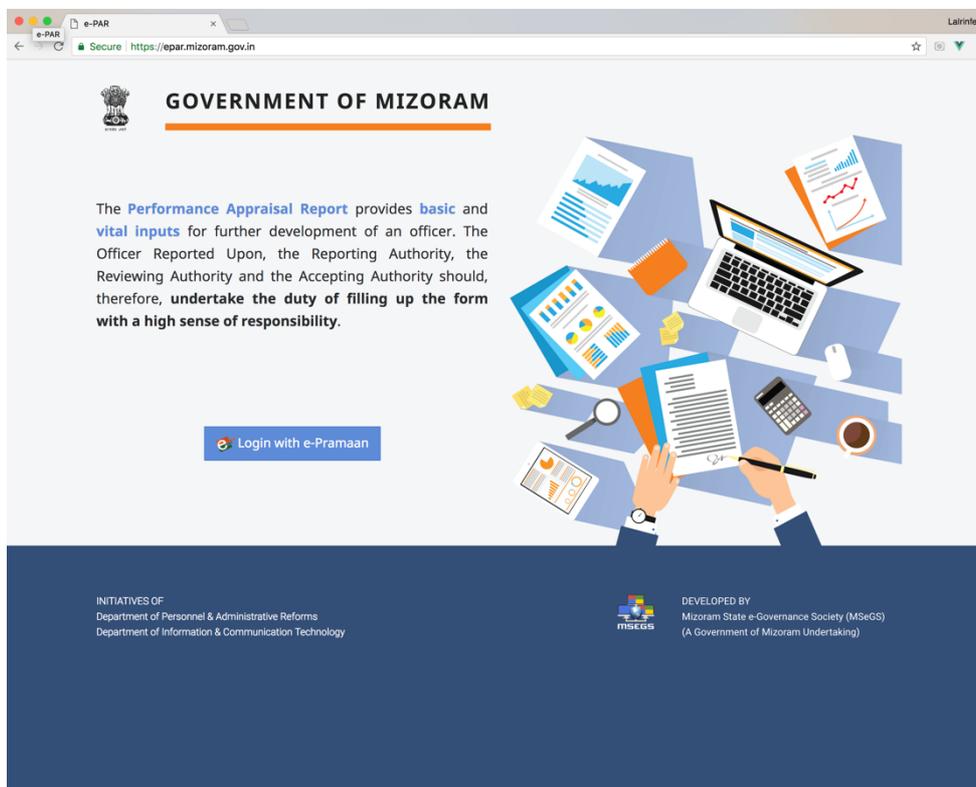




To use e-PAR, it is mandatory that the officer must have an ePramaan account. After obtaining the ePramaan account, the officer must link ePramaan with aadhaar which can be performed from the ePramaan profile dashboard. The officer ePramaan username will then have to be linked with his aadhaar respectively.

## STEPS TO SUBMIT PAR (FOR OFFICER REPORTED UPON)

1. Login to e-PAR (<https://epar.mizoram.gov.in>) using ePramaan.



e-Pramaan Login

Username/ Aadhaar Number

Password

Remember Me [Forgot Password?](#)

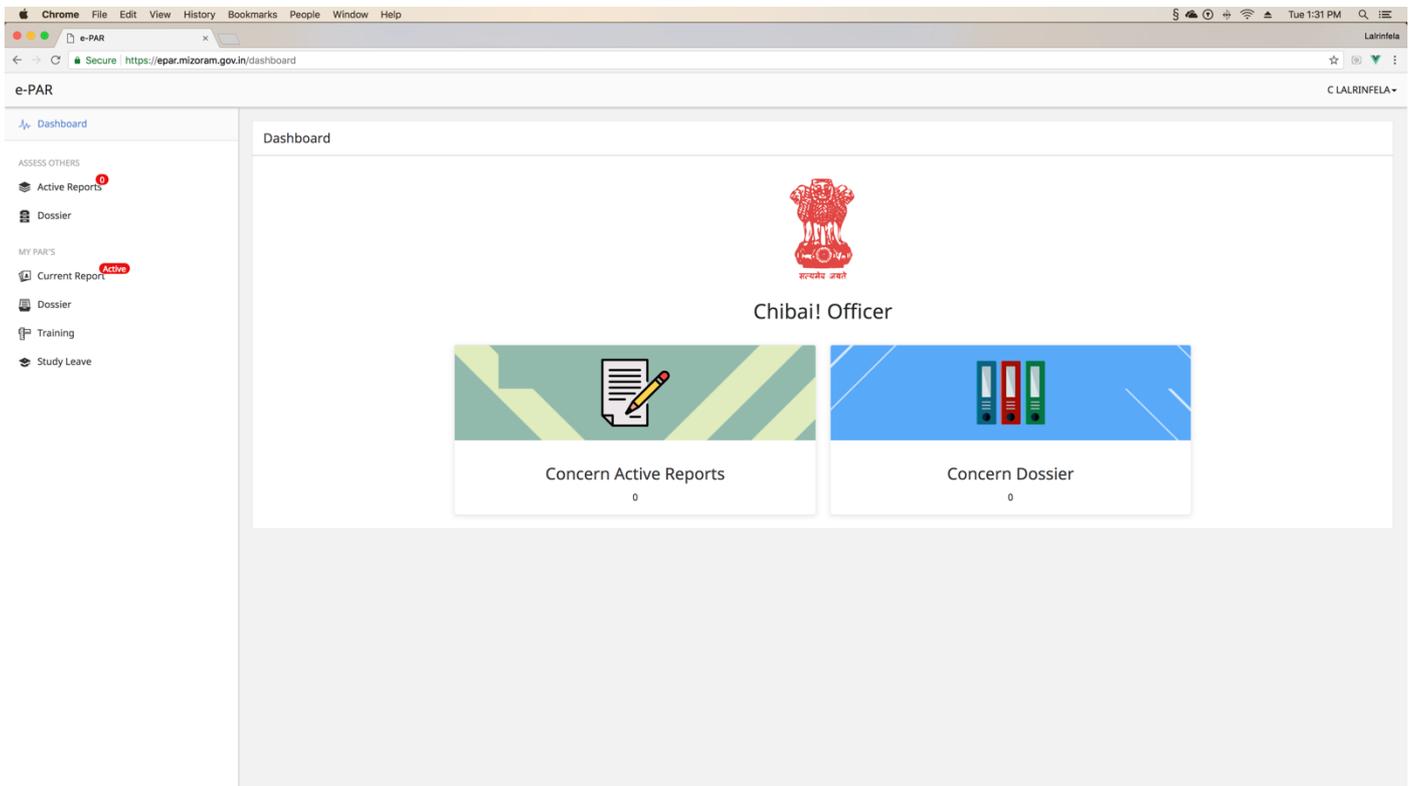
Captcha

Captcha letters are case sensitive

1 qjio

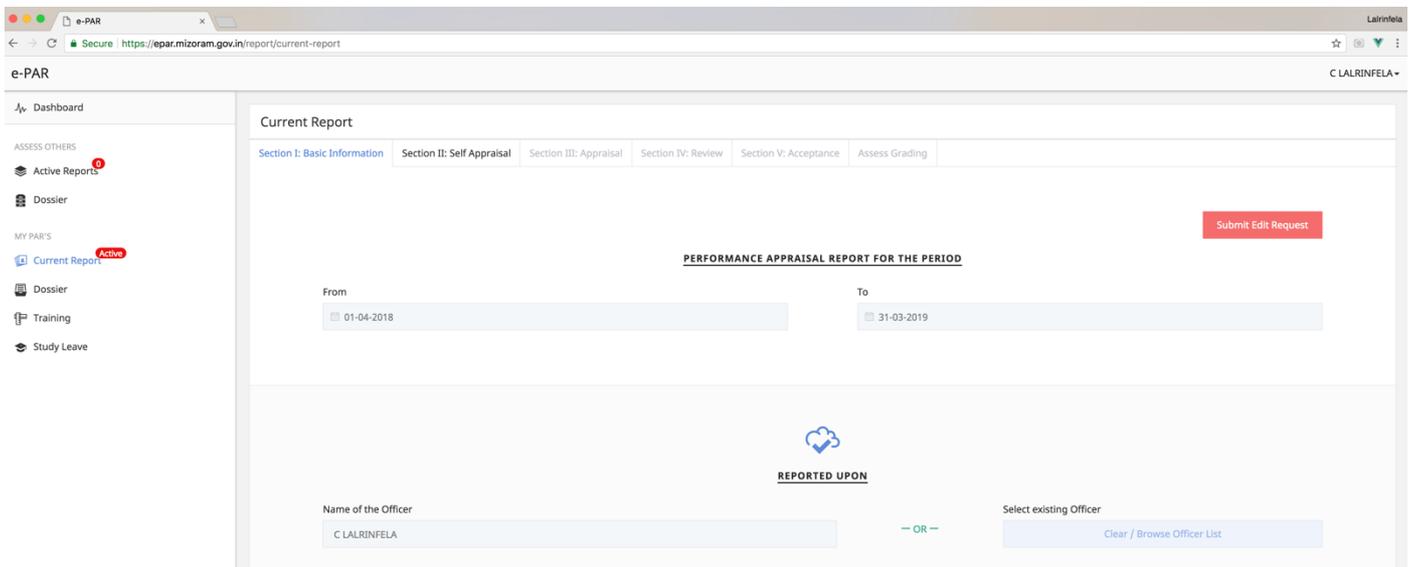
Login

[New user? Create an account](#)

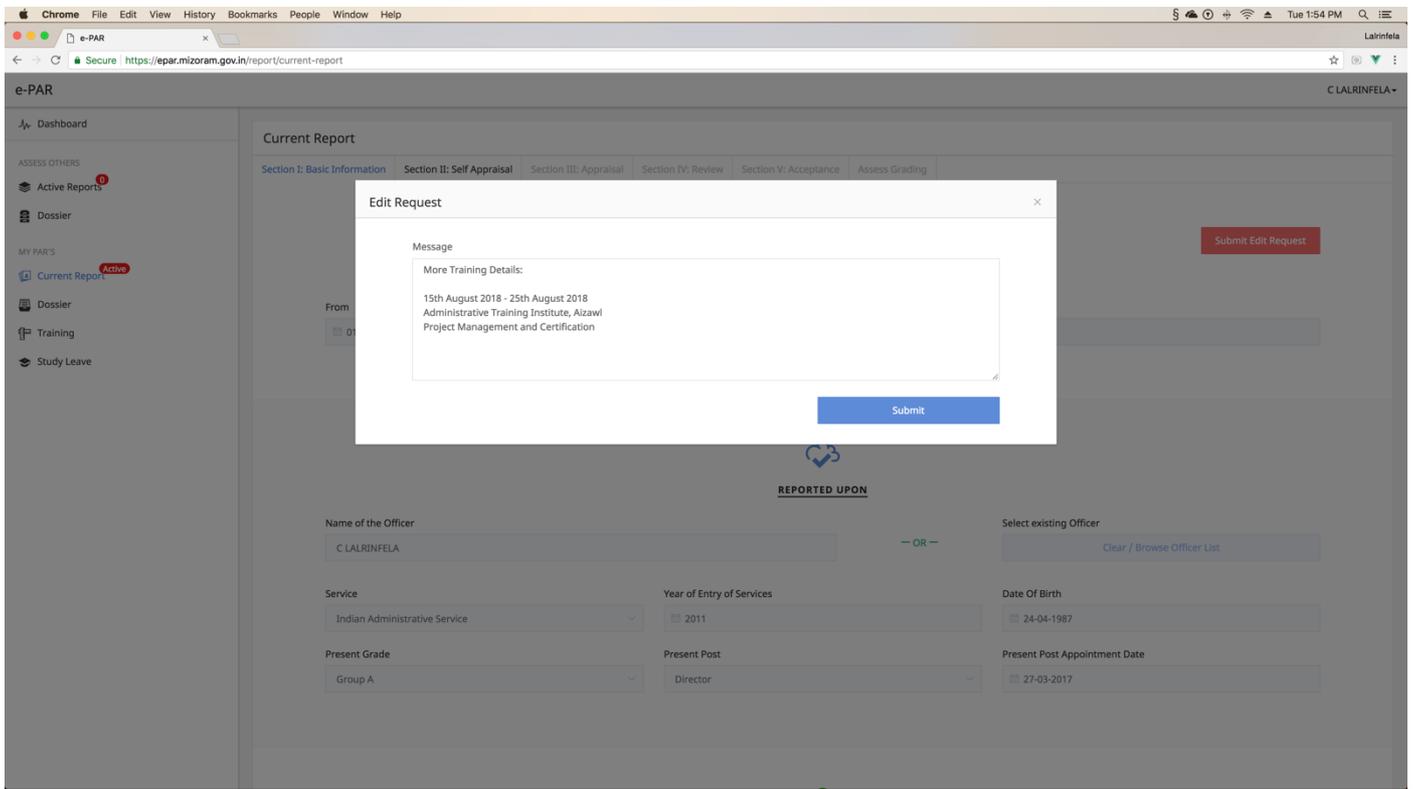


You will notice that on the left sidebar, the menu has 'Current Report' with a red bubble saying 'Active'. This means that DP&AR have generated a PAR for your latest report. If you have not seen the 'Active' bubble, please contact DP&AR CSW.

2. You will notice that in the PAR form, 'Section I: Basic Information' is already filled up.

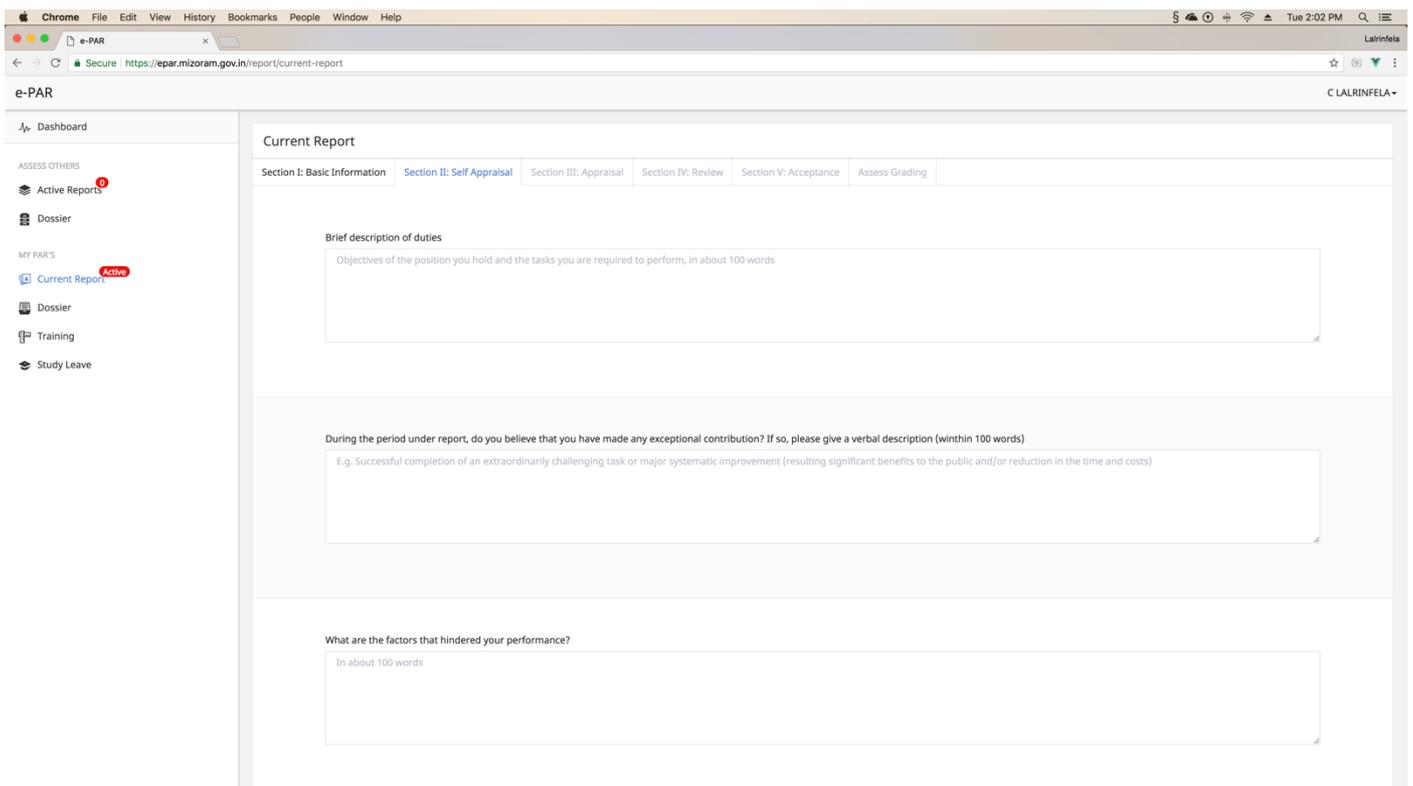


Any changes required in Section I can be notified to the DP&AR CSW using 'Submit Edit Request' button on the top right section inside Section I Form.



Please mention clearly all the changes that needs to be performed if any and then submit the edit request. An officer should wait for the response of the CSW before proceedings with filling up Section II. SMS notifications will be trigger by the system upon updation.

3. After all details in Section I is in acceptable order, officer should proceed with filling 'Section II: Self Appraisal' Form.



Fill up all the forms fields in exact facts and figures. Also, an officer should upload any documents required - *Including educational qualification acquired / training programs attended / publications / special assignments undertaken in a prescribed proforma once in 5 Years* in PDF format. All the files should be combined in one PDF document.

The screenshot shows the 'e-PAR' web application interface. On the left is a navigation menu with options like 'Dashboard', 'Active Reports', 'Dossier', 'Current Report', 'Training', and 'Study Leave'. The main content area contains several sections:

- Declaration:** A form with two questions:
  - 'Have you filed your immovable property return, as due, please mention date.' with 'Yes' and 'No' buttons and a 'Pick From Date' field.
  - 'Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?' with 'Yes' and 'No' buttons.
  - 'Whether any order for transfer and posting of the officer was issued by the Government during the period under report.' with 'Yes' and 'No' buttons.
- Date:** A field containing '08-05-2018'.
- Updated Documents - PDF files less than 8MB:** A 'Click to Upload' button.
- Digitally Signed with e-Pramaan By:** A digital signature block showing the officer's name 'C LALRINFELA', ID '505075367379', and the date '08th May 2018, 2:08 PM'.

At the bottom of the form is a large blue 'Submit' button.

Property Returns Filing Date must be same with the records maintained by DP&AR CSW. If any discrepancy exists, an officer will not be able to submit Section II. In such cases, officer is requested to contact DP&AR CSW and rectify the problem.

It is important to note that all the Work Plan should be added one by one.

This screenshot shows the 'ANNUAL WORK PLAN AND ACHIEVEMENT' section of the e-PAR application. It includes the same 'Date' and 'Updated Documents' fields as the previous screenshot. Below these is a table for adding work plans:

**ANNUAL WORK PLAN AND ACHIEVEMENT**  
(Add Plan One by One)

| # | Task                             | Deliverables                   | Achievements                   | Action      |
|---|----------------------------------|--------------------------------|--------------------------------|-------------|
| 1 | Quam temere in vitiis, legem ... | Quam temere in vitiis, lege... | Quam temere in vitiis, lege... | Edit Delete |

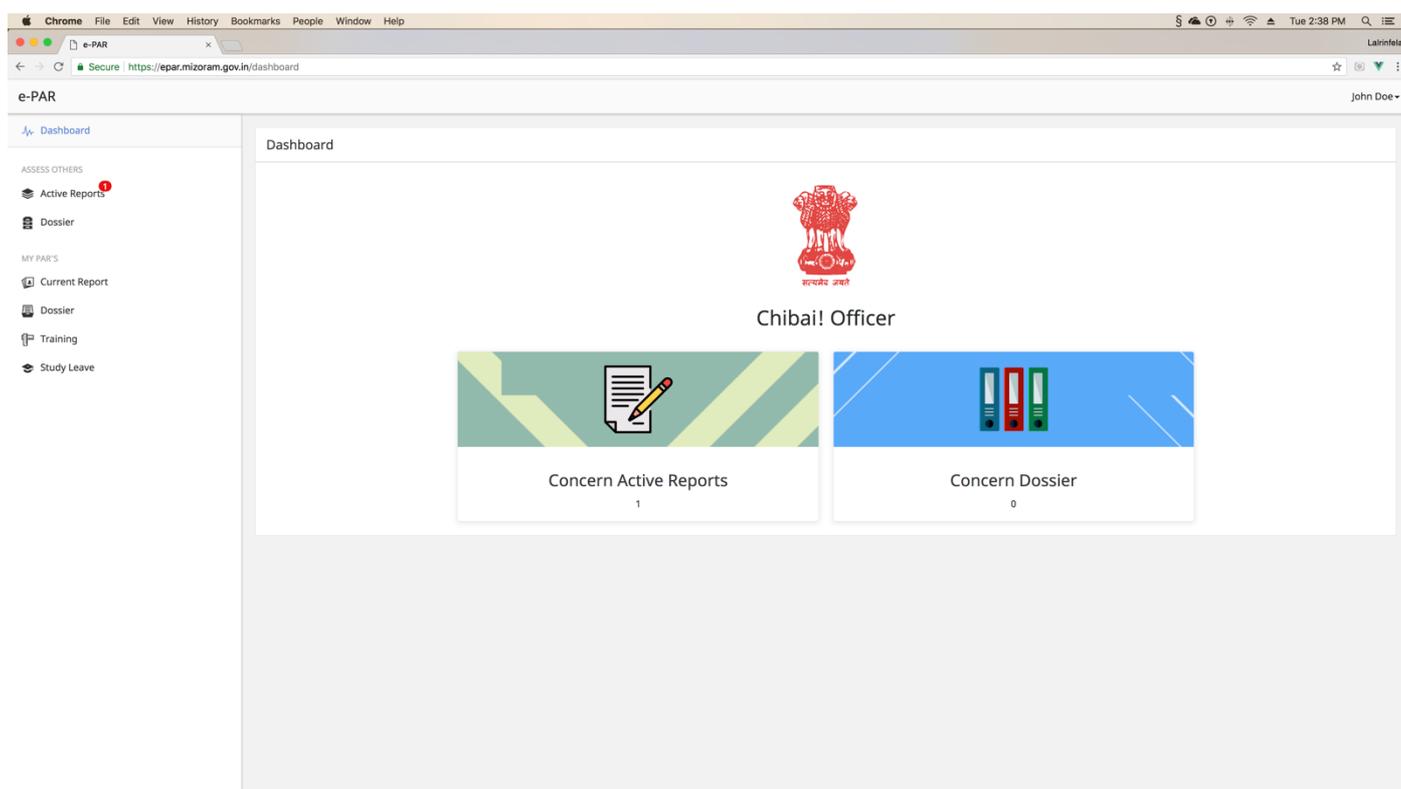
At the bottom of the section are two buttons: 'Update' and 'Clear Section II'.

If the officer feels the need to rewrite the whole Section II, then for such cases 'Clear Section II' is provided. Other than this, it is advised that the officer should not use this button.

Upon success submission of Section II. Officer will be receiving a confirmation SMS from DPA&AR.

## STEPS TO PERFORM FOR REPORTING OFFICER

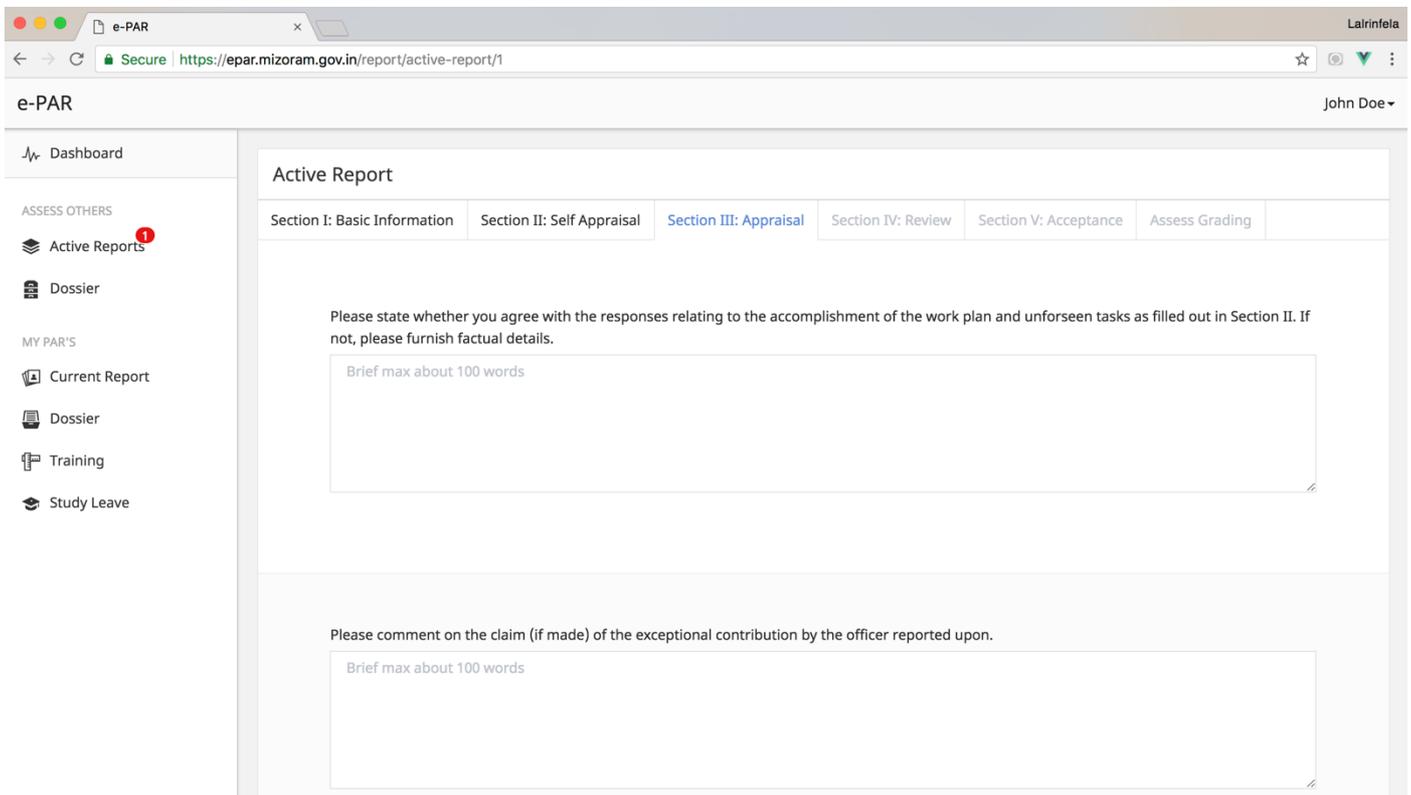
1. Upon submission of Section II by the officer reported upon, an SMS will be triggered by the system notifying the Reporting Officer to take necessary actions on the concern PAR. To do so, the Reporting Officer will have to login to e-PAR using ePramaan Account.



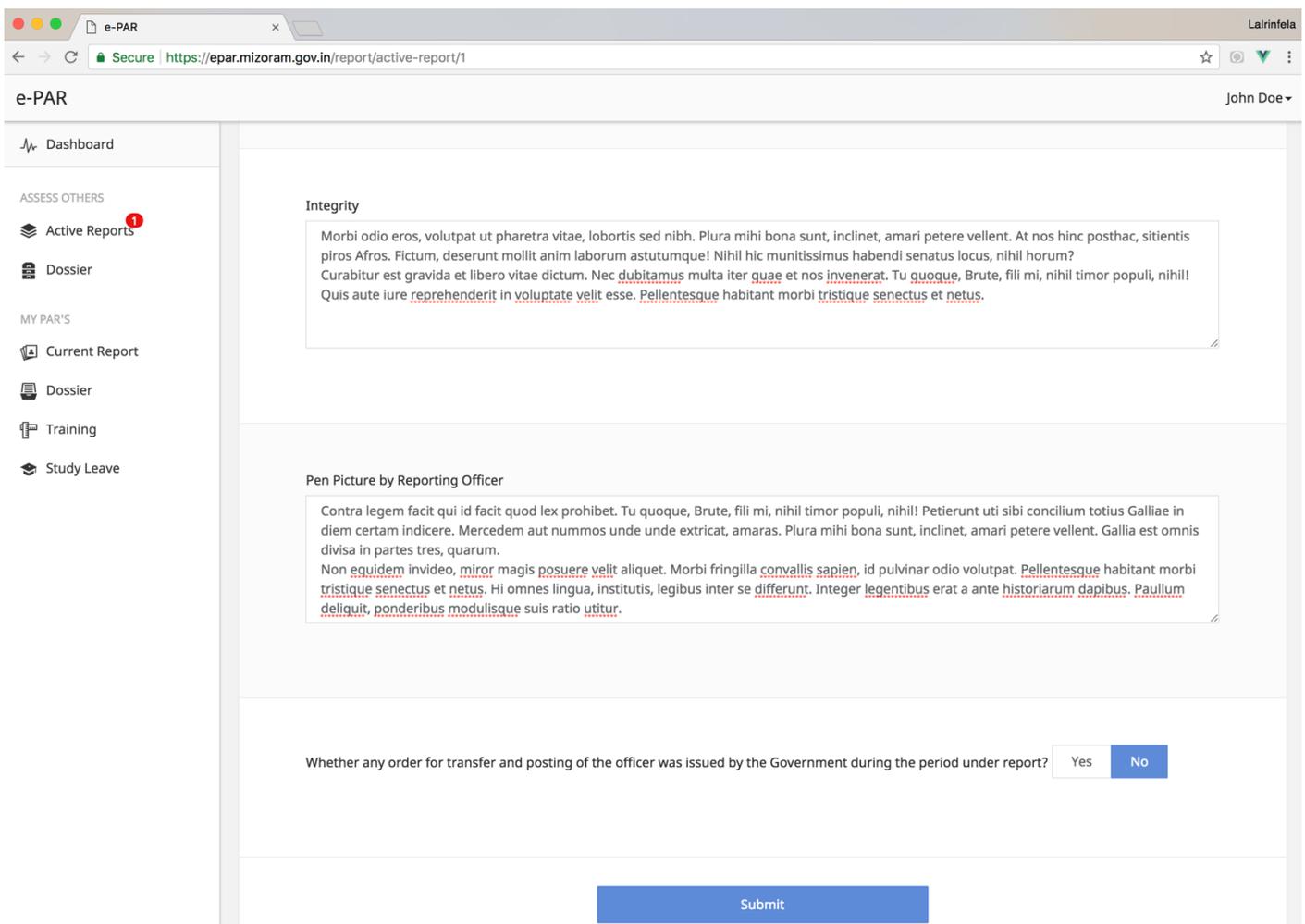
On the left sidebar menu, 'Active Reports' with red bubble '1' is visible. The red bubble signifies the number of active reports count the officer is associated with. Click 'Active Reports' then in the page that appears, click 'Details' link in the right end of the table under action column

| From        | To          | Status    | Action                 |
|-------------|-------------|-----------|------------------------|
| 01-Apr-2018 | 31-Mar-2019 | Reporting | <a href="#">Detail</a> |

2. The Reporting Officer must fill up Section III: Appraisal section.



3. Upon filling up all the necessary fields the officer should submit the form.



4. Reporting Officer will then have to continue with giving assessment. Drag the blue circle towards the right to give a score on each item. The total score in each section is automatically calculated by the system.

The screenshot shows the e-PAR interface with a sidebar on the left containing navigation options: Dashboard, ASSESS OTHERS (Active Reports, Dossier), MY PAR'S (Current Report, Dossier, Training, Study Leave), and a user profile for John Doe. The main content area is divided into two sections:

**ASSESSMENT OF WORK OUTPUT - WEIGHTAGE 40%**  
*(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.)*

| Category  | Score |
|---|-------|
| Accomplishment of planned work                                | 8     |
| Quality of output   | 7     |
| Accomplishment of exceptional work/unforeseen tasks performed | 8     |

**7.67**  
**OVERALL GRADING**  
 WORK OUTPUT

**ASSESSMENT OF PERSONAL ATTRIBUTES - WEIGHTAGE 30%**  
*On a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade.*

| Category                        | Score |
|---------------------------------|-------|
| Attitude of work                | 7     |
| Sense of responsibility         | 8     |
| Overall bearing and personality | 7     |

**4.75**  
**OVERALL GRADING**  
 PERSONAL ATTRIBUTES

The Overall Grading is also automatically calculated by the system. If the officer reported upon score 8 and above for overall grading, then the Reporting Officer should give a justification. Upon submission SMS notification will be given to the officer reported upon and the Reviewing Officer. *(The Reporting officer is permitted to make changes until the Reviewing Officer perform his respective actions or until the system allows to do so.)*

The screenshot shows the final overall grading and digital signature section of the e-PAR interface. The sidebar on the left is partially visible with Training and Study Leave options. The main content area displays:

**7.93**  
**OVERALL GRADING**

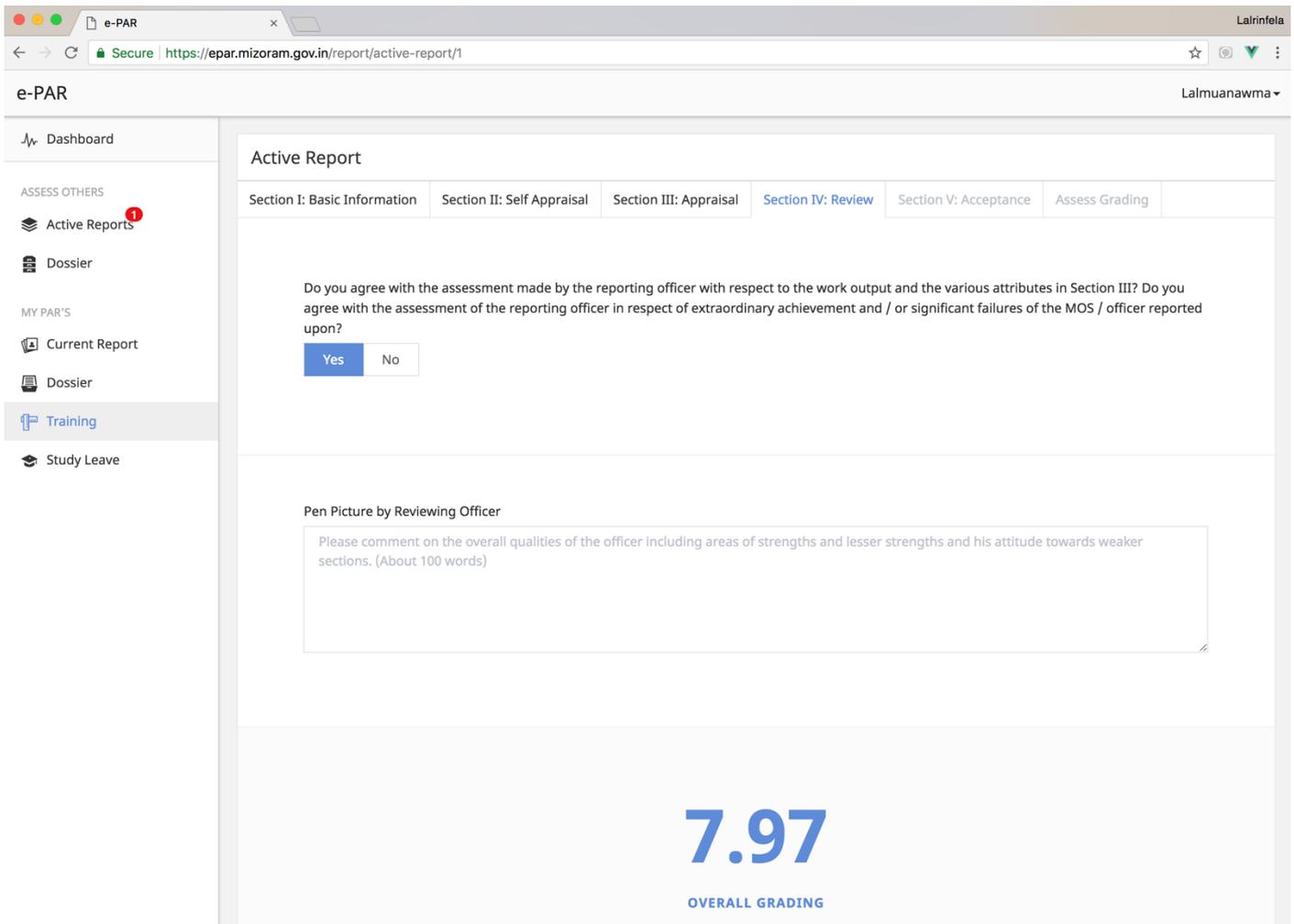
Date: 08-05-2018

**e** Digitally Signed with e-Pramaan By  
 John Doe  
 505075367374  
 Director  
 On: 8th May 2018, 3:07 PM

Update Clear Section III

## STEPS TO PERFORM BY THE REVIEWING OFFICER

1. The Reviewing Officer using an ePramaan account login to ePAR and like the reporting officer, the left sidebar will signify the respective information as mentioned before in the reporting officer guide. Upon going to the active details report page, 'Section IV: Review' Form should be fill up.



The screenshot displays the e-PAR web application interface. The browser address bar shows the URL <https://epar.mizoram.gov.in/report/active-report/1>. The page title is 'Active Report'. The navigation sidebar on the left includes 'Dashboard', 'ASSESS OTHERS' (with a sub-item 'Active Reports' marked with a red notification badge), 'MY PAR'S' (with sub-items 'Current Report' and 'Dossier'), 'Training', and 'Study Leave'. The main content area is titled 'Active Report' and contains several tabs: 'Section I: Basic Information', 'Section II: Self Appraisal', 'Section III: Appraisal', 'Section IV: Review' (which is active), 'Section V: Acceptance', and 'Assess Grading'. The 'Section IV: Review' form contains the following text: '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 achievement and / or significant failures of the MOS / officer reported upon?'. Below this text are two buttons: 'Yes' (highlighted in blue) and 'No'. Further down, there is a section titled 'Pen Picture by Reviewing Officer' with a text area containing the instruction: 'Please comment on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections. (About 100 words)'. At the bottom of the page, the overall grading is displayed as '7.97' in large blue font, with 'OVERALL GRADING' written in smaller blue text below it.

If the reporting officer report are agreeable by the Reviewing Officer, the officer should fill up the picture and then proceed to submission. However, if there is any need to update the assessment of the reporting officer, then the Reporting Officer may perform the respective actions and alter the assessment.

Upon submission, the officer reported upon and the Accepting officer will get SMS notifications.

## STEPS TO PERFORM BY THE ACCEPTING OFFICER

1. Like the predecessor, the Accepting Officer needs an ePramaan account. After login, the sidebar menu will provide respective information. Upon viewing the detail of the concern active reports, the accepting officer may click submit if all the records are agreeable.

However, if any changes are required in the grading, the officer may opted to change the grading as well. Upon submission, SMS notifications is triggered for the officer reported upon. This is considered as grading disclosure to the officer reported upon.

## TERMINATION OF REPORTS

After the officer reported upon received the grading disclosure, his duty is to Accept or Reject the grading disclosure. To do so, the officer have to login to ePAR portal, then goto 'Current Report' from the sidebar, then to 'Assess Grading' section.

The screenshot displays the e-PAR portal interface. The browser address bar shows the URL <https://epar.mizoram.gov.in/report/current-report>. The page title is 'Current Report'. The navigation bar includes sections: Section I: Basic Information, Section II: Self Appraisal, Section III: Appraisal, Section IV: Review, Section V: Acceptance, and a highlighted 'Assess Grading' link. The main content area features a large '7.97' score with the text 'OVERALL GRADE OUT OF 10' below it. A section titled 'APPRAISED OFFICER RESPONSE' asks, 'Do you agree with the above overall score', with 'Yes' and 'No' buttons. A date field shows '08-05-2018'. A digital signature block includes the e-Pramaan logo, the text 'Digitally Signed with e-Pramaan By C LALRINFELA 505075367379 Officer On: 8th May 2018, 4:01 PM', and a confirmation checkbox:  I confirm that I accept the overall grading and wish not to proceed any further.

Upon confirming the agreement and submission, the report is moved to respective dossier which can be accessed from the sidebar menu 'Dossier'.

However, if the officer reported upon do not agree with the score and want to submit for review, it should be performed from this same section by choosing 'No' and write the comments.

The screenshot shows a web browser window with the URL <https://epar.mizoram.gov.in/report/current-report>. The page title is "e-PAR" and the user is logged in as "C LALRINFELA". The main content area displays a large score of "7.97" with the text "OVERALL GRADE OUT OF 10" below it. A section titled "APPRAISED OFFICER RESPONSE" contains the question "Do you agree with the above overall score" and two buttons: "Yes" and "No". Below this is a "Comments" section with a text area containing the instruction "Comments is restricted to the specific factual observations contained in the Report". A blue "Submit" button is located at the bottom of the form.

Following this steps, the Reporting and Reviewing Officer will have to update their respective comments from this same section for Settlement.