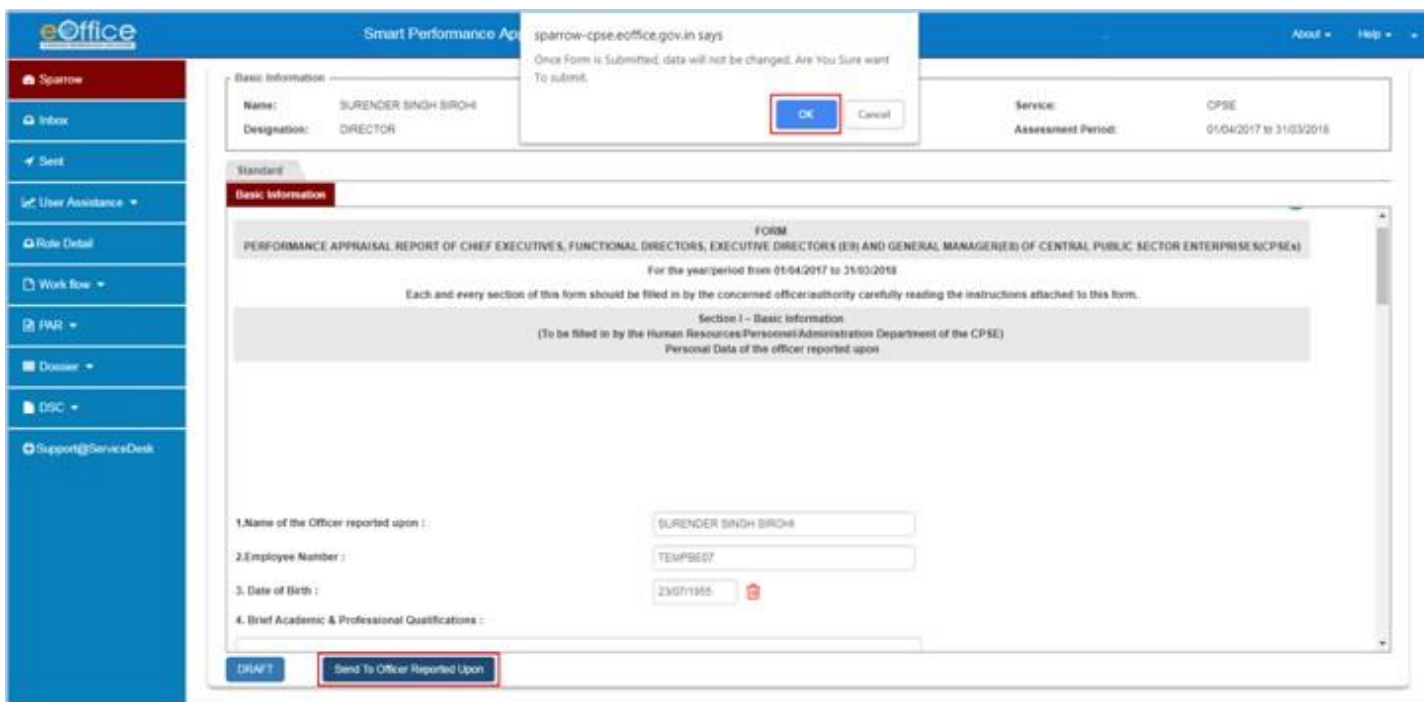


Fig.10

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

- Sparrow
- Inbox
- Sent
- User Assistance ▾
- Role Detail
- Work flow ▾
- PAR ▾
- Dossier ▾
- DSC ▾
- Support@ServiceDesk

MESSAGE

APAR ID : 2018-01042017-31032018-2016551 has been Sent Successfully to SURENDER SINGH SIROHI (TEMPBE07) [DIRECTOR]

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

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:

SPARROW portal for various services have been splitted, you may

Home > Inbox

My Par(1) Assess Par(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2018-01042017-31032018-2016551	CPSE APAR Form	15/11/2018	ATUL BHATT (...)	15/11/2018	Officer Reported...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Fig.12

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

Smart Performance Appraisal Report Recording Online Window (SPARROW)

About Help Mr. SURENDER SINGH SIROHI(DIRECTOR - B...)

Basic Information

Name: SURENDER SINGH SIROHI Cadre: CENTRAL SERVICES Service: CPSE  
Designation: DIRECTOR Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Self Appraisal

Basic Information

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

During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systematic improvement (resulting in significant benefits to the Company and/or reduction to time and costs)

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: Delhi

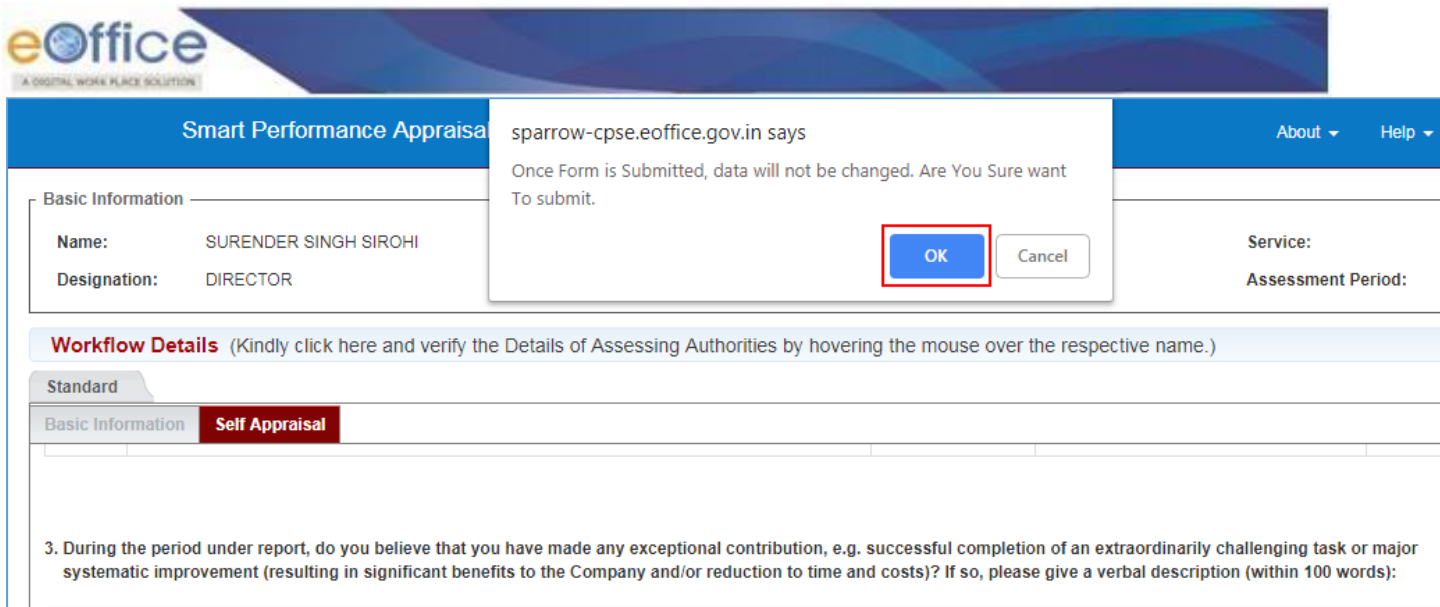
For your future career: Kolkata

6. Declaration

DRAFT Send To Reporting Authority

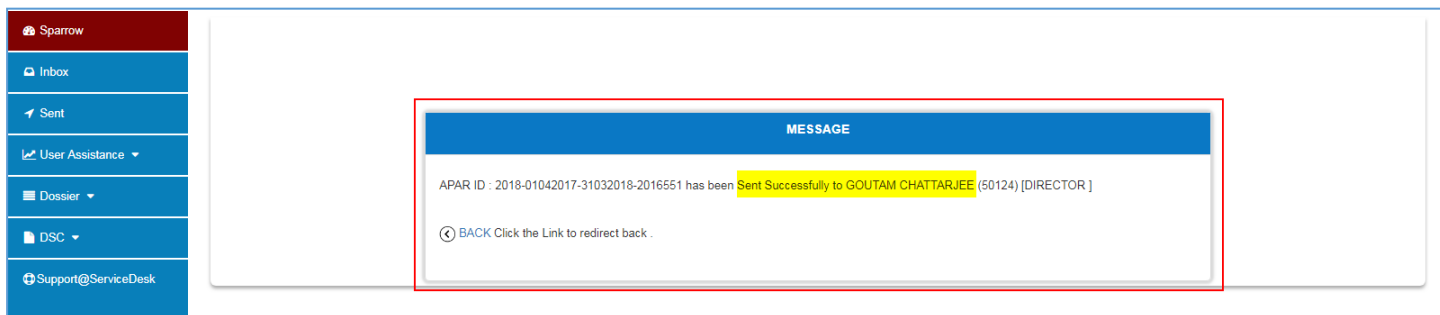
Fig.13

- A confirmation window appears click on OK ( OK ) button as shown in Fig.14:



**Fig.14**

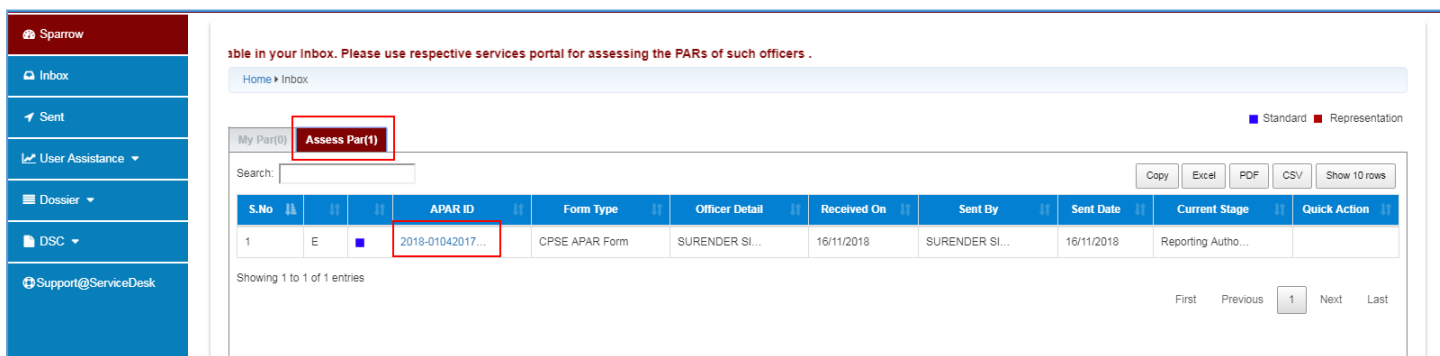
- A message prompts “Sent Successfully to” as shown in Fig.15:



**Fig.15**

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

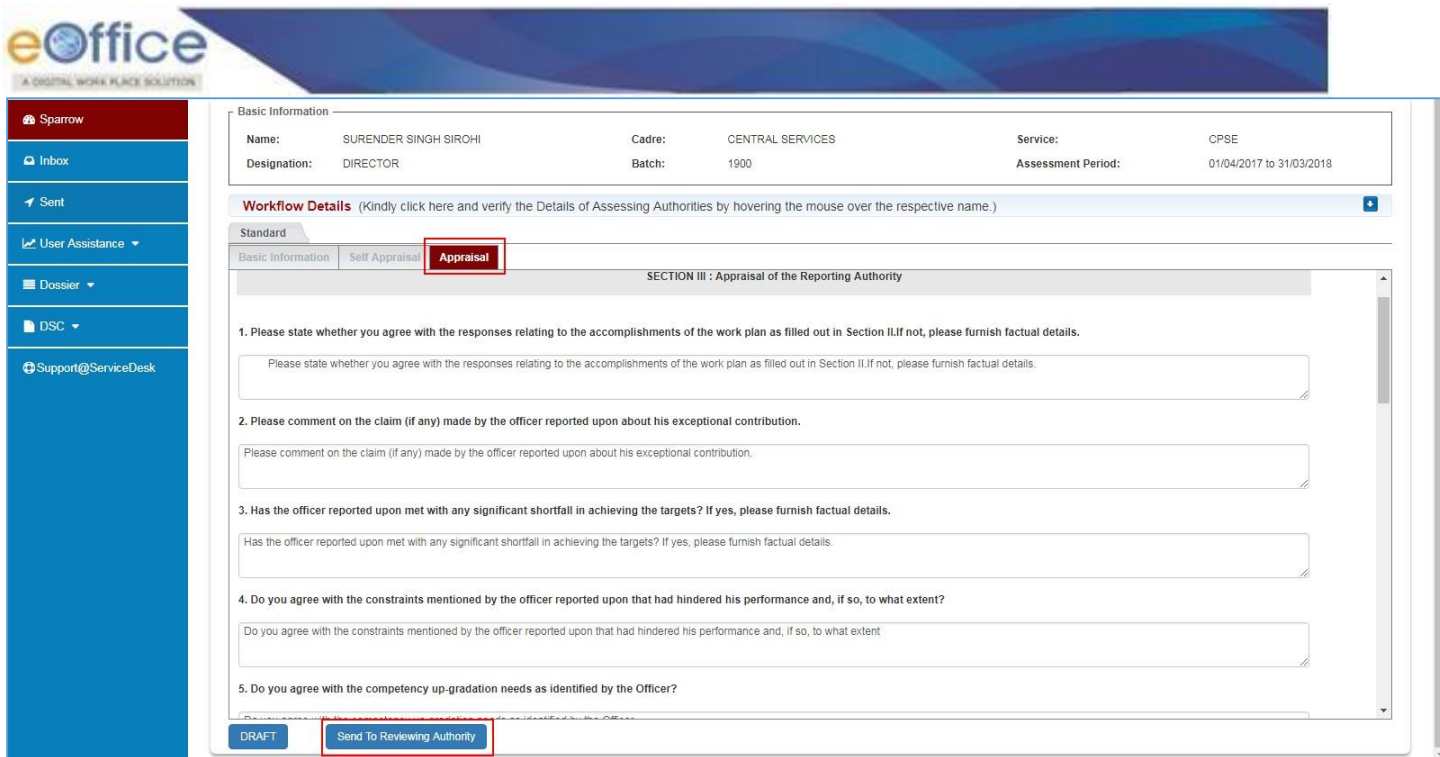
- Click PAR ID ( 2018-01042017-31032018-2016551 ) under Access Par tab to open the Form as shown in Fig.16:



**Fig.16**

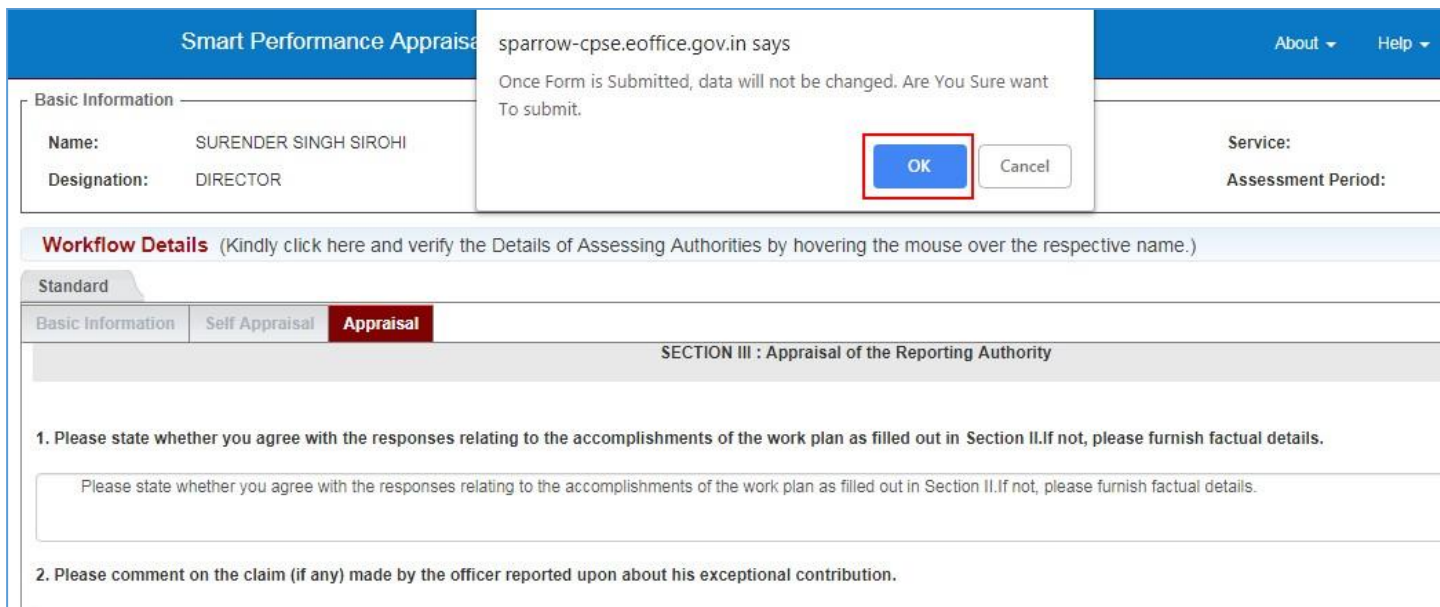
- A page appears, Reporting Authority views **Basic Information & Self Appraisal** forms, grades the PAR in **Appraisal**, click **Send to Reviewing Authority** ( **Send To Reviewing Authority** ) button as shown in Fig.17:





**Fig.17**

- A confirmation window appears click on **OK** (  ) button as shown in **Fig.18**:



**Fig.18**

- A message prompts “Sent Successfully” to as shown in Fig.19:

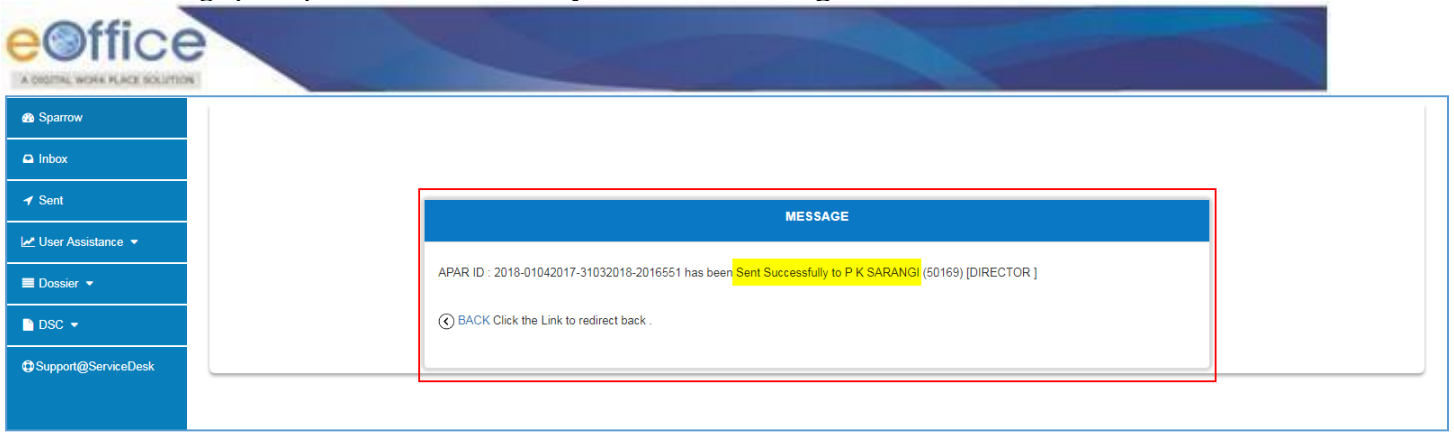


Fig.19

### 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

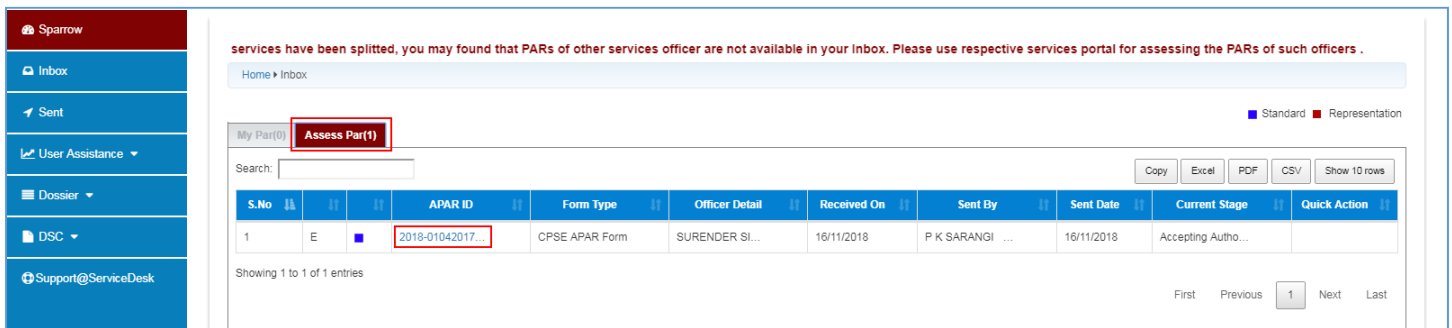
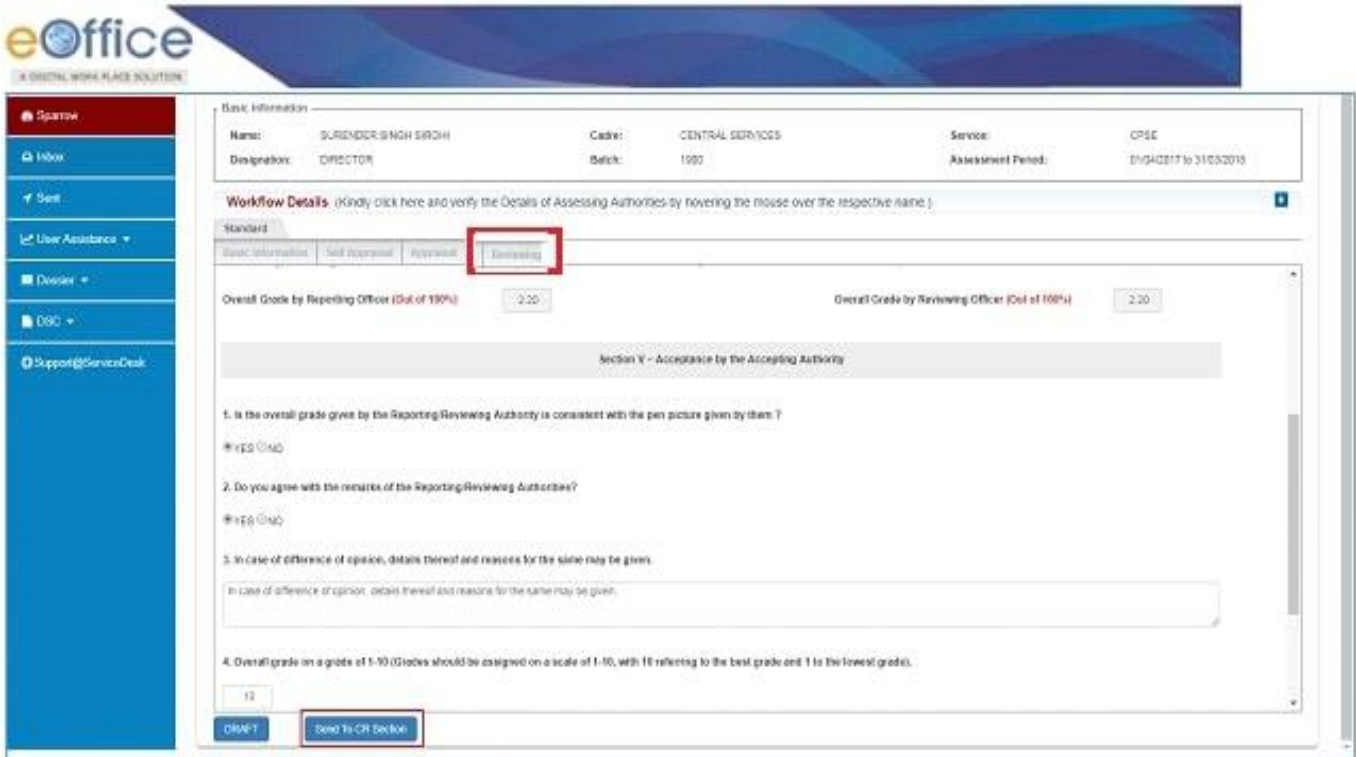


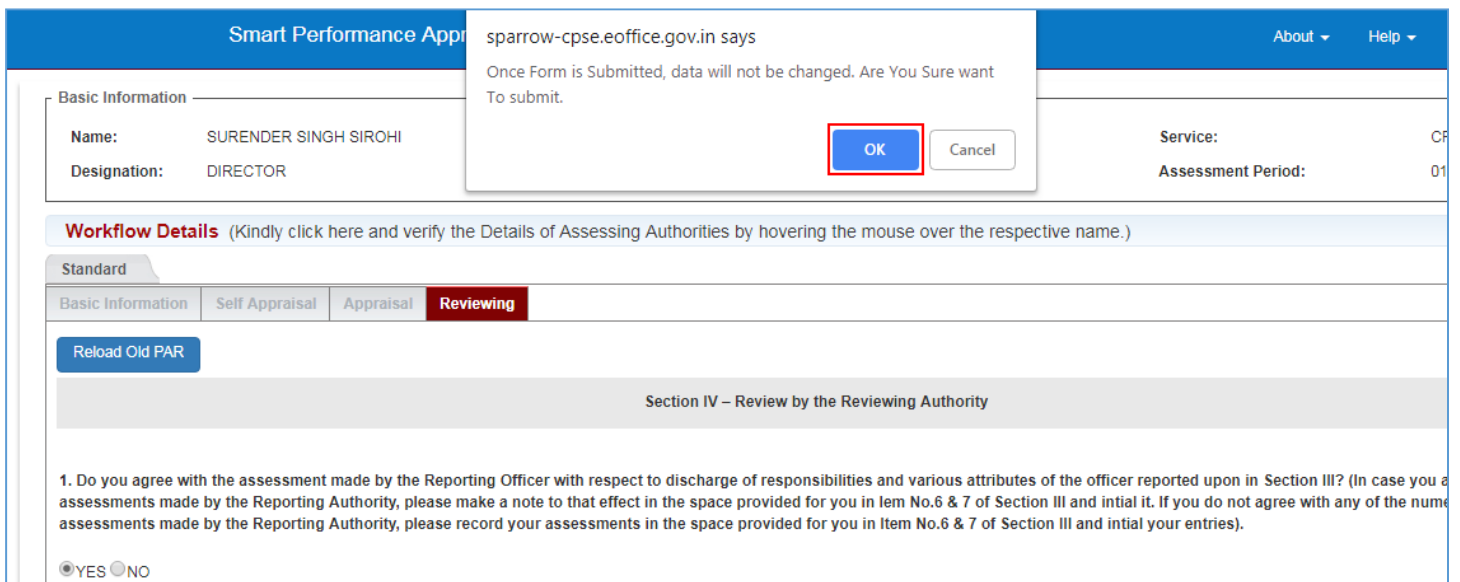
Fig.20

- 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:



**Fig.21**

- A confirmation window appears click on **OK** (  ) button as shown in **Fig.22**:



**Fig.22**

- A message prompts “**Sent Successfully**” to as shown in **Fig.23**:

The screenshot shows the eoffice web interface. On the left is a vertical navigation menu with items: Sparrow, Inbox, Sent, User Assistance, Dossier, DSC, and Support@ServiceDesk. The main content area displays a message confirmation box with a blue header labeled 'MESSAGE'. The message text reads: 'APAR ID : 2018-01042017-31032018-2016651 has been Sent Successfully to RAJESH KUMAR CHAUDHRY (PB/028 ) [JOINT SECRETARY DEPARTMENT OF PUBLIC ENTERPRISES GOJ]'. Below the message is a 'BACK' link with a circular arrow icon and the text 'Click the Link to redirect back'.

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