

## Smart Performance Appraisal Report Recording Online Window (Sparrow)

### 1. Introduction

The electronic Annual Performance Appraisal Report (SPARROW) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of the Service by the State Government / Central Government. The aim of this system is to facilitate the electronic filling of PAR by officers in a way that is not only user friendly but also allows to fill from anywhere any time as per their convenience. Similar convenience will be available to the officers at different Stages in the work-flow hierarchy of filling and submission process. The system is also expected to reduce delays in submission of completely filled PARs.

PAR filling process starts at the beginning of the financial year. The Custodian of the respective Ministry/department sends the blank PAR forms to the Individual officer. The officer fills the PAR for further submission to his/her Reporting Officer. The PAR moves from Reporting officer to Reviewing officer and to Accepting Authority compulsorily marking CR Section a slip. With the electronic system in place, the recording and movement of PAR forms becomes seamless, quick and convenient due to inbuilt alert mechanisms through different modes at appropriate Stages. The system provides status check so that the officers' know where their PARs pending as well as what is pending with them.

### 2. Key Features

- a) **Form ID:** Form ID is unique and created while generation of Form;
- b) **PAR ID:** Unique ID for PAR;
- c) **Search Criteria:** To search on various parameters like name, date, etc;
- d) **Draft:** To save the PAR as Draft and work later;
- e) **Flows of PAR**
  - **Standard:** Grading on the Standard flow of PAR;
  - **Representation:** Officer can Put for Representation in case of disagreement;
  - **Referral:** Officer can Put for Referral Board for in case of disagreement with representation decision;
  - **Memorial against Assessment(MaA):** Officer can Put for MaA in case of disagreement with Referral;
- f) **Delays:** Reduced delays in PARs submission;
- g) **Communication:** Timely Mobile and emails alerts at appropriate Stage;
- h) **Security:** Submission possible only through digital signing;
- i) **Pendency:** Tracking at every Stage;
- j) **Safety:** No case of Missing / Lost / Damaged PARs.

### 3. Project Status

The project implementation is in progress.

### 4. Current Position

Online filing of PARs for the IAS Officers of the State is in progress. The current position of the project implementation in the State is as under:-

IAS Officers Posted	NICemail Created	DSC				PAR Generated	PAR Submitted	PAR Closed
		Token Received	Cert Download	Enrolled	Issued			
45	45	32	31	25	26	41	17	11

## 5. State Level Project Team

<b>Name</b>	<b>Designation</b>	<b>Department</b>	<b>Role</b>
Shri Khilli Ram Meena	Commissioner (Personnel)	Personnel, Administrative Reforms & Training	Custodian
Shri T. T. Gamdik	Secretary (GA)	General Administration	Addl. Custodian
Shri Remo Kamki	Jt. Secretary (Personnel)	Personnel, Administrative Reforms & Training	EMD Manager
Shri Ido Ngomdir	Section Officer (Personnel)	Personnel, Administrative Reforms & Training	PAR Manager
Shri Tasso Habung	TD & ASIO	National Informatics Centre	Coordinator
Shri U. K. Ghosh	SA	National Informatics Centre	Addl. Coordinator
Shri Devender	STA-'A'	National Informatics Centre	Team Member