

USER
MANUAL
FOR
REPORTING
AUTHORITY

-Reporting Authority: Section-III of the APAR needs to be fill by reporting authority to provide grades for their sub ordinate officers and the grade should be out of 10.

LOGIN TO MAHAPAR:

For login at first instance, please go to <https://mahapar.maharashtra.gov.in> for login.

*Use Mozilla Firefox (ESR) or Internet Explorer (Version above 10) for MAHAPAR login.

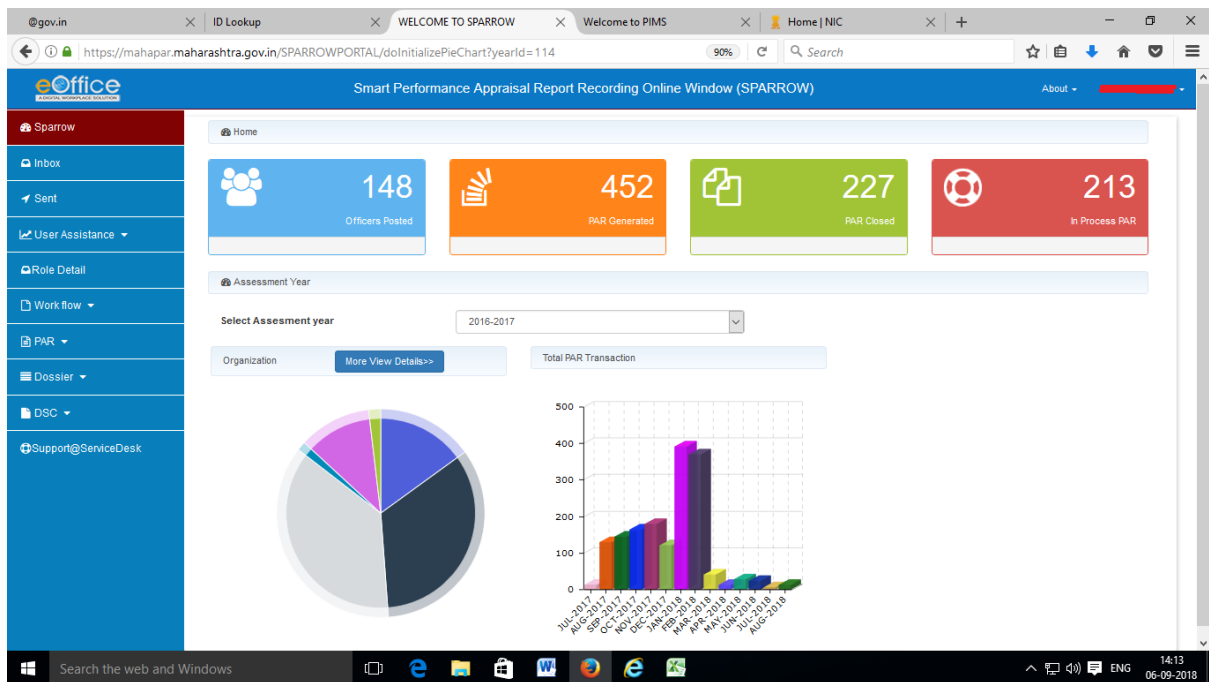
Select Service with the drop down provided and login with your Government Mail login ID (@gov.in/@nic.in) and password along-with the correct captcha letter.

Example :

If officer's email address is – manoj.sangle@nic.in then his user name to login should be “manoj.sangle” and the password must be the same as @gov.in/@nic.in email ID password.

The screenshot shows a web browser window with the URL <https://mahapar.maharashtra.gov.in/SPARROWPORTAL/LoginPage#no-back-button>. The page features a blue background with a central white box containing the 'eoffice' logo and the text 'SPARROW(महापार) | Smart Performance Appraisal Report Recording Online Window |'. Below this, there is a dropdown menu for 'MANTRALAYA-MA'. The login form includes fields for 'User Name' (pre-filled with 'pramod.gholap'), 'Password' (masked with dots), and 'Captcha' (displaying 'YxKe6j'). A 'Login' button is next to the password field. At the bottom of the page, there are links for 'Forgot Password', 'Apply for NICE Mail ID', 'Quick Start', and 'Contact Us', along with a support email address: 'Support: 022-22794298, support-mahapar@nic.in'. The Windows taskbar at the bottom shows the date as 06-09-2018 and the time as 14:13.

After successful login with reporting officers ID, the below window will appear as a home page.



Reporting officer can access the PAR of their subordinate officers to process section III in the INBOX tab.

SEARCH CRITERIA :

>> INBOX >> ASSESS PAR >> SEARCH (by name or APAR ID)

The list of Pending Section III PAR will be show as given below.

The screenshot shows the SPARROW portal inbox. The 'Inbox' tab is selected, and the 'Assess Par(1)' button is highlighted. The table displays a list of pending PARs. The table has columns for S.No, E, APAR ID, Form Type, Officer Detail, Received On, Sent By, Sent Date, Current Stage, and Quick Action. The first entry is for APAR ID 2018-01042017-31032018-2046479, received on 30/08/2018, sent by DEEPAK PANDU...

S.No	E	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017-31032018-2046479	MAHARASTH...	DEEPAK PANDU...	30/08/2018	DEEPAK PANDU...	30/08/2018	Reporting Autho...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

After Selecting the APAR ID of the respective subordinate officer, reporting officer has to access Section II (Self-Assessment) and accordingly will provide the grades and comments in the space given at section III of the APAR.

9. एकंदरीत गुणांकन (Overall Gradation)

दिनांक (Date): 14/09/2017

ठिकाण (Place): Pune

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम
Signature, Name and Designation of Reporting Officer
Dr. Basavaraj Teli (20101253) - DEPUTY COMMISSIONER OF POLICE

Reference Upload* (only pdf files with 3mb maximum size) No file selected.

2. प्रतिवेदन काळावधीत पार पाडलेल्या महत्त्वपूर्ण व उत्तेजनीय कामांसंदर्भात आपले स्पष्ट अभिप्राय द्यावेत. (Offer your remarks on important and noteworthy works mentioned in self-assessment report)

ममूद केलेल्या कामाबाबत सहमत आहे.

Reporting officer will get either an option to save the section III as “DRAFT” or “SEND TO REVIEWING AUTHORITY”.

Note: 1. Draft: This will save the data for any future reference before forwarding to reviewing officer.

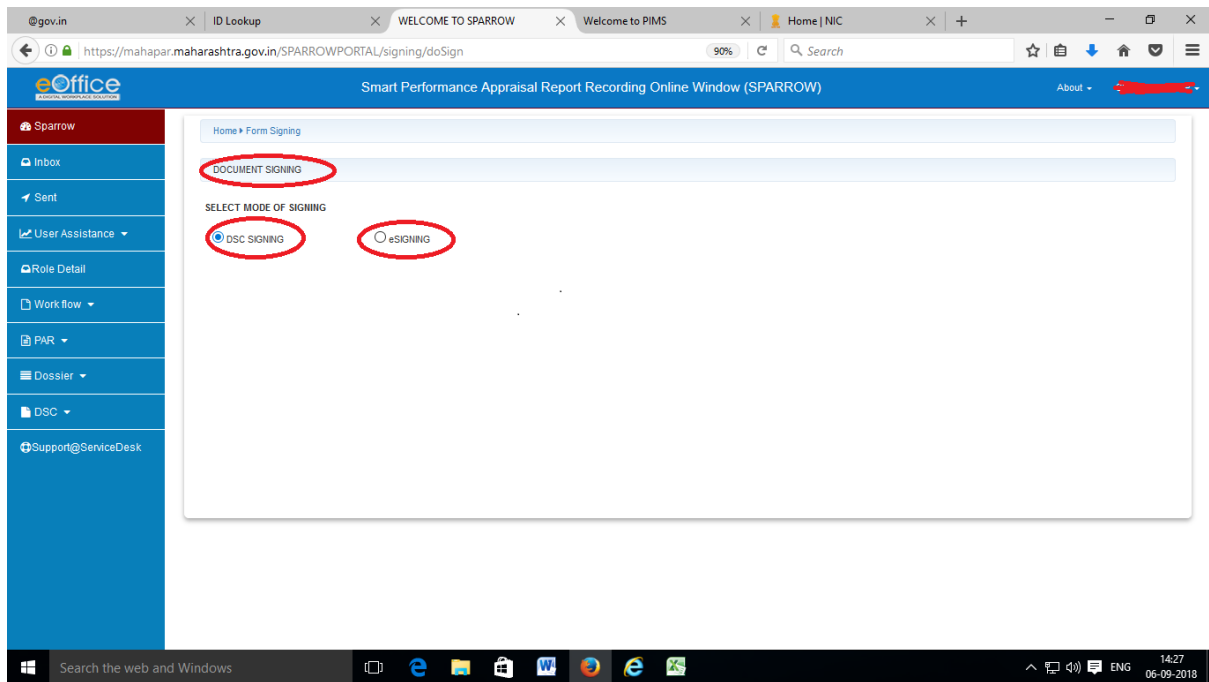
2. Send To Reviewing Authority: As the name suggest this button will take the APAR for further processing and will send it to next authority.

” Send To Reviewing Authority” button will take us to this following page and we have two option for marking digital signature on the document

1) **DSC SIGNING (Digital signature certificate)**

2) **e-SIGNING**

to have the authenticity on the document.



DSC

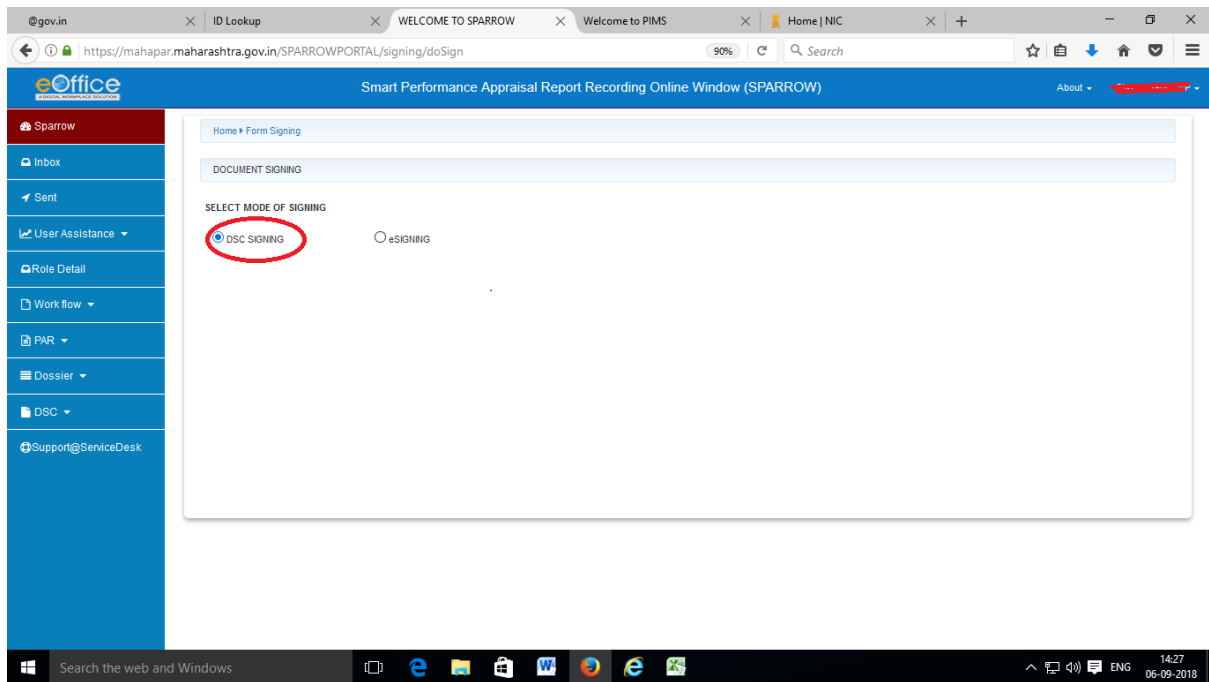
-Digital Signature Certificate (DSC) is a digital signature which can be done through the certified dongle and the drivers for the dongle can be found from below two link.

<http://nicca.nic.in/> --> click on Download Drivers (For Intranet/Internet Users)(

<https://www.ncodesolutions.com/> --> click on Token Drivers (For Internet Users Only).

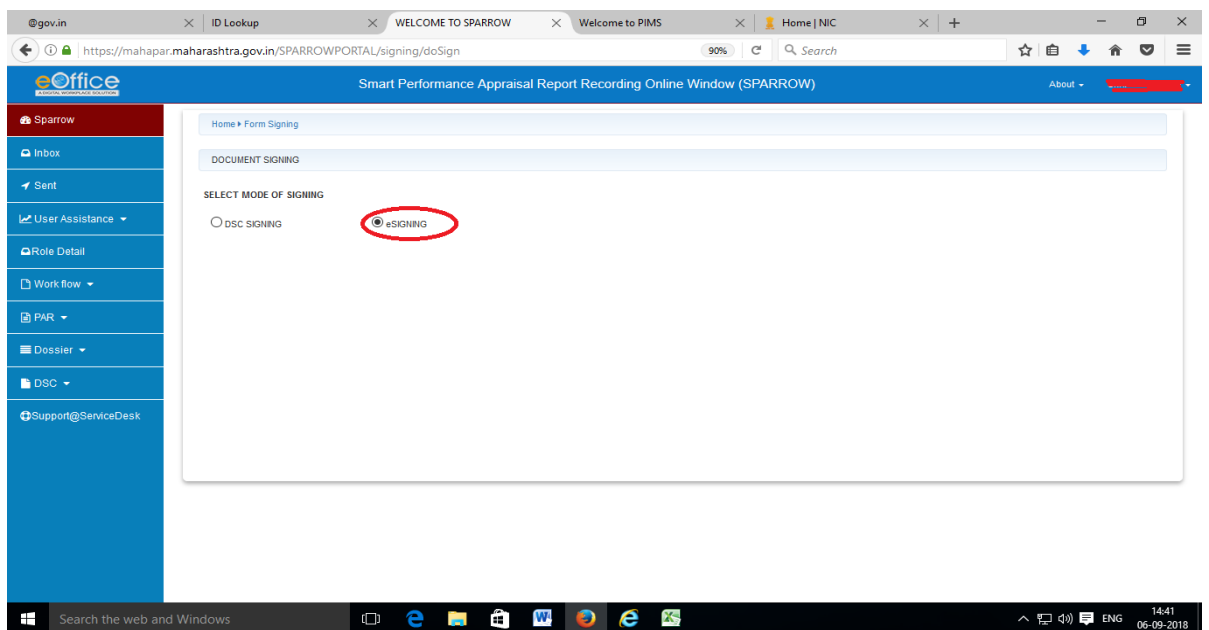
- Without DSC, the self-appraisal as well as PAR of his subordinates would not move. In case you are not having DSC, then you should contact local NIC or GAD/Personnel Department.

- Please check the following pre requisite on your system by IT personnel from your local IT department. a.) Java Version should be 32 (Keep Java Version 32 even though the system architecture is 64). b.) Driver should be installed for the respective dongle to be used. Go to the link <https://www.ncodesolutions.com/> to download the driver if it is not installed c.) Firefox should have ESR version to support DSC. Download the 32 bit ESR version of Firefox from the link <https://www.mozilla.org/en-US/firefox/organizations/>



E-SIGN

- E-sign is an alternate option available to forward the PAR to next level.
- E-sign service is an online electronic signature service that can facilitate an Aadhaar holder to digitally sign a document
- An Aadhaar holder can now sign a document after Biometric/One Time Password authentication thus requiring no paper based application form or documents
- E-sign will make the process of digital signature very simple and hence, end-users may adopt it at much faster pace than the traditional DSC.



For Any Assistance

- Project Management Unit (PMU):**
- Support Team : GAD/13 (022-22794298)**
- E Mail : support-mahapar@nic.in**
- Located at: 8th Floor, New Administration Building
Mantralaya,Mumbai,400032**