

**USER**  
**MANUAL**  
**FOR**  
**REVIEWING**  
**AUTHORITY**

**-Reviewing Authority has the only rights to review PAR from initial stage to closing of PAR.**

**-Reviewing authority has to fill the Section IV of the PAR appropriately of respective Officer, has to follow the below steps to process PAR further.**

## **LOGIN TO MAHAPAR:**

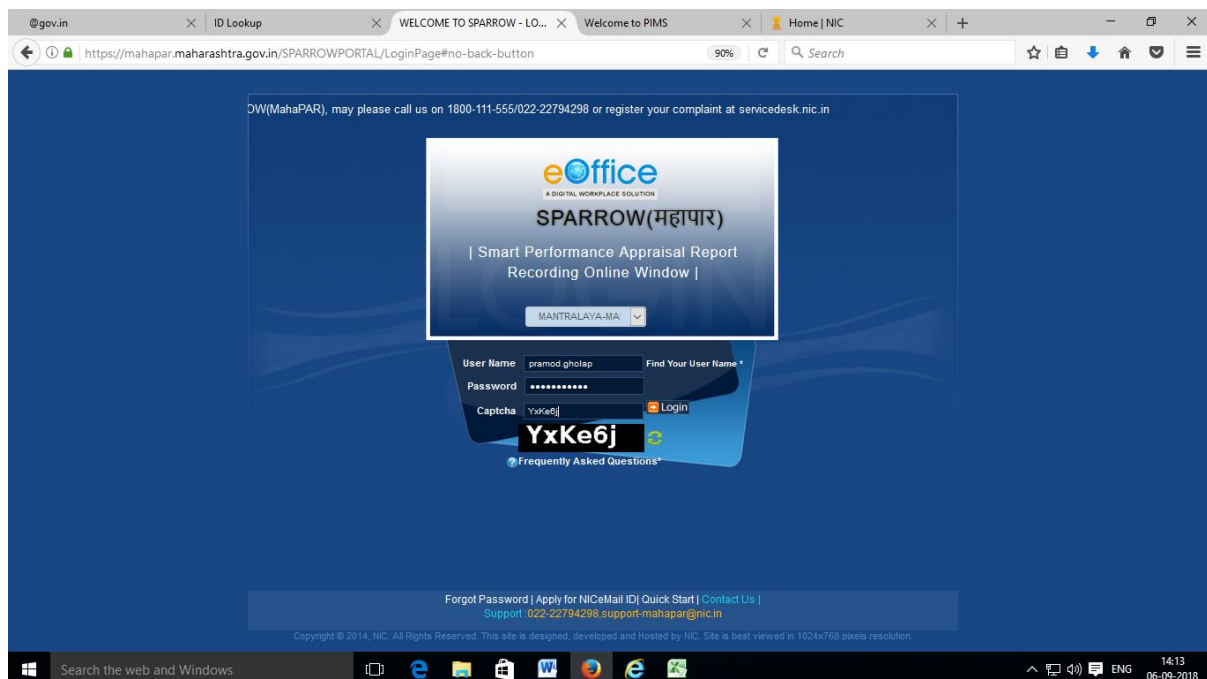
For login at first instance, please go to <https://mahapar.maharashtra.gov.in> for login.

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

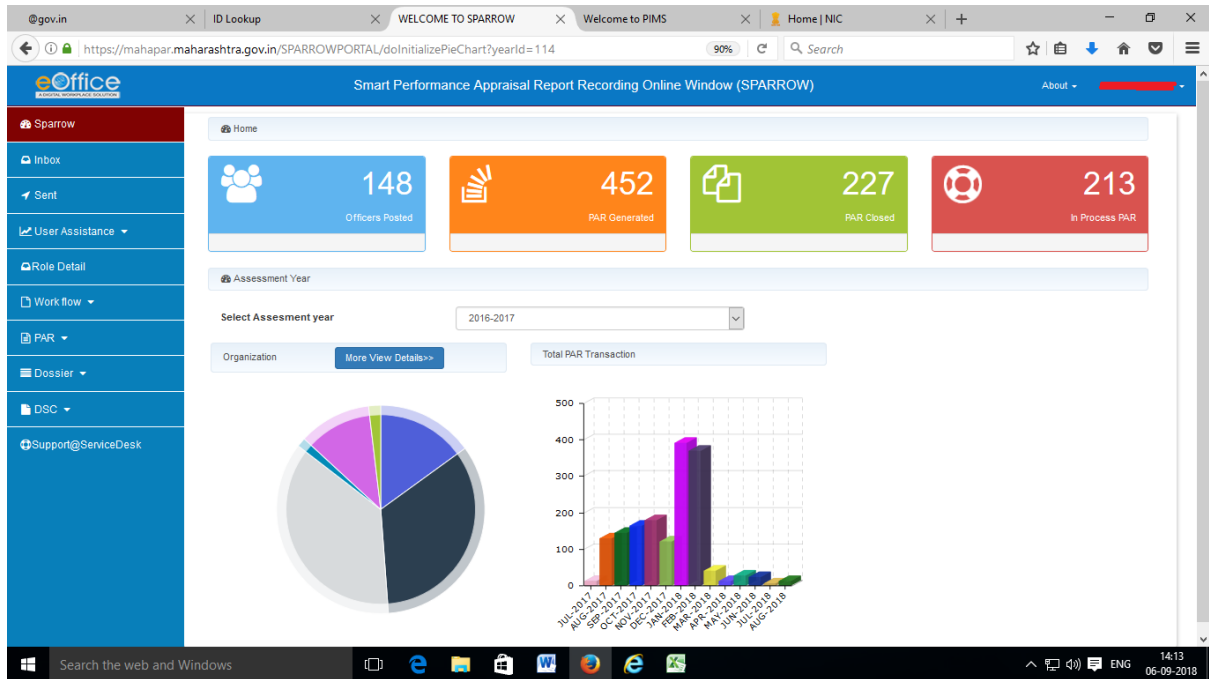
Select Service with the drop down provided and login with your Government Mail login ID (@gov.in/@nic.in) and password along-with the correct captcha letter.

Example :

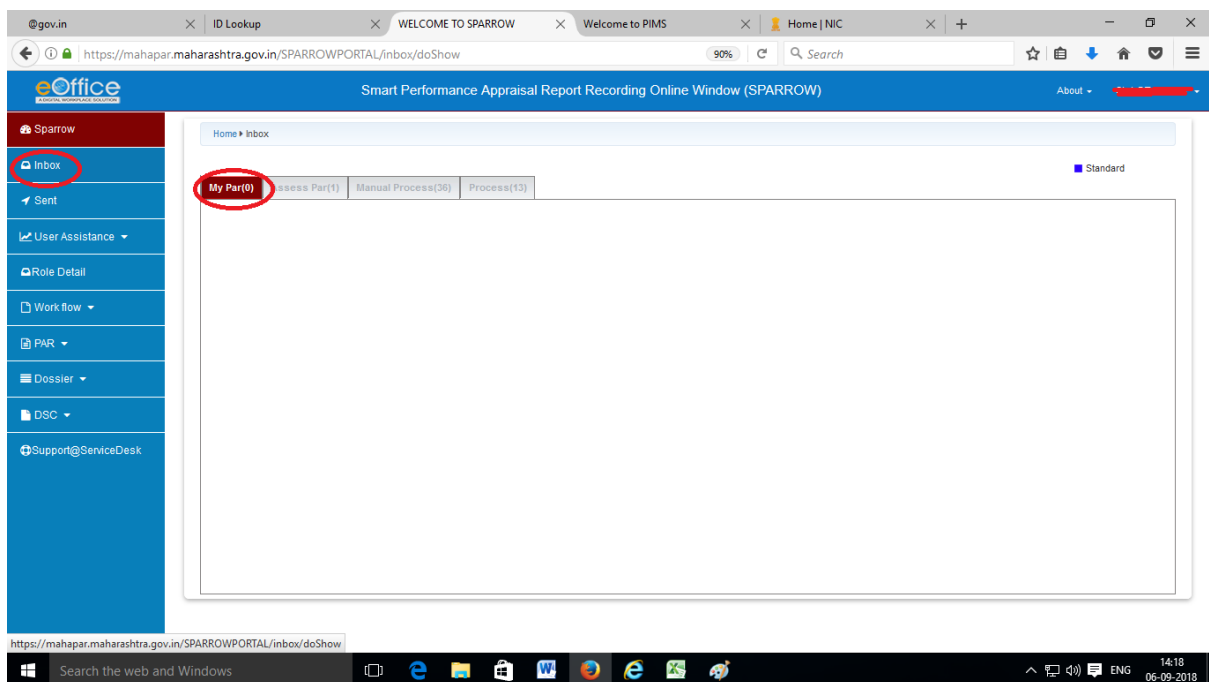
If officer's email address is – [manoj.sangle@nic.in](mailto:manoj.sangle@nic.in) then his user name to login should be “manoj.sangle”



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



Reviewing officer can access the PAR of their subordinates to process the section in the INBOX tab.



## SEARCH CRITERIA :

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

Home > Inbox

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

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

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	MAHARASTHR...	DEEPAK PANDU...	30/08/2018	DEEPAK PANDU...	30/08/2018	Reporting Autho...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

https://mahapar.maharashtra.gov.in/SPARROWPORTAL/inbox/doRedirect?req=nt7ustg7DXMUvtkevHEZbio8GjyHdqZGgkyFzB9uIbFMCNtHAWyMOgInWa6OHjnE4TdkEd\_tC4-CKXZiq56g

After selecting the PAR of respective subordinate officer whose PAR section IV need to be filled will look as window/image given below, for which the reviewing officer has to fill and process further to reviewing officer.

Workflow Details

Standard

SECTION I SECTION II SECTION III **SECTION V**

☐ Security

☐ Armed Police Bn.

☐ Metropolitan & Urban Policing

☐ Anti Terrorism

☒ Cyber Crimes

☐ Others

6. एकदरीत गुणांकन (Overall Gradation) - (1-10 या मर्यादित गुणांकन देण्यात यावे.)

[Red Button]

दिनांक (Date): 22/09/2017

Reviewing Officer  
Shri. P S Patankar (19992105) -  
SPECIAL INSPECTOR GENERAL  
OF POLICE

Reference Upload\*  
(only pdf files with 3mb maximum size)  Browse...

Saved

Reviewing officer will get the option to save the section IV as in “DRAFT” or “SEND TO CR SECTION”, Once Section IV has been filled in appropriate way by Reviewing officer for his subordinate officer.

- 1) DRAFT: Reporting officer can alter the data in section III
- 2) SEND TO CR SECTION: once this option is clicked in section IV, the PAR will automatically be forwarded to CR SECTION and no longer reporting authority will have the right to alter the data in section IV

After 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**
- to verify the documents.

Windows Taskbar: @gov.in | ID Lookup | WELCOME TO SPARROW | Welcome to PIMS | Home | NIC | 14:27 06-09-2018

Browser: https://mahapar.maharashtra.gov.in/SPARROWPORTAL/signing/doSign

eOffice Smart Performance Appraisal Report Recording Online Window (SPARROW)

Home > Form Signing

**DOCUMENT SIGNING**

SELECT MODE OF SIGNING

☒ DSC SIGNING ☐ eSIGNING

# 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)(

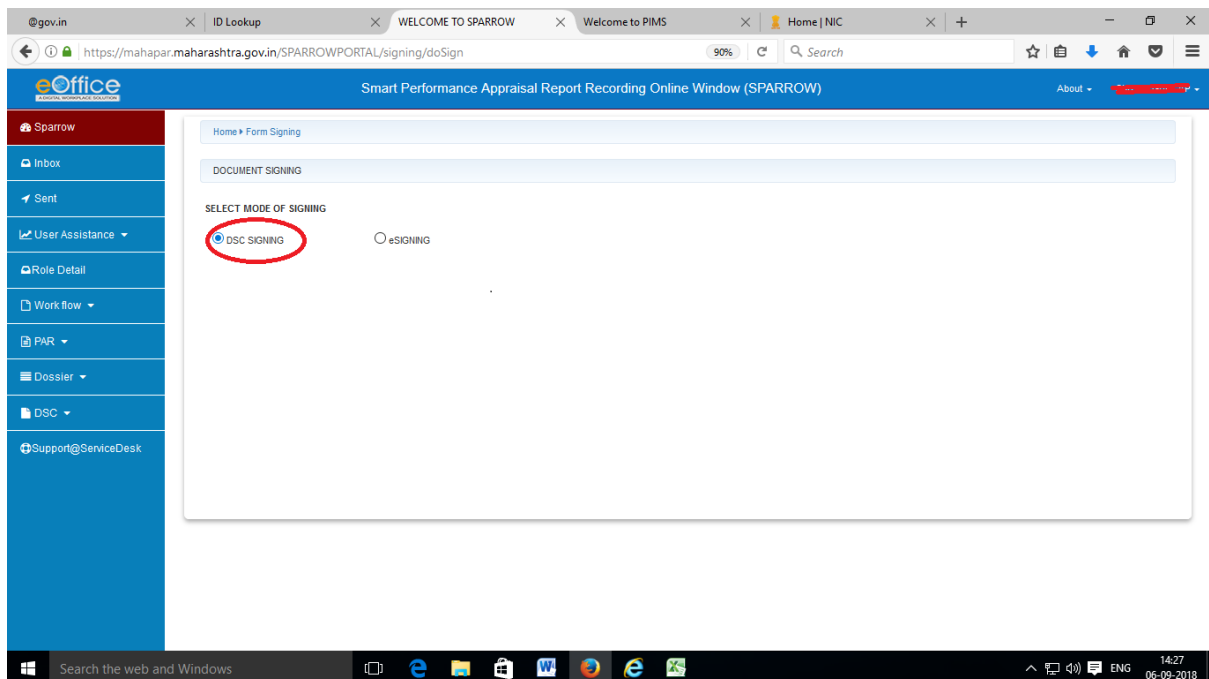
<https://www.ncodesolutions.com/> --> click on Token Drivers (For Internet Users Only).

- 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

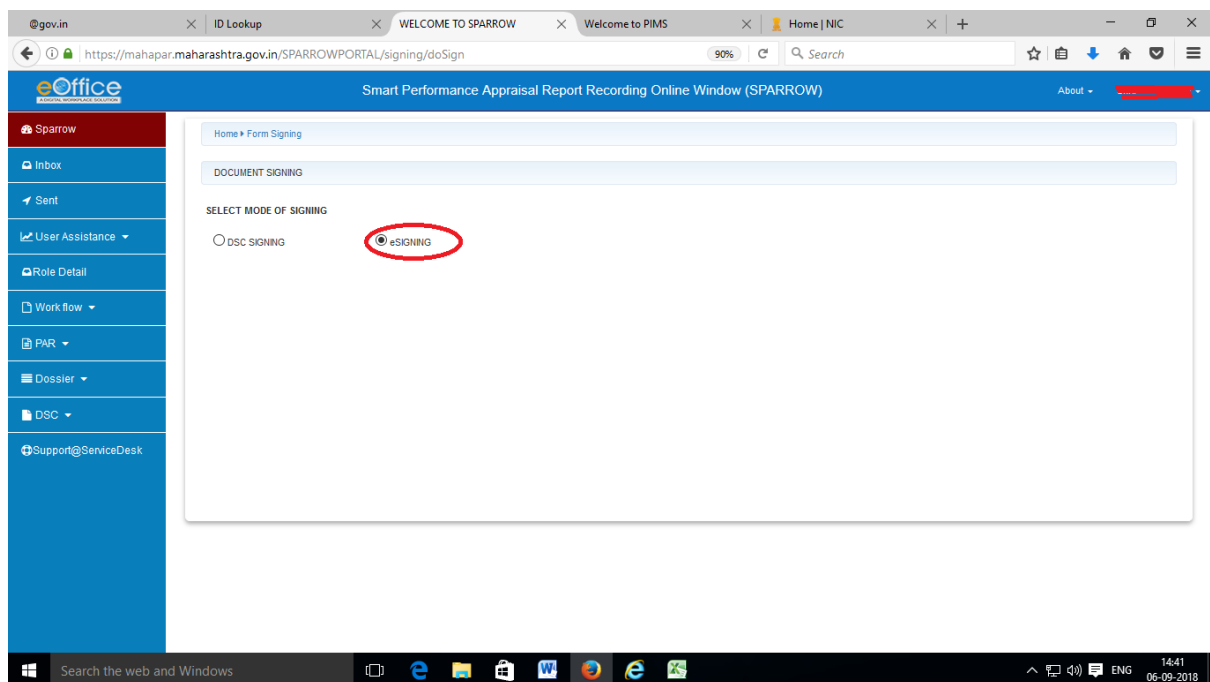
<https://www.ncodesolutions.com/> to download the driver if it is not installed c.)

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.



## **HELP ASSISTANCE**

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