



SMART PERFORMANCE APPRAISAL REPORT RECORDING (SPARROW)

Online Window – User Manual

For NEIGRIHMS

Prepared by IT Cell.

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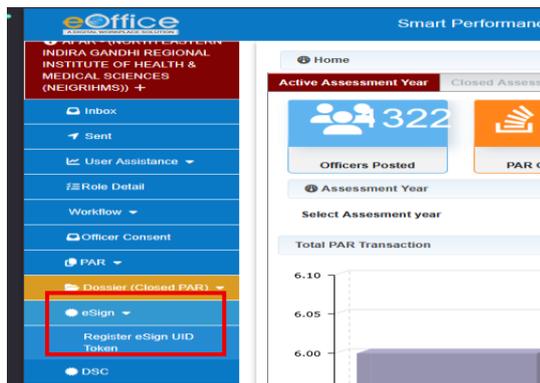
1. SPARROW URL

All the staff and faculties of NEIGRIHMS can access SPARROW portal by typing <https://sparrow.neigrihms.gov.in> in the browser. The User Id and password to login is the NIC email ID and password. Those who do not have the NIC email ID shall have to apply for the same by filling the form available on the NEIGRIHMS website.

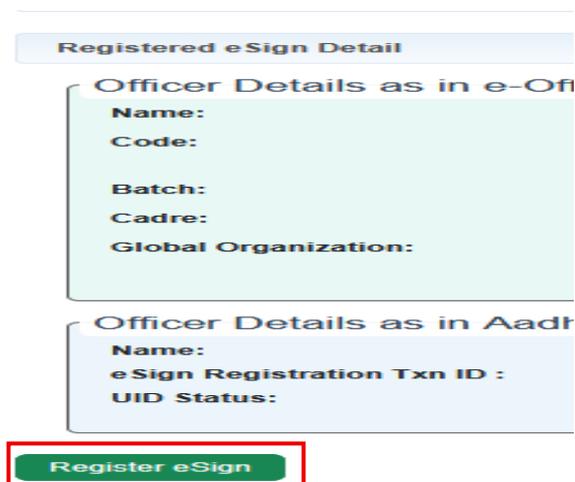
2. eSign Registration:

All users are required to register for esign in the SPARROW portal as follows:

I. Click on esign -> Register eSign UID Token.



II. On the next screen, click on Register eSign



III. Check the two checkboxes and click on ok

Authentication Mode OTP Fingerprint IRIS

Consent for using UID Token for eSigning
National Informatics Centre

I hereby state that I have no objection in extracting my UID token from the XML response received from the issuance of Digital Signature Certificate (DSC) from this specific transaction.

I hereby further state that I have no objection in using this UID token for subsequent eSigning, along with my Security Number *** which is last 3 digits of Aadhaar(as shown in image below) as additional security measure.

I understand that National Informatics Centre shall ensure security and confidentiality of my personal identity data and UID token for the purpose of eSigning.



By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication

Consent for Authentication
National Informatics Centre

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSign Gateway from National Informatics Centre. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication

IV. On the next screen, enter your ADHAAR Number, Click on Get OTP and enter the OTP. Click on Submit.

Aadhaar Number

Virtual ID

UID Token

Enter your Aadhaar Number

Aadhaar OTP Aadhaar T-OTP

Enter your Aadhaar OTP

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based

V. On successful registration, the following will be displayed

Registered eSign Detail

Sign has been registered successfully

Officer Details as in e-Office

Name:	[REDACTED]	Date of Birth:	[REDACTED]
Code:	[REDACTED]	Designation:	[REDACTED]
Batch:	2018	Gender:	M
Cadre:	OTHERS	Service:	NEIGRIHMS
Global Organization:	NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AND MEDICAL SCIENCE		

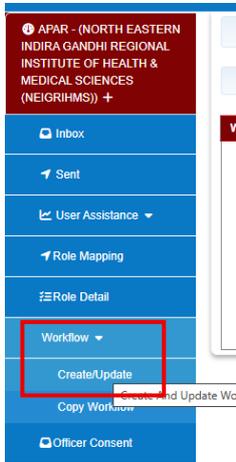
Officer Details as in Aadhaar

Name:	[REDACTED]	Birth Year:	[REDACTED]
eSign Registration Txn ID :	[REDACTED]	Gender:	[REDACTED]
UID Status:	Active		

3. Movement of PAR –Custodian (First Steps).

A. Creation of Workflow

- The Custodian creates the workflow by clicking on workflow -> Create/Update workflow



- Select the **Assessment period**; **search** Officer, to create a workflow.
- As a result the list of searched employee page appears, select the employee and click **Create Workflow** button as shown

The screenshot displays the 'Workflow Within Same Organization' interface. At the top, there are tabs for 'Workflow Within Same Organization' and 'Workflow With All Organization'. Below the tabs, there are search filters: 'Assessment Period' (set to 2017-2018), 'Employee Search by' (Code: su, Batch: CPSE), 'Choose Designation', 'Choose Cadre', 'Email', and 'Mobile Number'. A 'Search' button is present. Below the search filters, there are checkboxes for 'IN PROCESS', 'COMPLETED', and 'NOT STARTED'. A search input field is also visible. The main area contains a table of employees with columns: S.No, Status, Name, Allotment Year/Batch, Employee Code, Designation, Cadre, and Action. The table lists 20 employees. The 13th row, for SURINDER SIN..., is highlighted with a red border, and its 'Create Workflow' button is highlighted in green. The bottom of the page shows 'Showing 11 to 20 of 28 entries' and pagination controls (First, Previous, 1, 2, 3, Next, Last).

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
11	<input type="checkbox"/>	D.S. SUDHAKA...	1900	51081	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	80369760	DIRECTOR FINANCE	CENTRAL SER...	Create Workflow
18	<input type="checkbox"/>	SUBIR CHANDRA	1900	80025882	NOT A/AVAILABLE	CENTRAL SER...	Create Workflow
19	<input type="checkbox"/>	Gopu Sudarsan...	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

- As a result page appears; provide **Status** and **Type** of Form and click on Action and Continue as shown

Home > Workflow > Define Workflow

Basic Information

Code: 1316 Name: REZON STRONG SOHTUN SAWKMIE Designation: DATA PROCESSING ASSISTANT GRADE- I

Service: NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRIHMS) Cadre: OTHERS Organization: NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AND MEDICAL SCIENCE

Batch: 2018

[Back to search](#)

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2025 To: 31/03/2026	APAR	Form-IV Apar for Tech & paramedical staff	Actions + Continue

This option is used to create new work flow

- A page appears, by default the **Standard** tab will be opened, select the officers as required, click **Save** button as shown

Basic Information

Code: 1316 Name: REZON STRONG SOHTUN SAWKMIE Designation: DATA PROCESSING ASSISTANT G

Service: NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRIHMS) Cadre: OTHERS Organization: NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AND MEDICAL SCIENCE

Batch: 2018 Status: APAR Form Type: Form-IV Apar for Tech & paramedica

Work Flow for Assessment Period :01/04/2025 to 31/03/2026

Standard

S.No	Stage	Name	Target Date
1	Officer Reported Upon	REZON STRONG SOHTUN SAWKMIE(1316)[DATA PROCESSING ASSISTANT GRADE- I -NORTH EASTERN INDIRA GAN...	30/04/2026
2	Reporting Authority	SHAMBHU NATH LAL(1432)[PROGRAMMER -NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AN...	31/05/2026
3	Reviewing Authority	SHAMBHU NATH LAL(1432)[PROGRAMMER -NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AN...	30/06/2026
4	CR Section To Disclose	MOVALYZA DKHAR(1314)[DATA PROCESSING ASSISTANT GRADE- I -NORTH EASTERN INDIRA GANDHI REGIONAL IN...	15/08/2026
5	Officer Disclosure	REZON STRONG SOHTUN SAWKMIE(1316)[DATA PROCESSING ASSISTANT GRADE- I -NORTH EASTERN INDIRA GAN...	31/08/2026
6	CR Section for Closing	MOVALYZA DKHAR(1314)[DATA PROCESSING ASSISTANT GRADE- I -NORTH EASTERN INDIRA GANDHI REGIONAL IN...	30/09/2026

Action

Save Save and Next Back To Employee Search

Save

- Workflow save successfully message is displayed as shown:

Home > Workflow > Define Workflow

Basic Information

Code: 1316 Name: REZON STRONG SOHTUN SAWKME Designation: DATA PROCESSING ASSISTANT GRADE- I
 Service: NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRIHMS) Cadre: OTHERS Organization: NORTH EASTERN INDIRA GANDHI REGIONAL HEALTH AND MEDICAL SCIENCE
 Batch: 2018

Back to search

Workflow has been created successfully.

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2025 To: 31/03/2026	APAR	Form-IV Apar for Tech & paramedical staff	Actions

Note:

- Global Search (🔍): To search the officer from global organization. If the Reporting or Reviewing Officer belongs to another organisation then the custodian can use the Global Search icon to search for such Officers.
- Auto delegation (👤): Custodian can provide the auto delegation privileges by clicking the Auto Delegation (👤) button ,in that case the PAR will be moved to custodian account for Manual Process for the further approval. Kindly Refer the NIC manual on SPARROW for more details.

Sparrow

Inbox

Sent

User Assistance

Role Detail

Work flow

PAR

Dossier

DSC

Support@ServiceDesk

Basic Information

Code: TEMPBE07 Name: SURENDER SINGH SIROHI Designation: DIRECTOR
 Service: CPSE Cadre: CENTRAL SERVICES Organization: BHARAT ELECTRONICS LIMITED
 Batch: 1000 Status: WORKING Form Type: CPSE APAR Form

Work Flow for Assessment Period :01/04/2017 to 31/03/2018

Standard

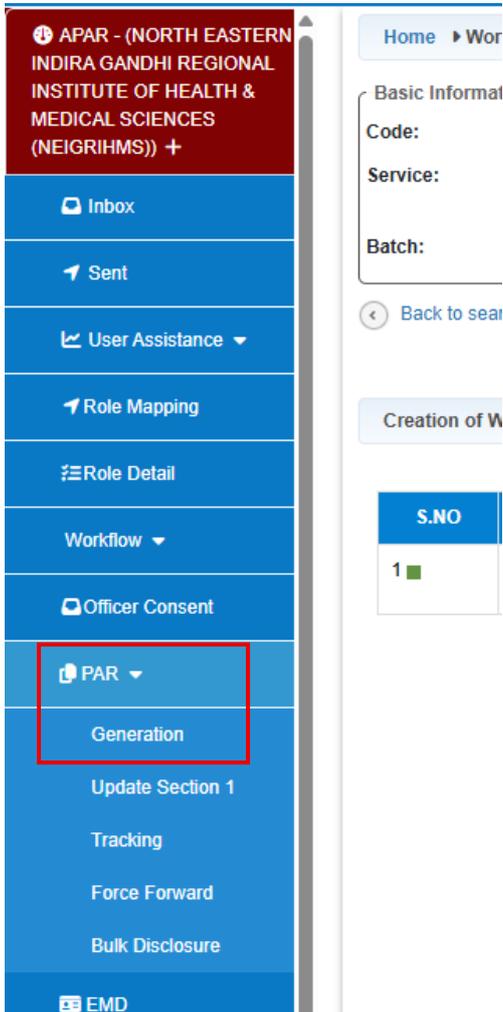
S.No	Stage	Name	Target Date	Global Search	Auto Delegation
1	Officer Reported Upon	SURENDER SINGH SIROHI[TEMPBE07][DIRECTOR -BHARAT ELECTRONICS LIMITED]			
2	Reporting Authority	--SELECT--	31/05/2018	🔍	👤
3	Reviewing Authority	--SELECT--	30/06/2018	🔍	👤
4	Accepting Authority	--SELECT--	31/07/2018	🔍	👤
5	OR Section To Disclose	ATUL BHATTI[C2116][CHARMAN -MECON LIMITED]	15/08/2018		
6	Officer Disclosure	SURENDER SINGH SIROHI[TEMPBE07][DIRECTOR -BHARAT ELECTRONICS LIMITED]	31/08/2018		
7	OR Section for Closing	ATUL BHATTI[C2116][CHARMAN -MECON LIMITED]	31/09/2018		

Action

Save Save and Next Back To Employee Search

B. PAR Generation by Custodian.

- The Custodian can now generate the PAR for the officers whose workflow has been created. The Custodian click on PAR and Generation as shown



- Select Assessment Period, search user and click Search button then click on Generate as shown

Home > APAR Generation

Generation of PAR

Assessment Period : 2025-2026

Employee Search by :

Employee Code: [] Choose Designation: [Choose Designation] REZON STRONG SOHTUN SAWKME

Batch: [] NORTH EASTERN INDIRA GANDHIR Choose Cadre: [Choose Cadre]

Generated Not Generated

Search: []

S.No	PAR ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	Form-IV Apar fo...	1316	2018	REZON STRON...	DATA PROCES...	01-04-2025	31-03-2026	<input type="button" value="Generate"/>

Showing 1 to 1 of 1 entry

- As a result the **Basic Information** form screen appears, custodian fills the details and click on Send to Officer Reported Upon.

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

Standard

Basic Information

+
प्रतिवेदन एवं समीक्षा अधिकारी
Reporting and Reviewing Officers

Authority	Name	Designation	Period Worked	
			From Date	To Date
Reporting Authority	SHAMBHU NATH LAL	PROGRAMMER	01/04/2025	31/03/2026
Reviewing Authority	SHAMBHU NATH LAL	PROGRAMMER	01/04/2025	31/03/2026

दिनांक : _____
Date : _____

हस्ताक्षर (प्रशासन/ कार्यात्मक विभाग की ओर से)
Signature on behalf of (Admin/Personnel Department)

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft Send To Officer Reported Upon Back

- A confirmation window appears click on OK



- The Window to esign will open. Click on Cdac esign service as shown

Home > Form Signing

The DSC version in respect of the SPARROW service is

SELECT MODE OF SIGNING



DSC



eHastakshar(eSign)

- Enter the last 3 digits of the Aadhaar Number and click ok.

eSign Agreement

Authentication Mode
 OTP Fingerprint IRIS

Security Number
* Security Number ⓘ Last 3 digits of your Aadhaar

Consent for Authentication
National Informatics Centre

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSign Gateway from National Informatics Centre. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

- Common Name (name as obtained from e-KYC)
- Unique Identifier (hash of Aadhaar number)
- Pseudonym (unique code sent by UIDAI in e-KYC response)
- State or Province (state as obtained from e-KYC)

By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication

- Click Ok again as shown



- Click on get OTP and click on submit as shown.

Aadhaar Number Virtual ID UID Token

Enter your Aadhaar Number

After 05 cc Submitting request fo

Aadhaar OTP Aadhaar T-OTP **Get OTP**

Enter your Aadhaar OTP

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning. [Play Consent](#)

Submit Cancel [View Document Information](#)

ASP Name : North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Meghalaya

- As a result message page appears PAR is sent to the officer as shown.

MESSAGE

PAR ID : 2026-01042025-31032026-4221165 has been sent successfully to Mr./Ms. REZON STRONG SOHTUN SAWKMIE (1316) [DATA PROCESSING ASSISTANT GRADE- I] [rezonstrong[dot]sawkmie[at]neigrhms[dot]gov[dot]in]

< BACK Click the Link to redirect back .

4. Movement of PAR-Standard Flow.

Stage 1: Officer fills Self Appraisal of their APAR:

Officer performs the following steps to fill PAR:

- Officer is required to login to SPARROW using NIC email ID and password.
- Click on Inbox and click on My PAR tab. Click the PAR ID (in blue) under My Par tab to open PAR as shown below.

My PAR(1) Assess PAR(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Target Dates	
1	E	APAR	2026-01042025-31032026-4222260	Form-IV A...	20/02/2026	MOVALYZ...	20/02/2026	Officer Re...	30/04/2026

Showing 1 to 1 of 1 entry

« < 1 > »

- Officer can check the Basic information tab and if any discrepancy, then the same can be reported by clicking on the Submit Data error report as follows:

Standard

Basic Information Self Appraisal

Period of absence from duty on leave, training etc during the year :

क्र.सं. S.No	अनुपस्थिति की श्रेणी Absence Category	अवधि Period		प्रकार Type	टिप्पणी Remarks
		से From	तक To		
1	Choose Absence Reason				

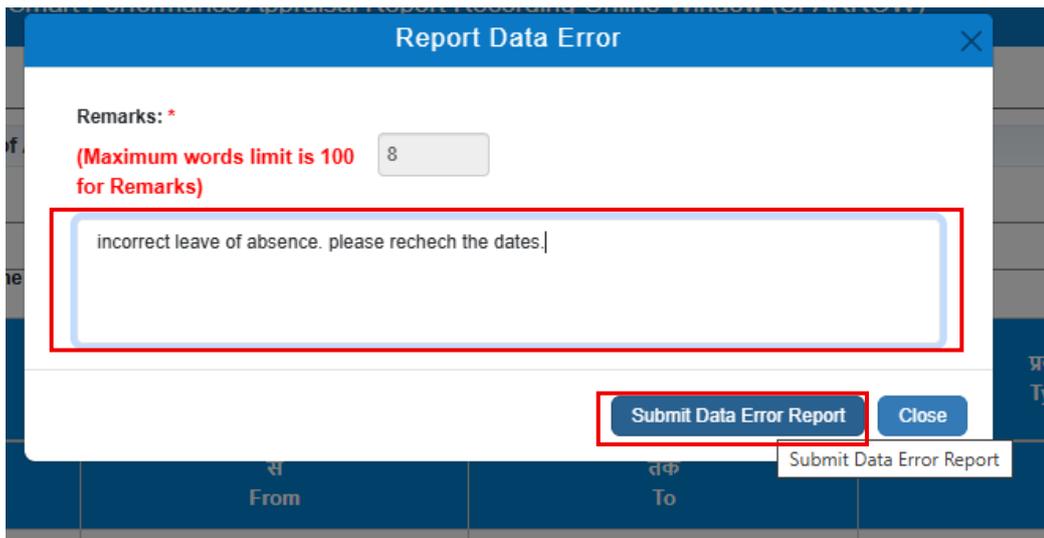
प्रतिवेदन एवं समीक्षा अधिकारी
Reporting and Reviewing Officers

Authority	Name	Designation	Period Worked	
			From Date	To Date
Reporting Authority	SHAMBHU NATH LAL	PROGRAMMER	01/04/2025	31/03/2026
Reviewing Authority	SHAMBHU NATH LAL	PROGRAMMER	01/04/2025	31/03/2026

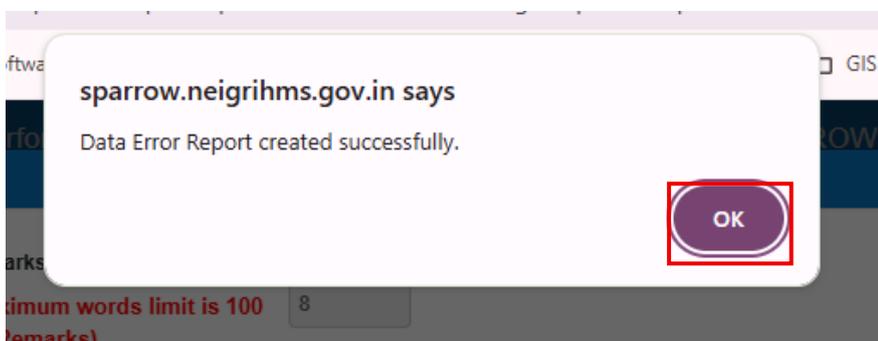
Submit Data Error Report



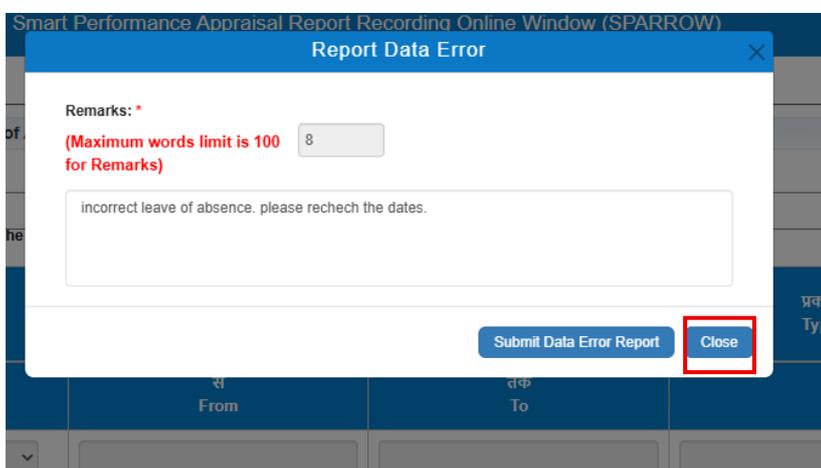
- Type the discrepancy and click on Submit Data Error Report



- Click on OK



- Click on Close.



- The discrepancy will be updated by the Custodian from Establishment section. Once the changes are updated, the same will automatically be updated in the PAR sent to the Officer.
- In case there is no discrepancy then Officer can follow the next step.

- Officer fills the Self Appraisal form. Officer can also attach any relevant document if required as follows:

Reference Upload (only pdf files with 3mb maximum size)

Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

- After the Officer has fill the Self Appraisal form , click Send To Reporting Authority button, as shown below

Basic Information					
Name:	REZON STRONG SOHTUN SAWKMIE	Cadre:	OTHERS	Service:	NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRIHMS)
Designation:	DATA PROCESSING ASSISTANT GRADE- I	Batch/Year of joining:	2018	Assessment Period:	01/04/2025 to 31/03/2026
Form Type:	Form-IV Apar for Tech & paramedical staff				

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

Standard

Basic Information **Self Appraisal**

2. 01/04/2025 से 31/03/2026 तक के वर्ष अर्थात के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त विवरण
Brief resume of the work done by you during the year/period from 01/04/2025 to 31/03/2026
(दिया जाने वाला सार वृत्त 100 शब्दों से अधिक न हो एवं बुलेट पॉइंट में हो)
(The resume to be furnished should be limited to 100 words, ideally in bullet form)

(Maximum words limit is 100)

test

3. कृपया उपलब्धियां (जैसे प्रशिक्षण, सेमिनार, प्राप्त योग्यता आदि) एवं प्रशिक्षण या कौशल उत्थान की आवश्यकता का उल्लेख करें।
Please indicate achievements (e.g. training, seminar, qualification obtained etc.) and need of training or skill upgradation.

test

दिनांक :
Date :23/02/2026

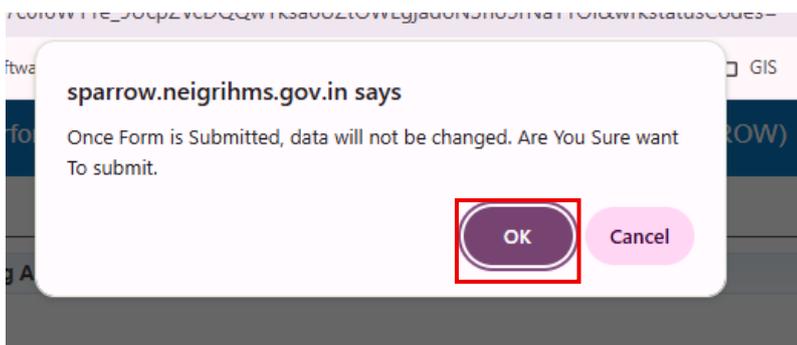
उस अधिकारी का हस्ताक्षर, जिसकी रिपोर्ट लिखी जानी है,
Signature of the officer reported upon
Shri REZON STRONG SOHTUN SAWKMIE (1316)
DATA PROCESSING ASSISTANT GRADE- I

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft **Send To Reporting Authority** Back

- A confirmation window appears click on OK button as shown



- Officer will have to click on esign as shown below



- Enter the last 3 digits of the Aadhaar Number and click ok.

eSign Agreement

Authentication Mode

OTP Fingerprint IRIS

Security Number

* Security Number : ... [Last 3 digits of your Aadhaar](#)

Consent for Authentication

National Informatics Centre

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSign Gateway from National Informatics Centre. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

- Common Name (name as obtained from e-KYC)
- Unique Identifier (hash of Aadhaar number)
- Pseudonym (unique code sent by UIDAI in e-KYC response)
- State or Province (state as obtained from e-KYC)

By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication

OK Cancel

- Click on Send OTP , enter OTP and submit.

Aadhaar Number Virtual ID UID Token

Enter your Aadhaar Number

Aadhaar OTP Aadhaar T-OTP Resend OTP 41

Enter your Aadhaar OTP

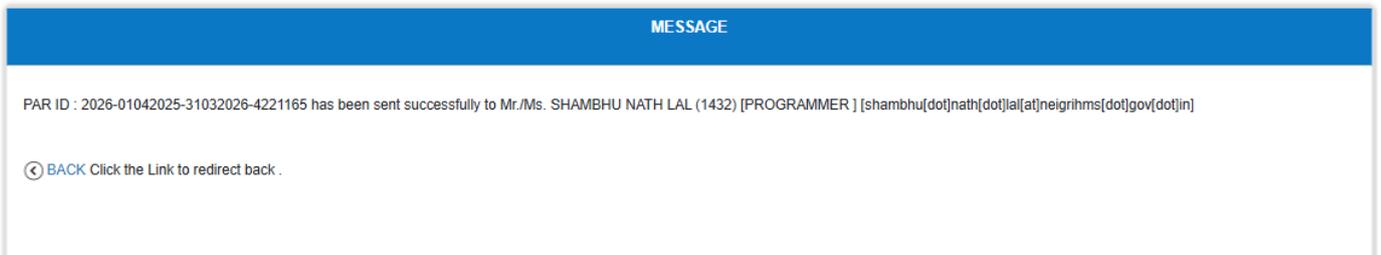
I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning. [Play Consent](#)

OTP has been sent to mobile number <*****1978> (You have 2 attempt(s) left to regenerate OTP)

Submit Cancel [View Document Information](#)

ASP Name : North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Meghalaya

- A confirmation screen will appear as follows:



Stage 2: Assessment of APAR by Reporting Authority

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

- Reporting Officer is required to login to SPARROW using NIC email ID and password.
- Click on Inbox and click on Assess PAR tab. Click the PAR ID (*in blue*) under Assess Par tab to open PAR as shown below.

Home » Inbox

Standard Representation Marked Unmarked Drafted (E) Electronic

APAR APAR LEV Leave NRC NRC TRA Training AWR AWR PRP Probation Rep

My PAR(0) Assess PAR(1)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042025-31032026-4221165	Form-IV A...	REZON S...	23/02/2026	REZON S...	23/02/2026	Reporting ...	31/05/2026

Showing 1 to 1 of 1 entry

« 1 »

- A page appears, Reporting Authority can view Basic Information & Self Appraisal forms by clicking on the respective tabs

Name: REZON STRONG SOHTUN SAWKMIE Cadre: OTHERS Service:

Designation: DATA PROCESSING ASSISTANT GRADE- I Batch/Year of joining: 2018 Assessi

Form Type: Form-IV Apar for Tech & paramedical staff

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

Standard

Basic Information Self Appraisal Appraisal

प्रपत्र
Form

तकनीकी और पैरामेडिकल स्टाफ के लिए वार्षिक कार्य निष्पादन मूल्यांकन
ANNUAL PERFORMANCE APPRAISAL FOR TECHNICAL AND PARAMEDICAL STAFF

01/04/2025 से 31/03/2026 तक के अवधि के लिए कार्य निष्पादन मूल्यांकन
Performance Appraisal Report for the period from 01/04/2025 to 31/03/2026

खंड 1- मूलभूत जानकारी
Section 1- Basic Information
(प्रशासनिक प्रभाग/ एपीएआर अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administration Division/APAR Section)
व्यक्तिगत ब्यारे
Personal Data

1. अधिकारी का नाम :
Name of Officer : REZON STRONG SOHTUN SAWKMIE

2. जन्म की तारीख :
Date of Birth : 27/07/1981

3. धारित पद :
Designation of the Post held : DATA PROCESSING ASSISTANT GRADE- I

Basic Information

Name: REZON STRONG SOHTUN SAWKMIE Cadre: OTHERS

Designation: DATA PROCESSING ASSISTANT GRADE- I Batch/Year of joining: 2018

Form Type: Form-IV Apar for Tech & paramedical staff

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

Standard

Basic Information **Self Appraisal** Appraisal

Name of officer reported upon :- REZON STRONG SOHTUN SAWKM

खंड II- स्व मूल्यांकन
Section II-Self Appraisal
(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)
(To be filled in by the officer reported upon)

1. कर्तव्यों का संक्षिप्त विवरण :
Brief description of duties :
test

2. 01/04/2025 से 31/03/2026 तक के वर्ष/ अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त विवरण
Brief resume of the work done by you during the year/period from 01/04/2025 to 31/03/2026
(दिया जाने वाला सार वृत्त 100 शब्दों से अधिक न हो एवं बुलेट पॉइंट में हो)
(The resume to be furnished should be limited to 100 words, ideally in bullet form)

- The Reporting Officer is required to click on the Appraisal tab and grade the PAR accordingly as shown below:

Note# The method of grading will vary depending on the types of APAR – Eg shown below is for APAR of Tech and Paramedical staff

Standard

Basic Information Self Appraisal **Appraisal**

(Note: Numerical Grading is to be awarded for each of the attribute by the Reporting Officer. This assessment should rate the officer. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Please read carefully the guidelines before filling the entries.)

2. 1-10 के पैमाने पर कार्य निष्पादन का मूल्यांकन (इस खंड का भार 40% होगा)
Assessment of Work Output on a scale of 1-10. (Weightage to the Section will be 40%)

क्र.सं. S.No	विशेषताएं Attributes	प्रतिवेदन अधिकारी द्वारा ग्रेडिंग (1-10) (कॉलम 2) Grading (1-10) By Reporting Officer (Col 2)	कॉलम 2 में असहमति की स्थिति में समीक्षा अधिकारी का संशोधित ग्रेडिंग Revised Grading By Reviewing Officer if disagreement in Col 2	समीक्षा अधिकारी के आधार Initial of the Reviewing Officer
I	कार्य निष्पादन की गुणवत्ता Quality of work/output	8		
II	व्यावसायिक और तकनीकी कौशल/ज्ञान Professional and Technical Skill/ knowledge	8		
III	विश्लेषणात्मक योग्यता Analytical ability	8		
IV	कार्य में प्रवीणता जैसे तकनीकी-प्रयोगशाला रिकॉर्ड और रिपोर्ट की तैयारी/रखरखाव Proficiency in work namely preparation/Maintenance of technical-laboratory records & reports	8		
	सम्पूर्ण कार्य पर पूर्ण ग्रेडिंग (उपरोक्त (i) से (iv) तक के मर्दाने के आधार पर) Overall Grading on "Work Output"[Based on items at (i) to (iv) above]	8		

3. 1-10 के पैमाने पर व्यक्तिगत विशेषताओं का मूल्यांकन (इस खंड का भार 30% होगा)
Assessment of Personal Attributes on a scale of 1-10. (Weightage to this Section will be 30%)

- The reporting Officer can upload a reference document if required.

स्थान :
Place : shillong
दिनांक :
Date : 23/02/2026

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft Send To Reviewing Authority

- Click Send to Reviewing Authority button as shown

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

Standard

Basic Information | Self Appraisal | **Appraisal**

(लगभग 100 शब्दों में)
(Maximum words limit is 100)

1

test

9. समग्र ग्रेड (1-10 के स्कोर पर)
Overall grade (on a score of 1-10)

8

[नोट: समग्र ग्रेडिंग उपरोक्त (2), (3) और (4) के लिए निर्धारित वेटेज के अनुपात में, सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगी]
Note: the overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned for (2), (3) and (4) above].

स्थान :
Place : shillong
दिनांक :
Date : 23/02/2026

Reference Upload (only pdf files with 3mb maximum size) Choose File No

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft | **Send To Reviewing Authority** | Saving

- The reporting Officer is then required to esign as follows:

Home » Form Signing

The DSC version in respect of the SPARROW service is

SELECT MODE OF SIGNING

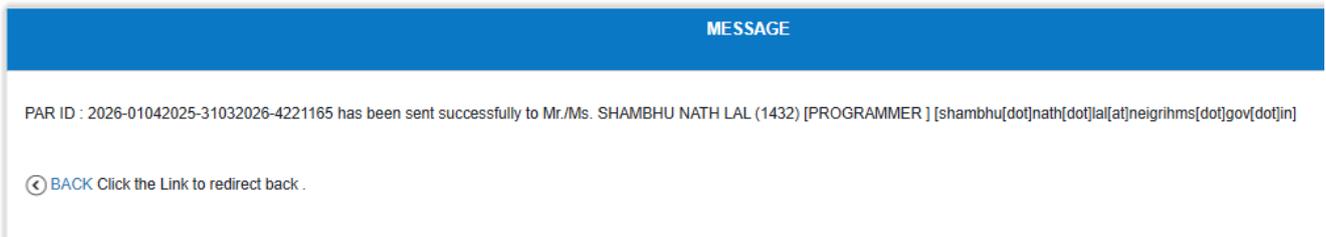

DSC


eHastakshar(eSign)

- Enter the last 3 digits of the Aadhaar Number and click ok.

- Click on Send OTP , enter OTP and submit.

- The successfully sent message will appear as shown below



Stage 3: Assessment of APAR by Reviewing Authority

Reviewing Authority performs the following steps to Forward to CR Section.

- Reviewing Officer is required to login to SPARROW using NIC email ID and password.
- Click on Inbox and click on Assess PAR tab. Click the PAR ID (*in blue*) under Assess Par tab to open PAR as shown below.



- A page appears, Reviewing Authority can view Basic Information & Self Appraisal forms by clicking on the respective tabs.
- For the APAR type as follows:
 - I. Store Officers/Assistant Store Officers & Store Keepers
 - II. APAR Administrative Officer/Asst. Administrative Officerdr/Office Superintendent
 - III. Tech and Paramedical Staff
 - IV. UDC & LDC
 - V. Deputy Director (Admn)/Financial Adviser;

➤ the Reviewing Authority can click on the Appraisal tab and provide Grading under the **Grading By Reviewing Officer column** in case the Reviewing Authority disagree with the grading provided by the Reporting Authority as shown below:

1. क्या प्रतिवेदन अधिकारी खंड-II में दिए गए कथन से सहमत है? यदि नहीं, तो असहमति की सीमा व उसके कारण:
Does the Reporting Officer agree with the statement made in section-II? If not, the extent of disagreement and reasons thereof:
- हाँ/ Yes नहीं/ No

(नोट: रिपोर्टिंग अधिकारी द्वारा हर एक गुण/विशेषता के लिए संख्यात्मक ग्रेडिंग दी जानी है जो उस अधिकारी का आकलन करेगा जिसकी रिपोर्ट लिखी गई है। ग्रेडिंग 1-10 के पैमाने पर पूर्ण संख्या होनी चाहिए, जहाँ 1 सबसे न्यूनतम ग्रेड को तथा 10 उच्चतम ग्रेड को संदर्भित करता है। कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें।)

(Note: Numerical Grading is to be awarded for each of the attribute by the Reporting Officer. This assessment should rate the officer. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Please read carefully the guidelines before filling the entries.)

2. 1-10 के पैमाने पर कार्य निष्पादन का मूल्यांकन (इस खंड का भार 40% होगा)

Assessment of Work Output on a scale of 1-10. (Weightage to the Section will be 40%)

क्र.सं. S.No	विशेषताएं Attributes	प्रतिवेदन अधिकारी द्वारा ग्रेडिंग (1-10) (कॉलम 2) Grading (1-10) By Reporting Officer (Col 2)	कॉलम 2 में असहमति की स्थिति में समीक्षा अधिकारी का संशोधित ग्रेडिंग Revised Grading By Reviewing Officer if disagreement in Col 2	समीक्षा अधिकारी के आधाक्षर Initial of the Reviewing Officer
I	कार्य निष्पादन की गुणवत्ता Quality of work/output	8	8	
II	व्यावसायिक और तकनीकी कौशल/ज्ञान Professional and Technical Skill/ knowledge	8	8	
III	विश्लेषणात्मक योग्यता Analytical ability	8	8	
IV	कार्य में प्रवीणता जैसे तकनीकी प्रयोगशाला रिकॉर्ड और रिपोर्ट की तैयारी/रखरखाव	8	8	

- *The Reviewing Authority can provide their reviews and comments under the review tab and click on Send to CR Section as shown below:*

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

प्रतिवेदन और समीक्षा (Maximum words limit is 100)

17

I am both reporting and reviewing authority in this case, therefore, I have nothing more to add

5. समग्र ग्रेड (1-10 के स्केल पर)
Overall grade on a scale of 1-10

8.20

(नोट: समग्र ग्रेडिंग का उपयोग उपरोक्त खंड-III के (2), (3) और (4) के लिए निर्धारित वेटेज के अनुपात में सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगी।)

[Note: The overall grading will be used on addition of the mean value of each group of indicators in proportion to weightage assigned for (2), (3) and (4) of the section-III above]

स्थान :

Place :

दिनांक :

Date : 23/02/2026

समीक्षा अधिकारी के हस्ताक्षर

Signature of the Reviewing officer

नाम साफ अक्षरों में :

Name in block letters : Shri SHAMBHU NATH LAL (1432)

पदनाम :

Designation : PROGRAMMER

Reference Upload (only pdf files with 3mb maximum size)

Choose File | No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft

Send To CR Section

Back

- For the other APAR types such as APAR for Medical Faculties, APAR for lecturers the Reviewing Authority can provide their Gradings, reviews and comments under the review tab and click on Send to CR Section as shown below:

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

Standard

Basic Information | Self Appraisal | Appraisal | **Reviewing**

(Maximum words limit is 100)

17

I am both reporting and reviewing authority in this case, therefore, I have nothing more to add

5. समय ग्रेड (1-10 के स्केल पर)
Overall grade on a scale of 1-10

8.20

[नोट: समय ग्रेडिंग का उपयोग उपरोक्त खंड-III के (2), (3) और (4) के लिए निर्धारित वेटेज के अनुपात में सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगा]
[Note: The overall grading will be used on addition of the mean value of each group of indicators in proportion to weightage assigned for (2), (3) and (4) of the section-III above]

स्थान : _____
Place : _____
दिनांक : _____
Date : 23/02/2026

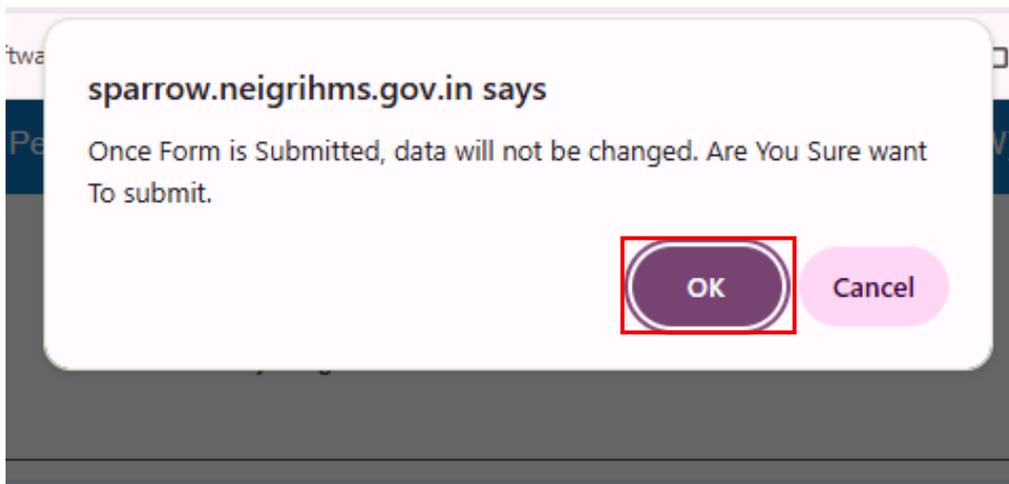
समीक्षा अधिकारी के हस्ताक्षर
Signature of the Reviewing officer
नाम साफ़ अक्षरों में :
Name in block letters : Shri SHAMBHU NATH LAL (1432)
पदनाम :
Designation : PROGRAMMER

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft | **Send To CR Section** | Back

- A confirmation window appears click on OK button as shown



- The Reviewing Officer is then required to esign as follows:

Home » Form Signing

The DSC version in respect of the SPARROW service is

SELECT MODE OF SIGNING



DSC



eHastakshar(eSign)

- Enter the last 3 digits of the Aadhaar Number and click ok.

eSign Agreement

Authentication Mode
 OTP Fingerprint IRIS

Security Number
* Security Number : [Last 3 digits of your Aadhaar](#)

Consent for Authentication
National Informatics Centre

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSign Gateway from National Informatics Centre. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

- Common Name (name as obtained from e-KYC)
- Unique Identifier (hash of Aadhaar number)
- Pseudonym (unique code sent by UIDAI in e-KYC response)
- State or Province (state as obtained from e-KYC)

By providing the last 3 digits of my Aadhaar, I agree to providing the consent for authentication

- Click on Send OTP , enter OTP and submit.

- A message prompts “Sent Successfully” to is displayed as shown below

Stage 4: Disclosing of APAR to the officer reported upon by Custodian.

- After the PAR has been graded by the Reporting and Reviewing Officer, it will be sent to CR Section (Custodian from Establishment I). The Custodian will then disclose the PAR to the Officer.
- Click PAR ID under Process tab to open PAR as shown

Home > Inbox

Standard Representation Marked Unmarked Drafted (E) Electronic

APAR APAR LEV Leave NRC NRC TRA Training AWR AWR PRP Probation R

My PAR(0) Assess PAR(0) Manual Process(0) **Process(1)**

Search: Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042025-31032026-4221165	Form-IV A...	REZON S...	23/02/2026	SHAMBH...	23/02/2026	CR Sectio...	15/08/2026

Showing 1 to 1 of 1 entry

- PAR is opened, click Officer Disclosure to disclose the PAR as shown

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

Standard

Basic Information Self Appraisal Appraisal Review **Disclose To Officer**

Name of officer reported upon :- REZON STRONG SOHTUN SAWKMIE

Disclose To Officer

This is to certify that this APAR (PAR Id : 2026-01042025-31032026-4221165) for the period 01/04/2025 to 31/03/2026 has been disclosed to the officer reported upon (REZON STRONG SOHTUN SAWKMIE) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (PL.II) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

Date: 24/02/2026 Signature At Disclosure Lev

Smt. MOVALYZA DKHAR (1314) - DATA PROCESSING ASSISTANT
GRADE-

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Officer Disclosure Back

- A confirmation window appears click on OK button as shown

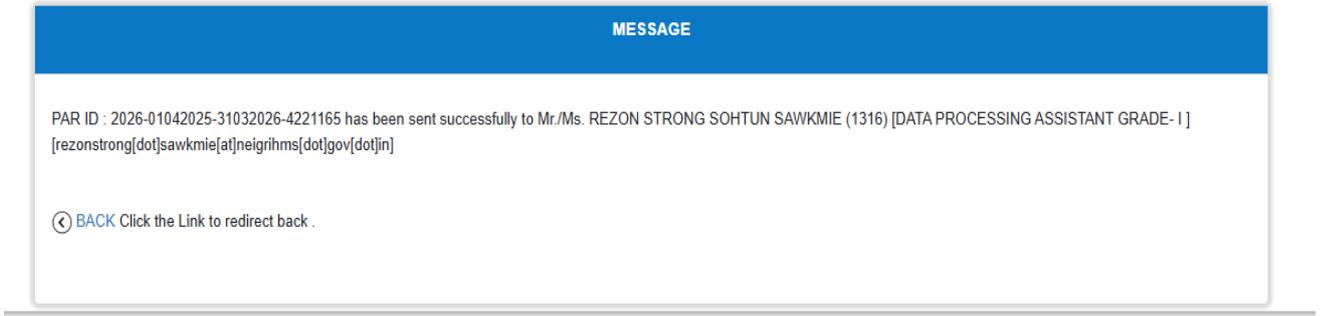
Performance Appraisal Sparrow-cpse.eoffice.gov.in says

Are you sure you want to submit ?

OK Cancel

and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

- A message prompts “Sent Successfully” as shown



Stage 5: Acceptance of APAR by the Officer reported upon.

Officer performs the following steps to Accept PAR

- On disclosure the officer will need to login to SPARROW and go to inbox. Click on the My PAR tab. Click the PAR ID (*in blue*), to view PAR grading as shown below.

Home > Inbox

Standard Representation Marked Unmarked Drafted (E) Electronic

APAR APAR LEV Leave NRC NRC TRA Training AWR AWR PRP Probation Rep

My PAR(1) Assess PAR(0) Manual Process(0) Process(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042025-31032026-4221165	Form-IV A...	24/02/2026	MOVALYZ...	24/02/2026	Officer Di...	31/08/2026

Showing 1 to 1 of 1 entry

- Officer can view their grading by clicking on the Appraisal and Reviewing tab.

Standard

Basic Information Self Appraisal **Appraisal** Reviewing Disclose To Officer Officer Acceptance

Section Electronic(Form)

Name of officer reported upon :- REZON STRONG

खंड- III मूल्यांकन
Section - III Appraisal
(रिपोर्ट लिखने वाले अधिकारी द्वारा भरे जाने
(To be filled in by the Reporting Offi

1. क्या प्रतिवेदन अधिकारी खंड-II में दिए गए कथन से सहमत है? यदि नहीं, तो असहमति की सीमा व उसके कारण:
Does the Reporting Officer agree with the statement made in section-II? If not, the extent of disagreement and reasons thereof:

हाँ/ Yes नहीं/ No

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

Standard

Basic Information Self Appraisal Appraisal **Reviewing** Disclose To Officer Officer Acceptance

Name of officer repor

(सम
(To be

1. **समीक्षा अधिकारी के तहत सेवाकाल**
Length of service under the Reviewing Officer

test

- Click I Accept else Put to Representation as shown below

Standard

Basic Information Self Appraisal Appraisal Reviewing Disclose To Officer **Officer Acceptance**

Name of officer reported upon :- REZON STRONG SOHTUN SAWKMIE

OFFICER ACCEPTANCE

The full APAR (PAR Id : 2026-01042025-31032026-4221165) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded has also been noted.

Date: 24/02/2026

Signature At Officer Level

Shri REZON STRONG SOHTUN SAWKMIE (1316) - DATA PROCESSING ASSISTANT
GRADE-I

Reference Upload (only pdf files with 3mb maximum size)

Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

I Accept Put for Representation

Back

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- A confirmation window appears click on OK button as shown

Smart Performance Appraisal

sparrow-cpse.eoffice.gov.in says

Once Form is Submitted, data will not be changed. Are You Sure want To submit.

OK Cancel

Basic Information

Name: SURENDER SINGH SIROHI

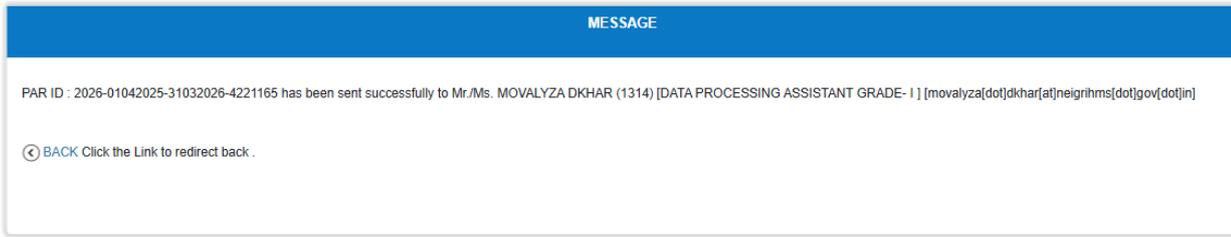
Designation: DIRECTOR

Service:

Assessment Period:

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

- A message prompts “Sent Successfully” as shown



Stage 6: Closure of APAR by Custodian:

Custodian performs the steps to Close the PAR.

- At this stage the Custodian from Establishment I will close the PAR
- Click PAR ID (in blue) under Process tab to open the PAR as shown

Home ▶ Inbox

Standard ■ Representation ■ Marked ■ Unmarked ✎ Drafted (E) Electronic

[by PAR\(0\)](#)
[Assess PAR\(0\)](#)
[Manual Process\(0\)](#)
[Process\(1\)](#)

Search:

S.No			Status	PAR ID	Form Type	Officer Detail	Received
1	E	■	APAR	2026-01042025-31032026-4221165	Form-IV A...	REZON S...	24/02/2026

Showing 1 to 1 of 1 entry

- Click Close to close the PAR as shown

Standard

Basic Information	Self Appraisal	Appraisal	Reviewing	Disclose To Officer	Officer Acceptance
-------------------	----------------	-----------	-----------	---------------------	---------------------------

Name of officer reported upon :- REZON STRONG SC

OFFICER ACCEPTANCE

The full APAR (PAR Id : 2026-01042025-31032026-4221165) including the overall score and assessment of integrity has been shown/communicated to me.

Date: 24/02/2026

Close

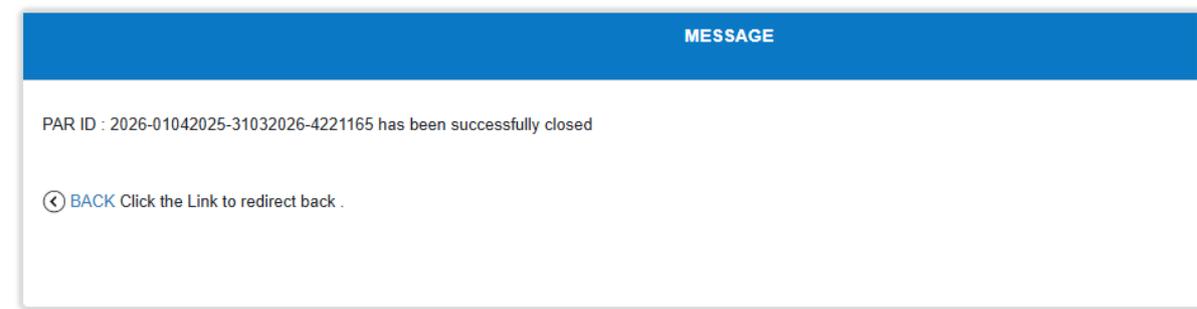
- A confirmation window appears click on OK button as shown



- Click on esign and complete the esign process



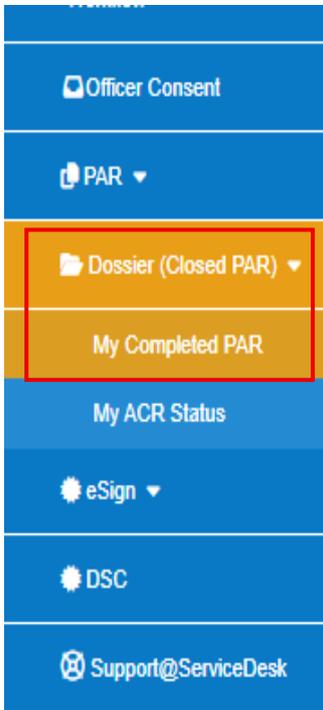
- A message prompts "Successfully Closed" as shown



Stage 7: Viewing of Closed APAR by Officer reported upon.

Officer can view their Closed APAR

- The officer can click on Dossier (closed PAR) and My Completed PAR



- Enter the Assessment period and click Submit button

Home ▸ Dossier My Completed PAR

My Completed PAR

Assessment Period :

- Click on the + as shown below

Standard

Unique Dossier ID :	2026-01042025-31032026-4221165
Period :	01/04/2025 TO 31/03/2026
Status :	APAR
Form Name :	Form-IV Apar for Tech & paramedical staff

- The Officer can download the complete APAR as shown below

Standard

Unique Dossier ID : 2026-01042025-31032026-4221165
 Period : 01/04/2025 TO 31/03/2026
 Status : **APAR**
 Form Name : Form-IV Apar for Tech & paramedical staff

S.No	Document Type	Section Name	Download
1	Complete	Completed (APAR)	
2	Section PDF	Appraisal (APAR)	
3	Section PDF	Reviewing (APAR)	
4	Section PDF	Self Appraisal (APAR)	
5	Section PDF	Officer Acceptance (APAR)	
6	Section PDF	Basic Information (APAR)	
7	Section PDF	Disclose To Officer (APAR)	

5. Movement of PAR- Representation Flow

Stage 1: Officer Put for representation:

Officer performs the following steps to Put for representation

- If Officer don't accept the PAR and want to sent for representation then under the Officer Acceptance tab Click Put for Representation to Put for Representation as shown

Standard

Basic Information | Self Appraisal | Reporting Officer | Reviewing Officer | Disclose To Officer | **Officer Acceptance**

Name of officer reported upon :- officer_neigrihms35

OFFICER ACCEPTANCE

The full APAR (PAR Id : 2026-01042025-31032026-2413470-22763) including the overall score and assessment of integrity has been shown/communicated to me. The final grading awarded has also been noted.

Date: 25/02/2026

Reference Upload (only pdf files with 3mb maximum size)

No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

- A window appears, enter the reason, browse the reference file (if any) and click Submit as shown

Put for Representation

Choose Stage

Letter 1 - Employee

(Minimum word limit is 50)

124

Case for Representation

With due respect, I would like to submit my representation regarding the APAR grading awarded to me for the year 2024-25. I sincerely believe that certain aspects of my performance and contributions during the reporting period may not have been fully reflected in the assessment.

During the year, I actively contributed to the successful implementation and management of assigned responsibilities.

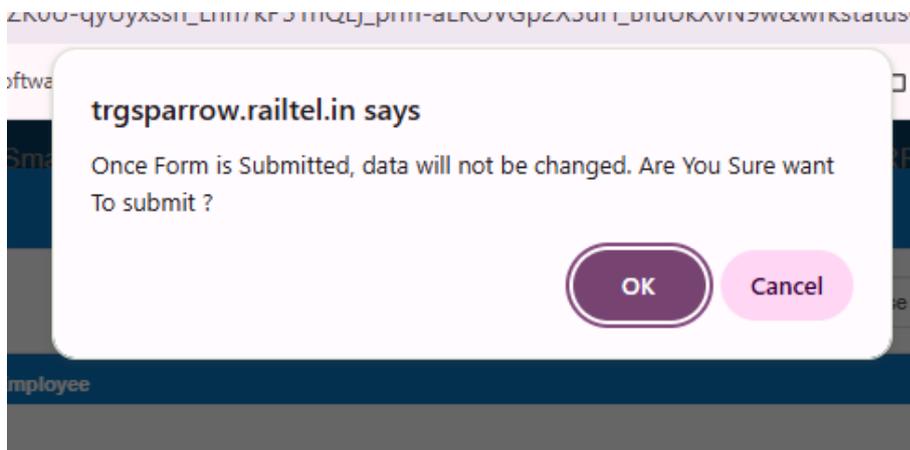
Date: Signature

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

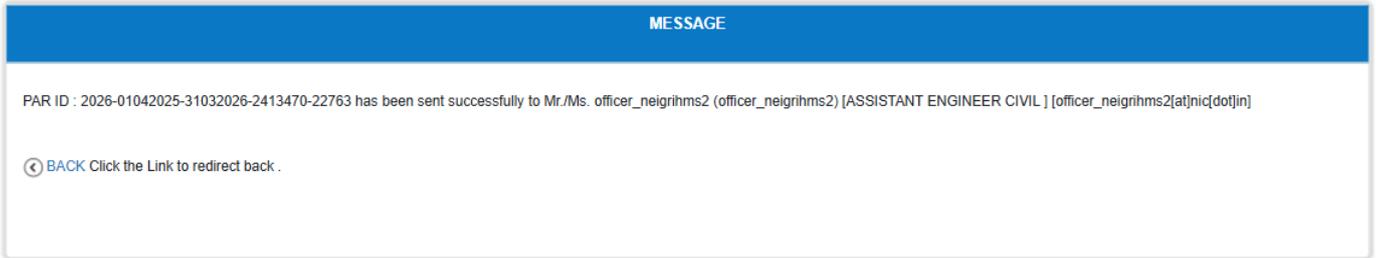
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Submit Cancel

- A Confirmation Message will appear as follows:



- A message prompts successfully sent as shown



Stage 2: Forwarding of request to Competent Authority Stage I by Custodian (Rep-CR Section)

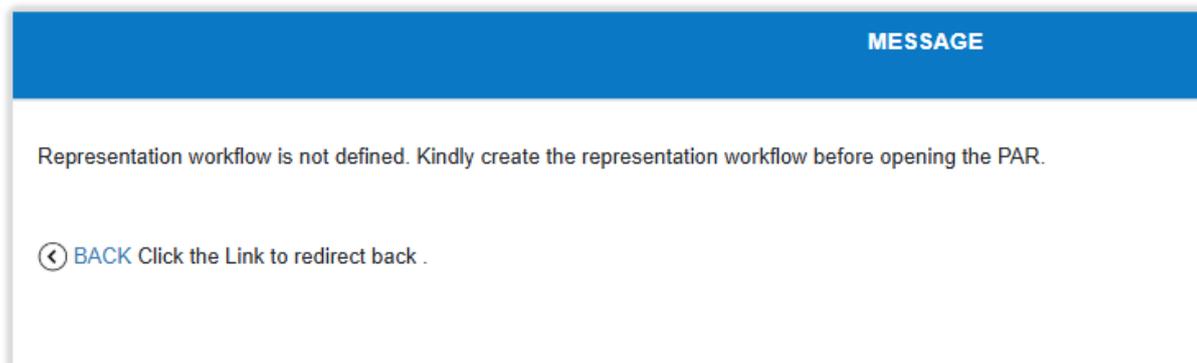
Custodian perform the following steps to forward the request to Competent Authority Stage I

- When an Officer sends a representation, the PAR will appear in the inbox under the Assess PAR tab of the Custodian. The Current Stage column of the APAR will show as Rep-CR Section as shown below

S.No			Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage
11	E	■	APAR	2026-01042025-31032026-2061793	Form-II Ap...	officer_ne...	19/01/2026	officer_ne...	19/01/2026	Reviewing...
12	E	■	APAR	2026-01042025-31032026-2062998	Form-I AP...	officer_ne...	19/01/2026	officer_ne...	19/01/2026	Reviewing...
13	E	■	APAR	2026-01042025-31032026-2413470-22763	Form-II Ap...	officer_ne...	25/02/2026	officer_ne...	25/02/2026	Rep - CR ...

Showing 11 to 13 of 13 entries

- If no Representation workflow has been created, when the Custodian click to open the APAR, error message as follows will be displayed



- The Custodian will require to create a Representation workflow. Goto Workflow and update the workflow of the concerned officer for that respective assessment period for which the representation has been filed as follows:

Workflow Within Same Organization | Workflow With All Organization

Assessment Period : 2025-2026

Employee Search by : Code: officer_neigrhms35 | Choose Designation: | Batch: NEIGRIHMS | Choose Cadre: | Search

IN PROCESS COMPLETED NOT STARTED

Search: [] Copy Excel CSV PDF Show 10 rows

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	■	officer_neigrhm...	1900	officer_neigrhms35	TECHNICAL OFFICER	ARCHITECT C...	Update Workflow

Showing 1 to 1 of 1 entry

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1 ■	From: 01/04/2025 To: 31/03/2026	APAR	Form-III Apar for Staff Car Driver	Update Delete
2 ■	From: 01/04/2025 To: 31/03/2026	APAR	Form-II Apar for Lecturers	Update Delete
3 <input type="checkbox"/>	From: 01/04/2025 🗑️ To: 31/03/2026 🗑️	--SELECT--	--SELECT--	Continue

• Click on Save and next as follows:

Work Flow for Assessment Period :01/04/2025 to 31/03/2026

Standard

S.No	Stage	Name	Target Date	Access
1	Officer Reported Upon	officer_neigrhms35/officer_neigrhms35[TECHNICAL OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	30/07/2026	+
2	Reporting Authority	officer_neigrhms38/officer_neigrhms38[BARRACK STORE OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	31/07/2026	+ +
3	Reviewing Authority	officer_neigrhms40/officer_neigrhms40[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	31/07/2026	+ + ▶
4	CR Section To Disclose	officer_neigrhms2/officer_neigrhms2[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	15/08/2026	+
5	Officer Disclosure	officer_neigrhms35/officer_neigrhms35[TECHNICAL OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	31/08/2026	+ +
6	CR Section for Closing	officer_neigrhms2/officer_neigrhms2[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	30/09/2026	+

Action

Save and Next Update Back To Employee Search

- Enter the name of the Competent Authority Stage I and Stage II and click on Update as follows:

Work Flow for Assessment Period :01/04/2025 to 31/03/2026

Workflow has been created successfully.

Standard: **Representation**

S.No	Stage	Name	Target Date	Disposal Days
1	Rep - CR Section	officer_neigrhms2(officer_neigrhms2)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMA...	30/09/2026	15
2	Competent Authority- Stage I	officer_neigrhms25(officer_neigrhms25)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COM...	15/10/2026	30
3	Rep - Reporting Authority	officer_neigrhms38(officer_neigrhms38)[BARRACK STORE OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMM...	30/10/2026	15
4	Rep - Reviewing Authority	officer_neigrhms40(officer_neigrhms40)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COM...	15/11/2026	15
5	Competent Authority - Stage II	officer_neigrhms34(officer_neigrhms34)[EXECUTIVE ENGINEER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	15/12/2026	30
6	Rep - CR Section To Disclose	officer_neigrhms2(officer_neigrhms2)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMA...	30/12/2026	15
7	Rep - Employee Disclosure	officer_neigrhms35(officer_neigrhms35)[TECHNICAL OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	30/12/2026	15
8	Rep - CR Section for Closing	officer_neigrhms2(officer_neigrhms2)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMA...	30/12/2026	15

Action

- The Custodian click on inbox and click the PAR ID under Assess PAR as shown below

My PAR(0) **Assess PAR(13)** Manual Process(2) Process(13) Adverse(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
11	APAR	2026-01042025-31032026-2061793	Form-II Ap...	officer_ne...	19/01/2026	officer_ne...	19/01/2026	Reviewing...	31/07/2026
12	APAR	2026-01042025-31032026-2062998	Form-I AP...	officer_ne...	19/01/2026	officer_ne...	19/01/2026	Reviewing...	31/07/2026
13	APAR	2026-01042025-31032026-2413470-22763	Form-II Ap...	officer_ne...	25/02/2026	officer_ne...	25/02/2026	Rep - CR ...	30/09/2026

- Custodian (Rep-CR Section) fills the Letter Information form and click Send To Competent Authority button, as shown

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer Disclose To Officer

Choose Stage

Letter Section(Rep - CR Section)

REMARKS OF CR SECTION

for review of score

Date:

Reference Upload (only pdf files with 3mb maximum size) No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Representation

Letter Information | Basic Information | Self Appraisal | Reporting Officer | Reviewing Officer | Disclose To Officer

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Letter I - Employee

Case for Representation

With due respect, I would like to submit my representation regarding the APAR grading awarded to me for the year 2024-25. I sincerely believe that certain aspects of my performance and contributions during the reporting period may not have been fully reflected in the assessment.

During the year, I actively contributed to the successful implementation and management of assigned responsibilities, ensured timely completion of tasks, coordinated effectively with various departments, and maintained high standards of efficiency and accountability. I have consistently adhered to institutional guidelines and demonstrated commitment towards achieving organizational objectives.

In view of the above, I humbly request a kind review of my APAR grading. I shall be grateful for a reconsideration of the assessment based on my actual performance and contributions.

Date: 25/02/2026

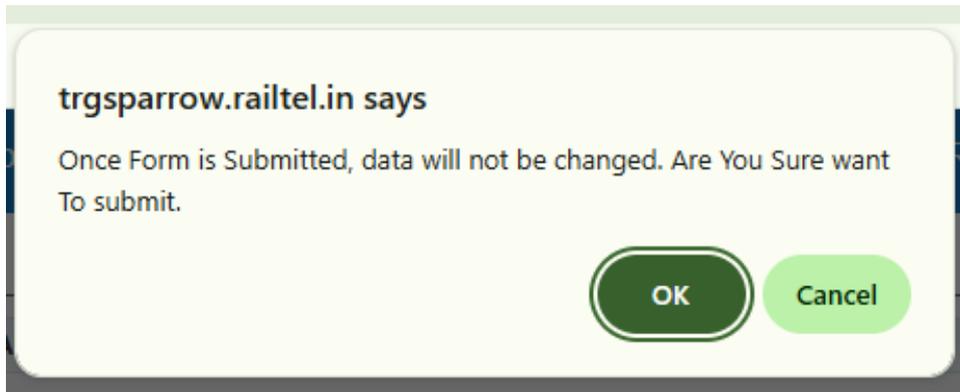
Signature
Smt. officer_neigrihms35
officer_neigrihms35
TECHNICAL OFFICER

Reference Upload (only pdf files with 3mb maximum size) [CLICK TO DOWNLOAD](#)

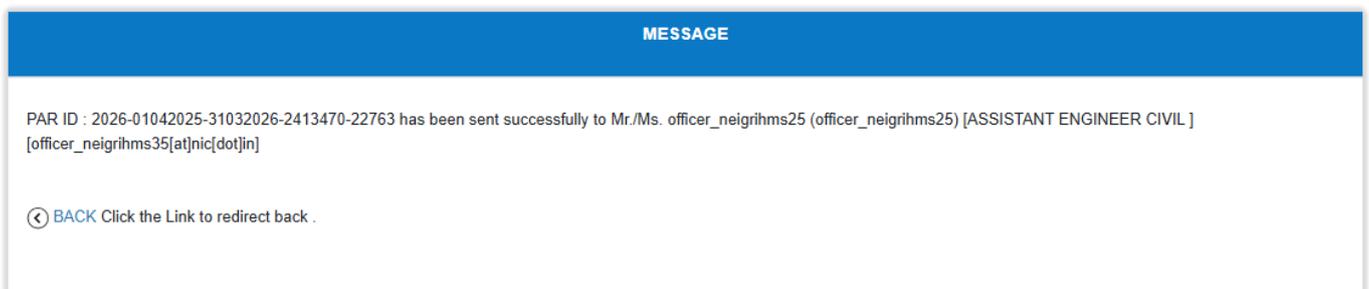
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft | **Send To Competent Authority** | Back

- A confirmation window appears click on OK button as shown



- A message prompts “Sent Successfully” as shown



Stage 3: Forwarding of PAR to Rep-Reporting Authority by Competent Authority – Stage I for consideration.

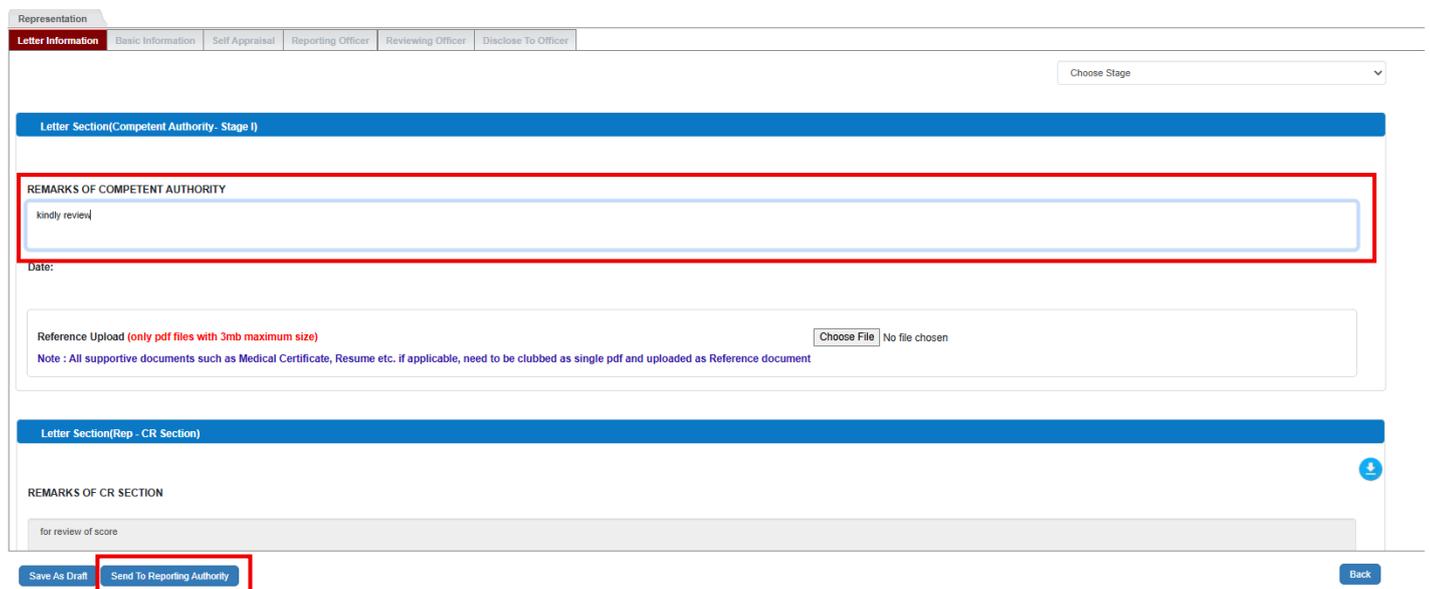
Competent Authority- Stage I Officer performs the following steps for consideration:

- Competent Authority- Stage I officer click the PAR ID in inbox under the Assess PAR tab to open the PAR as shown



S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042025-31032026-2413470-22763	Form-II Ap...	officer_ne...	25/02/2026	officer_ne...	25/02/2026	Competen...	15/10/2026

- A page appears, Competent Authority enters remarks, click Send to Reporting Authority button to forward the request to next authority, as shown



Representation

Letter Information | Basic Information | Self Appraisal | Reporting Officer | Reviewing Officer | Disclose To Officer

Choose Stage

Letter Section(Competent Authority- Stage I)

REMARKS OF COMPETENT AUTHORITY

kindly review

Date:

Reference Upload (only pdf files with 3mb maximum size) | Choose File | No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

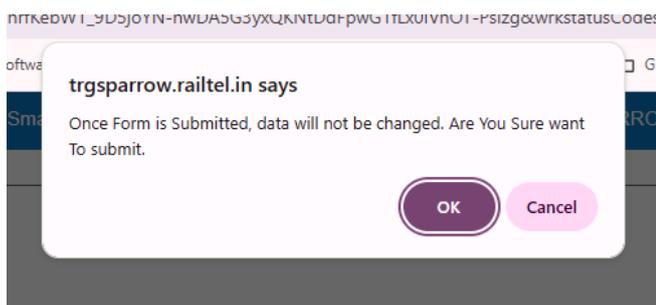
Letter Section(Rep - CR Section)

REMARKS OF CR SECTION

for review of score

Save As Draft | Send To Reporting Authority | Back

- A confirmation window appears click on OK button as shown



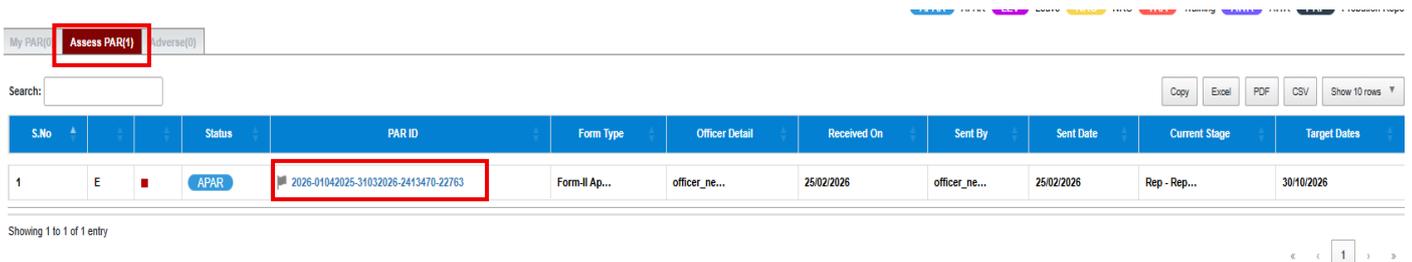
- A message prompts “Sent Successfully” is shown



Stage 4: Forwarding of PAR to Rep-Reviewing Authority by Rep-Reporting Authority:

Rep-Reporting Authority performs the following steps to forward PAR to Rep-Reviewing Authority

- Rep-Reporting Authority clicks on inbox and under the Assess PAR tab, click the PAR ID to open the PAR as shown



- A page appears, enter the remarks as shown



- The Reporting Officer can change the gradings by clicking on the Reporting Officer tab, enter the new gradings wherever applicable and click on send to Reviewing Authority button as shown below:

Representation

Letter Information Basic Information Self Appraisal **Reporting Officer** Reviewing Officer Disclose To Officer

Capacity to work in a team:

d) सामान्य प्रशासनिक दक्षता
General administrative efficiency.

test

VI. अधिकारी का अपने वर्तमान पद पर किए गए कार्यों का आकलन
Assessment of Officer's overall work in his/her particular position

आसाधारण रूप से प्रभावशाली/उत्कृष्ट/सामान्य स्तर से ऊर्ही अर्द्ध/अर्द्ध सामान्य व्यक्ति/विना विशेष योग्यता या पहल के सक्षम सामान्य व्यक्ति/विना निरंतर परीक्षण के कार्य में अपर्याप्त पहल तथा योग्यता/उदासीन लेकिन केवल बनाए रखने लायक/वर्तमान पद पर न बनाए रखने लायक
Exceptionally brilliant/outstanding/well above average standard/ good average man/ the average man fairly competent but without special ability or initiative/insufficient initiative and capacity for work without constant super- vision/indifferent but just worth retaining/not worth retaining in the present position.

updated the gradings to excellencd

सामान्य टिप्पणियाँ
GENERAL REMARKS:
(आप जो भी सामान्य टिप्पणी करना चाहें, करें, जैसे कि किसी ऐसी विशेषता पर विशेष टिप्पणी जो उल्लेखित नहीं की गई हो। क्या आप इस रिपोर्ट में दर्ज अधिकारी के कार्य के विवरण से सहमत हैं या फिर आप इसमें कुछ संशोधन या जोड़ना चाहते हैं।)
(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add)

test

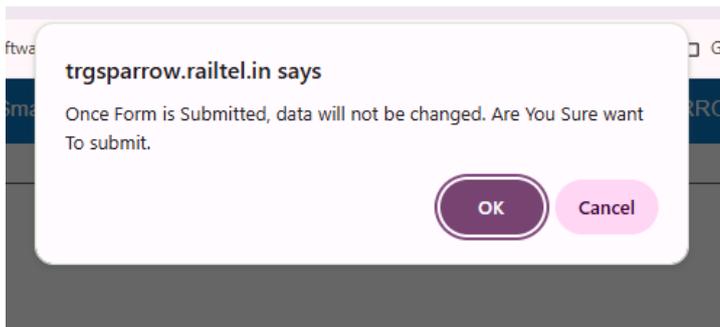
स्थान/Place : test
दिनांक/Date : 25/02/2026

प्रतिवेदन अधिकारी का हस्ताक्षर
Signature of the Reporting officer
नाम/Name : Shri. officer_neigrhms38 (officer_neigrhms38)
पदनाम/Designation : BARRACK STORE OFFICER

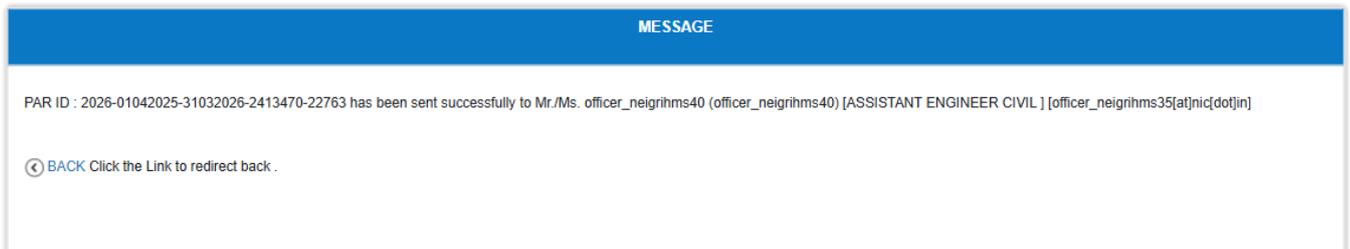
Save As Draft Send To Reviewing Authority Back

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- A confirmation window appears click on OK button as shown



- A message prompts "Sent Successfully" as shown



Stage 5: Forwarding of PAR to Competent Authority by Rep-Reviewing Authority.

Rep-Reviewing Authority performs the following steps to forward PAR to Competent Authority.

- Rep-Reviewing Authority clicks on inbox and under the Assess PAR tab, click the PAR ID to open the PAR as shown

My PAR **Assess PAR(1)** Adverse(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042026-31032026-2413470-22763	Form-II Ap...	officer_ne...	25/02/2026	officer_ne...	25/02/2026	Rep - Revi...	15/11/2026

Showing 1 to 1 of 1 entry

- A page appears, enter the remarks as shown

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

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer Disclose To Officer

Choose Stage

Letter Section(Rep - Reviewing Authority)

REMARKS OF REVIEWING AUTHORITY

reviewed and new grades given

Date:

Reference Upload (only pdf files with 3mb maximum size) No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

- For the APAR type as follows :
 - Store Officers/Assistant Store Officers & Store Keepers
 - APAR Administrative Officer/Asst. Administrative Officer/Office Superintendent
 - Tech and Paramedical Staff
 - UDC & LDC
 - Deputy Director (Admn)/Financial Adviser ;
- the Reviewing Authority can change the gradings by clicking on the Reporting Officer tab and provide the updated Gradings under the **Revised Grading By Reviewing Officer column** in case the Reviewing Authority disagree with the grading provided by the Reporting Authority as shown below:

Representation

Letter Information | Basic Information | Self Appraisal | Reporting Officer | Reviewing Officer | Assign To Officer

Reporting Officer

दृष्टि: Yes | नहीं No

नोट: रिपोर्टिंग अधिकारी द्वारा प्रत्येक गुणवत्ता के लिए संख्यात्मक ग्रेडिंग दी जाती है जो उस अधिकारी का आकलन करता है। ग्रेडिंग 1-10 के पैमाने पर पूर्ण संख्या होने चाहिए, जहाँ 1 सबसे न्यूनतम ग्रेड को दर्शाता है और 10 सर्वोत्तम ग्रेड को दर्शाता है। कृपया संदर्भों को ध्यान से पढ़ें।
 (Note: Numerical Grading is to be awarded for each of the attributes by the Reporting Officer. This assessment should rate the officer. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Please read carefully the guidelines before filling the entries.)

2. 1-10 के पैमाने पर कार्य निष्पत्ति का आकलन (एक सत्र का 40% होना)
 Assessment of Work Output on a scale of 1-10. (Weightage to the Section will be 40%)

क्र.सं. S.No	लक्षण Attributes	रिपोर्टिंग अधिकारी द्वारा ग्रेडिंग (1-10) (कॉलम 2) Grading (1-10) by Reporting Officer (Col 2)	रीविजिंग अधिकारी की ग्रेडिंग (1-10) (कॉलम 3) Revised Grading by Reviewing Officer if disagreement in Col 2	रीविजिंग अधिकारी के आकलन Initial of the Reviewing Officer
I	कार्य निष्पत्ति की गुणवत्ता Quality of work/output	8	8	
II	व्यवसायिक और तकनीकी ज्ञान Professional and Technical Skill knowledge	8	8	
III	विश्लेषणात्मक क्षमता Analytical ability	8	8	
IV	कार्य में प्रदर्शित कड़े तकनीकी प्रदर्शन/कार्य निष्पत्ति और रिपोर्ट की तैयारी/समस्याएं	8	8	

- The Reviewing Authority can provide their reviews and comments under the Reviewing Officer tab and click on Send to Competent Authority button as shown below:

Representation

Letter Information | Basic Information | Self Appraisal | Reporting Officer | Reviewing Officer | Assign To Officer

4. सत्यता का मूल्यांकन
 Assessment of Integrity.

test

5. क्या अधिकारी को 'सामान्य' से नीचे दिये गए किसी अंक के बारे में सूचित किया गया है जिससे आप सहमत हैं? अगर उन्हें सूचित नहीं किया गया है, तो कृपया कारण बताएं।
 Has the officer been informed of any markings below 'Normal' with which you agree? If he has not been, please state why?

Yes No Not applicable

6. समीक्षा अधिकारी द्वारा दी गई सामान्य टिप्पणियाँ, जिसमें किसी विशेष उपलब्धि का नोट शामिल हो।
 General Remarks by the reviewing officer, including a note of any particular achievement.

test

स्थान/ Place : test
 दिनांक/ Date : 25/02/2026

समीक्षा अधिकारी के हस्ताक्षर
 Signature of the Reviewing officer

नाम/Name : Not Applicable officer_neighrhms40
 (officer_neighrhms40)
 पदनाम/Designation : ASSISTANT ENGINEER CIVIL

Reference Upload (only pdf files with 3mb maximum size) No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. If applicable, need to be clubbed as single pdf and uploaded as Reference document

Saving

- For the other APAR types such as APAR for Medical Faculties, APAR for lecturers etc the Reviewing Officer can change the gradings by clicking on the Reviewing Officer tab, enter the new gradings wherever applicable and click on Send to Competent Authority button as shown below:

Representation

Letter Information Basic Information Self Appraisal Reporting Officer **Reviewing Officer** Disclose To Officer

4. सत्यापन का मूल्यांकन
Assessment of Integrity.

test

5. क्या अधिकारी को 'सामान्य' से नीचे दिये गए किसी अंक के बारे में सूचित किया गया है जिससे आप सहमत हैं? अगर उन्हें सूचित नहीं किया गया है, तो कृपया कारण बताएं।
Has the officer been informed of any markings below 'Normal' with which you agree? If he has not been, please state why?

Yes No Not applicable

6. समीक्षा अधिकारी द्वारा दी गई सामान्य टिप्पणियाँ, जिसमें किसी विशेष उपलब्धि का नोट शामिल हो।
General Remarks by the reviewing officer, including a note of any particular achievement.

test

स्थान/ Place : test

दिनांक/ Date : 25/02/2026

समीक्षा अधिकारी के हस्ताक्षर
Signature of the Reviewing officer

नाम/Name : Not Applicable officer_neigrhms40
(officer_neigrhms40)

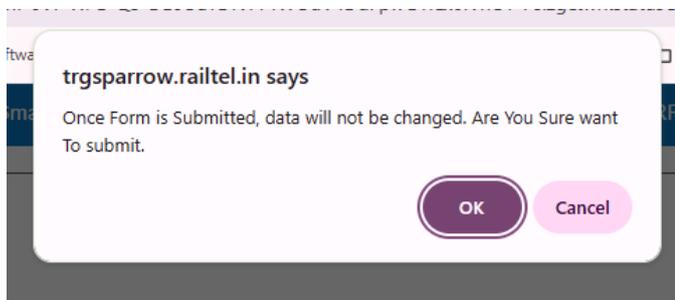
पदनाम/Designation : ASSISTANT ENGINEER CIVIL

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

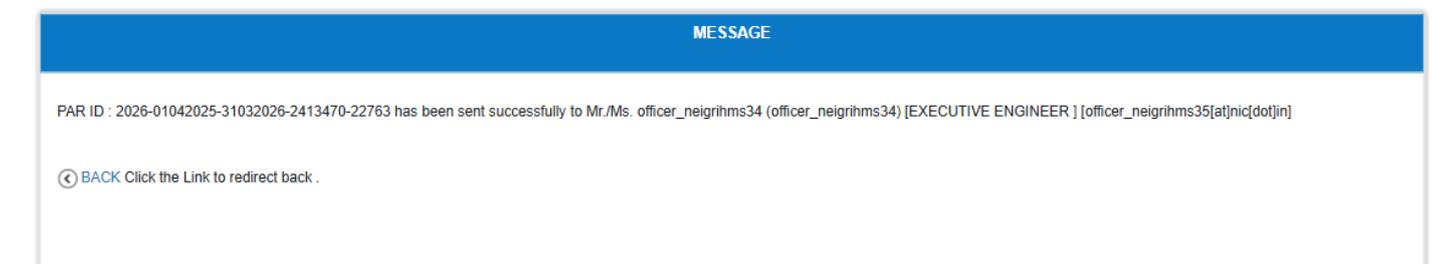
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Save As Draft **Send To Competent Authority** Saving Back

- A confirmation window appears click on OK button as shown



- A message prompts "Sent Successfully" as shown



Stage 6: Forwarding of PAR to CR Custodian by Competent Authority- Stage II

Competent Authority- Stage II performs the following steps to forward PAR to CR Custodian (RepCR Section):

- The Competent Authority Stage II clicks on inbox and under the Assess PAR tab, click the PAR ID to open the PAR as shown

S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042025-31032026-2413470-22763	Form-II Ap...	officer_ne...	25/02/2026	officer_ne...	25/02/2026	Competen...	15/12/2026

- A page appears, enter the remarks as shown

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

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer Disclose To Officer

Choose Stage

Letter Section(Competent Authority - Stage II)

REMARKS OF COMPETENT AUTHORITY

agreed with the new grading

Date:

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Letter Section(Rep - Reviewing Authority)

REMARKS OF REVIEWING AUTHORITY

reviewed and new grades given

Save As Draft Send To CR Section Back

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- If the Competent Authority Stage II does not agree with the gradings provided by both the reporting and reviewing officers, then the Competent Authority Stage II can change the gradings by clicking on Reporting Officer tab and/or Reviewing Officer tab as shown.

Representation

Letter Information Basic Information Self Appraisal **Reporting Officer** Reviewing Officer Disclose To Officer

VI. अधिकारी का अपने वर्तमान पद पर किए गए कार्यों का अंकन
Assessment of Officer's overall work in his/her particular position

आसाधारण रूप से प्रभावशाली/उत्कृष्ट/सामान्य स्तर से कहीं अच्छा/अच्छा सामान्य व्यक्ति/विना विशेष योग्यता या पहल के सहम सामान्य व्यक्ति/विना निरंतर पर्यवेक्षण के कार्य में अपर्याप्त पहल तथा योग्यता/उदासीन लेकिन केवल बनाए रखने लायक/वर्तमान पद पर न बनाए रखने लायक
Exceptionally brilliant/outstanding/well above average standard/ good average man/ the average man fairly competent but without special ability or initiative/insufficient initiative and capacity for work without constant super- vision/indifferent but just worth retaining/not worth retaining in the present position.

new grading by Competent Authority

सामान्य टिप्पणियाँ
GENERAL REMARKS:
(आप जो भी सामान्य टिप्पणी करना चाहें, करें, जैसे कि किसी ऐसी विशेषता पर विशेष टिप्पणी जो उल्लेखित न की गई हो। क्या आप इस रिपोर्ट में दर्ज अधिकारी के कार्य के विवरण से सहमत हैं या फिर आप इसमें कुछ संशोधन या जोड़ना चाहते हैं।
(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add)

test

Representation

Letter Information Basic Information Self Appraisal Reporting Officer **Reviewing Officer** Disclose To Officer

4. सत्यनिष्ठा का मूल्यांकन
Assessment of Integrity.

test

5. क्या अधिकारी को 'सामान्य' से नीचे दिये गए किसी अंक के बारे में सूचित किया गया है जिससे आप सहमत हैं? अगर उन्हें सूचित नहीं किया गया है, तो कृपया कारण बताएं।
Has the officer been informed of any markings below 'Normal' with which you agree? If he has not been, please state why?

Yes No Not applicable

6. समीक्षा अधिकारी द्वारा दी गई सामान्य टिप्पणियाँ, जिसमें किसी विशेष उपलब्धि का नोट शामिल हो।
General Remarks by the reviewing officer, including a note of any particular achievement.

new grading by Competent Authority

- The Competent Authority Stage II click Send To CR Section button, as shown

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

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer Disclose To Officer

Choose Stage

Letter Section(Competent Authority - Stage II)

REMARKS OF COMPETENT AUTHORITY

agreed with the new grading

Date:

Reference Upload (only pdf files with 3mb maximum size) No file chosen
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

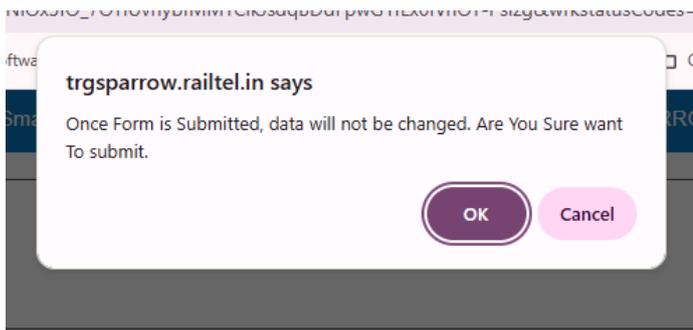
Letter Section(Rep - Reviewing Authority)

REMARKS OF REVIEWING AUTHORITY

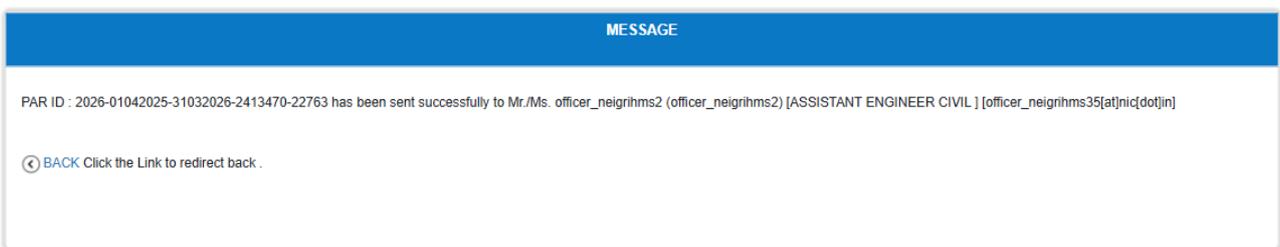
reviewed and new grades given

Save As Draft **Send To CR Section**

- A confirmation window appears click on OK button as shown



- A message prompts “Sent Successfully” is shown



Stage 7: Disclosure of PAR by Custodian(Rep-CR Section).

Custodian (Rep-CR Section) performs the following steps to disclose PAR:

- **Custodian (Rep-CR Section)** clicks the **PAR ID** under Inbox -> Process tab to open the PAR as shown

S.No			APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	■	2018-01042017...	CPSE APAR Form	DEEPAK SABH...	04/10/2018	ATUL BHATT (...)	04/10/2018	CR Section To ...	
2	E	■	2018-01042017...	CPSE APAR Form	GOUTAM CHAT...	05/10/2018	SALIL KUMAR ...	05/10/2018	CR Section To ...	
3	E	■	2018-01042017...	CPSE APAR Form	P K SARANGI ...	03/12/2018	GOUTAM CHAT...	03/12/2018	Rep - CR Sectio ...	

- A page appears , click Disclose to Employee button, as shown

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer **Disclose To Officer**

Name of officer reported upon :- officer_neigrhms35

Disclose To Officer

This is to certify that this APAR (PAR Id : 2026.01042025-31032026-2413470-22763) for the period 01/04/2025 to 31/03/2026 has been disclosed to the officer reported upon (officer_neigrhms35) and all actions in compliance to the DOP&T O.M No. 21011/1/2005-Estt. (A) (P-II) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

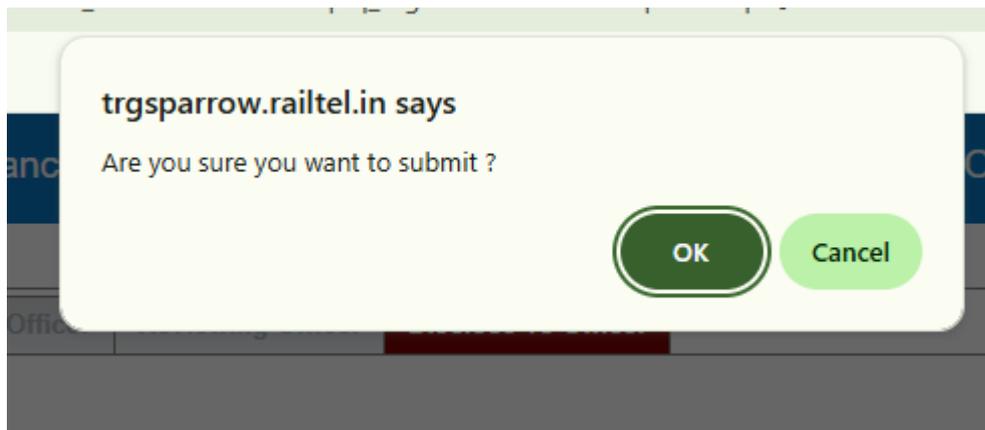
Date: 25/02/2026

Signature At Disclosure Level

Not Applicable officer_neigrhms1 (officer_neigrhms1) - ASSISTANT ENGINEER
On Behalf Of
officer_neigrhms2 (officer_neigrhms2) - ASSISTANT ENGINEER CIVIL

Disclose To Employee Back

- A confirmation window appears click on OK button as shown



- A message prompts “Sent Successfully” as shown

MESSAGE

PAR ID : 2026-01042025-31032026-2413470-22763 has been sent successfully to Mr./Ms. officer_neigrhms35 (officer_neigrhms35) [TECHNICAL OFFICER] [officer_neigrhms35[at]nic[dot]in]

⏪ BACK Click the Link to redirect back .

Stage 8: Acceptance of PAR by Officer reported upon.

Officer performs the following steps to Accept PAR

- Officer clicks on inbox, click on the My PAR tab and Click PAR ID to open the disclosed PAR as shown

My PAR(1) Assess PAR(0)

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Status	PAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	E	2026-01042025-31032026-2413470-22763	Form-II Ap...	27/02/2026	officer_ne...	27/02/2026	Rep - Emp...	30/12/2026

Showing 1 to 1 of 1 entry

« < 1 > »

- The Officer can view the remarks and grades by clicking on the respective tabs like Letter information, Reporting Officer, Reviewing tab.

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer Disclose To Officer

Choose Stage

Letter Section(Competent Authority - Stage II)

REMARKS OF COMPETENT AUTHORITY

agreed with the new gradings

Date: 25/02/2026

Signature

Not Applicable officer_neigrihms3
officer_neigrihms34
EXECUTIVE ENGINEER

- Officer clicks **I Accept** button as shown

Representation

Letter Information	Basic Information	Self Appraisal	Reporting Officer	Reviewing Officer	Disclose To Officer
--------------------	-------------------	----------------	-------------------	-------------------	----------------------------

Name of officer reported upon :- officer_neigrhms35

Disclose To Officer

This is to certify that this APAR (PAR Id : 2026-01042025-31032026-2413470-22763) for the period 01/04/2025 to 31/03/2026 has been disclosed to the officer reported upon (officer_neigrhms35) and all actions in compliance to the DO O.M No. 21011/1/2005-Estt. (A) (Pt.II) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

Date: 25/02/2026

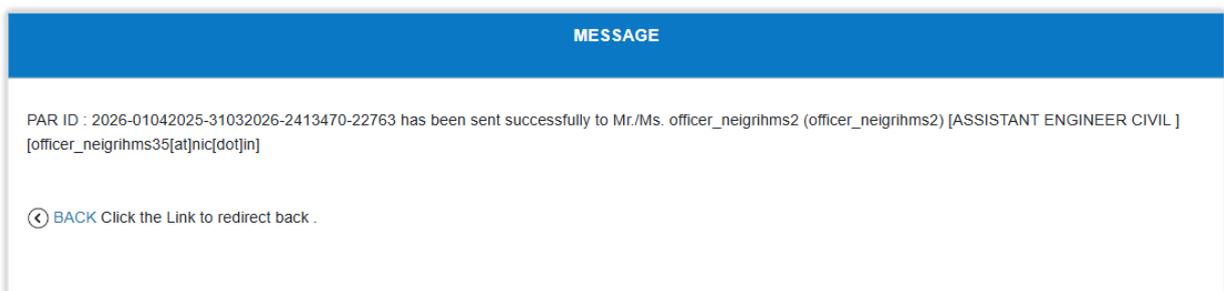
Signature At Disclosure
Not Applicable officer_neigrhms1 (officer_neigrhms1) ASSISTANT ENGINEER CIVIL
On Behalf of officer_neigrhms2 (officer_neigrhms2) - ASSISTANT ENGINEER CIVIL

I Accept

- A confirmation window appears click on OK button as shown



- A message prompts **“Sent Successfully”** as shown



Stage 9: Closure of PAR by Custodian (Rep-CR Section)

Custodian (Rep-CR Section) performs the following steps for closure PAR:

- Custodian (Rep-CR Section) open their inbox, clicks on Process tab and clicks the PAR ID to open the PAR as shown

Standard Representation Marked Unmarked Drafted (E) Electronic

Search by : APAR AWR NICR

APAR APAR LEV Leave NRC NRC TRA Training AWR AWR PRP Probation Repo

My PAR(0) Assess PAR(12) Manual Process(2) **Process(14)**

Search:

Copy Excel PDF CSV Show 10 rows

S.No			Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
11	E	<input type="checkbox"/>	APAR	2026-01042025-31032026-2114101	Form-IV A...	officer_ne...	08/01/2026	officer_ne...	08/01/2026	CR Sectio...	15/08/2026
12	E	<input type="checkbox"/>	APAR	2026-01042025-31032026-2062330	Form-I AP...	officer_ne...	15/01/2026	officer_ne...	15/01/2026	CR Sectio...	15/08/2026
13	E	<input type="checkbox"/>	APAR	2026-01042025-31032026-2369165	Form-II Ap...	officer_ne...	15/01/2026	officer_ne...	15/01/2026	CR Sectio...	15/08/2026
14	E	<input type="checkbox"/>	APAR	2026-01042025-31032026-2413470-22763	Form-II Ap...	officer_ne...	27/02/2026	officer_ne...	27/02/2026	Rep - CR ...	30/12/2026

- A page appears , enter the remarks and click **Close** button, as shown

Representation

Letter Information Basic Information Self Appraisal Reporting Officer Reviewing Officer **Disclose To Officer**

Name of officer reported upon :- officer_neigrhms35

Disclose To Officer

This is to certify that this APAR (PAR Id : 2026-01042025-31032026-2413470-22763) for the period 01/04/2025 to 31/03/2026 has been disclosed to the officer reported upon (officer_neigrhms35) and all actions in compliance to the DOP&T O.M No. 210111/2005-Estt. (A) (Pt.II) dated 14th May, 2009 in connection with the Annual Performance Appraisal report of the officer have been completed.

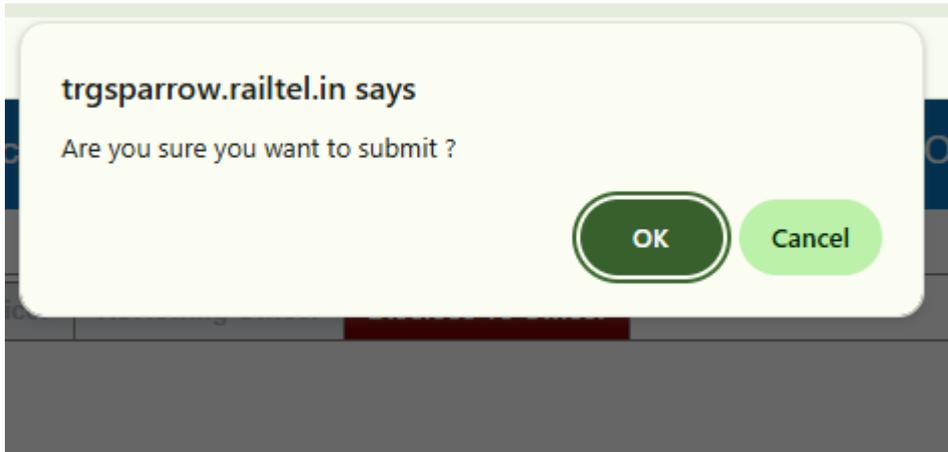
Date: 25/02/2026

Signature At Disclosure Level

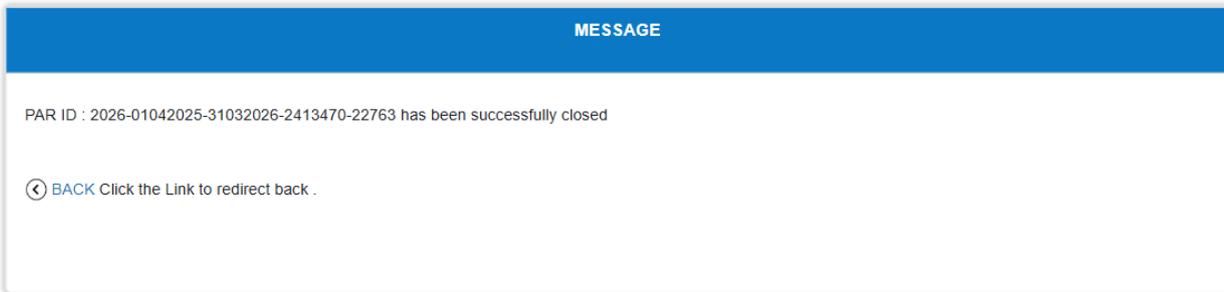
Not Applicable officer_neigrhms1 (officer_neigrhms1) - ASSISTANT ENGINEER
On Behalf Of
officer_neigrhms2 (officer_neigrhms2) - ASSISTANT ENGINEER CIVIL

Close Back

- A confirmation window appears click on OK button as shown



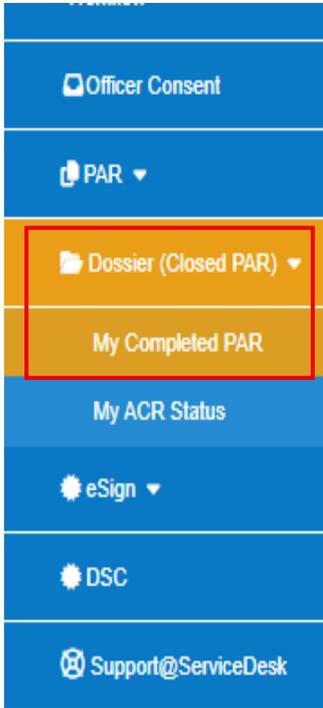
- A message prompts "**Successfully Closed**" as shown;



Stage 10: Viewing of Closed APAR by Officer reported upon.

Officer can view their Closed APAR

- The officer can click on Dossier (closed PAR) and My Completed PAR



- Enter the Assessment period and click Submit button

Home ▸ Dossier My Completed PAR

My Completed PAR

Assessment Period :

- Click on the Representation tab and click on + as shown below

Standard **Representation**

Unique Dossier ID :	2026-01042025-31032026-2413470-22763
Period :	01/04/2025 TO 31/03/2026
Status :	APAR
Form Name :	Form-II Apar for Lecturers

- The Officer can download the complete APAR as shown below:

Unique Dossier ID :	2026-01042025-31032026-2413470-22763
Period :	01/04/2025 TO 31/03/2026
Status :	APAR
Form Name :	Form-II Apar for Lecturers

S.No	Document Type	Section Name	Download
1	Complete	Completed (APAR)	
2	Section PDF	Letter Section(Competent Authority - Stage II) (APAR)	
3	Section PDF	Reporting Officer (APAR)	
4	Section PDF	Reviewing Officer (APAR)	
5	Section PDF	Letter Section(Rep - Reviewing Authority) (APAR)	
6	Section PDF	Reviewing Officer (APAR)	
7	Section PDF	Reporting Officer (APAR)	
8	Section PDF	Letter Section(Rep - Reporting Authority) (APAR)	
9	Section PDF	Reporting Officer (APAR)	
10	Section PDF	Letter Section(Competent Authority- Stage I) (APAR)	
11	Section PDF	Letter Section(Rep - CR Section) (APAR)	

6. Updation of Data Error Reported by Officers by Custodian

The Custodian can see all the Data error being reported by the Officers under the PAR -> Update Section 1 as follows:



- Click on Search. The data error reported by Officers will appear. Click on Quick Action.

Home > PAR Update Section

Update Section

Assessment Period : 2025-2026

Employee Search by :

EmployeeCode: Choose Designation: Employee Name:

Batch: NORTH EASTERN INDIRA GANDHI R Choose Cadre:

Reported Error All Generated PARs Action Taken Search

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Form ID	Name	Code	Designation	Allotment Year	Reported Date	Error Message	Quick Action
1	2026-01042025-31032026-4221165	REZON STRONG SOHTUN SAWKMIE	1316	DATA PROCES...	2018	23-02-2026	incorrect leave of absence, please recheck the dates.	+

Showing 1 to 1 of 1 entry

- The Basic information page will open. The Custodian can do the required changes and click on update Section.

Designation: DATA PROCESSING ASSISTANT GRADE- I Batch/Year of joining: 2018 Assessment Period: 01/04/2025 to 31/03/2026

Form Type: Form-IV Apar for Tech & paramedical staff

Standard

SECTION I

+
प्रतिवेदन एवं समीक्षा अधिकारी
Reporting and Reviewing Officers

Authority	Name	Designation	Period Worked	
			From Date	To Date
Reporting Authority	SHAMBHU NATH LAL	<input type="text" value="PROGRAMMER"/>	<input type="text" value="01/04/2025"/>	<input type="text" value="31/03/2026"/>
Reviewing Authority	SHAMBHU NATH LAL	<input type="text" value="PROGRAMMER"/>	<input type="text" value="01/04/2025"/>	<input type="text" value="31/03/2026"/>

दिनांक : 23/02/2026

इस्ताखर (प्रशासन/ कार्यालय विभाग की ओर से)
 Signature on behalf of (Admin/Personnel Department)

 Smt. MOVALYZA DKHAR (1314)
 DATA PROCESSING ASSISTANT GRADE- I

Reference Upload (only pdf files with 3mb maximum size) Choose File No file chosen

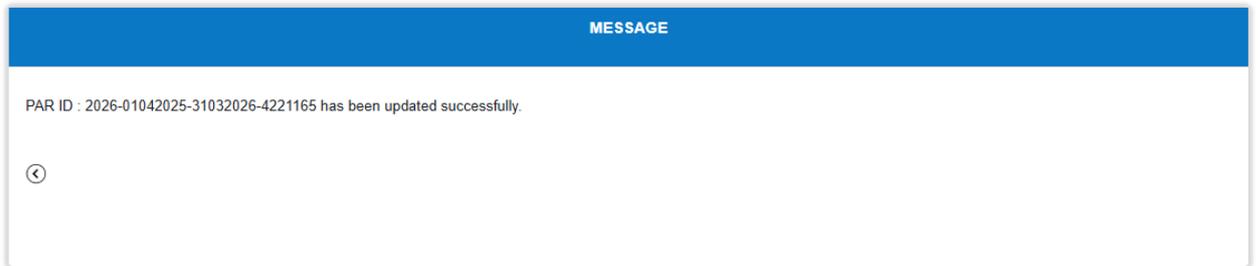
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

Update Section

- Enter the remarks and click on submit.

The screenshot shows a web application window titled "Smart Performance Appraisal Report Recording Online Window (SPARROW)". A modal dialog box is open with the title "Remarks for report to data error". Inside the dialog, there is a text input field labeled "Remarks: *" containing the text "updated". The input field is highlighted with a red border. At the bottom right of the dialog, there are two buttons: "Submit" and "Cancel", both also highlighted with red borders.

- Complete the esign process. The following message will appear and the PAR sent to the user has been updated successfully. The changes will reflect in the PAR sent to the Officers which they can access from their inbox.



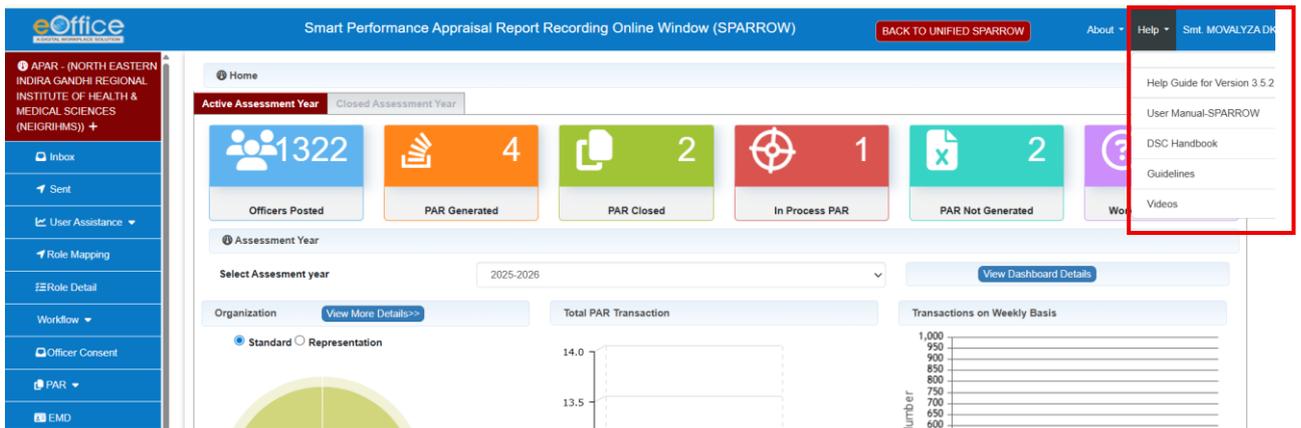
7. NIC User Manual on SPARROW

Click on the icon below to access the NIC user manual on SPARROW



Or

Users can access the NIC user PAR manual on SPARROW which can be found on the SPARROW homepage -> help -> User Manual SPARROW

A screenshot of the SPARROW (Smart Performance Appraisal Report Recording Online Window) dashboard. The interface includes a top navigation bar with the 'eOffice' logo, the title 'Smart Performance Appraisal Report Recording Online Window (SPARROW)', and a 'BACK TO UNIFIED SPARROW' button. A user profile 'Smt. MOVALYZA DK' is visible in the top right. A left sidebar contains navigation options like 'APAR - (NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES (NEIGRI-IMS))', 'Inbox', 'Sent', 'User Assistance', 'Role Mapping', 'Role Detail', 'Workflow', 'Officer Consent', 'PAR', and 'EMD'. The main dashboard area features a 'Home' section with 'Active Assessment Year' and 'Closed Assessment Year' tabs. Below these are five summary cards: 'Officers Posted' (1322), 'PAR Generated' (4), 'PAR Closed' (2), 'In Process PAR' (1), and 'PAR Not Generated' (2). Further down, there are sections for 'Assessment Year' (set to 2025-2026), 'Organization' (Standard selected), 'Total PAR Transaction' (with a line graph showing values 13.5 and 14.0), and 'Transactions on Weekly Basis' (with a bar chart). A 'Help' dropdown menu is open in the top right corner, listing 'Help Guide for Version 3.5.2', 'User Manual-SPARROW', 'DSC Handbook', 'Guidelines', and 'Videos'. The 'User Manual-SPARROW' option is highlighted with a red box.