

USER
MANUAL
FOR
CUSTODIAN

Alternate Custodian has to follow below steps in order to process the PAR that is from PAR Generation → PAR closing.

1. LOGIN TO MAHAPAR:

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

Select Service and then login with your Name based @gov/@nic E-mail login ID and password along with the correct captcha.

Note: The user ID should be the letters before @gov/@nic, as shown below.

Ex: If the officer's email ID is "pramod.gholap@nic.in", then the user ID should be pramod.gholap

or register your complaint at servicedesk.nic.in

eOffice
A DIGITAL WORKPLACE SOLUTION

SPARROW(महापार)
| Smart Performance Appraisal Report
Recording Online Window |

MANTRALAYA-MA

User Name: Find Your User Name *

Password:

Captcha: sv6FBM Login

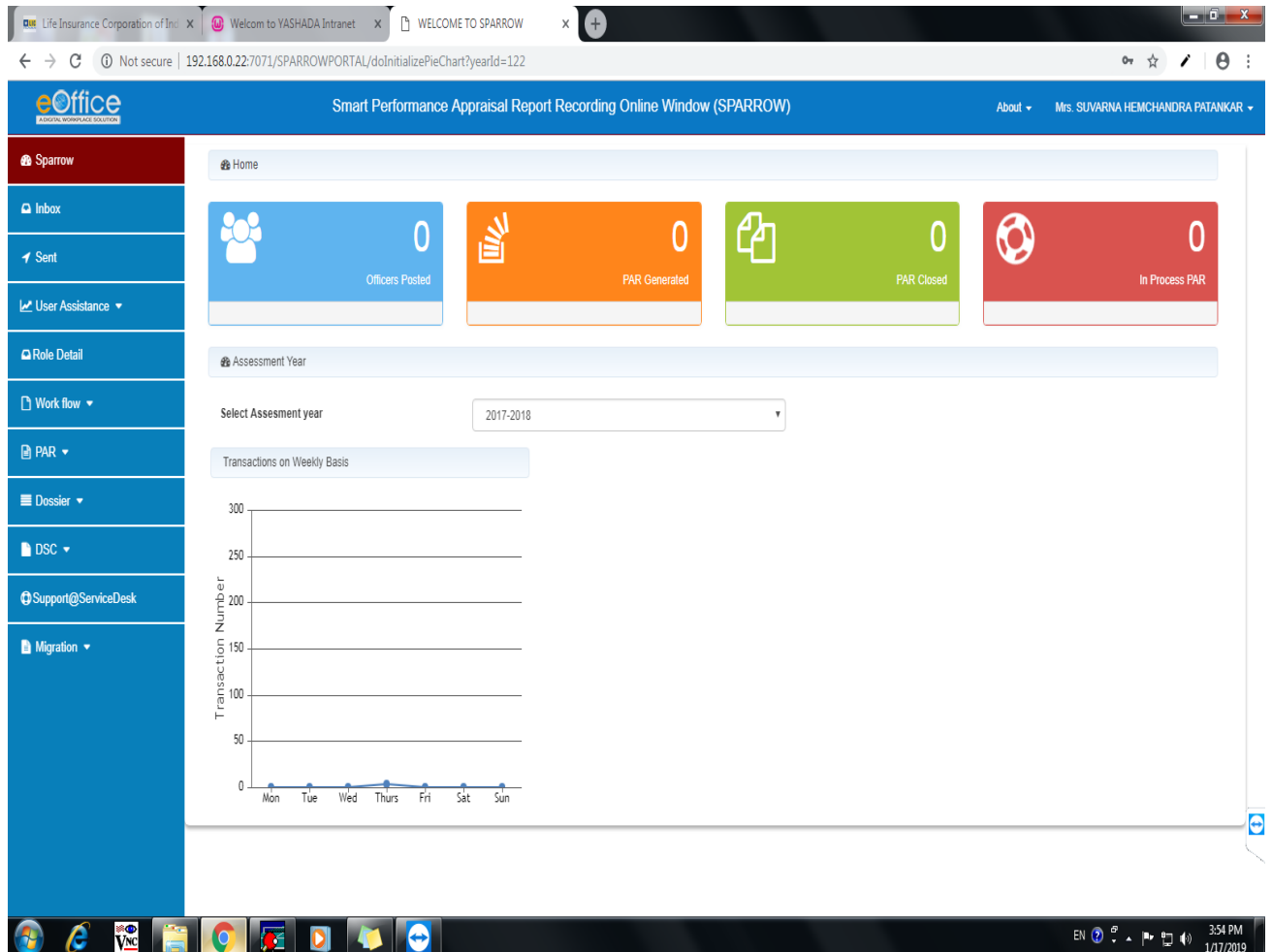
sv6FBM

[Frequently Asked Questions*](#)

[Forgot Password](#) | [Apply for NICeMail ID](#) | [Quick Start](#) | [Contact Us](#) |
[Support 022-22794298.support-mahapar@nic.in](#)

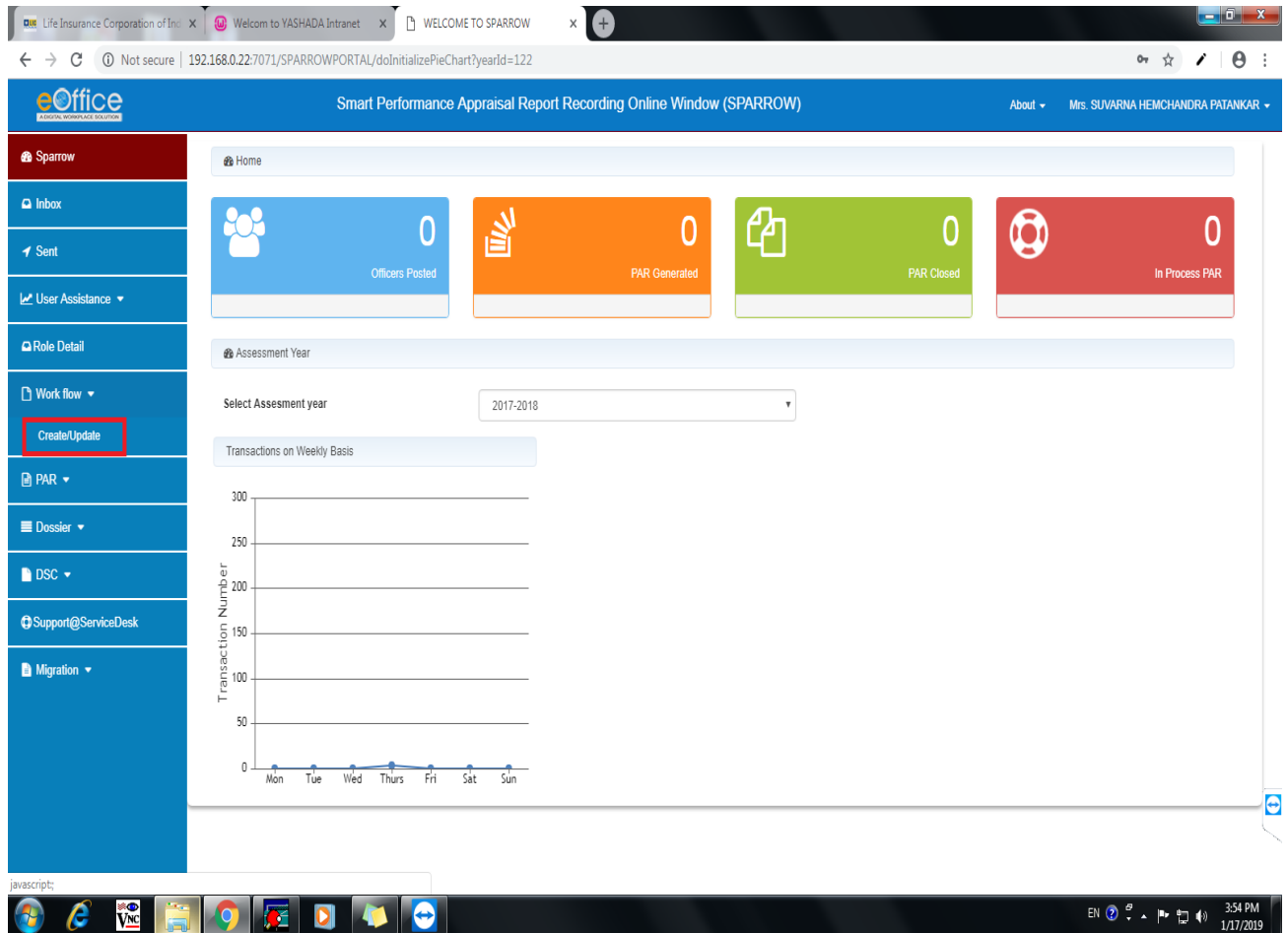
Copyright © 2014, NIC. All Rights Reserved. This site is designed, developed and Hosted by NIC. Site is best viewed in 1024x768 pixels resolution.

After successful login, a dashboard window will appear on screen where you get the detailed information of PAR processed in your account with respective year selected in the place provided.



A) WORKFLOW CREATION:

A Custodian has the access to create/update the workflow of officer's belong to his/her OU. Custodian will create the channel of the PAR through which the PAR has to move from PAR generation → PAR closing.

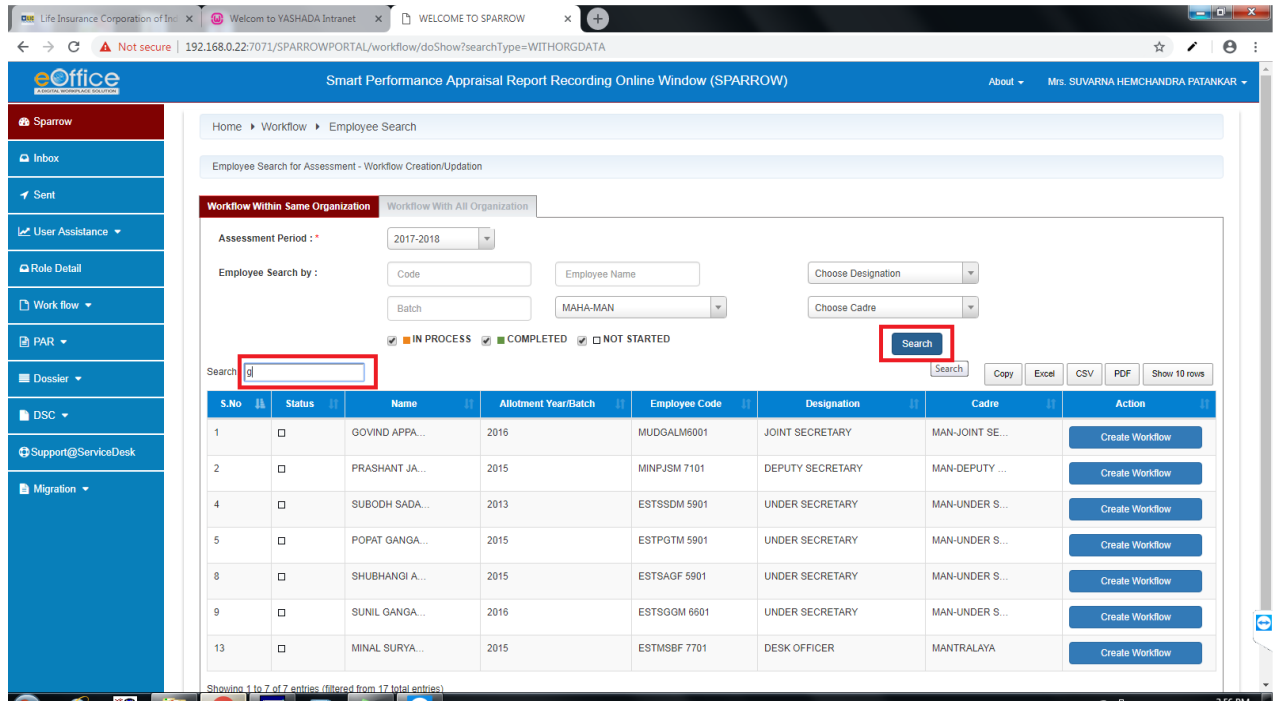


1) EMPLOYEE SEARCH FOR ASSESSMENT:

While creating the workflow a custodian/PAR manager have to select the assessment year in a drop down tab to view all the officers belong to the specific OU.

The screenshot displays the SPARROW (Smart Performance Appraisal Report Recording Online Window) portal. The browser address bar shows the URL: <https://mahapar.maharashtra.gov.in/SPARROWPORTAL/workflow/doshow?searchType=WITHORGDATA>. The portal header includes the eOffice logo and the title "Smart Performance Appraisal Report Recording Online Window (SPARROW)". The left sidebar contains navigation links: Sparrow, Inbox, Sent, User Assistance, Role Detail, Workflow (highlighted with a red circle), PAR, Dossier, DSC, and Support@ServiceDesk. The main content area shows the "Employee Search for Assessment - Workflow Creation/Update" page. The "Workflow Within Same Organization" tab is active. The "Assessment Period" dropdown is open, showing options: 2016-2017, 2016-2017 (selected), 2017-2018, and 2018-2019. The "Employee Search by:" section includes fields for "Employee Name" (containing "MAHA-MAN"), "Choose Designation", and "Choose Cadre". There are checkboxes for "COMPLETED" and "NOT STARTED". A "Search" button is located at the bottom right of the search area. The Windows taskbar at the bottom shows the date and time as 15:24 on 04-09-2018.

- Now, we need to select the officer to create workflow by searching the officer in search box as below.



2) DEFINING WORKFLOW :

After selecting the officer's name from the search box as given above ,we have to select "Generate Workflow" tab on the right side of the officer's name list to create the channel of APAR flow.

As given in below Picture, kindly select the appropriate duration of the PAR "Assessment Period " followed by status as "Working " or "NRC" (Non reporting Certificate For the officer whose working period is less than 3 months or within 90 days)

Select further form type as per your required questionnaires which will reflect on further section on APAR.

After clicking on the continue button, the workflow will be set.

Problem loading page | @gov.in | WELCOME TO SPARROW | Welcome to PIMS | 90% | Search

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/workflow/doDefine?employeeParam=eg6GkGus0t4qZd

eOffice
Smart Performance Appraisal Report Recording Online Window (SPARROW)

Sparrow

Inbox

Sent

User Assistance

Role Detail

Work flow

PAR

Dossier

DSC

Support@ServiceDesk

Home > Workflow > Define Workflow

Basic Information

Code: DPPDSM7201 Name: PRASHANT DNYANDEO SADANSHIO Designation: UNDER SECRETARY
Service: MAHA-MAN Cadre: MAN-UNDER SECRETARY Organization: MH-GENERAL ADMINISTRATION DEPARTMENT
Batch: 2011

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2016 To: 31/03/2017	WORKING	--- SELECT ---	Continue

WORKING

--SELECT--

NRC

WORKING

Search the web and Windows

15:26 04-09-2018

Problem loading page | @gov.in | WELCOME TO SPARROW | Welcome to PIMS | 90% | Search

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/workflow/doDefine?employeeParam=eg6GkGus0t4qZd

eOffice
Smart Performance Appraisal Report Recording Online Window (SPARROW)

Sparrow

Inbox

Sent

User Assistance

Role Detail

Work flow

PAR

Dossier

DSC

Support@ServiceDesk

Home > Workflow > Define Workflow

Basic Information

Code: DPPDSM7201 Name: PRASHANT DNYANDEO SADANSHIO Designation: UNDER SECRETARY
Service: MAHA-MAN Cadre: MAN-UNDER SECRETARY Organization: MH-GENERAL ADMINISTRATION DEPARTMENT
Batch: 2011

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2016 To: 31/03/2017	WORKING	--- SELECT ---	Continue

--- SELECT ---

MAHARASHTRA MANTRALAYA-With DC

MAHARASHTRA MANTRALAYA-With DC (Health)

MAHARASHTRA MANTRALAYA-Without DC

MAHARASHTRA MANTRALAYA-Without DC (Health)

Search the web and Windows

15:26 04-09-2018

Problem loading page | @gov.in | WELCOME TO SPARROW | Welcome to PIMS | +

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/workflow/doDefine?employeeParam=eg6GkGus0t4qjZd | 90% | Search

eOffice | Smart Performance Appraisal Report Recording Online Window (SPARROW) | About

Sparrow

Inbox

Sent

User Assistance

Role Detail

Work flow

PAR

Dossier

DSC

Support@ServiceDesk

Home > Workflow > Define Workflow

Basic Information

Code: DPPDSM7201 | Name: PRASHANT DNYANDEO SADANSHIO | Designation: UNDER SECRETARY

Service: MAHA-MAN | Cadre: MAN-UNDER SECRETARY | Organization: MH-GENERAL ADMINISTRATION DEPARTMENT

Batch: 2011

Back to search

Creation of Work Flow - Choosing Workflow Period

S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	MAHARASTHRA MANTRALAYA-With...	Continue

This button is used to create new work flow

Search the web and Windows | 15:29 04-09-2018

3) WORKFLOW STAGES:

During Work Flow creation, Custodian has to set Officers Name as they designate for any officer's APAR

- 1) Officer reported upon: Officer's Own Name (To fill the Self-Assessment)
- 2) Reporting authority : Officer's reporting authority
- 3) Reviewing authority : Officer's reviewing authority
- 4) CR Section to disclose: Custodians Name; who have authority to check the correct PAR flow so Far.
- 5) Officer Disclosure : Officer's Own Name to disclose their score.
- 6) CR section for closing: Custodians Name; who have authority to check the correct PAR flow so Far.

Life Insurance Corporation of India x Welcome to YASHADA Intranet x WELCOME TO SPARROW x

Not secure | 192.168.0.22:7071/SPARROWPORTAL/workflow/doProceed

eoffice Smart Performance Appraisal Report Recording Online Window (SPARROW) About Mrs. SUVARNA HEMCHANDRA PATANKAR

Sparrow

- Inbox
- Sent
- User Assistance
- Role Detail
- Work flow
- PAR
- Dossier
- DSC
- Support@ServiceDesk
- Migration

Basic Information

Code: MUDGALM6001 Name: GOVIND APPASAHEB LOKHANDE Designation: JOINT SECRETARY
 Service: MAHA-MAN Cadre: MAN-JOINT SECRETARY Organization: MH- WATER RESOURCES DEPARTMENT
 Batch: 2016 Status: WORKING Form Type: MAHARASHTRA MANTRALAYA-Without DC (Health)

Work Flow for Assessment Period :01/04/2017 to 31/03/2018

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	GOVIND APPASAHEB LOKHANDE(MUDGALM6001)(JOINT SECRETARY -MH- WATER RESOURCES DEPA...	30/04/2018	1 2
2	Reporting Authority	--SELECT--	31/05/2018	1 2
3	Reviewing Authority	--SELECT--	30/06/2018	1 2 3
4	CR Section To Disclose	--SELECT--	15/08/2018	1 2
5	Officer Disclosure	GOVIND APPASAHEB LOKHANDE(MUDGALM6001)(JOINT SECRETARY -MH- WATER RESOURCES DEPA...	31/08/2018	1 2
6	CR Section for Closing	--SELECT--	30/09/2018	1 2

Action

Save Save and Next Back To Employee Search

EN 4:02 PM 1/17/2019

**** NOTE:**

While generation of workflow, In case Reporting / Reviewing as an IAS/IPS/IFS or any Central Officer, please click on "Binocular Icon" to have below page .

(NOTE : JUST FOR DEMO PURPOSE)

Basic Information

Code:	MUDGALM6001	Name:	GOVIND APPASAHEB LOKHANDE	Designation:	JOINT SECRETARY
Service:	MAHA-MAN	Cadre:	MAN-JOINT SECRETARY	Organization:	MH- WATER RESOURCES DEPARTMENT
Batch:	2016	Status:	WORKING	Form Type:	MAHARASTHRA MANTRALAYA-Without DC (Health)

Work Flow for Assessment Period :01/04/2017 to 31/03/2018

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	GOVIND APPASAHEB LOKHANDE(MUDGALM6001)JOINT SECRETARY -MH- WATER RESOURCES DEPA...	30/04/2018	
2	Reporting Authority	--SELECT--	31/05/2018	
3	Reviewing Authority	--SELECT--	30/06/2018	
4	CR Section To Disclose	--SELECT--	15/08/2018	
5	Officer Disclosure	GOVIND APPASAHEB LOKHANDE(MUDGALM6001)JOINT SECRETARY -MH- WATER RESOURCES DEPA...	31/08/2018	
6	CR Section for Closing	--SELECT--	30/09/2018	

Action

Save

Save and Next

Back To Employee Search

- Now following window will display and click on search button.

Batch:

2016

Status:

WORKING

Form Type:

MAHARASTHRA MANTRALAYA-Without DC (Health)

192.168.0.22:7071/SPARROWPORTAL/workflow/doEmployeeSearch?searchParam=workFlowStandardEmployeeDataID_2 - Google Chrome

Not secure | 192.168.0.22:7071/SPARROWPORTAL/workflow/doEmployeeSearch?searchParam=workFlowStandardEmployeeDataID_2

Employee Search

Employee Search by :

Code

Employee Name

Choose Designation

Batch

MAHA-MAN

Choose Organisation

Choose Cadre

Search

Now search for the required officer in the search box, page will give result of respective list of officers.

Life Insurance Corporation of India | Welcome to YASHADA Intranet | WELCOME TO SPARROW

192.168.0.22:7071/SPARROWPORTAL/workflow/doProceed

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW) About Mrs. SUVARNA HEMCHANDRA PATANKAR

Sparrow

Inbox

Sent

User Assistant

Role Detail

Work flow

PAR

Dossier

ISC

Support@Service

Migration

Basic Information

Code: MUDGALM6001 Name: GOVIND APPASAHEB LOKHANDE Designation: JOINT SECRETARY
 Service: MAHA-MAN Cadre: MAN-JOINT SECRETARY Organization: MH- WATER RESOURCES DEPARTMENT
 Batch: 2016 Status: WORKING Form Type: MAHARASHTRA MANTRALAYA-Without DC (Health)

Employee Search

Employee Search by : Code Employee Name Choose Designation
 Batch MAHA-MAN Choose Organisation
 Choose Cadre Search

Search joshi

S.No	Employee Code	Employee Name	Batch	Designation	Cadre
86	ESTAJM 6101	AVINASH ATMARAM JOSHI	2011	UNDER SECRETARY	MAN-UNDER SECRETARY
108	ESTADJM6001	ANIL DATTATRAYA JOSHI	2014	DEPUTY SECRETARY	MAN-DEPUTY SECRETARY
309	ESTSRJM6801	S.R.JOSHI	1900	UNDER SECRETARY	MAN-UNDER SECRETARY
387	ESTMGJF6301	MANJIRI GANESHBHUSHAN JOSHI	1900	UNDER SECRETARY	MANTRALAYA
438	PWFPCJM6201	CHANDRASHEKHAR PRABHAKAR JOSHI	2016	CHIEF ENGINEER	MANTRALAYA
457	02769	PRIYA SANTOSH JOSHI	1900	SECTION OFFICER	MANTRALAYA
659	ESTVDJF7901	URMILA VAIBHAV JOSHI	2010	SECTION OFFICER SECTION OFFICER	GROUP B
724	ESTSPJF7501	SMITA PRASAD JOSHI	1995	SECTION OFFICER SECTION OFFICER	GROUP B

Copy Excel CSV PDF Show 10 rows

Select the officer from the displayed drop down and save to update the workflow as below.

Work Flow for Assessment Period :01/04/2017 to 31/03/2018

Standard

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	GOVIND APPASAHEB LOKHANDE(MUDGALM6001)(JOINT SECRETARY -MH- WATER RESOURCES DEPARTM...	30/04/2018	
2	Reporting Authority	S.R.JOSHI(ESTSRJM6801)(UNDER SECRETARY -MH-GENERAL ADMINISTRATION DEPARTMENT)	31/05/2018	
3	Reviewing Authority	SANJU KAMLAKAR GUPTA(ESTSKGM6401)(UNDER SECRETARY -MH- INDUSTRY, ENERGY & LABOUR DEPA...	30/06/2018	
4	CR Section To Disclose	I.M.KAZI(ESTIMKM6601)(JOINT SECRETARY -MH-GENERAL ADMINISTRATION DEPARTMENT)	15/08/2018	
5	Officer Disclosure	GOVIND APPASAHEB LOKHANDE(MUDGALM6001)(JOINT SECRETARY -MH- WATER RESOURCES DEPARTM...	31/08/2018	
6	CR Section for Closing	I.M.KAZI(ESTIMKM6601)(JOINT SECRETARY -MH-GENERAL ADMINISTRATION DEPARTMENT)	30/09/2018	

Action

Save Save and Next Back To Employee Search

Save

4) AUTO DELEGATION:-

In case, Reviewing /Reporting Officer is either retired or deputed to other department then custodian can select “auto delegation to custodian for manual” Tab(The Rectangular TAB among the three TAB given in below image) for further manual process of Respective PAR . After selecting officer for every stage custodian can “Save” / “Save and Next” for the respective workflow.

Basic Information

Code:	DPPDSM7201	Name:	PRASHANT DNYANDEO SADANSHIO	Designation:	UNDER SECRETARY
Service:	MAHA-MAN	Cadre:	MAN-UNDER SECRETARY	Organization:	MH-GENERAL ADMINISTRATION DEPARTMENT
Batch:	2011	Status:	WORKING	Form Type:	MAHARASHTRA MANTRALAYA-Without DC

Work Flow for Assessment Period :01/04/2017 to 31/03/2018

S.No	Stage	Name	Target Date	Access Privileges
1	Officer Reported Upon	PRASHANT DNYANDEO SADANSHIO(DPPDSM7201)[UNDER SECRETARY -MH-GENERAL ADMINISTRATION DEPTA...]	30/04/2018	[Icons]
2	Reporting Authority	ANIL CHAND ATTAR(DTEACCAF5701)[JOINT SECRETARY -MH-GENERAL ADMINISTRATION DEPARTMENT]	31/05/2018	[Icons]
3	Reviewing Authority	ASHWIN ASHOK MUDGAL(01MH049100)[COLLECTOR -MAHARASHTRA]	31/07/2018	[Icons]
4	CR Section To Disclose	I.M.KAZI(ESTMKM6601)[JOINT SECRETARY -MH-GENERAL ADMINISTRATION DEPARTMENT]	15/08/2018	[Icons]
5	Officer Disclosure	PRASHANT DNYANDEO SADANSHIO(DPPDSM7201)[UNDER SECRETARY -MH-GENERAL ADMINISTRATION DEPTA...]	31/08/2018	[Icons]
6	CR Section for Closing	I.M.KAZI(ESTMKM6601)[JOINT SECRETARY -MH-GENERAL ADMINISTRATION DEPARTMENT]	30/09/2018	[Icons]

Auto Delegation to Custodian for Manual Work

Action

Save Save and Next Back To Employee Search

After successfully creating workflow of respective officer below window appears.

Home > Workflow > Define Workflow

Basic Information

Code:	DPPDSM7201	Name:	PRASHANT DNYANDEO SADANSHIO	Designation:	UNDER SECRETARY
Service:	MAHA-MAN	Cadre:	MAN-UNDER SECRETARY	Organization:	MH-GENERAL ADMINISTRATION DEPARTMENT
Batch:	2011				

Back to search

Creation of Work Flow - Choosing Workflow Period

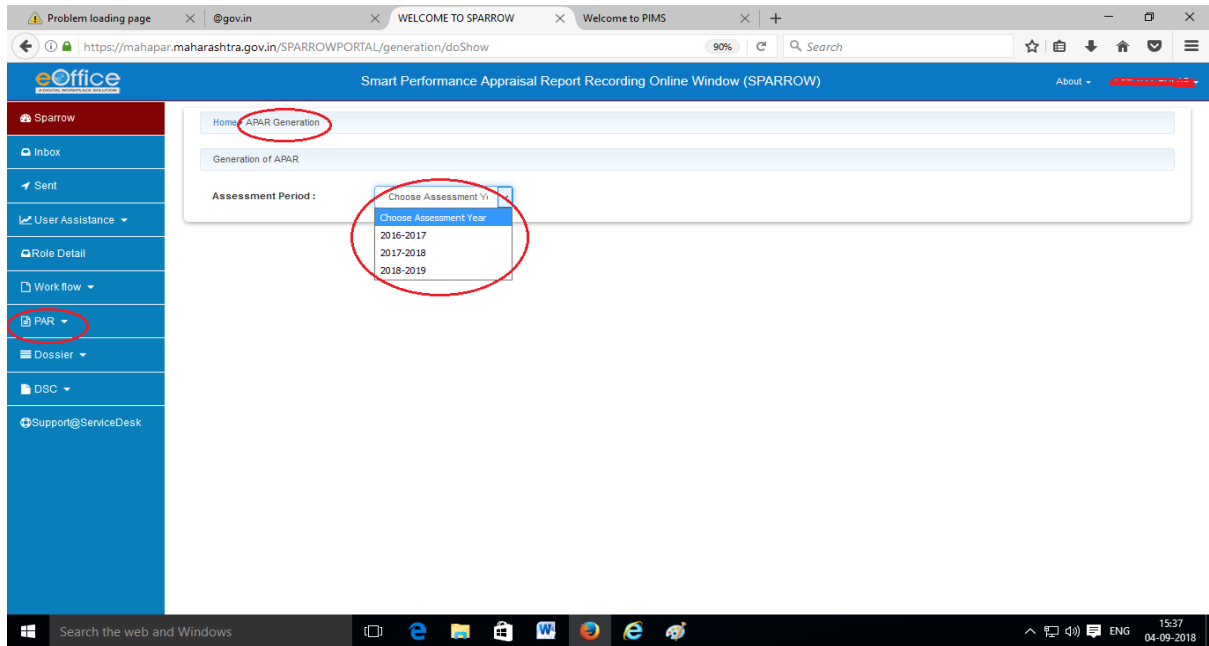
S.NO	Assessment Period	Status	Form Type	Actions
1	From: 01/04/2017 To: 31/03/2018	WORKING	MAHARASHTRA MANTRALAYA-With...	Update

WORKFLOW DATA SAVE AND UPDATE SUCCESSFULLY

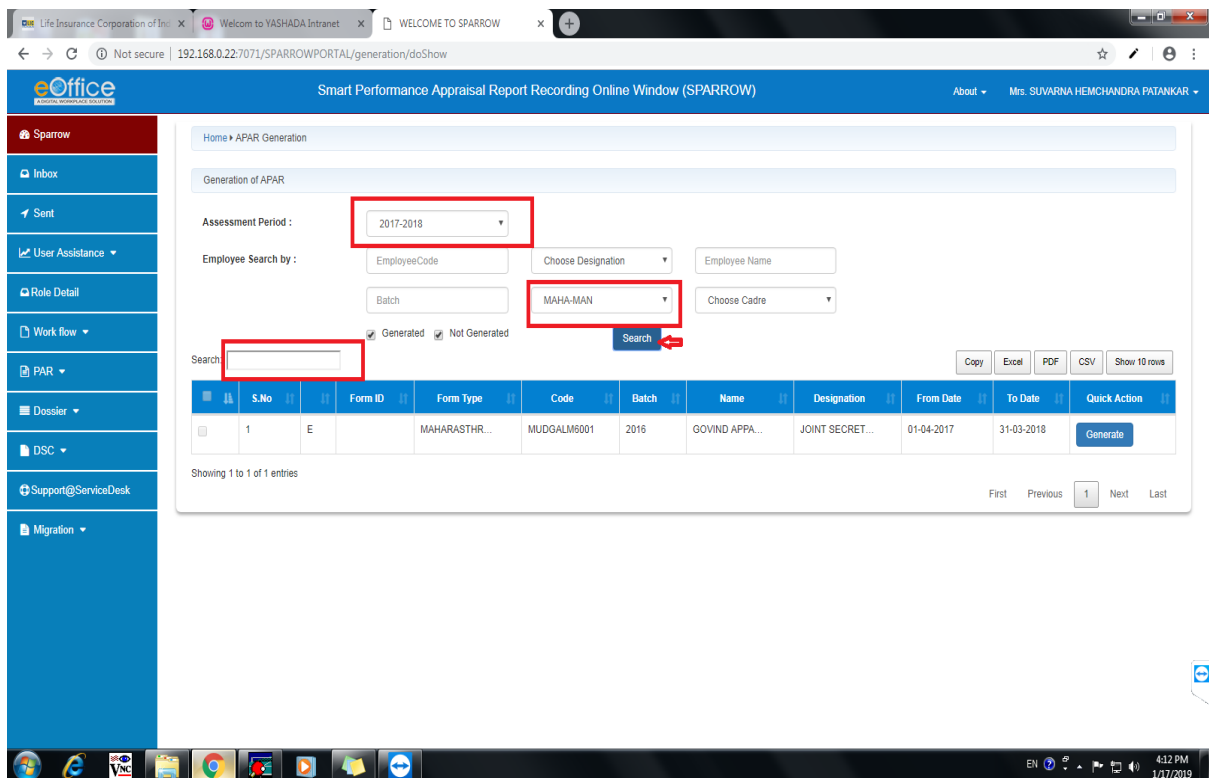
B) PAR GENERATION:-

PAR can be generated if the work flow is set i.e. work flow creation is prerequisite to PAR generation.

Click on PAR >> Generation >> Assessment period of respective officer.



After selecting Assessment period and service click on search.
Custodian can search respective officer's name from list of officers to generate PAR.



Now generate the PAR by clicking on generate tab.

Home > APAR Generation

Generation of APAR

Assessment Period : 2017-2018

Employee Search by : EmployeeCode Choose Designation Employee Name

Batch MAHA-MAN Choose Cadre

☒ Generated ☒ Not Generated Search

Search:

Copy Excel PDF CSV Show 10 rows

S.No	Form ID	Form Type	Code	Batch	Name	Designation	From Date	To Date	Quick Action
1	E	MAHARASTHR...	MUDGALM6001	2016	GOVIND APPA...	JOINT SECRET...	01-04-2017	31-03-2018	Generate

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

1) PAR Section I to be filled by custodian:-

After successful Generation of PAR custodian can view respective officer's PAR in **INBOX** tab as shown below.

Problem loading page | @gov.in | WELCOME TO SPARROW | Welcome to PIMS

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/Form/doShow?reqBack=SqsORzkdwNX00lpgk6Y2As 90% Search

eooffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

Sparrow

Inbox

Sent

User Assistance

Role Detail

Work flow

PAR

Dossier

DSC

Support@ServiceDesk

Basic Information

Name: PRASHANT DNYANDEO SADANSHIO Cadre: MAN-UNDER SECRETARY Service: MAHA-MAN

Designation: UNDER SECRETARY Batch: 2011 Assessment Period: 01/04/2017 to 31/03/2018

Standard

SECTION I

ReloadPIMS

शासन निर्णय, सामान्य प्रशासन विभाग
Government Resolution, General Administration Department
परिशिष्ट-अ
गट "अ" मधील शासकीय अधिकारी यांच्यासाठी कार्यमूल्यमापन अहवाल
Performance Appraisal report for Group A Government Officers
भाग 1 (Section -1)
आस्थापना शाखेने भरावयाची माहिती (To be filled in by Establishment section)

1. प्रतिवेदन करावयाच्या शासकीय अधिकार्याचे नाव (Name of the officer reported upon) PRASHANT DNYANDEO SADANSHIO

2. संवर्ग (Cadre) MAN-UNDER SECRETARY

3. जन्म दिनांक (Date of Birth) 07/01/1972

4. सध्याचे पद (Present Post) UNDER SECRETARY

5. सध्याच्या पदावर नियुक्तीचा दिनांक (Date of appointment to present post)

6. प्रशासकीय विभाग/ कार्यालय (Administrative Department / office)

DRAFT Send To Officer Reported Upon

Search the web and Windows 15:39 04-09-2018

After filling section-I, custodian will have the option to save or to forward to the respective officer for which the PAR is being created / generated / filled.

Basic Information

Name: PRASHANT DNYANDEO SADANSHI Cadre: MAN-UNDER SECRETARY Service: MAHA-MAN
 Designation: UNDER SECRETARY Batch: 2011 Assessment Period: 01/04/2017 to 31/03/2018

Standard

SECTION I

10. संबंधित अधिकार्याने मूल्यापनाच्या मागील वर्षापूर्वीत प्रतिवेदन / पुनर्विलोकन अधिकारी म्हणून न लिहिलेल्या गोपनीयमुल्यमापन अहवालाचा उपपरीत (Details of Confidential Assessment Reports not Written/ Reviewed, as Reporting/ Reviewing officer, by officer under report upto previous assessment year)

S.No	कालावधि (Period) पासून (From)	कालावधि (Period) पर्यंत (To)	प्रतिवेदन/पुनर्विलोकन (Reporting/Review)	अधिकारी/कर्मचारी यांचे नाव व पदनाम (Name and Designation of officer/employee)
1				

11. मागील वर्षाच्या दि. 31 मार्च अखेरचे वार्षिक मातमता विवरणपत्र संबंधित प्राधिकार्याकडे सादर केल्याचा दिनांक (Date of filing Assets and Liability statement of previous year to concerned authority)

दिनांक (Date):
 ठिकाण (Place):

आस्थापना अधिकारी यांचे नाव, पदनाम व स्वाक्षरी
 Name, Designation and Signature of Establishment officer

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

DRAFT **Send To Officer Reported Upon**

After clicking on the “Send to Officer Reported Upon” button, pop-up window is appeared then click OK to send the PAR to Reporting officer.

Basic Information

Name: GOVIND APPASAHEB LOKHANDE Cadre: MAN-JOINT SECRETARY Service: MAHA-MAN
 Designation: JOINT SECRETARY Batch: 2011 Assessment Period: 01/04/2017 to 31/03/2018

Standard

SECTION I

मा. अ. मंत्रालय बाबतचा आचार्य यांच्यासाठी फायदासुच्यमान अहवाल
 Performance Appraisal report for Group A Government Officers
 भाग 1 (Section - I)
 आस्थापना शाखेने भरावयाची माहिती (To be filled in by Establishment section)

1. प्रतिवेदन करावयाच्या शासकीय अधिकार्याचे नाव (Name of the officer reported upon) GOVIND APPASAHEB LC

2. संवर्ग (Cadre) MAN-JOINT SECRETARY

3. जन्म दिनांक (Date of Birth) 07/12/1990

4. सध्याचे पद (Present Post) JOINT SECRETARY

5. सध्याच्या पदावर नियुक्तीचा दिनांक (Date of appointment to present post) 01/04/2017

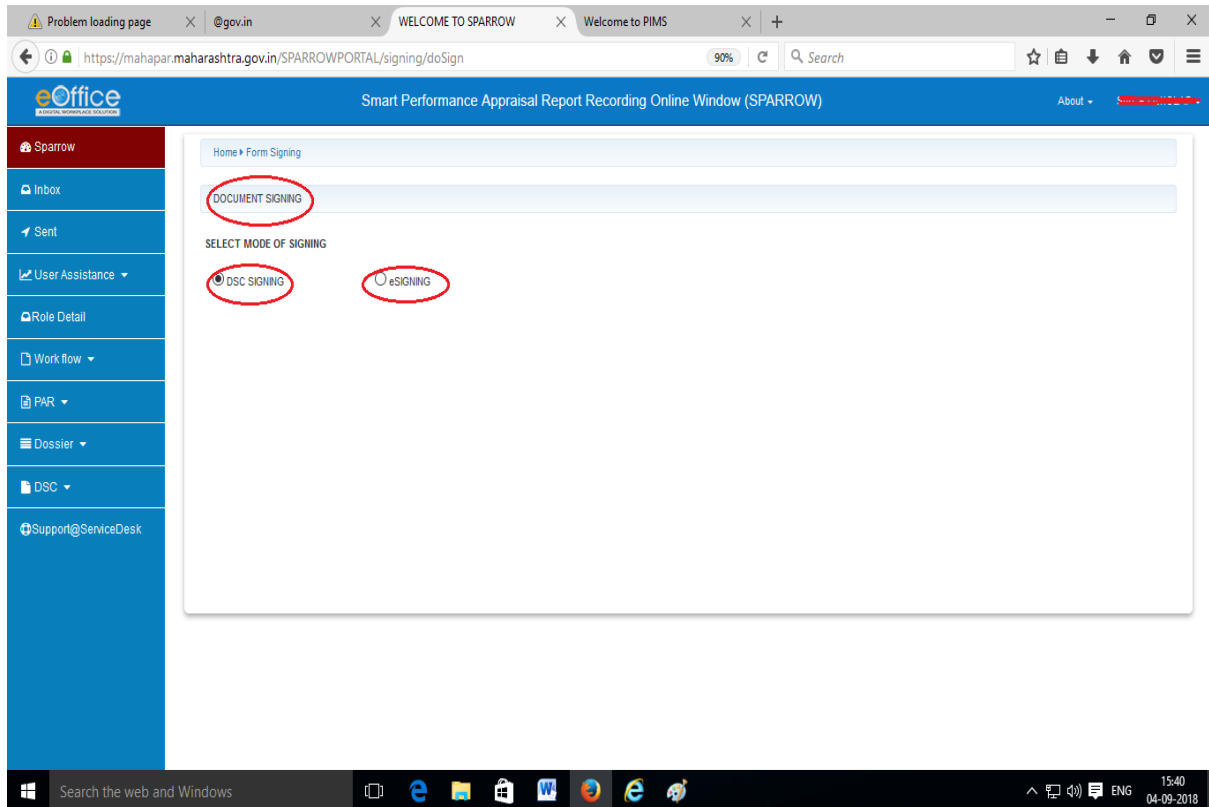
6. प्रशासकीय विभाग कार्यालय (Administrative Department / office)

7. प्रतिवेदन अधिकारी व पुनर्विलोकन अधिकारी यांचा उपपरीत (Details of Reporting and Reviewing officers)

	नाव (Name)	पदनाम (Designation)	कालावधि (Period)
Reporting Authority	S.R.JOSHI	UNDER SECRETARY	01/04/2017 31/03/2018

DRAFT **Send To Officer Reported Upon**

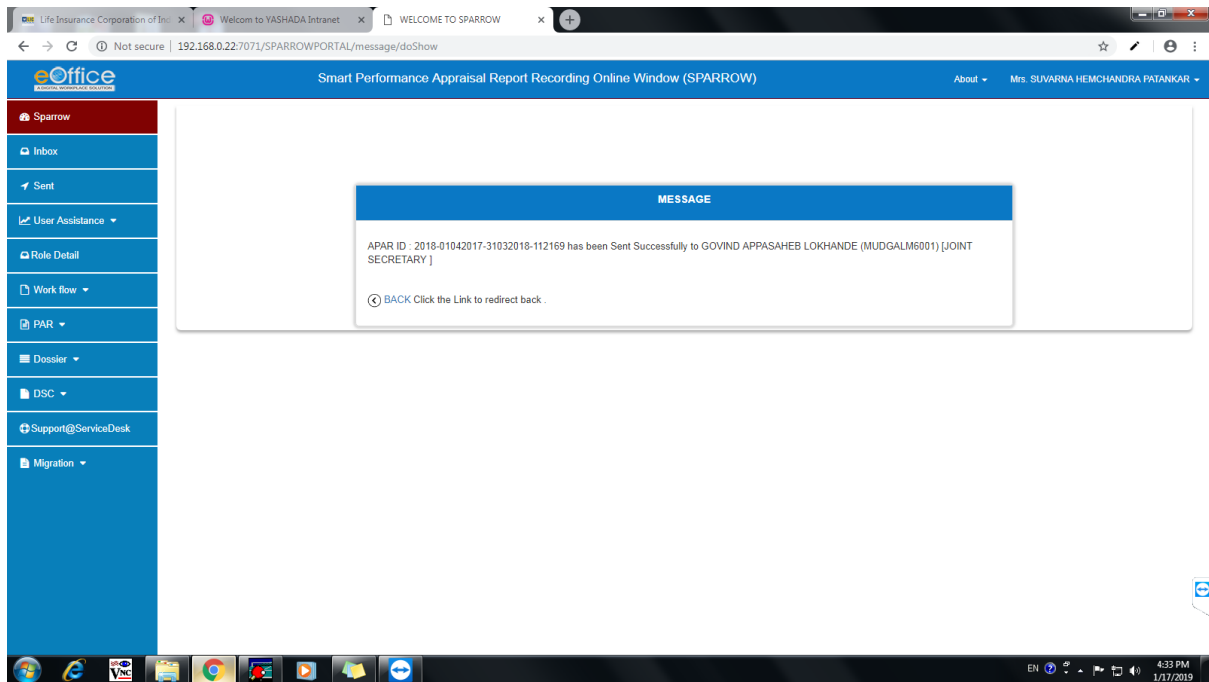
While submitting the PAR to the officer, officer will get two options for digital signing the documents as 1) *DSC SIGNING* (Digital signature certificate) 2) *e-SIGNING*



****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/>

After successful submission of PAR, below page will be displayed.

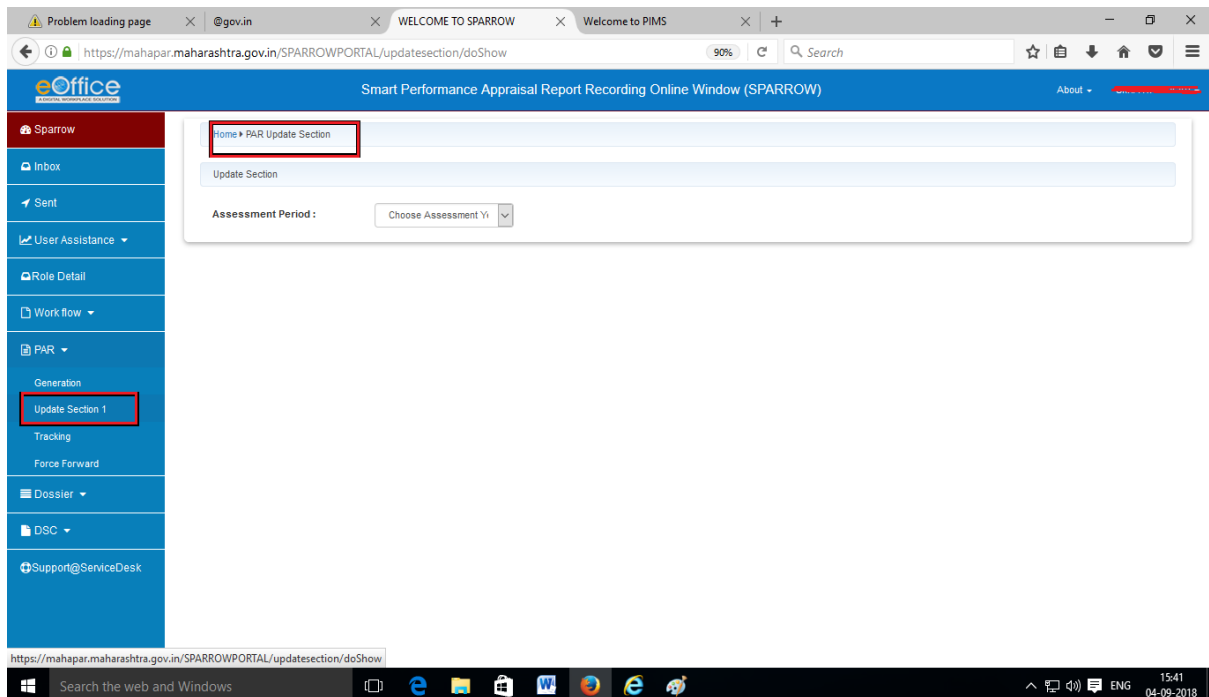


C) UPDATING SECTION 1 BY CUSTODIAN:

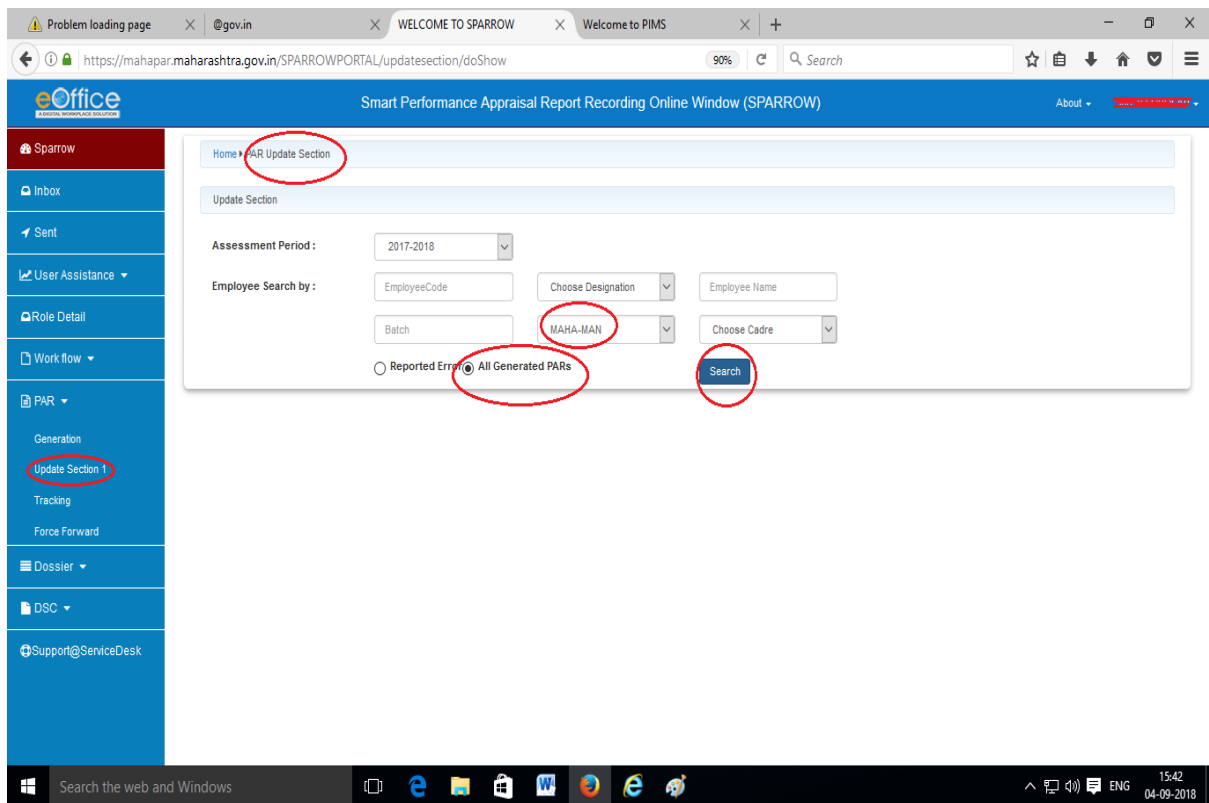
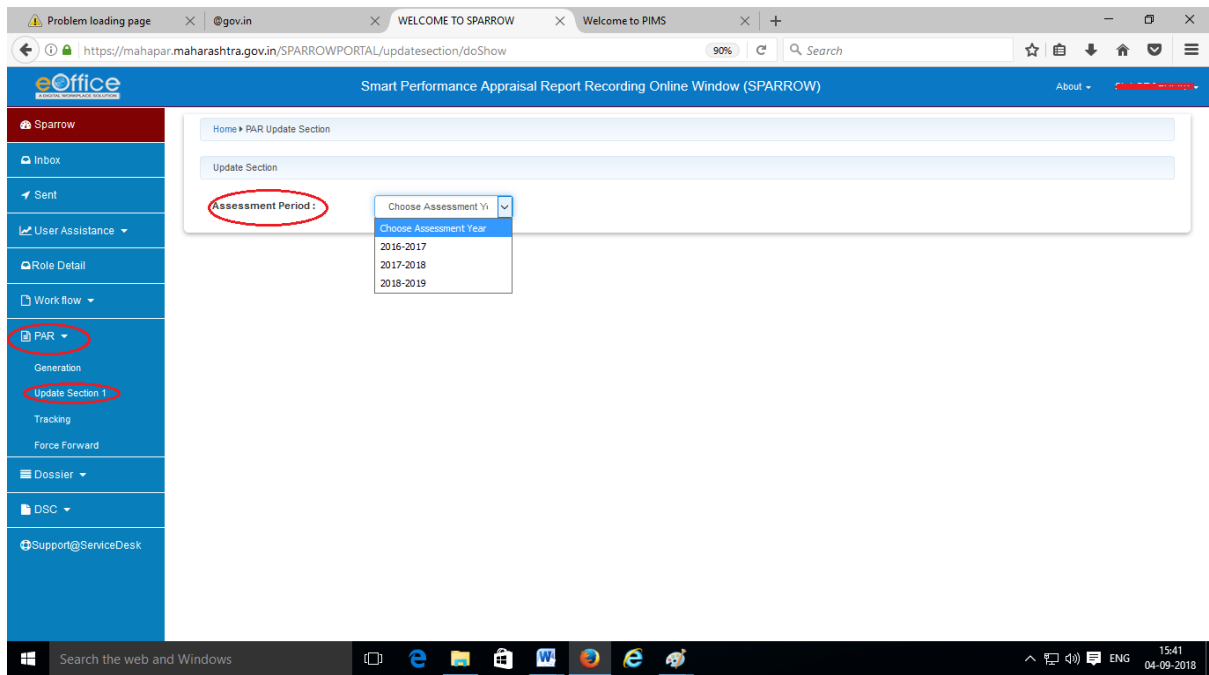
Only custodian has the rights to update the section I of his respective officer in the tab **PAR>>Update Section I>>Assessment period>>select service>>search by NAME/APAR ID**

Now custodian can make changes in the respective PAR.

After alteration in section I, custodian can forward the PAR of respective officer for his Self-appraisal followed by digital signing process explained above.



>> PAR >> Update section I >> Assessment period >> Service >> Search



Now select the APAR to be updated from the list displayed.

Problem loading page | @gov.in | WELCOME TO SPARROW | Welcome to PIMS | 90% | Search

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/updatesection/doShow

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home » PAR Update Section

Update Section

Assessment Period: 2017-2018

Employee Search by: EmployeeCode Choose Designation Employee Name Batch MAHA-MAN Choose Cadre

Reported Error All Generated PARs

Search: ravindra

Copy Excel PDF CSV Show 10 rows

S.No	Form ID	Name	Code	Designation	Allotment Year	Quick Action
1	2018-07062017-31122017-112245	RAVINDRA VASANTRAO GURAV	ESTRVGM6901	DEPUTY SECRE...	1997	
153	2018-20072017-31032018-2046194	SUVIDHA RAVINDRA GHATGE	ESTSSSF7202	SECTION OFFICER	1900	

Showing 1 to 2 of 2 entries (filtered from 159 total entries)

First Previous 1 Next Last

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/updatesection/doRedirect?req=SqsORzkdwNX00lpgk6V2AsPeTBAhyb84E1H94ld7sk1W-hOR45Xd8yQqfMSvolGPDnR1fIEy26PaYncAvDv_y32etaqK4COT8uToI40vU4

Search the web and Windows

15:43 04-09-2018

After making necessary changes in APAR update the section I by clicking on “Update Section”.

Problem loading page | @gov.in | WELCOME TO SPARROW | Welcome to PIMS | 90% | Search

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/updatesection/doRedirect?req=SqsORzkdwNX00lpgk6V2AsPeTBAhyb84E1H94ld7sk1W-hOR45Xd8yQqfMSvolGPDnR1fIEy26PaYncAvDv_y32etaqK4COT8uToI40vU4

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

Name: RAVINDRA VASANTRAO GURAV Cadre: MAN-DEPUTY SECRETARY Service: MAHA-MAN

Designation: DEPUTY SECRETARY Batch: 1997 Assessment Period: 07/06/2017 to 31/12/2017

Standard

SECTION I

10. संबंधित अधिका-यने पूर्वमाप्तनावा मागील वर्षापर्यंत प्रतिवेदन / पुनर्विचोक्तन अधिकारी मगून न लिहिलेल्या गोपनीयमुल्यमापन अद्वयतावा संपत्तीत (Details of Confidential/Assessment Reports not Written/ Reviewed, as Reporting/ Reviewing officer, by officer under report upto previous assessment year)

S.No	काळावधि (Period) पासून (From)	काळावधि (Period) पर्यंत (To)	प्रतिवेदन/पुनर्विचोक्तन (Reporting/Review)	अधिकारी/कर्मचारी यांचे नाव व पदनाम (Name and Designation of officer/employee)
1				

11. मागील वर्षाच्या दि. 31 मार्च अखेरचे वार्षिक मालमत्ता विवरणपत्र संबंधित प्राधिका-याकडे सादर केल्याचा दिनांक (Date of filing Assets and Liability statement of previous year to concerned authority)

31/03/2017

दिनांक (Date): 28/12/2017

ठिकाण (Place): Mumbai

डिजिटली स्वाक्षरी

आस्थापना अधिकारी यांचे नाव, पदनाम व स्वाक्षरी

Name, Designation and Signature of Establishment officer

Shri. SUGRIV SAMBHAJI DHAPATE (ESTSSDM6901) - DEPUTY SECRETARY

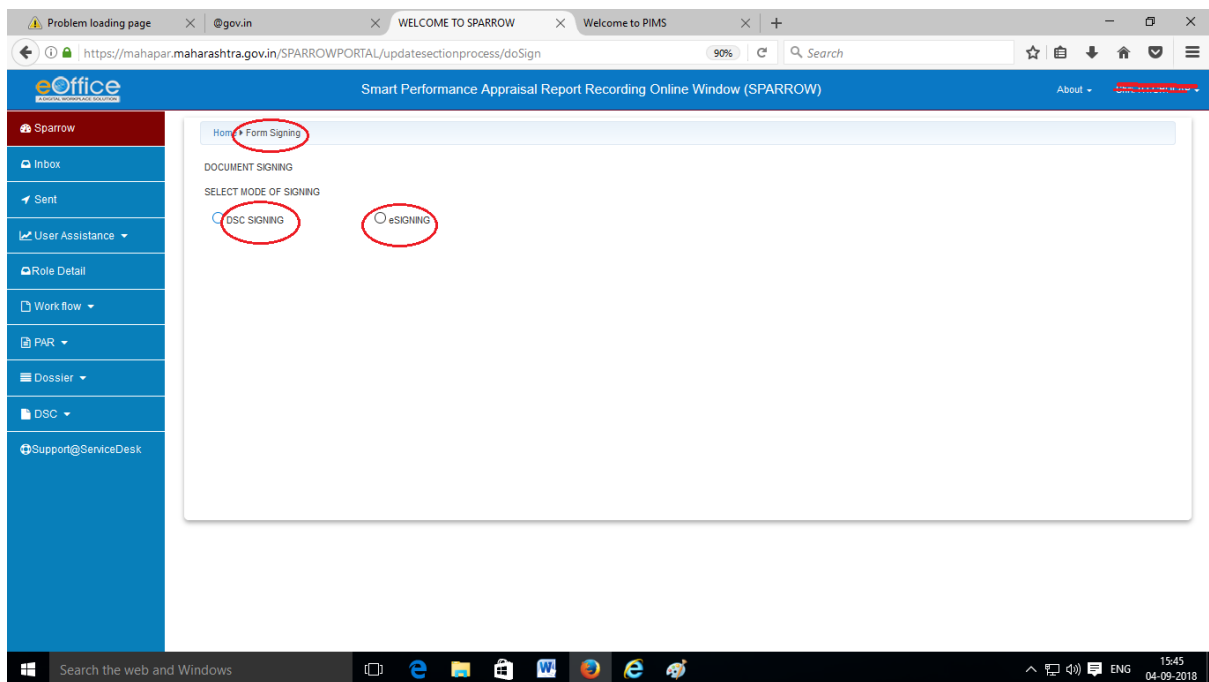
Reference Upload (only pdf files with 3mb maximum size) Browse... No file selected.

Update Section

Search the web and Windows

15:44 04-09-2018

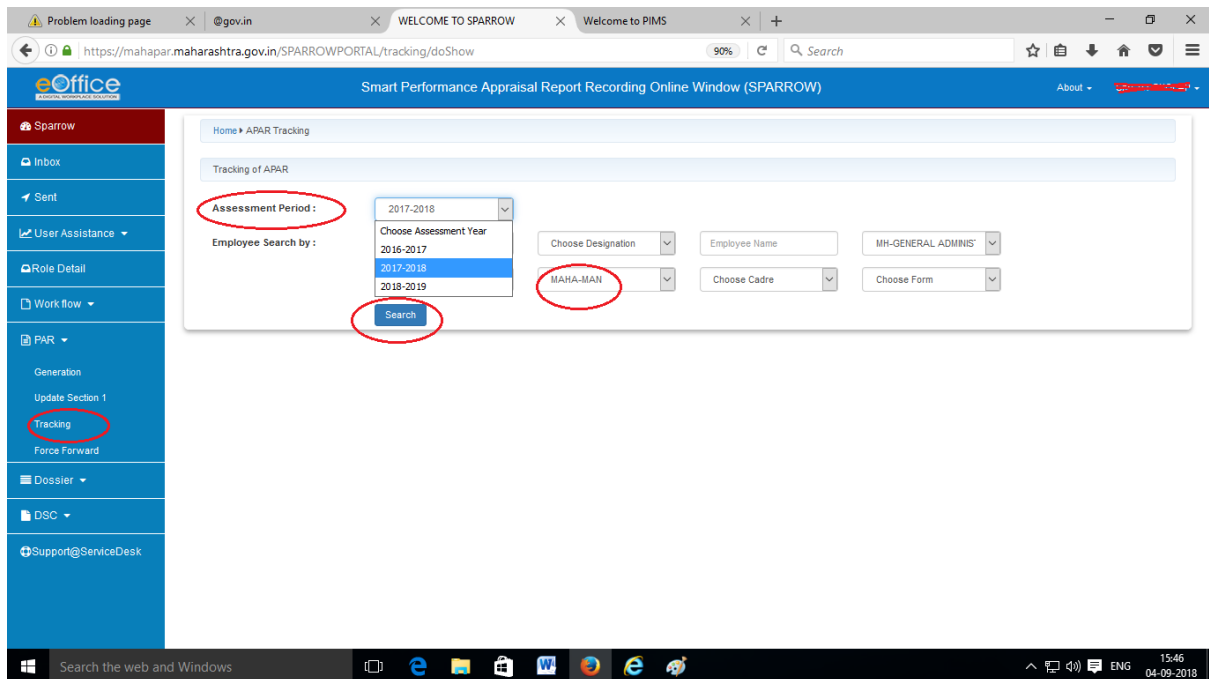
Digital signing is must while/after Alteration in any respective PAR to process further



D) PAR TRACKING:-

Custodian can track the PAR any instance of time to check the status of PAR at which stage it is pending/forwarded.

PAR >> Tracking >> Assessment period >> search (by NAME/APAR ID)



Select the PAR to be track from the list as below.

Home » APAR Tracking

Tracking of APAR

Assessment Period : 2017-2018

Employee Search by : EmployeeCode Choose Designation Employee Name MH-GENERAL ADMIN Batch MAHA-MAN Choose Cadre Choose Form

Search: [rav] [Copy] [Excel] [PDF] [CSV] [Show 10 rows]

S.No	APARID	Officer Detail	Assessment Year	Work Status	Work From	Work To	Cadre	Organization	Allotment Year/Batch
1	2018-07062017-31122017-112245	RAVINDRA VAS...	2017-2018	WORKING	07-06-2017	31-12-2017	MAN-DEPUTY S...	MH-GENERAL A...	1997
172	2018-20072017-31032018-20	RAVINDRA VASANTRAO GURAV (DEPUTY SECRETARY)	2018	WORKING	20-07-2017	31-03-2018	GROUP B	MH-GENERAL A...	1900

Showing 1 to 2 of 2 entries (filtered from 185 total entries)

First Previous 1 Next Last

Status of PAR stages is reflected for any respective officer depending on the workflow created is as shown below. (Forwarded or pending)

Officer Tracking Details

PAR Period : 07-06-2017 to 31-12-2017

Officer Name : RAVINDRA VASANTRAO GURAV Employee Code : ESTRVGM6901

Designation : DEPUTY SECRETARY Work Status : Working

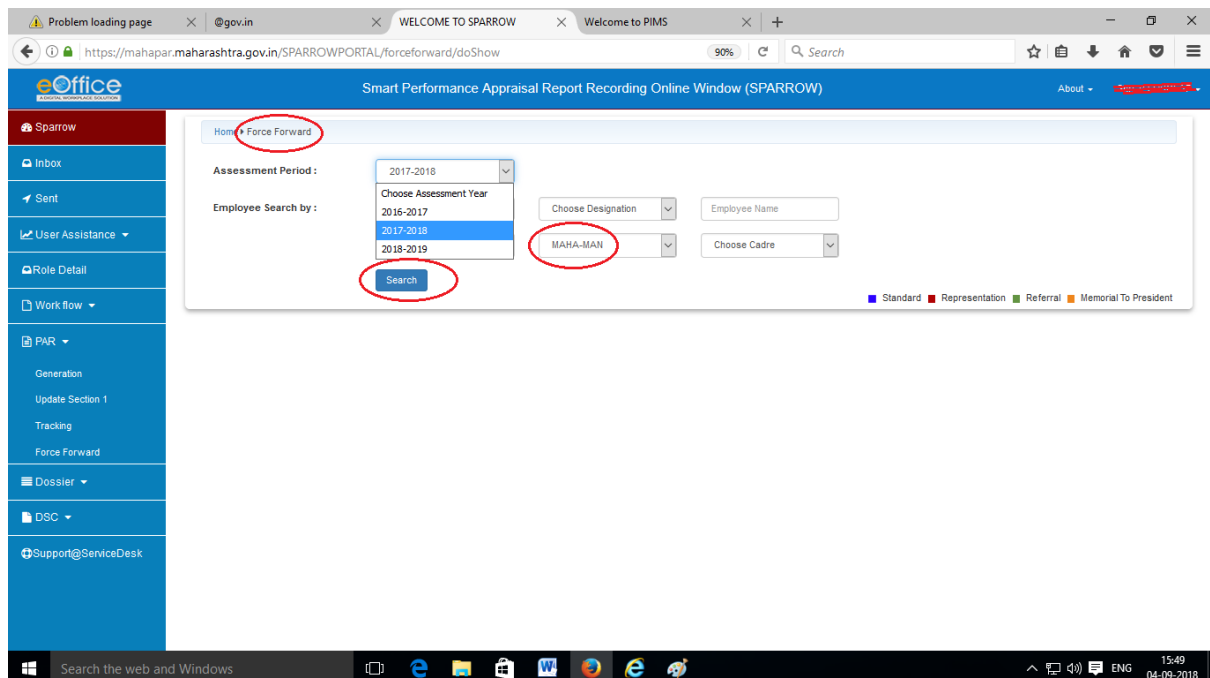
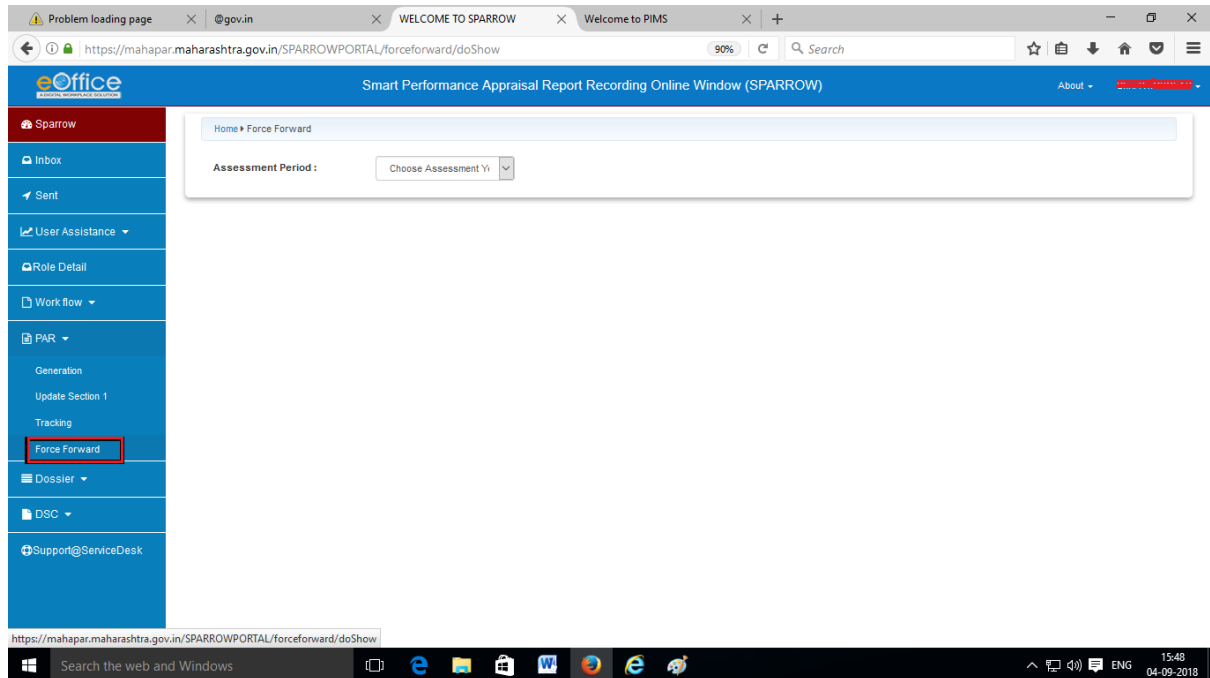
S.No.	Sent By	Sent Date	Sent To	Current Stage	Current Status	Force Forwarded Remarks
1	SUGRIV SAMB...	28-12-2017	RAVINDRA VAS...	Officer Reporte...	Forwarded	
2	RAVINDRA VAS...	12-01-2018	V V Deshmukh ...	Reporting Autho...	Forwarded	
3	V V Deshmukh ...	19-01-2018	Sumit Mallick (C...	Reviewing Auth...	Forwarded	
4	Sumit Mallick (C...	30-05-2018	I.M.KAZI (JOINT ...	CR Section To D...	Forwarded	
5	I.M.KAZI (JOINT ...	31-05-2018	RAVINDRA VAS...	Officer Disclosure	Pending	

Close

E) FORCE FORWARD of PAR by Custodian:-

PAR can be force forwarded by Custodian at any instance of time even if the PAR is pending at any specific stage.

PAR >> Force Forward >> Assessment Period >> search (by Name /APAR ID).



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https://mahapara.maharashtra.gov.in/SPARROWPORTAL/forceforward/doShow

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home • Force Forward

Assessment Period: 2017-2018

Employee Search by: EmployeeCode Choose Designation Employee Name Batch MAHA-MAN Choose Cadre Search

Search: []

Standard Representation Referral Memorial To President Copy Excel PDF CSV Show 10 rows

S.No.	IS	APAR ID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Due Date	Action
1	E	2018-01042017-31032018-112364	Prakash Hindur...	MAN-UNDER SE...	Prakash Hindur...	01-06-2018	Amit Saini JOINT...	Reporting Autho...	31-05-2018	Force Forward
2	E	2018-01042017-31032018-112162	RAJENDRA NAT...	MAN-UNDER SE...	VUAY DATTATR...	04-08-2018	ASEEM KUMAR ...	Reviewing Auth...		Force Forward
3	E	2018-21062017-31032018-125499	GOKUL BHAG...	MANTRALAYA	SAMPAT DASH...	01-09-2018	Ashish Kumar S...	Reviewing Auth...		Force Forward
4	E	2018-01042017-31032018-125478	MRIDULA SANJ...	MANTRALAYA	SAMPAT DASH...	01-09-2018	Ashish Kumar S...	Reviewing Auth...		Force Forward
5	E	2018-01042017-31032018-112412	S.N.MOHOD U...	MAN-UNDER SE...	A.N.VALVI DEP...	28-08-2018	Ashwani Kumar...	Reviewing Auth...	31-07-2018	Force Forward
6	E	2018-11082017-31032018-125538	SHIVDAS MAH...	MAN-UNDER SE...	A.N.VALVI DEP...	28-08-2018	Ashwani Kumar...	Reviewing Auth...	31-07-2018	Force Forward
7	E	2018-01012018-31032018-112303	BALRAM BALU...	MAN-DEPUTY S...	BALRAM BALU...	12-06-2018	Atul Patne CHIE...	Reporting Autho...	31-05-2018	Force Forward
8	E	2018-01012018-31032018-132466	DAMODAR AM...	MAN-DEPUTY S...	DAMODAR AM...	31-05-2018	Atul Patne CHIE...	Reporting Autho...	31-05-2018	Force Forward

This button is used to ForceForward the Par

After clicking on Force forward tab custodian will get the option to specify the reason of PAR force forwarding.

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https://mahapara.maharashtra.gov.in/SPARROWPORTAL/forceforward/doShow

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home • Force Forward

Assessment Period: 2017-2018

Employee Search by: EmployeeCode Choose Designation Employee Name Batch MAHA-MAN Choose Cadre Search

Search: []

Standard Representation Referral Memorial To President Copy Excel PDF CSV Show 10 rows

Force Forward

First Template

Reason of Force Forward

Submit Close

S.No.	IS	APAR ID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Due Date	Action
1	E	2018-01042017-31032018-112364	Prakash Hindur...	MAN-UNDER SE...	Prakash Hindur...	01-06-2018	Amit Saini JOINT...	Reporting Autho...	31-05-2018	Force Forward
2	E	2018-01042017-31032018-112162	RAJENDRA NAT...	MAN-UNDER SE...	VUAY DATTATR...	04-08-2018	ASEEM KUMAR ...	Reviewing Auth...	31-07-2018	Force Forward
3	E	2018-21062017-31032018-125499	GOKUL BHAG...	MANTRALAYA	SAMPAT DASH...	01-09-2018	Ashish Kumar S...	Reviewing Auth...		Force Forward
4	E	2018-01042017-31032018-125478	MRIDULA SANJ...	MANTRALAYA	SAMPAT DASH...	01-09-2018	Ashish Kumar S...	Reviewing Auth...		Force Forward
5	E	2018-01042017-31032018-112412	S.N.MOHOD U...	MAN-UNDER SE...	A.N.VALVI DEP...	28-08-2018	Ashwani Kumar...	Reviewing Auth...	31-07-2018	Force Forward
6	E	2018-11082017-31032018-125538	SHIVDAS MAH...	MAN-UNDER SE...	A.N.VALVI DEP...	28-08-2018	Ashwani Kumar...	Reviewing Auth...	31-07-2018	Force Forward
7	E	2018-01012018-31032018-112303	BALRAM BALU...	MAN-DEPUTY S...	BALRAM BALU...	12-06-2018	Atul Patne CHIE...	Reporting Autho...	31-05-2018	Force Forward
8	E	2018-01012018-31032018-132466	DAMODAR AM...	MAN-DEPUTY S...	DAMODAR AM...	31-05-2018	Atul Patne CHIE...	Reporting Autho...	31-05-2018	Force Forward

An officer can download his appraisal sections in the download option from below feature given in image.

The screenshot displays the SPARROW (Smart Performance Appraisal Report Recording Online Window) portal. The interface includes a left sidebar with navigation options like Sparrow, Inbox, Sent, User Assistance, Role Detail, Work flow, PAR, Dossier, My Completed PAR, My ACR Status, DSC, and Support@ServiceDesk. The main content area shows 'Basic Information' for an officer with Code: ESTPTGM6501, Name: P.T.GHOLAP, Designation: UNDER SECRETARY, Batch: 1900, Cadre: MAN-UNDER SECRETARY, and Assessment Year: 2017-2018. Below this, a 'Standard' tab is active, showing a 'PAR not viewed' status. A table lists appraisal sections with columns for S.No, Section Name, and a 'Download' button. The 'Download' button is circled in red, and the download icons are also circled in red. The table contains 7 rows of appraisal sections.

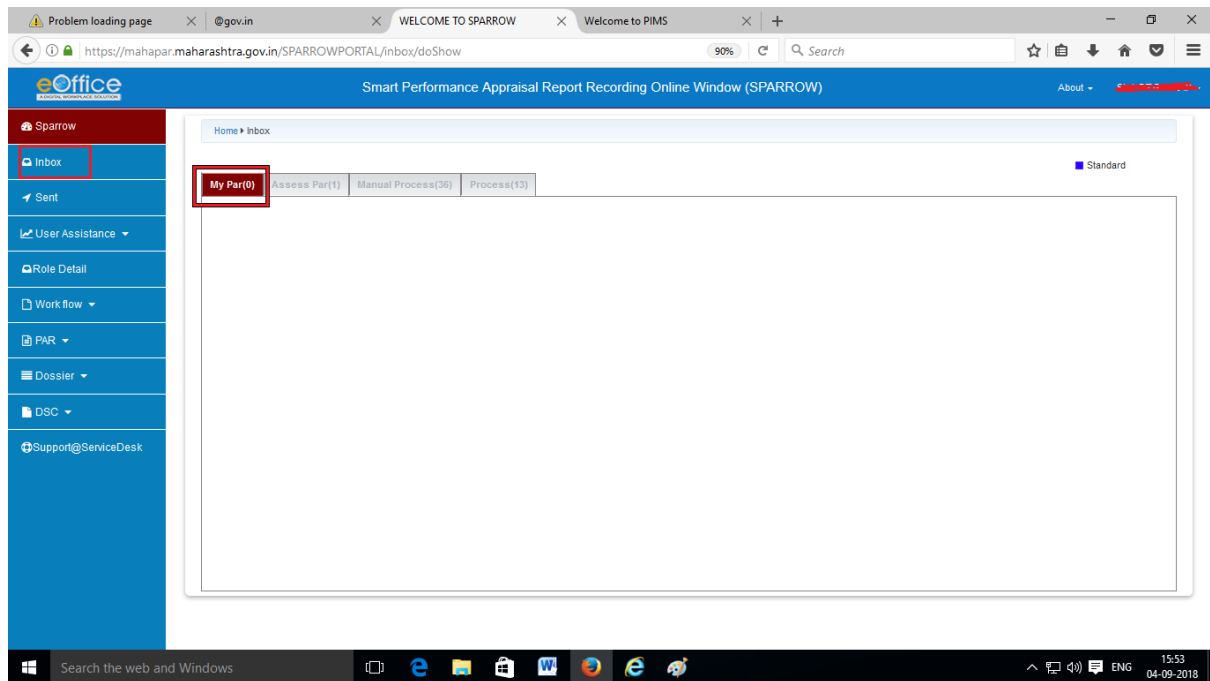
S.No	Section Name	Download
1	ACR Section PDF Generate - Disclose To Officer	
2	ACR Section PDF Generate - SECTION I	
3	ACR Section PDF Generate - Letter Section	
4	ACR Section PDF Generate - SECTION V	
5	ACR Complete - Completed	
6	ACR Section PDF Generate - SECTION III	
7	ACR Section PDF Generate - SECTION II	

****INBOX**

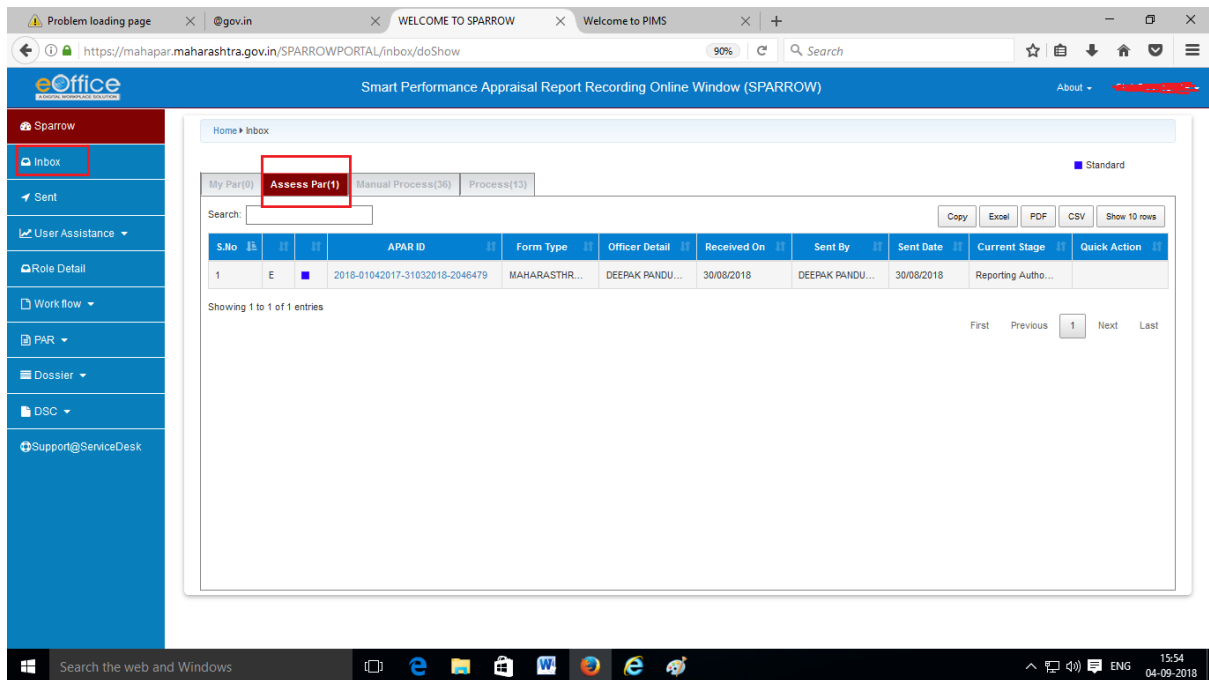
In the Inbox section, officer will find below mentioned tabs.

1.My Par , 2.Assess par, 3.Manual Process, 4.Process

1. **My Par**- Officer can able to see his own PAR which has been come to officer for his self-appraisal.



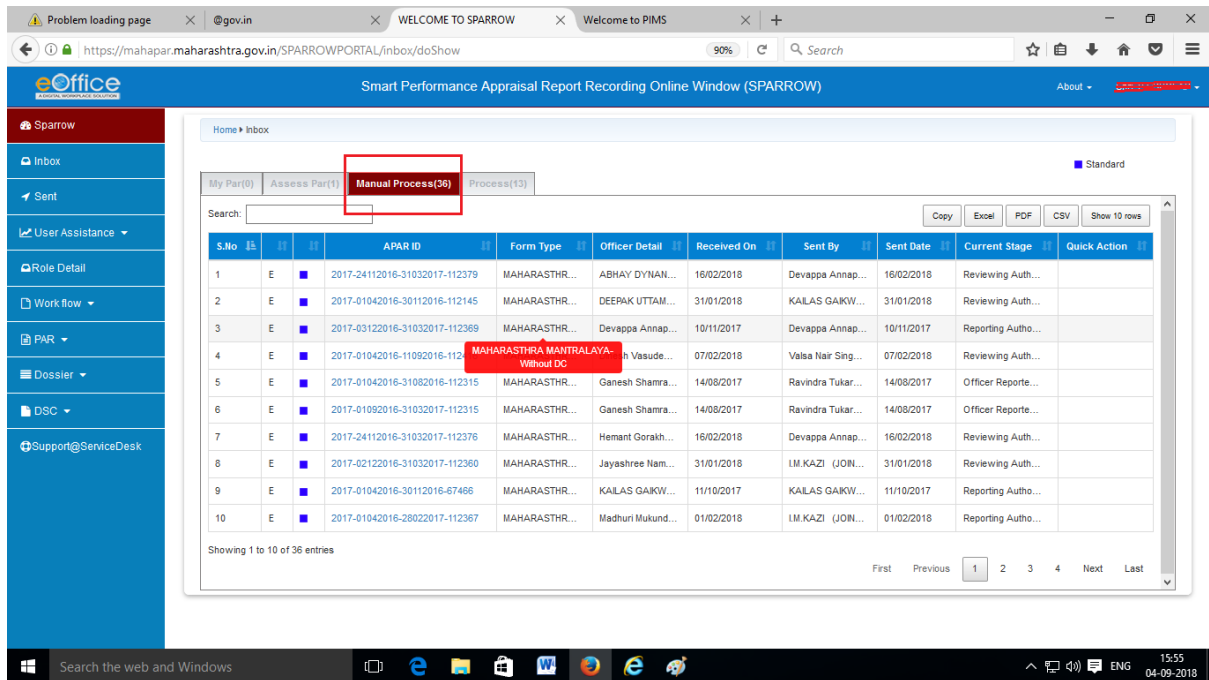
2. Assess par- officer can able to see his subordinates PAR.



The screenshot shows the SPARROW portal interface. The left sidebar has a red box around the 'Inbox' menu item. The main content area has a red box around the 'Assess Par(1)' tab. Below the tabs, there is a search bar and a table with one entry.

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

3. Manual Process-PAR which is manually processed under auto delegation scenario will be visible under this tab.



The screenshot shows the SPARROW portal interface. The left sidebar has a red box around the 'Manual Process(36)' tab. The main content area displays a table with 10 entries.

S.No	Form Type	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2017-24112016-31032017-112379	MAHARASTHR...	ABHAY DYNAN...	16/02/2018	Devappa Annap...	16/02/2018	Reviewing Auth...	
2	E	2017-01042016-30112016-112145	MAHARASTHR...	DEEPAK UTTAM...	31/01/2018	KAILAS GAIKW...	31/01/2018	Reviewing Auth...	
3	E	2017-03122016-31032017-112369	MAHARASTHR...	Devappa Annap...	10/11/2017	Devappa Annap...	10/11/2017	Reporting Autho...	
4	E	2017-01042016-11092016-112	MAHARASTHR...	h Vasude...	07/02/2018	Valsa Nair Sing...	07/02/2018	Reviewing Auth...	
5	E	2017-01042016-31082016-112315	MAHARASTHR...	Ganesh Shamra...	14/08/2017	Ravindra Tukar...	14/08/2017	Officer Reporte...	
6	E	2017-01092016-31032017-112315	MAHARASTHR...	Ganesh Shamra...	14/08/2017	Ravindra Tukar...	14/08/2017	Officer Reporte...	
7	E	2017-24112016-31032017-112376	MAHARASTHR...	Hemant Gorakh...	16/02/2018	Devappa Annap...	16/02/2018	Reviewing Auth...	
8	E	2017-02122016-31032017-112360	MAHARASTHR...	Jayashree Nam...	31/01/2018	I.M.KAZI (JOIN...	31/01/2018	Reviewing Auth...	
9	E	2017-01042016-30112016-67466	MAHARASTHR...	KAILAS GAIKW...	11/10/2017	KAILAS GAIKW...	11/10/2017	Reporting Autho...	
10	E	2017-01042016-28022017-112367	MAHARASTHR...	Madhuri Mukund...	01/02/2018	I.M.KAZI (JOIN...	01/02/2018	Reporting Autho...	

4. Process-PAR which is under closure process is visible in process tab.

Problem loading page x @gov.in x WELCOME TO SPARROW x Welcome to PIMS x +

https://mahaparmaharashtra.gov.in/SPARROWPORTAL/inbox/doShow 90% Search

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW) About

Sparrow Loading...

Home Inbox

My Par(0) Assess Par(1) Manual Process(36) **Process(13)**

Standard

S.No		APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2017-01042016-31072016-112198	MAHARASTHR...	SATISH JANAR...	30/08/2018	SATISH JANAR...	30/08/2018	CR Section for ...	
2	E	2017-01042016-31032017-112353	MAHARASTHR...	Ravindra Rajara...	07/08/2018	V Girraj (ADDI...	07/08/2018	CR Section To D...	
3	E	2017-01042016-02122016-112338	MAHARASTHR...	Bhalchandra Ja...	20/07/2018	Bhalchandra Ja...	20/07/2018	CR Section for ...	
4	E	2017-08082016-31032017-112358	MAHARASTHR...	Arvind Gautam ...	10/08/2018	Vandana Krishn...	10/08/2018	CR Section To D...	
5	E	2017-01042016-07082016-112345	MAHARASTHR...	Surendra Lokap...	07/08/2018	V Girraj (ADDI...	07/08/2018	CR Section To D...	
6	E	2017-30112016-31032017-112198	MAHARASTHR...	SATISH JANAR...	30/08/2018	SATISH JANAR...	30/08/2018	CR Section for ...	
7	E	2017-15062016-31032017-132927	MAHARASTHR...	ANKUSH PAND...	03/08/2018	ANKUSH PAND...	03/08/2018	CR Section for ...	
8	E	2018-01042017-31032018-112404	MAHARASTHR...	R.N.MUSALE (...)	18/08/2018	Brjesh Bahadur...	18/08/2018	CR Section To D...	
9	E	2018-01042017-14092017-112413	MAHARASTHR...	N.S.BHOGE (D...	23/08/2018	N.S.BHOGE (D...	23/08/2018	CR Section for ...	
10	E	2018-01042017-31032018-125537	MAHARASTHR...	SURESH RAJEN...	01/08/2018	SURESH RAJEN...	01/08/2018	CR Section for ...	
11	E	2018-12082017-31032018-112401	MAHARASTHR...	S.R.JOSHI (UN...	20/07/2018	S.R.JOSHI (UN...	20/07/2018	CR Section for ...	
12	E	2018-01042017-31032018-112249	MAHARASTHR...	PRAKASH RAW...	29/08/2018	Bjay Kumar (A...	29/08/2018	CR Section To D...	
13	E	2018-01042017-31032018-112157	MAHARASTHR...	ANIL VITTHAL ...	04/08/2018	ASEEM KUMAR ...	04/08/2018	CR Section To D...	

Search the web and Windows

15:55 04-09-2018

****SENT :**

The PAR's which are successfully sent to further stage will be shown in sent tab which need to be searched according to the assessment period of respective officer.

The screenshot shows the 'Sent' tab in the SPARROW portal. The 'ASSESSMENT PERIOD' dropdown menu is open, displaying the following options:

- 2018-2019
- Choose Assessment Year
- 2016-2017
- 2017-2018
- 2018-2019

The screenshot shows the 'Sent' tab in the SPARROW portal. The 'ASSESSMENT PERIOD' is set to '2017-2018'. The table displays the following data:

S.No	E	APAR ID	Form Type	Sent To	Sent Date	Sent To Stage	Quick Action
1	E	2018-01042017-31032018-112399	MAHARASTHR...	SUNILKUMAR N...	02/05/2018	Reporting Autho...	[Icon]
2	E	2018-01042017-31032018-112399	MAHARASTHR...	LM KAZI (JOIN...	10/07/2018	CR Section for ...	[Icon]
3	E	2018-01042017-31032018-112399	MAHARASTHR...	P.T.GHOLAP (...)	02/04/2018	Officer Reporte...	[Icon]

Showing 1 to 3 of 3 entries

- 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**