

DATE BOUND
IMMEDIATE

No.30/01/2023-1 PAR
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT

To

1. All Heads of Department in Haryana.
2. Commissioner, Ambala/Faridabad/Hisar/Karnal/Rohtak/
Gurugram Division.
3. All Deputy Commissioners in Haryana.
4. All IAS officers in Haryana.

Dated Chandigarh, the 3rd March, 2023.

Subject: E-filing of Performance Appraisal Reports of IAS officers for the year 2022-2023 at <https://sparrow-ias.eoffice.gov.in>.

Sir/Madam,

I am directed to address you on the subject mentioned above and to say that the online filing of PAR (Smart Performance Appraisal Report Recording Online Window, SPARROW) for IAS officers was introduced from the assessment year 2013-14 onwards. Accordingly, Performance Appraisal Reports of IAS officers for the year 2022-2023 are to be filed online by 31st December, 2023, at <http://sparrow-ias.eoffice.gov.in>. There is no provision for any comments after the deadline of 31st December, 2023 set by Government of India as per time schedule. It is therefore, imperative that the reporting/reviewing/accepting authority strictly should follow the following time schedule and send the Performance Appraisal Report directly to the next authority, after recording their remarks as per the Time Schedule through the online portal at <http://sparrow-ias.eoffice.gov.in>.

2. The following "Time Schedule" is provided for completion of PARs for IAS officers in the All India Service (Performance Appraisal Report) Rules, 2007:-

Activity	Cut off Dates	
	Due Date	Auto Forward
Giving blank PAR form to officer	1 st April	---
Self Appraisal Submission	31 st May	1 st June
Appraisal by Reporting Authority	31 st July	1 st August
Appraisal by Reviewing Authority	30 th September	1 st October
Appraisal by Accepting Authority	31 st December	Auto closure on 31 st December
Disclosure to the officer reported upon	31 st December	---
Comments of officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 days from disclosure	---

3. It is necessary to "login" to "<https://parichay.nic.in>" in order to access the SPARROW website <https://sparrow-ias.eoffice.gov.in>. Link of this web page is also available on web page <https://csharyana.gov.in> [Quick Links>SPARROW(ePAR for IAS Officers)]. The IAS officers will use their E-Mail-ID which will be name-based and not based on designation as their username to access the aforementioned online web page after entering the supplied password, which will be their NIC E-Mail ID. Then, the **UNIFIED SPARROW** page appears next, select "All India/Central Services" and then "IAS." Then, when prompted, select "Are you sure you want to Redirect to IAS Instance?" and "OK." Finally, go to <https://sparrow-ias.eoffice.gov.in> then IAS officer can access the blank APAR form that was sent to "Inbox" under the SPARROW tag (Inbox>MyPAR>Service Inbox) by the Custodian of PAR for the specific IAS officer.

In accordance with an integrated SPARROW system, IAS officers will also receive auto-alerts via SMS to the mobile number and via email registered with SPARROW as soon as the Custodian of PAR creates the PAR form for the Officer in accordance with the timeline or it has been forwarded from one writing authority to the next writing authority. The system also offers a status check feature, allowing officers to see at which level their APAR(s) are after submitting "**Self Appraisal**" during the PAR writing process. This feature can be accessed under the "**APAR-(IAS)**" tag (**PAR>Tracking**), and officers can also see which APAR(s) are pending with them for recording remarks as Reporting/Reviewing/Accepting which can be accessed under the "**APAR-(IAS)**" tag (**Inbox>Access PAR**).

Additionally, it is to mention here that no physical PAR forms will be sent to IAS officers for the purpose of recording their Self-Appraisal and all officers are urged to submit their self-appraisal and comments via the SPARROW website in accordance with the guidelines.

4. The health check is mandatory for all IAS officers above the age of 40 and may be totally dispensed with for officers below the age of 40, except in case of medical incident. Blank Health pro-forma can be downloaded from web page <https://csharyana.gov.in>. (Branch>PAR CELL then feed Health as Keyword in the provided space>letter No.30/01/2020-1PC dated 14.05.2020). After medical examination, a copy of the summary of the medical report is to be uploaded in Section-II while submitting self appraisal by the IAS officer. [C. Summary of Medical Report (Only copy of this part is to be attached to PAR)].

5. The IAS officers can upload their prescribed Health Proforma, appreciation letters, Annexure, achievements, awards, etc. using the "Reference Document Upload" button while submitting their Self-Appraisal (Section-II) and being the Reporting, Reviewing, or Accepting Authority under their Section-III (Appraisal), Section-IV (Review), and Section-V (Acceptance), respectively, by scanning all of the required documents into a single "PDF file" (up to 3MB) and pressing the "Reference Document Upload" button provided at the bottom of the section by selecting the scanned PDF file from his/her computer to upload.

6. The fact that should be noted that the SPARROW will use two types of authentications to operate online: "**DSC**" and "**eSign**," the details of which are provided below. Either of these authentication methods may be applied:-

(i) The "USB pen drive" containing the "Digital Signature Certificate" is used to sign PAR at various stages to ensure the safe and secure transfer of PAR without any data tampering. To activate the DSC device under the SPARROW tag (DSC>Enroll>DSC Registration) follow the instructions to enroll once until the expiry date of DSC. After entering the PIN Number supplied with DSC, registered DSC becomes activated. Prior to DSC activation, computers (other than Apple) must have the most recent browser version installed i.e. Chrome, Mozilla Firefox. Additionally, the following prerequisite actions must be fixed on the computer system:-

- a. Install the latest Java Version and add **<http://sparrow.eoffice.gov.in:443>** and **<https://sparrow.eoffice.gov.in>** in the Security button after opening JAVA in the Control Panel.
- b. Install "DSC" drivers contained in the USB Pen Drive.
- c. Install DSC Signer version 4.1.7, which can be downloaded from SPARROW web page by clicking DSC>Enroll button as per specification of Desktop i.e.32 bit or 64 bit or from **www.eoffice.gov.in** by clicking on Download button then Digital Signer Service.
- d. Run this link "<https://eoffsigner.eoffice.gov.in:55101/check/isLive>" After clicking on the links above if message received is "**Success. DSC Signer Service version: 4.1.7**"
- e. After all settings restart the computer system.

(ii) The "**eSign**" facility is also accessible on SPARROW for submitting Self Appraisals. This innovative initiative enables quick, easy, and secure signing of electronic documents by authenticating signers using Aadhaar-eKYC services. IAS officers with Aadhaar number are eligible to use this service to digitally sign an electronic document using OTP-based authentication without having to purchase a physical "USB pen drive" containing the "Digital Signature Certificate." For OTP-based authentication, the IAS officer needs to have an active mobile number registered with a 12-digit Aadhaar number. Officers can validate an "**eSign**" an electronic signature by selecting "e-Hastakshar," which appears to submit PAR to the next level, and then clicking the "I Agree" button.

Before the activation of "**eSign**" computer systems (aside from Apple) must be updated with the most recent version of the browser i.e. Chrome, Mozilla Firefox and the following prerequisite actions:-

- a) Click on the links : 1st Link :-
<https://esignservice1.cdac.in/esignservice2.1/2.1/signdoc> and
2nd Link :-
<https://esignservice.cdac.in/esignservice2.1/2.1/signdoc>

....4....

- b) After Clicking on the links above if message appear on screen that **"The request method is inappropriate for the URL"**, please ignore below steps and click on eHastakshar(**eSign**)
- c) If using Mozilla Firefox, then a security warning may appear on screen after clicking on the links in the first step with message as **"Your connection is not secure"**, in that case click on **"Add Exception"** and **"Confirm Security Exception"**
- d) If using Google Chrome, then a security warning may appear on screen after clicking on the links in the first step with message as **"Your connection is not private"**, in that case click on **"Click Advance"** and **"Proceed to 'link of 1st or 2nd url' (Unsafe)"**

7. It is, accordingly, requested that the dates specified in the schedule mentioned above are the strict deadlines by which all IAS officer's Performance Appraisal Reports for the year 2022–2023 must be finalised and all the IAS officers should submit their Performance Appraisal Report forms at <http://sparrow-ias.eoffice.gov.in> after filling their self-appraisal or recording remarks in the PARs of officer reported upon being the reporting, reviewing, or accepting authority online on or before the deadline, and send the same electronically with **"DSC"** or **"eSign"** to the next appropriate authority in accordance with the timeline mentioned above.

The Political executives are not given **"DSC"** or **"eSign"** authentication by the Government of India and would manually enter their comments or grades on the PARs of IAS officers. For this purpose, this Department would print out the PARs up to the point where they are online and obtain the comments or grades from the political executive and then upload the same to SPARROW for an online process.

8. It may also be noted that all IAS officer posted in Haryana notify at parmanager-hry@nic.in their relinquishing/assuming the charge of post, proceeding on training or earned/study leave during the year 2022-2023 and any information that may affect alerts sent by the SPARROW software, such as changes to their mobile number or email address and it is also intimated that any problem with DSC signing, E-Signing on the SPARROW website can be reported via email to support-sparrow@nic.in with a copy to parmanager-hry@nic.in to follow up on the issue with NIC, Haryana and New Delhi to have it resolved as soon as possible.

Yours faithfully



Superintendent, PAR Cell
for Chief Secretary to Government Haryana.

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Dated Chandigarh 3rd March,2023.

A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary to Chief Minister, Haryana and Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/State Ministers, Haryana for information of Chief Minister/Ministers and State Minister.

2. They are hereby requested to ensure that the PARs of all IAS officers for the year 2022–2023 must be completed and sent to the Personnel Department according to the strict time schedule that has been prescribed for writing them.



Superintendent, PAR Cell
for Chief Secretary to Government Haryana.

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A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary action.

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