

**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**



सत्यमेव जयते

**e-PAR TUTORIALS**

<https://epar.mizoram.gov.in>

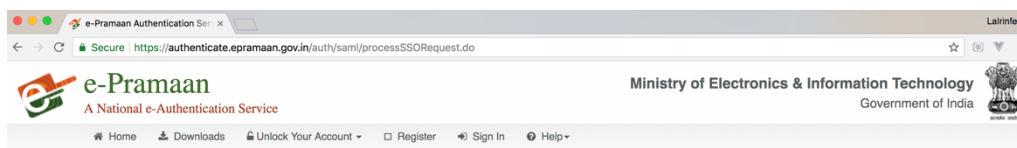
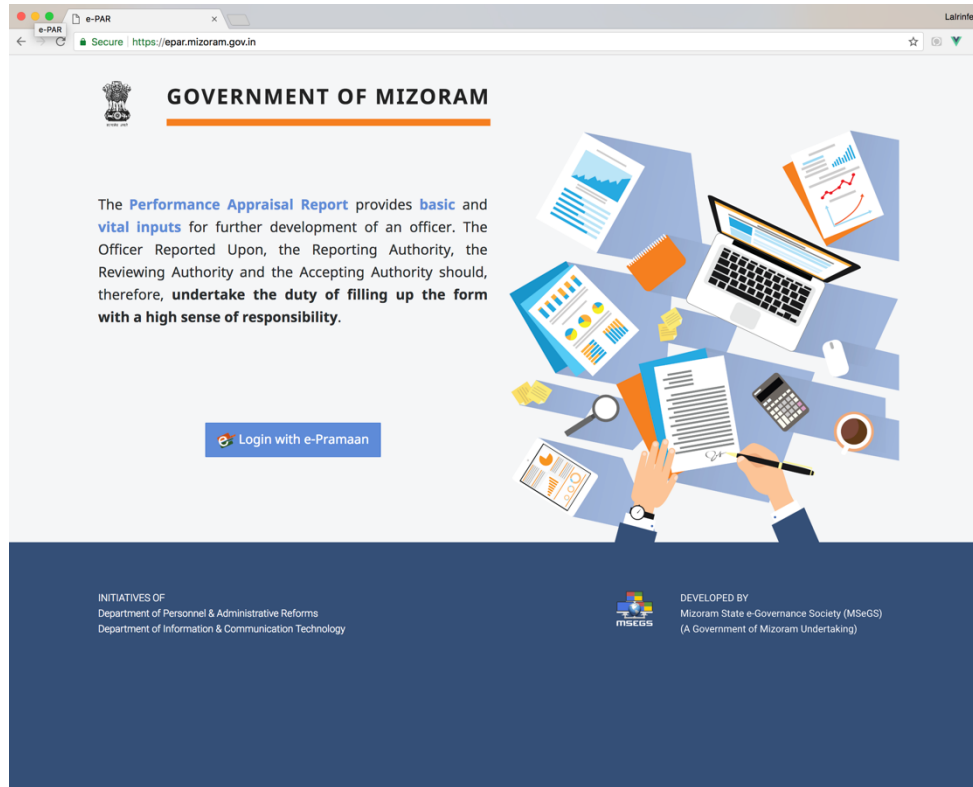
**Prepared by:**  
**Mizoram State e-Governance Society (MSeGS)**



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?](#)

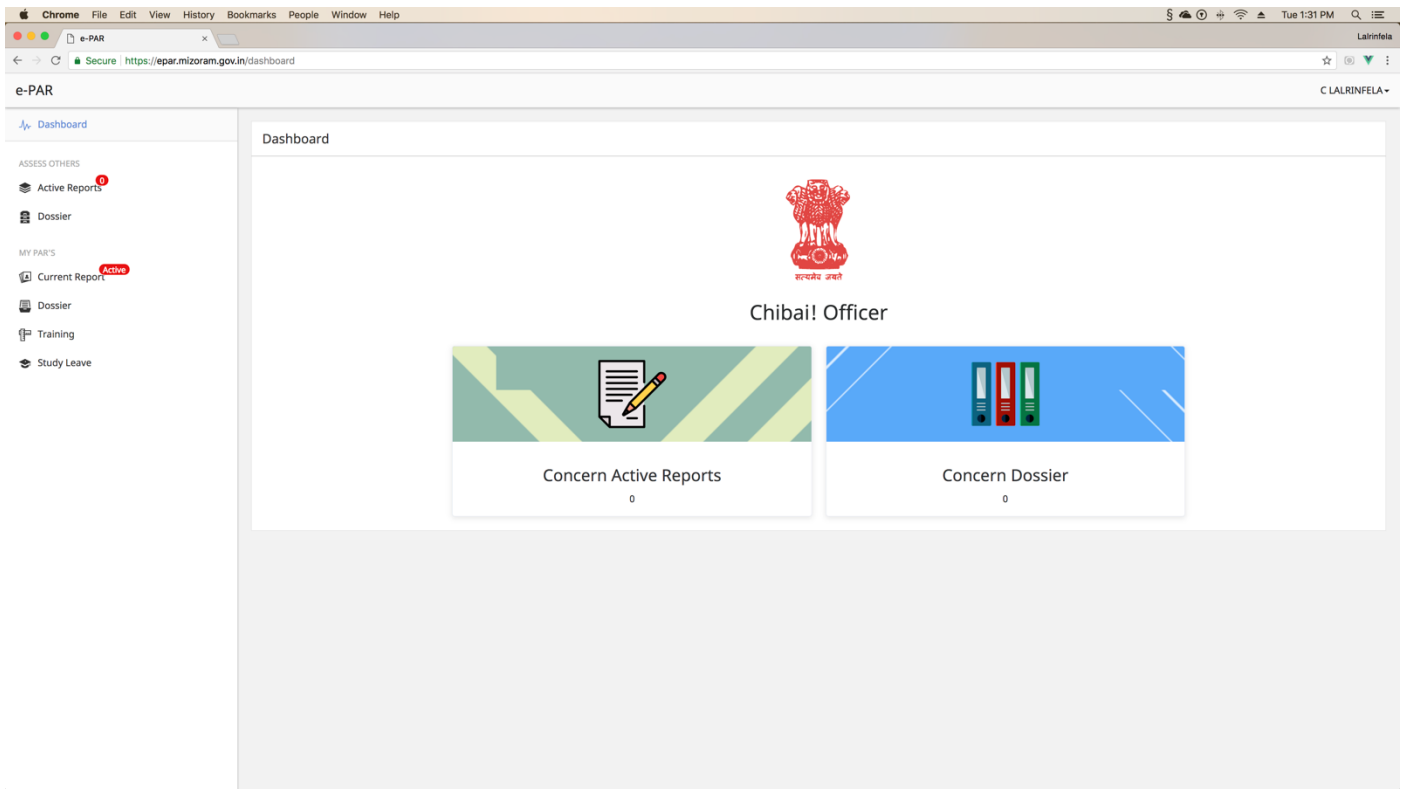
Captcha

Captcha letters are case sensitive

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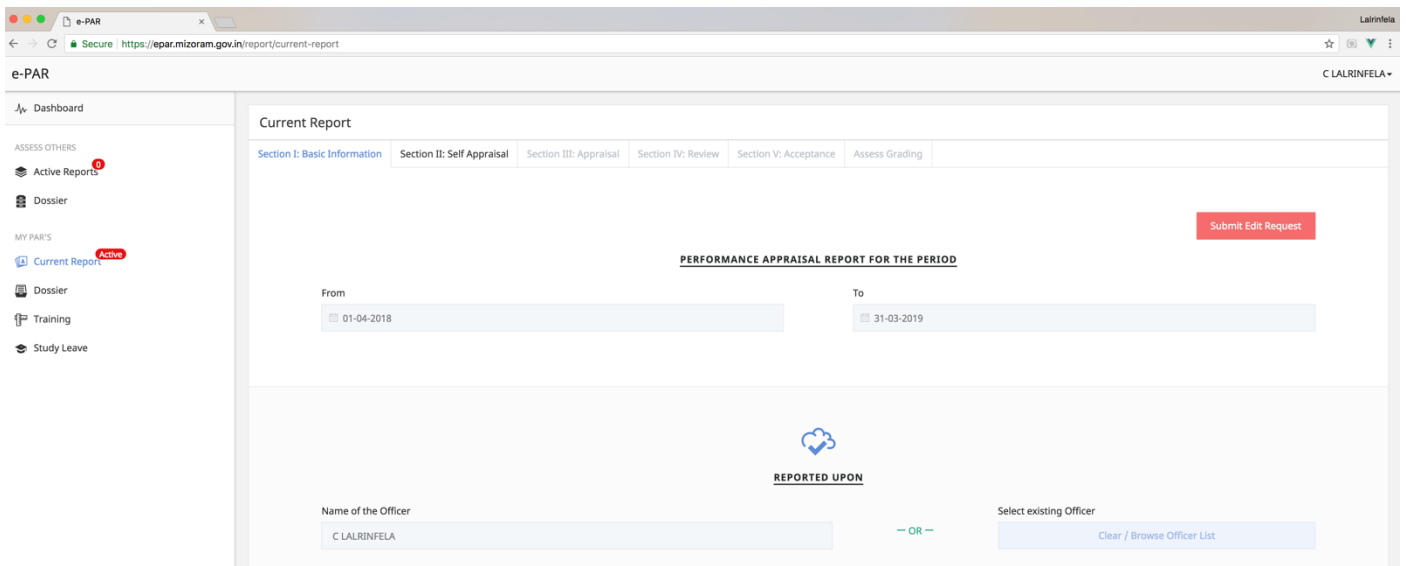
Login

[New user? Create an account](#)

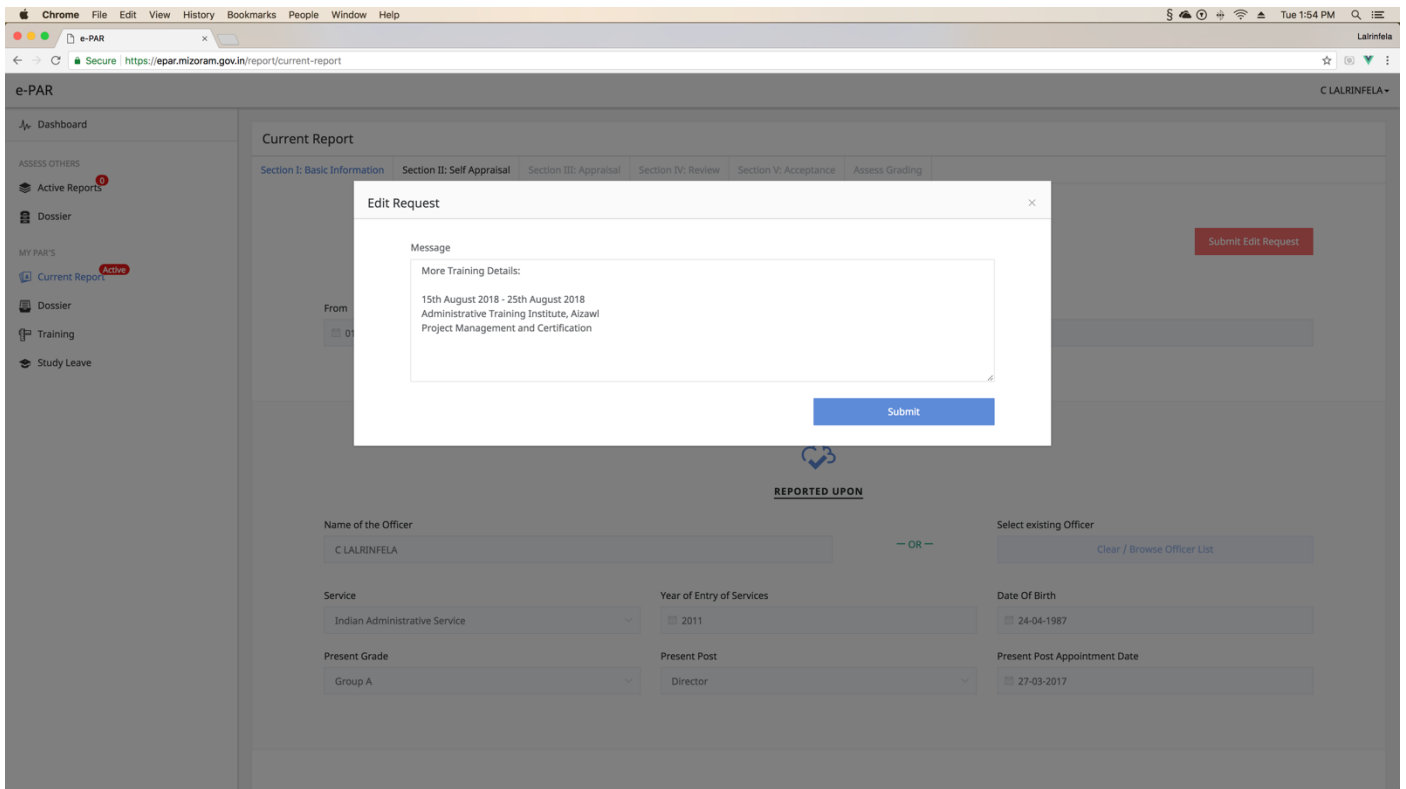


You will notice that on the left sidebar, the menu has 'Concern Report' with a red bubble saying 'Active'. This means that DP&AR have generated a PAR for your latest report. If you have not seen the 'Active' bubble, please contact DP&AR CSW.

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

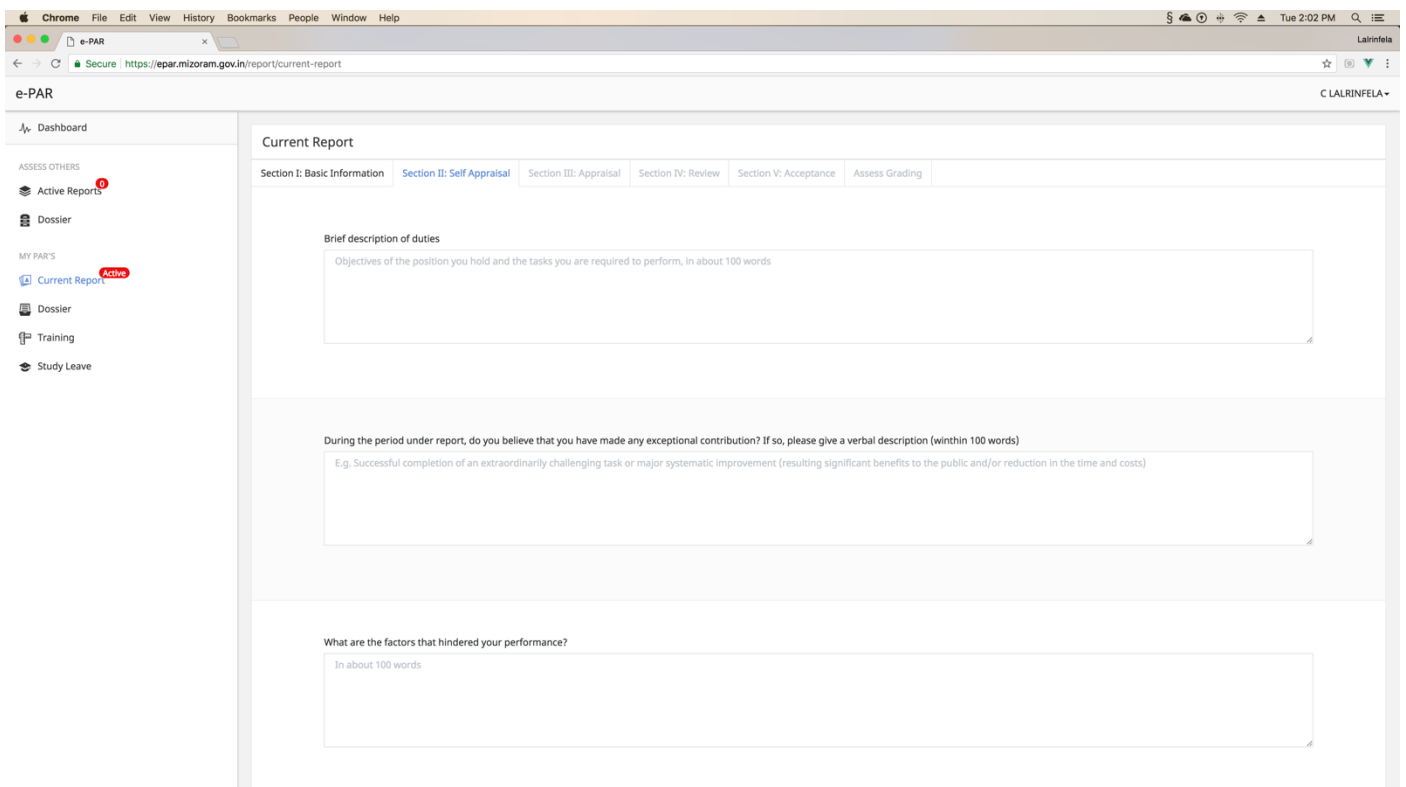


Any changes required in Section I can be notified to the DP&AR CSW using 'Submit Edit Request' button on the top right section inside Section I Form.



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. The left sidebar contains navigation options: Dashboard, ASSESS OTHERS (Active Reports, Dossier), MY PARTS (Current Report, Dossier, Training, Study Leave). The main content area includes:
 

- Declaration:** 'Have you filed your immovable property return, as due, please mention date.' with 'Yes' and 'No' buttons and a 'Pick From Date' field.
- Declaration:** '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.
- Declaration:** '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 date picker set to '08-05-2018' and a 'Click to Upload' button.
- Updated Documents:** A note that PDF files must be less than 8MB, with a list of document types (CV, educational qualification, training, publications, special assignments) and a 'Click to Upload' button.
- Digital Signature:** A signature block for 'C LALRINFELA' with ID '505075367379', dated '08th May 2018, 2:08 PM'.
- Submit:** A large blue button at the bottom.

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.

The screenshot shows the 'ANNUAL WORK PLAN AND ACHIEVEMENT' section of the e-PAR application. It includes:
 

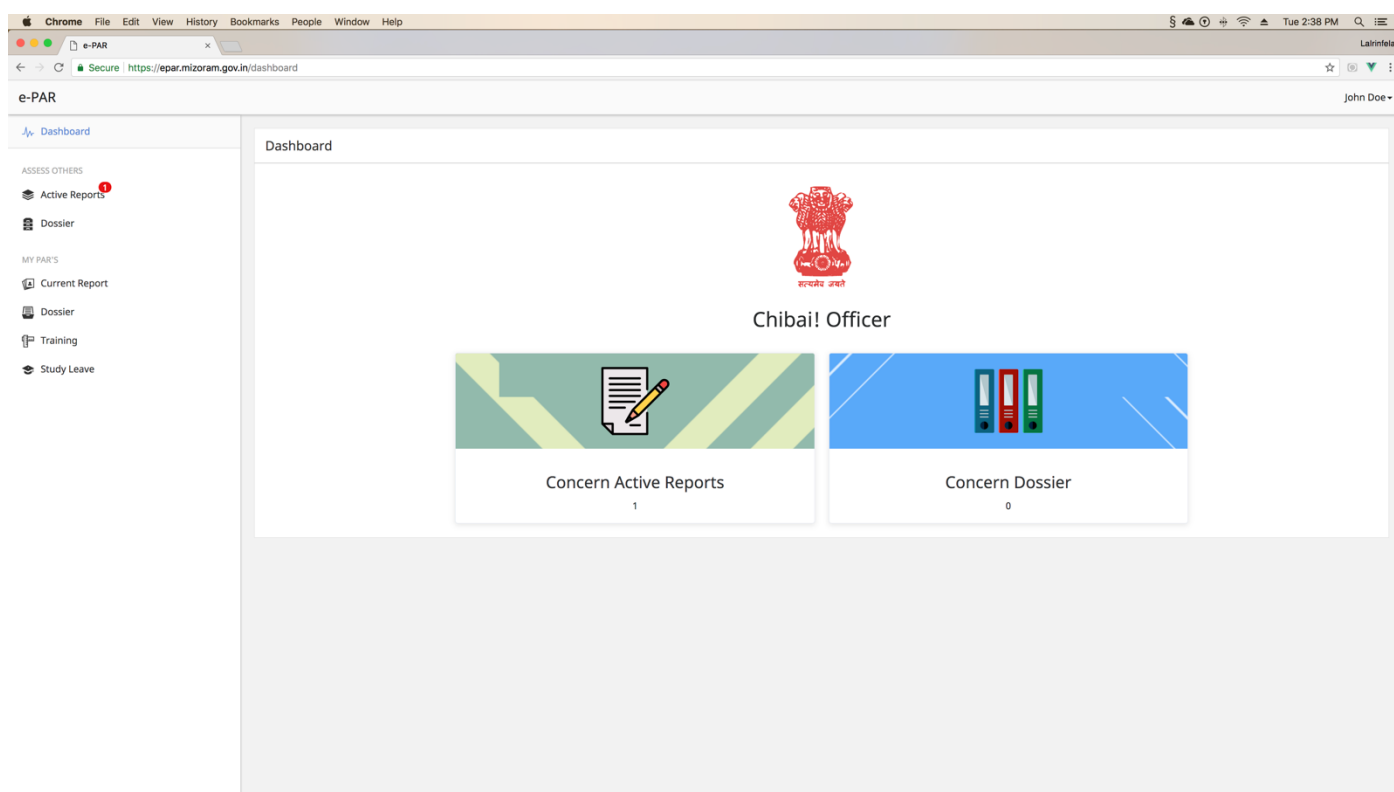
- Date:** '08-05-2018' and 'Click to Upload' button.
- Updated Documents:** Note about 8MB limit and document types.
- Digital Signature:** Same as the previous screenshot.
- ANNUAL WORK PLAN AND ACHIEVEMENT:** A section titled '(Add Plan One by One)' with three columns: 'Task to be performed', 'Deliverables', and 'Actual Achievement'. Each column contains placeholder Latin text.
- Add Plan:** A blue button with a downward arrow.
- Table:** A table with columns '#', 'Task', 'Deliverables', 'Achievements', and 'Action'. It contains one row with the task 'Quam temere in vitiis, legem...' and an 'Action' of 'Edit Delete'.
- Update:** A blue button at the bottom.
- Clear Section II:** A red button at the bottom.

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

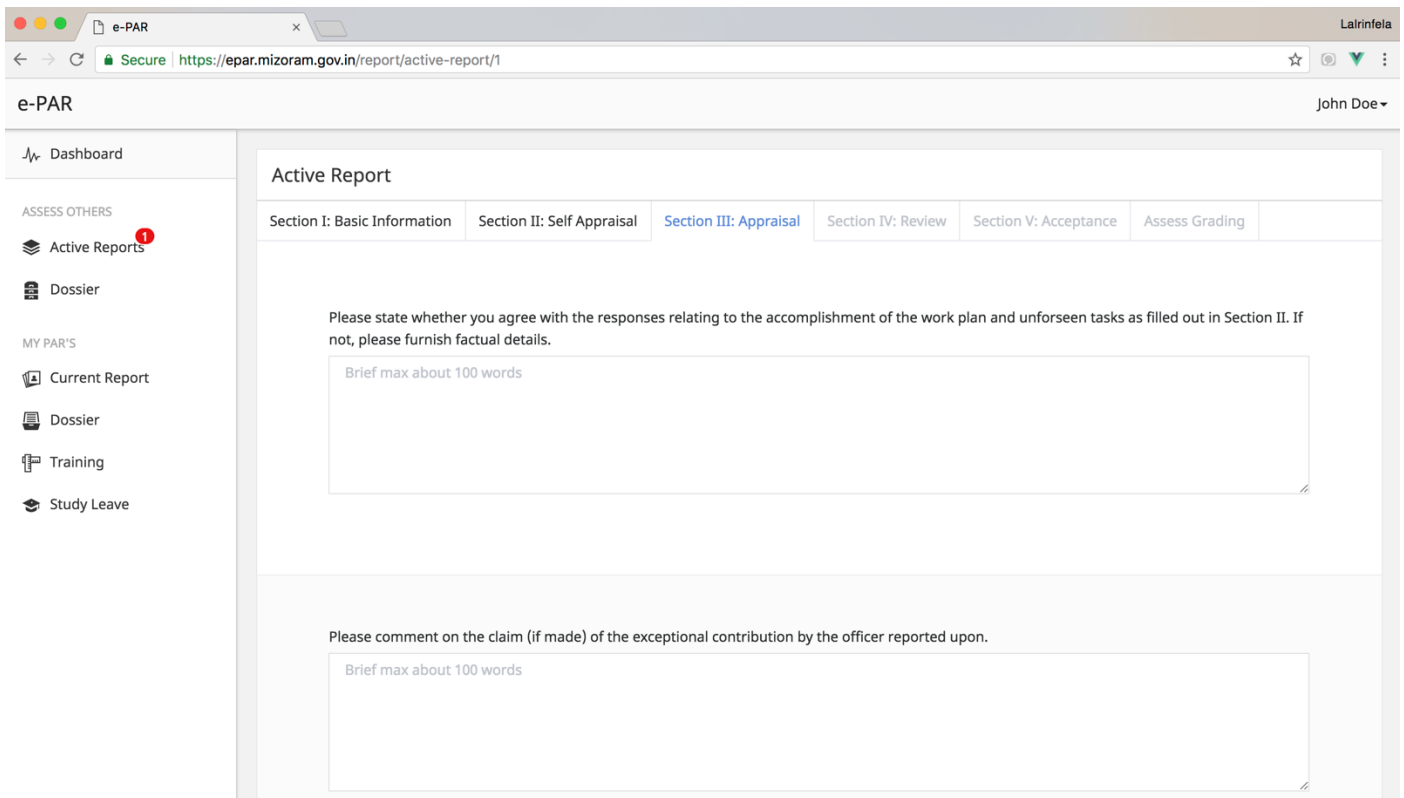
1. Upon submission of Section II by the officer reported upon, an SMS will be triggered by the system notifying the Reporting Officer to take necessary actions on the concern PAR. To do so, the Reporting Officer will have to login to e-PAR using ePramaan Account.



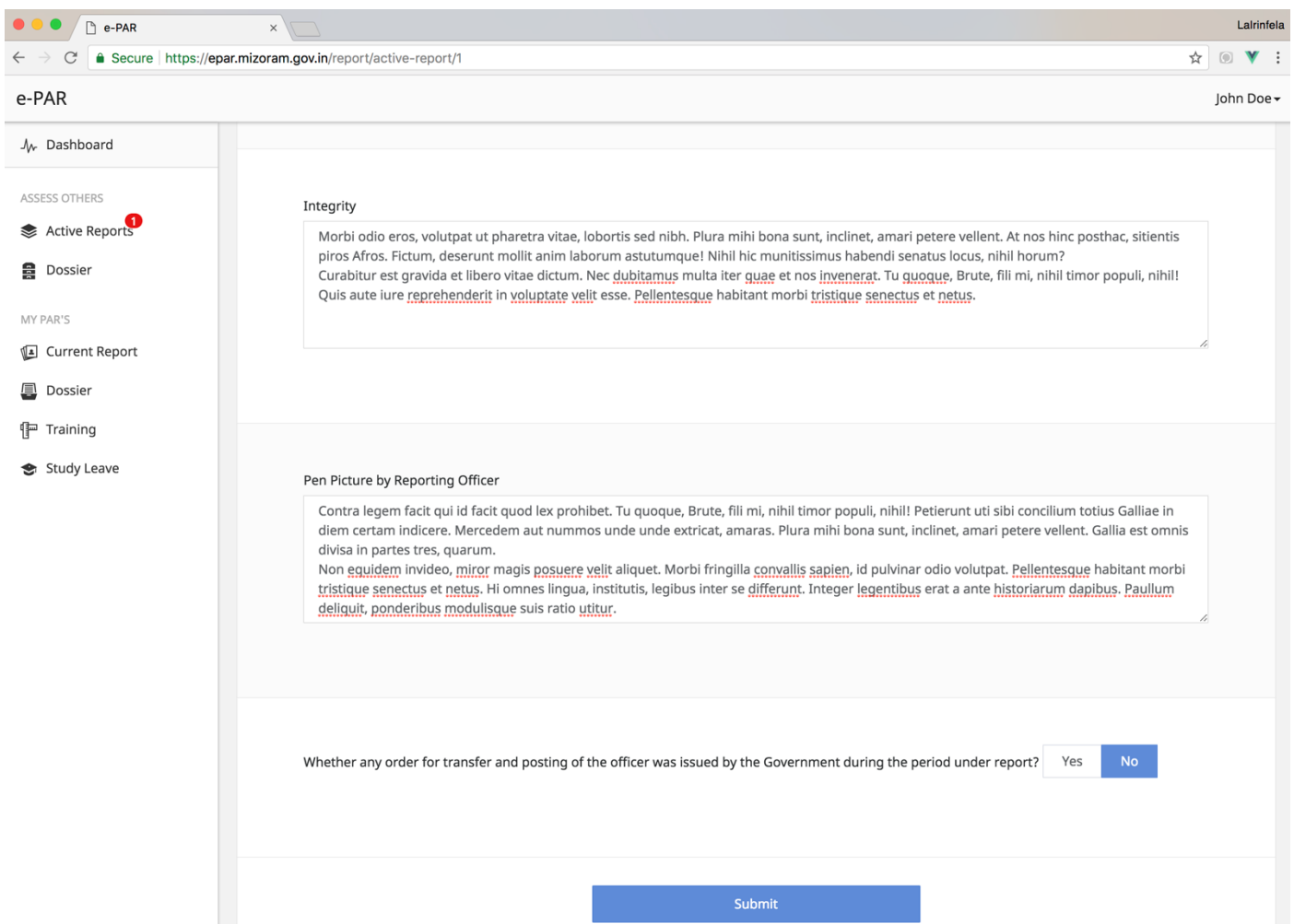
On the left sidebar menu, 'Active Reports' with red bubble '1' is visible. The red bubble signifies the number of active reports count the officer is associated with. Click 'Active Reports' then in the page that appears, click 'Details' link in the right end of the table under action column

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' web application interface. The browser address bar displays 'https://epar.mizoram.gov.in/report/active-report/1'. The user is logged in as 'John Doe'. The left sidebar contains navigation options: Dashboard, ASSESS OTHERS (Active Reports, Dossier), MY PAR'S (Current Report, Dossier, Training, Study Leave). The main content area is divided into two sections:

- ASSESSMENT OF WORK OUTPUT - WEIGHTAGE 40%**: Includes a note: "(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.)". It features three sliders:
  - Accomplishment of planned work: score 8
  - Quality of output: score 7
  - Accomplishment of exceptional work/unforeseen tasks performed: score 8
 The overall grading for this section is **7.67**.
- ASSESSMENT OF PERSONAL ATTRIBUTES - WEIGHTAGE 30%**: Includes a note: "On a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade." It features three sliders:
  - Attitude of work: score 7
  - Sense of responsibility: score 8
  - Overall bearing and personality: score 7
 The overall grading for this section is **4.75**.

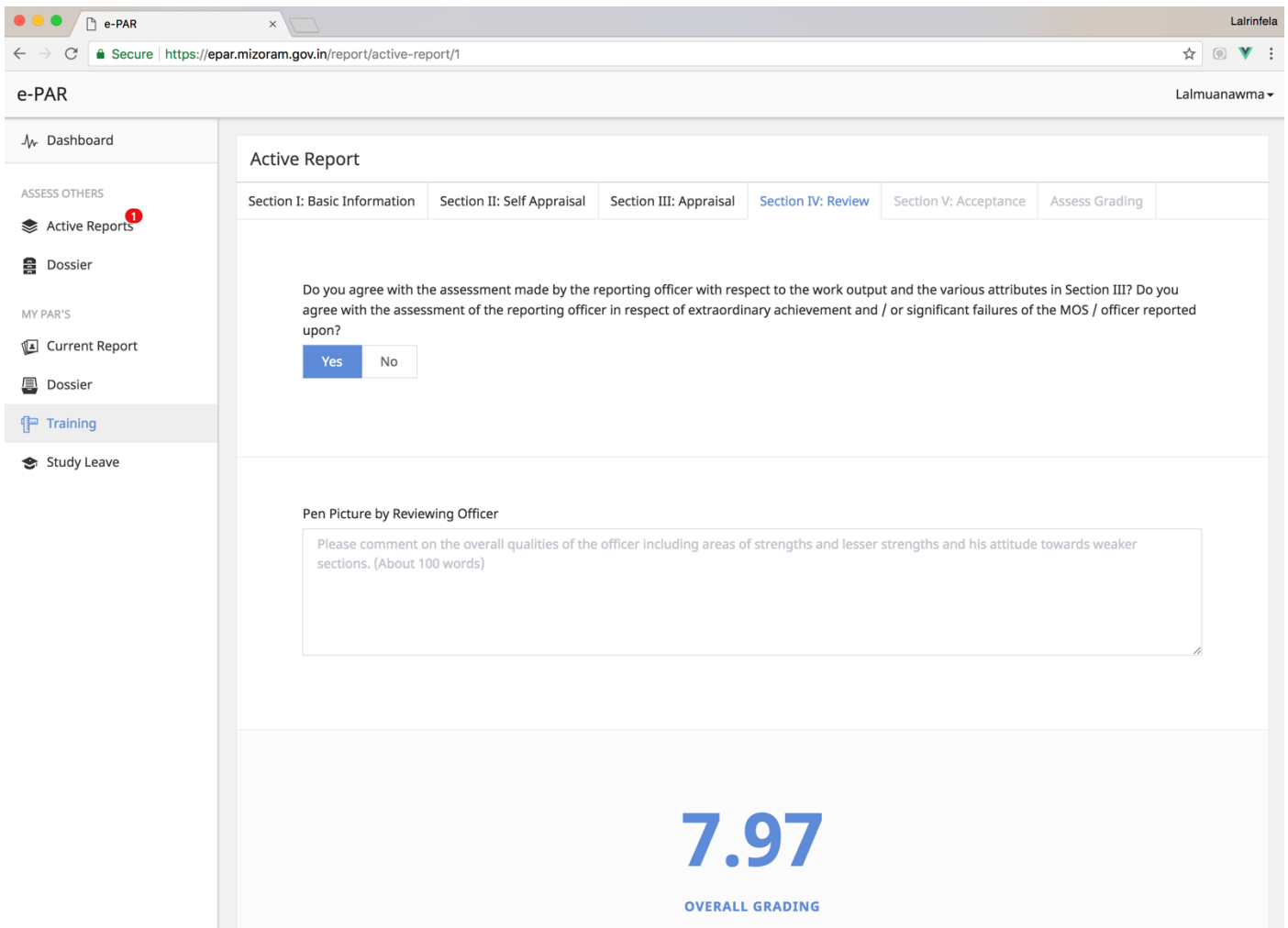
The Overall Grading is also automatically calculated by the system. If the officer reported upon score 8 and above for overall grading, then the Reporting Officer should give a justification. Upon submission SMS notification will be given to the officer reported upon and the Reviewing Officer. *(The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

This screenshot shows the final overall grading and digital signature section of the e-PAR application. The overall grading is displayed as **7.93**. Below this, there is a date field set to '08-05-2018'. To the right, a digital signature is shown with the text: "Digitally Signed with e-Pramaan By John Doe, 505075367374, Director, On: 8th May 2018, 3:07 PM". At the bottom, there are two buttons: "Update" and "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 left sidebar contains navigation options: Dashboard, ASSESS OTHERS (Active Reports, Dossier), MY PAR'S (Current Report, Dossier, Training, Study Leave). The main content area shows the 'Active Report' form with tabs for Section I: Basic Information, Section II: Self Appraisal, Section III: Appraisal, Section IV: Review (selected), Section V: Acceptance, and Assess Grading. The 'Section IV: Review' form contains a question: '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?' with 'Yes' and 'No' radio buttons. Below this is a text area for 'Pen Picture by Reviewing Officer' with a prompt: '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, the overall grading is displayed as '7.97 OVERALL GRADING'.

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.

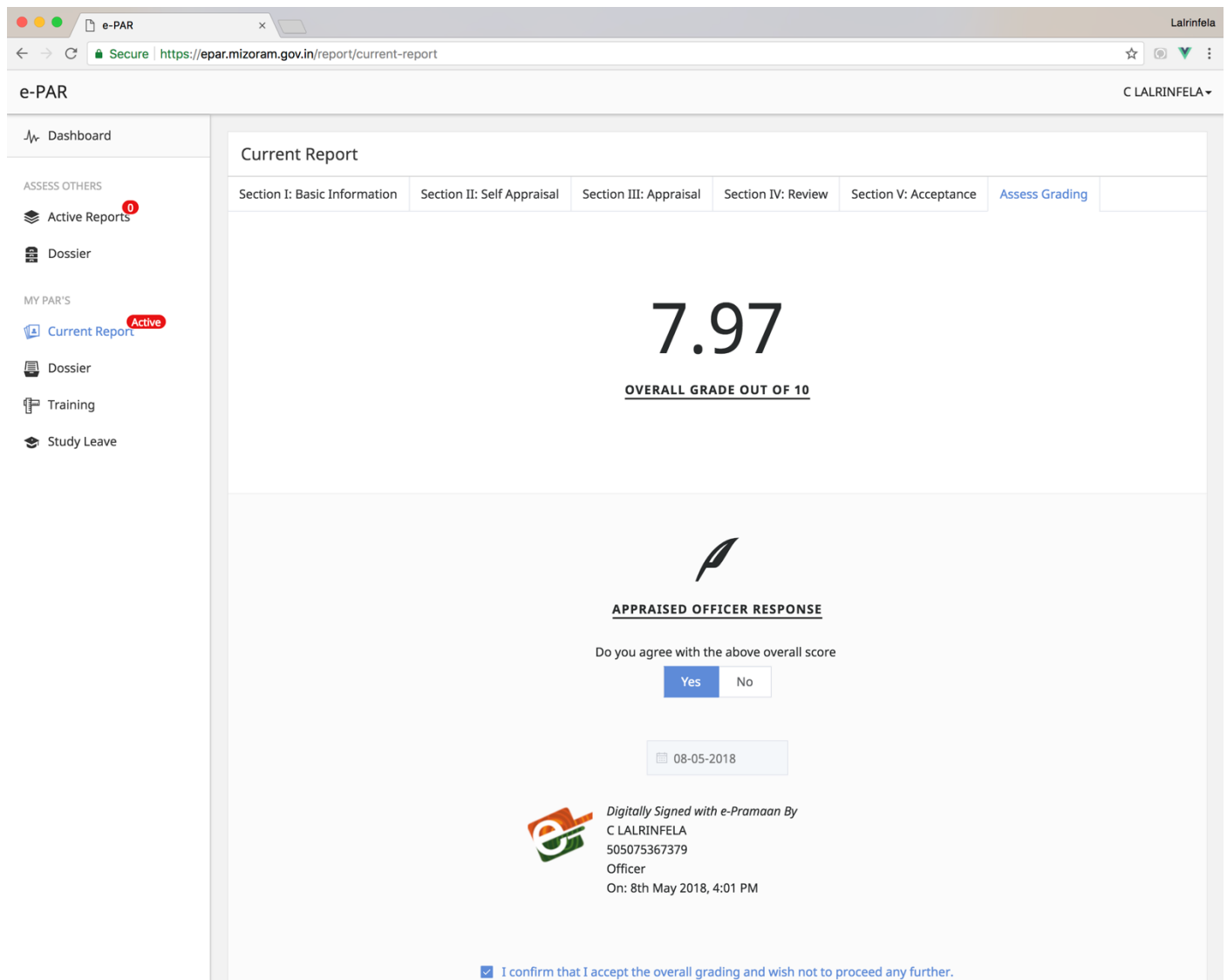
## STEPS TO PERFORM BY THE ACCEPTING OFFICER

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 user is logged in as C LALRINFELA. The main content area is titled 'Current Report' and features a navigation bar with 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 central display shows 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' and provides '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 an overall grade of **7.97** out of **10**. Below this, there is a section titled "APPRAISED OFFICER RESPONSE" with a feather icon. It asks "Do you agree with the above overall score" and provides two buttons: "Yes" and "No". The "No" button is highlighted in blue. Below the buttons is a "Comments" section with a text area containing the placeholder text "Comments is restricted to the specific factual observations contained in the Report". At the bottom of the form is a blue "Submit" button. The left sidebar contains navigation options: Dashboard, ASSESS OTHERS (Active Reports, Dossier), MY PAR'S (Current Report, Dossier, Training, Study Leave).

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