



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
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File No. HRM/APAR/2022-2023/Timelines /231

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To

**All Additional CPFCs (HQ)/All Addl. CPFCs (Zones)**  
**Director (PDNASS)**  
**All RPFs/OIC in charge of ROs/ASD-HO/ZTIs/DOs**

**Subject: Timelines for submission for Annual Performance Assessment Report (APAR) for the year 2022-2023.**

Madam/Sir,

The Annual Performance Assessment Report (APAR) for the financial year 2022-2023 is due for report and review in respect of all the officers and staff of EPFO. It is mandatory for all officials/officers to submit their self appraisal to report & review through electronic mode only. For this, instructions were issued to all field functionaries for completing the APAR mapping process in respect of all cadres.

2. For completion of APAR process for the year 2022-2023, the timelines for completion of various APAR activities are mentioned hereunder: -

S. No	Activities	Timeline (Date by which to be completed) Deadline
1	Submission of resume/self-appraisal by the officer reported upon to the Reporting Officer	15 <sup>th</sup> February, 2024
2	Submission of report by Reporting Officer to Reviewing Officer	11 <sup>th</sup> March, 2024
3	Report to be submitted by Reviewing Officer	8 <sup>th</sup> April, 2024
4	Disclosure of APAR to the officer reported upon	15 <sup>th</sup> April, 2024
5	Submission of representation, if any, on APAR by the officer reported upon to APAR custodian	Within 15 days from the date of disclosure.
6	Forwarding of representation by the APAR Custodian to the Competent Authority	15 <sup>th</sup> May, 2024
7	Disposal of representation by the Competent Authority and forwarding it to APAR Custodian	Within one month from the date of receipt of representation by the Competent Authority

8	Communication of the decision of the Competent Authority by the APAR Custodian to the officer reported upon	Within 15 days from the finalization of the decision by the Competent Authority
9	End of entire APAR process after which the APAR will be finally taken on record	31st July, 2024

*Encl: Instruction Manual for filling /Reporting/Reviewing APAR*

*Shariq*  
*29/11/24*

**(Mohammad Shariq)**  
**Regional P.F. Commissioner-I (HRM-I)**

**Copy to (through EPFO website) for information and necessary action:-**

- (i) RPFC (NDC) for web upload.
- (ii) PS to CPFC, FA&CAO and CVO for information.
- (iii) Hindi Section for Hindi version.



(IS Division)  
Employees' Provident Fund Organisation  
Ministry of Labour and Employment  
Govt. of India

*Instruction Manual for*  
**Filling/Reporting/Reviewing of  
Annual Performance Appraisal Report (APAR)**

## Module : Annual Performance Appraisal Report

APAR is a new Module introduced in the HR Software to Fill self appraisal/ Reporting/ Reviewing of the Annual Performance Appraisal report of each official. The APAR module is available in first page once the user login the HR software through their individual logins.

In APAR there are four parts PART-I (System populated data), PART-II (Self Appraisal by the officer/official), PART-III (to be filled by the Reporting Officer) and PART-IV (to be filled by the Reviewing Officer).

In APAR module, four functionalities are available with the EPF Employee user, namely (a) Self APAR, (b) APAR for Reporting, (c) APAR for reviewing, (d) APAR Report. Brief description is given below:-

- (a) **Self APAR:** This functionality facilitates the user to submit his/her APAR to the reporting officer. The system shows the Reporting and Reviewing Officer's name as added by the PAR Custodian in your office. If wrong you should approach the PAR Custodian for making necessary changes.

It also displays a Profile page which is non-editable. In case the Officer finds any data wrong he should contact the admin to get the data corrected. If agreed upon the profile part will become part of the APAR and no further edit will be allowed.

There is a facility to save the self-appraisal. However, when submitted no further editing will be permitted.

- (b) **APAR for Reporting:** - This functionality facilitates the user to do the reporting of the APAR of officials working under him/her and as per the APAR mapping done by the APAR custodian of the respective office.

Each officer can open the link and see whether the names of officers listed actually worked under them and if not, they should report the fact to the PAR Custodian for correction.

They will be able to fill the Report only when the officer has submitted the self-appraisal or when the time for self-appraisal has lapsed. Similarly, when the time for reporting has lapsed the officer will not be able to record the report and the task will move to the Reviewing Officer.

Once the reporting has been submitted by the Reporting officer and the task is submitted no further edit will be allowed by the system. So, the officer should save the data, go through it again and then submit.

- (c) **APAR for Reviewing:** - This functionality facilitates the user to do the reviewing of the APAR of officials working under him/her and as per the APAR mapping done by the APAR custodian of the respective office.

The process is same as that for the Reporting officer.

An APAR where the self-appraisal submitted followed by reporting officers report, an APAR where self-appraisal time lapsed and reporting officer directly reported, and APAR where the reporting officers time lapsed will appear for review.

Entered data can be saved but once Submitted no further edit will be allowed.

- (d) **APAR Report:** - This functionality facilitates the user to download his self-appraisal and the marks given by the reporting and reviewing officer.

This will be available for download only after the Reviewing Officer has completed the review.

### **Dos and Don'ts**

#### **Individual Officer**

- Check the profile and get the same corrected before starting self-appraisal.
- Get the name of Reporting and Reviewing Officer corrected before starting self – appraisal.
- Save the self-appraisal and submit only when sure that the entry made is correct and complete. No edit after submit will be allowed.
- Submit before due date else the APAR will move to Reporting Officer.

#### **Reporting and Reviewing Officers**

- Get the list of officers for reporting corrected if one is missing and if someone wrongly added.
- Save data before submit as after submit no edit will be allowed.
- Submit before due date as task will move to higher level.



## Process Flow

### APAR

- Self APAR
- APAR For Reporting
- APAR For Reviewing
- APAR Report

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Best viewed in 1340x780 resolution in IE 8 or above.

### (I) Self APAR (Self Appraisal):

This functionality facilitates the user to submit his/her APAR to the reporting officer. The following screen will be displayed:-

SELF APAR						
Sno	EID	Reporting Officer	Reviewing officer	Period From	Period To	Self Apar
1	<input type="text"/>	<input type="text"/>	<input type="text"/> (HQ)	01/04/2020	31/03/2021	<input type="button" value="Fill"/>

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Last Updated 06, Jun 2018 ( V 2.22 ) ( ::1 )  
Best viewed in 1340x780 resolution in IE 8 or above.

- Please note that the Fill button will be enabled when the self appraisal submission date is opened. Also when the submission date is over the Fill button will be disabled.
- On Clicking the fill button, part-I will display as per the screenshot given below:-

APAR For Year: 2020-2021, EID: NU280374058171003, SNo: 1			
<b>PART-I</b>			
1(a).Officer Name	<input type="text"/>	1(b).Designation	<input type="text"/>
3.Present Post Date Of Appointment	22/03/2017	3(a).Pay Band	5200-20200
4.Permanent Post	<input type="text"/>	4(a).Confirmation Date	22/03/2017
5.Absence period	LEAVE --- EL 14/07/2020-15/07/2020,08/07/2020-08/07/2020		
<p>By clicking the agree button you confirm that above details are correct. the details will be saved (only in APAR Database) and can not be edited. In case the above details are not correct, kindly contact the HR Admin of your office to get the same corrected.</p>			
<input type="button" value="Agree"/>			

- In part-I the details of the officer will be displayed. In case any updation in detail like Officer Name, Designation, Date of Birth or Absence Period is to be updated, the same can be done through the HR Admin user of the concerned office. Once the details are updated the same will be displayed in the Part-I. Please note after clicking the Agree, any updation made by the HR Admin user will not reflect in the Part-I. Once satisfied with the above details Click Agree button, the following screen will be displayed:-

pls Online... Gmail HRM

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Office : HEAD OF

localhost:2164 says

By clicking the agree button you confirm that above details are correct. the details will be saved (only in APAR Database) and can not be edited. In case the above details are not correct, kindly contact the HR Admin of your office to get the same corrected. Do you want to continue?

OK Cancel

in Time : 21/06/2021 12:37:35  
Organisation  
Employment, Government of India)

**PART-I**

1(a).Officer Name	1(b).Designation	2.Date Of Birth
3.Present Post Date Of Appointment	3(a).Pay Band	3(b).Present Pay
4.Permanent Post	4(a).Confirmation Date	
5.Absence period		

LEAVE --- EL 14/07/2020-15/07/2020 08/07/2020 08/07/2020

By clicking the agree button you confirm that above details are correct. the details will be saved (only in APAR Database) and can not be edited. In case the above details are not correct, kindly contact the HR Admin of your office to get the same corrected.

Agree

➤ Click OK to continue, the following screen will be displayed:-

APAR For Year: 2020-2021, EID: , SNo: 1

**PART-I**

1(a).Officer Name	1(b).Designation	2.Date Of Birth
3.Present Post Date Of Appointment	3(a).Pay Band	3(b).Present Pay
4.Permanent Post	4(a).Confirmation Date	
5.Absence period		

LEAVE --- EL 14/07/2020-16/07/2020 08/07/2020 08/07/2020

By clicking the agree button you confirm that above details are correct. the details will be saved (only in APAR Database) and can not be edited. In case the above details are not correct, kindly contact the HR Admin of your office to get the same corrected.

Agree

**PART-II**

6(a).Brief Resume of the work done by the officer reported upon during the period from to brining out any special achievements during the period(to be filled by the officer reported upon)

(maximum 1000 words)

(b).please specify target/objects/goals(in quantitative on other term) of work you set for yourself or that were set for you eight to ten items of work in the order of priority and your achievement against each target exmple : Annual action plan for your divisions), particularly having regard to procurement planned and actually made through GeM portal for those government servants who handled procurement during the period under reference.

(i).Target

(ii).Achievements

(i).Total buget allocated for procurement by the ministry/Department/division/section in rupees(as may be applicable in the case of the officer reported upon).

(i).Total procurement through gem portal made by him/her during the period of report(in Rs.)

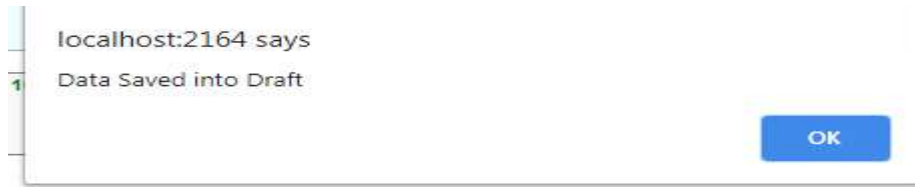
(ii).% of procurement through GeM portal as against the bugert indicated in the target

(iii).Procurement made outside gem portal and reason therefor.

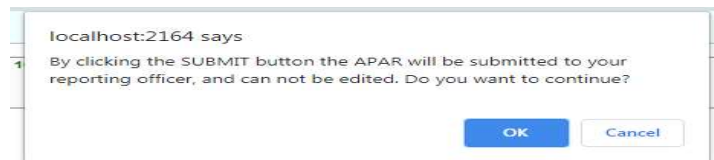
(iv).Step taken for promotion of GeM in the ministry/department/division/section

Save Draft Submit

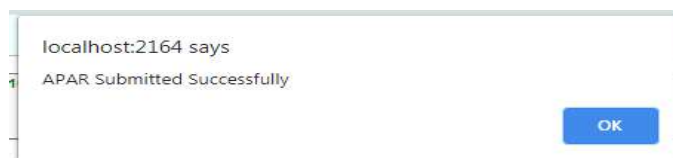
➤ Enter the data in the respective fields. It is suggested to click Save Draft frequently so that in case of session time out or network lost, the entered data is not lost. When Save Draft is clicked, following screen will be displayed:-



- After entering the complete data, click the SUBMIT, following screen will be displayed:-



- Click OK to continue or click Cancel to do more editing. Please note that once the data is finally submitted, no editing is possible the Save Draft and Submit buttons will be disabled. After successful submission following screen will be displayed:-



- After final submission, the Fill button is replaced by filled. The filled form can be seen, by clicking the Filled button as per screenshot displayed below:-

SELF APAR						
Sno	EID	Reporting Officer	Reviewing officer	Period From	Period To	Self Apar
1	<input type="text"/>	<input type="text"/>	<input type="text"/> (HQ)	01/04/2020	31/03/2021	<input type="button" value="Filled"/>

## (II) APAR for Reporting:-

This functionality facilitates the user to do the reporting of the APAR of officials (Part-III) working under him/her and as per the APAR mapping done by the APAR custodian of the respective office. The reporting officer has to do the following activities:-

- To check the list of officials mapped to him/her for reporting are correct or not, in case incorrect, he/she should coordinate with the APAR Custodian of the respective office to un-map/re-map the same



- (ii) To do the reporting part for the official worked under him for the period.
  - (iii) In case the date of self-appraisal for official working under him/her is over, he/she needs to do the reporting for them.
- Click the APAR for Reporting button and a list of officers whose' APAR is to be reported will be displayed as per the following screenshot:-

APAR FOR REPORTING				
EID	Name	Designation	APAR-Self Appraisal	Report By Officer
N			<a href="#">View</a>	<input type="button" value="FILL"/>

- The reporting can be done when the Fill button is enabled and it will be enabled ONLY when the start date and end date are announced. The reporting officer can view the self-appraisal of the official by clicking the view button. In case the official has not submitted his/her APAR to the reporting officer, the view button will display the blank form. It is further submitted that in the case the official has not submitted his/her APAR and the last date is over the reporting officer can still Report his APAR by using the Fill button.

Self APAR Details					
<b>PART-I</b>					
Officer Name		Designation		DOB	28/03/1974
Present Post DOA	22/03/2017	Pay Band	5200-20200	Present Pay	29200.00
Permanent Post		Confirmation Date	22/03/2017	Absence period	LEAVE -- EL 14/07/2020-15/07/2020,08/07/2020-08/07/2020
<b>PART-II</b>					
6(a).Brief Resume of the work done by the officer reported upon during the period from to brining out any special achievements suring the period(to be filled by the officer reported upon)		a			
(b)please specify target/objects/goals(in quantitative on other term) of work you set for yourself or that were set for you,eight to ten items of work in the order of priority and your achievement against each target exmample :Annual action plan for your divisions).particularly having regard to procurement planned and actually made through GeM portal for those government		a			

➤ After clicking the Fill button, the following screen will be displayed:-

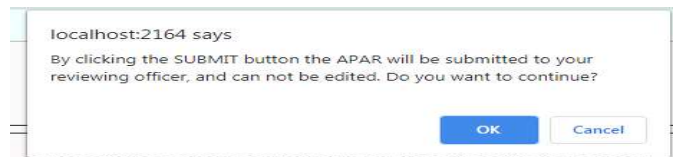
APAR For Year: 2020-2021, Name: <input type="text"/>	
<b>PART-III</b>	
7. Does the reporting officer agree with statement made in part-II, if not the extent of disagreement and reason thereof	<input type="text"/> (maximum 50 words)
8. State of health (please indicate whether)	<input type="text"/> (maximum 50 words)
(a). The officer is physically energetic	<input type="text"/> (maximum 50 words)
(b). Mentally alert	<input type="text"/> (maximum 50 words)
9. Effectiveness in the development and protection of scheduled caste and/or scheduled tribes	<input type="text"/> (maximum 50 words)
(a). Attitude towards scheduled castes and/or scheduled tribes	<input type="text"/> (maximum 50 words)
(b). Sensitivity to social justice	<input type="text"/> (maximum 50 words)
(c). Ability to take quick and effective action to prevent and quash atrocities and ensure justice to scheduled castes and/or scheduled tribes	<input type="text"/> (maximum 50 words)
(d). Effectiveness in bringing about the development of scheduled castes and/or scheduled tribes	<input type="text"/> (maximum 50 words)
10. Integrity	<input type="text"/> (maximum 50 words)
<b>PART-A</b>	
A-(Assessment of work output (weightage to this section would be 40%))	
(i). Accomplishment of planned work/work allotted as per subject allotted *	<input type="text"/>
(ii). Quality of output *	<input type="text"/>
<b>PART-B</b>	
B-(Assessment of Personal Attributes (weightage to this section would be 30%))	
(i). Attitude to work *	<input type="text"/>
(ii). Sense of responsibility *	<input type="text"/>
(iii). Maintenance of discipline *	<input type="text"/>
(iv). Communication skills *	<input type="text"/>
(v). Leadership Qualities *	<input type="text"/>
(vi). Capacity to work in team spirit *	<input type="text"/>
(vii). Capacity to work in time limit *	<input type="text"/>
(viii). Inter-personal relations *	<input type="text"/>
Overall grading on personal Attributes	<input type="text"/>
<b>PART-C</b>	
C-(Assessment of functional competency (weightage to this section would be 30%))	
(i). Knowledge of rules regulations/procedures in area of function and ability and ability to apply them correctly *	<input type="text"/>
(ii). Strategic planning ability *	<input type="text"/>
(iii). Decision making ability *	<input type="text"/>
(iv). Coordination ability *	<input type="text"/>
(v). Ability to motivate and develop subordinates *	<input type="text"/>
Overall grading on functional competency	<input type="text"/>
<p>Pen picture by the reporting officer: please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker section. Wherever application comments on step taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the officer may also be recorded.</p> <p>13. Overall numerical grading on the basis of weight age given in 11(A), 11(B) and 11(C) above on a scale of 1-10</p> <p>14. Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, please mention these characteristics briefly and indicate why you consider him fit for out of turn promotion</p>	
<input type="text"/> (maximum 100 words)	
<input type="text"/> (maximum 50 words)	
<input type="button" value="Save Draft"/> <input type="button" value="Submit"/>	
<p>Kindly note * marked fields are mandatory.</p>	

➤ Enter the data in the respective fields. It is suggested to click Save Draft frequently so that in case of session time out or network lost, the entered

data is not lost. When Save Draft is clicked, following screen will be displayed:-



- After entering the complete data, click the SUBMIT, following screen will be displayed:-



- Click OK to continue or click Cancel to do more editing. Please note that once the data is finally submitted, no editing is possible and the Save Draft and Submit buttons will be disabled. After successful submission following screen will be displayed:-



- After final submission, the Fill button is replaced by filled. The filled form can be seen, by clicking the Filled button as per screenshot displayed below:-

APAR FOR REPORTING				
EID	Name	Designation	APAR- Self Appraisal	Report By Officer
			<a href="#">View</a>	<a href="#">Filled</a>

- After clicking on Filled button the following screen will be displayed:-

APAR For Year: 2020-2021, Name: **PART-III**

7. Does the reporting officer agree with statement made in part-II, if not, the extent of disagreement and reason thereof  (maximum 50 words)
8. State of health (please indicate whether)  (maximum 50 words)
- (a). The officer is physically energetic  (maximum 50 words)
- (b). Mentally alert  (maximum 50 words)
9. Effectiveness in the development and protection of scheduled caste and/or scheduled tribes  (maximum 50 words)
- (a). Attitude towards scheduled castes and/or scheduled tribes  (maximum 50 words)
- (b). Sensitivity to social justice  (maximum 50 words)
- (c). Ability to take quick and effective action to prevent and quell atrocities and ensure justice to scheduled castes and /or scheduled tribes  (maximum 50 words)
- (d). Effectiveness in bringing about the development of scheduled castes and/or scheduled tribes  (maximum 50 words)
10. Integrity  (maximum 50 words)

**PART-A**

A-(Assessment of work output (weightage to this section would be 40%))

- (i). Accomplishment of planned work/work allotted as per subject allotted \*  5
- (ii). Quality of output \*  5
- (iii). Analytical ability \*  5
- (iv). Accomplishment of exceptional work /unforseen task performed \*  5.5
- Overall grading on work output  2.05

**PART-B**

B-(Assessment of Personal Attributes (weightage to this section would be 30%))

- (i). Attitude to work \*  5.77
- (ii). Sense of responsibility \*  5.5
- (iii). Maintenance of discipline \*  6
- (iv). Communication skills \*  4
- (v). Leadership Qualities \*  5
- (vi). Capacity to work in team spirit \*  5
- (vii). Capacity to work in time limit \*  5
- (viii). Inter-personal relations \*  5
- Overall grading on personal Attributes  1.55

**PART-C**

C-(Assessment of functional competency (weightage to this section would be 30%))

- (i). Knowledge of rules regulations/procedures in area of function and ability to apply them correctly \*  5
- (ii). Strategic planning ability \*  5
- (iii). Decision making ability \*  5
- (iv). Coordination ability \*  5
- (v). Ability to motivate and develop subordinates \*  5
- Overall grading on functional competency  1.5

Pen picture by the reporting officer: please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker section. wherever application comments on step taken by the officer for promotion of procurement on Gem during the period under report percentage of procurement on Gem and his/her attitude towards full implementation of gem in the officer may also be recorded.

aa  (maximum 100 words)

13. Overall numerical grading on the basis of weight age given in 11(A), 11(B) and 11(C) above on a scale of 1-10

5.1

14. Has the officer any special characteristics and /or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so please mention these characteristics briefly and indicate why you consider him fit for out of turn promotion

aa  (maximum 50 words)

Kindly note \* marked fields are mandatory.

### (III) APAR for Reviewing:-

This functionality facilitates the user to do the reviewing of the APAR of officials (Part-IV) working under him/her and as per the APAR mapping done by the APAR custodian of the respective office. The reporting officer has to do the following activities:-

- (i) To check the list of officials mapped to him/her for reviewing are correct or not, in case incorrect, he/she should coordinate with the APAR Custodian of the respective office to un-map/re-map the same.
  - (ii) To do the reporting part for the official worked under him for the period.
  - (iii) In case the date of self-appraisal for official working under him/her is over, he/she needs to do the reporting for them.
- Click the APAR for Reviewing button and a list of officers whose' APAR is to be reviewing will be displayed as per the following screenshot:-

APAR FOR REVIEWING					
EID	Name	Designation	APAR-Self Appraisal	Reporting officer APAR	Review By Officer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">View</a>	<a href="#">View</a>	<input type="button" value="FILL"/>

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- The reviewing can be done when the Fill button is enabled and it will be enabled ONLY when the start date and end date are announced. The reviewing officer can view the self-appraisal of the official by clicking the view button. In case the official has not submitted his/her APAR to the reporting officer, the view button will display the blank form. It is further submitted that in the case the official has not submitted his/her APAR as also the reporting officer has not reported his/her APAR and the last date is over, the reviewing officer can still do the reviewing his/her APAR by using the Fill button.
- The reviewing officer can see the APAR Self Appraisal as in case of Reporting officer. Further, the reviewing officer can also see the reporting done by the reporting officer by clicking the view button under Reporting Officer APAR column.
- After clicking on the fill button reviewing officer APAR form will open as per screenshot given below:-



**APAR For Year: 2020-2021, Name:**

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**PART-IV**

15.Length of service under reviewing officer From  To

16.Does the reviewing officer agree with the assessment made by the reporting officer with respect to work output and the various attributes? does the reviewing officer agree with the assessment of reporting officer in respect of extraordinary achievement and or significant failures of the official reported upon?(if not agreement with any of numerical assessments of attributes please resord your assessment in the column provide for you in that section and initial you entries) ☐ Yes ☐ No

17.in case of disagreement the reason for the same may be given  (maximum 500 words)

18.Pen picture by the reporting officer please comment(in about 100 words) on the overall qualities of the officer including areas of strenght and lesser strenghts and his attitude towards weaker section, wherever application comments on step taken by the officer for promotion of procurement on Cem during the period under report,percentage of procurement on GeM and his/her attitude towards full implementation of gem in the officer may also be recorded.  (maximum 100 words)

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**PART-A**

**A-(Assessment of work output(weightage to this section would be 40%))**

		Reporting officer
(i). Accomplishment of planned work/work allotted as per subject allotted *	<input type="text" value="5"/>	<input type="text" value="5"/>
(ii). Quality of output *	<input type="text" value="5"/>	<input type="text" value="5"/>
(iii). Analytical ability *	<input type="text" value="5"/>	<input type="text" value="5"/>
(iv).Accomplishment of exceptional work/unforeseen task performed *	<input type="text" value="5.5"/>	<input type="text" value="5.5"/>
Overall grading on work output	<input type="text" value="2.05"/>	<input type="text" value="2.05"/>

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**PART-B**

**B-(Assessment of Personal Attributes(weightage to this section would be 30%))**

(i).Attitude to work *	<input type="text" value="5.77"/>
(ii).Sense of responsibility *	<input type="text" value="5.5"/>
(iii).Maintenance of dicipline *	<input type="text" value="6"/>
(iv).Communication skills *	<input type="text" value="4"/>
(v).Leadership Qaulities *	<input type="text" value="5"/>
(vi).Capacity to work in team spirit *	<input type="text" value="5"/>
(vii).Capacity to work in time limit *	<input type="text" value="5"/>
(viii).inter-peronal relations *	<input type="text" value="5"/>
Overall grading on personal Attributes	<input type="text" value="1.55"/>

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**PART-C**

**C-(Assessment of functional competency(weightage to this section would be 30%))**

(i).Knowledge of rules regulations/procedures in area of function and ability and ability to apply them correctly *	<input type="text" value="5"/>
(ii).Strategic planning ability *	<input type="text" value="5"/>
(iii).Decision making ability *	<input type="text" value="5"/>
(iv).Coordination ability *	<input type="text" value="5"/>
(v).Ability to motivate and develop subordinates *	<input type="text" value="5"/>
Overall grading on functional competency	<input type="text" value="1.5"/>

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5.Overall numerical grading on the basis of weight age given in 11(A),11(B) and 11(C)

Kindly note \* marked fields are mandatory.

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Best viewed in 1340x780 resolution in IE 8 or above.

- Enter the data in the respective fields. The grading of reporting officer will also be displayed on right side for reference. It is suggested to click Save Draft frequently so that in case of session time out or network lost, the entered data is not lost. When Save Draft is clicked, following screen will be displayed:-



- After entering the complete data, click the SUBMIT, following screen will be displayed:-



- Click OK to continue or click Cancel to do more editing. Please note that once the data is finally submitted, no editing is possible and the Save Draft and Submit buttons will be disabled. After successful submission following screen will be displayed:-



- After final submission, the Fill button is replaced by filled. The filled form can be seen, by clicking the Filled button as per screenshot displayed below:-

APAR FOR REVIEWING					
EID	Name	Designation	APAR-Self Appraisal	Reporting officer APAR	Review By Officer
			<a href="#">View</a>	<a href="#">View</a>	<a href="#">Filled</a>

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- Filled button enables the reviewing officer to see the reviewing work done by him/her.

#### (IV) APAR Report:-

This functionality facilitates the user to download his self appraisal and the marks given by the reporting and reviewing officer. A complete APAR of the officer/official including all four parts can be downloaded in pdf format. The report will be available after the disclosure date as decided by the HRM Division.

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