SMART PERFORMANCE APPRAISAL REPORT RECORDING (SPARROW)

Online Window – User Manual

For NEIGRIHMS

Prepared by IT Cell.

Contents

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.
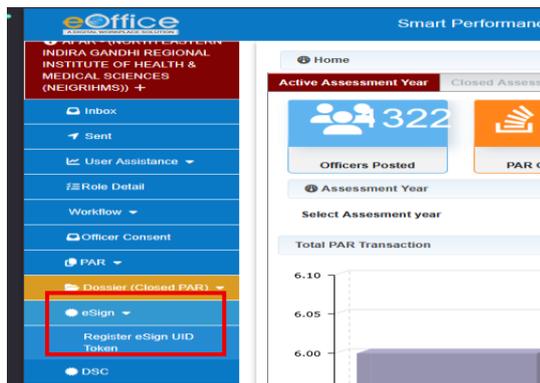
II. On the next screen, click on Register eSIgn
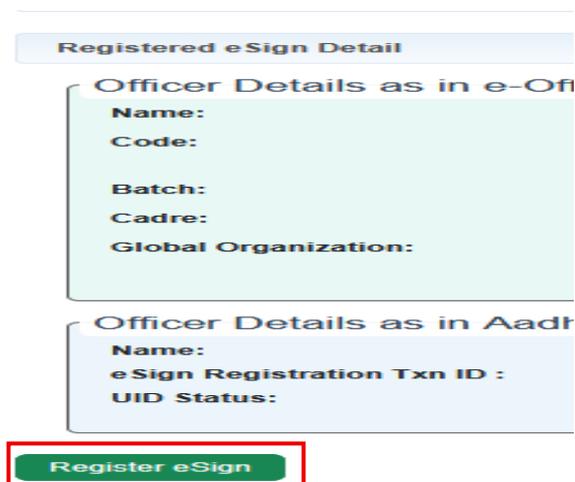
III.Check the two checkboxes and click on ok

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

V.On successful registration, the following will be displayed

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

A. Creation of Workflow

- The Custodian creates the workflow by clicking on workflow -> Create/Update workflow
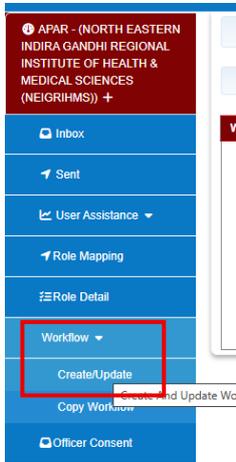
- Select the **Assessment period**; **search** Officer, to create a workflow.

- As a result the list of searched employee page appears, select the employee and click **Create Workflow** button as shown

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

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

- Workflow save successfully message is displayed as shown:

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.*

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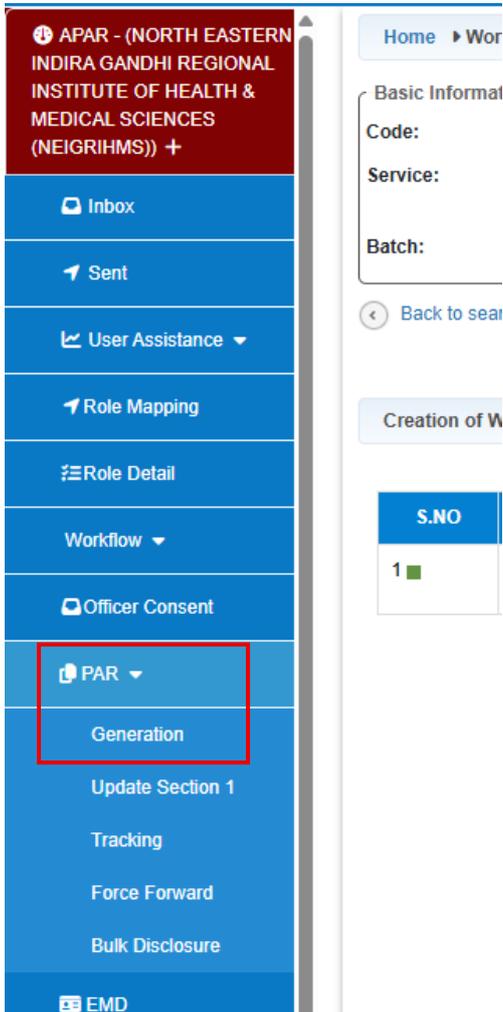
- Select Assessment Period, search user and click Search button then click on Generate as shown

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

- A confirmation window appears click on OK

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

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

- 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]neigrihms[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.

- 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:

- Type the discrepancy and click on Submit Data Error Report
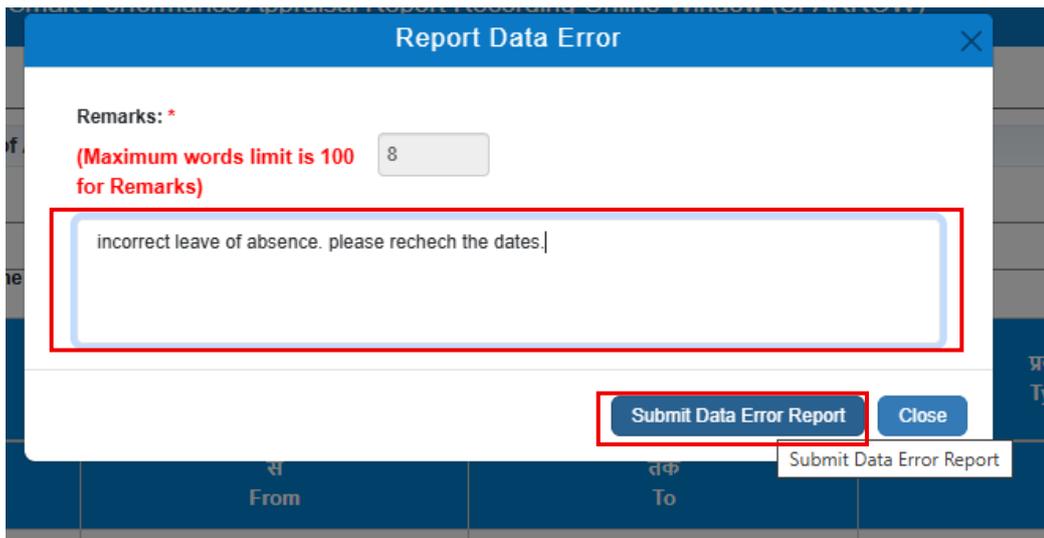
- Click on OK
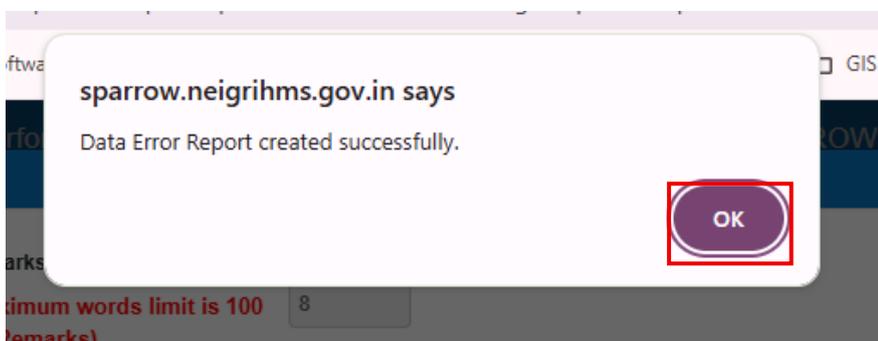
- Click on Close.
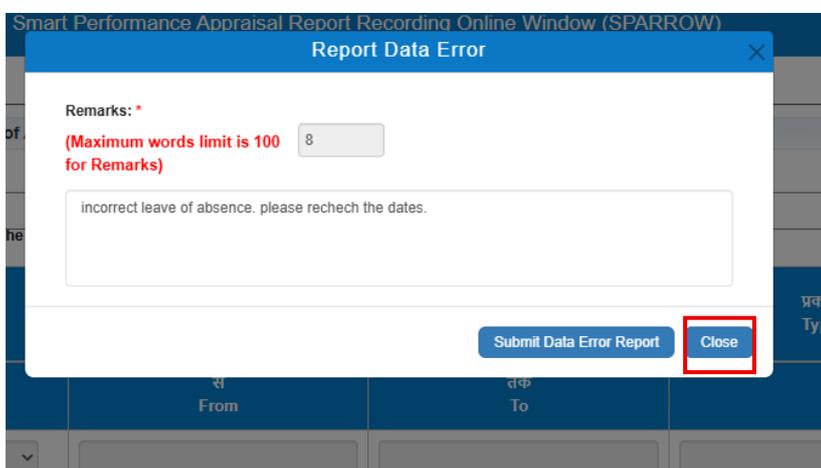
- The discrepancy will be updated by the Custodian from Establishment section. Once the changes are updated, the same will automatically be updated in the PAR sent to the Officer.
- In case there is no discrepancy then Officer can follow the next step.

- 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

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/ 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)

   (Maximum words limit is 100)

   test

3. कृपया उपलब्धियां (जैसे प्रशिक्षण, सेमिनार, प्राप्त योग्यता आदि) एवं प्रशिक्षण या कौशल उन्नयन 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

sparrow.neigrihms.gov.in says

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

OK   Cancel
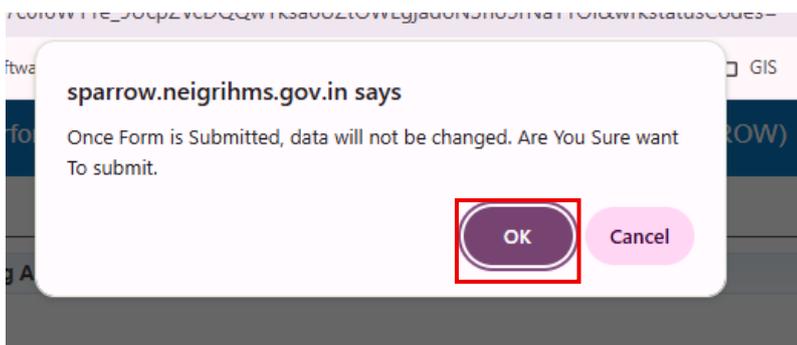
- Officer will have to click on esign as shown below

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

OK   Cancel

- Click on Send OTP , enter OTP and submit.

- 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.

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

Basic Information				
Name:	REZON STRONG SOHTUN SAWKMIE	Cadre:	OTHERS	Service:
Designation:	DATA PROCESSING ASSISTANT GRADE- I	Batch/Year of joining:	2018	Assess
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 ब्यौरे
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 आद्याक्षर 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		
	सम्पन्न कार्य पर पूर्ण ग्रेडिंग [उपरोक्त (i) से (iv) तक के मदों 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 would 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

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

- 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**

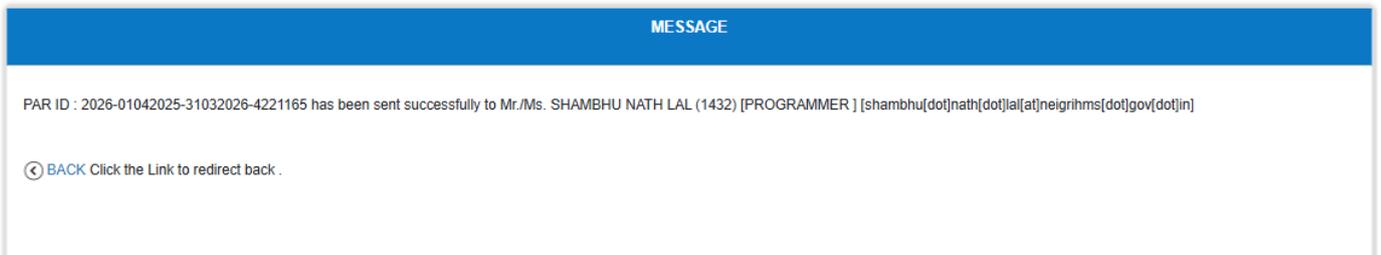**Consent for Authentication**

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)*

📄 View Document Information

[Submit] [Cancel]

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

- The successfully sent message will appear as shown below

MESSAGE

PAR ID : 2026-01042025-31032026-4221165 has been sent successfully to Mr./Ms. SHAMBHU NATH LAL (1432) [PROGRAMMER] [shambhu[dot]nath[dot]lal[at]neigrihms[dot]gov[dot]in]

◀ BACK Click the Link to redirect back .

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 Officedr/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:

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

(To be filled in by the Reporting Officer)

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 ले।)
(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.)

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 आद्याक्षर Initial of the Reviewing Officer
	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%)			
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.)

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. 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 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]

- 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 | Apprais | **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. 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]
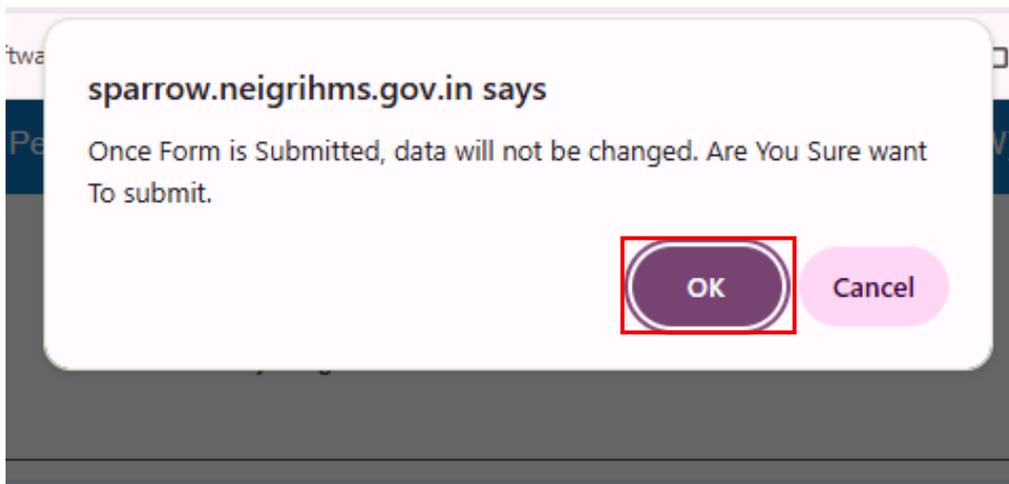
स्थान :
Place :

दिनांक :
Date : 23/02/2026

समीक्षा अधिकारी के हस्ताक्षर
Signature of the Reviewing officer
नाम 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

sparrow.neigrihms.gov.in says

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

OK   Cancel

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

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 : ⋯   ℹ **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

24

- 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)

📄 View Document Information

Submit   Cancel

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

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

MESSAGE

PAR ID : 2026-01042025-31032026-4221165 has been sent successfully to Mr./Ms. MOVALYZA DKHAR (1314) [DATA PROCESSING ASSISTANT GRADE- I] [movalyza[dot]dkhar[at]neigrihms[dot]gov[dot]in]

◀ BACK Click the Link to redirect back .

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

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

- A confirmation window appears click on OK button as shown

- A message prompts "Sent Successfully" 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]neigrihms[dot]gov[dot]in]

◄ BACK Click the Link to redirect back .

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.

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

Name of officer reported upon :- REZON STRONG S

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

(सम्
(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 | About ▾ | Help ▾ |

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

OK | Cancel

Basic Information

| Name: | SURENDER SINGH SIROHI | | Service: |
| Designation: | DIRECTOR | | 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
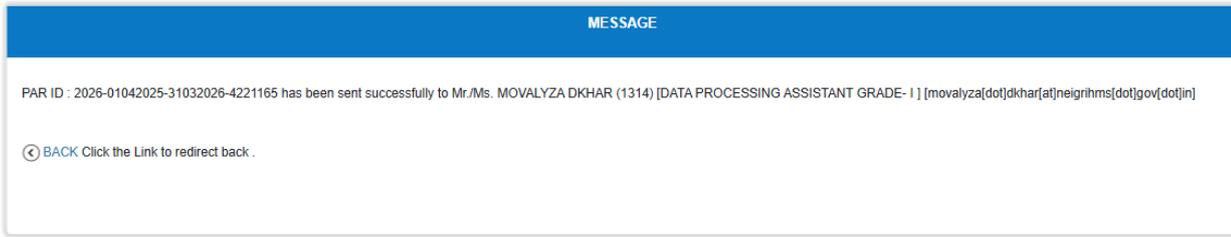
Stage 6: Closure of APAR by Custodian:

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
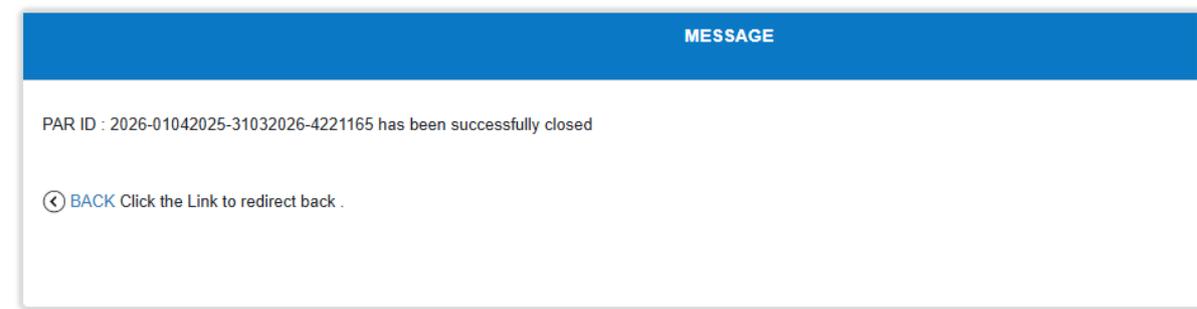
- Click Close to close the PAR as shown

- A confirmation window appears click on OK button as shown
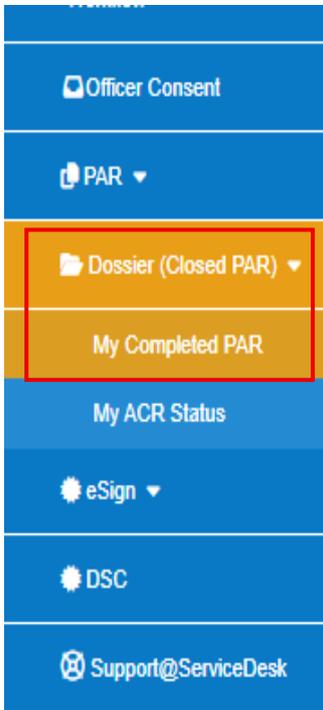

- Click on esign and complete the esign process

- 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

- Click on the + as shown below

- The Officer can download the complete APAR as shown below

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)   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]

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

- 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

- If no Representation workflow has been created, when the Custodian click to open the APAR, error message as follows will be displayed
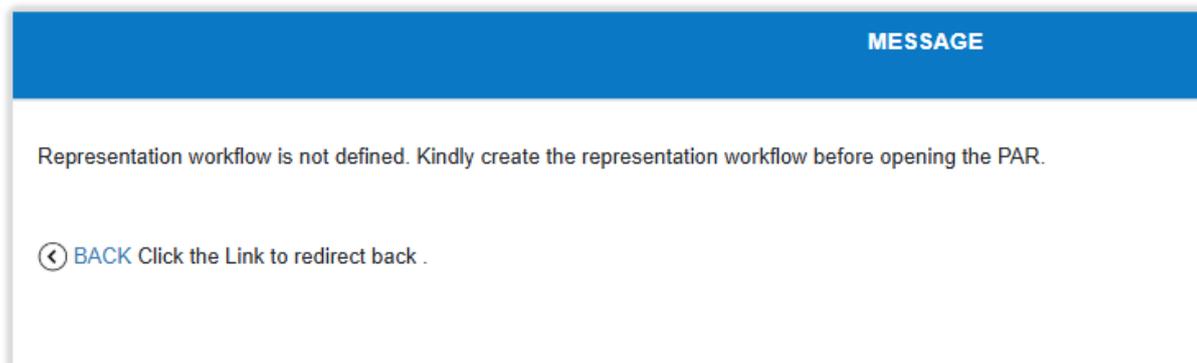
- The Custodian will require to create a Representation workflow. Goto Workflow and update the workflow of the concerned officer for that respective assessment period for which the representation has been filed as follows:

S.No	Status	Name	Allotment Year/Batch	Employee Code	Designation	Cadre	Action
1	■	officer_neigrihm...	1900	officer_neigrihms35	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 □	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_neigrihms35(officer_neigrihms35)[TECHNICAL OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	30/07/2026	
2	Reporting Authority	officer_neigrihms38(officer_neigrihms38)[BARRACK STORE OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	31/07/2026	
3	Reviewing Authority	officer_neigrihms40(officer_neigrihms40)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	31/07/2026	
4	CR Section To Disclose	officer_neigrihms2(officer_neigrihms2)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	15/08/2026	
5	Officer Disclosure	officer_neigrihms35(officer_neigrihms35)[TECHNICAL OFFICER -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	31/08/2026	
6	CR Section for Closing	officer_neigrihms2(officer_neigrihms2)[ASSISTANT ENGINEER CIVIL -MES-HQ CHIEF ENGINEER EASTERN COMMAND]	30/09/2026	

Action

Update   Save and Next   Back To Employee Search

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

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

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

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
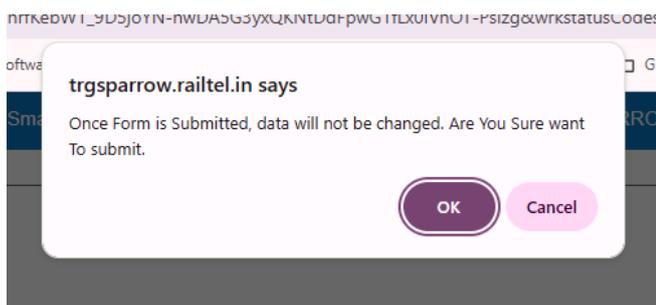
[Save As Draft] [Send To Competent Authority]   [Back]

- A confirmation window appears click on OK button as shown

- A message prompts "Sent Successfully" as shown

MESSAGE

PAR ID : 2026-01042025-31032026-2413470-22763 has been sent successfully to Mr./Ms. officer_neigrihms25 (officer_neigrihms25) [ASSISTANT ENGINEER CIVIL] [officer_neigrihms35[at]nic[dot]in]

BACK Click the Link to redirect back .
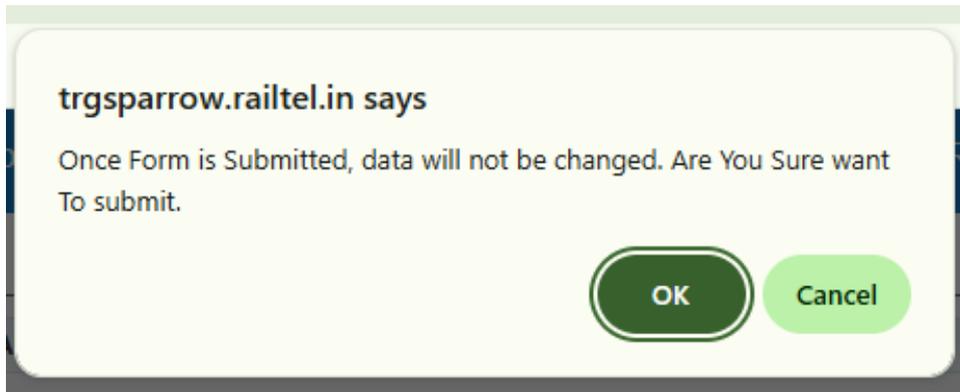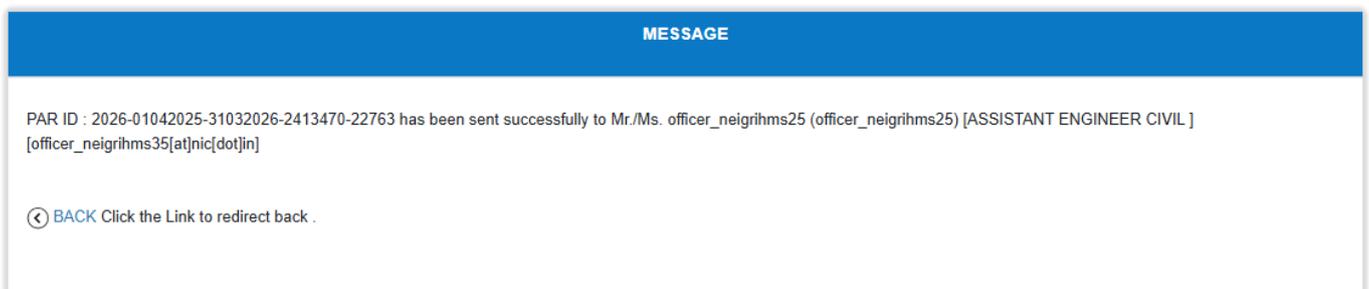
Stage 3: Forwarding of PAR to Rep-Reporting Authority by Competent Authority – Stage I for consideration.

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

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

- A confirmation window appears click on OK button as shown

- A message prompts "Sent Successfully" is shown

MESSAGE

PAR ID : 2026-01042025-31032026-2413470-22763 has been sent successfully to Mr./Ms. officer_neigrihms38 (officer_neigrihms38) [BARRACK STORE OFFICER] [officer_neigrihms35[at]nic[dot]in]

‹ BACK Click the Link to redirect back .

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

My PAR(0 | **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	■	APAR	🏳 2026-01042025-31032026-2413470-22763	Form-II Ap...	officer_ne...	25/02/2026	officer_ne...	25/02/2026	Rep - Rep...	30/10/2026

Showing 1 to 1 of 1 entry

« ‹ 1 › »

- A page appears, enter the remarks as shown

Representation

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

Choose Stage

Letter Section(Rep - Reporting Authority)

REMARKS OF REPORTING AUTHORITY

reviewed and provided the new gradings

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

- 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:

- 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

- A page appears, enter the remarks as shown

- For the APAR type as follows :
  - i. Store Officers/Assistant Store Officers & Store Keepers
  - ii. APAR Administrative Officer/Asst. Administrative Officedr/Office Superintendent
  - iii. Tech and Paramedical Staff
  - iv. UDC & LDC
  - v. 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:

> 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:

- 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:

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.

> test

समीक्षा अधिकारी के हस्ताक्षर
Signature of the Reviewing officer

स्थान/ Place : test

दिनांक/ Date : 25/02/2026

नाम/Name : Not Applicable officer_neigrihms40
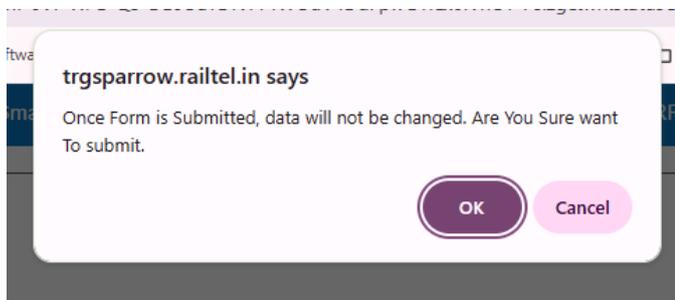(officer_neigrihms40)
पदनाम/Designation : ASSISTANT ENGINEER CIVIL

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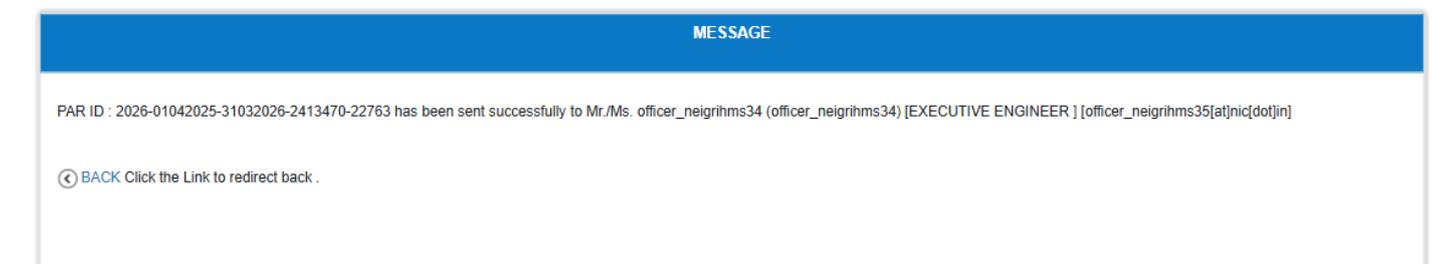
Note : All supportive documents such as Medical Certificate, Resume etc. if applicable, need to be clubbed as single pdf and uploaded as Reference document

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

---

- A confirmation window appears click on OK button as shown

trgsparrow.railtel.in says

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

OK   Cancel

- A message prompts "Sent Successfully" as shown

MESSAGE
PAR ID : 2026-01042025-31032026-2413470-22763 has been sent successfully to Mr./Ms. officer_neigrihms34 (officer_neigrihms34) [EXECUTIVE ENGINEER] [officer_neigrihms35[at]nic[dot]in]
◉ BACK Click the Link to redirect back .

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

- A page appears, enter the remarks as shown

- 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.

Reporting Officer tab (highlighted)

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

   असाधारण रूप से प्रभावशाली/उत्कृष्ट/सामान्य स्तर से कहीं अच्छा/अच्छा सामान्य व्यक्ति/बिना विशेष योग्यता या पहल के सक्षम सामान्य व्यक्ति/बिना 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

Reviewing Officer tab (highlighted)

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 gradings

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
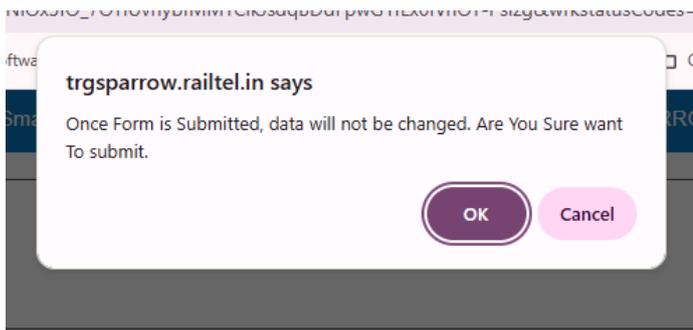
Letter Section(Rep - Reviewing Authority)

REMARKS OF REVIEWING AUTHORITY

reviewed and new grades given

Save As Draft   Send To CR Section   Back

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- A confirmation window appears click on OK button as shown

- A message prompts "Sent Successfully" is shown
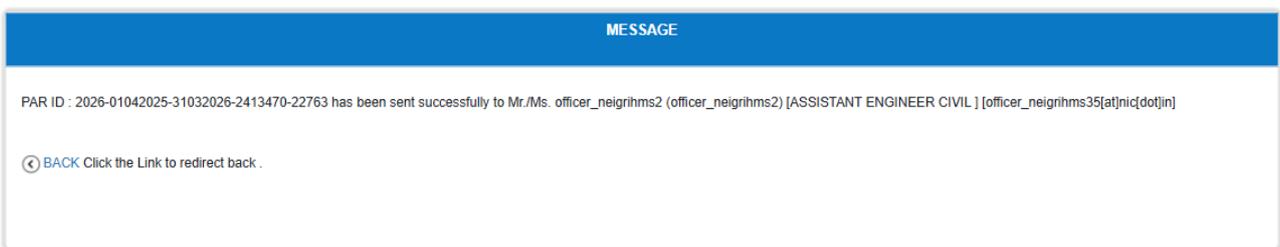
Stage 7: Disclosure of PAR by Custodian(Rep-CR Section).

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

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

- A confirmation window appears click on OK button as shown

- A message prompts **"Sent Successfully"** as shown

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	■	APAR	🚩 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

- 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

APAR APAR | LEV Leave | NRC NRC | TRA Training | AWR AWR | PRP Probation Repor

Search by : ☐APAR ☐AWR ☐NICR

| 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	■	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	■	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	■	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	■	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_neigrihms35

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_neigrihms35) and all actions in compliance to the DOP&T 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.
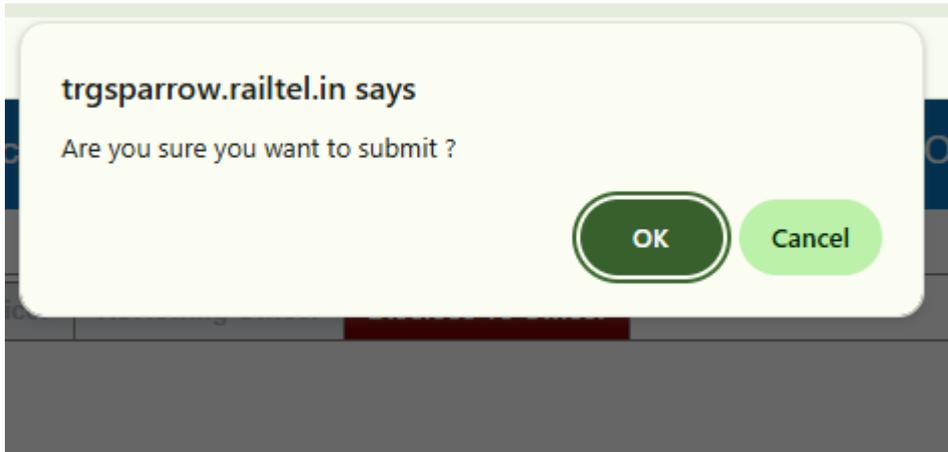
Signature At Disclosure Level

Date: 25/02/2026

Not Applicable officer_neigrihms1 (officer_neigrihms1) - ASSISTANT ENGINEER
On Behalf Of
officer_neigrihms2 (officer_neigrihms2) - ASSISTANT ENGINEER CIVIL

[Close]   [Back]

- A confirmation window appears click on OK button as shown

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

MESSAGE

PAR ID : 2026-01042025-31032026-2413470-22763 has been successfully closed

BACK Click the Link to redirect back .
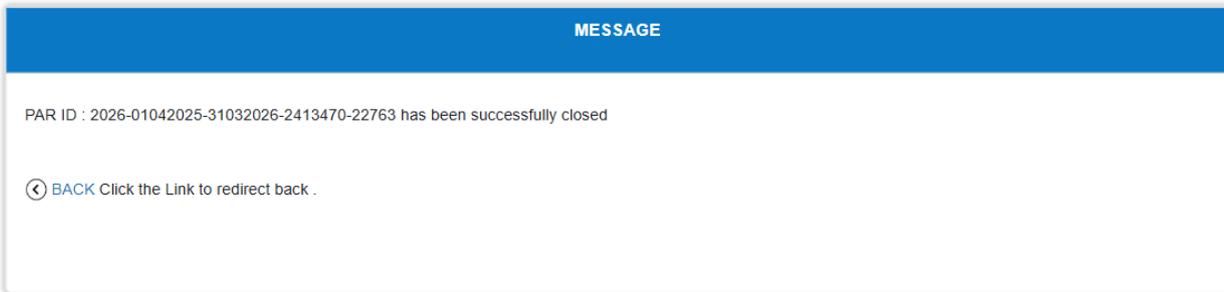
Stage 10: Viewing of Closed APAR by Officer reported upon.

Officer can view their Closed APAR

- The officer can click on Dossier (closed PAR) and My Completed PAR
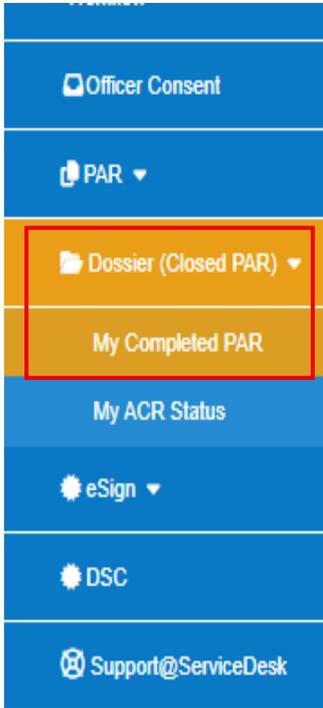
- Enter the Assessment period and click Submit button

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

- 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.

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

- Enter the remarks and click on submit.

- 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.
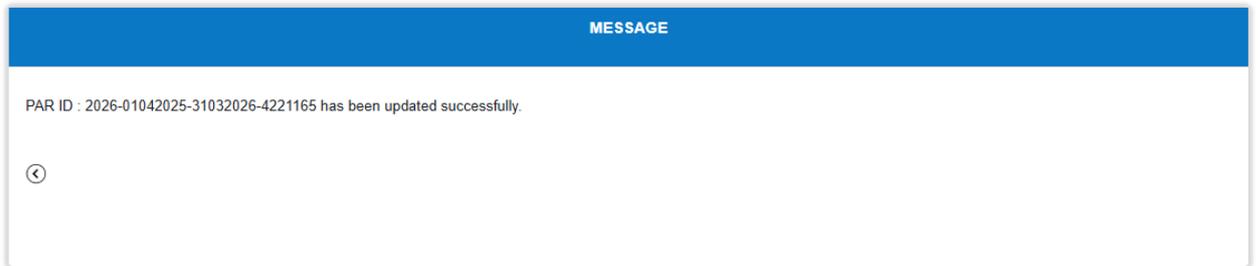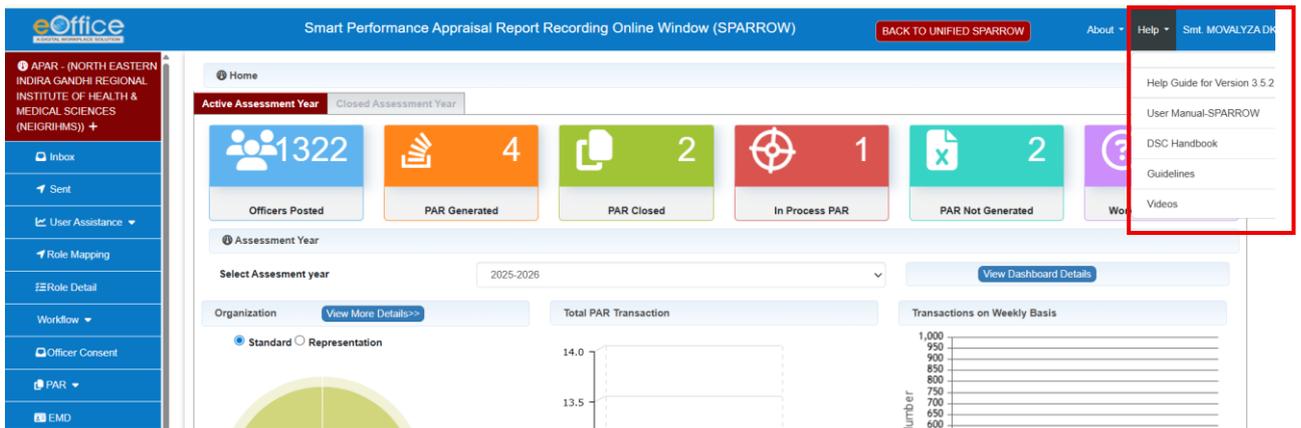
7. NIC User Manual on SPARROW

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

Adobe Acrobat Document

Or

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