

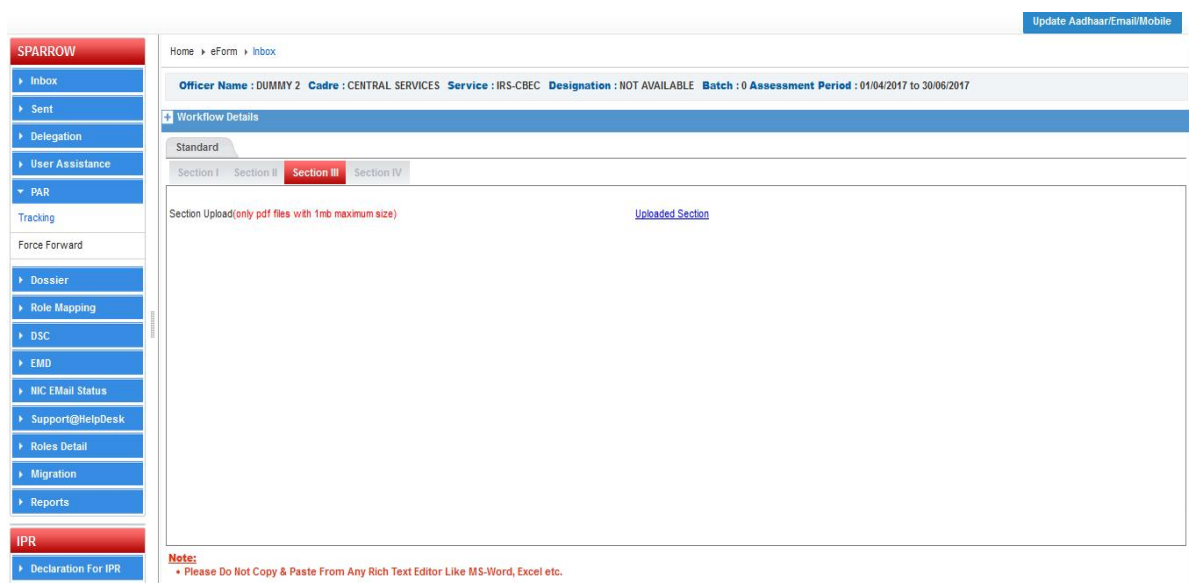
# Step by step guide for the role of Reviewing Officers if they have received APARs which were force forwarded to Reviewing officers and Section III has not been filled by the reporting officer

The last date for the Reporting Officer to assess the APAR was 16<sup>th</sup> August 2017. Those APARs which were not assessed by the Reporting Officers till 16<sup>th</sup> August 2017 were force forwarded. Reviewing Officers will have to review these force forwarded APARs. Steps which need to be followed by Reviewing Officer are as follows:-

1. The Reviewing Officer has to select the Option “NO” in the first point of the Section IV as shown in the screenshot given below, as no grading has been given by the reporting officer.

The screenshot displays the SPARROW system interface. On the left is a navigation menu with options like Inbox, Sent, Delegation, User Assistance, PAR, Tracking, Force Forward, Dossier, Role Mapping, DSC, EMD, NIC EMail Status, Support@HelpDesk, Roles Detail, Migration, Reports, IPR, and Declaration For IPR. The main content area shows the 'Workflow Details' for an APAR. The 'Officer Name' is DUMMY 2, 'Cadre' is CENTRAL SERVICES, 'Service' is IRS-CBEC, 'Designation' is NOT AVAILABLE, 'Batch' is 0, and 'Assessment Period' is 02/07/2016 to 31/03/2017. The 'Section IV' tab is selected, and the first question is: '1. क्या आप खंड-III में रिपोर्टिंग अधिकारी द्वारा कार्य परिणाम तथा विभिन्न गुणों के संबंध में किए गए मूल्यांकन से सहमत हैं? क्या आप रिपोर्टिंग अधिकारी की असाधारण उपलब्धियों/या महत्वपूर्ण असफलताओं के संदर्भ में किए गए मूल्यांकन से सहमत हैं? (यदि आप गुणों के संख्यात्मक मूल्यांकन से सहमत न हों, तो कृपया उस खंड में आपके लिए निर्धारित कालम में अपना मूल्यांकन दर्ज करें तथा अपनी प्रविष्टि के नीचे हस्ताक्षर करें)। Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon? (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in the section III of initial your entries)'. The 'No' radio button is selected and circled in red. A 'Note' at the bottom states: 'Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.'

Now in case of force forwarded APARS in which reporting has not assessed the APARs, the Section III as seen by Reviewing Officer will be as shown below in the screenshot. The Reviewing Officer will not be able to make any entries or upload any document in the Section III.



2. The Reviewing Officer has to write opinion details w.r.t Officer Reported Upon and reasons for the same in Point No-2 of Section-IV
3. The Reviewing Officer will write Pen Picture of the Officer Reported Upon in Point No-3 of the Section-IV.
4. The Reviewing Officer may select the Option “NO” in the fourth point of the Section IV as shown in the screenshot given below as no domain assignment has been recommended by the Reporting Officer. Screenshot showing 4<sup>th</sup> point of Section-IV has been shown below

SPARROW

- › Inbox
  - › Sent
  - › Delegation
  - › User Assistance
  - › PAR
  - › Dossier
  - › Role Mapping
  - › DSC
  - › EMD
  - › NIC EMail Status
  - › Support@HelpDesk
  - › Roles Detail
  - › Migration
  - › Reports
- IPR
- › Declaration For IPR
  - › Reports

Home › eForm › Inbox

**Officer Name :** DUMMY 2 **Cadre :** CENTRAL SERVICES **Service :** IRS-CBEC **Designation :** NOT AVAILABLE **Batch :** 0 **Assessment Period :** 01/04/2017 to 30/06/2017

Workflow Details

Standard

- Section I
- Section II
- Section III
- Section IV

4. क्या आप रिपोर्टिंग अधिकारी द्वारा अनुसूचित अधिकारक्षेत्र आवंटन से सहमत हैं?  
 Do you agree with the domain assignment recommended by the Reporting Officer?

हाँ/Yes 
  नहीं/No

यदि नहीं तो कृपया कोई अन्य अधिकारक्षेत्र सुझाएं जो की आपकी राय में समीप्राथमिक अधिकारी के लिए उपयुक्त होगा। (कृपया किन्हीं तीन पर निशान लगाएं)  
 If NO, please suggest any other domain assignment, which in your opinion is proper for the officer reported upon. (Please tick mark any three)

तकनीकी/ दरसूची कार्य Technical/ Tariff work	<input type="checkbox"/>
निवारक/प्रचालनात्मक कार्य Preventive/ Operational work	<input 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 type="checkbox"/>

5. In the last point ie 5<sup>th</sup> of the Section-IV, Reviewing Officer has to fill the final grading.

**Workflow Details**

Standard

Section I Section II Section III **Section IV**

Pen picture by Reviewing 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.

4. क्या आप रिपोर्टिंग अधिकारी द्वारा अनुशंसित अधिकारक्षेत्र आबंटन से सहमत हैं?  
Do you agree with the domain assignment recommended by the Reporting Officer?  
हाँ/Yes नहीं/No

5. 1-10 तक के पैमाने पर समग्र ग्रेड  
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

Date: 21/08/2017

Signature of Reviewing Authority

Reference Document Upload(only pdf files with 3mb maximum size)

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](#)

6. If Reviewing Officer chooses to upload the PDF file mentioning grades under different assessment heads in Section-IV, he can do so by clicking on reference document upload at the end of the page. The file should be in PDF format and be less than 3 mb. These different assessment heads for grading can be found in the APAR format given on the webpage <http://dghrdcbec.gov.in/APAR%20Format.asp>.