

DATE BOUND
IMMEDIATE

No.30/1/2020-1PAR Cell

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Department in Haryana.
2. Commissioner, Ambala/Faridabad/Hisar/Karnal/Rohtak/
Gurugram Division.
3. All Deputy Commissioners in Haryana.
4. All IAS officers in Haryana.

Dated Chandigarh, the 2nd March, 2020.

Subject: E-filing of Performance Appraisal Reports of IAS officers for the year 2019-20 at <http://sparrow.eoffice.gov.in>.

Sir/Madam,

I am directed to address you on the subject mentioned above and to say that the Online filing of PAR (Smart Performance Appraisal Report Recording Online Window viz., SPARROW) in respect of IAS officers had been introduced from the assessment year 2013-14. As such, Performance Appraisal Reports of IAS officers are to be recorded online at <http://sparrow.eoffice.gov.in> for the year 2019-20 by 31st December, 2020. The system would not allow to add any remarks etc. after the 31st December, 2020 deadline set by Govt. of India as per time schedule. The reporting/reviewing/accepting authority therefore should strictly follow the time schedule and send the Performance Appraisal Reports directly to the next authority, after recording his/her remarks as per Time Schedule as given below through online at <http://sparrow.eoffice.gov.in>

2. The All India Service (Performance Appraisal Report) Rules, 2007 provide a schedule for completion of PARs of IAS officers as follows :-

Activity	Cut off Dates	
	Due Date	Auto Forward
Giving blank PAR form to officer	1 st April	---
Self Appraisal Submission	31 st May	1 st June
Appraisal by Reporting Authority	31 st July	1 st August
Appraisal by Reviewing Authority	30 th September	1 st October
Appraisal by Accepting Authority	31 st December	Auto closure on 31 st December
Disclosure to the officer	31 st December	---
Comments of officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 days from disclosure	---

3. The E-Mail ID will be name-based E-Mail ID and not based on designation, as allocated to the IAS officer by National Informatics Centre and is mandatory to 'login' the SPARROW. E-Mail Id will be the username by which the IAS officer would access the said online software after entering the provided password which would be the same as that of NIC email ID. The

blank APAR form for the individual IAS officer would be received from the Custodian of PAR into "Inbox" under the SPARROW tag (Inbox>My PAR) and can be accessed after entering the application through your NIC email ID. SPARROW would also have an in-built system of generation of auto-alerts (SMS) on their mobile number registered with SPARROW as well as E-Mail on their NIC E-Mail ID, that the PAR form has been generated by Custodian for the Officer reported upon as per time schedule or forwarded by one writing authority to next writing authority.

The system also provides status check, so that the Officers know where their APAR(s) are pending and the same can be seen under the SPARROW tag (PAR>Tracking) as well as which APAR(s) are pending with them for recording remarks can be seen under the SPARROW tag (Inbox>Access PAR).

4. The SPARROW will operate online with two types of authentications-by "**DSC**" and by "**eSign**", details of which are provided below. Either of these authentication can be used.

(i) The 'USB pen drive' containing "Digital Signature Certificate" is not required to access the application, as the same is required to sign documents at different stages to have safe and secure movement of PAR without any tampering of data and for this, DSC has to be activated under the SPARROW tag (DSC>Enroll>DSC Registration) by registering once till the expiry date. Registered DSC gets activated after entering the PIN Number provided with DSC.

Before the activation of DSC, Computer System (except Apple) has to be updated with latest browser i.e. Chrome, Mozilla Firefox and as per following prerequisite actions:-

- a. Install the 1.8 Java Version and add <http://sparrow.eoffice.gov.in:443> and <https://sparrow.eoffice.gov.in> in Security button after opening JAVA in Control Panel.
- b. Install "DSC" drivers contained in the USB Pen Drive.
- b. Install DSC Signer, which can be downloaded from SPARROW web page by clicking DSC>Enroll button as per specification of Desktop i.e. 32 bit or 64 bit.
- c. Run this link "<https://127.0.0.1:55101/check/isLive>"
- d. After all settings restart computer system.

(ii) The new "**eSign**" facility is also available now on SPARROW for submitting Self Appraisal/IPRs, which is an innovative initiative for allowing easy, efficient, and secure signing of electronic documents by authenticating signer, using Aadhaar eKYC services. With this service, any Aadhaar holder can digitally sign an electronic document without having to obtain a physical Digital Signature Certificate dongle through OTP-based authentication. The Officer should have 12-digit Aadhaar Number. For OTP-based authentication, the mobile number which is registered with Aadhaar number at the time of Aadhaar Registration. Officer can validate E-Sign by clicking on "**Hastakshar**" button then clicking on "**I Agree**" button in the window that appears for submitting PAR to next level.

Before the activation of "eSign" Computer System (except Apple) has to be updated with latest browser i.e. Chrome, Mozilla Firefox and as per following prerequisite actions:-

a) Click on the links : 1st Link :-

<https://esignservice1.cdac.in/esignservice2.1/2.1/signdoc>

and 2nd Link :-

<https://esignservice.cdac.in/esignservice2.1/2.1/signdoc>

b) After Clicking on the links above if message received is "**The request method is inappropriate for the URL**", please ignore below steps and click on eHastakshar(eSign)

c) If using Mozilla Firefox, then a security warning may appear after clicking on the links in the first step with message as "**Your connection is not secure**", in that case click on "**Add Exception**" and "**Confirm Security Exception**"

d) If using Google Chrome, then a security warning may appear after clicking on the links in the first step with message as "**Your connection is not private**", in that case click on "**Click Advance**" and "**Proceed to 'link of 1st or 2nd url' (Unsafe)**"

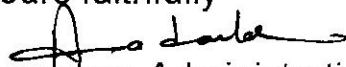
5. It is, accordingly, requested that the Performance Appraisal Reports of all IAS officers for the year 2019-20 may please be finalised strictly by the dates specified in the schedule mentioned above and all the IAS officers should submit their Performance Appraisal Report forms at <http://sparrow.eoffice.gov.in> and after filling their self-appraisal/recording remarks as Reporting/Reviewing/Accepting Authority online on or before the due date, send the same electronically with "**DSC**" or "**eSign**" to their concerned reporting/reviewing/accepting authority as per Time Schedule mentioned above. The political executives are not being issued DSCs or authentication for "**eSign**" by the Govt. of India and would record their remarks/grading manually on the PARs of IAS officers, for which this Department would take a printout up to the level where PAR is online, obtain the remarks/grading from political executive and then upload the same on SPARROW for online process.

6. The medical report, appreciation letters, Annexures, achievements etc. can be uploaded under the button of "**Reference Document Upload**" by Officer reported upon while submission of self-appraisal (Section-II) or by the Reporting/Reviewing/Accepting Authority under their Section-III/IV/V respectively by scanning all the documents which are to be uploaded in a single 'PDF file' (up to 3MB) and press the button "**Reference Document Upload**" given at the bottom of the Section II by choosing the scanned PDF file from his/her computer to upload.

7. It is further requested that the information of IAS officer regarding change of mobile number, E-mail ID, joining or relinquishing the charge of post, proceeding on training or leave may be intimated to parmanager-hry@nic.in to update the same for alerts generated by the software. Any difficulty regarding DSC signing, E-Signing or SPARROW can be reported through e-mail at support-sparrow@nic.in with a copy to parmanager-hry@nic.in for following up the matter with NIC, Haryana & New Delhi to resolve the same at the earliest.

8. It may also be noted that no physical PAR forms are being sent to IAS officers for recording of their Self-Appraisal. Accordingly, all the officers are requested to record their Self Appraisals/Comments on the SPARROW as per these instructions.

Yours faithfully



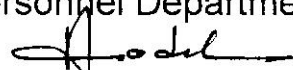
Joint Secretary Administration
for Chief Secretary to Government, Haryana.

Endst. No.30/1/2020-1PAR Cell

Dated Chandigarh, the 2nd March,2020.

A copy, each, is forwarded to the Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary to Chief Minister, Haryana and Special Senior Secretaries/Senior Secretaries/Senior Secretaries/Private Secretaries to Chief Minister/Ministers/State Ministers, Haryana for information of Chief Minister/Ministers and State Minister.

2- They are requested to ensure that the prescribed time schedule for writing the PARs is followed strictly and PARs of all IAS officers for the year 2019-20 are completed and sent to the Personnel Department.



Joint Secretary Administration
for Chief Secretary to Government, Haryana.

Endst. No.30/1/2020-1PAR Cell

Dated Chandigarh, the 2nd March,2020.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary action.

2- They are requested to ensure that the prescribed time schedule for writing the PARs is followed strictly and PARs of all IAS officers for the year 2019-20 are completed.



Joint Secretary Administration
for Chief Secretary to Government, Haryana.

To

All the Administrative Secretaries to Government, Haryana.

Endst. No.30/1/2020-1PAR Cell

Dated Chandigarh, the 2nd March,2020.