

DATE BOUND
IMMEDIATE

No.30/01/2024-1 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 14th March,2024.

Subject: E-filing of Performance Appraisal Reports of IAS officers for the year 2023-24 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 2023-24 are to be recorded online by 31st December, 2024, at <http://sparrow-ias.eoffice.gov.in>. If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter. It is therefore, imperative that officer reported upon and the reporting/reviewing/accepting authority strictly follows the following time schedule and forward the Performance Appraisal Report to the next authority, after recording their remarks as per the 'Time Schedule' as given below 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 website <https://csharyana.gov.in> [Quick Links>SPARROW(ePAR for IAS Officers)]. The IAS officer will use their name-based NIC, E-Mail ID as their username to access the aforementioned online website after entering the password for the same. Then, the "UNIFIED SPARROW" page appears next, then select "All India/Central Services" and then "IAS" then click on "OK." after showing the clip "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 IAS officer reported upon 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).

In accordance with an integrated SPARROW system, IAS officers will also receive auto-alerts via **SMS** on their mobile number and via **Email-ID** registered with SPARROW as soon as the Custodian of PAR generate the PAR form for the officer reported upon 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 during the PAR writing process, allowing IAS officers to see at which level their APAR(s) is pending after submitting "**Self-Appraisal**". This feature can be accessed under the "**APAR-(IAS)**" tag (**PAR>Tracking**),

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 record their comments in the PAR of officer reported upon on 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 website <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 a self-appraisal by the IAS officer. [C. Summary of Medical Report (Only copy of this part is to be attached to PAR)].

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 Sections-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 particular section by selecting the scanned PDF file from his/her computer to upload.

5. The fact that should be noted that the SPARROW can be operated with two types of authentications for forwarding PAR to the next writing authority: "**DSC**" and "**eSign**," Either one of these authentication methods may be applied. The details of which are provided as under:-

(i) The "USB pen drive" containing the "Digital Signature Certificate" can be 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 expiration date of DSC. After entering the PIN Number supplied with DSC, registered DSC becomes compatible with SPARROW website.

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.
- f. For detailed instructions '**Pdf file**' after login SPARROW website can be downloaded from the "help" button showing top right of screen naming 'DSC Handbook'.

(ii) The "eSign" facility is also accessible on SPARROW for submitting Self Appraisal and forwarding PAR to the next writing authority. 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. For OTP-based authentication, the IAS officer needs to have an active mobile number that was registered with a 12-digit Aadhaar number. Officers can validate an "eSign", an electronic signature by selecting "eHastakshar," which appears while submitting PAR to the next level after 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) To activate the "eSign" under the SPARROW tag ("eSign">Register eSign UID token>Register eSign>select OTP>Consent for using UID Token for eSigning>Consent for Authentication>OK) follow the instructions to enroll once. After entering the PIN Number supplied with DSC, registered DSC becomes activated.
- b) For detailed instructions 'Pdf file' after login SPARROW website can be downloaded from the "help" button showing top right of screen naming 'e-Sign Registration Document'.

6. 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 2023-24 must be finalised and all the IAS officers should submit their Performance Appraisal Report forms at <http://sparrow-ias.eoffice.gov.in> and send the same electronically by using "DSCs" or "eSign" to the next appropriate authority after filling out their self-appraisal or recording their remarks in the PARs of officer reported upon being the reporting, reviewing, or accepting authority online on or before the deadline 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, the Department would print out the PARs up to the stage where they are pending online, obtain comments from the political executive, and then upload the same to SPARROW for further processing online.

7. It may also be noted that all IAS officer posted in Haryana are requested to send information regarding their charge relinquished/assumed of post held, proceeding on training or earned/study leave during the year 2023-24 and any information that may affect alerts sent by the SPARROW software, such as changes to their mobile number or email address at parmanager-hry@nic.in.

It is also intimated that any problem with 'DSC' signing, 'eSign' 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.

Endst. No.30/01/2024-1PAR

Dated Chandigarh 14th March, 2024.

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

2. They are hereby requested to ensure that the PARs for all IAS officers for the year 2023-24 must be recorded in accordance with "Time Schedule" and manually sent to the Personnel Department within the time frame provided.



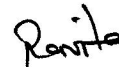
Superintendent, PAR Cell
for Chief Secretary to Government Haryana.

Endst. No.30/01/2024-1PAR

Dated Chandigarh 14th March, 2024.

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

2. They are hereby requested to ensure that the PARs for all IAS officers for the year 2023-24 must be recorded in accordance with "Time Schedule" and and sent to the next writing authority within the time frame provided.



Superintendent, PAR Cell
for Chief Secretary to Government Haryana.

To

All the Administrative Secretaries to Government, Haryana.

Endst. No.30/01/2024-1PAR

Dated Chandigarh 14th March,2024.

End of Page 4 of 4