HUMAN RESOURCES DEVELOPMENT DEPARTMENT

Our Ref: HRD/APAR (2019-2020)

01 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 shall be made immediately active w.e.f.1st May 2020 for Scientific Cadre Officers of BIS.
- 2. The officers are therefore requested to kindly fill up Part I and Part II of the blank Proforma of APAR including Annual Work Report APAR given in the Online module and submit the same.
- 3. In case, the officer has worked for less than three months under the Reporting Officer, he/she is not required to submit APAR including Annual Work Report for that period. However, officer reported upon may write work performed by him/her of the unreported period in his/her self assessment for kind consideration of Reviewing/Accepting Authority.
- 4. In case, during an assessment year, if an officer has worked under different reporting officers for 3 months or more than 3 months, he/she is required to fill up separate APAR including Annual Work Report for each respective period.
- 5. The reporting structure of Group 'A' Scientific Cadre Officers of BIS would be as per organization chart, in place from time to time. In case of any doubt/discrepancy, HRD Department may please be contacted.
- 6. The writing of ACR is a public trust and responsibility. As cases continue to occur where regular promotion, 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 including Annual Work Report by the respective authorities as per the time schedule given in **Annex-I**.
- 7. If no self-appraisal is received from the officer within the stipulated date, the Reporting Officer shall proceed to write the report in Part III of APAR in the Online APAR module on the basis of his experience of the work and conduct of the officer reported upon.Further, in case the Reviewing Officers do not receive the APAR from the Reporting Officers within the stipulated date, the Reviewing Officer shall proceed reporting in Part IV of APAR.
- 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 officers 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 HRD 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 HRD. 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 HRD.
- 10. To facilitate operation of online APAR Module, Standard Operating Procedure(SOP) is enclosed with this circular on BIS Intranet.
- 11. For login id, password and other technical issues, concerned officers may kindly take up with ITS Department.
- 12. This may be treated on **<u>TOP PRIORITY</u>**.

This issues with the approval of DG, BIS

(Deepak Kumar Aggarwal) Head(HRD)

Circulated to: All concerned BIS Scientific Cadre Officers through BIS Intranet

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

- a) Immediately allot login id and password to all concerned officers 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

Encl: As above.

Annexure-I

<u>Time schedule for preparation/completion of APAR through online APAR</u> <u>Module</u>

(Reporting year- Financial year for the period 2019-20)

Sl.No	Activity	Date by which to be completed
1.	Availability of blank APAR proforma through online APAR module to all concerned(i.e.officer to be reported upon)	1 st May 2020
2.	Submission of self-appraisal by officer to be reported upon for reporting by reporting officer	30 th June 2020
3.	Submission of report by reporting officer for review by reviewing officer	31 st July 2020
4.	Report to be completed by Reviewing Officer for acceptance by accepting authority, wherever provided.	31 st August 2020
5.	Appraisal by Accepting Authority	30 th September 2020
6.	(a) Disclosure to the officer reported upon where there is no accepting authority(b) Disclosure to the officer reported upon where there is accepting authority	3 rd October 2020 10 th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	31 st October 2020 10 th November 2020
9.	Disposal of representation by the competent authority	one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by HRD	10 th December 2020
11.	End of entire APAR process, after which the APAR will be finally taken on record	20 th December 2020

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



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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. <u>Errors and exceptions in Login</u>

Your Login may fail due to any of the following:

- Incorrect User Id or password
- Account is locked (report the matter to HFMS Helpdesk (<u>hfmshelp@bis.gov.in</u>) 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. Neverdisclose 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'

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

Step 3:- Click on 'Next' button.

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

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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.

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• First click on the Initiation link

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

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065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	06-Apr-2020	Accepted	52
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Jan-2020	31-Mar-2020	Accepted	58
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Sep-2019	31-Dec-2019	Accepted	53
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	21-Dec-2010 Aug-2019	Accepted	50
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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

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- 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. •

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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.

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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.

- Est to view details of the APAR initiated.
- So 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.



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

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

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

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

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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 selfassessment 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.

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3. Brief details of the Technical/Scientific papers written/published or talks/lectures delivered in seminars,Conferences,etc.	

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

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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.

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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.

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-> Your are requested to submit your APAR for			
	r the period (duration). Last date for submission of the same is (date). In case APAR	is not submitted by the last date the provision to submit the same will be forf	feited and the
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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.

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	059862	ANITA CHOPRA	STENOGRAPHER	01-Jul-2018	15-Sep-2018	Self Assessm ent	Skilled/Semi-Skilled/Technical Post	9 🛛
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Step 3: The 'Assess' button will open the form to be filled by reporting Authority. Save button will save the records.

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	065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	11-Mar-2020	Accepted	Scientific Officer	22		
	065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	53		
	065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	05-Apr-2020	Accepted	Scientific Officer	53		
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		2. Nat	ure and quality of wo	ork											
		a) Cor	nments of Part II as f	filled by the officer	and specially s	tate whethe	r you agree wh	th							
		the	answer. Also specify	constraints, if any	, in achieving th	ie objective:	s.]			
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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.

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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.

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	065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	50		
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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.

APAR Alert (Admin) A Representation on APAR for the period [null] to [null] in respect of [null] with Employee No. [067601] has been received by reporting officer and the same will be available to you for comments latest by [null] Services Services Services Services Services Services Services Services Services Services Services Services Services Services Se	uman Resource Finance Management System	Control Panel Role Creator G P F F AlertSesk Inve	entory Pension Global
A Representation on APAR for the period [null] to [null] in respect of [null] with Employee No. [067601] has been received by reporting officer and the same will be available to you for comments latest by [null] Services Services Salary Category Master Salary Sub Category Master Salar	APAR Alert (Admin)		
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ployee Acceptance Salary Category Master Salary Sip ployee Current Data Salary Sub Category Master Gross Salary Report owance Internal Deduction Specification User Role Deduction Specification Pro Form 16 Calculation Report ernal Deduction Specification D A Master Pro Form 16 Calculation Report owance Acceptance Allowance Master Leave Encashment Report Assessment External Deduction Master Bank Statement Deduction Insurance Configuration Master Loan Register Report tal Salary Generation Advance Name Master Leave Consolidate Report	Services	ERE Number Between 39 to 59 :	ok Reports
al Salary Generation Advance Name Master Leave Consolidate Report		 Salary Category Master Salary Sub Category Master User Role D A Master Allowance Master External Deduction Master Insurance Configuration Master 	Salary Slip Gross Salary Report Deduction Scheduler Pre Form 16 Calculation Report Leave Encashment Report Bank Statement Loav Resister Report
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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.

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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.

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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.

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Recon	d Submited Successful	ly .						

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 al past APARs and APARs pending at Accepting Authority end.

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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.

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	Do you agree wit Reviev assessment wi	h the overall assessment by the ving officer? If not indicate your th reasons, wherever necessary	: 069205069205 relations with F introduction of become a syml which the origi Wat's aesthetic Palace from c.1:	The temple is a France, the Unite the first version bol of national p nal temple site s were also on o 880 to the mid-1	powerful ed States a circa 1863 ride sui ge was preser display in th 920sThe te	symbol of ind its neig (24] From eneris but I nted in Fre ne plaster o emple is a p	Cambodia, hbour Tha a larger h had been nch colonia cast museu powerful sy	and is a sour iland. A depicti istorical and e inscribed into al and universa m of Louis Del mbol of Cambo	rce of great i ion of Angkor ven transcult a larger politi al exhibitions aporte called odia, and is a	national pride tha Wat has been a p ural perspective, h ico-cultural proces in Paris and Mars musée Indo-chin source of great na	: has factored into Cambodia's part of Cambodian national flags owever, the temple of Anglor W s of French-colonial heritage pro eille between 1889 and 1937.[2 ois which existed in the Parisian t	diplomatic since the at did not duction in 5] Angkor Trocadero	
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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.

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	067601	ALISMITA KHAG	Scientist - B		01-jul-2018		15-Sep-2018	Aci	cepted	Scientific Officer	
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Reco	rd Submited Successful	ly									

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.

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	065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	31-Jul-2019	Accepted	Scientific Officer	Representation
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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.

APAR Representation File Upload	
opioad File	Browse No file selected.
*Annexure - A	
	Save Close

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.