पत्र सं०–1 / स्था0(विविध)–05 / 2025 ....वि०

बिहार सरकार
वित्त विभाग

प्रेषक,

राम चन्द्र मंडल,
सरकार के अवर सचिव।

सेवा में,

निदेशक,
अंकेक्षण निदेशालय,
वित्त विभाग, बिहार, पटना।

पटना, दिनांक–.................................

विषय:– बिहार अंकेक्षण संवर्ग के पदाधिकारियों का वर्ष 2024–2025 से वार्षिक कार्य मूल्यांकन प्रतिवेदन (PAR) को व्यक्तिगत ई–मेल पर सृजित कर SPARROW प्रणाली के तहत आलेखन करने हेतु विहित प्रपत्र में सूचना उपलब्ध कराने के संबंध में।

महाशय,

उपर्युक्त विषयक बिहार अंकेक्षण संवर्ग के पदाधिकारियों के लिए वित्तीय वर्ष 2024–2025 से वार्षिक कार्य मूल्यांकन प्रतिवेदन (PAR) को SPARROW प्रणाली के तहत e-PAR आलेखित किया जाना है। Online Performance Appraisal Report आलेखन हेतु Nic के माध्यम से व्यक्तिगत ई–मेल आई०डी० सृजित कर SPARROW प्रणाली पर निबंधन किया जाना है।

अतः अनुरोध है कि पत्र के साथ संलग्न विहित प्रपत्र में आवश्यक सूचना अंकित करते हुए यथाशीघ्र अद्योहस्ताक्षरी को उपलब्ध कराया जाय।

अनु०–यथोक्त।

विश्वासभाजन

ह०/–
(राम चन्द्र मंडल)
सरकार के अवर सचिव।

ज्ञापांक–1 / स्था0(विविध)–05 / 2025 ....3320..........वि०, दिनांक –.....24-03-2025.....
प्रतिलिपि:– श्रीमती रश्मि रेखा, प्रणाली विश्लेषक, वित्त विभाग, बिहार, पटना को विभागीय वेबसाईट पर अपलोड करने हेतु अनुलग्नक सहित प्रेषित।

RMandal
24/03/2025
सरकार के अवर सचिव।

For Head of Department

Name:	
Designation:	**Signature of HOD (with Date & Seal)**
E-Mail ID:	

For Office Use

Application Login ID:	Domain:
Remarks:	

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id and password confidential.
2. Please change your password regularly.
3. You are responsible for any mail/information sent on bihar.gov.in mail.
4. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in the system.
5. If using Outlook, Outlook Express on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft from time to time
6. DEPARTMENT OF INFORMATION TECHNOLOGY is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
7. For any query/problems kindly mail us on <email.admin@bihar.gov.in>

INSTRUCTIONS FOR FILLING UP THE FORM

1. Type of Subscription-The E-Mail id provided is of two types based on your Name or based on designation. Tick the appropriate box based on your requirement.
2. Personal Information: Applicant has to provide his/her personal details here.
   - First name- Can contains alphabets, space, and .(dot)
   - Last name- Can contains alphabets, space, and .(dot)

   2.1 In case of designation-based applicant will provide details of user.

3. Employee Description:
   3.1 **Employment Type:** An applicant will tick the box as per his/her employment type. In this form two categories have been mentioned- Government and External support staff. If he/she is Govt. employee(regular) will tick on the boxes applicable.
   3.2 Cadre Applicant is of which cadre (IAS/IPS/IFS/BAS/...)-Applicable to only Government Official (Regular).
   3.3 **Designation:** Designation of the applicant should be filled. Designation can contains alphabets, numbers, space, .(dot) - (hyphen), _ (underscore), ,(comma), & (ampersand), minimum 2 characters and maximum 50 characters.
   3.4 **Department/Society/Trust Name:** Applicant needs to fill the current organisation name where the employee working/placed. **Department name** can contains alphabets, numbers, space, .(dot) . - (hyphen), _ (underscore) ,(comma), & (ampersand), minimum 2 characters and maximum 200 characters.
   3.5 **Date of Retirement/Date of Completion of Contract-**In case of Govt. official (Regular), he/she needs to mention the date of retirement and one has to mention date of completion of contract for others.
   3.6 **Project Name:** Applicant has to mention the project name if he/she needs the E-mail ID specifically for any project.
   3.7 **Reporting Officer Name:** Name of your reporting officer.
   3.8 **Reporting Office email-id:** Kindly mention the official email id of your reporting officer.
   3.9 **Telephone(O):** Official landline number
   3.10 **Official Address:** Address of the current office where he/she is working/placed.
4. **E-Mail ID Preferences:** Mention preferred email ids and display name

APPLICATION FOR E-MAIL ACCOUNT

[This application form is designed for the applicants who require an E-Mail account in the Bihar Govt Domain]

1. Type of Subscription:

[✓] Name Based E-Mail ID   [ ] Designation/Role Based E-Mail ID

2. Personal Information:

2.1 Applicant Name

2.2 Alternate E-Mail ID

2.3 Mobile   2.4.DOB

3. Employee Description:

3.1 Employment Type

[ ] Government   [ ] External Support Staffs

    ( ) Govt. Employee   ( ) Consultant

    ( ) Govt Consultant   ( ) Support Staff

    ( ) Society/Trusts

    Employment Type   Employer Name:

    ( ) Regular   ( ) Contractual

3.2. Cadre: 3.3. Designation

3.4. Date of Retirement/Contract Completion Date

3.5. Department/Society/   3.6. Project Name:
Trust Name:

3.7. Reporting Officer Name:

3.8. Reporting Officer E-Mail ID: 3.9. Telephone:

3.10. Office Address:

4. E-mail ID Preferences:

a) Preferred E-Mail ID_1

b) Preferred E-Mail ID_2

c) Preferred E-Mail ID_3

Preferred Display Name:

(This is to declare that I have read the terms and conditions and I agree to abide by them.)

Signature of
Applicant:

E-Mail Application Form (Version 2.1)