

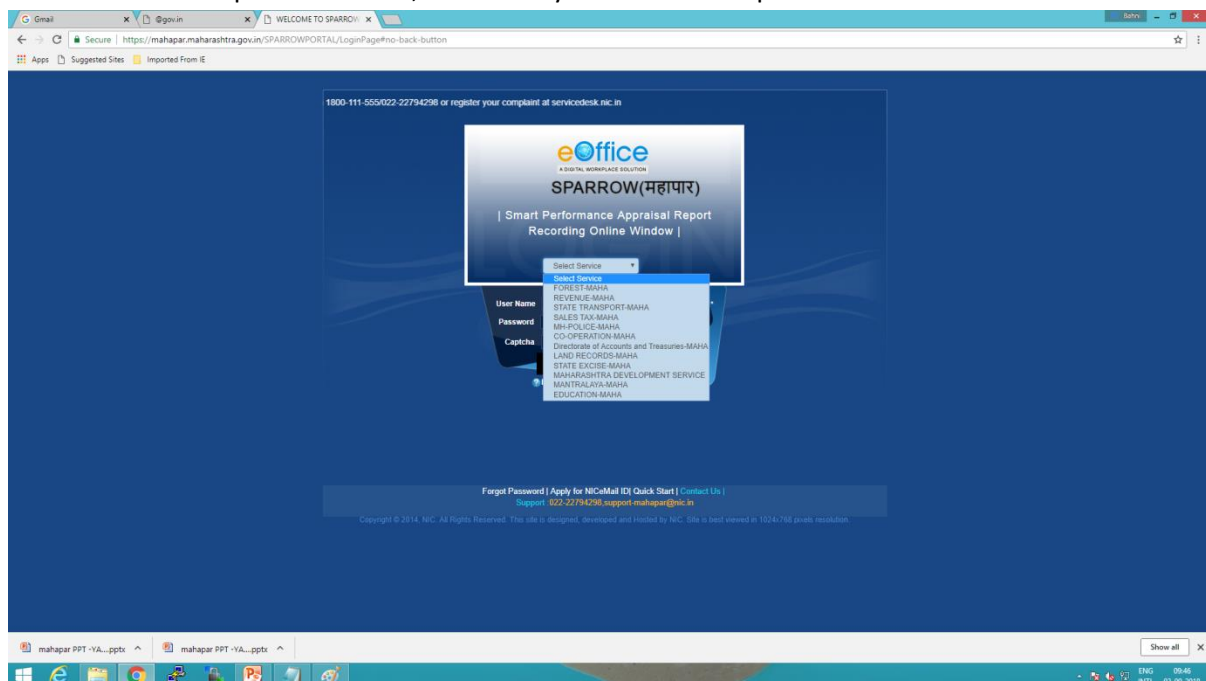
For the Officers who are filling there Self-appraisal Report on <https://mahapar.maharashtra.gov.in> , can refer below mentioned Steps along with screenshot for reference.

1) LOGIN TO MAHAPAR

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

*Use Mozilla Firefox or internet for MAHAPAR login.

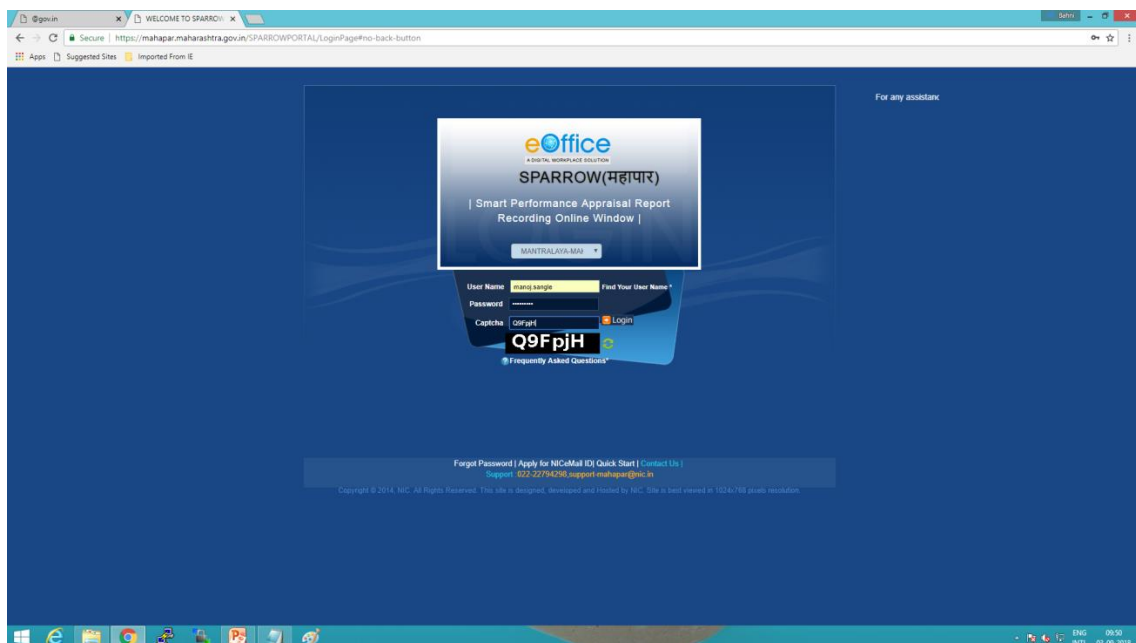
>Select respective Service, followed by user name and password.



2) LOGIN CAPTCHA

After filling user name and password, user should enter appropriate CAPTCHA given in the dialog box below. Without entering CAPTCHA user will not be able to login in the same.

NOTE : IF MENTIONED CAPTCHA IS UNABLE TO READ, USER CAN REFRESH CAPTCHA FOR ANOTHER RANDOM CAPTCHA.



3) INBOX

After login successfully, officer can fill his Self-appraisal report by click on the INBOX tab option. After clicking the INBOX tab option office will find respective PAR in his INBOX, upon clicking respective PAR office call fill his Self-appraisal report according as per his concern.

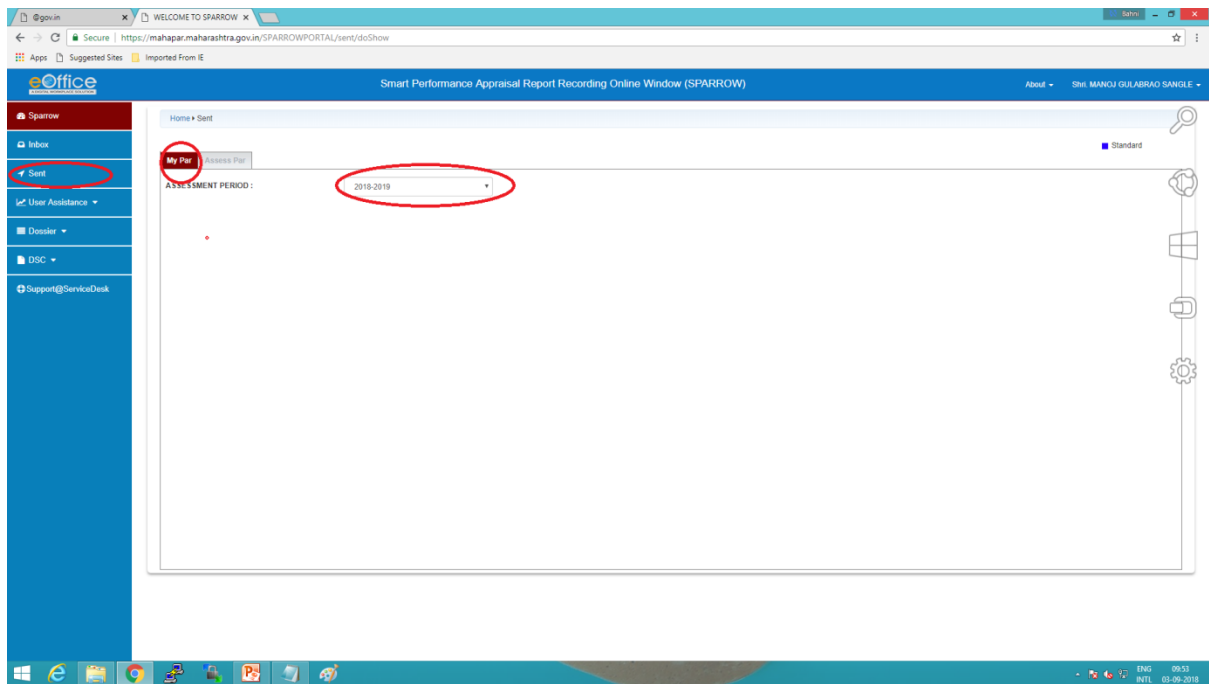
The screenshot shows the Sparrow portal interface. The left sidebar contains navigation options: Sparrow, Inbox (highlighted with a red circle), Sent, User Assistance, Dossier, DSC, and Support@ServiceDesk. The main content area displays the 'Inbox' with a search bar and a table of entries. The 'My Par(2)' tab is selected, showing two entries. The second entry's APAR ID, '1918-12082017-31032018-115723', is circled in red. The table has columns for S.No, E, APAR ID, Form Type, Received On, Sent By, Sent Date, Current Stage, and Quick Action. Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides pagination controls.

S.No	E	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017-11082017-115723	MAHARASTHR...	18/07/2018	P.T.GHOLAP (...)	18/07/2018	Officer Reported...	
2	E	1918-12082017-31032018-115723	MAHARASTHR...	18/07/2018	P.T.GHOLAP (...)	18/07/2018	Officer Reported...	

4) SENT INBOX

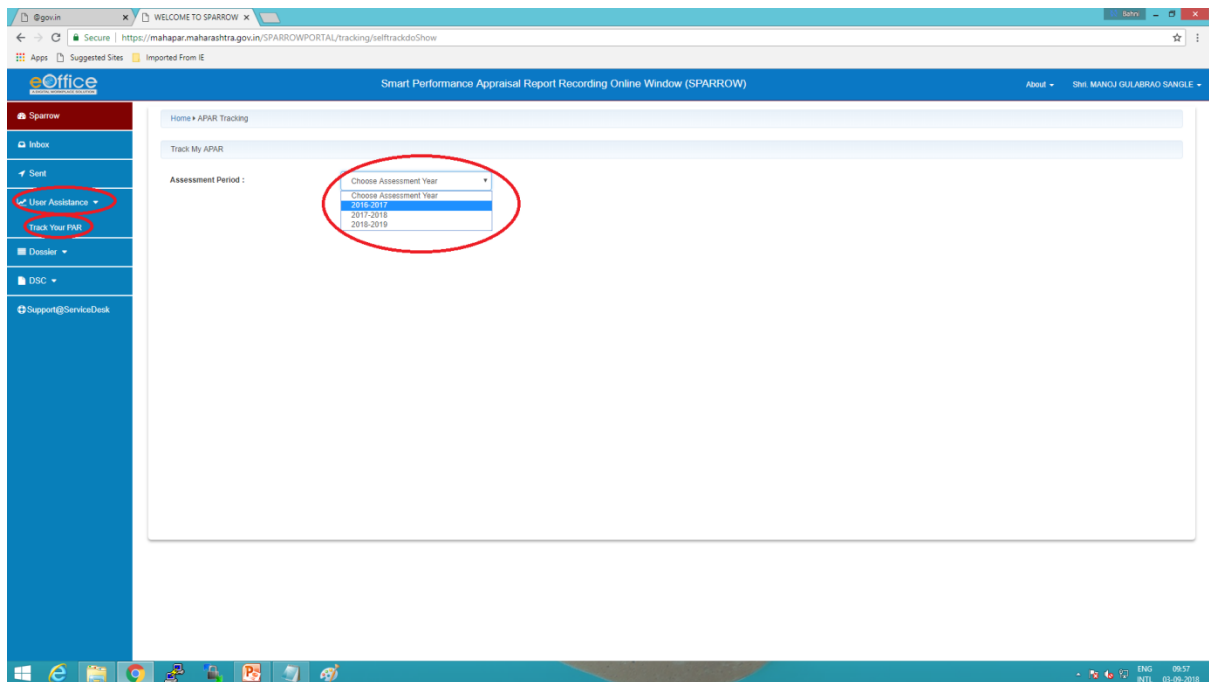
User can see his forwarded self-appraisal report by clicking on sent Inbox tab respective of users assessment year which is been given as

- 1) 2016-2017
- 2) 2017-2018
- 3) 2018-2019



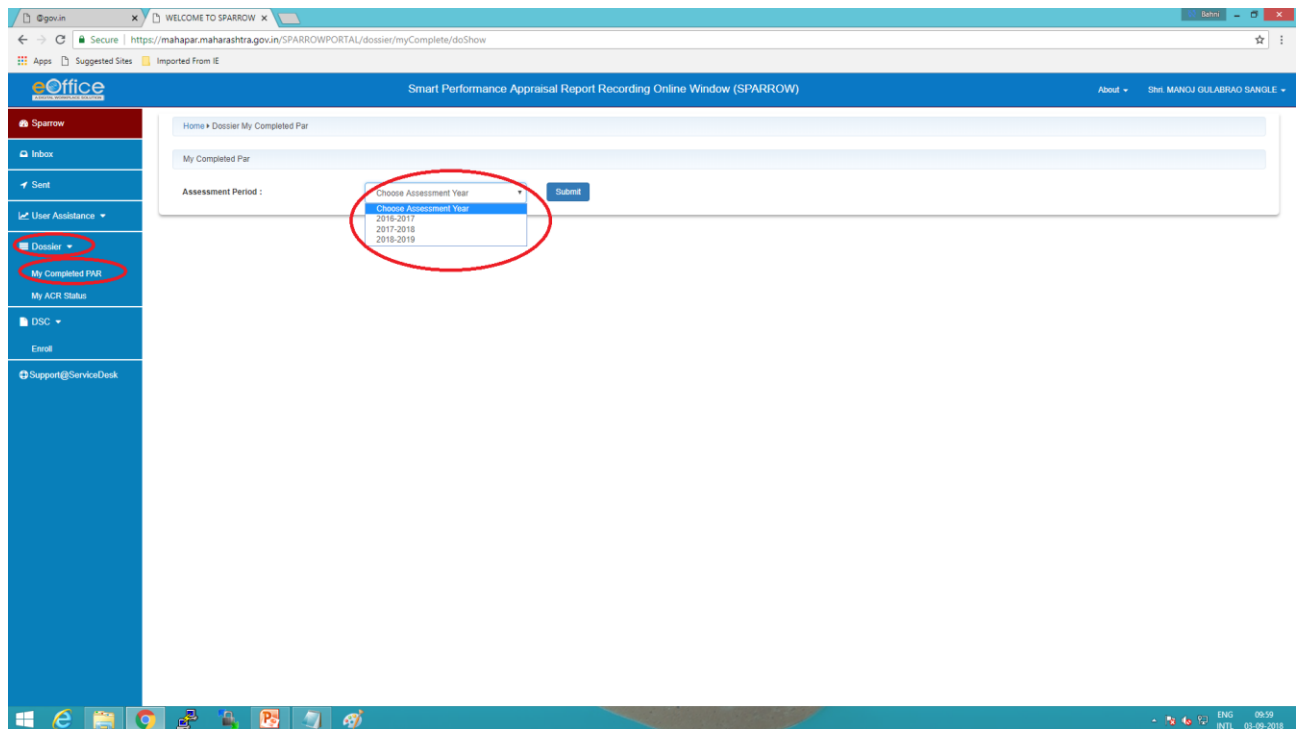
5) PAR TRACKING

For all the officers who had submitted there self-appraisal report to higher authority for further processing can track there PAR ,as in till which stage ACR has been completed by selecting “USER ASSISTANCE > TRACK YOUR PAR” tab, respective of their assessment year.



6) COMPLETED ACR STATUS

Once the ACR has gone through all the stages and once it gets approved, Officer can track there Completed ACR in this tab by selecting their respective assessment year.



7) MY ACR STATUS

Under this tab, User can check the status of their yearly ACR status accordingly by selecting the respective assessment years ACR . Refer below image for reference.

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The left sidebar contains navigation links: Sparrow, Inbox, Mail, User Assistance, Dossier, My Completed PIR, My ACR Status (highlighted with a red circle), DSC, Email, and Support@ServiceDesk. The main content area displays the 'Home > Dossier > ACR Status' page. It features a search bar and a table with the following data:

S.No	Assessment Year	Period	ACR Status
1	1999-2000	01-04-1999	AWAITED
2	2000-2001	01-04-2000	AWAITED
3	2001-2002	01-04-2001	AWAITED
4	2002-2003	01-04-2002	AWAITED
5	2003-2004	01-04-2003	AWAITED
6	2004-2005	01-04-2004	AWAITED
7	2005-2006	01-04-2005	AWAITED
8	2006-2007	01-04-2006	AWAITED
9	2007-2008	01-04-2007	AWAITED
10	2008-2009	01-04-2008	AWAITED

Showing 1 to 10 of 33 entries

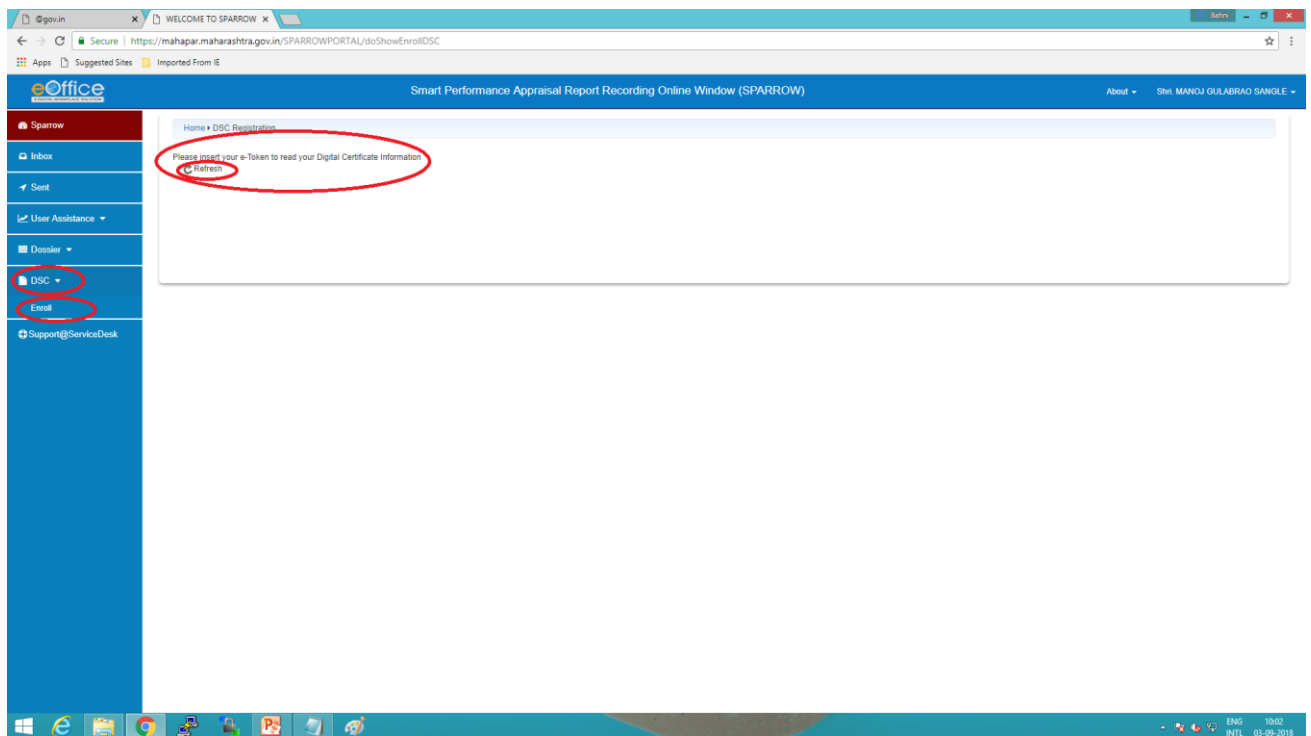
First Previous 1 2 3 4 Next Last

8) DSC ENROLMENT

-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).

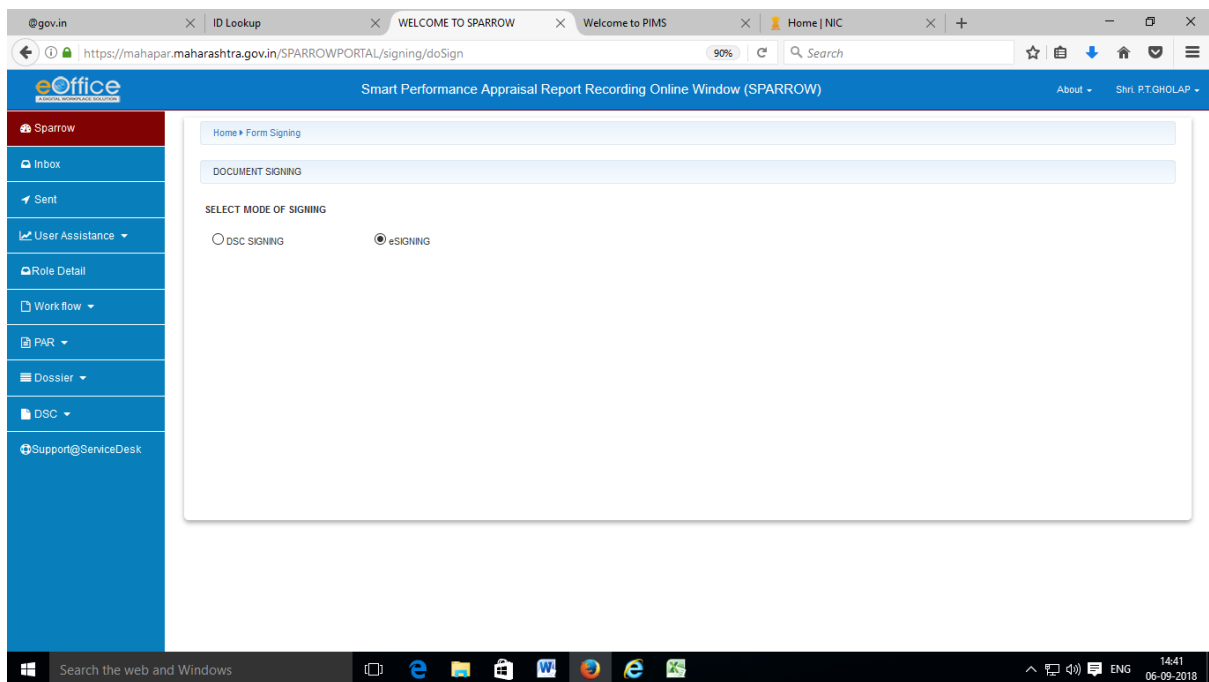
- Without DSC, the self-appraisal as well as PAR of his subordinates would not move. In case you are not having DSC, then you should contact local NIC or GAD/Personnel Department.

- 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/>



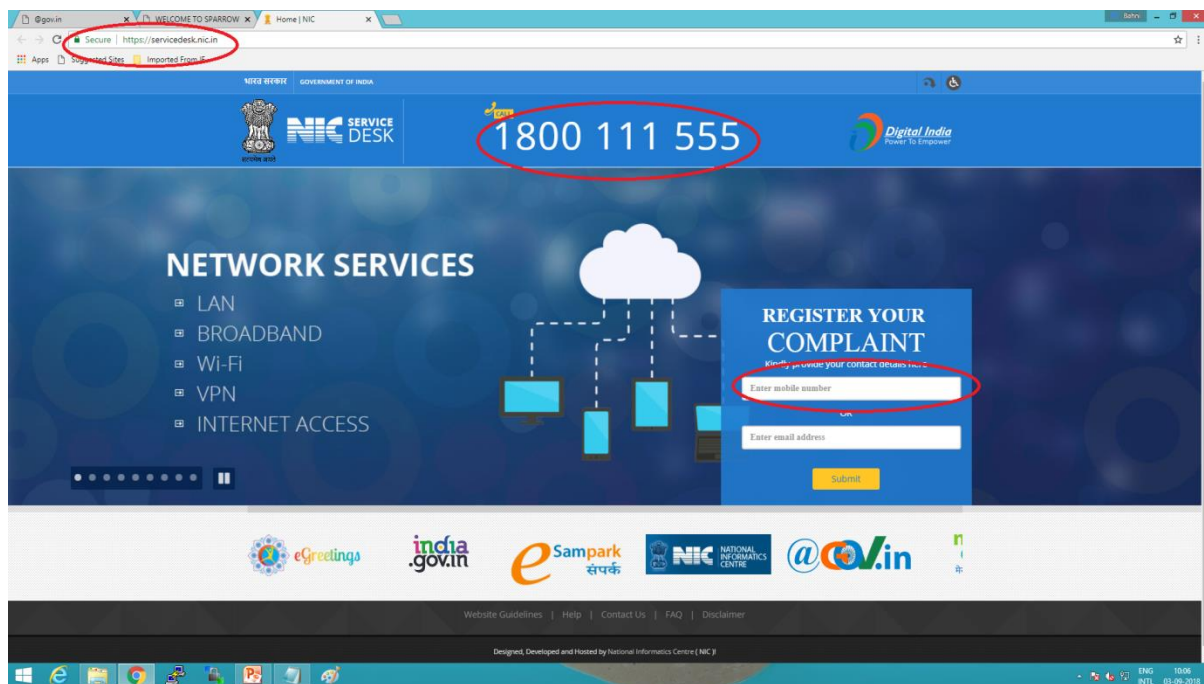
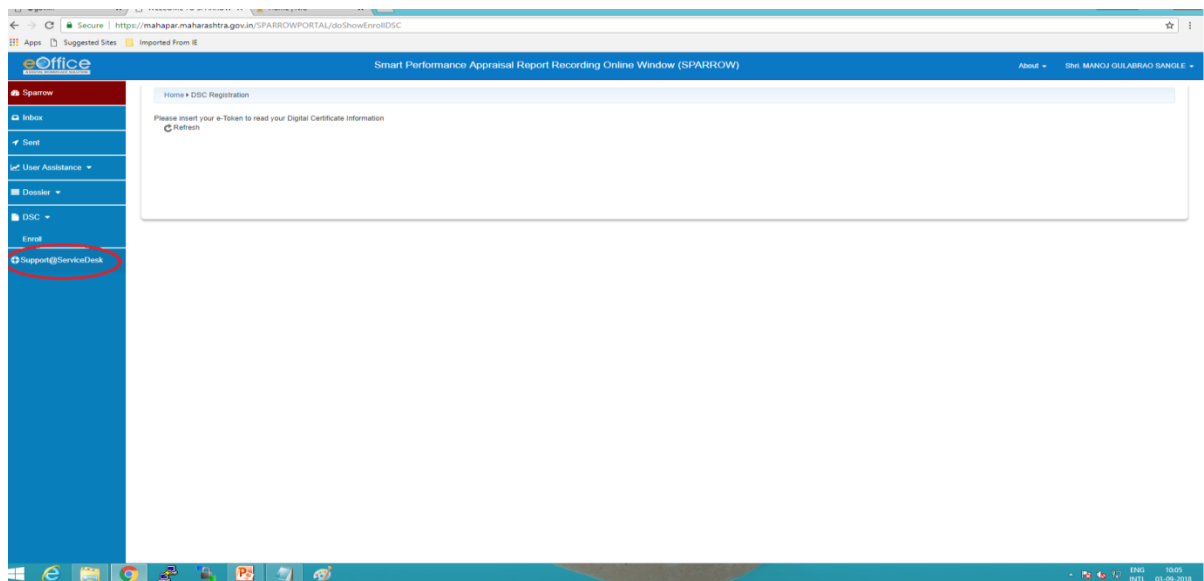
9) E-SIGN

- 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.



9) HELP ASSISTANCE

For any query related to mahapar, officer can reach to support@servicedesk



- 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