

**No.A.21014/1/2023-DP&AR(GGC)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
GOOD GOVERNANCE CELL**

.....

Dated Aizawl the 21st May, 2024

Compendium on Frequently Asked Questions (FAQs) on SPARTAN, e-PAR 2.0

Disclaimer

This compilation of Frequently Asked Questions (FAQs) has been published for general guidance, information, and assistance of users. The information contained herewith 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 herein may be changed or modified over time, and any clarification made by the Competent Authority i.e., DP&AR(GGC) may be referred to.

1. What is SPARTAN?

Ans: SPARTAN Portal is an online platform where officials can submit their Performance Appraisal Reports (PAR) and Annual Confidential Reports (ACR) conveniently and securely.

2. Who can use the SPARTAN Portal?

Ans: The portal is designed for all Group A Officials under the Government of Mizoram.

3. How do I access the SPARTAN Portal?

Ans: You can access SPARTAN Portal through <https://spartan.mizoram.gov.in/>. Use your Registered Phone Number (*the number you registered to file your Property Returns*) to sign in.

Access and Login

4. What should I do if I forget my password?

Ans: If you forget your password, click on the "Forgot Password" icon on the login page, enter your phone number, and an OTP will be generated. Enter the OTP, and you will login immediately.

Submitting Reports

6. How do I submit my PAR/ACR report?

Ans: To submit your report:

- Log in to SPARTAN Portal.
- Click on the “:” icon at the top right corner and ensure your profile is fully updated, with no fields left blank.
- Ensure you have submitted your Property Returns for 2023.
- Navigate to “**MY PAR/MY ACR – REPORT**” on the left side menu.
- Click on the + icon at the bottom right side.
- Select the time period from the available options, then click "**Proceed.**"
- Fill in all the required fields in **Section I: Basic Info.**
- Click '**Submit**' to complete the process.

Key Points to Remember while filling up Section I:Basic Info

- Ensure you fill in all the required fields.
- You will need to select your Reporting, Reviewing, and Accepting Authority. To do this, scroll down to the appropriate section and click on the “**Select Existing Officer**” icon. Type in the name and select the official. Make sure you select all of the Reporting, Reviewing, and Accepting Authorities.
- If any official you need to select does not have a SPARTAN account, click on “**Reporting / Reviewing / Accepting does not have SPARTAN Account**” and enter the name of the official manually.

NOTE: Once you submit Section I:Basic Info, it will be received by the concerned Dealing Assistant from the Secretariat. The Dealing Assistant needs to acknowledge it first before you can proceed to Section II:Self Appraisal.

To check the status of your application, scroll down to the bottom of Section I: Basic Info, and an “Action History” column will be available, where you can check the status of your application. Once your application is authenticated, it will be marked as “Status: Self” as shown in the figure below.



SECTION II:SELF APPRAISAL

Section II: Self Appraisal is similar to the manual PAR/ACR form. Fill in all the required fields, and once done, click on '**SUBMIT**' at the bottom of the page. It will be received by the selected Reporting Authority. Once the Reporting Authority completes its report, it will be submitted to the Reviewing Authority, and subsequently to the Accepting Authority.

Key Points to Remember while filling up Section II:Self Appraisal

- Once you submit your Section II:Self Appraisal, it will be received by the Reporting Authority you select. After checking it, the report will be forwarded to the Reviewing Authority, and then to the Accepting Authority.
- If any of your Reporting, Reviewing, or Accepting Authorities do not have a SPARTAN account, you will have to convey the report manually of that particular section, and send the report to the Dealing Personnel of your concerned Admin Department.
- You can always check the location/status of your PAR/ACR by going to the report you submitted.
- A PDF is generated after the completion of every section, and a full PDF is generated upon completion.
- Once completed, the PAR/ACR will be stored in the **“MY PAR/MY ACR - DOSSIER.”**



(PAUL L KHUMA)

Nodal Officer

Department of Personnel & Administrative Reforms

Good Governance Cell

GGC Helpline – 6909 555 990