

BUREAU OF INDIAN STANDARDS
(Establishment Department)

Our Ref: Estt-V/APAR (2019-2020)

Dated: 19 May 2020

Subject: Online submission of Annual Performance Assessment Report (APAR) for period 2019-2020

CIRCULAR

1. It has been decided that online APAR module for Online submission of Annual Performance Assessment Report (APAR) 2019-2020 has been made active w.e.f. 1st May 2020 for all Group 'A' (Admn., Finance and Other Posts), Group 'B' and Group 'C' (including erstwhile Group 'D') employees of BIS.
2.
 - a) The concerned officers are requested to fill up Part I (Personal Data) and Part II (Self-Assessment Report by Group 'A') of the blank Proforma of APAR given in the Online module and submit the same;
 - b) Reporting Officer may be required to fill up "**work assigned**" of the official reported upon in PART- II Assessment by the Reporting Officer in respect of officials of Group 'B' and Group 'C' employees.
 - c) Group 'B' employees (Section Officers) are requested to fill up Part I (Personal Data) and Part IV of the blank Proforma of APAR given in the online module and submit the same;
 - d) The other Group 'B' and Group 'C' employees are requested to fill up Part I (Personal Data) only of the blank Proforma of APAR given in the online module and submit the same;
 - e) The Group 'C' (erstwhile Group 'D') employees are requested to fill up the Sl. No. 1, 2, 3 & 4 only of the blank Proforma of APAR given in the Online module and submit the same;
3. In case, the official has worked for less than three months under the Reporting Officer, he/she is not required to submit his/her APAR for that period.
4. In case, during an assessment year, if an employee has worked under different Reporting Officers for 3 months or more than 3 months, he/she is required to fill up separate APAR for each respective period.
5. The reporting/reviewing structure of all A&F and other posts cadre employees of BIS would be the same as followed in earlier years. In case of any doubt/discrepancy, Establishment Department may please be contacted.
6. The writing of APAR is a public trust and responsibility. As cases continue to occur where regular promotion, MACP, could not be considered in time because of non-availability of APARs for the relevant period, the Competent Authority has decided the time limits for submitting the APAR by the respective authorities as per the time schedule given in **Annexure-I**.
7. If no self-appraisal is received from the employees within the stipulated date, the Reporting Officer shall proceed to write the report as per following:
 - a) In respect of Group-A employees, Reporting Officer may write the APAR in Part III of APAR in the Online APAR module on the basis of his experience of the work and conduct of the employee reported upon.

- b) In respect of Group-B & C (including erstwhile Group-D) employees, Reporting Officer may write the APAR in Part II of APAR in the Online APAR module on the basis of his experience of the work and conduct of the employee reported upon.
- c) In case the Reviewing Officers do not receive the APAR from the Reporting Officer within the stipulated date, the Reviewing Officer shall proceed reporting in Part III of APAR (for Group-A officials) and Part II (for Group-B & C employees).
8. It may be mentioned that the time limits specified will be strictly adhered and the online module for above stated action will be closed automatically after due date and the public duty and responsibility of writing/reporting/reviewing APAR will stand forfeited.
9. Those officials who have already submitted the hard copy of their part/full APAR for the period 2019-20 to their Reporting Officers need not submit their APAR again through online mode. However, they shall intimate Establishment Department regarding the same including the date of submission to their Reporting officer. All the Reporting Officers with whom the APARs/part APARs for the above said period are pending may take immediate necessary actions with regards to reporting either offline or online as the case may be under intimation to Establishment Department. Further, Reviewing Authorities may also review the pending APARs either offline or online as the case may be and forward the APARs in their custody to Establishment Department.
10. To facilitate operation of online APAR Module, Standard Operating Procedure (SOP) is enclosed with this circular on BIS Intranet.
11. To facilitate filling up of APARs of various Groups in online APAR Module, Video Tutorial Links are being uploaded.
12. For login id, password and other technical issues, concerned employees may kindly take up with ITS Department at **Helpdesk email : hfms help@bis.gov.in**.
13. This may be treated on TOP PRIORITY.
14. This issues with the approval of Competent Authority.

Encl: As above.


(संदीप मीना)
निदेशक (स्थापना)

Circulated to: All concerned employees through BIS Intranet

Copy to: Head, ITSD – with a request to:

- a) Immediately allot login id and password to all concerned employees if not done already and also allocate a helpline number for resolving any technical issues.
- b) To host this circular along with SOP on APAR module on BIS Intranet

Annexure-I

**Time schedule for preparation/completion of APAR through online APAR Module
(Reporting year- Financial year for the period 2019-20)**

Sl. No.	Activity	Date by which to be completed
i)	Availability of blank APAR proforma through online APAR module to all concerned (i.e.officer to be reported upon).	1st May 2020
ii)	Submission of self-appraisal to Reporting Officer by official to be reported upon.	30th June 2020
iii)	Submission of report by Reporting Officer to Reviewing Officer.	31st July 2020
iv)	Report to be completed by Reviewing Officer and to be sent to Establishment Department	31st August 2020
v)	Disclosure to the officer reported upon	15th September 2020
vi)	Receipt of representation, if any, on the APAR.	15 days from the date of receipt of communication
vii)	Forwarding of representations to the Competent Authority:	31st October 2020
viii)	Disposal of representation by the Competent Authority.	One month from the date of receipt of representation
ix)	Communication of the decision of the Competent Authority on the representation by Establishment Deptt.	10th December 2020
x)	End of entire APAR process, after which the APAR will be finally taken on record.	20th December 2020



STANDARD OPERATING PROCEDURE (SOP) ON USING APAR MODULE OF HFMS



HUMAN RESOURCE DEVELOPMENT DEPARTMENT
BUREAU OF INDIAN STANDARDS

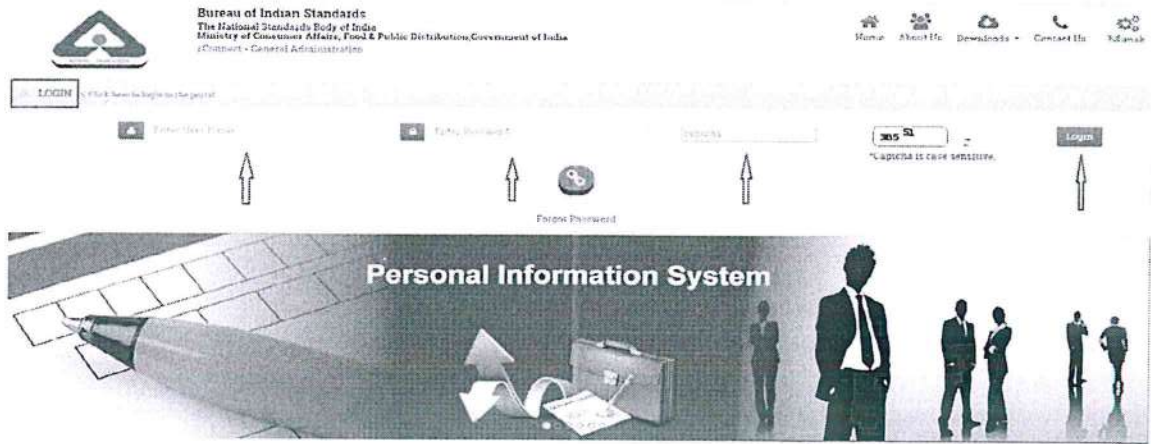
Contents

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1. Login Process

In this process, **User** has to enter the User ID & Password in the respective login screen. As shown below:-

Step 1:- Enter '**user Id**' and '**Password**' and '**Captcha**' then click on '**Login**' button after successful Login menu screen will appear.



Login Form

1. Errors and exceptions in Login

Your Login may fail due to any of the following:

- Incorrect User Id or password
- Account is locked (report the matter to HFMS Helpdesk (hfmshelp@bis.gov.in) and mentioning employee number)
- Network / Server failure

In all cases of errors, the system will display relevant error message.

- **Incorrect Login name or password**

The system will display **Invalid User Name/Password** message:-



This error could occur because the user has entered the User Id /or password incorrectly.

- **User Login Expired**

In the user management module, corresponding to every new user created, the expiry date for that user ID is stored. Upon reaching the expiry date, the user would not be able to login successfully.

- **Network / Server failure**

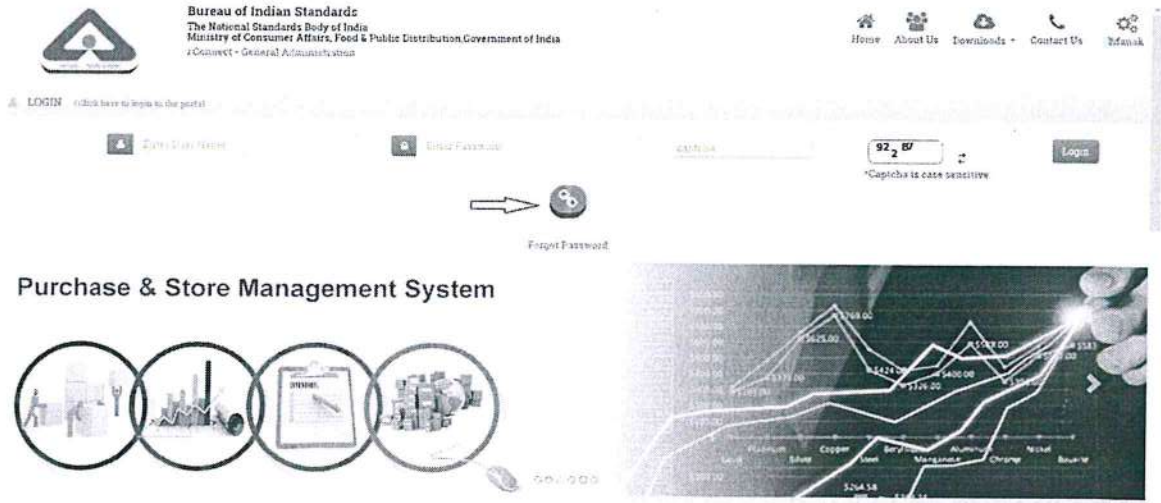
In the case where your system is unable to establish a network connection with the designated server the system will display a message.

2. **Forgot Password:-**

All the Users of BIS have been allotted user name and Password. User name is a name, which will enable the user to log on to the HFMS. The password is like a digital signature. It is very imperative that one should keep one's password a secret. Disclosing your password is like telling the secret code of a number lock to someone. Whenever a user saves a crucial record into the database, his user name is also attached to the record. At any given point later, the System administrator can find out who saved the record into the database. So if someone knows your Password he will log on to the system using it and add anything into the database and you could be held responsible for it later. **Never disclose your Password to anyone and do not keep your name, family member's names or anything that can be guessed by people around you as Password**

Note: - In case user forgets the password, then follow following steps:-

Step 1:- Click on 'Forgot Password'

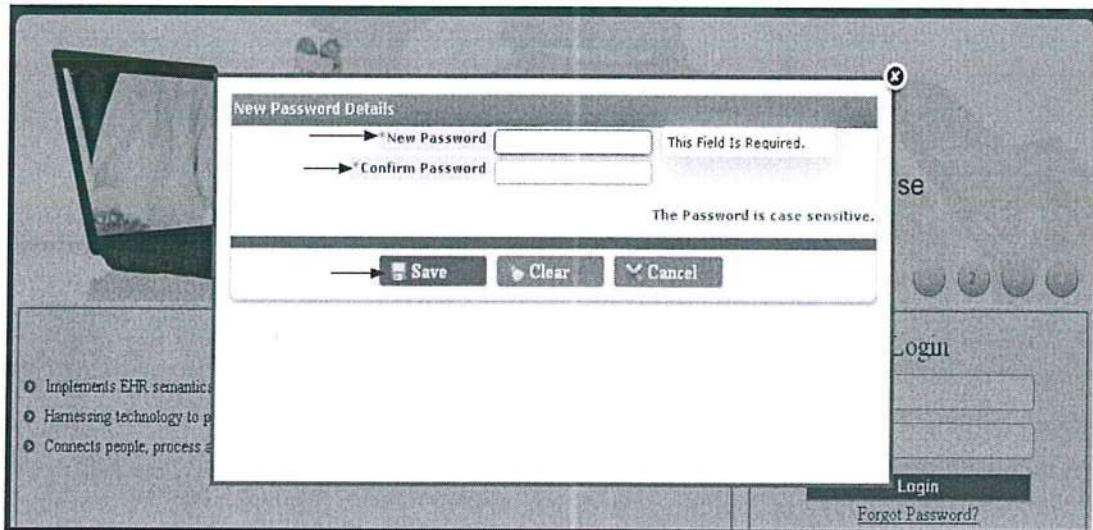


Step 2:- Enter **User Name**, select hint question from list box and answer the hint question.

Step 3:- Click on 'Next' button.

Forgot Password Details	
*User Name	<input type="text"/>
*Hint Question	<input type="text" value="Select Question"/>
*Answer	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Step 4:- Enter new password and re-enter password in confirm password field, then click on 'Save' to save the password.



After that you will get a message 'Your password has been changed'

After successful login menu screen appear, you can select required service.

2. Initiation:

- After successful login and registration one can see the APAR menu.
- Its links are given inside when you click APAR. The links in APAR module will vary among the users based on their role as Reporting/Reviewing/Accepting authority.




- First click on the **Initiation** link

Step 1 : Initiation list appears which contains details regarding the PAST APARs.

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status
05584	NITISH KUMAR VERMA	SCIENTIST-B	15-Apr-2019	31-Mar-2020	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Self Assessment
05584	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	09-Apr-2020	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	01-Jun-2020	31-Mar-2020	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	01-Sep-2019	31-Dec-2019	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	31-Aug-2019	Accepted
05584	NITISH KUMAR VERMA	SCIENTIST-B	20-Mar-2019	31-Dec-2019	Reviewed

Add record: * indicates mandatory fields.

Step 2:

- Click on  icon to initiate a new APAR.
- Select the Deptt/Section during the reporting period for which the APAR is being submitted.
- Specify the reporting period for which the APAR is being submitted.
- Select the staff Type and complete the form which opens on selecting the Staff type.
- Fill the mandatory fields. * indicates mandatory fields

भारतीय मानक ब्यूरो
Bureau of India Standards
The National Standard Development Authority

Welcome, Nitish Kumar Verma
Tuesday, 21-Apr-2020 13:03

Human Resource Inventory Global

Home Menu Initiation

APAR Initiation

भाग 1
PART 1
निजी जानकारी
PERSONAL DATA

*Employee No./कर्मचारी सं. 065854 *Name/नाम NITISH KUMAR VERMA *Designation/पदनाम SCIENTIST B

ITSO *Date of birth/जन्म तिथि 04-Nov-1990 *Date of Entry/पदोन्नति तिथि 05-May-2014

*Present Dept./Section/विभाग B1S-HQ

Dept./Section during Reported Period

*For the period from/ से 01-Apr-2019 *To Date/तक की अवधि के लिए 21-Apr-2020 *Staff

Save Clear Cancel

CENTER FOR DEVELOPMENT OF ADVANCED COMPUTING

Type here to search

13:08
21-04-2020

- Fill the date of appointment/last promotion.
- Select the Reporting Authority, Reviewing Authority and Accepting Authority for the period for which APAR is being submitted.

भारतीय मानक ब्यूरो
Bureau of India Standards
The National Standard Development Authority

Welcome, Biscadmin
Thursday, 05-Sep-2019 11:16

Payroll Human Resource Finance Management System Control Panel Role Creator GPF FTS Desk Inventory Pension Global

Home Menu Initiation

APAR Initiation

Initiation Details

*Academic qualifications/शैक्षणिक योग्यता

*Present grade/वर्तमान ग्रेड 99500.00 Level 10 *Discipline Operations Research

*Date of appointment/Promotion to present Grade/वर्तमान ग्रेड में नियुक्ति की तारीख 01-Sep-2016

Period of absence from duty exceeding 31 days during the (on leave, training etc.)/वर्ष के दौरान 31 दिनों से अधिक के लिए अनुपस्थिति रहने की अवधि अथवा प्रशिक्षण इत्यादि का

*Reporting Officer *Reviewing Officer *Accepting Officer

*Last date for review by Reporting officer 01-Aug-2018 *Last date for review by Reviewing officer 15-Aug-2018 *Last date for review by Accepting officer 01-Sep-2018

*Last date for review by Self-Assessment 15-Jul-2018

For the period of absence from duty exceeding 31 days, the following may be taken into consideration while filling up:

- a) Type of leave such as EL, Medical Leave, Study leave, CCL, Maternity Leave etc. along with period of leave to be clearly stated.
- b) Earned Leave taken more than 15 days at a time should be taken into consideration for the purpose of counting minimum 3 months for Reporting of APAR,

Step 3: Click on 'Save' button to save the record. Initiation details saved successful message appears when records are saved.




The screenshot shows a web application interface for the Bureau of Indian Standards (BIS). The main content area is titled "APAR Initiation" and contains a form for adding a record. A modal dialog box is open in the center, displaying the message "Details Saved Successfully" with an "Ok" button. The form data is as follows:

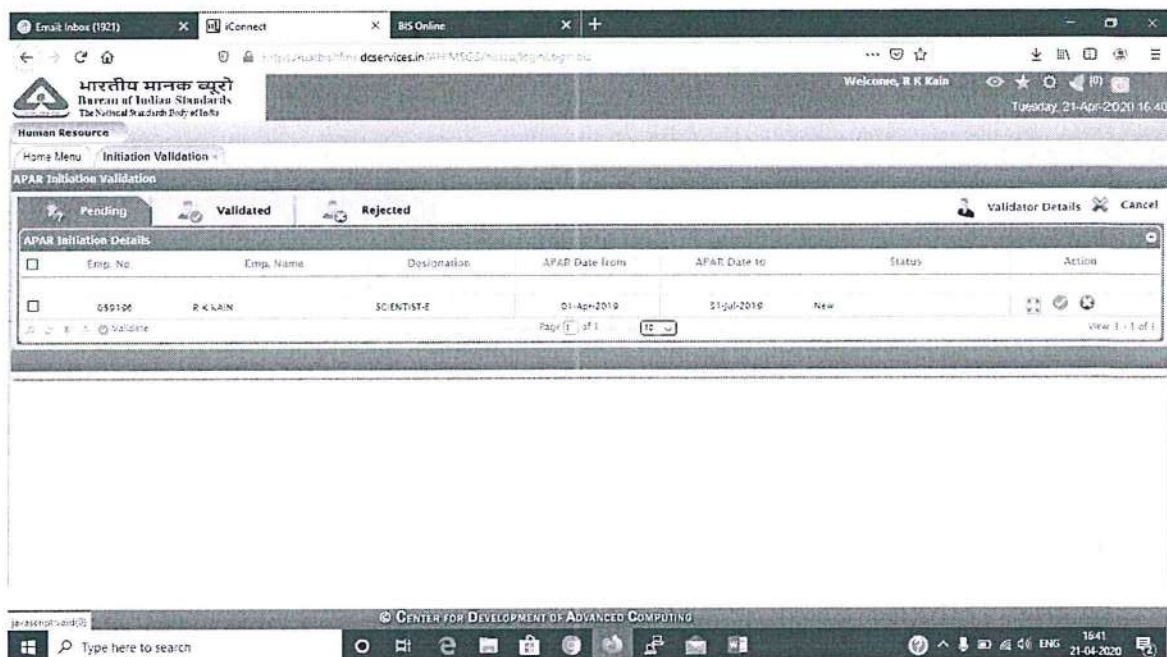
BUREAU OF INDIAN STANDARDS		
ANNUAL PERFORMANCE ASSESSMENT REPORT		
भाग 1		
PART 1		
निजी जानकारी		
PERSONAL DATA		
* Employee No./कर्मचारी नं. 038152	* Name/नाम ABHISHEK KUMAR	* Designation/पदनाम Scientist - B
MUR0-1		
* Dept./Section/विभाग/अनुभाग EIS-HQ	* Date of birth(DD/MM/YYYY)/जन्म तिथि 11 Dec 1990	* Date of Entry/संलग्न तिथि 01-Mar-2016

3. Initiation Validation:




Step 1: Click on the 'Initiation validation' menu in APAR.

Step 2: The screen will display all the APARs initiated by the user. There are three options against each initiated APAR.

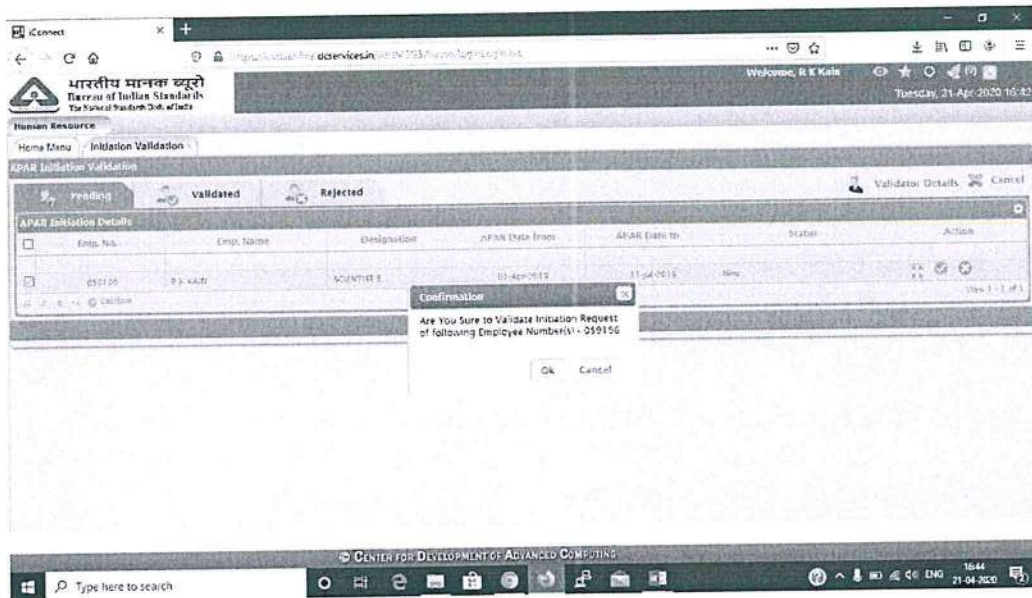
-  to view details of the APAR initiated.
-  to approve the APAR initiated. This will lead to the 3rd stage of APAR submission by employee.
-  to reject the APAR initiated. Exercise this option when it is felt that the details have been entered incorrectly in 'Initiation' stage.



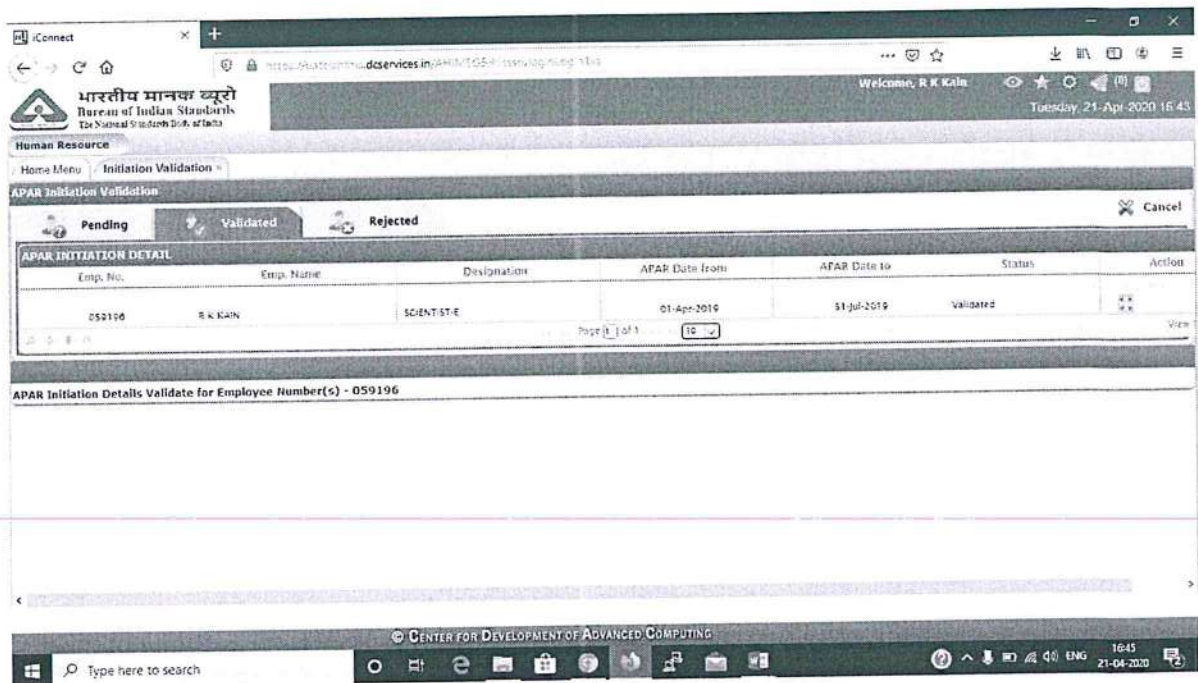
The screenshot shows a web browser window displaying the 'APAR Initiation Validation' page. The page header includes the Bureau of Indian Standards logo and the text 'भारतीय मानक ब्यूरो Bureau of Indian Standards The National Research Development & Standards Organization'. The user is logged in as 'B K Kain' on 'Tuesday, 21-Apr-2020 16:40'. The page title is 'Human Resource' and the current menu is 'Initiation Validation'. The main content area shows a table of APARs with columns for 'Emp. No.', 'Emp. Name', 'Designation', 'APAR Date from', 'APAR Date to', 'Status', and 'Action'. A single APAR is listed with Emp. No. 659196, Emp. Name R K KAIN, Designation SCIENTIST-E, APAR Date from 01-Apr-2019, APAR Date to 21-Jul-2019, and Status New. The 'Action' column contains three icons: a checkmark, a checkmark, and an X. The page footer includes the text 'CENTER FOR DEVELOPMENT OF ADVANCED COMPUTING' and the system tray shows the time as 16:41 on 21-04-2020.

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
659196	R K KAIN	SCIENTIST-E	01-Apr-2019	21-Jul-2019	New	  


Step 3: After you check the validate (tick) option a confirmation popup arises, then click on OK to proceed further.



Step 4: validated option shows status as validated for members.



Step 5: When rejected button is clicked then reasons for rejection should be mentioned in validator remarks.


भारतीय मानक ब्यूरो
 Bureau of Indian Standards
 The National Standards Body of India

Welcome, R.K.Kain
 Tuesday, 21-Apr-2020 16:52

Home Menu | Initiation Validation

APAR Initiation Validation


Pending | Validated | Rejected

*Validate By: 059195
 *Validate Date: 21-Apr-2020
 *Validator Remarks:

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
<input checked="" type="checkbox"/>	059195	R.K.KAIN	01-Aug-2019	30-Nov-2019	New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Page 1 of 1

Windows Taskbar: CENTER FOR DEVELOPMENT OF ADVANCED COMPUTING, 16:53, 21-04-2020


भारतीय मानक ब्यूरो
 Bureau of Indian Standards
 The National Standards Body of India

Welcome, Bisadmin
 Thursday, 05-Sep-2019 12:31

Home Menu | Initiation Validation

APAR Initiation Validation

Pending | Validated | Rejected

*Validate By: bis_admin
 *Validate Date: 05-Sep-2019
 *Validator Remarks: not satisfactory

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
<input type="checkbox"/>	064530	SALUR KUMAR	15-Sep-2018		New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	064530	KASHI RAM	15-Sep-2018		New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	060152	ADHISHY KUMAR	15-Sep-2018		New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Confirmation

Are You Sure to Reject APAR Initiation of following Employee Number(s) - 064530

Ok Cancel

Step 6: Rejected option here shows APAR rejected for validation due to various reasons.

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Bureau of Indian Standards
The National Standards Body of India

Welcome, Badmin

Thursday, 05-Sep-2018 12:37

Payroll Human Resource Finance Management System Control Panel Role Creator GPF FTS Desk Inventory Pension Global

Home Menu Initiation Validation

APAR Initiation Validation

Pending Validated Rejected Report Cancel

APAR INITIATION DETAIL

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
604530	BALDI KUMAR	LOWER DIVISON CLERK	01-Jul-2018	15-Sep-2018	Rejected	✖ ✖

Page 1 of 1


View 1 - 1 of 1

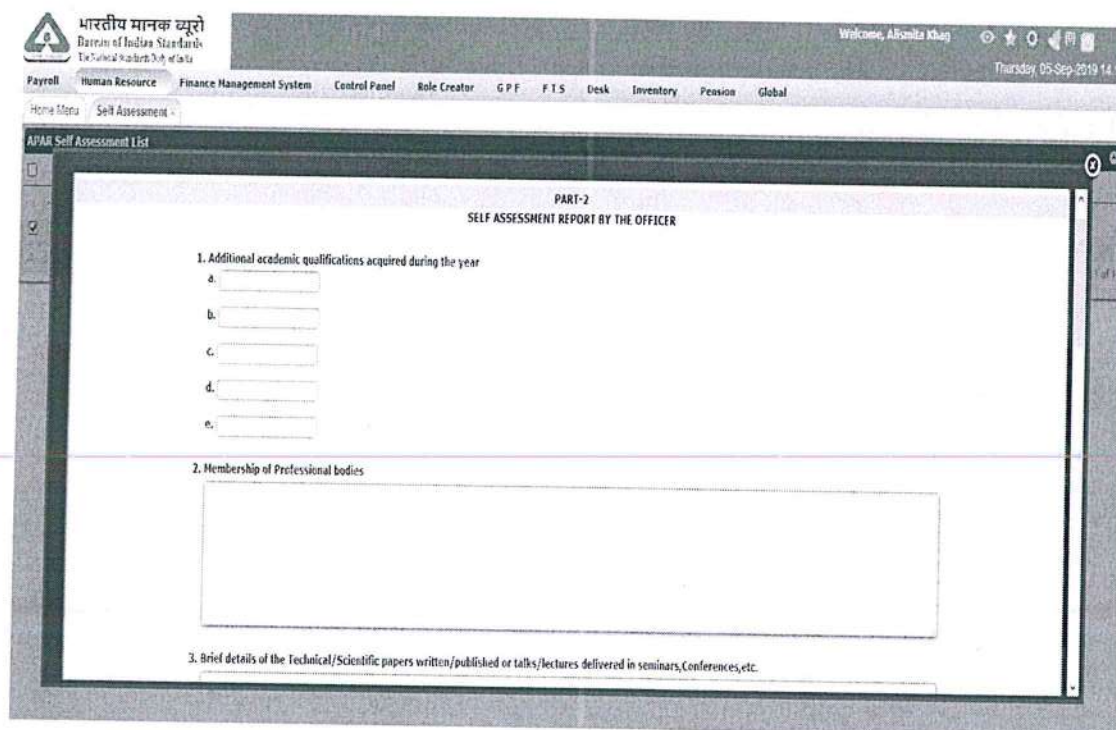
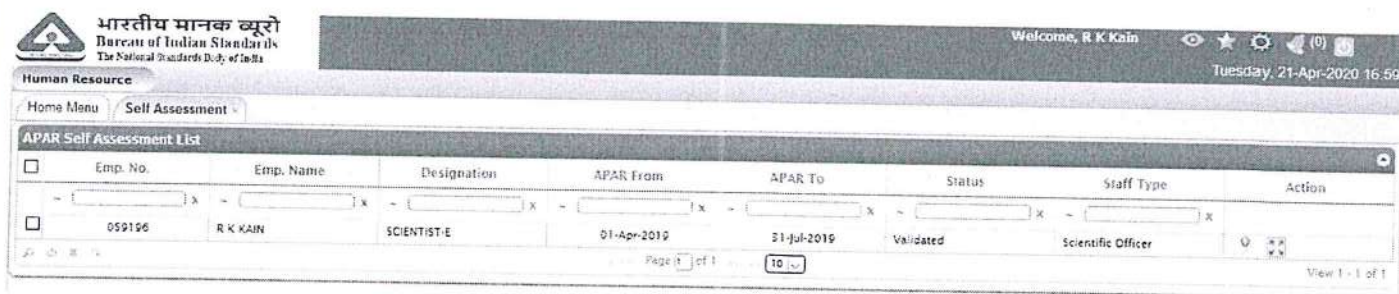
4. Self-Assessment:

For this process the respective Employee has to login through his account.

After that, open the APAR menu and click on the 'Self Assessment' link.

On this screen the user will see all the validated APARs. The user has to complete his self-assessment of the work carried out during the period for which the APAR is being submitted.

Step 1: The add new  icon opens the form to be filled.



Step 2: The view button on the right-hand side shows the details filled in the above form.

The screenshot shows the 'APAR Self Assessment Details' form. The header includes the Bureau of Indian Standards logo and navigation tabs like Payroll, Human Resource, Finance Management System, Control Panel, Role Creator, GPF, FTS, Desk, Inventory, Pension, and Global. The main content area displays the following details:

- Additional academic qualification 1 :** asdf
- Additional academic qualification 2 :** asdf
- Additional academic qualification 3 :** asdf
- Additional academic qualification 4 :** asdf
- Additional academic qualification 5 :** asdf
- Preference :**
 - 1 Standards Formulation
 - 2 Certification
 - 3 Laboratory Testing
 - 4 Other Technical Support
- Membership :** The temple is a powerful symbol of Cambodia, and is a source of great national pride that has factored into Cambodia's diplomatic relations with France, the United States and its neighbour Thailand. A depiction of Angkor Wat has been a part of Cambodian national flags since the introduction of the first version circa 1863.[24] From a larger historical and even transcultural perspective, however, the temple of Angkor Wat did not become a symbol of national pride sui generis but had been inscribed into a larger politico-cultural process of French colonial heritage production in which the original temple site was presented in French colonial and universal exhibitions in Paris and Marseille between 1889 and 1937.[25] Angkor Wat's aesthetics were also on display in the plaster cast museum of Louis Delaporte called musée Indo-chinois which existed in the Parisian Trocadero Palace from c.1880 to the mid-1920s. The temple is a powerful symbol of Cambodia, and is a source of great national pride that has factored into Cambodia's diplomatic relations with France, the United States and its neighbour Thailand. A depiction of Angkor Wat has been a part of Cambodian national flags since the introduction

Step 3: Till the form is to be submitted, status of the employee is pending at self assessment. The 'Submit' button besides the view button will submit the record for further processing. Edit provision is also available prior to Submission of APAR.

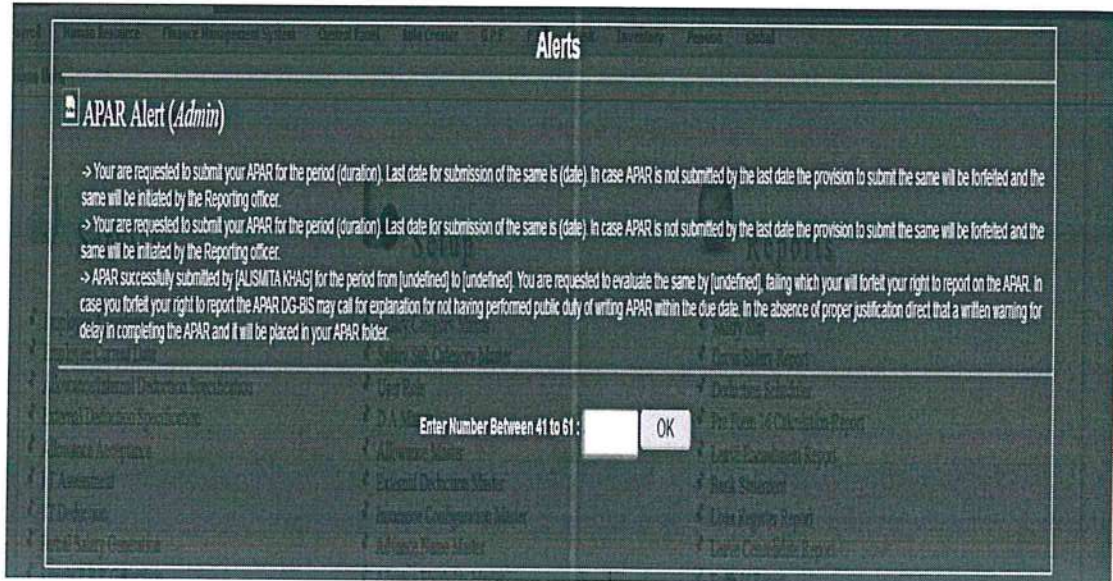
The screenshot shows the 'APAR Self Assessment List' table. The header includes the Bureau of Indian Standards logo and navigation tabs like Human Resource. The table contains the following data:

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
059196	R K KAIN	SCIENTIST-E	01-Apr-2019	31-Jul-2019	Pending at Self Assessment	Scientific Officer	Submit

The table also shows a search filter and a 'Page 1 of 1' indicator.

5. Reporting Authority Assessment:

Step 1: Login through Reporting Authority then after immediately the Alert Management system will give a popup alert message explaining to the Authority to fill the assessment of the respective employee.



Step 2: Now go to the APAR module and click on the Reporting Officer Assessment link which will show the list of APARs received by the employee as Reporting Authority.

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
087501	ALUSMITA KHAGI	Summit - B	01-Jul-2018	15-Sep-2018	Self Assessment	Scientific Officer	<input type="checkbox"/> 🔍 ✖ ✖
030300	HARJ SHANKAR PRASAD	ATTENDANT	01-Jul-2018	15-Sep-2018	Self Assessment	Skilled, Semi-Skilled/Technical Post	<input type="checkbox"/> 🔍 ✖ ✖
030302	ANITA CHOPRA	STENOGRAPHER	01-Jul-2018	15-Sep-2018	Self Assessment	Skilled, Semi-Skilled/Technical Post	<input type="checkbox"/> 🔍 ✖ ✖

Step 3: The 'Assess' button will open the form to be filled by reporting Authority. Save button will save the records.

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
052193	R K KAIN	SCIENTIST-E	01-Apr-2019	31-Jul-2019	Self Assessment	Scientific Officer	Assess
055854	NITISH KUMAR VERMA	SCIENTIST-B	15-Apr-2019	31-Mar-2020	Accepted	A&F and other officers	Assess
055854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	Assess
055854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	Assess
055854	NITISH KUMAR VERMA	SCIENTIST-E	01-Apr-2019	06-Apr-2020	Accepted	Scientific Officer	Assess
055854	NITISH KUMAR VERMA	SCIENTIST-B	20-Mar-2019	20-Mar-2020	Reviewed	Scientific Officer	Assess

**PART III
ASSESSMENT BY THE REPORTING OFFICER**

1. Length of service under reporting officer

2. Nature and quality of work

a) Comments of Part II as filled by the officer and specially state whether you agree with the answer. Also specify constraints, if any, in achieving the objectives.

Record Submitted Successfully

OK

Step 4: The view button will now show the assessment by the Reporting Authority along with the self-assessment details by the employee in the form.

The screenshot shows the 'APAR Self Assessment List' interface. The 'APAR DETAIL REPORT' section is expanded to show the details for a specific assessment. The 'Length of service' is 01-Mar-2019 To 15-Sep-2019. The 'Officer Work Details' and 'Scientific and Technical work details' sections contain identical text describing the temple of Angkor Wat as a powerful symbol of Cambodia and its historical significance.

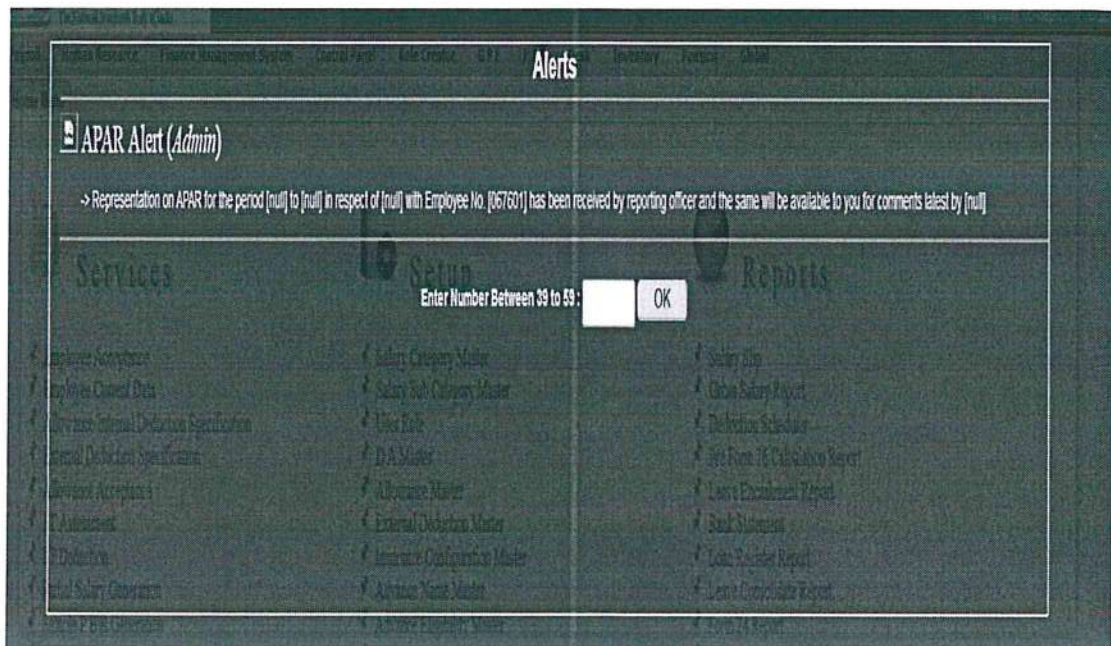
Step 5: Unless the form is submitted the employee, status will show pending at reporting Authority end. So, now click on the 'submit' button to submit the records.

The screenshot displays the 'APAR Self Assessment List' table with the following data:

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
059190	R. N. KAIN	SCIENTIST-E	01-Apr-2019	31-Jul-2019	Pending at Reporting Officer End	Scientific Officer	Assess, Submit
065854	NITISH KUMAR VERMA	SCIENTIST-B	15-Apr-2019	31-Mar-2020	Accepted	ASP and other officers	Assess, Submit
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	Assess, Submit
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	Assess, Submit
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	06-Apr-2020	Accepted	Scientific Officer	Assess, Submit
065854	NITISH KUMAR VERMA	SCIENTIST-B	20-Mar-2019	20-Mar-2020	Reviewed	Scientific Officer	Assess, Submit

6. Reviewing Authority Assessment:

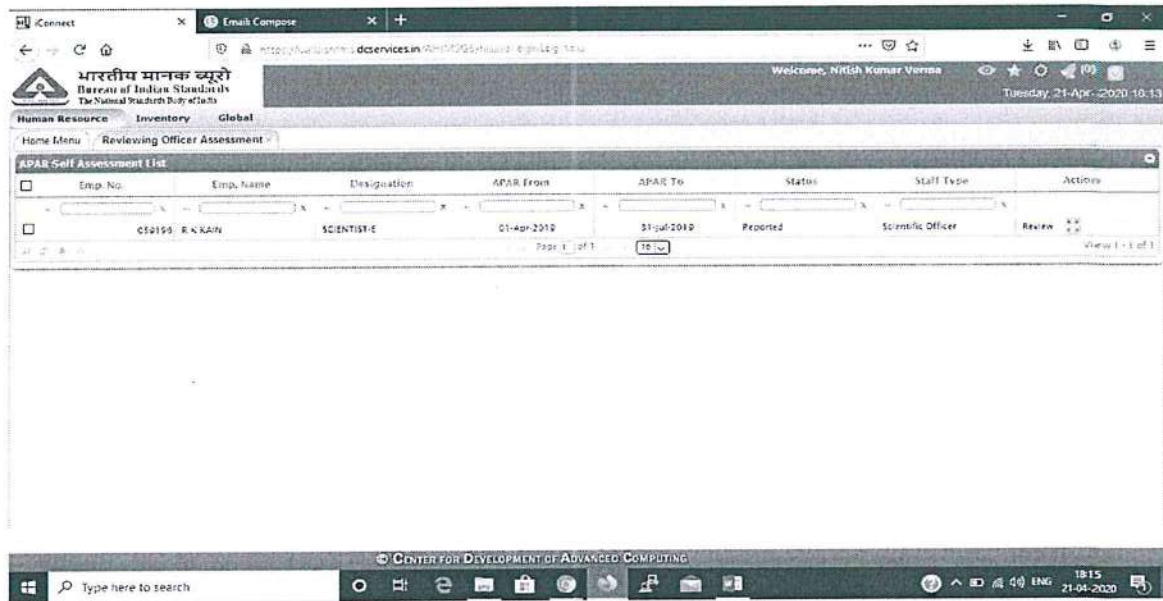
Step 1: Login through Reviewing Authority then after immediately the Alert Management system will give a popup alert message explaining to the Authority to fill the assessment of the respective employee forwarded by the Reporting Authority.



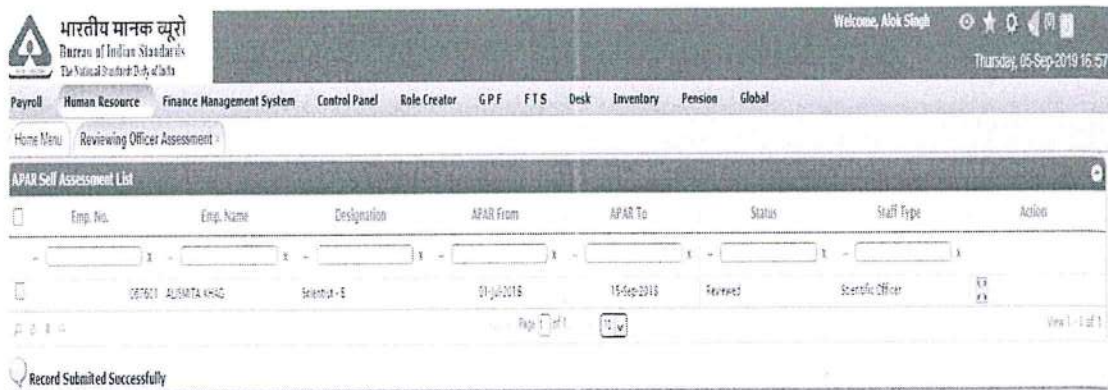
Step 2: Now go to the APAR module and click on the Reviewing Officer Assessment link which will show the status of the particular employee as reported.



Step 3: The 'Review' button will open the form to be filled by Reviewing Authority. Save button will save the records and the view shows the assessment in previous records and the assessment by the Reviewing Authority.

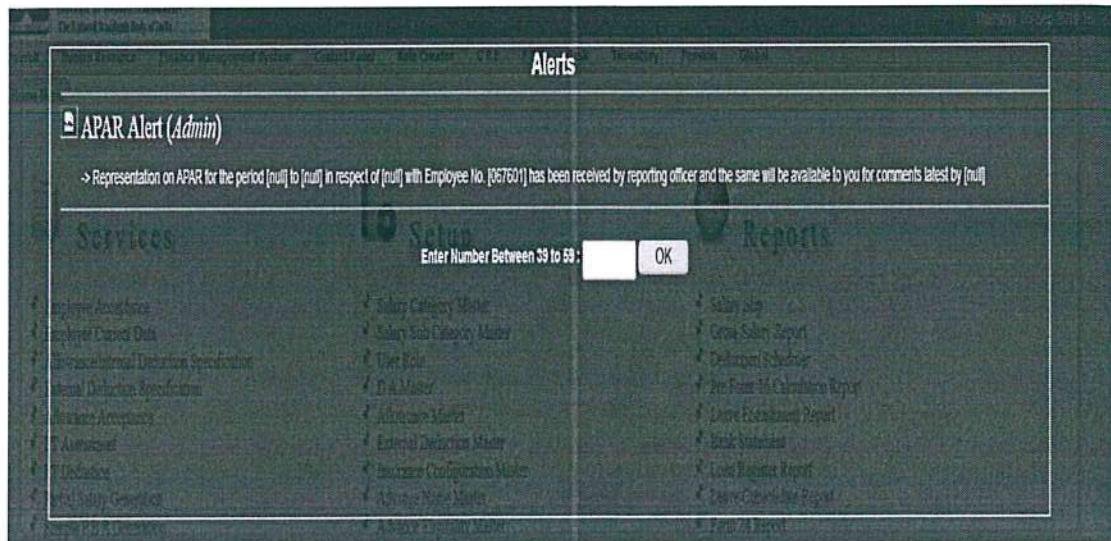


Step 4: Unless the form is submitted, the employee status will show pending at Reviewing Authority end. So, now click on the 'Submit' button to submit the record.

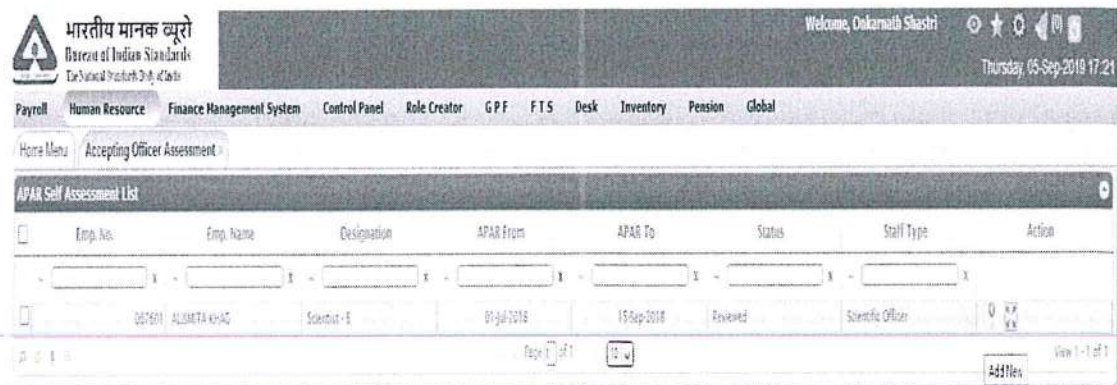


7. Accepting Authority Assessment:

Step 1: Login through Accepting Authority then after immediately the Alert Management system will give a popup alert message explaining to the Authority to fill the assessment of the respective employee forwarded by the Reviewing Authority.



Step 2: Now go to the APAR module and click on the Accepting Officer assessment link which will show the list of all past APARs and APARs pending at Accepting Authority end.



Step 3: The 'Review and Accept' button will open the form to be filled by Accepting Authority. Save button will save the records and the view shows the assessment in previous records and the assessment by the Accepting Authority.

The screenshot shows the 'APAR Self Assessment List' interface. The main content area displays the following details:

APAR DETAIL REPORT

symbol of national pride sui generis but had been inscribed into a larger politico-cultural process of French-colonial heritage production in which the original temple site was presented in French colonial and universal exhibitions in Paris and Marseille between 1889 and 1937.[25] Angkor Wat's aesthetics were also on display in the plaster cast museum of Louis Delaporte called musée Indo-chinois which existed in the Parisian Trocadero Palace from c.1880 to the mid-1920s

Apur Accepting Officer Assessment Details :

Do you agree with the overall assessment by the Reviewing officer? If not indicate your assessment with reasons, wherever necessary : 069205069205The temple is a powerful symbol of Cambodia, and is a source of great national pride that has factored into Cambodia's diplomatic relations with France, the United States and its neighbour Thailand. A depiction of Angkor Wat has been a part of Cambodian national flags since the introduction of the first version circa 1863.[24] From a larger historical and even transcultural perspective, however, the temple of Angkor Wat did not become a symbol of national pride sui generis but had been inscribed into a larger politico-cultural process of French-colonial heritage production in which the original temple site was presented in French colonial and universal exhibitions in Paris and Marseille between 1889 and 1937.[25] Angkor Wat's aesthetics were also on display in the plaster cast museum of Louis Delaporte called musée Indo-chinois which existed in the Parisian Trocadero Palace from c.1880 to the mid-1920sThe temple is a powerful symbol of Cambodia, and is a source of great nat

Final Grading : 6.3 - Very Good

Advisory remarks, if any : The temple is a powerful symbol of Cambodia, and is a source of great national pride that has factored into Cambodia's diplomatic relations with France, the United States and its neighbour Thailand. A depiction of Angkor Wat has been a part of Cambodian national flags since the introduction of the first version circa 1863.[24] From a larger historical and even transcultural perspective, however, the temple of Angkor Wat did not become a symbol of national pride sui generis but had been inscribed into a larger politico-cultural process of French-colonial heritage production in which the original temple site was presented in French colonial and universal exhibitions in Paris and Marseille between 1889 and 1937.[25] Angkor Wat's aesthetics were also on display in the plaster cast museum of Louis Delaporte, called musée Indo-chinois which existed in the Parisian Trocadero Palace from c.1880 to the mid-1920sThe temple is a powerful symbol of Cambodia, and is a source of great national pride

**** End of Report ****
Computer Generated Report

Step 4: Unless the form is submitted the APAR status will show pending at Accepting Authority end. So, now click on the 'submit' button to submit the records.

The screenshot shows the 'APAR Self Assessment List' interface after submission. The table below shows the record details:

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
067801	ALISHITA KHAC	Scientist - B	01-Jul-2016	15-Sep-2016	Accepted	Scientific Officer	XX XX

Record Submitted Successfully

8. Representations:

The module also has provision to submit representations against an APAR within the defined time frame.

Once the APAR assessment is complete, the link for submission of representation will be activated by the system. **The link will remain active for the defined time-frame for submission of representations against an APAR.**

Step 1: Login to HFMS module using your credentials. Click on APAR and then click on 'Self Assessment'.

You will list if APARs submitted by you. Find the APAR against which you want to submit a representation. Click on 'Initiate Representation' link.

The screenshot shows the 'Self Assessment' page in the HFMS system. At the top, there is a header with the Bureau of Indian Standards logo and name in Hindi and English, a user welcome message 'Welcome, KRISH Kumar Verma', and the date 'Wednesday, 29-Apr-2020 10:28'. Below the header, there are navigation tabs for 'Human Resource', 'Inventory', and 'Global'. The main content area is titled 'APAR Self Assessment List' and contains a table with the following columns: Emp. No., Emp. Name, Designation, APAR From, APAR To, Status, Staff Type, and Action. A single row is visible with the following data: Emp. No. 055854, Emp. Name NITISH KUMAR VERMA, Designation SCIENTIST-B, APAR From 01-Apr-2019, APAR To 31-Jul-2019, Status accepted, and Staff Type Scientific Officer. An 'Initiate Representation' link with a right-pointing arrow is located in the 'Action' column for this row. The page footer includes the text '© CENTER FOR DEVELOPMENT OF ADVANCED COMPUTING'.

Do remember that representation once submitted is final, resubmissions are not allowed.

Step 2: In the pop-up that opens, upload a file (pdf only) and fill the remarks.

The screenshot shows a pop-up window titled 'APAR Representation File Upload'. It features an 'Upload File' section with a 'Browse...' button and the text 'No file selected.'. Below this, there is a text area labeled 'Annexure - A' for entering remarks. At the bottom of the window, there are 'Save' and 'Close' buttons.

If upload is successful, you will see a 'Upload Successful message'. This means that your representation has been submitted to concerned deptt. for further action.