

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 **TOP PRIORITY**.

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

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
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

HUMAN RESOURCE DEVELOPMENT DEPARTMENT
BUREAU OF INDIAN STANDARDS

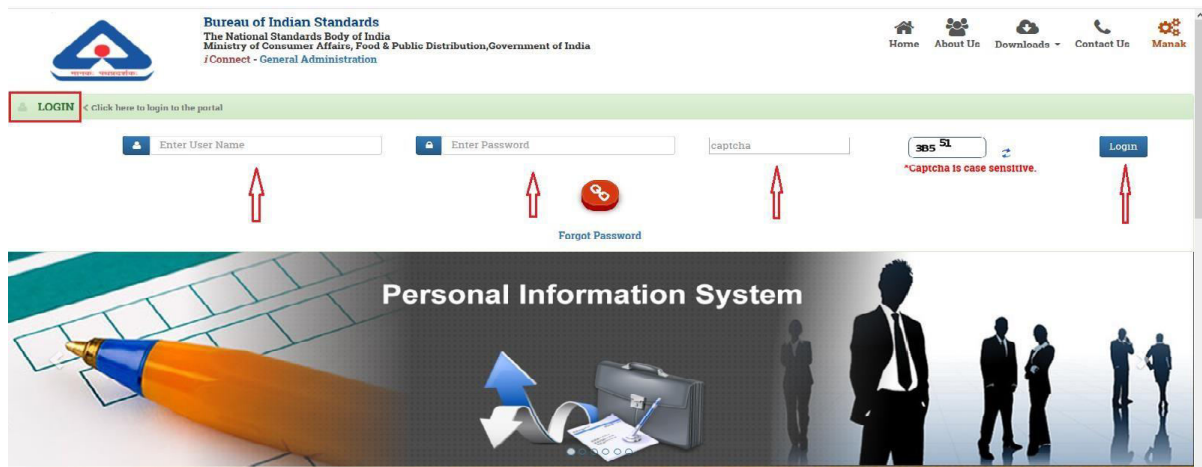
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1. Login Process

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

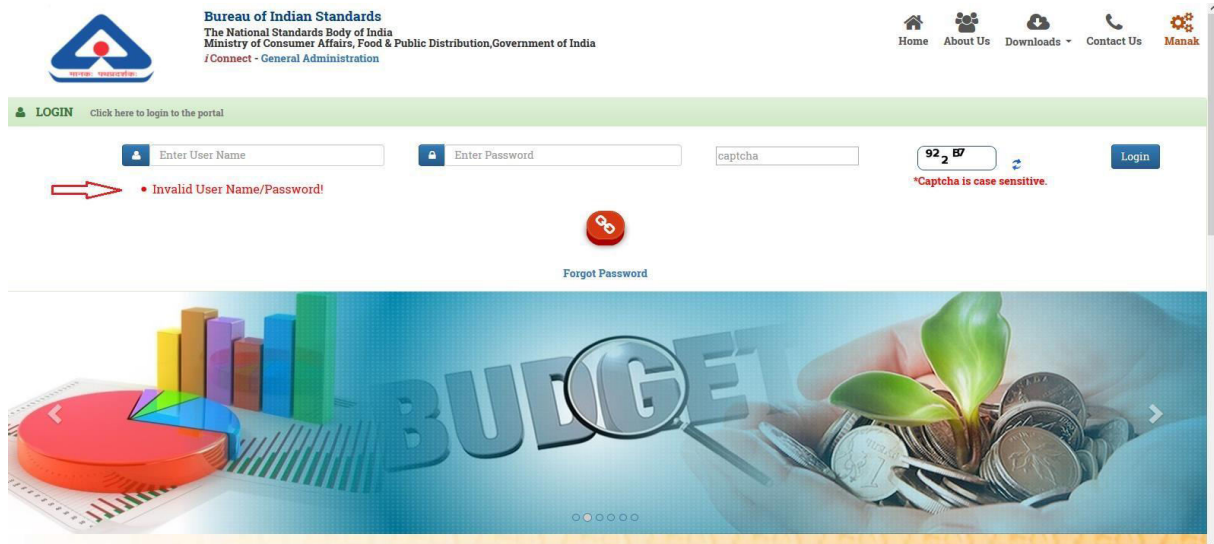
Your Login may fail due to any of the following:

- 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:-

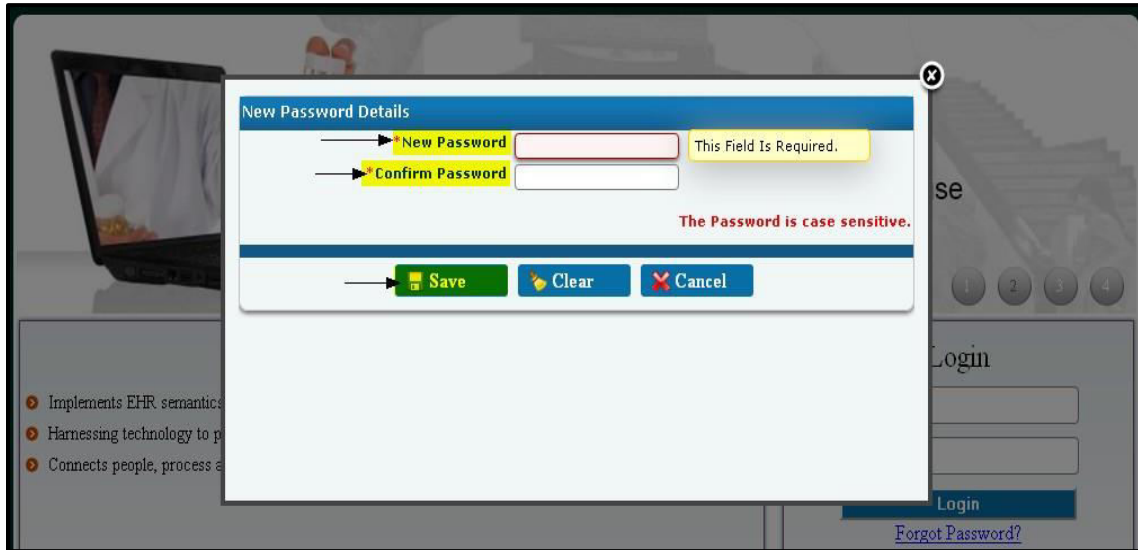
Step 1:- Click on 'Forgot Password'



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

Step 3:- Click on 'Next' button.

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

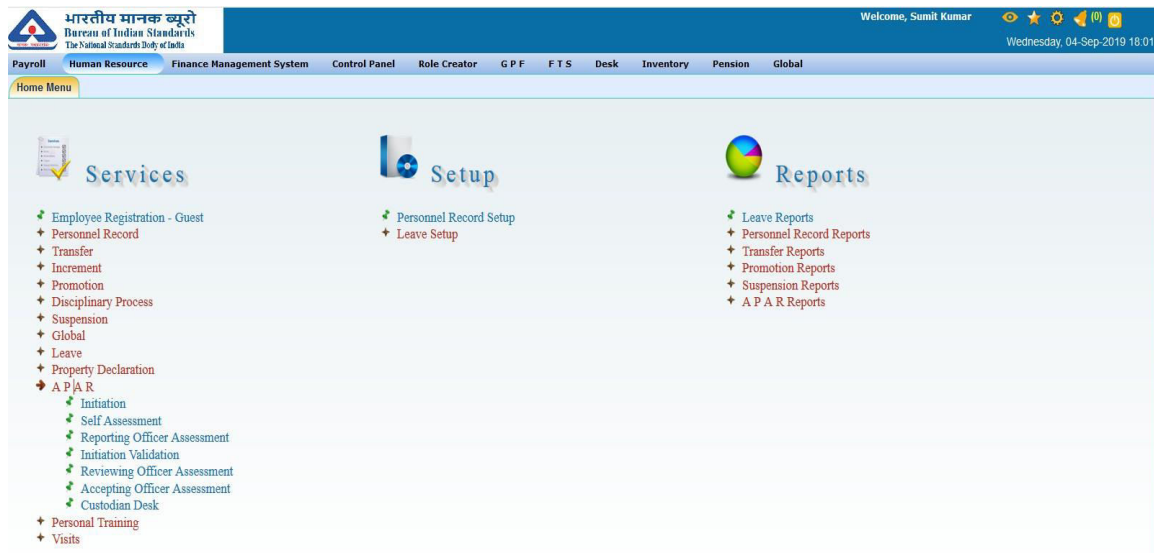


After that you will get a message ‘Your password has been changed’

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

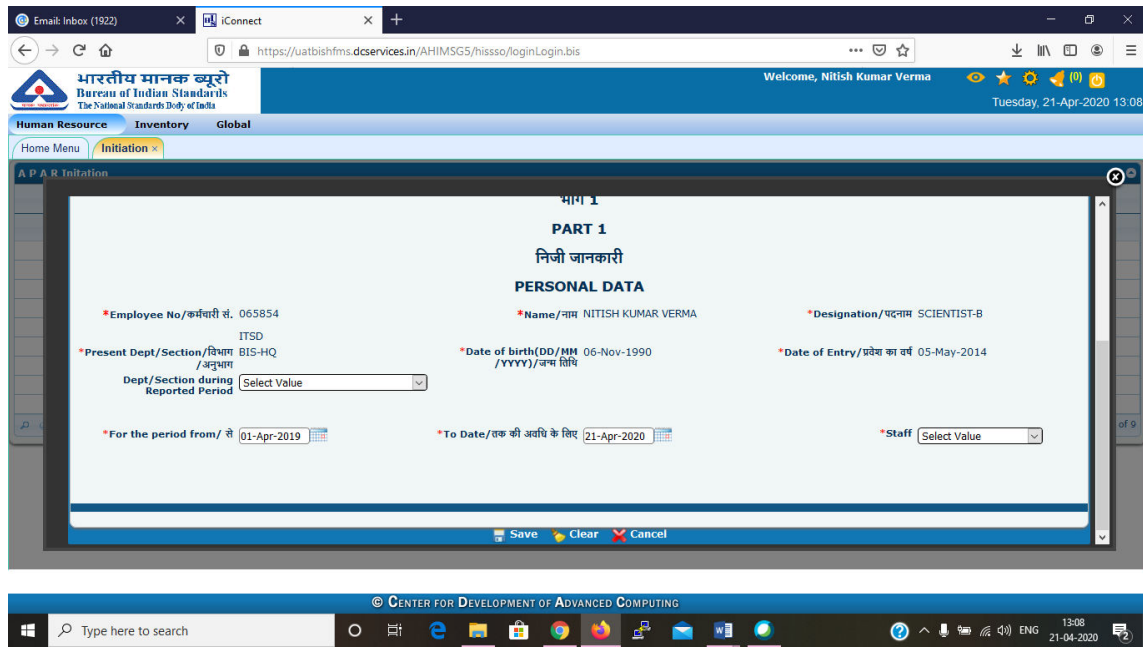
Step 1 : Initiation list appears which contains details regarding the PAST APARs.

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	
065854	NITISH KUMAR VERMA	SCIENTIST-B	15-Apr-2019	31-Mar-2020	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	11-Mar-2020	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Self Assessment	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	06-Apr-2020	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Jan-2020	31-Mar-2020	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Sep-2019	31-Dec-2019	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	31-Dec-2019	Accepted	
065854	NITISH KUMAR VERMA	SCIENTIST-B	20-Mar-2019	20-Mar-2020	Reviewed	

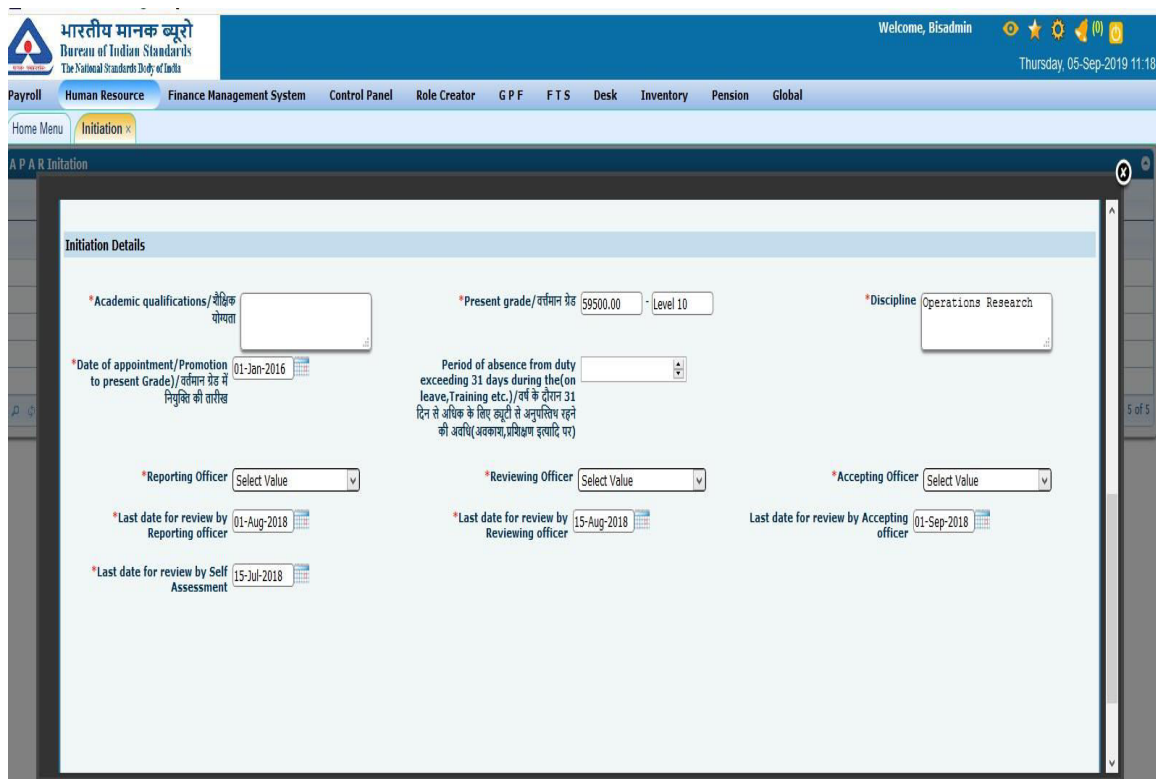
Add record: * indicates mandatory fields.

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



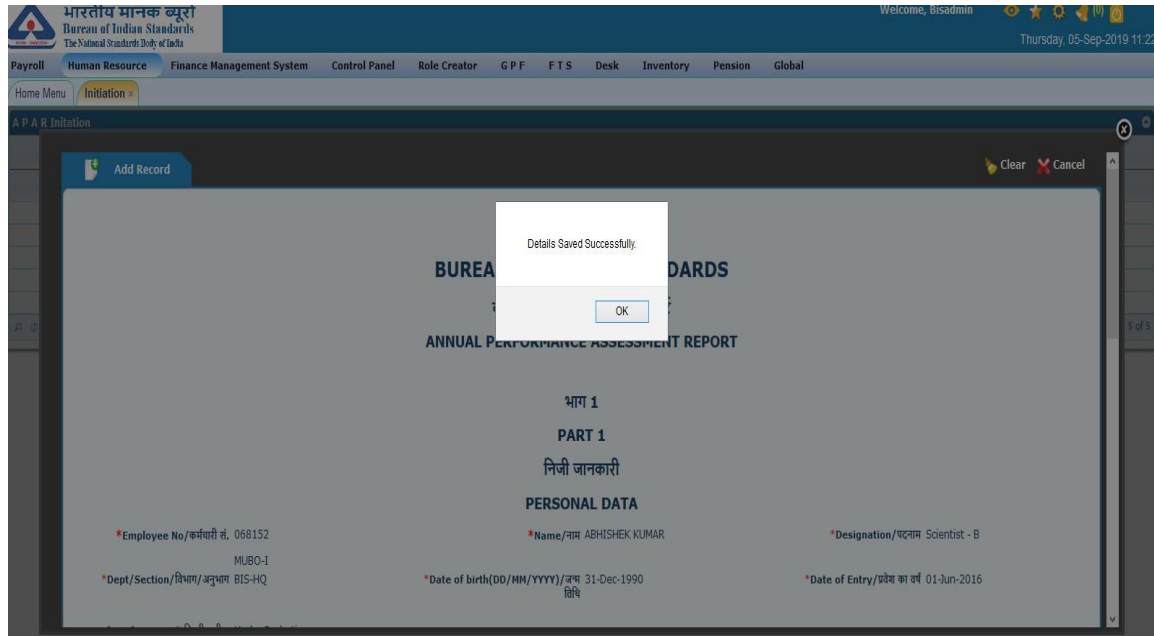
- Fill the date of appointment/last promotion.
- Select the Reporting Authority, Reviewing Authority and Accepting Authority for the period for which APAR is being submitted.



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 displays the 'APAR Initiation' form in the BIS system. A modal dialog box is open in the center, displaying the message 'Details Saved Successfully.' with an 'OK' button. The background form is titled 'BUREAU OF INDIAN STANDARDS ANNUAL PERFORMANCE ASSESSMENT REPORT' and is divided into 'भाग 1 PART 1 निजी जानकारी PERSONAL DATA'. The form contains the following fields:

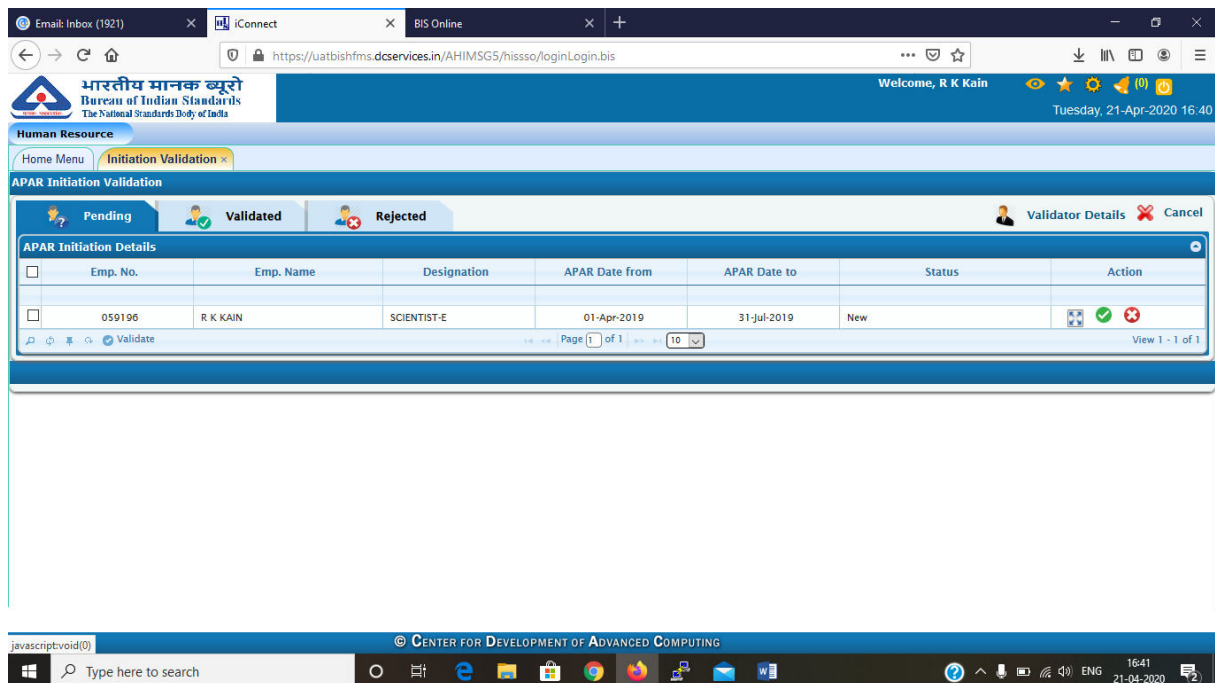
Field	Value
*Employee No./कर्मचारी सं.	068152
Designation/पदनाम	Scientist - B
*Name/नाम	ABHISHEK KUMAR
*Date of birth/DD/MM/YYYY/जन्म तिथि	31-Dec-1990
*Date of Entry/प्रवेश का वर्ष	01-Jun-2016
Dept/Section/विभाग/अनुभाग	BIS-HQ
MUBO-I	

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.

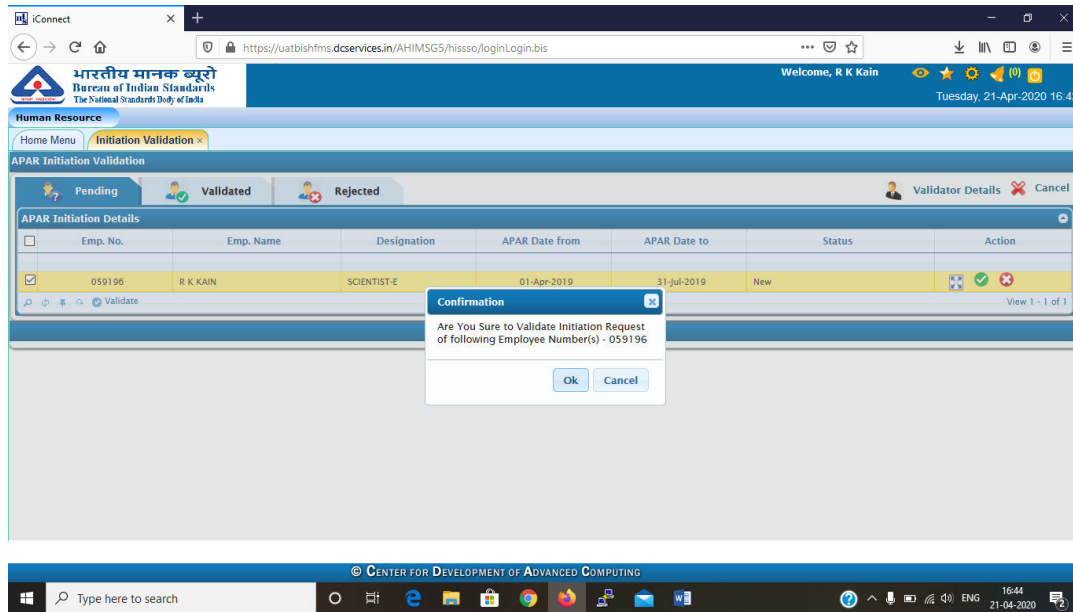
-  to view details of the APAR initiated.
-  to approve the APAR initiated. This will lead to the 3rd stage of APAR submission by employee.
-  to reject the APAR initiated. Exercise this option when it is felt that the details have been entered incorrectly in 'Initiation' stage.



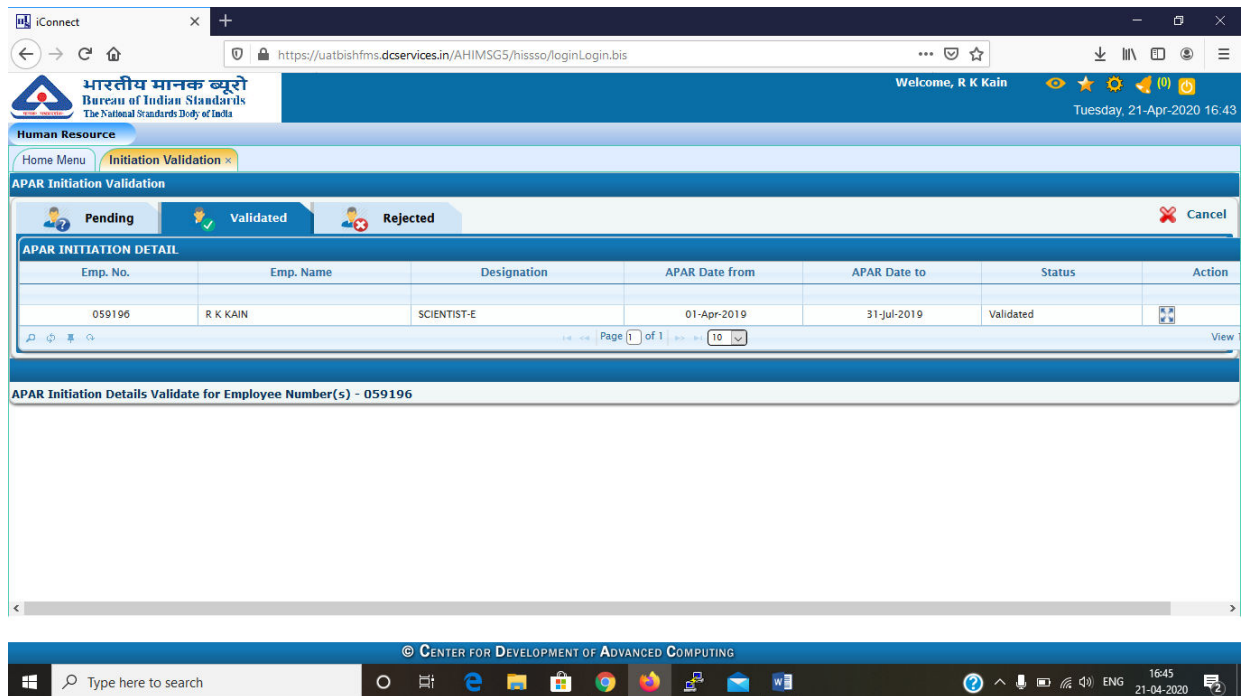
The screenshot displays the 'APAR Initiation Validation' web application. The interface includes a header for the Bureau of Indian Standards (BIS) and a navigation menu with 'Initiation Validation' selected. The main content area shows a table of APAR initiation details with columns for Emp. No., Emp. Name, Designation, APAR Date from, APAR Date to, Status, and Action. A single record is visible for employee R K KAIN, with a status of 'New'. The action column contains three icons: a magnifying glass, a green checkmark, and a red X. The page footer indicates 'Page 1 of 1' and 'View 1 - 1 of 1'.

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
059196	R K KAIN	SCIENTIST-E	01-Apr-2019	31-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.

Home Menu
Initiation Validation
Welcome, R K Kain
Tuesday, 21-Apr-2020 16:52

APAR Initiation Validation
Pending
Validated
Rejected
Validator Details
Cancel

*Validate By: 059196
 *Validator Remarks: Test Remark
 *Validate Date: 21-Apr-2020

APAR Initiation Details

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
059196	R K KAIN	SCIENTIST-E	01-Aug-2019	30-Nov-2019	New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Page 1 of 1 | 10 | View 1 - 1 of 1

© CENTER FOR DEVELOPMENT OF ADVANCED COMPUTING

Home Menu
Initiation Validation
Welcome, Bisadmin
Thursday, 05-Sep-2019 12:31

APAR Initiation Validation
Pending
Validated
Rejected
Validator Details
Report
Cancel

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

APAR Initiation Details

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
064530	BALBIR KUMAR	LOWER DIVISION CLERK	15-Sep-2018	15-Sep-2018	New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
054569	KASHI RAM	PRIVATE SECRETARY	15-Sep-2018	15-Sep-2018	New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
068152	ABHISHEK KUMAR	Scientist - B	15-Sep-2018	15-Sep-2018	New	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

View 1 - 3 of 3

Confirmation

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

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

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

Welcome, Bisadmin
Thursday, 05-Sep-2019 12:37

Payroll Human Resource Finance Management System Control Panel Role Creator G P F F T S Desk Inventory Pension Global

Home Menu Initiation Validation x

APAR Initiation Validation

Pending Validated Rejected Report Cancel

APAR INITIATION DETAIL

Emp. No.	Emp. Name	Designation	APAR Date from	APAR Date to	Status	Action
064530	BALBIR KUMAR	LOWER DIVISION CLERK	01-Jul-2018	15-Sep-2018	Rejected	


Page 1 of 1 View 1 - 1 of 1

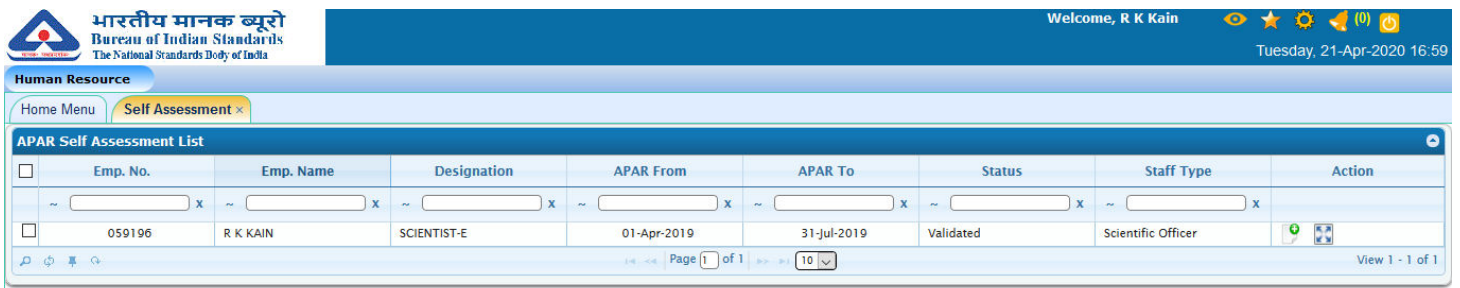
4. Self-Assessment:

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

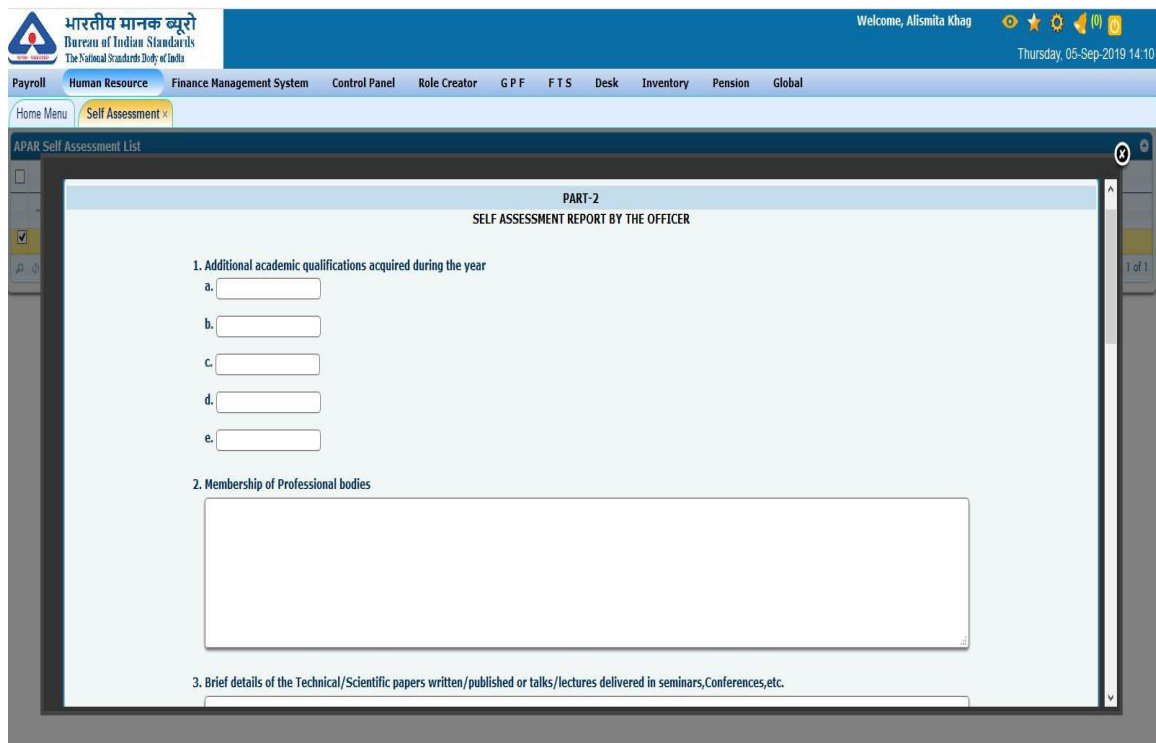
After that, open the APAR menu and click on the ‘Self Assessment’ link.

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.



The screenshot shows the 'APAR Self Assessment List' interface. At the top, there is a header with the Bureau of Indian Standards logo and name in Hindi and English, a welcome message for 'R K Kain', and the date 'Tuesday, 21-Apr-2020 16:59'. Below the header, there is a navigation bar with 'Home Menu' and 'Self Assessment'. The main content area displays 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. 059196, Emp. Name R K KAIN, Designation SCIENTIST-E, APAR From 01-Apr-2019, APAR To 31-Jul-2019, Status Validated, and Staff Type Scientific Officer. The Action column contains an add new icon. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 1 of 1'.



The screenshot shows the 'PART-2 SELF ASSESSMENT REPORT BY THE OFFICER' form. The form is titled 'PART-2 SELF ASSESSMENT REPORT BY THE OFFICER'. It contains three sections: 1. Additional academic qualifications acquired during the year, with sub-sections a, b, c, d, and e, each followed by a text input field. 2. Membership of Professional bodies, followed by a large text area for input. 3. Brief details of the Technical/Scientific papers written/published or talks/lectures delivered in seminars, Conferences, etc., followed by a text input field. The form is displayed within a window titled 'APAR Self Assessment List'.

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

APAR DETAIL REPORT

Apar Self Assessment 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

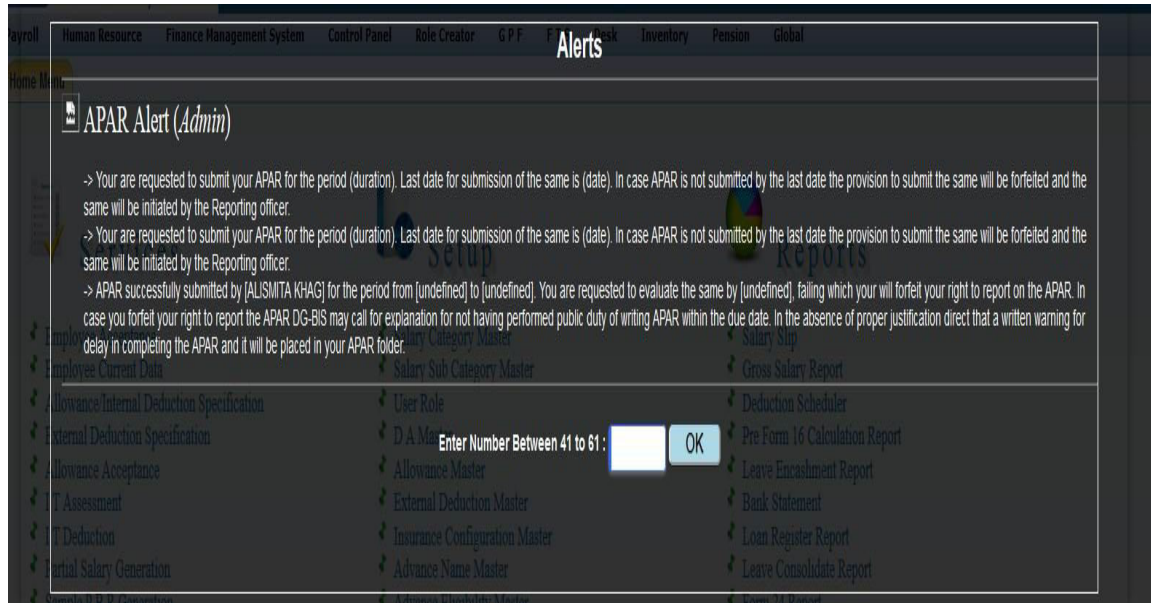
Membership : The temple is a powerful symbol of Cambodia, and is a source of great national pride that has factored into Cambodia's diplomatic relations with France, the United States and its neighbour Thailand. A depiction of Angkor Wat has been a part of Cambodian national flags since the introduction 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 mus@e 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 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.

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

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
057601	ALUSMITA KHAG	Scientist - B	01-Jul-2018	15-Sep-2018	Self Assessment	Scientific Officer	
030880	HARI SHANKAR PRASAD	ATTENDANT	01-Jul-2018	15-Sep-2018	Self Assessment	Skilled/Semi-Skilled/Technical Post	
059862	ANITA CHOPRA	STENOGRAPHER	01-Jul-2018	15-Sep-2018	Self Assessment	Skilled/Semi-Skilled/Technical Post	

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
059196	R K KAIN	SCIENTIST-E	01-Apr-2019	31-Jul-2019	Self Assessment	Scientific Officer	Assess
065854	NITISH KUMAR VERMA	SCIENTIST-B	15-Apr-2019	31-Mar-2020	Accepted	A&F and other officers	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	11-Mar-2020	Accepted	Scientific Officer	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	06-Apr-2020	Accepted	Scientific Officer	
065854	NITISH KUMAR VERMA	SCIENTIST-B	20-Mar-2019	20-Mar-2020	Reviewed	Scientific Officer	

**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

LOADING

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' is expanded to show 'Anar Reporting Officer Assessment Details'. The details include:

- Length of service :** 01-Jul-2018 To 15-Sep-2018
- Officer Work Details :** 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 musA@e Indo-chinois which existed in the Parisian Trocadero Palace from c.1880 to the mid-1920s.
- Scientific and Technical work details :** 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 musA@e Indo-chinois which existed in the Parisian Trocadero Palace from c.1880 to the mid-1920s.

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.

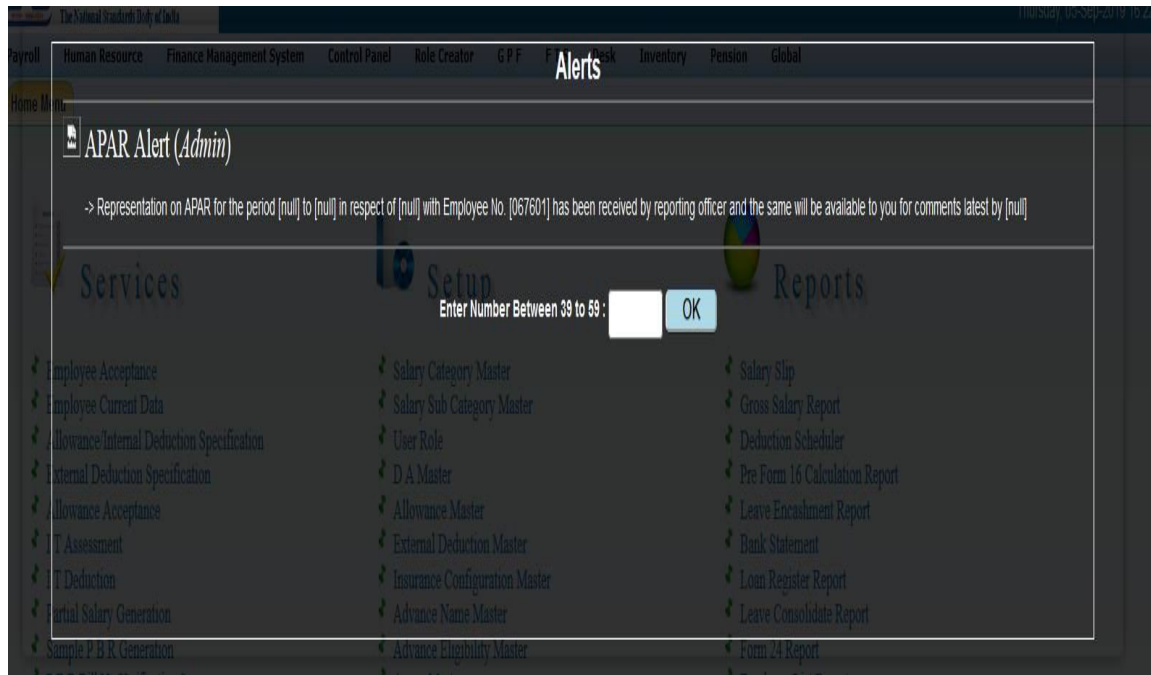
The screenshot shows the 'APAR Self Assessment List' table with the following data:

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 Reporting Officer End	Scientific Officer	Assess Submit
065854	NITISH KUMAR VERMA	SCIENTIST-B	15-Apr-2019	31-Mar-2020	Accepted	A&F and other officers	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	11-Mar-2020	Accepted	Scientific Officer	
065854	NITISH KUMAR VERMA	SCIENTIST-B	09-Apr-2019	31-Mar-2020	Accepted	Scientific Officer	
065854	NITISH KUMAR VERMA	SCIENTIST-B	01-Apr-2019	06-Apr-2020	Accepted	Scientific Officer	
065854	NITISH KUMAR VERMA	SCIENTIST-B	20-Mar-2019	20-Mar-2020	Reviewed	Scientific Officer	

The table shows 6 records. The first record is 'Pending at Reporting Officer End', while the others are 'Accepted' or 'Reviewed'. The 'Action' column for the first record includes 'Assess' and 'Submit' buttons.

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.

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
067601	ALISMITA KHAG	Scientist - B	01-Jul-2018	15-Sep-2018	Reported	Scientific Officer	

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.

The screenshot shows the 'Reviewing Officer Assessment' page in the BIS system. The table below represents the data shown in the interface:

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	Reported	Scientific Officer	Review

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.

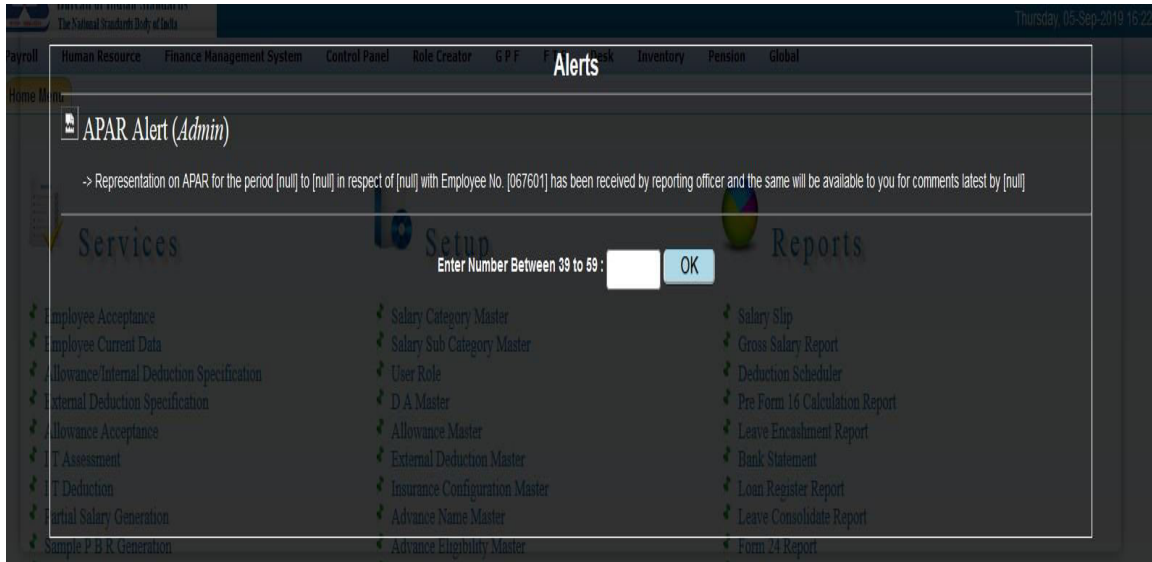
The screenshot shows the 'Reviewing Officer Assessment' page after the record has been submitted. The table below represents the data shown in the interface:

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
067601	ALISMITA KHAG	Scientist - B	01-Jul-2018	15-Sep-2018	Reviewed	Scientific Officer	

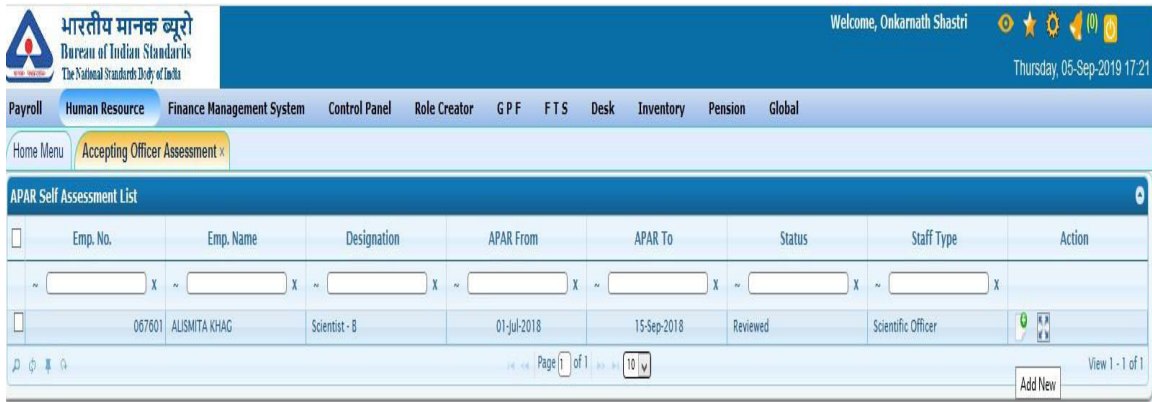
Record Submitted Successfully

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.

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.

Emp. No.	Emp. Name	Designation	APAR From	APAR To	Status	Staff Type	Action
067601	ALISMITA KHAG	Scientist - B	01-Jul-2018	15-Sep-2018	Accepted	Scientific Officer	

Record Submitted Successfully

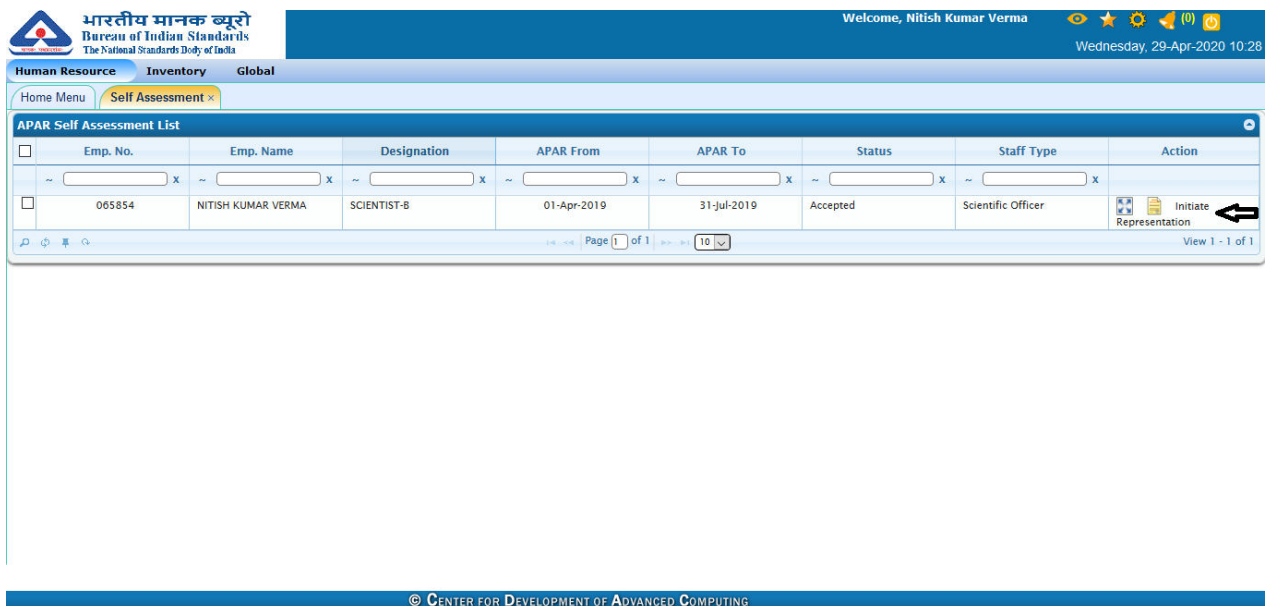
8. Representations:

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'.

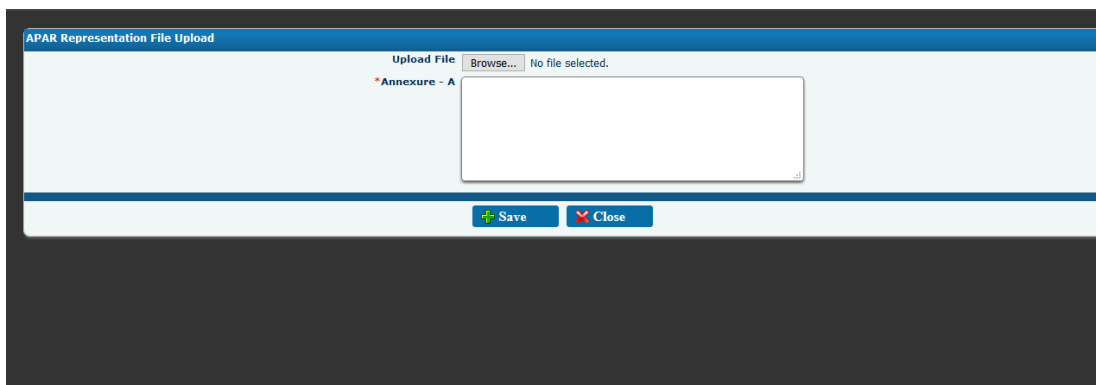
You will list if APARs submitted by you. Find the APAR against which you want to submit a representation. Click on 'Initiate Representation' link.



The screenshot shows the 'APAR Self Assessment List' interface. At the top, there is a header with the Bureau of Indian Standards logo and the text 'भारतीय मानक ब्यूरो Bureau of Indian Standards The National Standards Body of India'. The user is logged in as 'Welcome, Nitish Kumar Verma' on 'Wednesday, 29-Apr-2020 10:28'. The main content area displays 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 for employee 065854, NITISH KUMAR VERMA, SCIENTIST-B, with an APAR from 01-Apr-2019 to 31-Jul-2019, and a status of 'Accepted'. The 'Action' column for this row contains an 'Initiate Representation' link with a right-pointing arrow. The footer of the interface reads '© 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 label '*Annexure - A' and a large empty text area for entering remarks. At the bottom of the window, there are two buttons: a green '+ Save' button and a red 'X Close' button.

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.