

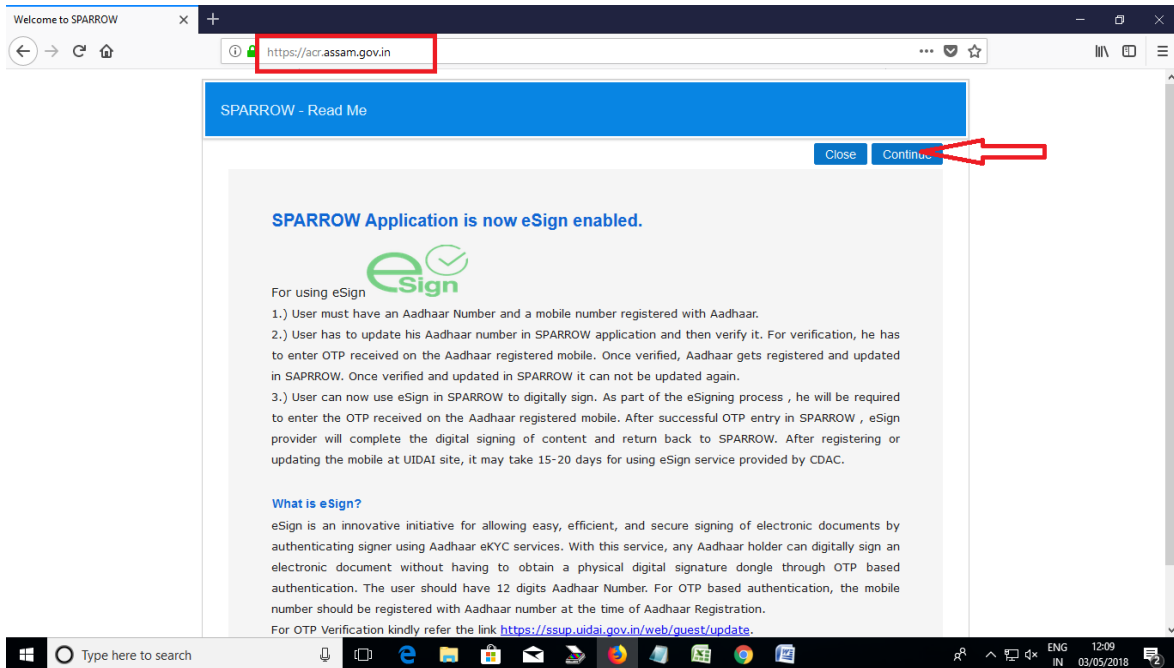
How to LOGIN for online ACR submission(SPARROW)

Step 1 :

Open URL = “www.acr.assam.gov.in”

Step 2 :

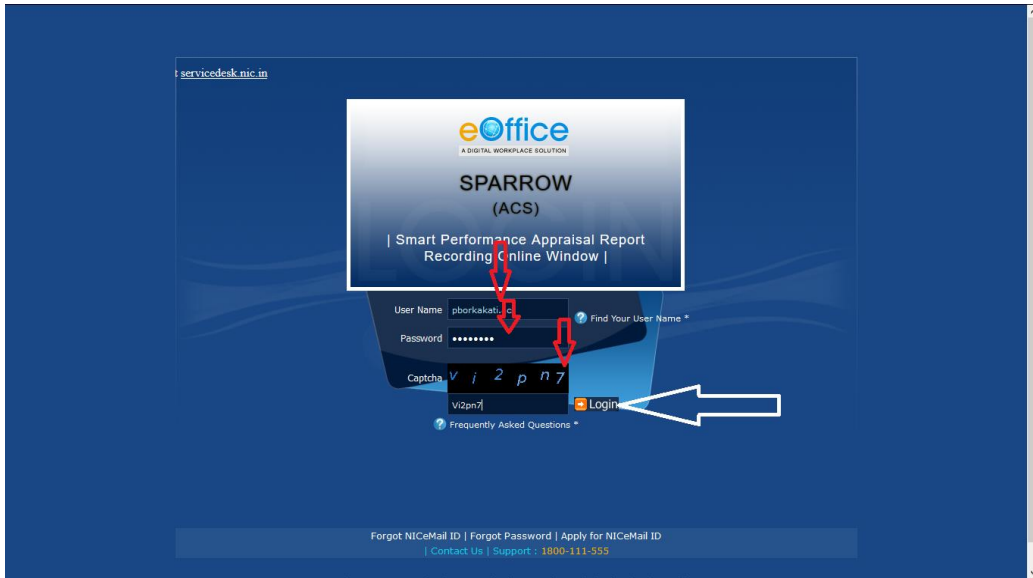
Click on the “continue” Button



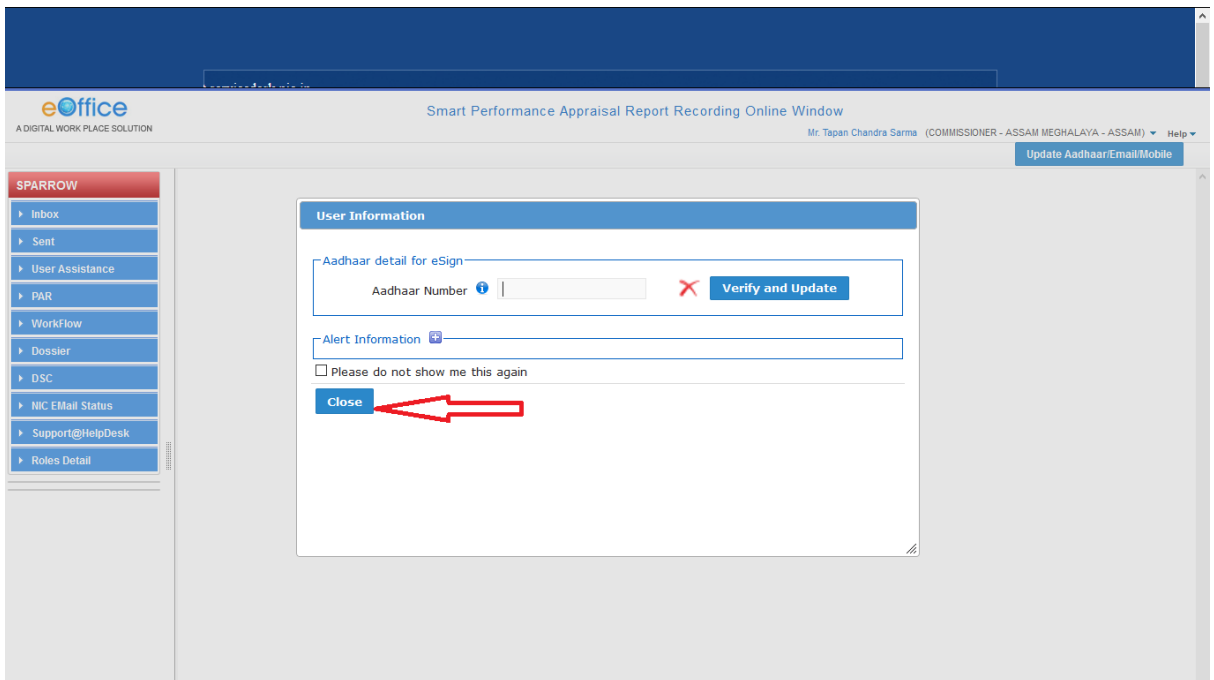
Step 3 :

In this step we need active **NIC mail id & password(mandatory)**...

- a) Enter valid NIC mail id.
- b) Enter valid password.
- c) Fill the given captcha.
- d) Click on Login button.

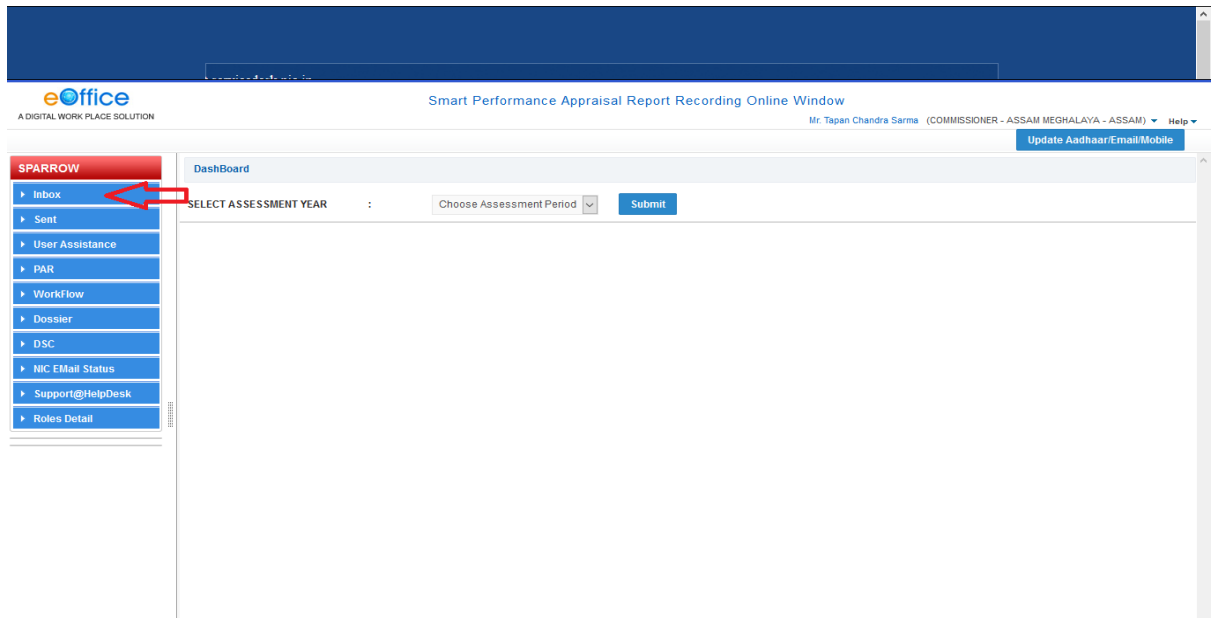


Step 4 :
Click on “Close” Button



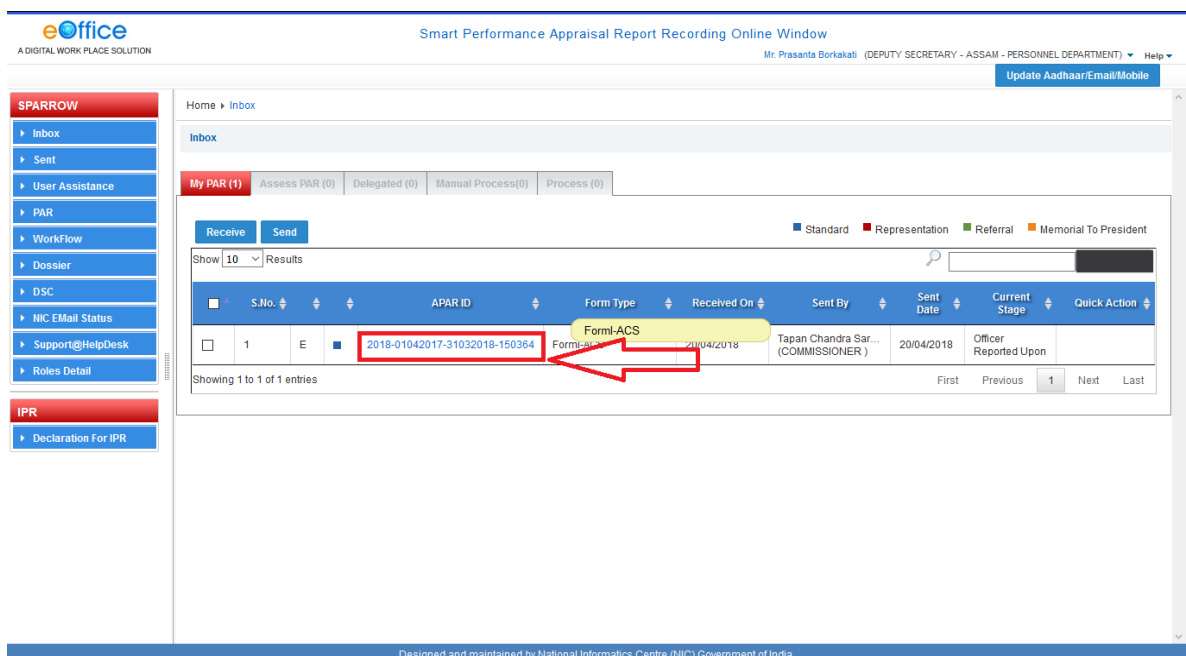
Step 5 :

Now click on “inbox” button to check your **PAR**.



Step 6 :

Click your **PAR** id for further process.



Step 7 :

Check **Section 1** then click on **Section 2** for submission of self assesment.

Workflow Details

Standard

Section I Section II

Department/Office of (Part I) (TO BE FILLED BY OFFICE)

1. Name of the Officer : Prasanta Borkakati

2. Designation during the reporting period : DEPUTY SECRETARY

3. Date of Birth : 01/05/1967

4. Year of allotment to State Civil Services :

5. Date of Continuous appointment to State civil services : 01/04/1992

6. Date of appointment to the post reported upon : 01/04/2017

The session time-out is 30 minutes.

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS.Word, Excel etc.
- Having any issue during Submit & Signing. Kindly Troubleshoot

Save As Draft Submit With DSC (Send To Reporting Authority) Saved

Designed and maintained by National Informatics Centre (NIC) Government of India.

Step 8 :

Click on **submit** button.

Workflow Details

Standard

Section I Section II

Officer Name : Prasanta Borkakati Cadre : NOT APPLICABLE Service : ACS Designation : DEPUTY SECRETARY Batch : Assessment Period : 01/04/2017 to 31/03/2018

5. Please indicate instances,if any,of delinquency among your subordinates and action taken in such cases.

6. Please indicate whether A.C.R.'s of officer(s) under your control are duly recorded by you.In case any ACR is yet to be recorded,type reason for not doing so may be mentioned).

Date: 03/05/2018 Signature of officer reported upon

Reference Document Upload(only pdf files with 3mb maximum size) Browse... No file selected.

The session time-out is 30 minutes.

Note:

- Please Do Not Copy & Paste From Any Rich Text Editor Like MS-Word, Excel etc.
- Having any issue during Submit & Signing. Kindly Troubleshoot

Save As Draft Submit (Send To Reporting Authority) Saved

Designed and maintained by National Informatics Centre (NIC) Government of India.

NOTE

If NIC mail id has not been used for more than Three (3) months, then login will be unsuccessful as NIC will have disabled it. Therefore officers are requested to re-activate their NIC mail id using URL = <https://mail.gov.in>. Guidelines regarding the same are available in PDF format on the Department's website.

