

DATE BOUND
IMMEDIATE

No.30/1/2018-3S(I)

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 8th March, 2018.

Subject: E-filing of Performance Appraisal Reports of IAS officers for the year 2017-18 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 has 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 2017-18 by 31st December, 2018. The system would not allow to add any remarks etc. after the 31st December, 2018 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 said Performance Appraisal Report 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		
	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 the General guidelines for filling up the PAR form for IAS officers except for 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>.

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 Mozilla Firefox Browser (ESR 32 bit) and as per following prerequisite actions:-

- a. Install the latest Java Version and DSC drivers contained in the USB Pen Drive provided by the (n) Code Solutions Ltd.
- b. Enable/prompt all "Active X" by opening Internet Explorer (11 version) (Tools>Internet Option>Security>Custom Level>Settings).
- c. Update Computer System as per DSC Handbook provided under "HELP" tag on SPARROW.

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(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 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 enter the Aadhaar number and click on **Verify and Update** in the window that appears after logging in SPARROW and enter the OTP and click on **verify with eSign** button. Officer can **"eSign"** after a result message prompts **"Verified Successfully"**.

5. It is, accordingly, requested that the Performance Appraisal Reports of all IAS officers for the year 2017-18 may please be finalized positively 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.

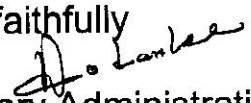
6. The medical report, appreciation letters, Annexures, achievements etc. can be uploaded under the button of **"Reference Document Upload"** by Officer reported upon while submission of self-appraisal (Section-II) or by the Reporting/Reviewing/Accepting Authority under their Section-III/IV/V respectively by scanning all the documents which are to be uploaded in a single 'PDF file' (less than 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 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.

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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

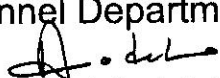

Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

Endst. No.30/1/2018-3S(I)

Dated Chandigarh, the 8th March, 2018.

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/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 2017-18 are completed and sent to the Personnel Department.

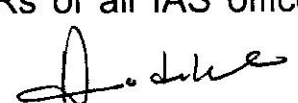

Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

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Dated Chandigarh, the 8th March, 2018.

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 2017-18 are completed.


Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

To

All the Administrative Secretaries to Government, Haryana.

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