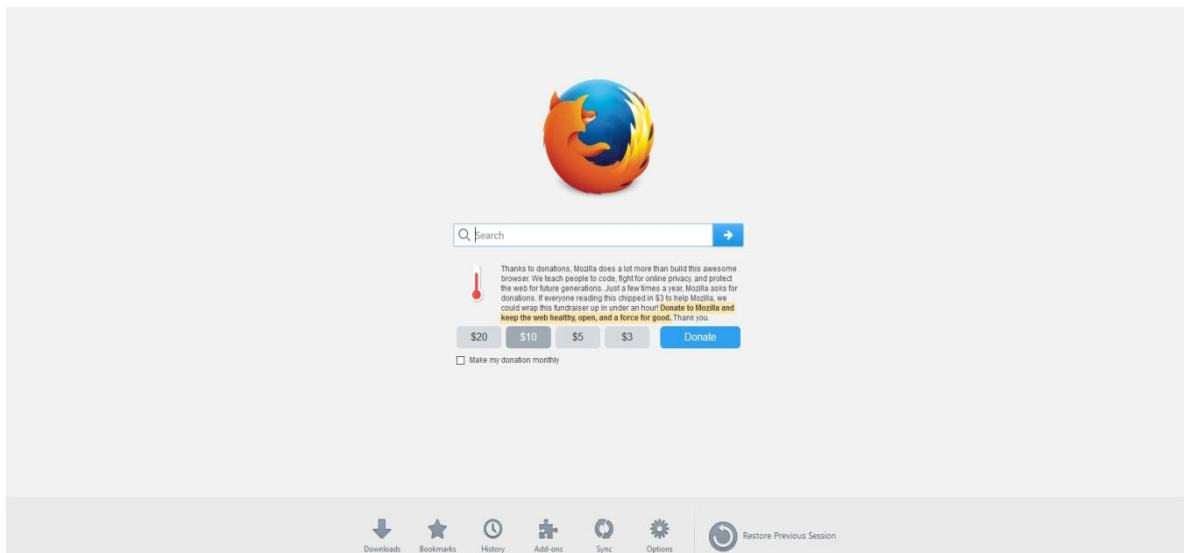


## Step by step guide for the role of Reporting officer.

1. Open the url <https://sparrow-irs.eoffice.gov.in/> in Mozilla browser. The software runs smoothly on Mozilla browser and thus it is recommended to install Mozilla browser.




On opening the url, the "**SPARROW - Read Me**" window (given below) will open which shows the information about the e-signing facility in the SPARROW.

SPARROW - Read Me

Close Continue

**SPARROW Application is now eSign enabled.**



For using eSign

- 1.) User must have an Aadhaar Number and a mobile number registered with Aadhaar.
- 2.) User has to update his Aadhaar number in SPARROW application and then verify it. For verification, he has to enter OTP received on the Aadhaar registered mobile. Once verified, Aadhaar gets registered and updated in SPARROW. Once verified and updated in SPARROW it can not be updated again.
- 3.) User can now use eSign in SPARROW to digitally sign. As part of the eSigning process, he will be required to enter the OTP received on the Aadhaar registered mobile. After successful OTP entry in SPARROW, eSign provider will complete the digital signing of content and return back to SPARROW.

**What is eSign?**

eSign is an innovative initiative for allowing easy, efficient, and secure signing of electronic documents by authenticating signer using Aadhaar eKYC services. With this service, any Aadhaar holder can digitally sign an electronic document without having to obtain a physical digital signature dongle through OTP based authentication. The user should have 12 digits Aadhaar Number. For OTP based authentication, the mobile number should be registered with Aadhaar number at the time of Aadhaar Registration.

For OTP Verification kindly refer the link <https://ssup.uidai.gov.in/web/guest/update>.

Close Continue

2. The read me window will have two buttons namely **Close** and **Continue** marked in blue, you can click any of the two buttons they will be doing the same function. On clicking any of the above two buttons, the user will be directed to the login screen of the SPARROW.

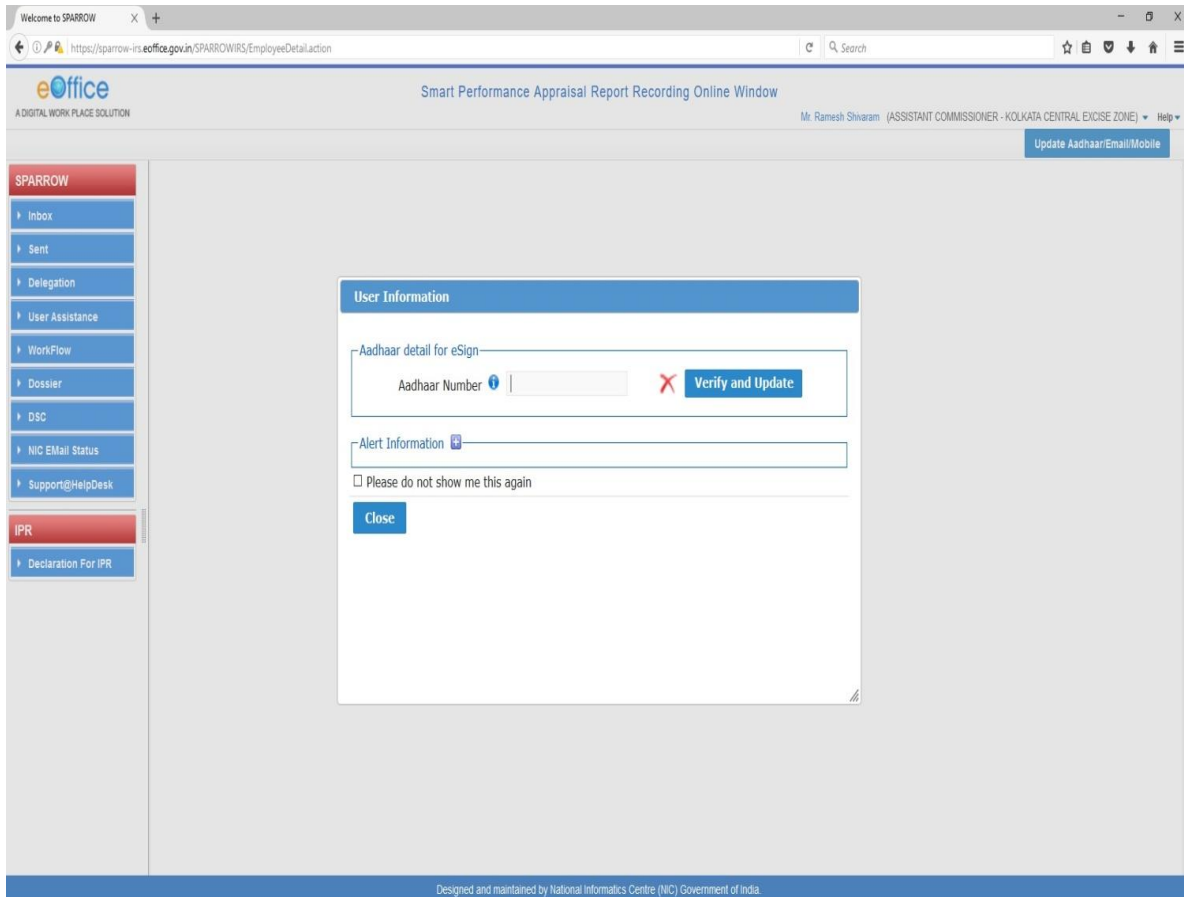


3. The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".

The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is anish.upadhay@nic.in or anish.upadhay@gov.in, then, the user id will be anish.upadhyay

The password for the application will be same as your NIC email ID password.

4. The Captcha as given in the box should be entered then click the "**Login**" button. It would open a POP UP Window to verify and update the Aadhaar number.



5. The officer has to enter Aadhaar number and press Verify and update button. On pressing, an OTP number will be generated and sent to the registered mobile. Once this OTP number is fed, the Aadhaar number will get verified and a green colour tick mark will come where redcross is there. This Aadhaar verification window will not pop-up, once the Aadhaar has been verified.

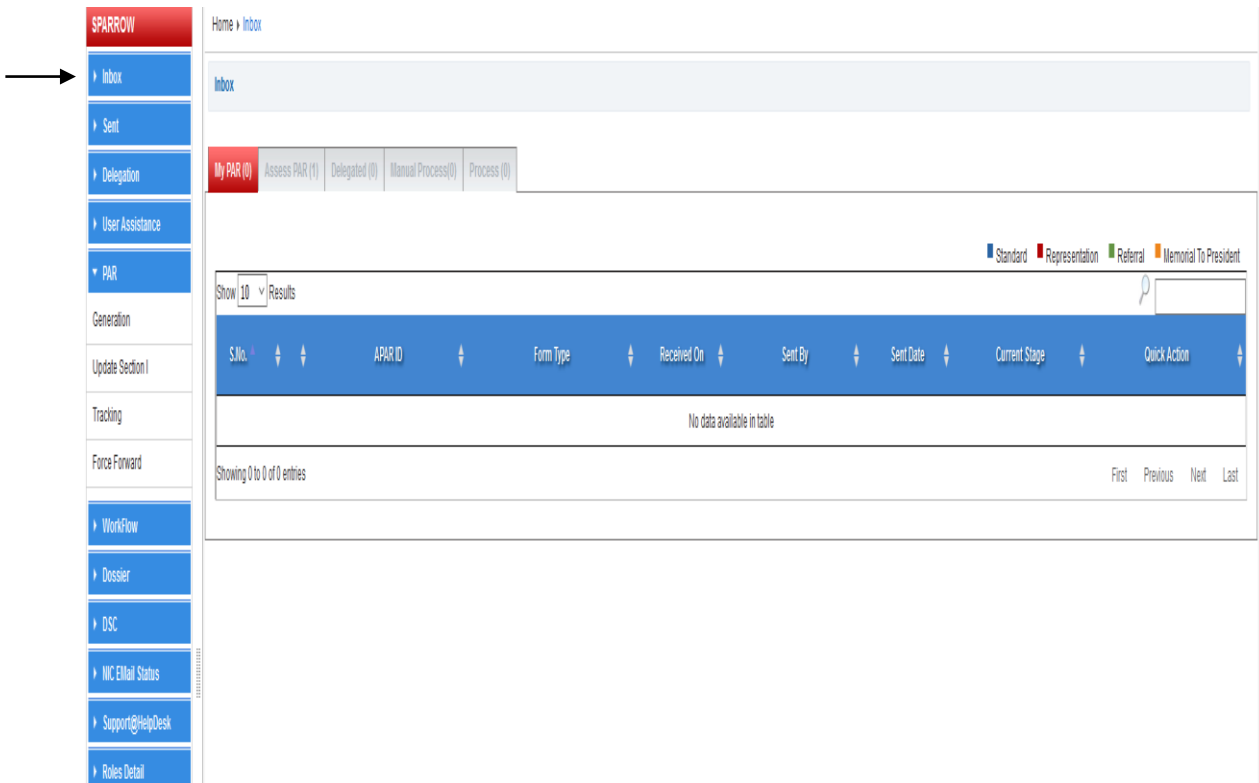
After verifying the Aadhaar, the software would automatically move to next screen. By default, the SPARROW window will open up as shown in the next page.

The screenshot shows the SPARROW application interface. On the left is a vertical navigation menu with a red header labeled 'SPARROW' and a list of blue menu items: Inbox, Sent, Delegation, User Assistance, PAR, WorkFlow, Dossier, DSC, EMD, NIC EMail Status, Support@HelpDesk, Roles Detail, Migration, and Reports. The main content area is titled 'DashBoard' and contains a form with the label 'SELECT ASSESSMENT YEAR', a colon separator, a dropdown menu labeled 'Choose Assessment Period', and a blue 'Submit' button.

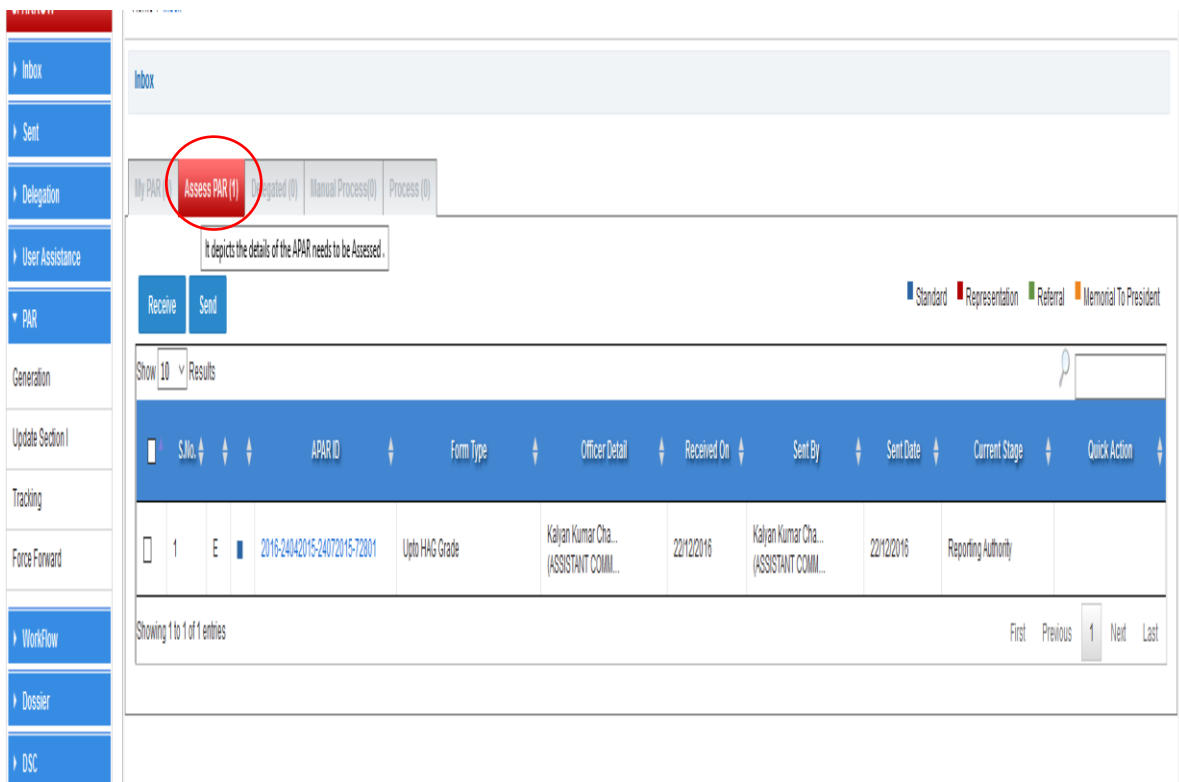
6. After successful login, the above window will open up. This page will have some tabs in the left side depending upon the role assigned to the officer.

The Reporting officer must click over the Inbox to check the APAR received to assess after the Custodian has completed the Section I and the officer reported upon has completed Section II.

The Inbox window will have 5 tabs as **My PAR**, **Assess PAR**, **Delegated**, **Manual Process** and **Process**.



7. The reporting officer must click on the **AssessPAR** tab. The **Assess PAR** tab will also bear the number of APARs received to be assessed in bracket. Click the APAR id to assess.



8. Section III of the APAR will be open by default. The reporting officer would be able to see **Section I** and **Section II**. However, the reporting officer will not be able to amend any part of Section I and Section II. The format of Section III will be same as in case of manual APAR.

The screenshot displays the SPARROW web application interface. On the left is a sidebar menu with categories 'SPARROW' and 'IPR'. The main content area shows the 'Workflow Details' for an 'Appraisal' form, specifically 'Section III'. The user details at the top are: Officer Name : Kalyan Kumar Chaudhuri, Cadre : CENTRAL SERVICES, Service : IRS-CBEC, Designation : ASSISTANT COMMISSIONER, Batch : 20. The form contains two numbered instructions in Hindi and English, followed by two large text input areas. A 'Note' section at the bottom provides additional instructions regarding copying and signing. At the very bottom, there are 'Save As Draft' and 'Submit ( Send To Reviewing Authority )' buttons.

Home > eForm > Inbox

Officer Name : Kalyan Kumar Chaudhuri Cadre : CENTRAL SERVICES Service : IRS-CBEC Designation : ASSISTANT COMMISSIONER Batch : 20

Workflow Details

Standard

Section I Section II **Section III**

मूल्यांकन  
Appraisal

अधिकारी के निष्पादन का मूल्यांकन करते समय खंड II के पैरा 1(i) में चिह्नित मापदंडों पर निष्पादन को ध्यान में रखा जाए।  
While appraising officer's performance, the performance in the parameters identified at Para 1(i) of Section II may be kept in mind.

1. कृपया बताएं कि क्या आप कार्य योजना और अप्रत्याशित कार्य के पूरा करने से संबंधित प्रतिक्रियाओं से, जैसा कि खंड-II में भरा गया है, सहमत हैं? यदि नहीं, तो कृपया तथ्यात्मक ब्यौरा दें।  
Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filed out in Section II. If not, please furnish factual details.

2. कृपया समीक्षार्थी अधिकारी के द्वारा दावे किये गये किसी असाधारण योगदान (यदि कोई किया गया हो) पर अपनी टिप्पणी दें।  
Please comment on the claim (if made) of exceptional contribution by the officer reported upon

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority )

The reporting officer has to fill the details in Section III as shown in the screen below. Fill the column 1 to column 4 as the case may be.

- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration
- IPR
- ▶ Declaration For IPR

Workflow Details

Standard

Section I

Section II

Section III

3. क्या समीक्षाधीन अधिकारी अपने किसी कार्य में असफल रहा है? यदि हां, तो कृपया तथ्यात्मक ब्यौरा दें।  
Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details

test

4. क्या आप अधिकारी द्वारा चिह्नित कार्यकुशलता के उन्नयन की आवश्यकता से सहमत हैं?  
Do you agree with the skill up-gradation needs as identified by the officer?

test

Expand for Details of 'Assessment of work output'

5. कार्य के परिणाम का आकलन (आकलन अधिकारी और उसके समूह के व्यक्तियों के बीच होना चाहिए न कि सामान्य जनता की तुलना में। ग्रेड 1 से 10 तक के पैमाने में पूर्ण संख्या में होना चाहिए, सबसे कमतर ग्रेड के लिए 1 और सर्वोत्तम ग्रेड के लिए 10 हों। इस खंड का महत्व 40 प्रतिशत है।)  
Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%)

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft

Submit ( Send To Reviewing Authority )

9. **Column no. 5** will consist of assessment of work output where the grades are to be assigned from scale 1-10. By default, the values are zero. The grading must start from the scale “1” being the minimum. The system accepts “0” but the column in which zero is entered will remain blank in the print out. The system accepts numbers with decimals upto two digits. However, fractions are not accepted. The overall grading of assessment of work output will be calculated automatically by the system. The grading according to the weightage will also be calculated automatically by the system.

- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ Workflow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration
- IPR
- ▶ Declaration For IPR

Standard

Section I
Section II
Section III

		Authority		
1	नियोजित कार्य को पूरा होना Accomplishment of planned work	10		
2	परिणाम की गुणवत्ता Quality of output	9		
3	किये गये असाधारण कार्य/अप्रत्याशित कार्य को पूरा करना Accomplishment of exceptional work/unforeseen tasks performed.	10		
4	कार्य के परिणाम की सकल ग्रेडिंग Overall Grading on 'Work Output' [(i + ii + iii) / 3]	9.67		
5	'कार्य के परिणाम' के ग्रेड के 40% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 40% weightage of the grade on 'Work Output'[5(iv) x 0.4]	3.87		

Expand for Details of 'Assessment of Personal Attributes'

6.वैयक्तिक गुणों का आकलन (1 से 10 पैमाने पर इस खंड का महत्व 30 प्रतिशत है)  
 Assessment of Personal Attributes (On a scale of 1-10. Weightage to this Section will be 30%)

पदवीधारा अधिकारी

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft

Submit ( Send To Reviewing Authority )

10. **Column no. 6** will consist of assessment of Personal attributes where the grades are to be assigned from scale 1-10. All the other parameters are same as that of Column no.5. The subsequent entries of Column no.6 for which grades are to be assigned as shown below in the screenshots.



**SPARROW**

- Inbox
- Sent
- Delegation
- User Assistance
- PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- WorkFlow
- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk
- Roles Detail
- Migration

**IPR**

- Declaration For IPR

Home > eForm > Inbox

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Bat**

**Workflow Details**

Standard

Section I Section II **Section III**

6.वैयक्तिक गुणों का आकलन (1 से 10 पैमाने पर इस खंड का महत्व 30 प्रतिशत है)  
Assessment of Personal Attributes (On a scale of 1-10. Weightage to this Section will be 30%)

S.No.	Description	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण प्राधिकारी के आद्य हस्ताक्षर Initial of Reviewing Authority
1	कार्य के प्रति दृष्टिकोण Attitude to Work	8		
2	जिम्मेदारी की भावना Sense of Responsibility	9		
3	समग्र आचरण एवं व्यक्तित्व Overall bearing and personality	10		
4	भावनात्मक स्थिरता Emotional Stability	9		
5	संप्रेषण कौशल Communication Skills	10		

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority )

- Inbox
- Sent
- Delegation
- User Assistance
- PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- WorkFlow
- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk
- Roles Detail
- Migration

**IPR**

- Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Bat**

**Workflow Details**

Standard

Section I Section II **Section III**

3	समग्र आचरण एवं व्यक्तित्व Overall bearing and personality	10		
4	भावनात्मक स्थिरता Emotional Stability	9		
5	संप्रेषण कौशल Communication Skills	10		
6	पेशेवर दृढ़ता के लिए नैतिक उत्साह और इच्छा Moral courage and willingness to take a professional stand	9		
7	नेतृत्व गुण Leadership qualities	10		
8	समय सीमा के भीतर कार्य को पूरा करने की क्षमता Capacity to work in time limit	9		
9.	वैयक्तिक गुणों की सकल ग्रेडिंग Overall Grading on 'Personal Attributes' [(i + ii + iii + iv + v + vi + vii + viii) / 8]	9.25		
10.	वैयक्तिक गुणों के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Personal Attributes' (16 (ix) x 0.3)	2.44		

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority )

11. **Column no. 7** will consist of assessment of Functional competency where the grades are to be assigned from scale 1-10. The grading must start from the scale “1” being the minimum. Column no. 7 will have subsequent entries for which grades are to be assigned as shown below in the screenshots. The overall grading of Functional competency will be calculated automatically by the system. The grading according to the weightage will also be calculated automatically by the system.

IPR

- Inbox
- Sent
- Delegation
- User Assistance
- PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- Workflow
- Dossier
- DSC
- NIC EMail Status
- Support@HelpDesk
- Roles Detail
- Migration

IPR

- Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :** 2017

+ Workflow Details

Standard

Section I   Section II   **Section III**

[(i + ii + iii + iv + v + vi + vii + viii) / 8]

10.	वैयक्तिक गुणों के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Personal Attributes'[6(ix) x 0.3]	2.77		
-----	---	------	--	--

- Expand for Details of 'Assessment of Functional Competency'

7. कार्यात्मक क्षमता का आकलन (1 से 10 पैमाने पर इस खंड का महत्व 30 प्रतिशत होगा)

Assessment of Functional Competency (On a scale of 1-10. Weightage to this Section will be 30%)

S.No.	Description	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण प्राधिकारी के आद्य हस्ताक्षर Initial of Reviewing Authority
1	विधि/नियमों/प्रक्रियाओं का ज्ञान/ सूचना प्रौद्योगिकी कौशल और सुसंगत क्षेत्रों में स्थानीय मानकों के प्रति जागरूकता Knowledge of laws/rules/procedures/IT skills and awareness of the local norms in the relevant area	0		
2	रणनीतिक योजना की योग्यता Strategic planning ability	0		

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft

Submit ( Send To Reviewing Authority )

Saved

**SPARROW**

- Inbox
- Sent
- Delegation
- User Assistance
- PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
  - WorkFlow
  - Dossier
  - DSC
  - NIC EMail Status
  - Support@HelpDesk
  - Roles Detail
  - Migration

**IPR**

- Declaration For IPR

Home > eForm > Inbox

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :**

**Workflow Details**

Standard

Section I Section II **Section III**

or the local norms in the relevant area

2	रणनीतिक योजना की योग्यता Strategic planning ability	0		
3	निर्णय लेने की योग्यता Decision making ability	0		
4	पहल करना Initiative	0		
5	समन्वय की योग्यता Coordination ability	0		
6	अधीनस्थ लोगों को प्रेरित करने और समूह में काम करने की भावना विकसित करने की योग्यता Ability to motivate and develop subordinates/work in a team	0		
7	'काम करने की क्षमता' की सकल ग्रेडिंग Overall Grading on 'Functional Competency' [(i + ii + iii + iv + v + vi) / 6]	0		
8	'कार्यात्मक क्षमता' के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Functional Competency'[7(vii) x 0.3]	0		

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority ) Saved

12. **Column no. 8** will consist of the text box to comment on the integrity of the officer. If the integrity column is left blank, the reporting office may upload a note by clicking Browse button provided at the bottom of the section III as “Upload reference documents”.

**SPARROW**

- Inbox
- Sent
- Delegation
- User Assistance
- PAR
  - Generation
  - Update Section I
  - Tracking
  - Force Forward
  - WorkFlow
  - Dossier
  - DSC
  - NIC EMail Status
  - Support@HelpDesk
  - Roles Detail
  - Migration

**IPR**

- Declaration For IPR

Home > eForm > Inbox

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :**

**Workflow Details**

Standard

Section I Section II **Section III**

5	समन्वय की योग्यता Coordination ability	0		
6	अधीनस्थ लोगों को प्रेरित करने और समूह में काम करने की भावना विकसित करने की योग्यता Ability to motivate and develop subordinates/work in a team	0		
7	'काम करने की क्षमता' की सकल ग्रेडिंग Overall Grading on 'Functional Competency' [(i + ii + iii + iv + v + vi) / 6]	0		
8	'कार्यात्मक क्षमता' के ग्रेड के 30% महत्व के अनुवर्तन में ग्रेडिंग Grading consequent to 30% weightage of the grade on 'Functional Competency'[7(vii) x 0.3]	0		

**8. सत्यनिष्ठा**  
कृपया अधिकारी की सत्यनिष्ठा पर अपनी टिप्पणी दें।  
Integrity

Please comment on the integrity of the officer

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority ) Saved

Section I	Section II	Section III
प्रशिक्षण Training		<input checked="" type="checkbox"/>
प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance		<input type="checkbox"/>
कार्मिक एवं सामान्य प्रशासन Personnel and General Administration		<input type="checkbox"/>
कार्यकारी कार्य Executive work		<input type="checkbox"/>

11. समग्र ग्रेड (1-10 के स्कोर पर)  
Overall grade (on a score of 1-10)  
[5(v) + 6(x) + 7(viii)] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है  
[5(v) + 6(x) + 7(viii)] as given in Reporting Officer column

6.64

Date: 22/12/2016 Signature of Reporting Authority

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

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority ) - Saved

13. **Column no. 9** is provided with the text box to present the pen picture of the reported upon officer. However, the word limit of 100 words must be adhered to.

Section I	Section II	Section III
8. सत्यनिष्ठा कृपया अधिकारी की सत्यनिष्ठा पर अपनी टिप्पणी दें। Integrity Please comment on the integrity of the officer		Beyond Doubt
9. रिपोर्टिंग अधिकारी द्वारा शब्द चित्र। कृपया अधिकारी के सशक्त तथा कमजोर क्षेत्रों और कमजोर वर्गों के प्रति उसके दृष्टिकोण को शामिल करते हुए उसके समग्र गुणों पर टिप्पणी (लगभग 100 शब्दों में) दें। Pen Picture by Reporting Officer. Please comment(in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.		
10. अधिकार क्षेत्र आबंटन संबंधी अनुसंधान (कृपया किन्हीं तीन पर निशान लगाएं) Recommendation relating to domain assignment (Please tick mark any three)		

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing, Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority ) - Saved

14. **Column no. 10** relates to the recommendation relating to domain assignment. The reporting officer has to tick mark any three by clicking the check box provided.

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration
- IPR
- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :** 20

**Workflow Details**

Standard

Section I Section II **Section III**

Beyond Doubt

9. रिपोर्टिंग अधिकारी द्वारा शब्द चित्र। कृपया अधिकारी के सशक्त तथा कमजोर क्षेत्रों और कमजोर वर्गों के प्रति उसके दृष्टिकोण को शामिल करते हुए उसके समग्र गुणों पर टिप्पणी (लगभग 100 शब्दों में) दें।  
Pen Picture by Reporting Officer. Please comment(in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

very good

10. अधिकार क्षेत्र आर्बटन संबंधी अनुसंधान (कृपया किन्हीं तीन पर निशान लगाएं)  
Recommendation relating to domain assignment (Please tick mark any three)

तकनीकी/ दरसूची कार्य Technical/ Tariff work	<input type="checkbox"/>
--	--------------------------

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft
Submit ( Send To Reviewing Authority )
Saved

The system will not allow clicking more than three fields. To deselect a wrongly ticked field, we have to click over the check box wrongly ticked and then again click the check box of other field that we want.

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration
- IPR
- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :** 20

**Workflow Details**

Standard

Section I Section II **Section III**

10. अधिकार क्षेत्र आर्बटन संबंधी अनुसंधान (कृपया किन्हीं तीन पर निशान लगाएं)  
Recommendation relating to domain assignment (Please tick mark any three)

तकनीकी/ दरसूची कार्य Technical/ Tariff work	<input checked="" type="checkbox"/>
निवारक/प्रचालनात्मक कार्य Preventive/ Operational work	<input checked="" type="checkbox"/>
बोर्ड कार्यालय में सचिवालयी कार्य Secretarial work in Board's office	<input type="checkbox"/>
अर्ध-न्यायिक कार्य Quasi-judicial work	<input type="checkbox"/>
प्रशिक्षण Training	<input checked="" type="checkbox"/>
प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance	<input type="checkbox"/>

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft
Submit ( Send To Reviewing Authority )
Saved

15. **Column no. 11** will reflect the overall grades of the officer and it will also be calculated automatically by the system as shown in the screen below.

- ▶ Inbox
- ▶ Sent
- ▶ Delegation
- ▶ User Assistance
- ▼ PAR
- Generation
- Update Section I
- Tracking
- Force Forward
- ▶ WorkFlow
- ▶ Dossier
- ▶ DSC
- ▶ NIC EMail Status
- ▶ Support@HelpDesk
- ▶ Roles Detail
- ▶ Migration
- IPR
- ▶ Declaration For IPR

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :**

+ Workflow Details

Standard

Section I   Section II   **Section III**

अर्ध-न्यायिक कार्य Quasi-judicial work	<input type="checkbox"/>
प्रशिक्षण Training	<input checked="" type="checkbox"/>
प्रणालियां एवं ई-गवर्नेंस Systems and e-Governance	<input type="checkbox"/>
कार्मिक एवं सामान्य प्रशासन Personnel and General Administration	<input type="checkbox"/>
कार्यकारी कार्य Executive work	<input type="checkbox"/>

11. समग्र ग्रेड (1-10 के स्कोर पर)  
Overall grade (on a score of 1-10)  
[ 5(v) + 6(x) + 7(viii) ] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है  
[ 5(v) + 6(x) + 7(viii) ] as given in Reporting Officer column

6.64

Date: 22/12/2016 Signature of Reporting Authority

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft

Submit ( Send To Reviewing Authority )

Saved

16. After all the columns are filled and the reference document is uploaded, the reporting officer will have the options to save the section III as draft for further reference and modifications by clicking “**Save as Draft**” or send it to the reviewing officer by clicking “**Submit( Send to Reviewing Authority)**” .

Section I	Section II	Section III
प्रशिक्षण Training		<input checked="" type="checkbox"/>
प्रणालियाँ एवं ई-गवर्नेंस Systems and e-Governance		<input type="checkbox"/>
कार्मिक एवं सामान्य प्रशासन Personnel and General Administration		<input type="checkbox"/>
कार्यकारी कार्य Executive work		<input type="checkbox"/>

11. समग्र ग्रेड (1-10 के स्कोर पर)  
Overall grade (on a score of 1-10)  
[ 5(v) + 6(x) + 7(viii) ] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है  
[ 5(v) + 6(x) + 7(viii) ] as given in Reporting Officer column

6.64

Date: 22/12/2016 Signature of Reporting Authority

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

**Note:**

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly [Troubleshoot](#)

Save As Draft Submit ( Send To Reviewing Authority ) Saved

17. On clicking Submit button, a window asking OTP will appear in which you have to fill the OTP which will be received in your mobile linked with Aadhaar card. Once OTP is submitted, a confirmation window will pop up reading- **"Once Form is Submitted, data will not be changed. Are You Sure want to Submit"**.

Office  
WORK PLACE SOLUTION

Smart Performance Appraisal Report Recording Online Window

Home > eForm > Inbox

**Officer Name :** Kalyan Kumar Chaudhuri **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** ASSISTANT COMMISSIONER **Batch :** 2014 **Assessment Period :** 24/04/2015 to 24/04/2016

Workflow Details

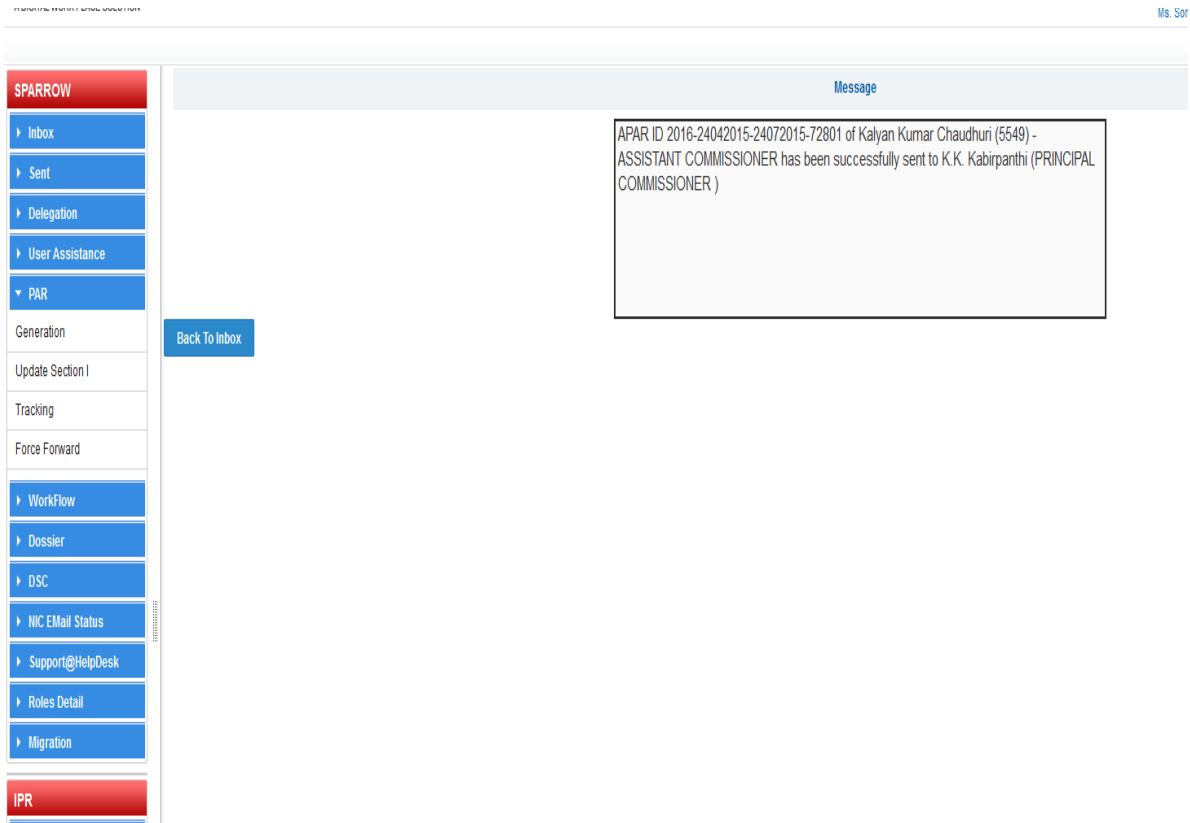
Section I	Section II	Section III
प्रशिक्षण Training		<input checked="" type="checkbox"/>
प्रणालियाँ एवं ई-गवर्नेंस Systems and e-Governance		<input type="checkbox"/>
कार्मिक एवं सामान्य प्रशासन Personnel and General Administration		<input type="checkbox"/>
कार्यकारी कार्य Executive work		<input type="checkbox"/>

11. समग्र ग्रेड (1-10 के स्कोर पर)  
Overall grade (on a score of 1-10)  
[ 5(v) + 6(x) + 7(viii) ] जैसा कि रिपोर्टिंग अधिकारी स्तंभ में दिया गया है  
[ 5(v) + 6(x) + 7(viii) ] as given in Reporting Officer column

6.64

Once Form is Submitted, data will not be changed. Are You Sure want To submit.

18. Then Click on **OK**. Once the document is sent to the Reviewing Authority and the officer reported upon, a message will be displayed as shown below. An Email and sms alert will also be sent to the officer reported upon to this effect.



19. This completes the process for Reporting officer.

\*\*\*\*\*