

DATE BOUND
IMMEDIATE

No.30/1/2016-3S(I)

From

The Chief Secretary to Government, Haryana.

To

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

Dated Chandigarh, the 16th March, 2016.

Subject: E-filing of Performance Appraisal Reports of IAS officers at <http://sparrow.eoffice.gov.in> for the year 2015-16.

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) is being introduced from the assessment year i.e. 2013-14 for all IAS officers and Performance Appraisal Reports of IAS officers are to be recorded through online at <http://sparrow.eoffice.gov.in> for the year 2015-16 by 31st December, 2016.

2. E-mail ID allocated by name to the IAS officer by National Informatics Centre, Haryana (NIC,Haryana) is mandatory to 'login' the SPARROW & to get register once by IAS officer for filling e-PAR with the help of 'USB pen drive' containing "Digital Signature Certificate" issued by this Department. E-Mail Id will be the username by which the IAS officer would access the said online software after entering the provided password. The E-Mail ID will be name based E-Mail ID and not based on designation. The blank APAR form for the individual officer would be received from the Custodian into Inbox of the SPARROW (inbox My PAR) in the account of officer reported upon and could be accessed after entering the application through your NIC email ID. You would also receive an alert on your registered mobile number as well as on your NIC E-mail ID that the PAR form has been forwarded to you or forwarded by one writing authority to next writing authority. The system provides status check so that the officer know where their APARs pending as well as what is pending with them.

3. 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		
	Below Super Time Scale	Super Time Scale	Above Super Time Scale
Giving blank PAR form to officer	1 st April	1 st May	1 st June
Self Appraisal Submission	30 th April	31 st May	15 th June
Appraisal by Reporting Authority	31 st May	30 th June	15 th July
Appraisal by Reviewing Authority	30 th June	31 st July	15 th August
Appraisal by Accepting Authority	31 st July	31 st August	15 th September
Disclosure to the officer	15 th August	15 th September	30 th September
Comments of officer reported upon, if any (if none, transmission of the PAR to the DOPT)	31 st August	30 th September	15 th October

The Government of India, in Para 9.7 of General guidelines for filling up the PAR form for IAS officers except the level of Secretary or Additional Secretary or equivalent to the Government of India has clarified that in case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period, the nodal officer (Custodian of PARs in the State) shall force forward self-appraisal/blank form of the IAS officer directly to the Reviewing Authority and authorize him to initiate the PAR through online software <http://sparrow.eoffice.gov.in>.

4- It is accordingly requested that the Performance Appraisal Reports/ of all IAS officers for the year 2015-16 may please be finalized positively by the dates specified above and all the IAS officers should submit their Performance Appraisal Report forms at <http://sparrow.eoffice.gov.in> by login the same as per E-mail ID & password provided by National Informatics Centre, Haryana (NIC, Haryana) and after filling their self-appraisal online on or before the due date send the same electronically to their concerned reporting/reviewing/accepting authority as per Time Schedule mentioned above. The software would also have an in-built system of generating auto-alerts on E-mail provided by NIC as well as SMS (Short Message Service) on mobile number provided by IAS officer while submitting 'Digital Signature Certificate Request Form' which would go to the concerned officer with whom the PARs are pending or submitted for recording of remarks. It may be noted that IAS officer would have to digitally sign the report before forwarding it to appropriate authority. The system would not allow any remarks etc. to be added after

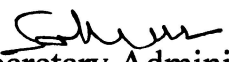
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the deadline set by Govt. of India as per time schedule. The political executives are not being issued DSCs and would record their remarks/grading manually on the PARs of IAS officers, for which this Department would take a printout upto the level where PAR is online, obtain the remarks/grading from political executive and then upload the same on SPARROW for online process.

5- The reporting/reviewing/accepting authority should send the said Performance Appraisal Report directly to the next authority, after recording his/her remarks as per Time Schedule mentioned above through online software <http://sparrow.eoffice.gov.in>. The medical report, appreciation letters, etc. could be uploaded by officer at the beginning of the year while e-filing self-appraisal for which a tab has been provided on the same page where the officer would be recording self-appraisal by scanning all the documents which are to be uploaded in a single 'PDF file' 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.

6- 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 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.

Yours faithfully

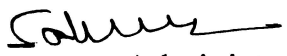

Under Secretary Administration
for Chief Secretary to Government, Haryana.

Endst. No.30/1/2016-3S(I)

Dated Chandigarh, the 16th March, 2016.

A copy, each, is forwarded to the Principal Secretary/Additional Principal Secretary to Chief Minister, Haryana and Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to 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 2015-16 are completed and sent to the Personnel Department.


Under Secretary Administration
for Chief Secretary to Government, Haryana.

Endst. No.30/1/2016-3S(I)

Dated Chandigarh, the 16th March, 2016.

A copy is forwarded to all the Managing Directors of all the Corporations/Boards (only IAS officers) 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 2015-16 are completed.


Under Secretary Administration
for Chief Secretary to Government, Haryana.

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 2015-16 are completed.


Under Secretary Administration
for Chief Secretary to Government, Haryana.

To

All the Administrative Secretaries to Government, Haryana.

Endst. No.30/1/2016-3S(I)

Dated Chandigarh, the 16th March, 2016.