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1. Objective

The electronic Annual Performance Appraisal Report (eAPAR) is an online system based on the comprehensive performance appraisal dossier that is maintained for each member of the Service by the State Government/Central Government. The aim of this system is to facilitate the electronic filling of PAR by officers in a way that is not only user friendly but also allows to fill from anywhere anytime as per their convenience. Similar convenience will be available to the officers at different levels in the workflow hierarchy of filling and submission process. The system is also expected to reduce delays in submission of completely filled APARs.
2. **Introduction**

APAR filling process starts at the beginning of the financial year. The Custodian of the respective Ministry/department sends the blank APAR forms to the Individual officer. The officer fills the APAR for further submission to his/her Reporting Officer. The APAR moves from Reporting officer to Reviewing officer and to Accepting Authority mandatorily marking CR Section a slip.

With the electronic system in place, the recording and movement of APAR forms becomes seamless, quick and convenient due to inbuilt alert mechanisms through different modes at appropriate levels. The system provides status check so that the officers' know where their APARs pending as well as what is pending with them.
3. Key Features of eAPAR system

- **Form ID**: Form ID is unique and created while generation of Form
- **APAR ID**: Unique ID for APAR.
- **Search Criteria**: To search on various parameters like name, date etc
- **Draft**: To save the APAR as Draft and work later
- **Modes of APAR**
  - **Standard**: Grading on the standard flow of APAR.
  - **Representation**: Employee can put for Representation in case of disagreement
  - **Referral**: Employee can put for Referral Board in case of disagreement with representation decision
  - **Memorial against Assessment (MaA)**: Employee can put for MaA in case of disagreement with Referral
- **Delays**: Reduced delays in APARs submission
- **Communication**: Timely Mobile and emails alerts at appropriate level
- **Security**: Submission possible only through digital signing
- **Pendency**: Tracking at every level
- **Safety**: No case of Missing/Lost/Damaged APARs
4. eAPAR Modules

EAPAR comprises of following sections that user can access using the left navigation in the eAPAR application:

1. Inbox
2. Sent
   2.1. Completed APAR
3. Dossier
   3.1. Generation
   3.2. Force Forward
4. APAR
5. Delegation
6. Verification
7. Workflow
   7.1. Create/Update
8. User Assistance
   8.1. User Registration
9. DSC
   9.1. DSC Registration

Each section helps the user to easily utilize the functionalities of different sections of the PIMS.
4.1 Standard Menu-Based on ADMIN Role

Standard Menu constitutes of many authenticate functionalities required for processing of electronic annual performance appraisal report. Standard Menu is accessible by Admin whereas necessary components are viewable to User. Admin is authorized to control end to end process flow of APAR.

Standard Menu is as shown in Fig 1: eAPAR: Standard Menu-ADMIN:

4.2 Standard Menu-Based on User Role

Fig 1: eAPAR: Standard Menu-ADMIN

Fig 2: eAPAR: Standard Menu: User
1. **Standard Mode of eAPAR**

**Level 1. CR Section (Unit Custodian):**
- a. Create or Update Workflow
- b. Generate APAR with Form ID
- c. Send APAR to Employee

**Level 2. Self/User**
- a. Section I: Viewable Mode
- b. Section II: Editable Mode

**Level 3. Reporting Authority**
- a. Grade eAPAR
- b. Forward to Reviewing Authority

**Level 4. Reviewing Authority**
- a. Grade eAPAR
- b. Forward to Accepting Authority

**Level 5. Accepting Authority**
- a. Grade eAPAR
- b. Forward to Reviewing Authority

**Level 6. CR Section**
- a. Disclose to Employee

**Level 7. Self/User**
- a. Accept the APAR

**Level 8. CR Section**
- a. Sent to EO Section

**Level 9. EO Section**
- a. Send to CCA

**Level 10. Cadre Controlling Authority**
Level 1 - Unit Custodian Role

a. Create Workflow/Update

i. Search an employee to whom workflow needs to be created by providing parameters as shown in Fig 2: eAPAR: Create Workflow:

![Fig 3: eAPAR: Create Workflow](image)

ii. Select the desired employee a page appears requesting for Status and Type of Form to continue as shown in Fig 4: eAPAR: Create Workflow:

![Fig 5: eAPAR: Create Workflow](image)
iii. Provide the necessary parameters and Continue to proceed as shown in Fig 6: eAPAR: Create Workflow:

![Creation of Work Flow - Choosing Workflow Period](image)

iv. A page with respective details and Standard tab opens to create the workflow as shown in Fig 8: eAPAR: Create Workflow:

![Work Flow for the Assessment Period: 01/04/2013 to 31/03/2014](image)
Note:

a. Unit Custodian is responsible for creating/updating workflow.
b. eAPAR is generated only for employees whose workflows are existing.
c. By default Standard Mode tab appears representing the existing workflow.
d. Depending on the Type of Status the eAPAR is processed like Training/Leave/Working.
e. Unit Custodian can create Representation/Referral/Memorial against Assessment Modes respectively along with Standard Tab saving and moving to Next.

b. Update Workflow

to edit or update any workflow search a desired employee as shown in Fig 10: eAPAR: Update Workflow:

vi. A page appears with the resultant employee and click Update as shown in Fig 12: eAPAR: Update Workflow:

vii. A page with Standard Tab appears and select the checkbox requires to be changed or edited and click Update as shown in Fig 14: eAPAR: Update Workflow:
viii. A message appears as Workflow updated Successfully as shown in **Fig 16: eAPAR: Update Successful**:

![Fig 16: eAPAR: Update Successful](image)

**Note:**

a. Search an existing employee and open the respective tab to modify or update the workflow.
b. Access Privileges are used for supporting Upload\Print\Delegation as shortcut icons.
c. Assessment Period cannot be modified however Target Dates for respective levels can be done.
c. **Generation of APAR**

   o **Generate and Send**
     
     i. Go to Generation APAR tab select the Assessment Year search an employee Check the respective Employee and click Generate and Send APAR as shown in **Fig 18**: eAPAR: Generate:

     ![Fig 19: eAPAR: Generate](image)

     ii. A unique Form ID is generated and sent to respective employee as shown in **Fig 20**: eAPAR: Generate:

     ![Fig 21: eAPAR: Generate](image)
Note:

a. Any eAPAR can be Send only after generating the eAPAR Form ID for particular employee.
b. eAPAR can be generated and sent simultaneously using the Generate & Send.

d. Send APAR

- Click the Send button a page appears as shown in Fig 22: eAPAR: Send:

![Fig 23: eAPAR: Send](image)

Note:

a. Send To Employee button is used to perform the action for sending the already generated Form ID.
Level 2 - Employee Section

A generated APAR is displayed in the Inbox of a user with a unique Form ID as shown in Fig 24: eAPAR: Inbox:

![Fig 25: eAPAR: Inbox](image)

i. Click the APAR ID (Form ID) or Quick Action to open the form as shown in Fig 26: eAPAR: View Section:

![Fig 27: eAPAR: View Section](image)
ii. Section II is the editable page for the Employee to fill the APAR. On filling the APAR Employee/User can send the APAR to Reporting Authority for further movement.

iii. Click the **Sent To Reporting Authority** button, as shown in Fig 28: eAPAR: Send to Reporting Authority:

![Fig 29: eAPAR: Send to Reporting Authority](image)

iv. As a result, a message appears with the Form ID to whom APAR is sent to as shown in **Fig 30: eAPAR: Message**:

![Fig 31: eAPAR: Message](image)
Note:

a. Form comprises of Section I and Section II respectively for employee. Section I is generally updated by Personnel Department in readable mode. Section II should be updated by Self/User in editable mode.
b. On every movement of eAPAR processing a message is indicated for reference to whom the eAPAR is sent to.
Level 3- Reporting Authority

i. Reporting Authority click the **Assess APAR** tab to access the received forms for assessment.

ii. Click **APAR ID** or **Quick Action** to open the Form as shown in **Fig 33: eAPAR: Inbox: Assess APAR**:

![Fig 33: eAPAR: Inbox: Assess APAR](image)

iii. A page appears with Sections and Section III is for Reporting Authority to update his/her remarks and grade as shown in **Fig 34: eAPAR: Sections**:

![Fig 34: eAPAR: Sections](image)

iv. Click **Sent to reviewing Authority** a message prompts as shown in **Fig 36: eAPAR: Message**:

![Fig 36: eAPAR: Message](image)
Note:

a. Reporting Authority needs to update his/her comments against the particular employee in Section III.
b. Section I & Section II are both in readable mode for employee.
c. Grading is mandatory and eAPAR can be either Saved as Draft or Send to Reporting Authority.
Level 4 - Reviewing Authority

i. Reporting Authority forwards the APAR to Reviewing Authority whereas Reviewing Authority opens the Assess APAR tab to open the received APARs as shown in Fig 38: eAPAR: Inbox:

![Fig 38: eAPAR: Inbox](image)

ii. Section IV is for Reviewing Authority to mark the grading as shown in Fig 403: eAPAR: View Section:
iii. On Sent To Accepting Authority a message prompts to which level the APAR is forwarded as shown in Fig 424: eAPAR: Message:

![Fig 434: eAPAR: Message](image)

**Note:**

a. Reviewing Authority is responsible for updating Section IV and viewable for Section I\II and III.
b. Grading is mandatory and supporting documents if any can be uploaded.
c. Send to Accepting Authority is the next step to be undertaken.
d. At all levels the documents are digitally signed and transparency is maintained.
**Level 5 - Accepting Authority**

i. Accepting Authority open the Assess APAR from INBOX to view the APARs received from Reviewing Authority as shown in **Fig 445: eAPAR: Assess APAR**:

![Fig 445: eAPAR: Assess APAR](image)

ii. Click the APAR ID and a page appears with Section V to mark grading and comments as shown in **Fig 26: eAPAR: Send to CR**:

![Fig 26: eAPAR: Send to CR](image)
iii. A message prompts of successful sending to the CR Section as shown in Fig 27: eAPAR: Message:

![Fig 27: eAPAR: Message](image)

**Note:**

a. Accepting Authority’s grading is the considered to be accepted by an employee.
b. However if employee is dissatisfied with Accepting Authority’s grading can put for Representation Mode.
c. Section V is to be updated by Accepting Authority and can view Section I\II\III and IV.
Level 6 - CR Section

i. CR Section to open the **Inbox** → **Assess APAR** to open the received forms as shown in **Fig 28: eAPAR: Inbox**:

![Fig 28: eAPAR: Inbox](image)

As a result, form is opened and gets displayed as shown in **Fig 29: eAPAR: Disclosure**:

![Fig 29: eAPAR: Disclosure](image)

ii. Click **Disclose to Employee** button to disclose the APAR (**Fig 29: eAPAR: Disclosure**).
iii. A message prompts of successfully sent to Employee as shown in **Fig 30: eAPAR: Message**:

![Fig 30: eAPAR: Message](image)

**Note:**

a. CR Section is responsible for disclosing eAPAR to Employee.
Level 7 - Self/User

i. User opens the Inbox - My APAR and click the APAR ID to view APAR grading as shown in Fig 31: eAPAR: Inbox:

![Fig 31: eAPAR: Inbox](image)

ii. In case Employee is glad with Section V overall grading should click ‘I Accept’ else ‘Put to Representation’ as shown in Fig 32: eAPAR: Accept APAR:

![Fig 32: eAPAR: Accept APAR](image)

iii. A message prompts the Accepted APAR is forwarded to CR Section as shown in Fig 463: eAPAR: Message:
Note:

a. Self\User\Employee can view processed eAPAR in Inbox->My APAR.
b. Employee can either Accept the grading or Put for Representation.
Level 8 - CR Section

i. CR Section is responsible for closing the Accepted APAR click APAR ID as shown in Fig 34:eAPAR:Accept APAR:

![Fig 34: eAPAR: Inbox](image)

ii. CR Section will sent the accepted APAR to EO Section as shown in Fig 35:eAPAR:Send to EO:
Fig 35: eAPAR: Send to EO

iii. A message prompts successfully sent to EO as shown in Fig 36: eAPAR: Message:

![Fig 36: eAPAR: Message](image)

**Note:**

a. CR Section receives the message from Employee based either on Acceptance of Grading or Representation Mode.
b. Accepted grading is forwarded to ‘Send to EO’.
Level 9- EO Section

i. EO Section select the closing APAR from Inbox-Assess APAR sent from CR Section as shown in Fig 37:eAPAR:Inbox:

![Fig 37: eAPAR: Inbox](image)

ii. EO Section is responsible for sending Closed APAR to CCA as shown in Fig 38:eAPAR:Send to CCA:

![Fig 38: eAPAR: Send to CCA](image)

iii. A message prompts of successfully forwarded to CR Section as shown in Fig 39:eAPAR:Message:
Note:

a. EO is known to be Establishment Officer responsible for sending the accepted APAR’s to CCA unlikely the lowest graded APAR’s are not recommended to process to CCA.
b. EO processes only the accepted APAR by an employee to move to CCA (Cadre Controlling Authority).
Level 10- CR Section

i. CR Section will open the APAR ID requires to be closed as shown in Fig 40: eAPAR: Inbox:

![Fig 40: eAPAR: Inbox](image)

Note:
a. CR Section\Unit Custodian is responsible for closing the APAR which are forwarded to CCA.

ii. Click Close button to close the APAR as shown in Fig 41: eAPAR: Closure:

![Fig 41: eAPAR: Closure](image)
5. **Representation Mode**

Level 1. CR Section
i. Receives Request to Put for Representation Mode.
ii. Sends the APAR to Representation Board.

Level 2. Reporting\Reviewing\Accepting
i. Respective Authorities will look for the received request.
ii. Accepting Authority will commit on the grading in representation mode.

Level 3. CR Section-Close
i. Receives the graded APAR in representation Mode.
ii. Forwards to the employee for acceptance or put to Referral Board.

Level 4. Employee
i. Receives the APAR in representation mode.
ii. Accepts the APAR and sent to CR Section.

Level 5. CR Section
i. Receives the accepted APAR to send to EO.

Level 6. EO Cell
i. EO forwards the graded APAR to the CCA.
ii. APAR is forwarded to CR Section to Close APAR.

**Note:**

a. Every level is transparent to employee in Representation Mode equally as Standard Mode.
b. Representation Mode is similar to Standard however a discussion on graded APAR is taken place.
c. Employee can either Accept or Put for Referral Board depending on his/her satisfaction.
Level 1. Employee Section

i. In case if any employee is willing to go to representation then click ‘Put to Representation’ as shown in Fig 43:eAPAR:Put to Representation:

![Fig 43:eAPAR:Put to Representation]

Note:

a. Employee dis-satisfied with Representation grading can put for Referral Board committee.
ii. A window appears to put remarks against representation mode and submit as shown in Fig 44: eAPAR: Case For Representation:

![Fig 44: eAPAR: Case For Representation](image)

iii. Remarks against Case for Representation to be put on and click Submit as shown in Fig 45: eAPAR: Submit:

![Fig 45: eAPAR: Submit](image)

iv. A message appears of successful delivered message as shown in Fig 46: eAPAR: Message delivers:
Note:
a. Employee should mention remarks against Case for Representation provided with necessary documents if any.
b. Message is forwarded to CR Section to process.
Level 2 - CR Section

i. CR Section needs to log in and open Assess APAR to view and perform next action as shown in Fig 47:eAPAR:CR Section: Inbox:

![Fig 47:eAPAR:CR Section: Inbox](image)

ii. Click APAR ID a page appears and CR Section to Send to Accepting Authority as shown in Fig 48:eAPAR:Send to Accepting Authority:

![Fig 48:eAPAR:Send to Accepting Authority](image)
iii. A message prompts on successful delivered to Accepting Authority as shown in Fig 49: eAPAR: Message delivered:

Note:

a. CR Section is responsible to forward Case for Representation to Accepting Authority.
Level 3 - Accepting Authority

i. Accepting Authority to log in and tab the Assess APAR to view the received APAR ID as shown in Fig 50:eAPAR:Accepting Authority: Inbox:

![Fig 50:eAPAR:Accepting Authority: Inbox](image)

ii. A page appears wherein Accepting Authority enters the remarks and either forwards to other Authorities or CR Section to close as shown in Fig 51:eAPAR:Send to CR:
iii. In case to close APAR select the CR Section and click Send to CR Section as shown in Fig 51:eAPAR:Send to CR:

![Fig 51:eAPAR:Send to CR](image)

Fig 51: eAPAR: Send to CR

iii. In case to close APAR select the CR Section and click Send to CR Section as shown in Fig 52: eAPAR: Select to Send:

![Fig 52:eAPAR:Select to Send](image)

Fig 52: eAPAR: Select to Send
iv. A message prompts of successful delivered to CR Section as shown in Fig 53: eAPAR: Message to CR:

```
APAR ID: 2014-01042013-31032014-3806 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Prl Secy)
```

Fig 53: eAPAR: Message to CR

**Note:**

a. Accepting Authority views the remarks of Representation under Letter Section and act accordingly.

b. Section I\[II\]\[III\]\[IV\]\[V and Standard Mode are viewable to Authorities and Employee.**
Level 4 - CR Section

i. CR Section to open the received and processing APAR ID from Assess APAR as shown in Fig 54:eAPAR:CR:Inbox:

![Fig 54:eAPAR:CR:Inbox]

ii. A page appears with Representation mode and active Letter Section so click Disclose to Employee as shown in Fig 55:eAPAR:Disclose to Employee:

![Fig 55:eAPAR:Disclose to Employee]

iii. A message prompts of successful delivered to Employee as shown in Fig 56:eAPAR:Message to Employee:
Fig 56: eAPAR: Message to Employee

Note:

a. CR Section receives the APAR from Accepting Authority and forwards to Employee.
Level 5- Employee Section

i. Employee logs in and tabs MY APAR to view the disclosed APAR remarks in representation mode as shown in Fig 57:eAPAR:Employee:Inbox:

![Fig 57:eAPAR:Employee:Inbox](image)

ii. Employee either Accepts or Put for Referral Board as shown in Fig 58:eAPAR:Put for Referral Board:
Fig 58: eAPAR: Put for Referral Board

Note:
a. Employee either Accepts or Put to Referral Board.
b. Accepted APAR gets processed as Standard Mode like CR->EO>CR (Close).
c. Request to Referral Board will move to Referral Board committee.
7. Referral Mode

Level 1. CR Section
   i. Receives Request to Put for Referral Board Mode.
   ii. Sends the APAR to Referral Board.

Level 2. Reporting \ Reviewing \ Accepting
   i. Respective Authorities will look for the received request.
   ii. Accepting Authority will commit on the grading in Referral mode.

Level 3. CR Section - Close
   i. Receives the graded APAR in Referral Mode.
   ii. Forwards to the employee for acceptance or put for MaA.

Level 4. Employee
   i. Receives the APAR in referral board mode.
   ii. Accepts the APAR and sent to CR Section.

Level 5. CR Section
   i. Receives the accepted APAR to send to EO.

Level 6. EO Cell
   i. EO forwards the graded APAR to the CCA.
   ii. APAR is forwarded to CR Section to Close APAR.

Note:
a. Every level is transparent to Employee in Referral Board.
b. A committee is set up for Referral Board to review the Case for Referral Board.
c. Employee moves to referral board in case of dis agreement with Representation Board.
Level 1. Employee Section

i. In Case employee decides to go for referral board should click ‘Put for Referral Board’ as shown in Fig 60:eAPAR:Case for RB:

![Fig 60: eAPAR: Case for RB](image)

ii. A message prompts of successful delivered to CR Section as shown in Fig 61:eAPAR:Message to CR:

![Fig 61: eAPAR: Message to CR](image)

Note:

a. Case for Referral Board should have a Letter to Referral committee to process the request and to consider.

b. Referral Board’s request is transparent similar to Standard Mode.
Level 2 - CR Section

i. CR Section to view the APAR ID and remarks from employee as shown in **Fig 62:eAPAR:CR:Inbox**:

![Fig 62:eAPAR:CR:Inbox](image)

ii. A page appears under Referral Board a Letter Section to be Sent to competent Authority as shown in **Fig 63:eAPAR:Send to Competent Authority**:

![Fig 63:eAPAR:Send to Competent Authority](image)

iii. A message prompts of successful delivered to competent Authority as shown in **Fig 64:eAPAR: Message to CA**:

![Fig 64:eAPAR: Message to CA](image)
Fig 64:eAPAR: Message to CA

Note:

a. CR Section is responsible to forward the Case for referral to competent authority.
Level 2 - Competent Authority

i. Competent Authority to view the APAR under Assess APAR tab as shown in Fig 65: eAPAR: A: Inbox:

![Image of eAPAR: A: Inbox](image1)

Fig 65: eAPAR: A: Inbox

ii. A page appears displaying the Letter Section and click Send to CR Section as shown in Fig 66: eAPAR: RB: CR Section:

![Image of eAPAR: RB: CR Section](image2)

Fig 66: eAPAR: RB: CR Section
iii. A message prompts of successful delivered to CR Section as shown in Fig 67: eAPAR: Message to CR:

```
APAR ID 2014-01042013-31032014-3606 of HARI OM (01UP065800) - Collector & D M has been successfully sent to KISHORE KUMAR SINHA (Prt Sercy)
```

Fig 67: eAPAR: Message to CR

Note:

- Competent Authority receives APAR and accordingly action or discussion opens up.
- Competent Authority sends to CR Section for further processes.
Level 3 - CR Section

i. CR Section to view APAR click APAR ID under Assess APAR as shown in Fig 68:eAPAR:CR:Inbox:

![Fig 68:eAPAR:CR:Inbox](image)

ii. A page appears of Referral Board having Letter Section needs to be disclosed to employee as shown in Fig 69:eAPAR:RB:Disclosure:

![Fig 69:eAPAR:RB:Disclosure](image)
iii. A message prompts of successful delivered to Employee as shown in Fig 70: Message to Employee:

![Fig 70: eAPAR: Message to Employee](image)

**Note:**
a. CR Section will receives APAR from competent authority and discloses to employee.
Level 4 - Employee Section

i. Employee to view his/her APAR remarks click APAR ID as shown in Fig 71: eAPAR:Employee:Inbox:

![Fig 71: eAPAR: Employee: Inbox](image)

ii. A page appears which employee either accepts or put for memorial against assessment as shown in Fig 72:eAPAR:Put for MAA:
Note:
a. Employee receives APAR from CR Section and decides to either accept or Put to Memorial against Assessment.
b. Accepted APAR is processed as Standard Flow like Cr Section->EO->CR (close). (Covers Level 5 & 6)
8. Memorial against Assessment

Level 1. CR Section
i. Receives Request to Put for MaA Mode.
ii. Sends the APAR to MaA.

Level 2. Reporting\Reviewing\Accepting
i. Respective Authorities will look for the received request.
ii. Accepting Authority will commit on the grading in representation mode.

Level 3. CR Section-Close
i. Receives the graded APAR in MaA Mode.
ii. Finally must accept the APAR.

Level 4. Employee
i. Receives the APAR in MaA mode.
ii. Accepts the APAR and sent to CR Section.

Level 5. CR Section
i. Receives the accepted APAR to send to EO.

Level 6. EO Cell
i. EO forwards the graded APAR to the CCA.
ii. APAR is forwarded to CR Section to Close APAR.

Note:
a. MaA mode is requested for the employees disagreed to decision of Referral Board.
In Case employee selects ‘Put for Memorial to President a page appears to submit the remarks as shown in Fig 74: eAPAR: Memorial:

i. A message prompts successful delivered to CR Section as shown in Fig 75: eAPAR: Message to CR:

Note:

a. A letter to Memorial against Assessment is must to process.
b. Reference documents can be uploaded to share to MaA.
Level 1 - CR Section

i. CR Section to view the APAR ID with stage description as shown in Fig 76:eAPAR:CR:Inbox:

Fig 76:eAPAR:CR:Inbox

ii. A page appears of Memorial to President of Letter Section needs to send to competent authority as shown in Fig 77:eAPAR:Send to CA:

Fig 77:eAPAR:Send to CA

iii. A message prompts of successful delivered to competent authority as shown in Fig 78:eAPAR:Message to CA:
Note:

a. Memorial against Assessment has the privileges to view all the modes like Standard\Representation\Referral respectively.
b. Letter is forwarded to Competent Authority.
Level 2 - Competent Authority

i. Competent Authority to open the Assess tab and click APAR ID to view as shown in Fig 79:eAPAR:CA: Inbox:

![Fig 79:eAPAR:CA: Inbox](image)

ii. A page appears of Memorial to President of Letter Section and click Send to CR Section as shown in Fig 80:eAPAR:Send to CR Section:

![Fig 80:eAPAR:Send to CR Section](image)
iii. A message prompts of successful delivered to CR Section as shown in Fig 81: eAPAR: Message to CR:

![Fig 81: eAPAR: Message to CR](image)

**Note:**

a. Competent Authority views Letter Section and decides accordingly.
b. Forwards to CR Section to disclose to Employee.
Level 3 - CR Section

i. CR Section to go to Assess APAR tan and click APAR ID as shown in Fig 82:eAPAR:CR:Inbox:

![Fig 82:eAPAR:CR:Inbox](image)

ii. A page appears with Letter Section under Memorial to President as shown in Fig 83:eAPAR:Disclose to Employee:

![Fig 83:eAPAR:Disclose to Employee](image)
iii. A message prompts of successful delivered to employee as shown in Fig 84:eAPAR:Message to Employee:

Fig 84:eAPAR:Message to Employee
Level 4 – Employee Section

i. Employee logs in to view the APAR ID under My APAR as shown in Fig 85:eAPAR:Employee Inbox:

![Fig 85:eAPAR: Employee Inbox](image)

ii. A page appears with Letter Section needs to be accepted by an employee as shown in Fig 86:eAPAR:Employee Acceptance:

![Fig 86:eAPAR: Employee Acceptance](image)

Note:

a. Employee must Accept the APAR decided by Memorial against Assessment.
b. This is the final grading for the Assessment no further action to be taken.
Level 5 - CR Section

i. CR Section to open the received APAR ID as shown in Fig 87.eAPAR:CR:Inbox:

![Fig 87.eAPAR:CR:Inbox](image)

ii. A page appears of Memorial To President Letter Section and click Send to EO as shown in Fig 88.eAPAR:Send to EO:
iii. A message prompts of successful delivered as shown in Fig 89.eAPAR:Message to EO:
Level 6 - EO Section

i. EO to view the APAR under Assess APAR to close received from CR Section as shown in Fig 90.eAPAR:EO:Inbox:

![Fig 90.eAPAR:EO:Inbox](image)

ii. A page appears and forwarded to CR Section a message prompts of successful delivered as shown in Fig 91.eAPAR:Message to CR:

![Fig 91.eAPAR: Message to CR](image)

iii. CR Section will open the APAR ID and click Close to close the APAR as shown in Fig 92.eAPAR:Close:
iv. A message prompts of successful delivered to employee of closed APAR and can be viewed in Dossier as shown in Fig 93.eAPAR:Message to Employee:

```
APAR ID 2014-01042013-31032014-3506 of HARI OM (01UP065880) - Collector & D M has been successfully completed
```

Fig 93.eAPAR:Message to Employee

**Note:**

a. CR Section forwards the APAR to EO Cell to process to CCA.
b. EO Cell forwards to CCA for promotion or other activities.
9. Common Functionalities for both Admin and User

9.1 Sent

Sent Items are classified into My APAR, Assess APAR and Delegate similar to Inbox.

6.1.1 My APAR

i. MY APAR tab denotes the representation of Self APAR's sent to whom as shown in Fig 94:eAPAR:Sent:

![Fig 94:eAPAR: Sent](image)

9.1.2 Assess APAR

ii. Assess APAR tab denotes the representation of APAR's assessed and sent and click open to view as shown in Fig 95:eAPAR:Sent and Fig 96:eAPAR:Sent:

![Fig 95:eAPAR: Sent](image)
Note:
a. Sent items can be viewed in detail for the respective APAR’s.

9.1.3 Delegated

iii. Delegated tab denotes the representation of delegated privileges as shown in Fig 97:eAPAR:Delegation:

Note:
a. Delegated privileges can be viewed under Delegated tab in detail for reference.
9.2 Dossier

i. Dossier represents the completed APAR section of an individual as shown in Fig 98: eAPAR:Dossier:

![Fig 98: eAPAR: Dossier](image)

ii. Click APAR File Number a page appears as shown in Fig 99: eAPAR:Dossier:

![Fig 99: eAPAR: Dossier](image)

Note:

a. Dossier is collection of all certificates and APAR's.
b. Completed APAR's can be downloaded and viewed from Dossier.
9.3 Delegation

i. Delegation is to assign privileges to another user by selecting as shown in Fig 100: eAPAR: Delegation:

```
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Code</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RAKESH NEGI</td>
<td>1234567</td>
<td>Addl Secy</td>
</tr>
<tr>
<td>2</td>
<td>TEST</td>
<td>3423423</td>
<td>ADC cum CEO</td>
</tr>
</tbody>
</table>
```

Fig 100: eAPAR: Delegation

ii. Select and Add the Privileges to be delegated within the Time Period as shown in Fig 101: eAPAR: Delegation:

```
RAKESH NEGI (1234567, Addl Secy) From: 03/02/2014 To: 18/02/2014

<table>
<thead>
<tr>
<th>Privileges to be Delegated</th>
<th>Delegated Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANUAL PROCESS, AUTHORITY</td>
<td>COMPLETE DELEGATION, DRAFT DELEGATION</td>
</tr>
<tr>
<td>END DELEGATION</td>
<td>Add the selected privilege</td>
</tr>
</tbody>
</table>
```

Fig 101: eAPAR: Delegation

Note:
- Privileges to be delegated should be selected and added to other delegated privileges fields.
- Privileges can be added or removed before submit.
9.4 Verification

i. To verify any document provide the code and click view document as shown in Fig 102: eAPAR: Verification:

![Verification Form]

Note:

a. To view genuinely of the document verification can be done.

9.5 User Assistance

i. User has the facility to register for the eAPAR and provide the details as shown in Fig 103: eAPAR: User Registration:

![User Registration Form]
ii. A message prompts of successfully saved as shown in Fig 104: eAPAR: Message:

![Image](image-url)

Fig 104: eAPAR: Message

9.6 DSC Registration

i. DSC logged in user will have the signing certificate as shown in Fig 105: eAPAR: DSC:

![Image](image-url)

Fig 105: eAPAR: DSC

Note:

a. DSC provides the digital signature on the respective documents.
b. DSC certificate is mandatory to run the DSC token.
c. DSC not getting activated should contact administrator to install the drivers and run.
eOffice Project Division
National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India