

MOST IMMEDIATE

From No. 31/14/2007-7S(I)

The Chief Secretary to Government, Haryana.

To

All the Haryana Civil Services (Executive Branch) Officers.

Dated, Chandigarh, the 15th December, 2017

Subject: Regarding eOffice Lite (SPARROW) system for writing the Performance Appraisal Reports of Haryana Civil Services (Executive Branch) Officers.

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Sir/Madam,

I am directed to address you on the subject noted above and to say that the State Government has decided to switch over to the online system for writing of Performance Appraisal Reports of Haryana Civil Services (Executive Branch) officers from the assessment year 2017-2018 through eOffice Lite (SPARROW) system. To enable this system, NIC e-mail Ids (only by name) are required to be generated to all the users of this system.

2. All the HCS(Ex.Br.) officers are, therefore, directed to kindly log into the website <http://mail.gov.in> and click on download forms and then click on single user Subscription form. The single user subscription form will appear after agreeing with the terms and conditions prescribed in it. Kindly fill up the requisite information in the said form and then, download the printout of the pdf. file generated by the web page and send the same to the Personnel Department after signing the same alongwith stamp for further verification and countersignature of the competent authority of the Personnel Department within a week positively so that the NIC email Ids can be generated to you well in time.

3. Please consider it as most urgent.

Yours faithfully,



(Jitender Singla)

Superintendent Services-I,
for Chief Secretary to Government, Haryana.