

**NO.A.60012/45/2022-P&AR (CSW)  
GOVERNMENT OF MIZORAM  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
CIVIL SERVICE WING**

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**Dated Aizawl, the 23<sup>rd</sup> March, 2023.**

**Frequently Asked Questions (FAQs) on e-Performance Appraisal Report**

**DISCLAIMER**

This compilation of Frequently Asked Questions (FAQs) has been published for general guidance, information, and assistance of users. The information contained herein is general in nature and is by no means exhaustive, and is not in the nature of legal or statutory opinion, advice, interpretation or authority on the issues involved. The Process, Procedures etc. cited may be changed or modified over time, and any clarification made by the Competent Authority i.e. DP&AR (GGC/CSW) may be referred to.

### Q 1. What is the significance of reverting to e-PAR?

Ans: Digital recording and movement of PAR forms will be seamless, quick, efficient and convenient due to inbuilt alert mechanisms through different modes at appropriate stages. The system will provide status check so that the officers know where their Performance Appraisal Reports (PARs) are pending as well as what are pending with them. Further, availability of APARs online makes it readily accessible to the officers concerned thereby making the system transparent and immune to inefficiencies associated with physical transit of APARs. Online filing of APARs is crucial for good governance as it eliminates the possibility of any manipulation in the physical forms and ensures timely submission and finalisation of APARs which are invaluable tools for assessing the performance of officers with a view to chalking out their career progression and training needs.

### Q 2. How do I register myself in e-pramaan – New User ?

Ans: a) Firstly, registration has to be done under e-Pramaan via. <https://epramaan.meriprehchaan.gov.in/register/nssso/loadRegistrationForm.d> o.

b) On accessing the above link, a page will appear, and the new user will have to sign up/register for e-Pramaan. Enter the Phone No., and OTP will be sent to the Phone number; enter the OTP and the OTP will be verified. On successful verification of OTP, enter other details such as Given name, username etc. (Given name has to be similar with the name as used in Aadhaar – if Aadhaar is used for KYC verification). In the box at the bottom, **Personal Message** has to be entered, which can be any convenient message desired by the user- which is not to be forgotten). On completion, a **Sign Up** button at the bottom of the page may be clicked.

c) On clicking (as above), another page will be opened – press the **Continue** button on the new page. On pressing, a **Personal Information** page will appear, and click the **Complete KYC** button. Proceed with KYC page will appear, in which there will be an options for verifying i) **Aadhaar** ii) **Driving License** iii) **PAN** iv) **email**. New Users will have to complete KYC by using/verifying **any one** of the above document (if preferred, all of the above document can be used for completion of KYC). If Aadhaar is selected (or any other), press the **Submit** button, on submission **Aadhaar e-KYC** (if Aadhaar is selected) page will appear, enter the required information, and press the **Verify Through e-KYC** button. On



completion, **Aadhaar e-KYC OTP Verification** page will appear, enter the OTP (which you have received either in your mobile or e-mail, the medium which you have selected), and press the **Verify** button. The Personal information page will appear again, press the **Complete KYC** page again, and **Proceed With KYC** page will appear, in which email has to be selected for verification (**which is mandatory**). On selection press the **Submit** button, and enter your email, and an OTP will be sent to your email. On retrieving the OTP, enter the OTP and press the **Verify OTP** button, and the registration process will be completed.

**d)** After the completion of registration, **Name, Grade, Designation, User name** (used for registration in the e-Pramaan) will be shared to the concerned authorities, and the details of the **New User** will be mapped in the system.

### **Q 3. What is the login process for e-PAR meripehchaan?**

**Ans:** On completion of the mapping by the Authorities, the **User** will log in via. [epar.mizoram.gov.in](http://epar.mizoram.gov.in). One can login using the credentials i.e username and password generated/created at the time of Sign Up.

### **Q 4. How can I verify email/gmail account for e-PAR, if I did not verify it at the time of initial registration?**

**Ans:** To verify email account go to- > **authenticate.epramaan.gov.in** > **login** > **complete KYC** > **Email** – as per the above process that has been highlighted (Non-verification of e-mail could result in inability to log in at [epar.mizoram.gov.in](http://epar.mizoram.gov.in), with the credentials of the users – the message, *'Whoops, looks like something went wrong'* will surface/show up on the computer screen). Hence, verification of e-mail has to be taken up – if not done, at the time of registering.

### **Q 5. How to update e-PAR account?**

**Ans:** To update e-PAR account, go to [epar.mizoram.gov.in](http://epar.mizoram.gov.in) -> login -> update pop up will appear on the screen. User must verify email account before updating e-PAR account.

**Q 6. How do I reset e-PAR password?**

**Ans:** Click on 'Forgot your password'. Enter login ID/username when prompted. User account will be locked after six (6) unsuccessful attempts of login at e-Pramaan.

**Q 7. Is e-PAR linked with filing of Property Return of the Officer?**

**Ans:** Yes, as per Rule 8 of the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010, 'Unless the officer Reported Upon submits his Property Return, his Performance Appraisal Report shall not be initiated'. In harmony with this provision e-PAR and e-PR have been integrated via. Application Programming Interface (API), and the officers need to **update/edit their Property Return profile/account (esp. the Audit No.)**, so that the date of filing their property Return is projected in the e-PAR portal.

**Q 8. What if my Accepting/Reviewing/Reporting officers are the Hon'ble Minister or other post held by a retired officer in a statutory/constitutional body etc. ?**

**Ans:** e-PAR has the option of reverting to offline/manual mode at any stage. Hence, if at any stage the Reporting, Reviewing, Accepting Officer belongs to the above mentioned category who are not registered on e-Pramaan, needful actions will be taken by the Cadre Controlling Authority (CCA) to process the PAR (offline mode) in the ilk of SPARROW for IAS officers, which will again be uploaded, on completion by CCA.

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