

Configurable APAR System



Legal compliance with DSC/ e-Sign



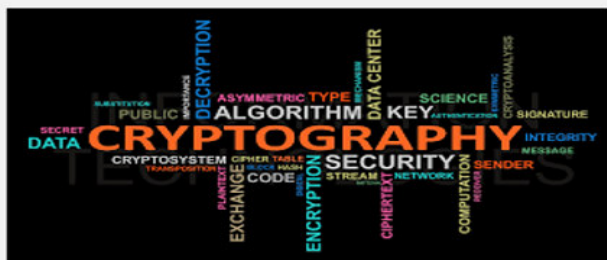
Bilingual APAR Forms



Predictive Text for User Convenience



APAR Data is Encrypted for Safety



Speech to Text for Ease of Use



USER MANUAL ON APAR SYSTEM FOR EMPLOYEES IN INDIAN RAILWAYS

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1.0 Introduction

There are approximately 12.5 lakhs employees working in different Units across Indian Railways. Out of which around 14 thousand are gazetted officers and the rests are non-gazetted employees. Annual Performance Appraisal is an important HR function that is carried out every year for each employees. Government of India, through their SPARROW¹ system, enables Gazetted officials to submit their performance appraisal report online. Gazetted officials of Indian Railways also use SPARROW for the submission and processing of their performance appraisal report. This APAR Module is envisaged under Human Resources Management System for Indian Railways to enable around 12.36 lakhs non-gazetted employees working across Indian Railways to submit their annual performance appraisal reports online.

1.1. How does APAR Module work

APAR Module under HRMS for Indian Railways have specific component for (a) APAR administration and monitoring, (b) online submission of APAR and its processing and (c) components to manage appeal process for dissatisfied appraisee. Administration and monitoring component enables Personnel Department of the Unit to (i) constitute APAR Monitoring Cell at Unit, Department and Sub-Department levels, (ii) rule-based assignment of APAR Form to employees, (iii) orchestrate workflow for submission, assessment by reporting, review and accepting of APAR for employees of different levels and (iv) monitor APAR recording activities.



Constitution of APAR Administration Cells

- System facilitates 3-tier APAR Administration
- Unit Admin constitutes APAR Monitoring Cell of Unit
- APAR Monitoring Cell constitutes Department Level APAR Cell
- Department Level APAR Cell constitutes Sub-Department Level APAR Cell



Mapping of APAR Form to Employees

- All non-gazetted employees are covered under this module
- There are 14 different types of APAR Form
- Rule based automatic mapping of APAR Forms to employees
- APAR Forms are mapped according to Department-Designation and Pay Level
- Mapping in exception of Rule is also possible



Configuring Workflow for APAR

- Rule-based provisioning of APAR Form to Appraisee if Self Appraisal is applicable
- Rule-based assignment of Reporting, Reviewing and Accepting Authority
- Rule based assignment of Appellate Authority
- In exception of rule, assignment of Reporting, Reviewing and Accepting authority as well as Appellate authority is also possible

¹ SPARROW, abbreviated from Smart Performance Appraisal Report Recording Online Window, is a web-based performance appraisal report recording system for gazetted officials of Government of India.

In second component of this module enables the employees to submit their self-appraisal online and enables reporting, reviewing, accepting officers to carry-out their job online. At the end of the process the APAR-Admin, the custodian of APAR records of all employees in the Unit, archive finalised APAR records. Mobile Apps are also available for employees, reporting authorities to do performance appraisal report recording activities on the go. In third, this module facilitates dissatisfied appraisee to submit representation to the Appellate Authority online, and entire appeal process can be carried out online and the outcome can also be stored by the custodian.

1.2. Limitation of the System

Deliberately, performance appraisal report recording for gazetted officers is not covered in this module. In future, this system may be integrated with SPARROW for a comprehensive APAR system in subsequent version.

1.3. Intended User and their respective Roles

a) Unit Admin: The role of Unit Admin is:

- (i) To create Unit-Level-APAR-Cell by assigning role of Unit-Level-APAR-In-charge-Officer (Unit-Level-APAR-Admin), Unit-Level-APAR-Dealing-Supervisor and Unit-Level-APAR-Dealing-Clerk for administration and monitoring of entire process of APAR activities within the Unit.

b) Unit-Level APAR Admin: The roles of the Unit-Level-APAR-Admin is as follows:

- (i) To create Department-Level-APAR-Cell by assigning role of Department-Level-APAR-In-charge-Officer (Department-Level-APAR-Admin), Department-Level-APAR-Dealing-Supervisor and Department-Level-APAR-Dealing-Clerk for each department within the Unit.
- (ii) To manage the APAR Forms and set the rule assigning specific form to specific level of employees.
- (iii) To orchestrate workflow of APAR recording process for each level of employees. Currently the workflow orchestration is in-built in the software. In case there is any change in workflow-orchestration then the Unit-Level-APAR-Admin must contact CRIS for revision in the software.
- (iv) To monitor APAR recording process of entire Unit from Self Appraisal till archival of APAR and to monitor Appeal process from submission of representation by dissatisfied appraisee to finalisation of appeal.

c) Department Level APAR Admin:

- (i) To create Sub-Department-Level-APAR-Cell by assigning role of Sub-Department-Level-APAR-In-charge-Officer (or Sub-Department-Level-APAR-

Admin), Sub-Department-Level-APAR-Dealing-Supervisor and Sub-Department-Level-APAR-Dealing-Clerk, if required, for each Sub-Department within the Department

- (ii) To map each employee of the department to the respective reporting, reviewing, accepting and appellate authority one by one.
- (iii) To monitor APAR recording process of the department from Self Appraisal till archival of APAR and to monitor Appeal process from submission of representation by dissatisfied appraisee to finalisation of appeal.

d) Sub-Department Level APAR Admin:

- (i) To map each employee of the sub-department to the respective reporting, reviewing, accepting and appellate authority one by one.
- (ii) To monitor APAR recording process of the sub-department from Self Appraisal till archival of APAR and to monitor Appeal process from submission of representation by dissatisfied appraisee to finalisation of appeal.

e) Service-Record Dealing-Clerk:

- (i) Service-Record Dealing Clerk (SR-DC) is responsible to maintain the service record of employee.
- (ii) Additional responsibility of SR-DC is to verify correctness of automatically retrieved personal data of the appraisee on the APAR Form and issue the Form.

f) Appraiser/ Employee: Each non-gazetted employee in Indian Railways. The responsibility of the Appraiser (employees of Level-6 or above) is to fill in Self Appraisal Part of the APAR Form.

g) Reporting Official, Reporting Authority, Reviewing Authority, Accepting Authority and Appellate Authority are the set of officers for each employee participate in assessment and rating of the APAR of each employee.

- (i) The responsibilities of Reporting Official/ Reporting Authority includes Suo-moto assessment of the employee's performance or assessment of self-appraisal of the appraisee. The responsibility also include Rating appraisee on different indicators.
- (ii) The responsibilities of Reviewing Authority is to review Reporting Officer's assessment and rating and give remark separately.
- (iii) The responsibilities of Accepting Authority is to review assessment and rating awarded to the employees and give remark on the same.

- (iv) The responsibility to the Appellate Authority to review the representations submitted by the aggrieved Appraisee, review the Performance Appraisal and conduct re-assessment for the Appraisee.

1.4. Features of APAR Module

1.4.1. Bilingual APAR Forms

This module offers the bilingual APAR Forms that supports both English and Hindi. The user may choose the language just by clicking a button that toggles between two languages. On choosing specific language, the system present the Form with all labels written using selected language. The user then fill in the Form using her/his preferred language as chosen. The labels used on the Form and the data stored through the Form could be either in Hindi or in English.



1.4.2. Predictive Text

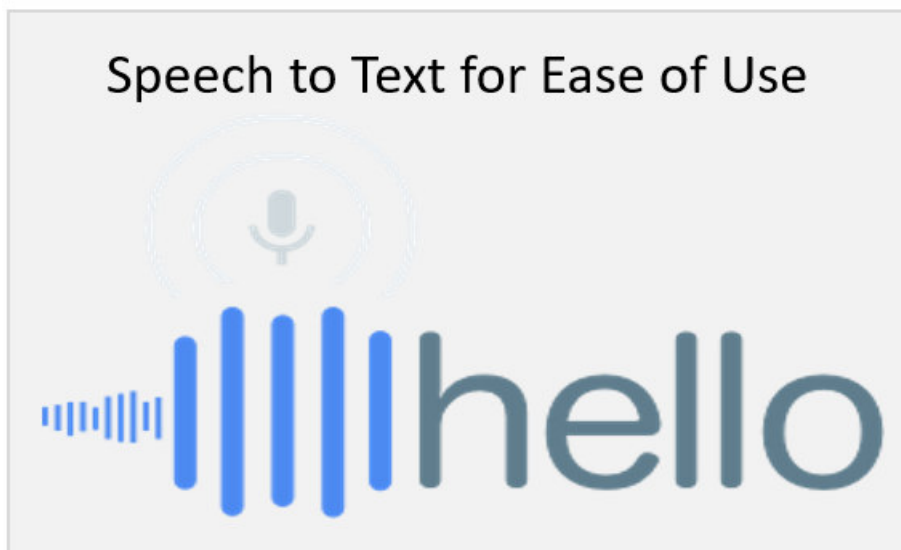
The module offers predictive text facility on APAR Forms. The user just need to type in a letter or two and the system predicts the word or phrase the user wants to type and hence present the list of possible words or phrases starts with the typed letters to the user to choose one from. So filling in the self-appraisal or assessing and rating the performance using the APAR Form become very convenient. This saves time and energy of the user (Appraisee or Reporting/ Reviewing/ Accepting Authorities) while filling in the Form.

1.4.3. Digital Signature

Performance Appraisal Reports have legal bindings. The user, being an Appraisee or a Reporting/ Reviewing/ Accepting Authority may sign the APAR documents using digital signature certificate (DSC) or e-Signature. Facility of OTP based AADHAAR authentication system that enables the user to sign the APAR documents even without carrying token based DSC or e-Sign subscription.

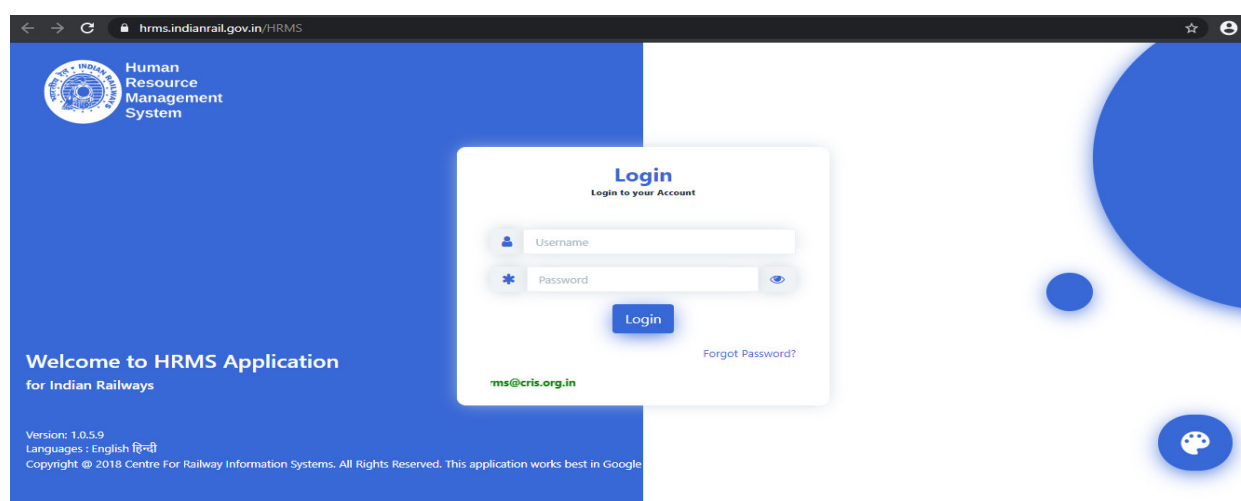
1.4.4. Speech to Text

This module offers speech-to-text converting facility on APAR Forms. Simply by uttering the word or phrase, the user can fill in the form. The system converts speech of the user to intended text and fill the text in appropriate text box on the Form. Such facility offers much ease and comfort to the users while filling in the Self Appraisal Form or during assessment of Performance Appraisal or reviewing and accepting activity of the same.

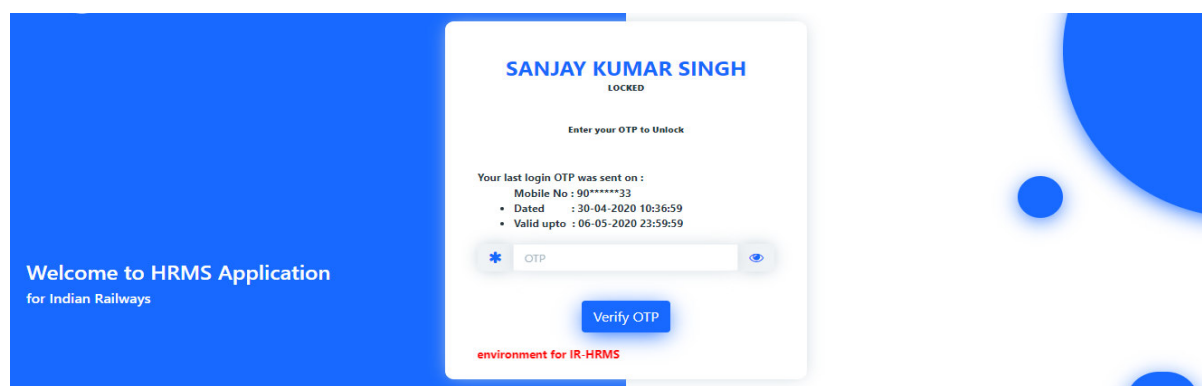


1.5. How to Log into the System

- a) HRMS supports all popular browser such as Microsoft Internet Explorer, Mozilla Firefox, Apple Safari, Google Chrome or Opera. The user need to open the browser of own choice. Then the usershould type URL <https://hrms.indianrail.gov.in/HRMS> on the address bar of the browser and press <enter>to go to the official website of HRMS for Indian Railways.



- b) Enter the Username and Password and click on Login button.
- c) After that, 5 digit OTP is generated, which is sent to the user's registered mobile number through SMS by HRMS software automatically. The user needs to enter the OTP and click on 'Verify OTP' button.



1.6. Organisation of Subsequent Chapters

The subsequent chapters are organized thoughtfully to guide the user how to use this module for managing APAR recording processes.

- a) Chapter 2 narrates step by step process to create APAR Cells at Unit level, Department level and Sub-department level.
- b) Chapter 3 discusses about different types of APAR Forms, their applicability for employees of different level and designations. This Chapter also describes various sections of the APAR Form.
- c) Chapter 4 guides the members of APAR-Cells on step by step procedure to assign members of Reporting Officer, Reporting Authorities, Reviewing Authorities and Accepting Authorities for each employee.
- d) Chapter 5 guides each type of user on how to fill in the APAR Form.
 - (i) How to fill in Personal Data of employee in Part-I of the APAR Form by the Service Record Dealing Clerk (SR-DC).
 - (ii) How to fill in Self Appraisal by the Appraisee/ Employee
 - (iii) How to fill in Assessment Part and Ratings Part of APAR Form by Reporting Officer.
 - (iv) How to fill in Remark by Reviewing Officer.
 - (v) How to fill in Remark by Accepting Officer.
- e) Chapter 6 guides the aggrieved Appraisee on how to submit representation against Performance Assessment.
- f) Chapter 7 describes available Monitoring Reports and how to see them.
- g) Chapter 8 describes the APAR Mobile App.

2.0. Creating APAR Cells

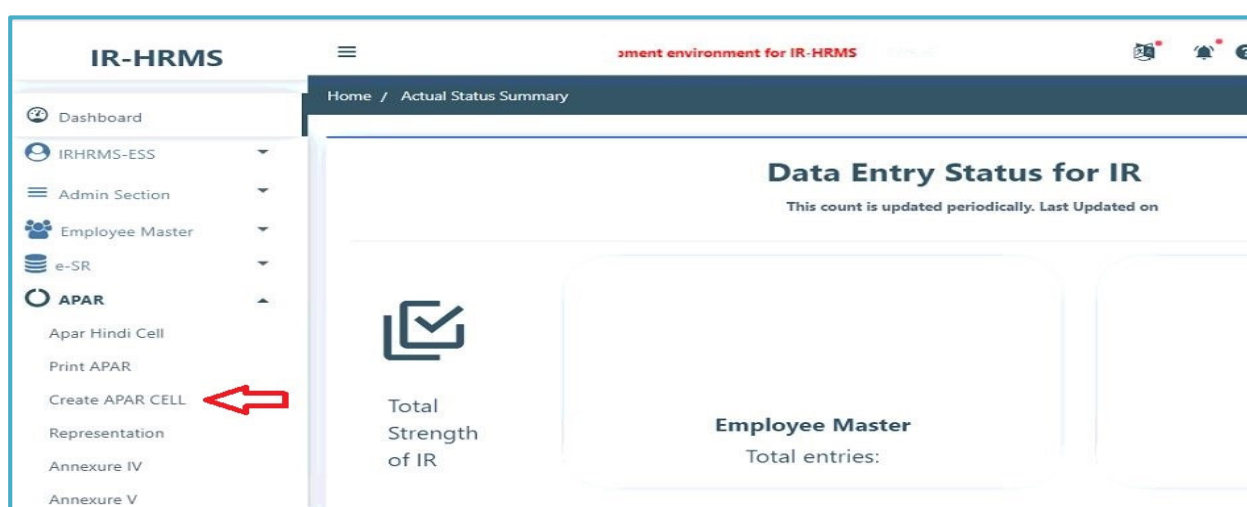
It is mentioned earlier that the APAR Cells are responsible for administration and monitoring of activities in performance appraisal process. There could be 3 levels of APAR Cell, namely Unit Level APAR Cell, Department Level APAR Cell and Sub-Department Level APAR Cell.

2.1. Creating Unit-Level APAR Cell

Unit Admin has the authority to create Unit-Level APAR Cell. Unit-Level APAR Cell is managed by one APAR-in-Charge Officer (Unit-Level APAR Admin) assisted by APAR-Dealing Supervisor and APAR-Dealing Clerks.

Step 1: Unit Admin should login to the HRMS system as narrated in section 1.5 above.

Step 2: Menu option APAR -> Create APAR CELL should be selected.



Step 3: Already assigned members to the Unit-Level APAR-Cell is presented below.

The screenshot shows the 'Create APAR Cell' form. Under 'ASSIGNMENT OF OFFICER-IN-CHARGE:', there is a dropdown menu for 'Select Officer Incharge' with 'PRAKASH CHANDRA SHARMA' selected (indicated by a red arrow). Below this, the HRMS ID is 'NULXQY' and the Name is 'PRAKASH CHANDRA SHARMA'. The IPAS ID is '53300900692' and the Designation is 'APO'. A 'Submit' button is present. Under 'ASSIGNMENT OF CONFIDENTIAL CLERKS:', there is a table with columns: Sr. No., Employee Name, IPAS ID, HRMS ID, Designation, and APAR Designation. The table contains one row for NARENDER SINGH RATHORE with IPAS ID 53307649320, HRMS ID ECNGYT, Designation OFFICE SUPERINTENDENT, and APAR Designation APAR-Dealing-Supervisor. There are '+' and '-' buttons for adding and removing rows. At the bottom, there are 'Submit' and 'Reset' buttons, and a 'Role Assignment Record' link.

Sr. No.	Employee Name	IPAS ID	HRMS ID	Designation	APAR Designation
1	NARENDER SINGH RATHORE	53307649320	ECNGYT	OFFICE SUPERINTENDENT	APAR-Dealing-Supervisor

Step 4: The Unit Admin may assign new member to the Unit-Level APAR-Cell. Name of the employee should be selected as new member. The employees IPAS ID, HRMS ID and Designation are displayed on screen.

☒ Create APAR Cell

ASSIGNMENT OF OFFICER-IN-CHARGE:

Select Officer Incharge

ASSIGNMENT OF CONFIDENTIAL CLERKS:

Sr. No.	Employee Name	IPAS ID	HRMS ID	Designation	APAR Designation	
1	Select Employee <input type="text" value="Select Employee"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	APAR IN-CHARGE OFFICER	<input type="button" value="+"/> <input type="button" value="-"/>

3 ☒ Submit

1

2

4

Step 5: Then the APAR-Cell-Designation has to be selected from a drop-down list. Valid designations used in APAR-Module are as follows:

APAR Designation Code	APAR Designation
A1	APAR-in-Charge-Officer
A2	APAR-Dealing Supervisor
A3	APAR-Dealing Clerk
AD1	APAR-Department-in-Charge Officer
AD2	APAR-Department-Dealing Supervisor
AD3	APAR-Department-Dealing-Clerk
AD5	APAR-Sub-Department-in-Charge-Officer
AD6	APAR-Sub-Department-Dealing Supervisor
AD7	APAR-Sub-Department-Dealing-Clerk

Step 6: Then the 'Submit' button is clicked to assign the member permanently to the Unit-Level APAR Admin.

Step 7: Click on "Role Assignment Record" to see all employee assigned to APAR-Cell.

☒ Create APAR Cell

ASSIGNMENT OF OFFICER-IN-CHARGE:

Select Officer Incharge

ASSIGNMENT OF CONFIDENTIAL CLERKS:

Sr. No.	Employee	Apar Designation	Assigned On	Submitted By
1	XMTSTI	A1	2020-09-27	IKUKYR
2	BNXYND	A3	2020-09-27	IKUKYR
3	CXARQH	A1	2020-09-30	IKUKYR
4	DXPRQO	A2	2020-09-30	IKUKYR
5	ZMOXRD	ADC	2020-09-30	IKUKYR
6	CXARQH	A1	2020-09-30	IKUKYR
7	CXARQH	A1	2020-09-30	IKUKYR

☒ Submit

2.2. Creating Department-Level-APAR-Cell

Unit-Level-APAR-Admin has the authority to create Department-Level-APAR-Cell. Department-Level-APAR-Cell consists of one Department-Level-APAR-in-Charge-Officer (Department-Level-APAR-Admin) assisted by Department-Level-APAR-Dealing-Supervisor and Department-Level-APAR-Dealing-Clerks.

Step1: Department name should be selected from the drop down list.

Step 2: Then the list of officers in the department appears on the next drop down. Name of the officer to be nominated for Department-Level-APAR-Cell has to be selected from the list.

Step 3: On the next drop down, list of Department-Level-APAR-Designation appears. Appropriate Department-Level-APAR-Designation is selected to assign it to the selected Officer.

The screenshot shows a web form titled 'department apar cell'. It has three dropdown menus labeled 'Department', 'Departmental Official list', and 'Apar Designation'. Each dropdown menu has a red arrow pointing to it with a number below it: 1 for 'Department', 2 for 'Departmental Official list', and 3 for 'Apar Designation'. Below the second dropdown menu is a 'SAVE' button with a red arrow pointing to it labeled 4. The form also has a breadcrumb trail at the top: 'Home / APAR / department apar cell'.

Step 4: Finally the 'Save' button is clicked to save the information about the member of Department-Level-APAR-Cell.

2.3. Creating Sub-Department-Level APAR-Cell

Department-Level APAR-Admin has the authority to create Sub-Department-Level-APAR-Cell. Sub-Department-Level-APAR-Cell consists of one Sub-Department-Level-APAR-in-Charge-Officer (Sub-Department-Level-APAR-Admin) assisted by Sub-Department-Level-APAR-Dealing-Supervisor and Sub-Department-Level-APAR-Dealing-Clerks. The process of assigning officers to Sub-Department-Level-APAR-Cell is similar to that of Department-Level-APAR-Cell.

Step 1: Sub-Department name should be selected from the drop down list.

Step 2: Then the list of the officers in the sub-department appears on the next drop down. Name of the officer to be nominated for Sub-Department-Level-APAR-Cell has to be selected from the list.

The screenshot shows a web form titled 'Sub Department'. It has three dropdown menus labeled 'Sub Department', 'Sub Departmental Official list', and 'Apar Designation'. Each dropdown menu has a red arrow pointing to it with a number below it: 1 for 'Sub Department', 2 for 'Sub Departmental Official list', and 3 for 'Apar Designation'. Below the second dropdown menu is a 'SAVE' button with a red arrow pointing to it labeled 4. The 'Apar Designation' dropdown menu is open, showing a list of options: 'APAR-Sub-Department-Dealing-Supervisor', 'APAR-Sub-Department-Dealing-Clerk', 'APAR-Department-in-Charge Officer', 'APAR-Department-Dealing-Supervisor', 'APAR-Department-Dealing-Clerk', and 'APAR-Sub-Department-in-Charge-Officer'. The 'APAR-Department-in-Charge Officer' option is highlighted in blue.

Step 3: On the next drop down, list of Sub-Department-Level-APAR-Designation appears. Appropriate Sub-Department-Level-APAR-Designation is selected to assign it to the selected Officer.

Step 4: Finally the 'Save' button is clicked to save the information about the member of Sub-Department-Level-APAR-Cell.

3.0. APAR Form

There are different types of APAR Forms used for Non-Gazetted Employees. The Forms are available in both Hindi and English Language. There are maximum 2 Sections and 7 Parts in the APAR Form.

3.1. Different Types of APAR Form

There are 14 different types of APAR Forms used for Non-Gazetted employees in Indian Railways. The level of employees and their designations decides the type of APAR Forms they must use for APAR processes.

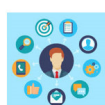
Sl.	Employee Sub-Group	APAR Form Reference
1	Erstwhile Group D (Employees in Level-1)	Assessment Form
2	Technician-3/ Junior Clerk (Employees in Level-2 & 3)	Single Form
3	All Employees in Level-6, 7, 8 Including Workshop Staff and excluding Teaching Staff, PWI/APWI, SI/ SI, IOW/AIOW)	Annexure – I
4	IOW/ AIOW	Annexure – II
5	PWI/ APWI, SI/ ASI	Annexure – III
6	Teachers/ Instructors	Annexure – IV
7	All Employees in Level-4 and 5	Annexure – V
8	Hindi Superintendent/ Hindi Assistants	Hindi Cell Form
9	Railway Board - Section Officer/ Desk Officer	Railway Board Form-1
10	Railway Board - UDC and LDC	Railway Board Form-2
11	Railway Board - PA and Steno	Railway Board Form-3
12	Railway Board–All Assistants excluding PA, Steno, UDC, LDC	Railway Board Form-4
13	RPF Security (Employee in Level-3 and 4)	RPF Form-1
14	RPF Security (Employee in Level-5 and 6)	RPF Form-2

3.2. Section wise Parts of APAR Form

The APAR Form consists of 2 Sections. Section-1 has 4 distinct Parts (namely Part-I, II, III and Part IV) and Section-2 has 3 distinct Parts (namely Part-V, VI and Part-VII). Each Part of Section-I and Section-II of the APAR Form is described below.

Section	Part No	Information to be filled in	Who can fill it
Section-I	Part-I	Personal Detail of Appraisee	Service Record Dealing Clerk
Section-I	Part-II	Self-Appraisal	Appraisee (Level-6 and above Employee)
Section-I	Part-III	Reporting Officer's Assessment	Senior Supervisory Staff (for Level-1 Employee)

Section	Part No	Information to be filled in	Who can fill it
			Reporting Official (for Level-6 Employee) Reporting Authority (Employees of all other Level)
Section-I	Part-IV	Reviewing Officer's Remark on the Assessment of Reporting Officer	Reviewing Authorities
Section-II	Part-V	Reporting Authorities Rating	Reporting Authorities (for employees of all Levels except Level-1)
Section-II	Part-VI	Reviewing Authorities Remark on Reporting Authorities Rating	Reviewing Authorities
Section-II	Part-VII	Accepting Authorities Remark	Accepting Authorities (for Employees of Level-5 and above)



Self Appraisal
by Appraisee

Section – I, Part – I:
Service Detail Prefilled
by Service Record
Dealing Clerk

**Section – I, Part – II:
(Self Appraisal)**

- Brief description of the duties Resume of the year (multiple entries)
- From Date
- To Date
- Achievement or Shortfall in this period



Assessment by
Reporting Officer

Section – I, Part – III:

- Agree with the statement made in Self Assessment
- Character & Habit
- Departmental Ability
- Special aptitude
- Disability if any
- Reliability
- Relations with others
- Power of drafting
- Knowledge of rules
- Ability to conduct enquiries
- ---



Reviewing Officer's
Remark

Section – I, Part – IV:

- Reviewing Officers Remark on Reporting Officer's Assessment



Reporting
Officer's Rating

Section – II, Part – V:

- Qualities of leadership
- Capacity to take decision
- Willingness to shoulder higher responsibility
- Ability to inspire staffs
- Ability to enforce discipline



Reviewing
Officer's Remark

Section – II, Part – VI:

- Reviewing Officers Remark on Reporting Officer's Rating
- Signature of Reviewing Officer using Digital Signature



Accepting Officer/
HOD's Remark

Section–II, Part – VII:

- Accepting Officers Remark on Reporting Officer's Rating
- Signature of Accepting Officer/ HoD using Digital Signature

4.0. Assigning Reporting, Reviewing, Accepting Authority

It is the responsibility of Department-APAR-Cell (or the responsibility of Sub-Department-APAR-Cell if so required) to assigns the Reporting / Reviewing / Accepting Officer for each employee. For conveniency first the 'Set of Authorities' are defined and then a specific Set of Authorities is tagged to the group of employee.

4.1. Defining a Set of Reporting, Reviewing and Accepting Authorities

At the beginning Sets of Reporting Official, Reporting Authority, Reviewing Official, Reviewing Authority and Accepting Authority has to be created with distinct Set-Name for APAR-Year. Step by step procedure is narrated below.

Step 1: The Department-Level-APAR-Admin (or Sub-Department-Level-APAR-Admin, if so the case) has to login into HRMS following instructions as stated at section 1.5 above. Then the user should change the 'Role' from 'Employee' to 'Department-APAR-Cell'.

Step 2: User goes to HRMS-Menu, and select on 'APAR->Create Hierarchy Set' from menu option as presented below.

Sr. No.	Financial Year	Reporting Officer	Reviewing Officer	Accepting Officer	Reporting Officer-2	Reviewing Officer-2	Set Name	
1	2019 - 2020	Rep	Revi	Acc	Review O	Reviewing	Hierarch	+

Step 3: 'APAR Year', HRMS Id of Reporting Official, Reporting Authority, Reviewing Official, Reviewing Authority, Accepting Authority has to be filled in appropriate text box presented below. A distinct 'Set-Name' has to be given to the set of Officers/ Authorities.

Sr. No.	Financial Year	Reporting Officer	Reviewing Officer	Accepting Officer	Reporting Officer-2	Reviewing Officer-2	Set Name	
1	2019 - 2020	2 SPYXIT RAVINDER KUN CHIEF OFFICE S	3 EYKOEY M SENTHIL KUN DY CPO	4 IWRRYX DINESH KUMAR DY CPO/GAZETI	5 IWRRYX DINESH KUMAR DY CPO/GAZETTED	6 EYKOEY M SENTHIL KUMAR DY CPO	7 SETS	+

Submit Reset Load List

Step 4: The '+' button, at the right side of the row, is to be clicked if one more such set is to be created. A new row for the new set opens below. Step 1 should be repeated for new set.

Step 5: Once all sets are created then 'Submit' button has to be clicked to permanently save the sets for future use.

Step 6: 'Load List' button is available at the bottom of the screen. The list of all Sets may be viewed by clicking already created Sets.

Screen Shot of Load List to be pasted here

4.2. Assigning Set of Authorities to Group of Employees

The Department-Level-APAR-Admin (or Sub-Department-Level-APAR-Admin, if so the case) has to assign a group of employees to a Set of Authorities (Reporting/ Reviewing/ Accepting Authorities).

Step 1: User goes to HRMS-Menu, and select on 'APAR->Assign Employee Hierarchy Set' from menu option.


Combination Name	Reporting Name	Reviewing Name	Reporting-Part-II Name	Reviewing-Part-II Name	Accepting Name
TESTONE	DLMKDG - BABU LAL MEENA - ACMT	YZOEGB - J K PATRA - ADME	-	-	RHZWDW - DEVIDATTA SATAPATHY - SR DME/DIESEL

Step 2: Following page appears on screen. The user need to select the 'Set of Authorities' from the drop down list. The details of the 'Set of Authorities' (Set Name, name of Reporting Official/ Reporting Authority/ Reviewing Official/ Reviewing Authority/ Accepting

Authority) appear on screen. Then the user selects Bill Unit, Pay Level, Designation, Station to select the group of employees, that has to be assigned to the 'Set of Authorities'.


Assign Employee Hierarchy Set

Select a Combination from the list to Combinations Office Order and click on 'Go' button.

Combination * SET  1




UNIT: JODHPUR WORKSHOP/ WSH DEPARTMENT : MECHANICAL

Combination Name	Reporting Name	Reviewing Name	Reporting-Part-II Name	Reviewing-Part-II Name	Accepting Name
SET	EPRXDC - GAJANAND MUKESH MOURYA - APO	QJUPLW - BHOOR CHAND SONI - ADME/OP	IWRRYX - DINESH KUMAR - DYCPO/GAZETTED	IWRRYX - DINESH KUMAR - DYCPO/GAZETTED	EPRXDC - GAJANAND MUKESH MOURYA - APO

 2

Bill Unit: ALL Pay Level: 5 (29200-92300)

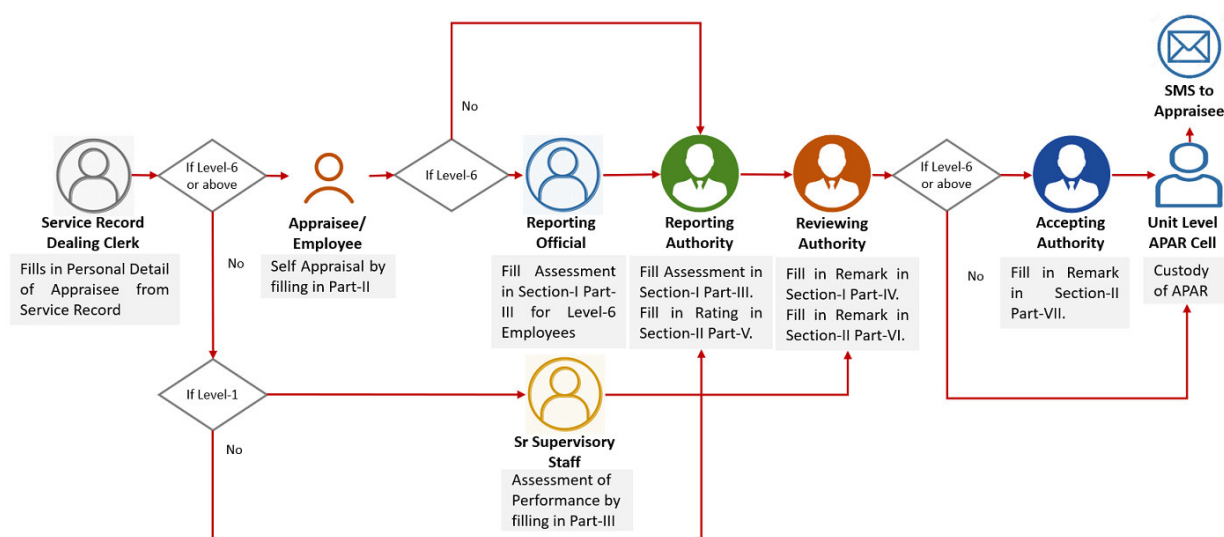
Designation: ALL Station: station All

 3  

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Step 3: Once the group of employee is selected, the User clicks on the 'Go' button to assign the group of appraisee to the set of authorities.

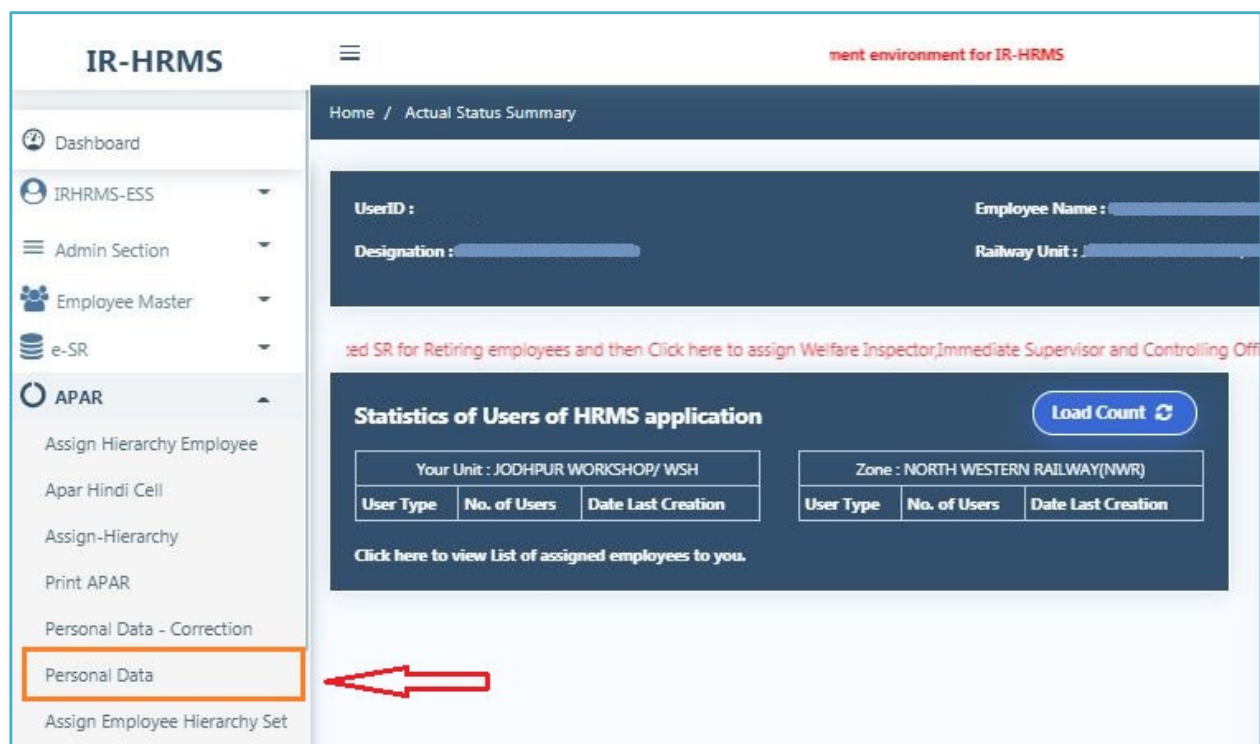
5.0. APAR Process



5.1. Filling in Personal Data on APAR Form

This is the first activity of APAR recording process. HRMS automatically pre-populate available personal data of employee on Part-I (in Section-I) of the APAR Form. Service-Record-Dealing-Clerk verifies pre-populated Personal-Data and make necessary correction wherever it is required. Following steps are to be completed for this activity.

Step 1: The Service-Record-Dealing-Clerk (SR-DC) logs in to the HRMS and then select **APAR-> Personal Data** from the menu option.



Step 2: Following page appears on screen. The SR-DC then fills in the HRMS-Id of the employee in the text bis and click on 'Go' button.

The screenshot shows the APAR system interface. On the left is a sidebar menu with options: Dashboard, IRHRMS-ESS, Admin Section, Employee Master, e-SR, and APAR (selected). Below the menu is a link 'Assign Hierarchy Employee'. The main content area has a breadcrumb 'Home / APAR / A1' and a title 'APAR'. Below this is a form with a label 'HRMS Employee ID *' and an input field containing 'IHLVZI'. To the right of the input field are two buttons: 'Go' and 'Reset'.

Step 3: Following 'Personal Information' page with Status: 'New' appears on screen. Personal information of the selected employee is retrieved from HRMS database and pre-populated on the Page. The information includes HRMS Employee Id, Employee Name, Date of Birth, Department, Designation, Station Code. Information like Substantive Basic Pay and Pay Level along with Officiating Basic Pay and Pay Level is also there. The Personal Information also includes Date of Appointment, Date of Continuous Appointment to the Present Grade, Type of Officer, Educational-Professional-Technical-Qualification, Particulars of Examination including departmental Examination Passed during this year, Community, Whether the Employee has worked as Principal or Trainer. The SR-DC verifies if the pre-populated information are correct. SR-DC make necessary correction if required.

The screenshot shows the 'Personal Information' page. At the top right, it says 'Status: New'. The form is divided into two main columns. The left column contains: HRMS Employee ID (IHLVZI), Date Of Birth (07/11/1969), Designation (OFFICE SUPERINTENDENT (S)), Substantive Pay Level (7 (44900-142400)), Basic Pay (62200), Date of Appointment (08/10/1991), Type Of Officer, Particulars of Examination (including department examination) passes during this year (examination), and whether the employee has worked as Principal or Trainer in a Training institute. The right column contains: Employee Name (PRAMILA TAK), Department (PERSONNEL), Station Code (JU, JODHPUR JUNCTION (JU)), Officiating Pay Level (7 (44900-142400)), Basic Pay (62200), Date of Continuous Appointment to the Present Grade, Education, Professional and Technical Qualification (INTERMEDIATE_12th), and Community (General). At the bottom are three buttons: 'Save as Draft', 'Submit', and 'Reset'.

Step 4: The user then click on 'Submit' button to enable other users to carry out subsequent activities. The user is also free to click on 'Save as Draft' button if s/he wants to save intermittently and submit later in time.

5.2. Self-Appraisal by the Employee/ Appraisee

The second step is to fill in Self-Appraisal in Part-II (in Section-I) of the APAR Form. However, Self-Appraisal is required for only the employees of Level-6 or above. Employees of lower Level are required to complete this activity. To complete this activity following steps are to be completed.

Step 1: Employee has to select **APAR->Self Appraisal** option from the menu. On selection of menu-option, Self-Assessment (Part-II) of APAR Form, that is applicable for the Employee, appears on screen. Part-II of Annexure-1 APAR Form is presented below as an example.

Step 2: The user has to fill in all information on the Self-Assessment page like 'Brief description of duties', 'Work done from', 'Work done to', 'Achievement during the period' etc.

Step 3: The user then click on 'Submit' button to save all information so that it enables other users to take up next level activities. The user is also free to click on 'Save as Draft' button if s/he wants to save intermittently and submit later in time.

Step 4: On clicking 'Submit' button, a OTP confirming transaction is generated by HRMS and is sent automatically through an SMS to the registered mobile number of the User.

Step 5: OTP verification Box pops up on the screen. The User fills in the OTP, that is received through SMS on mobile phone, and clicks on 'Verify OTP' button. The OTP is validated and the Self-Appraisal activity is completed.

5.3. Assessment by Reporting Official / Reporting Officer

Next activity in the APAR process is the Assessment by Reporting Official/ Reporting Authority. The assessment by Reporting Authority play a crucial role in defining the rating of the appraisee. An in-depth analysis of performance of the appraisee, under various metrics are reported upon by the Reporting Officer. The entries of assessment of the performance must be recorded on Part-III (in Section-I) and Part-IV (in Section-II for Integrity & Special Attributes) of the APAR form. The final grading is given by the Reporting Officer.

- a) Reporting Official: In the case of employees in Pay-Levels 1,2,3,4,5 the Reporting Component in Part-III of Section-I of APAR is performed by a Senior Supervisor. There is no Section-II for the employees in this Pay-Levels. For employees in Pay-Level: 6, the Part-III of Section-I of APAR form is also performed by a Senior Supervisor.
- b) Reporting Authority: In the case of employees in Pay-Level 6, the Part-IV in Section-II of the APAR form is evaluated by the Reporting Officer. For the remaining non-gazetted employees in higher level, both the Part-III of section-I and Part-IV of Section-II is completed by the Reporting Officer.

To complete these activities following steps are to be completed.

Step 1: The User has to login into the HRMS following the instruction as stated above (at section 1.5). Then the user should change the 'Role' from 'Employee' to 'Reporting Authority'.

Step2: User goes to HRMS-Menu, and click on 'APAR' menu. Here, user finds dynamic menu options. The list of all types of APAR-Form, those are applicable to the employees for whom the user is the Reporting Authority appears as Menu Options.

Paste Picture of Menu Option

Step 3: User choose the menu-option with name of apar-form of choice. The selected APAR Form page appears on screen.

Step 4: On this new page, there is a drop down with list of employees whose APAR Form has been forwarded to the Reporting-Officer. User needs to select specific employee from a drop-down. Reporting-Officer has to assess the employee.

Step 5: After completing the Reporting-Part and before clicking 'Submit' button, the officer has the option to create a template duly incorporating the evaluation done in this form. By clicking on 'Save as Template' button, a template-name has to be assigned. (This template may be used while assessing other employees.

Step 6: On clicking 'Submit' button, the reporting Officer has to sign through DSC .

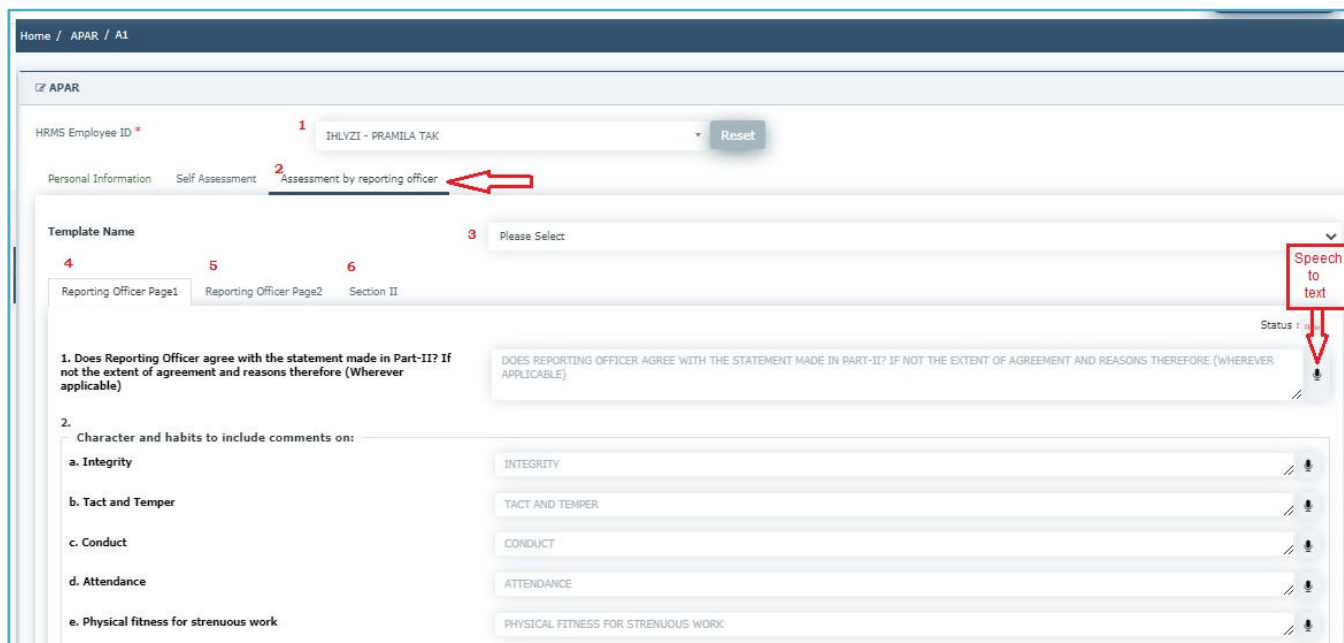
Step 7: Signing through DSC signals the end of Reporting Officer assessment and the assessed employee name will be excluded from the drop-down list.

Part – III of Section – I page is presented below.

Did you know!

In order to provide better user-experience to the Reporting Officer or Reporting Authority, Reviewing Officer or Reviewing Authority and Accepting Authority following facilities are offered in APAR Recording Module:

- ✓ Speech-to-Text
- ✓ Predictive-Texting
- ✓ Template-based reporting



Home / APAR / A1

APAR

HRMS Employee ID * 1 IHLVZI - PRAMILA TAK Reset

Personal Information Self Assessment 2 Assessment by reporting officer

Template Name 3 Please Select

4 Reporting Officer Page1 5 Reporting Officer Page2 6 Section II

1. Does Reporting Officer agree with the statement made in Part-II? If not the extent of agreement and reasons therefore (Wherever applicable)

DOES REPORTING OFFICER AGREE WITH THE STATEMENT MADE IN PART-II? IF NOT THE EXTENT OF AGREEMENT AND REASONS THEREFORE (WHEREVER APPLICABLE)

2. Character and habits to include comments on:

a. Integrity INTEGRITY

b. Tact and Temper TACT AND TEMPER

c. Conduct CONDUCT

d. Attendance ATTENDANCE

e. Physical fitness for strenuous work PHYSICAL FITNESS FOR STRENUOUS WORK

Speech to text

Part – III of Section – I page is presented below

Reporting Officer Page1 | Reporting Officer Page2 | Section II

Status : New

1. Does Reporting Officer agree with the statement made in Part-II? If not the extent of agreement and reasons therefore (Wherever applicable)

YES

2. Character and habits to include comments on:

a. Integrity: BEYOND DOUBT

b. Tact and Temper: Predictive Texting T

c. Conduct: HIGHLY TACTFUL

d. Attendance: JOVIAL TEMPERED

e. Physical fitness for strenuous work: CONSIDERATE

3. Departmental abilities (merits and demerits) to include comments on:

a. Initiative and direction: INITIATIVE AND DIRECTION

b. General Initiative and direction: GENERAL INITIATIVE AND DIRECTION

Reporting Officer - Section – II

Personal Information | Self Assessment | Assessment by reporting officer

Template Name: Please Select

Reporting Officer Page1 | Reporting Officer Page2 | Section II

a. Qualities of leadership: -----Please Select-----

b. Capacity to take decision on matter within his / her competence: -----Please Select-----

c. Willingness to shoulder higher responsibility: -----Please Select-----

d. Ability to inspire confidence, guide, motivate and obtain the best out of the staff: -----Please Select-----

e. Ability to enforce discipline: -----Please Select-----

Save as Draft | Submit | Save As Template

5.3 (d) Reporting Officer - Digital Signature

5.4. Remarks by the Reviewing Officer

Next activity in the APAR process is by the Reviewing Officer. This part is Part-IV of Section-I of the APAR form. The reviewing Officer will review the assessment made by the Reporting Officer. The reviewing officer has to enter his remarks, opinion about the appraisee.

To complete these activities following steps are to be completed.

Step 1: Go to HRMS-Menu, change the role to Reviewing Authority and click on APAR menu-item.

Step 2: Click on the relevant apar-form , a drop-down will display a list of employees for whom Reviewing Officer's Remarks has to be entered.

Step 3: Reviewing-Officer has to enter his remarks, opinion of the employee .

(Note: If Section-II is available, then the reviewing officer has to enter his remarks on the rating given by the reporting Officer)

Step 4: On Clicking 'Submit' button, the reviewing Officer has to sign through DSC .

Step 5: Signing through DSC signals the end of Reviewing Officer's assessment and the assessed employee name will be excluded from the drop-down list.

5.5. Remarks by the Accepting Officer

Next activity in the APAR process is by the Accepting Officer. This part is in Section-II of the APAR form. The accepting Officer will review the assessment made by the Reporting Officer and by Reviewing Officer. The accepting officer has to enter his remarks, opinion about the appraisee. To complete these activities following steps are to be completed.

Step 1: Go to HRMS-Menu, change the role to Accepting Authority and click on APAR menu-item.

Step 2: Click on the relevant apar-form , a drop-down will display a list of employees for whom Accepting Officer's Remarks has to be entered.

Step 3: Accepting-Officer has to enter his remarks, opinion of the employee , primarily on the rating given by the Reporting Officer.

Step 4: On Clicking 'Submit' button, the accepting Officer has to sign through DSC, A pdf file is generated duly incorporating all the parts of the APAR form and the DSC is planted on the pdf file.

Step 5: Signing through DSC signals the end of accepting Officer's assessment and conclude the APAR process.

Step 6: The accepted employee name will be excluded from the drop-down list.

Step 7: SMS will be sent to Appraisee duly intimating the completion of APAR.

Step 8: The completed, digitally signed APAR-PDF form will be made visible to the appraisee through the APAR-CELL.

APAR

HRMS Employee ID * JHLYZI - PRAMILA TAK Reset

Personal Information Self Assessment Assessment by reporting officer Remarks by Reviewing officer Section II 1

Status: Submitted by Rev. Officer

a. Qualities of leadership Outstanding

b. Capacity to take decision on matter within his / her competence Outstanding

c. Willingness to shoulder higher responsibility Outstanding

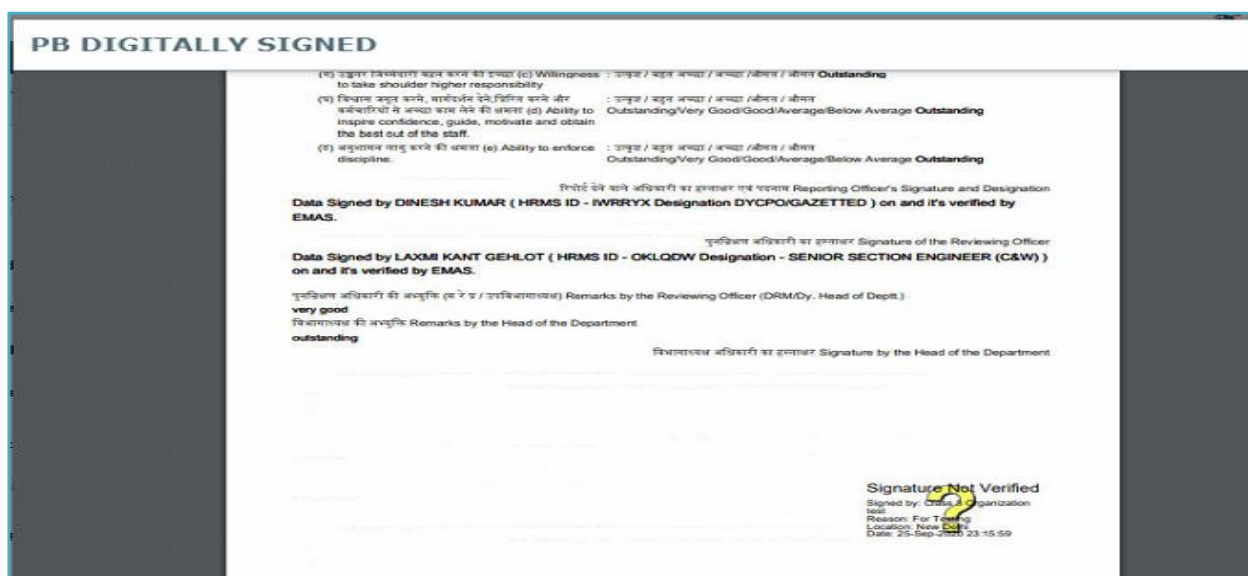
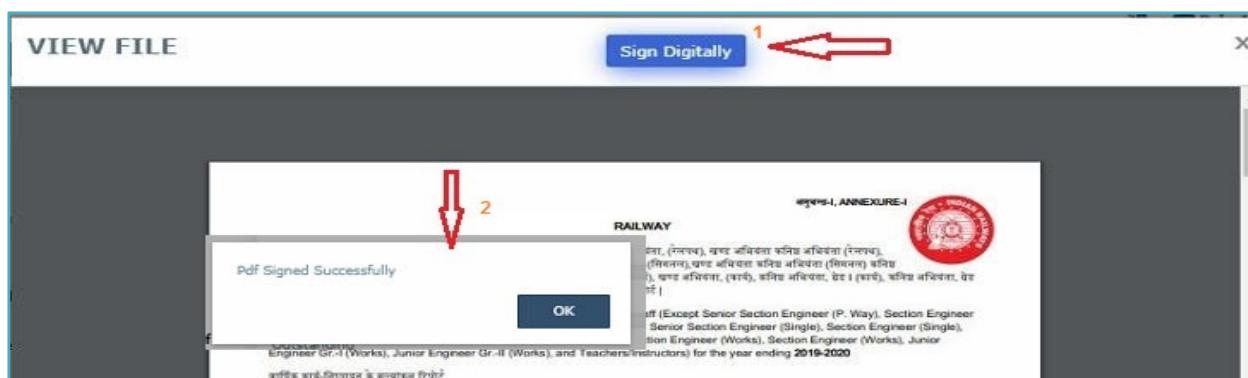
d. Ability to inspire confidence, guide, motivate and obtain the best out of the staff Outstanding

e. Ability to enforce discipline Outstanding

Reviewing Officer Remarks VERY GOOD

Accepting Officer Remarks 2 OUTSTANDING

Save as Draft Digital Sign the Details 3



6.0. Appeal Process

Employee has an option to appeal / represent against his APAR.

6.1. Submission of Representation by the Appraisee.

To Appeal the appraisee has to go through the following steps:

Step 1: Employee has to select **APAR-> Representation** option from the menu.

Step 2: The appraisee details will be displayed.

Step 3: A text-area is available for the appraisee to enter his appeal.

Step 4 : Provision to upload a pdf document is also provided to support his appeal.

Step 5 : on Clicking 'Submit' button a transactional OTP will be sent and the same has to be entered for confirming the submission of the representation.

Step 6: The representation is submitted and received by the concerned APAR-Cell.

Step 7 : If the employee, log's in again and clicks on the "Representation" then the already submitted information will be displayed. He will not be allowed to submit again.

Step 8 : Once the APPEAL process-cycle is completed, the outcome of the appeal will also be displayed here.

Home / Ipass / Representation

≡ Representation

Employee Details			
HRMS ID	: DOCHYS	Name	: SANJAY KUMAR SINGH
Department	: MECHANICAL	Designation	: SENIOR STENOGRAPHER
Office	: NA	Organization-Unit	: NA
APAR Final Year	: 2019-20	APAR Format Code	: A1

Representation against the APAR of Financial-Year -: 2019-20

Representation :

1

REPRESENTATION

Submit

6.2. Representation Reaches APAR-Cell DashBoard.

The representation received in APAR-Cell is marked to Accepting Authority (now known as Appellate Authority)

The steps to be followed are :

Step 1 : Login as APAR-Cell.

Step 2 : Click on APAR → Representation-Received

Step 3 : A list of all pending representation's received is displayed to the APAR-Cell.

Step 4 : On clicking on a row , in the list, a screen will open to enter the appellate authority's HRMS-ID

Step 5 : On clicking the 'Update' button, the appellate authority will be assigned to this representation.

Step 6 : An SMS will be sent to the appellate authority about this representation.

The screenshot displays the 'Received Representation' form in the APAR-Cell dashboard. The breadcrumb navigation at the top reads 'Home / APAR / Received Representation'. Below the title bar, there is a section titled 'Received Representation' with a sub-header 'Modification of APAR_REPRESENTATION - (received in APAR-CELL of << operating_unit >>) : M SENTHIL KUMAR'. The form contains several input fields: 'HRMS Employee Id' with the value 'DOOHYS', 'APAR Final Year' with '2019-20', 'APAR Format Code' with 'A1', 'Employee Name' with 'SANJAY KUMAR SINGH', 'Department' with 'MECHANICAL', and 'Designation' with 'SENIOR STENOGRAPHER'. There is also a 'Marked to HRMS ID' field with the placeholder text 'Marked to HRMS ID'. A blue 'Update' button is located at the bottom left of the form.

6.3. Action by Appellate Authority.

Steps to be followed by the Appellate Authority to finalize the representation.

Step 1 : Login as APAR-Cell.

Step 2 : Click on APAR → Close-Representation.

Step 3 : A list of all pending representation's received marked to this appellate authority will be displayed.

Step 4 : On clicking on a row , in the list, a screen will open to enter the appellate authority's Remarks.

Step 5 : On clicking the 'Update' button, the appellate authority's remarks will be saved and will reach the APAR-CELL dashboard.

Home / APAR / Close Representation

Close Representation

Modification of APAR_REPRESENTATION - (close in APAR_REPRESENTATION of << operating_unit >>) : M SENTHIL KUMAR

HRMS Employee Id	DOOHYS	APAR Final Year *	2019-20
APAR Format Code	A1	Employee Name *	SANJAY KUMAR SINGH
Department	MECHANICAL	Designation *	SENIOR STENOGRAPHER

Marked To Remarks :

6.4. Action by APAR-CELL

Steps to be followed by the APAR Cell to reply the representation.

Step 1 : Login as APAR-Cell.

Step 2 : Click on APAR → Reply-Representation.

Step 3 : A list of all pending representation's received from appellate authority will be displayed.

Step 4 : On clicking on a row , in the list, a screen will open to enter the reply , that will be visible to the appraisee.

Step 5 : On clicking the 'Update' button, the reply-remarks will be saved and will be displayed to the appraisee's login (Please refer to 6.1 Step 8).

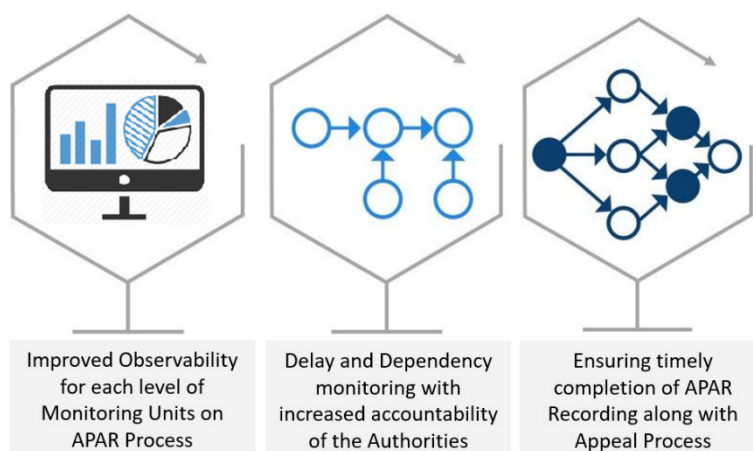
And Step 6 : An SMS will be sent to the appraisee about the reply for his representation.

7.0. Monitoring Reports

There are a series of MIS Reports available in this module for monitoring of APAR recording processes. The reports are mostly designed by keeping following objectives in mind.

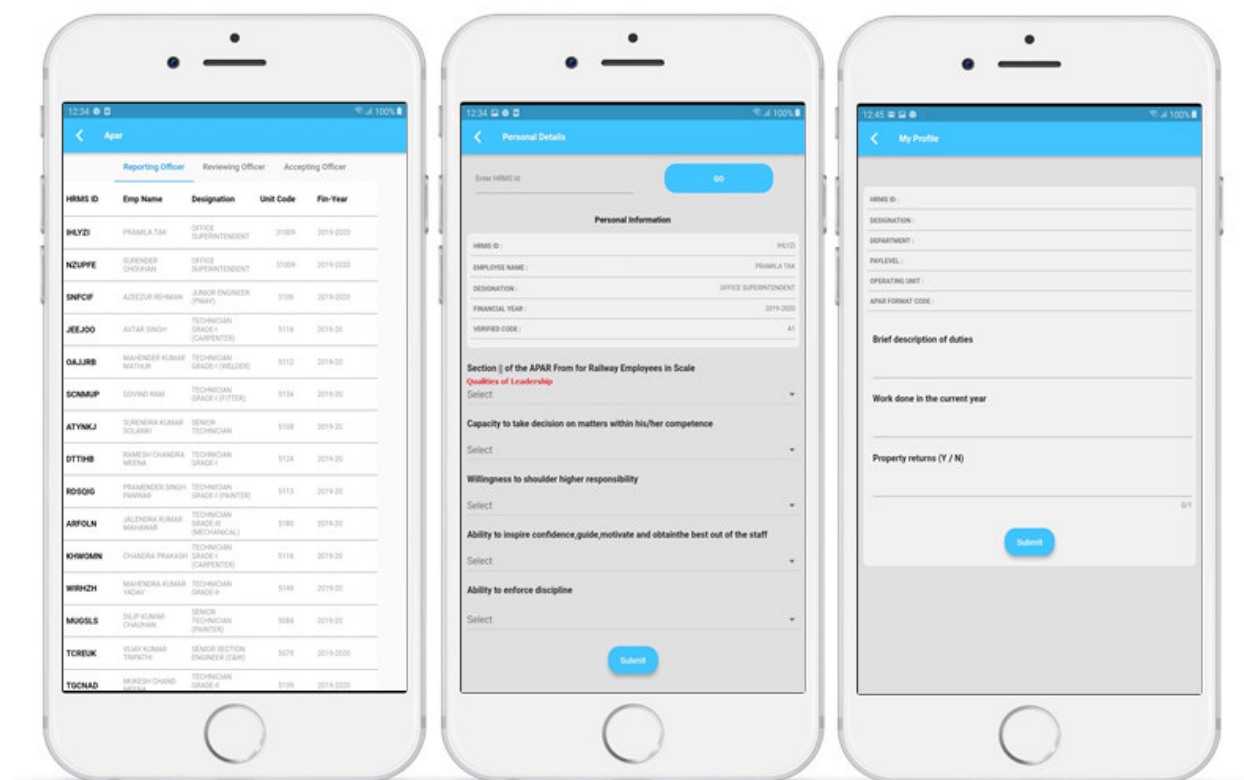
Objectives include Improved observability for each level of monitoring units, delay and dependency monitoring with increased accountability of the authorities and ensuring timely completion of APAR recording process. Unit Admin and members of Unit-Level-APAR-Cell can view these reports for all non-gazetted

employees of the unit. Similarly, members of Department-Level-APAR-Cell can have access to these reports for non-gazetted employees of the specific department. Members of Sub-Department-Level-APAR-Cell also have access to these reports for non-gazetted employees of the concerned sub-department.



The users after login must select “APAR->MIS Reports” menu option to see the list of available MIS Reports. Objective of these reports is to monitor the activities of each stage like (1) assignment of APAR forms to employees, (2) filling in personal data in the APAR form, (c) self-appraisal, (d) assessment and rating by reporting official/ authority, (e) reviewing of the assessment etc and intervening at the point of delay.

8.0. Mobile Application



Along with web applications, APAR module also includes Mobile Apps as part of the ESS & MSS (Employee Self Service and Manager Self Service) component. APAR Mobile Apps are available in both Android and iOS platform. The Mobile Apps have separate components for Reporting Authorities, Reviewing Authorities and Accepting Authorities. The user may refer to the APAR Mobile App manual for detail.

- End of Document -