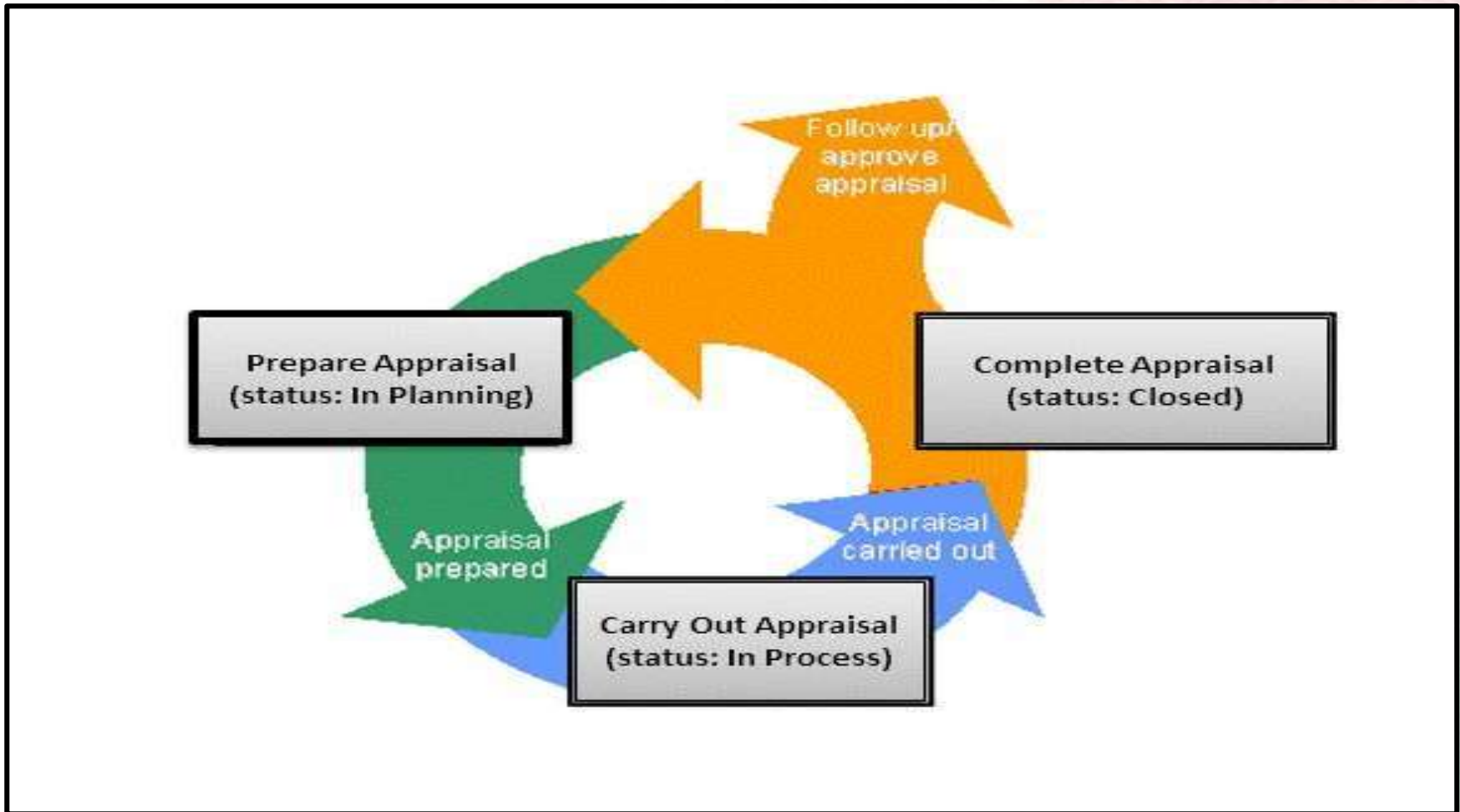




# Performance Management

## Overview

## Introduction to APAR



## Introduction to APAR

- The performance of every Government servant is assessed annually through the Assessment Report. APAR provides the basic and vital inputs for assessing the performance of an officer and his advancement in his career. It provides basis for the Appraisal Process by which Reporting Officer and employee plan and set objectives for a year at the start of the performance cycle. Employee is assessed at the end of the year for the planned objectives set at the start of the year.
- SAP HR-Performance Management (PM) is an integrated solution, based on extensive research, state-of-the-art methodologies, emerging technologies and industry standards. It contains Objective setting process, Annual performance appraisal and Representation on performance appraisal.
- Objective setting process: In this process, one will have the opportunity to create Appraisal Document by Reporting Authority, view In-service Relative of Officer Reported Upon (Officer Reported Upon to Reporting Authority), Setting of Objectives by Officer Reported Upon, Review of Objectives by Reporting Authority and Mid-Year Review by Reporting Authority.



## Introduction to APAR

**Annual performance appraisal:** In this process, one will have opportunity to do Self-assessment by Officer Reported Upon (Will not be applicable for HAG Officer , Group C Staff other than LSG/HSG & Stenographer), Performance Assessment by Reporting Officer, Performance Assessment by 2<sup>nd</sup> Reporting Officer (Only applicable in case of Group B F&A), Performance Assessment by Reviewing Officer (Not Applicable in case of Group C Staff & Stenographer), Performance Assessment by Accepting Officer (Only Applicable in case of HAG Officer & Group B F&A) and Assessment Sharing and Recommendations to Officer Reported Upon.

**Representation on performance appraisal:** In this process, one will have opportunity to Raising Representation by Officer Reported Upon, Accepting/ Rejecting representation by Represents to Officer, Finalized APAR is shared to Officer Reported Upon and Overall APAR Process closure.

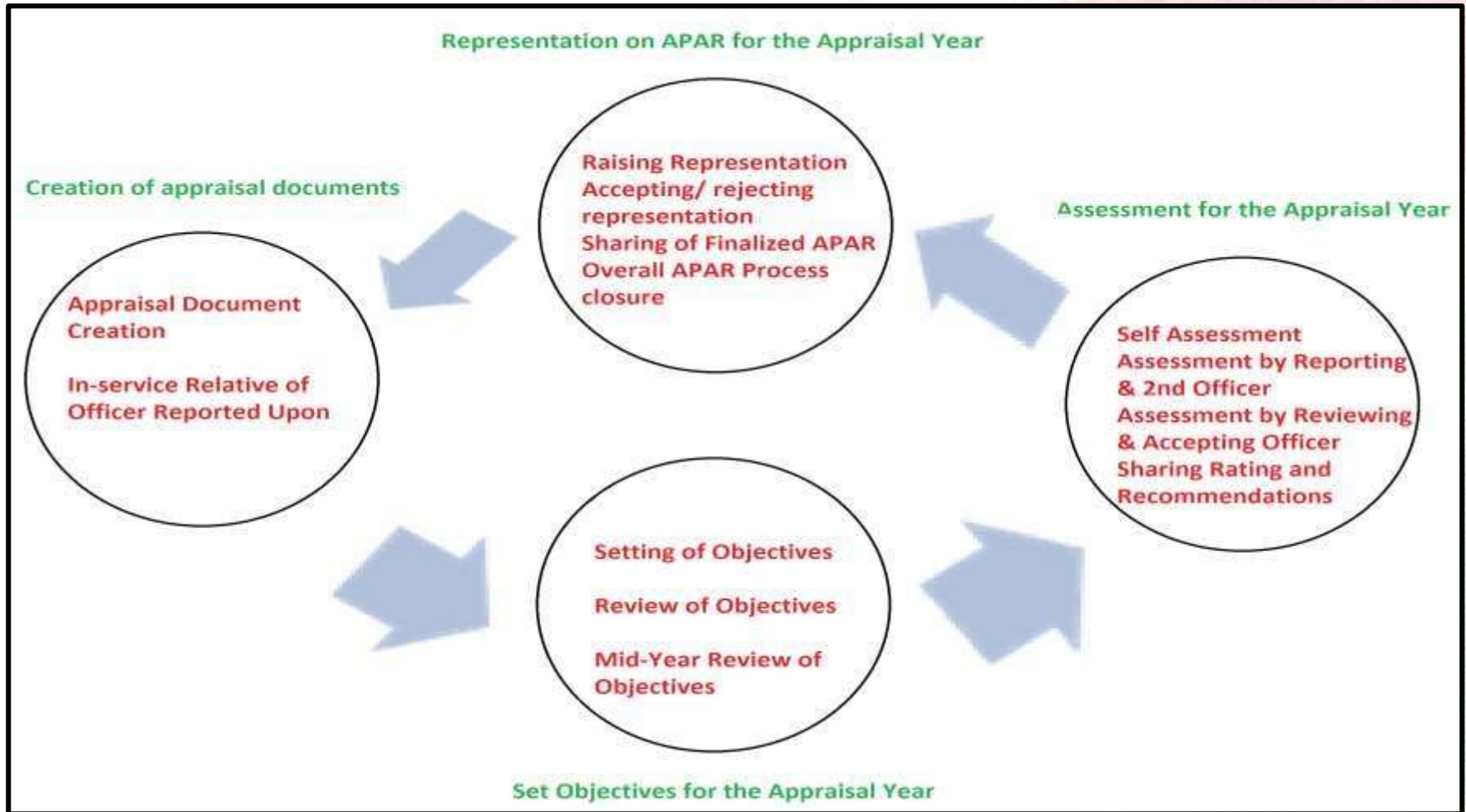
**Other Integrated Process- Reports:** In this section, one will have the opportunity to Access application for all Authorities in PM module, Promotion/ Training Recommendations are made for the Officer Reported Upon, In case of Transfer/ Promotion in PIS, notification to reporting officer for the Officer Reported Upon, In case of Suspension/ Retirement in PIS, holding/closing APAR for the Officer Reported Upon respectively, Other Activities can be performed by the Officer Reported Upon and Other Activities can be performed by the Reporting Authority.



## APAR Components

- Objective setting process
- Annual performance appraisal
- Representation on performance appraisal
- Other Integrated Process-Reports

## APAR Overview



## APAR Templates

• Group B Finance & Accounts	• Statistical Investigator- Grade II (SSS)
• Group B Officers	• Officer of CSC - UDC & LDC Grade
• Group C Officers	• Officer of Rajbhasa Wing
• HAG Officers	• MEMBERS
• JAG Officers	• Group B (F&A) HAG
• SAG Officers	• Group B (F&A) JAG
• Stenographers	• Group B (F&A) JTS
• Group B Non-Gazetted & C Category	• CSS Section Officer
• Group C Officers of Dept. Canteens	• Stenographer Grade D
• For Other Grades - No special forms	



## Integration

- Training Administration Module
  - Training Recommendations are made for the Officer Reported Upon will be available to Training Manager
- Personnel Information System (PIS)
  - In case of Transfer/ Promotion in PIS, notification to reporting officer for the Officer Reported Upon
  - In case of Suspension/ Retirement in PIS, holding/closing APAR for the Officer Reported Upon respectively
- Employee Self Service
  - Officer Reported upon should have access to ESS.
- Manager Self Service
  - Reporting Authority should have access to MSS.





## Roles

- Reporting Authority
- Officer Reported Upon (Employee)
- 2nd Reporting Authority
- Reviewing Authority
- Accepting Authority
- Represents to Authority

## Process Flow

What?	Who and Where?
<b>Objective setting process</b>	
Creation of Appraisal Document	Reporting Authority at MSS in Employee Portal
In-service Relative of Officer Reported Upon	Reporting Authority at MSS in Employee Portal
Setting of Objectives	Officer Reported upon (Employee) at Home-->Work-->Task in Employee Portal
Review of Objectives	Reporting Authority at Home-->Work-->Task in Employee Portal
Mid-Year Review of Objectives	Reporting Authority at Home-->Work-->Task in Employee Portal
<b>Annual performance appraisal</b>	
Self-Assessment	Officer Reported upon (Employee) at Home-->Work-->Task in Employee Portal
Assessment by Reporting Officer	Reporting Authority at Home-->Work-->Task in Employee Portal
Assessment by 2nd Reporting Officer	2nd Reporting Authority at Home-->Work-->Task in Employee Portal
Assessment by Reviewing Officer	Reviewing Authority at Home-->Work-->Task in Employee Portal
Assessment by Accepting Officer	Accepting Authority at Home-->Work-->Task in Employee Portal
Sharing Assessment and Recommendations	Officer Reported upon (Employee) at Home-->Work-->Task in Employee Portal
<b>Representation on performance appraisal</b>	
Raising Representation	Officer Reported upon (Employee) at Home-->Work-->Task in Employee Portal
Accepting/ Rejecting representation	Represent to Officer at Home-->Work-->Task in Employee Portal
Sharing of Finalized APAR	Officer Reported upon (Employee) at Home-->Work-->Task in Employee Portal
<b>APAR Process Closure</b>	
Overall APAR Process closure	Officer Reported upon (Employee) at Home-->Work-->Task in Employee Portal OR Represent to Officer at Home-->Work-->Task in Employee Portal



## APAR Process

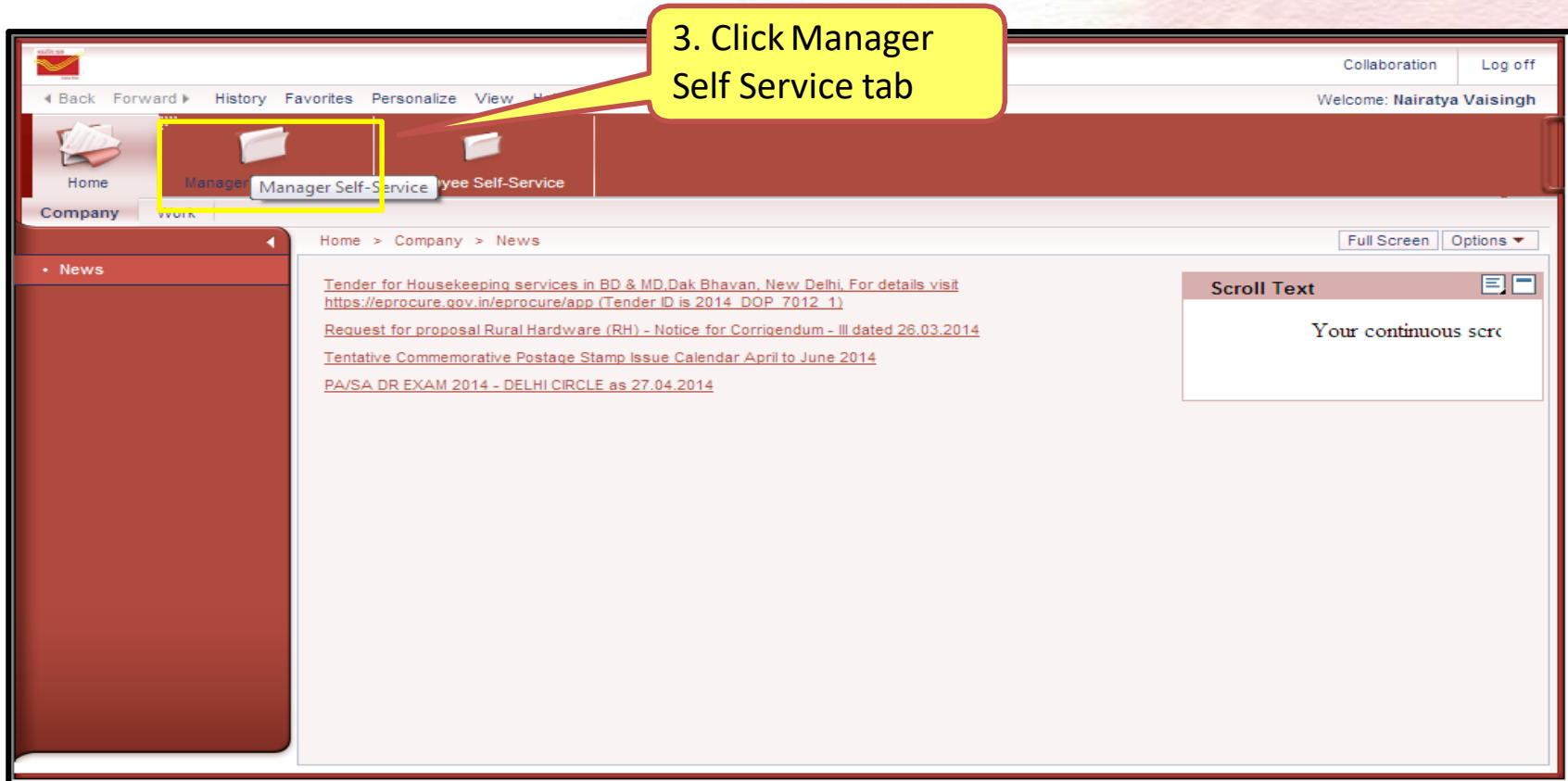
- Creation of appraisal documents
  - Creation of Appraisal Document by Reporting Authority.
  - In-service Relative of Officer Reported Upon (Officer Reported Upon to Reporting Authority)
- Set Objectives for the Appraisal Year
  - Setting of Objectives by Officer Reported Upon.
  - Review of Objectives by Reporting Authority.
- Mid-Year Objectives for the Appraisal Year
  - Mid-Year Review by Reporting Authority.
- Assessment for the Appraisal Year
  - Self-assessment by Officer Reported upon (Will not be applicable for HAG Officer, Group C Staff other than LSG/HSG & Stenographer).
  - Performance Assessment by Reporting Officer.
  - Performance Assessment by 2nd Reporting Officer (Only applicable in case of Group B F&A).
  - Performance Assessment by Reviewing Officer (Not Applicable in case of Group C Staff & Stenographer)
  - Performance Assessment by Accepting Officer (Only Applicable in case of HAG Officer & Group B F&A)
  - Assessment Sharing and Recommendations to Officer Reported Upon.
- Representation on APAR for the Appraisal Year
  - Raising Representation by Officer Reported Upon.
  - Accepting/ rejecting representation by Represents to Officer.
  - Finalized APAR is shared to Officer Reported Upon
  - Overall APAR Process closure. For reference only during CSI Pilot Phase



## Create Appraisal Documents

## Objective Setting Process

- Creation of appraisal documents by Reporting Authority



The screenshot displays the Employee Self Services portal interface. A yellow callout box points to the 'Manager Self-Service' tab in the navigation menu, with the text '3. Click Manager Self Service tab'. The portal header includes the India Post logo, navigation links (Back, Forward, History, Favorites, Personalize, View), and user information (Collaboration, Log off, Welcome: Nairatya Vaisingh). The main content area shows a 'News' section with several links, including 'Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' box on the right contains the text 'Your continuous scr...



# Employee Self Services

## Objective Setting Process(Contd.)



The screenshot displays the Employee Self-Service portal interface. At the top, there are navigation tabs: Home, Manager Self-Service, and Employee Self-Service. Below these are sub-tabs for Overview and Reports. A left-hand navigation menu is visible, with 'APAR Management' highlighted in a yellow box. A yellow callout box with a red border points to this menu item, containing the text: "4. Click on APAR Management". The main content area shows the 'APAR Management' page with the following details:

Appraisal Year	2015-16
Appraisal Start Date	17.06.2015
Appraisal End Date	31.03.2016
<a href="#">Get Appraisee Details</a>	

## Objective Setting Process(Contd.)

Appraisal Details

Appraisal Year	2015-16
Appraisal Start Date	01.06.2015
Appraisal End Date	31.03.2016
<input type="button" value="Get Appraisee Details"/>	

5. Enter Appraisal Start Date: 01.04.2015

6. Click **Get Appraisee Details** button

## Objective Setting Process(Contd.)

Manager Self-Service > Overview > APAR Management Full Screen

Appraisal Year:

Appraisal Start Date:

Appraisal End Date:

**Initiate Appraisal Documents**

**Appraisal Document Details**

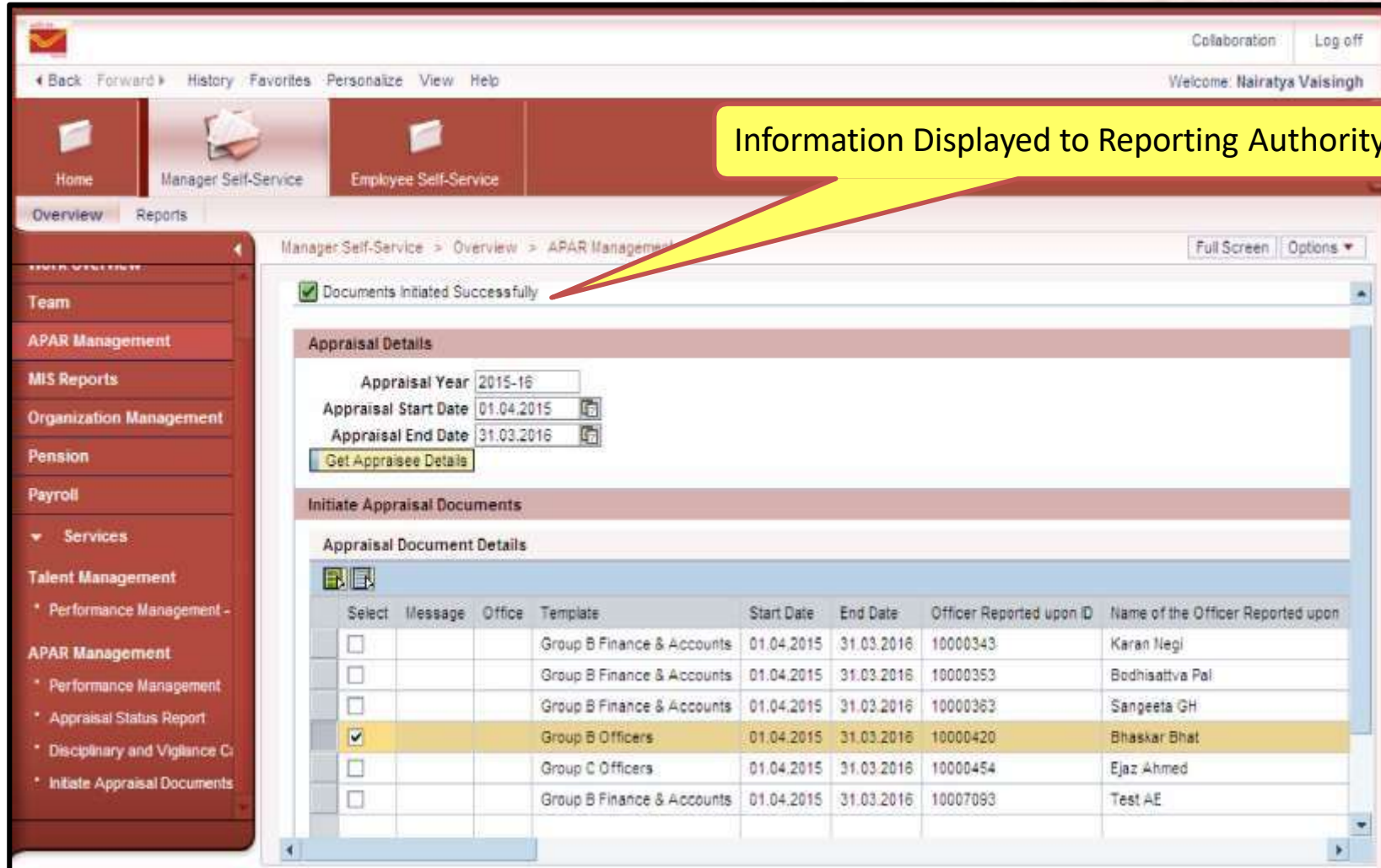
Select	Message	Group	Start Date	End Date	Employee ID	Name of the Officer Reported upon
<input type="checkbox"/>		Group B Finance & Accounts	01.04.2015	31.03.2016	10000343	Karan Negi
<input type="checkbox"/>		Group B Finance & Accounts	01.04.2015	31.03.2016	10000353	Bodhisattva Pal
<input type="checkbox"/>		Group B Finance & Accounts	01.04.2015	31.03.2016	10000363	Sangeeta GH
<input checked="" type="checkbox"/>		Group B Officers	01.04.2015	31.03.2016	10000420	Bhaskar Bhat
<input type="checkbox"/>		Group C Officers	01.04.2015	31.03.2016	10000454	Ejaz Ahmed
<input type="checkbox"/>		Group B Finance & Accounts	01.04.2015	31.03.2016	10007093	Test AE

7. Select the Officer reported upon(Employee)

8. Click Yes, Initiate Objective Setting button



## Objective Setting Process(Contd.)



Information Displayed to Reporting Authority

Documents Initiated Successfully

**Appraisal Details**

Appraisal Year: 2015-16  
 Appraisal Start Date: 01.04.2015  
 Appraisal End Date: 31.03.2016  
[Get Appraiser Details](#)

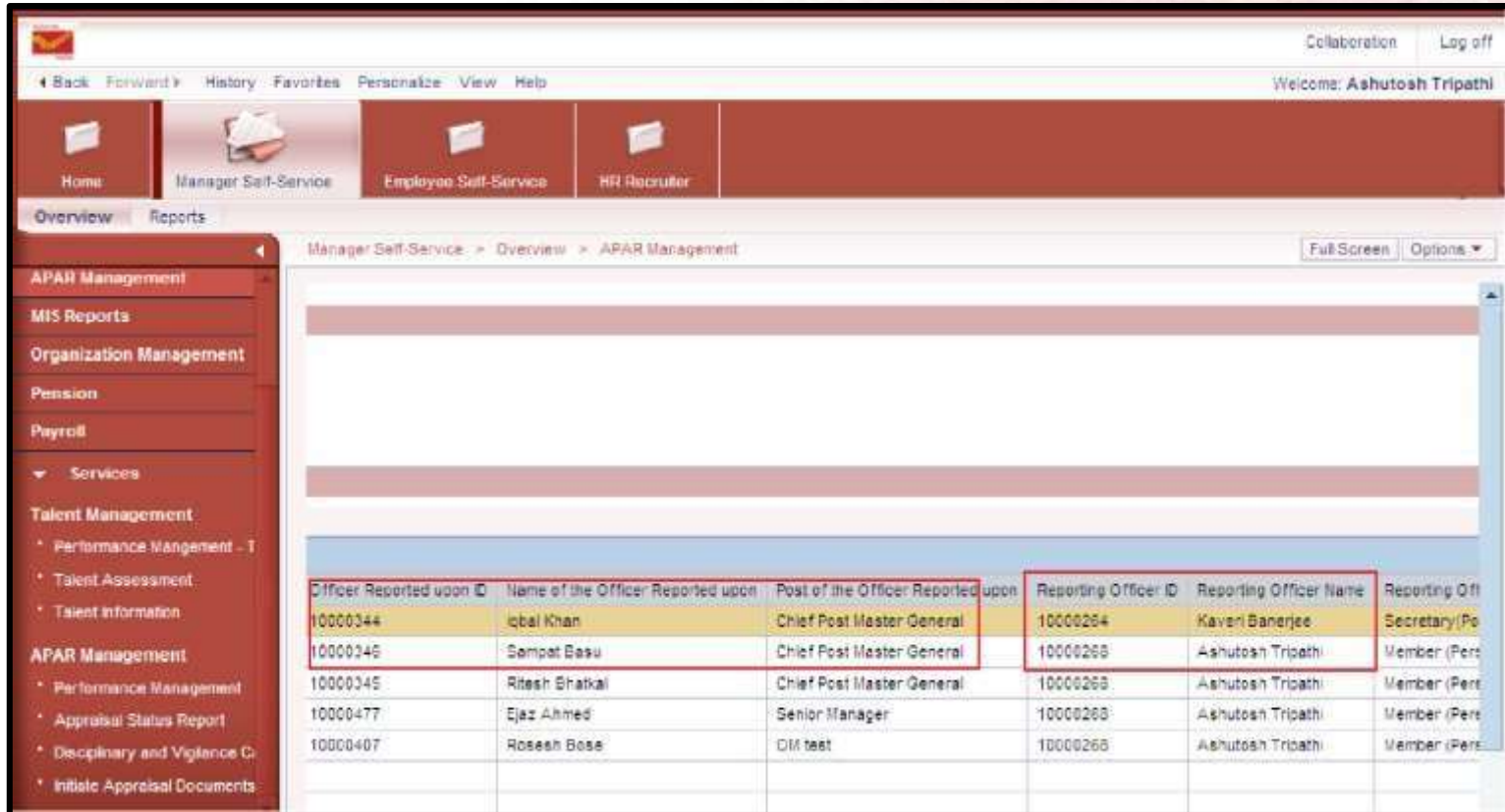
**Initiate Appraisal Documents**

**Appraisal Document Details**

Select	Message	Office	Template	Start Date	End Date	Officer Reported upon ID	Name of the Officer Reported upon
<input type="checkbox"/>			Group B Finance & Accounts	01.04.2015	31.03.2016	10000343	Karan Negi
<input type="checkbox"/>			Group B Finance & Accounts	01.04.2015	31.03.2016	10000353	Bodhisattva Pal
<input type="checkbox"/>			Group B Finance & Accounts	01.04.2015	31.03.2016	10000363	Sangeeta GH
<input checked="" type="checkbox"/>			Group B Officers	01.04.2015	31.03.2016	10000420	Bhaskar Bhat
<input type="checkbox"/>			Group C Officers	01.04.2015	31.03.2016	10000454	Ejaz Ahmed
<input type="checkbox"/>			Group B Finance & Accounts	01.04.2015	31.03.2016	10007093	Test AE

## Objective Setting Process(Contd.)

- In-service Relative of Officer Reported Upon  
In-case Any Authority is In-service Relative of the Officer Reported Upon, then the next Authority will replace the Reporting Authority as shown.



The screenshot shows a web application interface for 'Employee Self-Service'. The main content area displays a table titled 'APAR Management' with the following data:

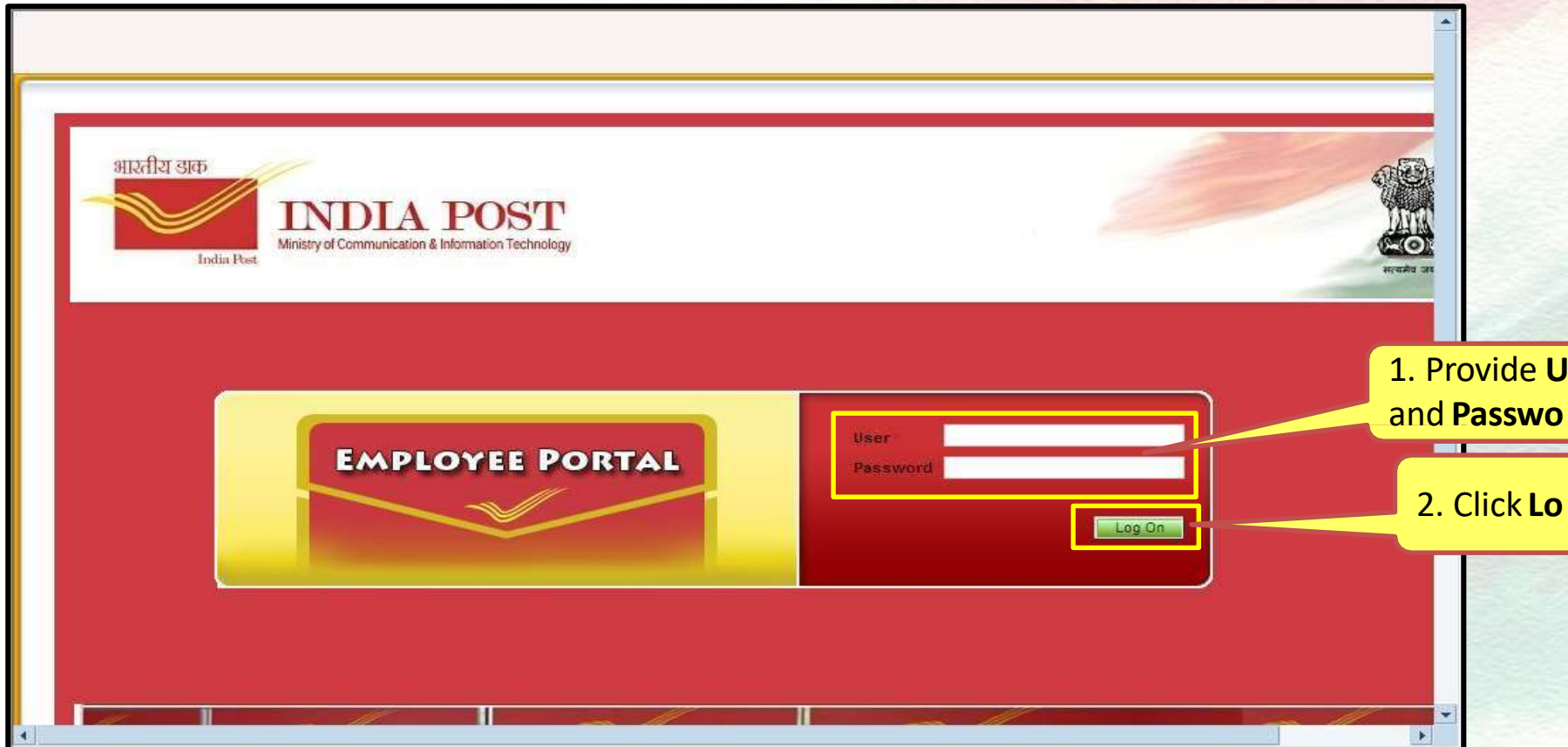
Officer Reported upon ID	Name of the Officer Reported upon	Post of the Officer Reported upon	Reporting Officer ID	Reporting Officer Name	Reporting Off
10000344	Iqbal Khan	Chief Post Master General	10000264	Kaveri Banerjee	Secretary (Po
10000345	Sempet Basu	Chief Post Master General	10000265	Ashutosh Tripathi	Member (Pers
10000345	Ritesh Bhatkal	Chief Post Master General	10000265	Ashutosh Tripathi	Member (Pers
10000477	Ejaz Ahmed	Senior Manager	10000265	Ashutosh Tripathi	Member (Pers
10000407	Roseesh Bose	DM test	10000265	Ashutosh Tripathi	Member (Pers



## Set Objectives for the Appraisal Year

## Objective setting process

- Set Objectives for the Appraisal Year
  - Setting of Objectives by Officer Reported upon



भारतीय डाक  
INDIA POST  
Ministry of Communication & Information Technology

भारतीय डाक  
INDIA POST  
Ministry of Communication & Information Technology

EMPLOYEE PORTAL

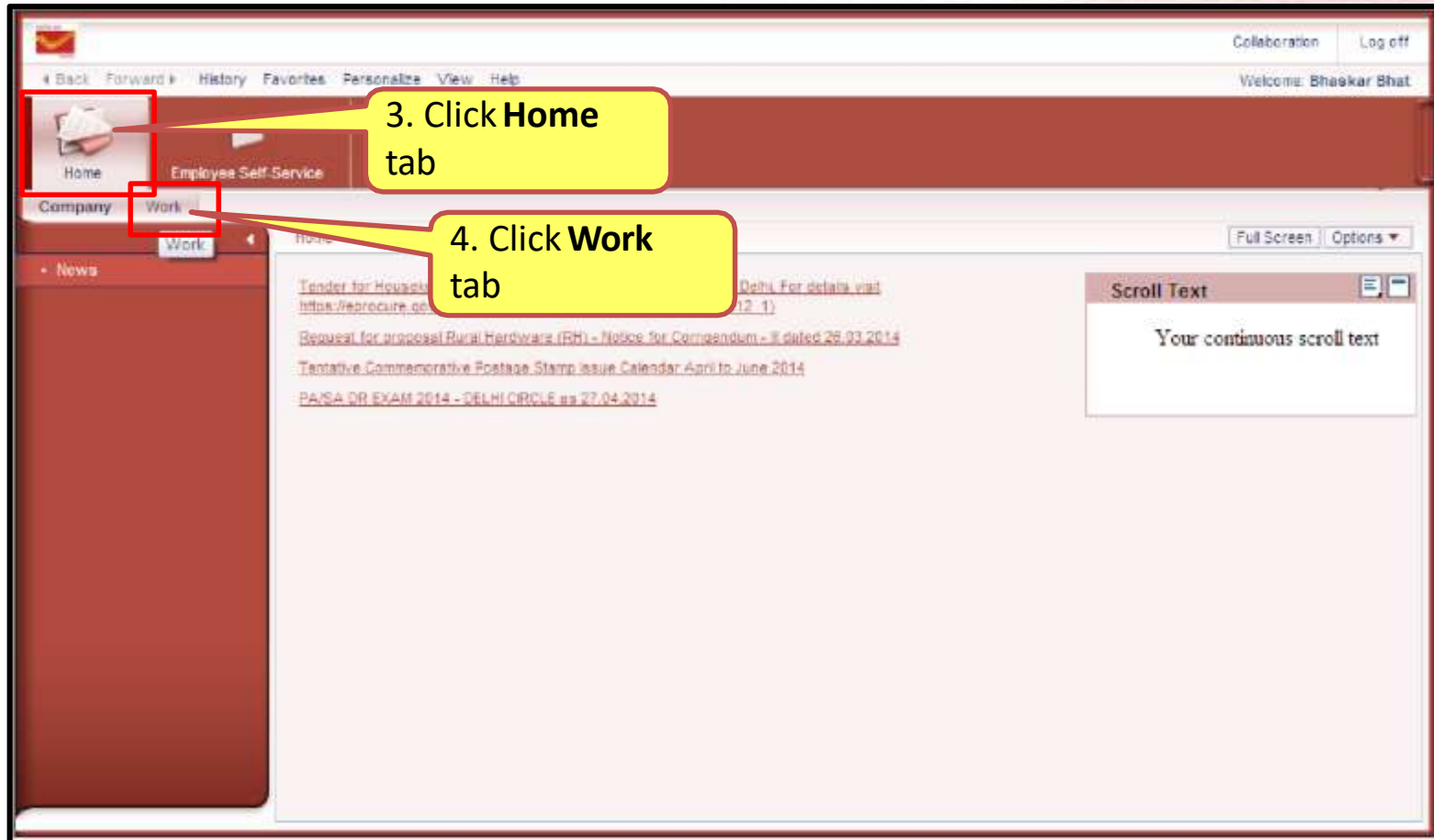
User   
Password

Log On

1. Provide U and Passwo

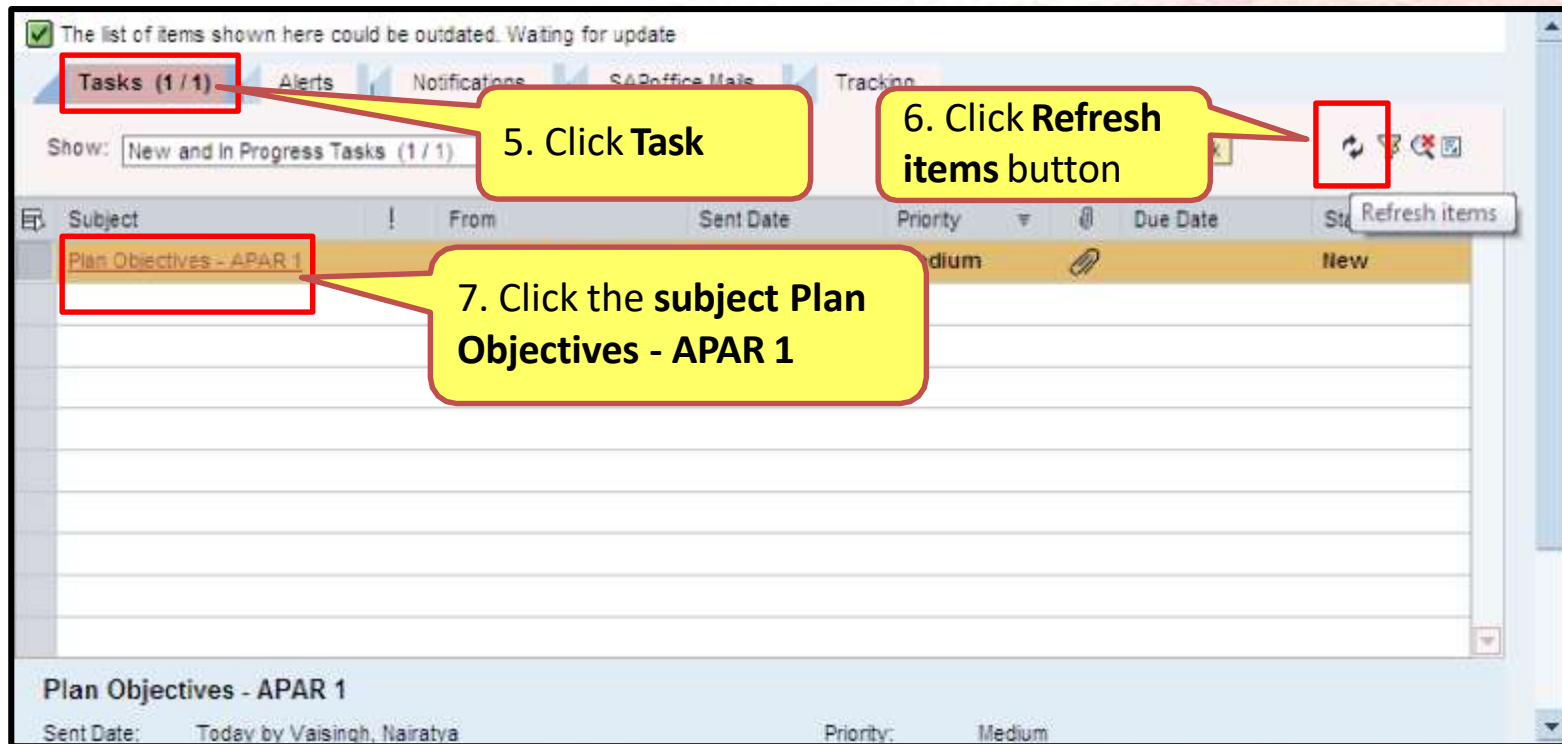
2. Click Lo

## Objective setting processed (contd...)



The screenshot shows a web browser window displaying the Employee Self Services portal. The browser's address bar shows the URL <https://www.indiapost.gov.in>. The page header includes "Collaboration" and "Log off" links, and a welcome message "Welcome: Bhaskar Bhat". The main navigation menu has tabs for "Home", "Employee Self Service", "Company", and "Work". The "Home" tab is highlighted with a red box and a yellow callout bubble containing the text "3. Click Home tab". The "Work" tab is also highlighted with a red box and a yellow callout bubble containing the text "4. Click Work tab". The main content area displays a list of news items, including "Tender for Household... Delhi. For details visit https://procure.g...", "Request for proposal Rural Hardware (RH) - Notice for Commandem - # dated 26.03.2014", "Tentative Commemorative Postage Stamp Issue Calendar April to June 2014", and "PA/SA DR EXAM 2014 - DELHI CIRCLE # 27.04.2014". A "Scroll Text" widget on the right side of the page displays the text "Your continuous scroll text".

## Objective setting processed (contd...)



The screenshot displays a web interface for task management. At the top, a message states: "The list of items shown here could be outdated. Waiting for update". Below this, there are navigation tabs: "Tasks (1/1)", "Alerts", "Notifications", "SAP Office Mail", and "Tracking". A search bar shows "Show: New and In Progress Tasks (1/1)". A table lists tasks with columns: "Subject", "From", "Sent Date", "Priority", "Due Date", and "Status". One task is visible: "Plan Objectives - APAR 1" with a priority of "Medium" and status "New". A "Refresh items" button is located in the top right corner. Three yellow callout boxes provide instructions: "5. Click Task" points to the "Tasks (1/1)" tab; "6. Click Refresh items button" points to the refresh icon; "7. Click the subject Plan Objectives - APAR 1" points to the task subject.

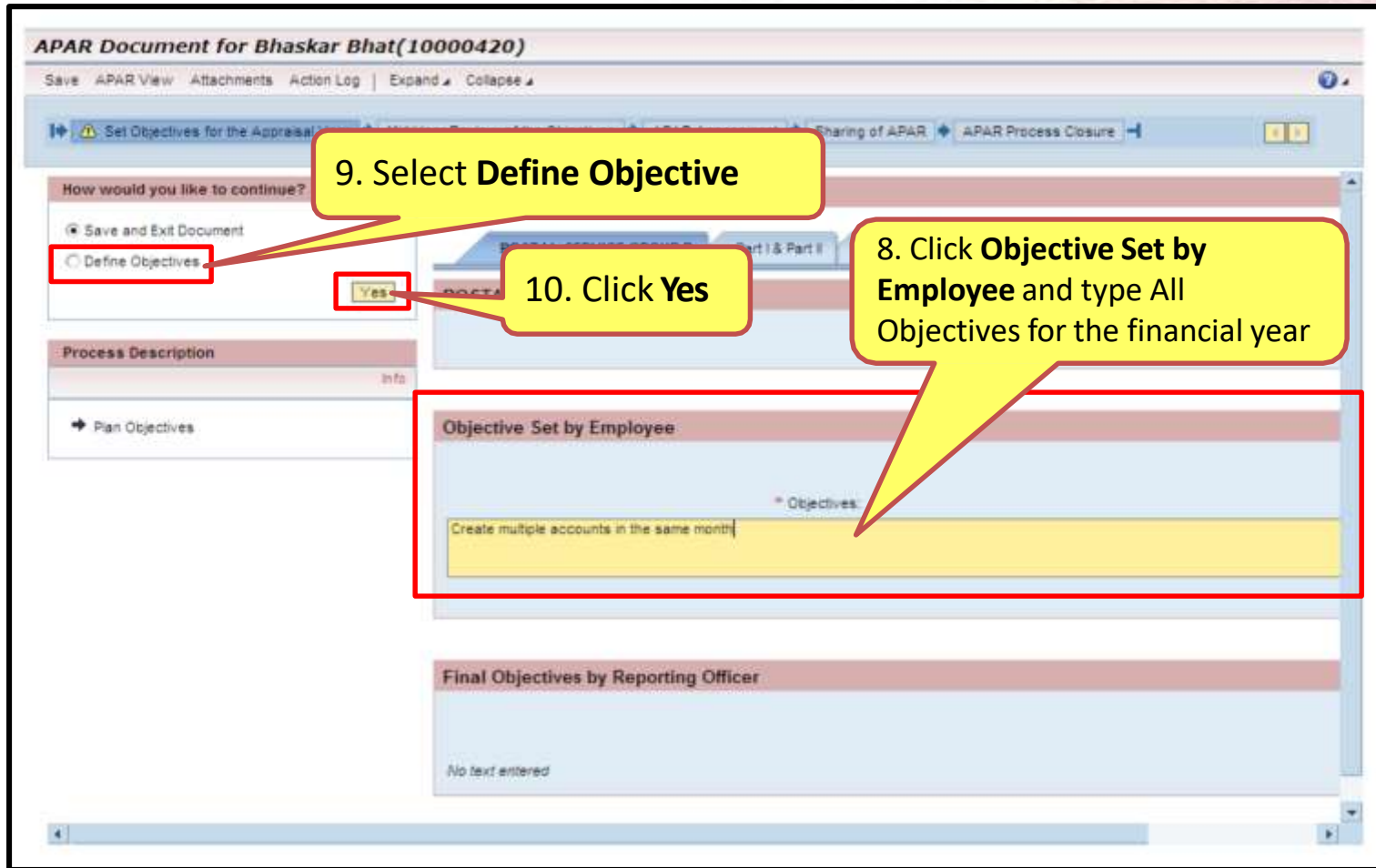
5. Click **Task**

6. Click **Refresh items** button

7. Click the **subject Plan Objectives - APAR 1**

Plan Objectives - APAR 1  
Sent Date: Today by Vaisingh, Nairatya  
Priority: Medium

## Objective setting processed (contd...)



The screenshot displays the 'APAR Document for Bhaskar Bhat(10000420)' interface. The top navigation bar includes 'Save', 'APAR View', 'Attachments', 'Action Log', 'Expand', and 'Collapse'. Below this, a toolbar contains 'Set Objectives for the Appraisal', 'Sharing of APAR', and 'APAR Process Closure'. The main content area is divided into several sections:

- How would you like to continue?:** This section contains two radio buttons: 'Save and Exit Document' (selected) and 'Define Objectives' (highlighted with a red box). A yellow callout box labeled '9. Select Define Objective' points to the 'Define Objectives' option.
- Process Description:** This section contains a 'Plan Objectives' link.
- Objective Set by Employee:** This section is highlighted with a red box. It contains a text area with the text 'Create multiple accounts in the same month'. A yellow callout box labeled '8. Click Objective Set by Employee and type All Objectives for the financial year' points to this section.
- Final Objectives by Reporting Officer:** This section contains the text 'No text entered'.

Additional callouts include:

- A yellow callout box labeled '10. Click Yes' points to a 'Yes' button located below the 'Define Objectives' radio button.

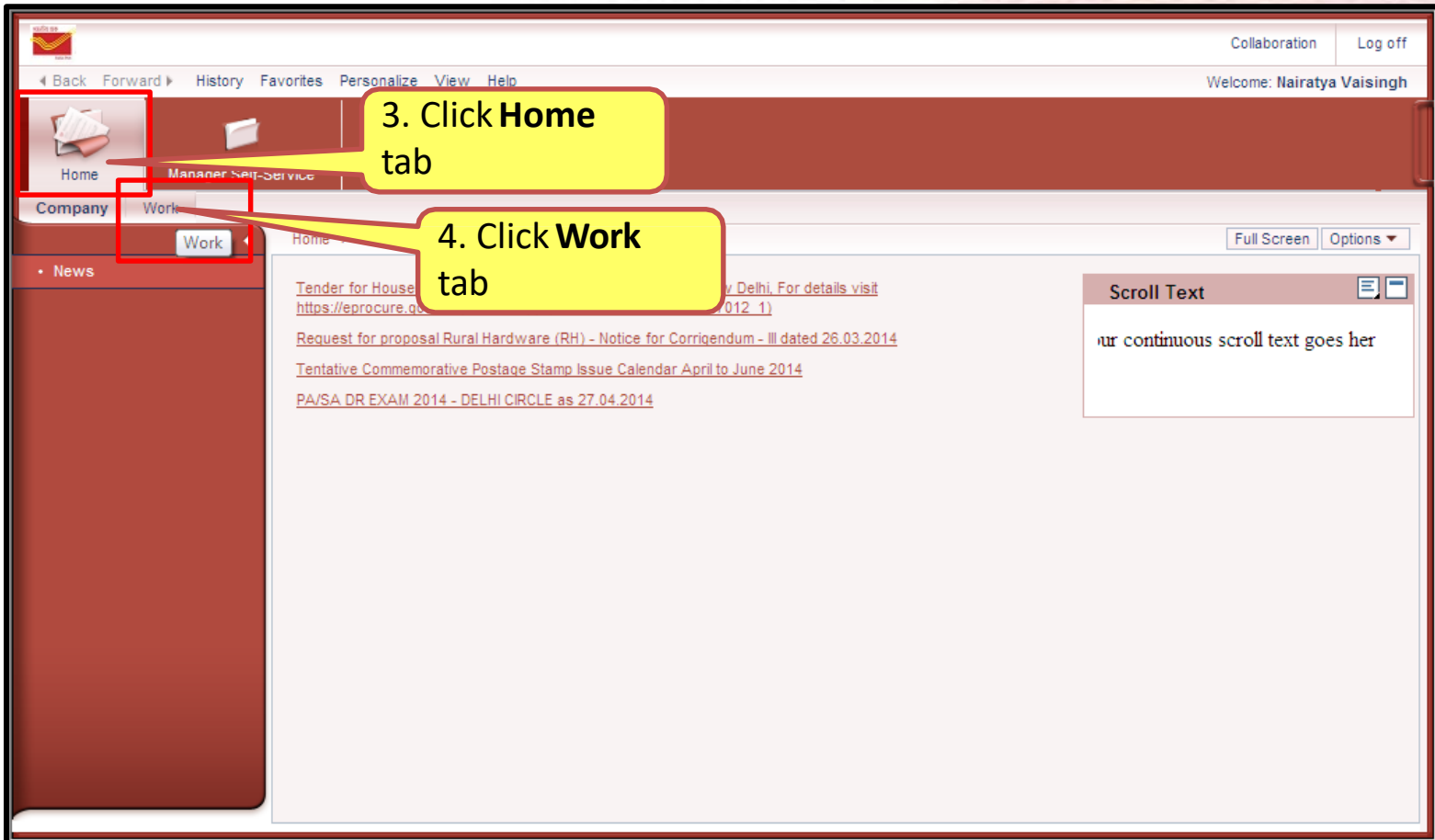


## Review Objectives(Reporting Authority)



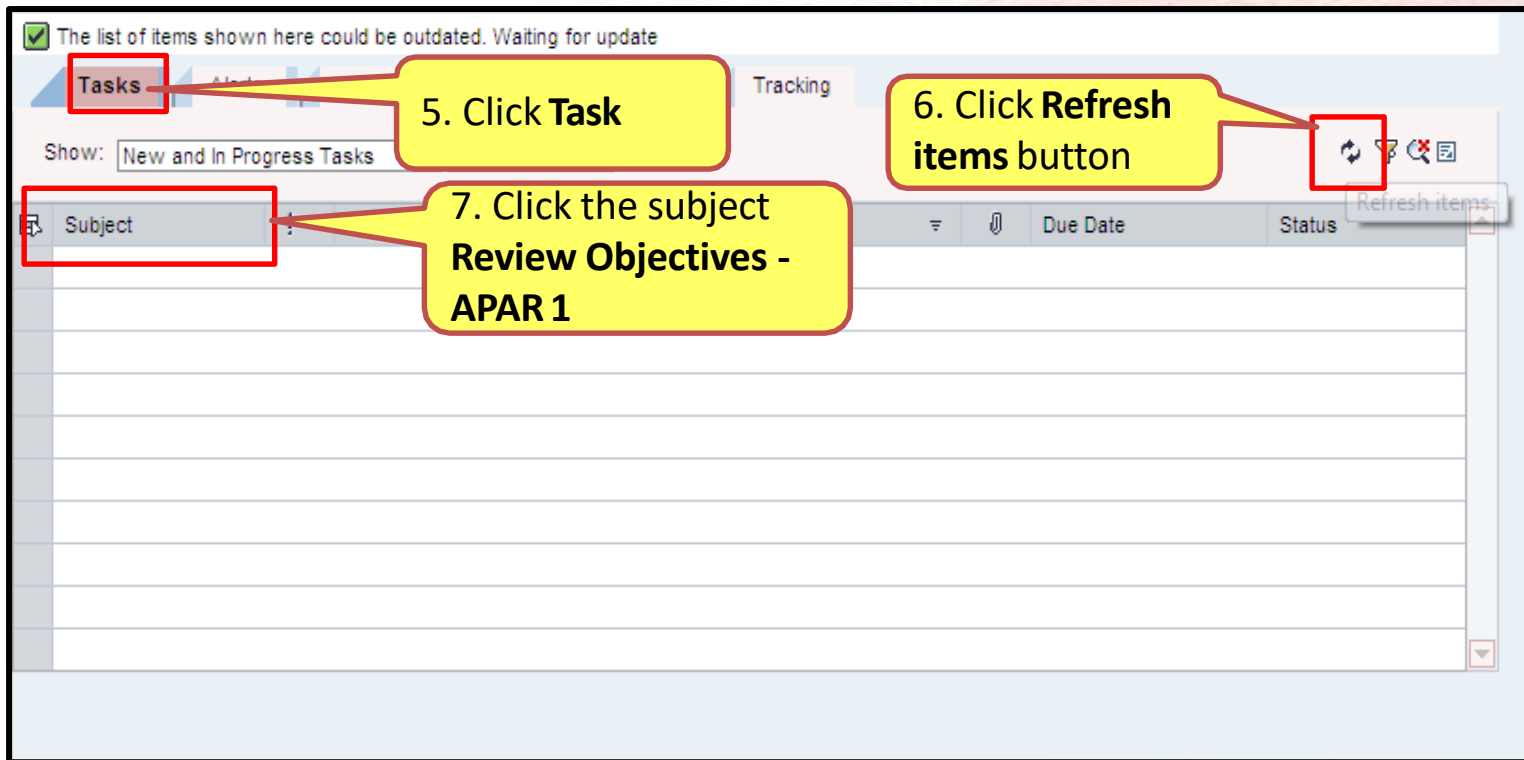
## Review of Objectives by Reporting Authority

- Set Objectives for the Appraisal Year
  - Review of Objectives by Reporting Authority



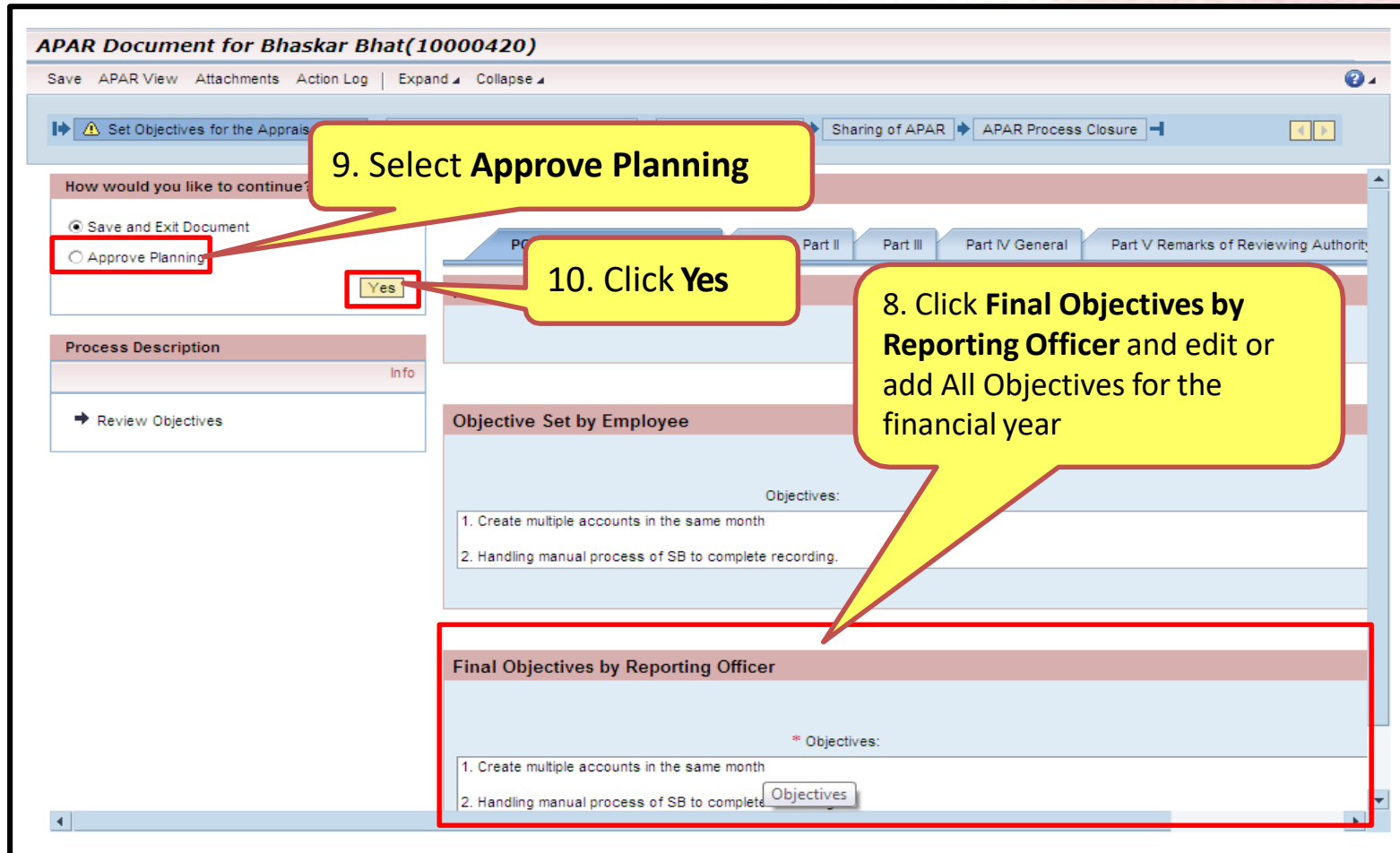
The screenshot displays the Employee Self Services portal interface. The browser address bar shows the URL <https://eprocure.q...>. The page header includes the India Post logo, navigation links (Back, Forward, History, Favorites, Personalize, View, Help), and user information (Welcome: Nairatya Vaisingh). The main navigation area features tabs for Home, Company, and Work. A red box highlights the Home tab, with a yellow callout bubble stating "3. Click Home tab". Another red box highlights the Work tab, with a yellow callout bubble stating "4. Click Work tab". The main content area displays a list of news items, including "Tender for House...", "Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014", "Tentative Commemorative Postage Stamp Issue Calendar April to June 2014", and "PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014". A scroll text box on the right contains the text "our continuous scroll text goes her".

## Review of Objectives by Reporting Authority (Contd.)



The screenshot displays a web application interface for task management. At the top, a green checkmark icon is followed by the text: "The list of items shown here could be outdated. Waiting for update". Below this, a navigation bar contains a "Tasks" link, which is highlighted with a red box and a yellow callout bubble containing the text "5. Click Task". To the right of the navigation bar is a "Tracking" label. Below the navigation bar, there is a "Show:" dropdown menu currently set to "New and In Progress Tasks". On the right side of the interface, there is a toolbar with several icons; a refresh icon (a circular arrow) is highlighted with a red box and a yellow callout bubble containing the text "6. Click Refresh items button". Below the toolbar, there is a table with a header row containing the following columns: "Subject", "Due Date", and "Status". The "Subject" column header is highlighted with a red box and a yellow callout bubble containing the text "7. Click the subject Review Objectives - APAR 1". The table body is currently empty, showing only the header row.

## Review of Objectives by Reporting Authority (Contd.)



**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log | Expand Collapse

Set Objectives for the Appraisal | Sharing of APAR | APAR Process Closure

How would you like to continue?

- Save and Exit Document
- Approve Planning

Process Description

Info

Review Objectives

Objective Set by Employee

Objectives:

1. Create multiple accounts in the same month
2. Handling manual process of SB to complete recording.

Final Objectives by Reporting Officer

\* Objectives:

1. Create multiple accounts in the same month
2. Handling manual process of SB to complete recording.

Objectives

**9. Select Approve Planning**

**10. Click Yes**

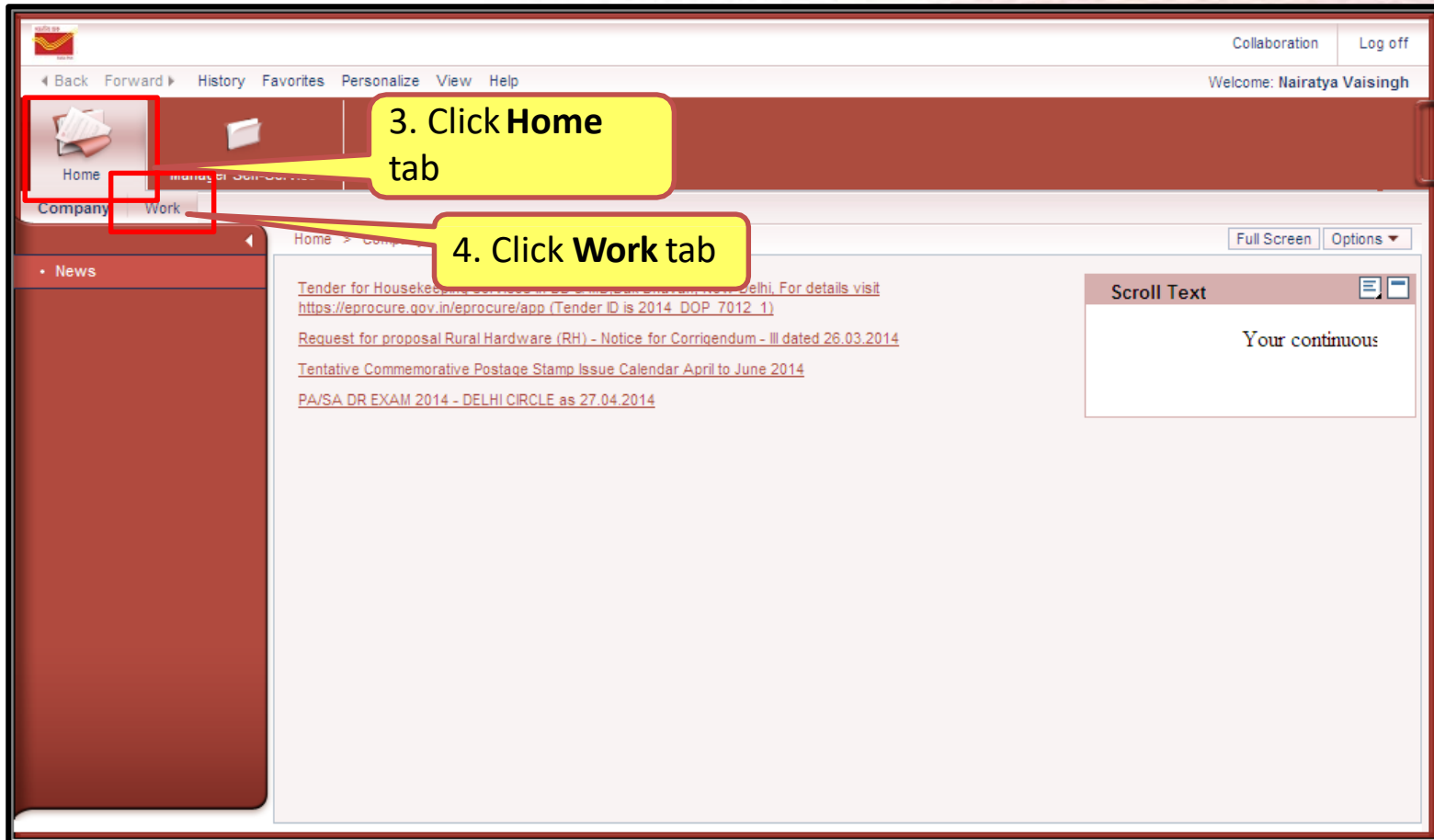
**8. Click Final Objectives by Reporting Officer and edit or add All Objectives for the financial year**



## **Review Objectives at Mid-Year (Reporting Authority)**

## Objective Setting Process: Mid-Year Review

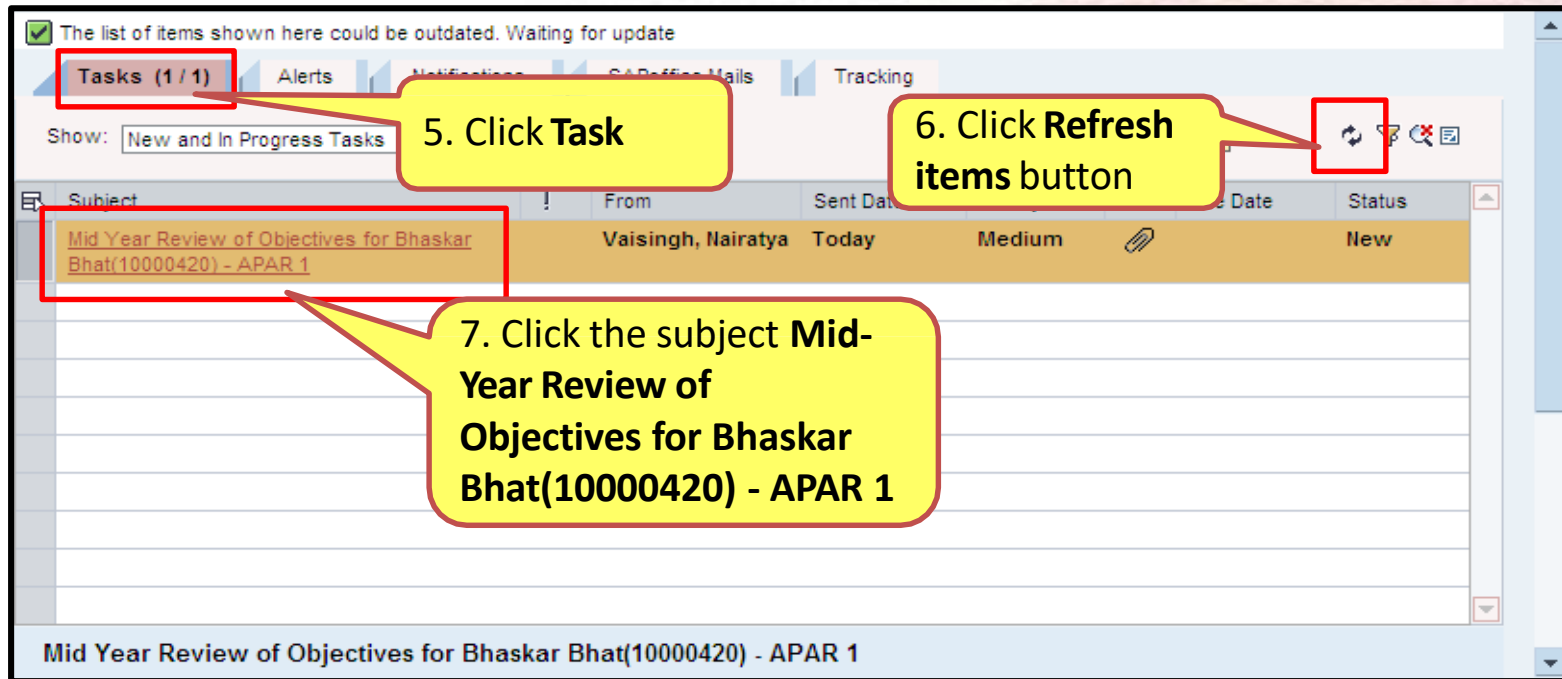
- Mid-Year Objectives for the Appraisal Year
  - Review of Objectives by Reporting Authority



3. Click **Home** tab

4. Click **Work** tab

## Objective Setting Process: Mid-Year Review(Contd.)



The screenshot displays a web application interface for task management. At the top, there is a notification: "The list of items shown here could be outdated. Waiting for update". Below this, there are tabs for "Tasks (1 / 1)", "Alerts", "Notifications", "CA Profiles Mails", and "Tracking". A "Show:" dropdown menu is set to "New and In Progress Tasks". A table lists tasks with columns for Subject, From, Sent Date, Priority, and Status. One task is highlighted: "Mid Year Review of Objectives for Bhaskar Bhat(10000420) - APAR 1" by "Vaisingh, Nairatya" on "Today" with a "Medium" priority and "New" status. A "Refresh" button (circular arrow icon) is located in the top right corner. Three yellow callout boxes provide instructions: "5. Click Task" points to the "Tasks (1 / 1)" tab; "6. Click Refresh items button" points to the refresh icon; and "7. Click the subject Mid-Year Review of Objectives for Bhaskar Bhat(10000420) - APAR 1" points to the task subject.

5. Click Task

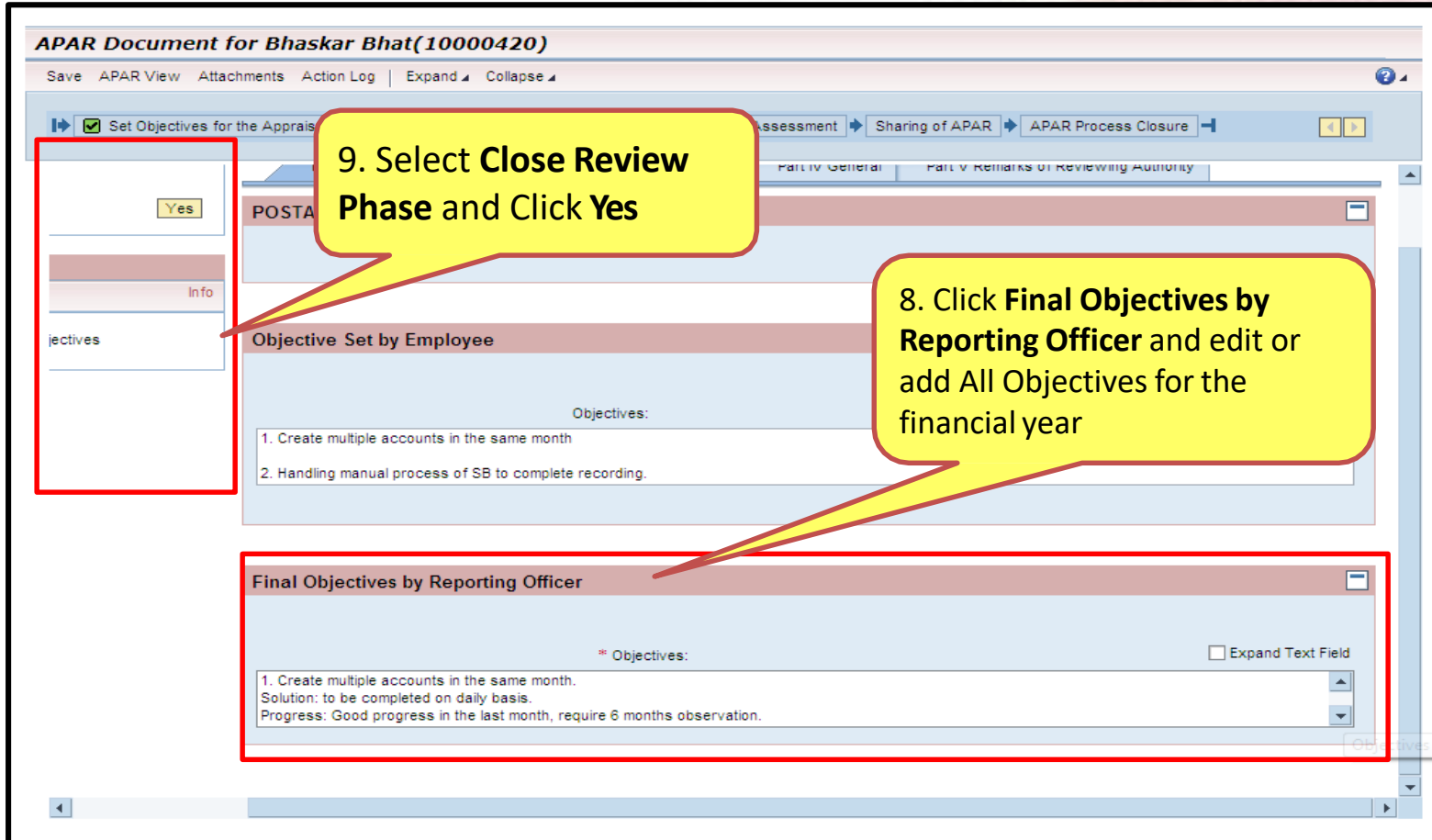
6. Click Refresh items button

7. Click the subject Mid-Year Review of Objectives for Bhaskar Bhat(10000420) - APAR 1

Subject	From	Sent Date	Priority	Status
Mid Year Review of Objectives for Bhaskar Bhat(10000420) - APAR 1	Vaisingh, Nairatya	Today	Medium	New

Mid Year Review of Objectives for Bhaskar Bhat(10000420) - APAR 1

## Objective Setting Process: Mid-Year Review(Contd.)



**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log Expand Collapse

Set Objectives for the Appraisal Assessment Sharing of APAR APAR Process Closure

POSTA

Info

Objectives

**Objective Set by Employee**

Objectives:

1. Create multiple accounts in the same month
2. Handling manual process of SB to complete recording.

**Final Objectives by Reporting Officer**

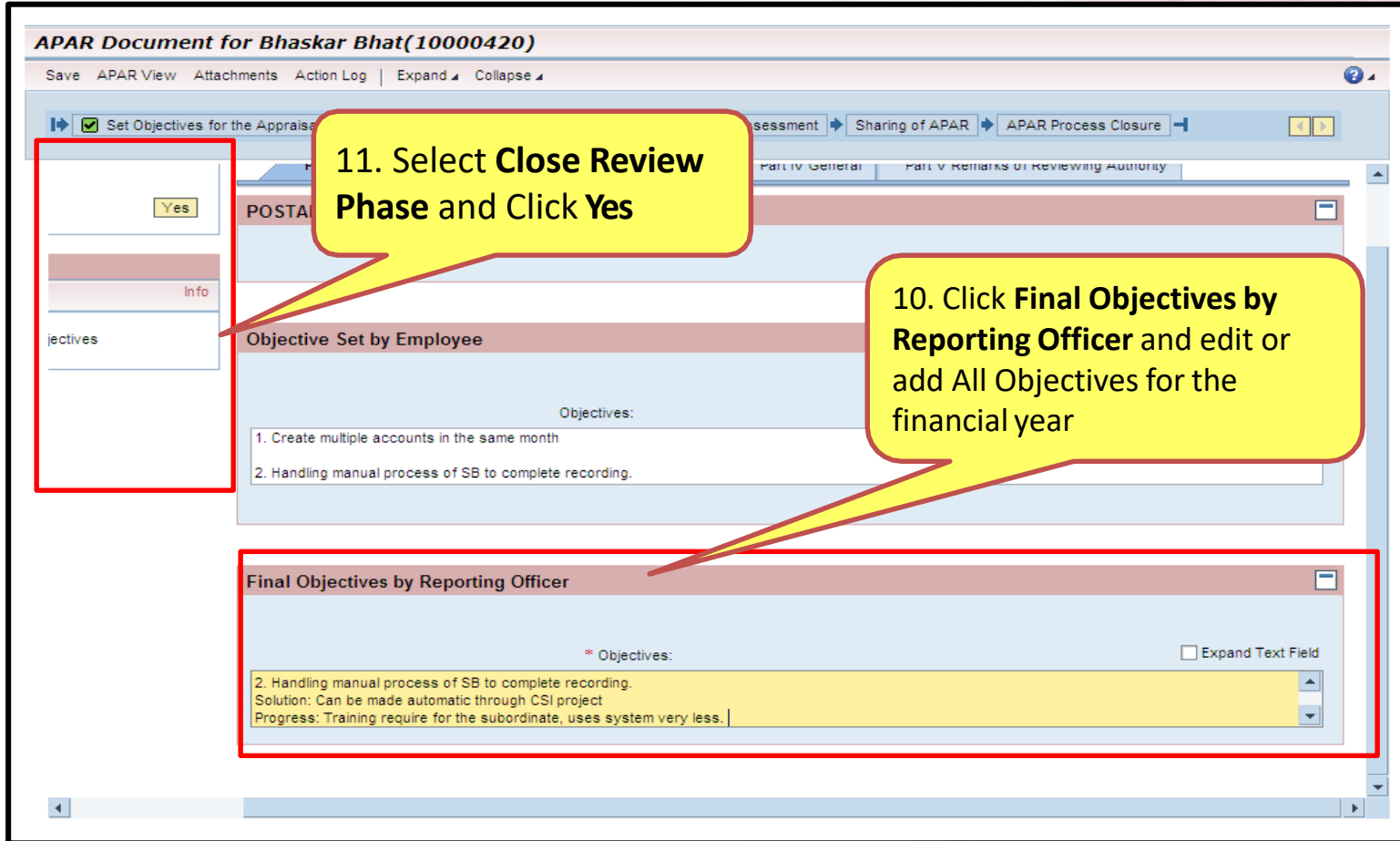
\* Objectives:  Expand Text Field

1. Create multiple accounts in the same month.  
Solution: to be completed on daily basis.  
Progress: Good progress in the last month, require 6 months observation.

9. Select **Close Review Phase** and Click **Yes**

8. Click **Final Objectives by Reporting Officer** and edit or add All Objectives for the financial year

## Objective Setting Process: Mid-Year Review(Contd.)



APAR Document for Bhaskar Bhat(10000420)

Save APAR View Attachments Action Log | Expand Collapse

Set Objectives for the Appraisal

assessment → Sharing of APAR → APAR Process Closure

Part IV General | Part V Remarks of Reviewing Authority

POSTAL

Info

Objectives

Objective Set by Employee

Objectives:

1. Create multiple accounts in the same month
2. Handling manual process of SB to complete recording.

Final Objectives by Reporting Officer

\* Objectives:  Expand Text Field

2. Handling manual process of SB to complete recording.  
Solution: Can be made automatic through CSI project  
Progress: Training require for the subordinate, uses system very less.

11. Select Close Review Phase and Click Yes

10. Click Final Objectives by Reporting Officer and edit or add All Objectives for the financial year





## Perform Self Assessment

## Annual Performance Appraisal

- Assessment for the Appraisal Year
  - Self-assessment by Officer Reported Upon

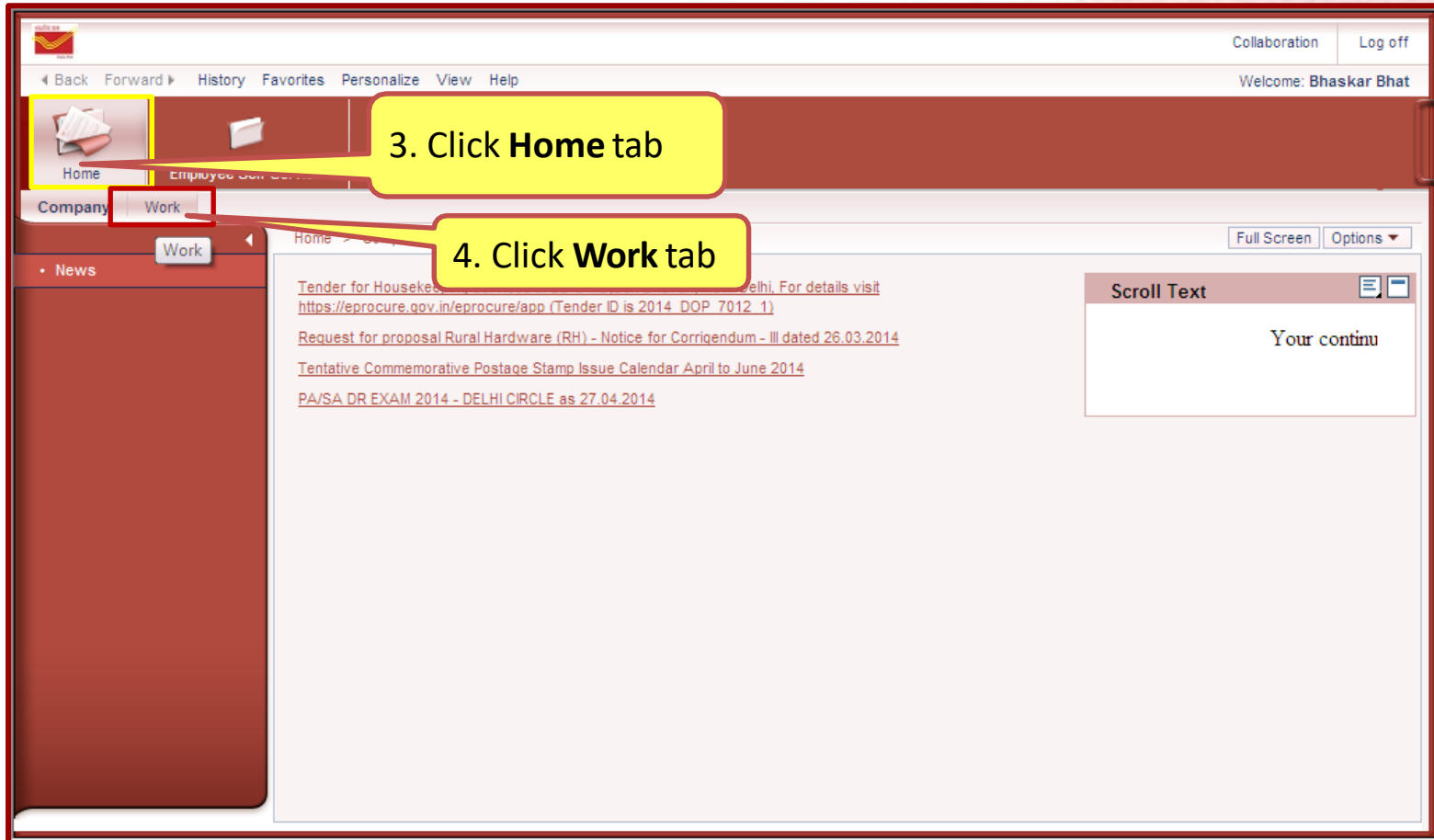


1. Provide Us and Password

2. Click Log On

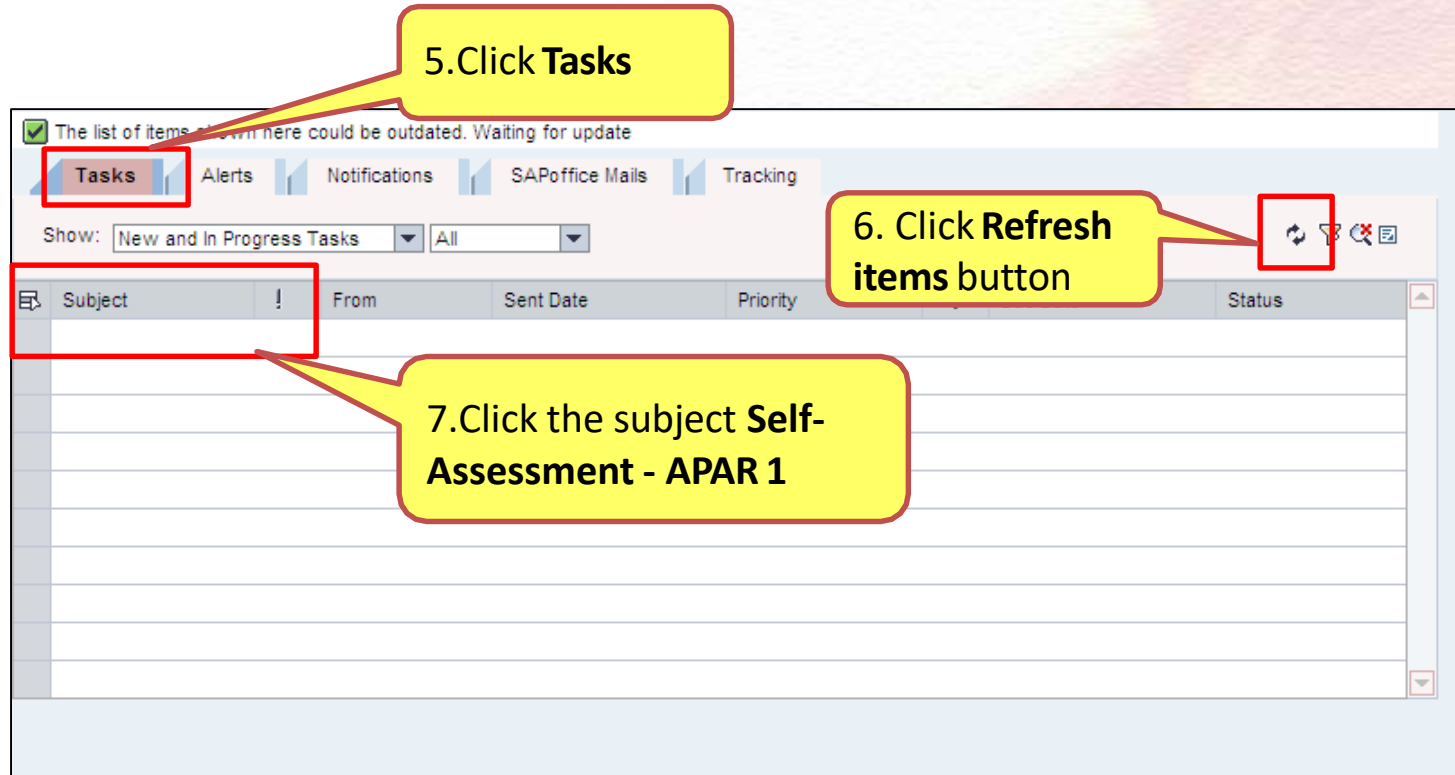
**Note: Will not be applicable for HAG Officer , Group C Staff other than LSG/HSG & Stenographer**

## Annual Performance Appraisal (contd...)



The screenshot displays the Employee Self Services portal interface. The top navigation bar includes 'Home' and 'Employee Self Services' tabs. A yellow callout box with the text '3. Click Home tab' points to the 'Home' tab. Below this, a 'Company' menu is open, showing 'Work' as an option. A second yellow callout box with the text '4. Click Work tab' points to the 'Work' option. The main content area lists several news items, including 'Tender for Housekeeping Services - Delhi. For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DOP\_7012\_1)', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' box on the right contains the text 'Your continu'.

## Annual Performance Appraisal (contd...)



5. Click **Tasks**

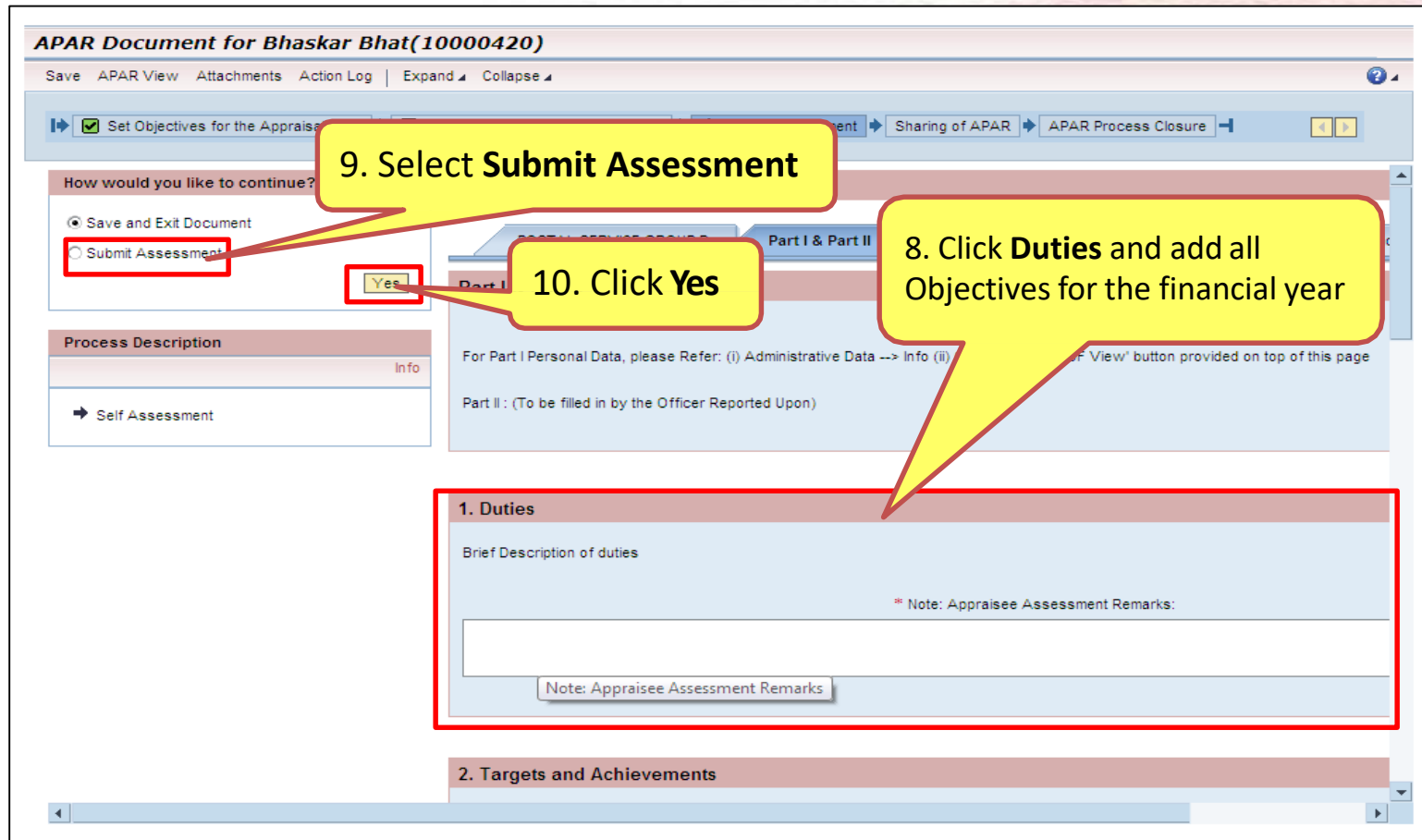
6. Click **Refresh items** button

7. Click the subject **Self-Assessment - APAR 1**

The screenshot shows a web interface with a top navigation bar containing 'Tasks', 'Alerts', 'Notifications', 'SAPoffice Mails', and 'Tracking'. Below this is a 'Show:' section with dropdowns for 'New and In Progress Tasks' and 'All'. A table with columns 'Subject', 'From', 'Sent Date', 'Priority', and 'Status' is visible. The 'Subject' column contains the text 'Self-Assessment - APAR 1'. A refresh button (circular arrow icon) is located in the top right corner of the table area.

## Annual Performance Appraisal (contd...)

(Below screen appears)



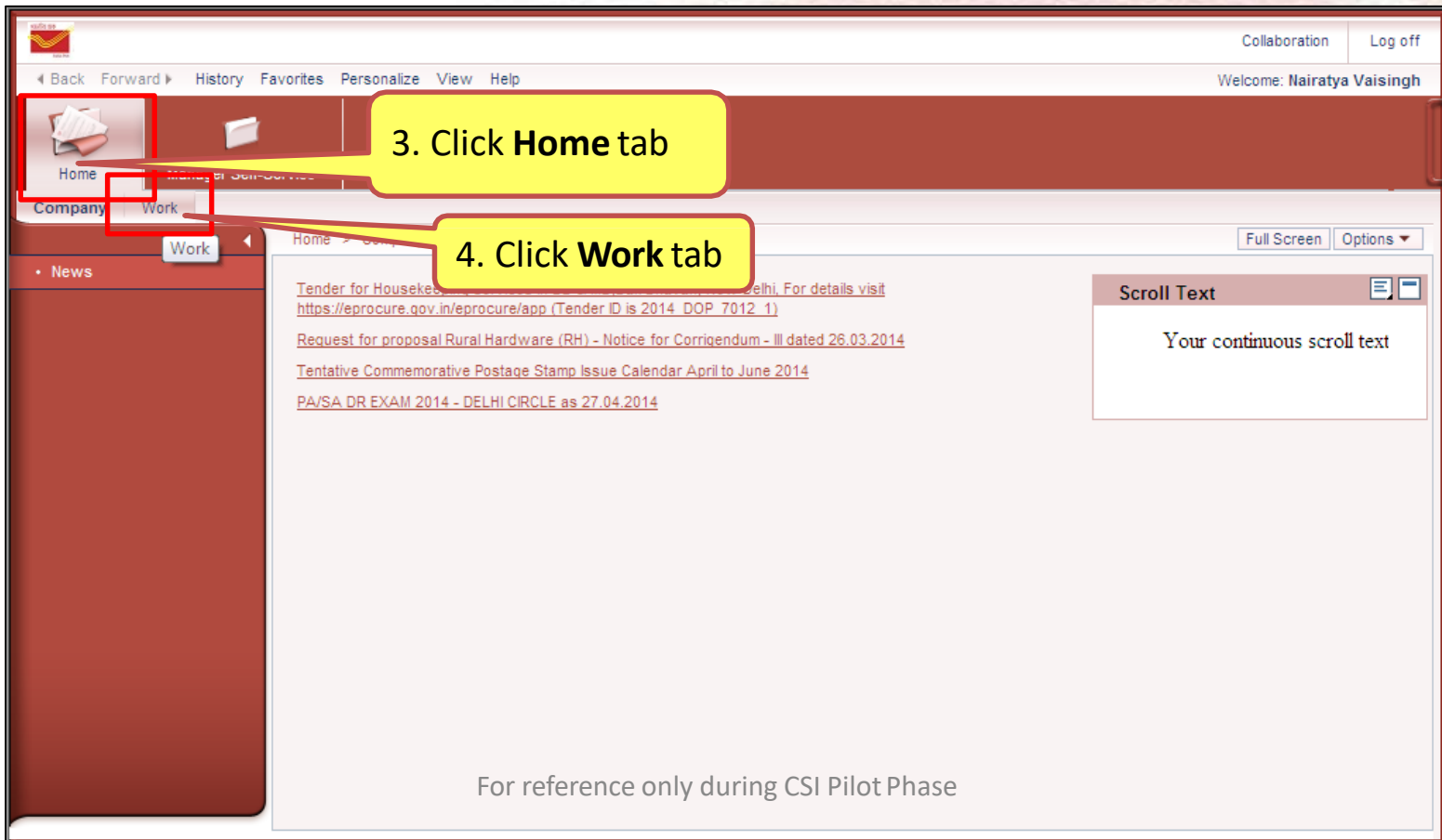
The screenshot displays the 'APAR Document for Bhaskar Bhat(10000420)' interface. The top navigation bar includes 'Save', 'APAR View', 'Attachments', 'Action Log', 'Expand', and 'Collapse'. The main content area shows a progress bar with steps: 'Set Objectives for the Appraisal', 'Sharing of APAR', and 'APAR Process Closure'. A yellow callout box labeled '9. Select Submit Assessment' points to the 'Submit Assessment' radio button, which is highlighted with a red box. Another yellow callout box labeled '10. Click Yes' points to the 'Yes' button, also highlighted with a red box. A third yellow callout box labeled '8. Click Duties and add all Objectives for the financial year' points to the '1. Duties' section, which is highlighted with a red box. The '1. Duties' section contains a text area for 'Brief Description of duties' and a note: '\* Note: Appraiser Assessment Remarks:'. Below this is a text input field with the placeholder 'Note: Appraiser Assessment Remarks'. The '2. Targets and Achievements' section is partially visible at the bottom.



## Assess Performance (Reporting Officer)

## Performance Assessment – Reporting Officer

- Assessment for the Appraisal Year
  - Performance Assessment by Reporting Officer



The screenshot displays the Employee Self Services portal interface. The top navigation bar includes 'Home', 'Company', and 'Work' tabs. A red box highlights the 'Home' tab, with a yellow callout box stating '3. Click Home tab'. Another red box highlights the 'Work' tab, with a yellow callout box stating '4. Click Work tab'. The main content area shows a list of news items, including 'Tender for Housekeeping Services in Delhi, For details visit https://eprocure.gov.in/eprocure/app (Tender ID is 2014\_DOP\_7012\_1)', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' box on the right contains the text 'Your continuous scroll text'. The bottom of the page features the text 'For reference only during CSI Pilot Phase'.

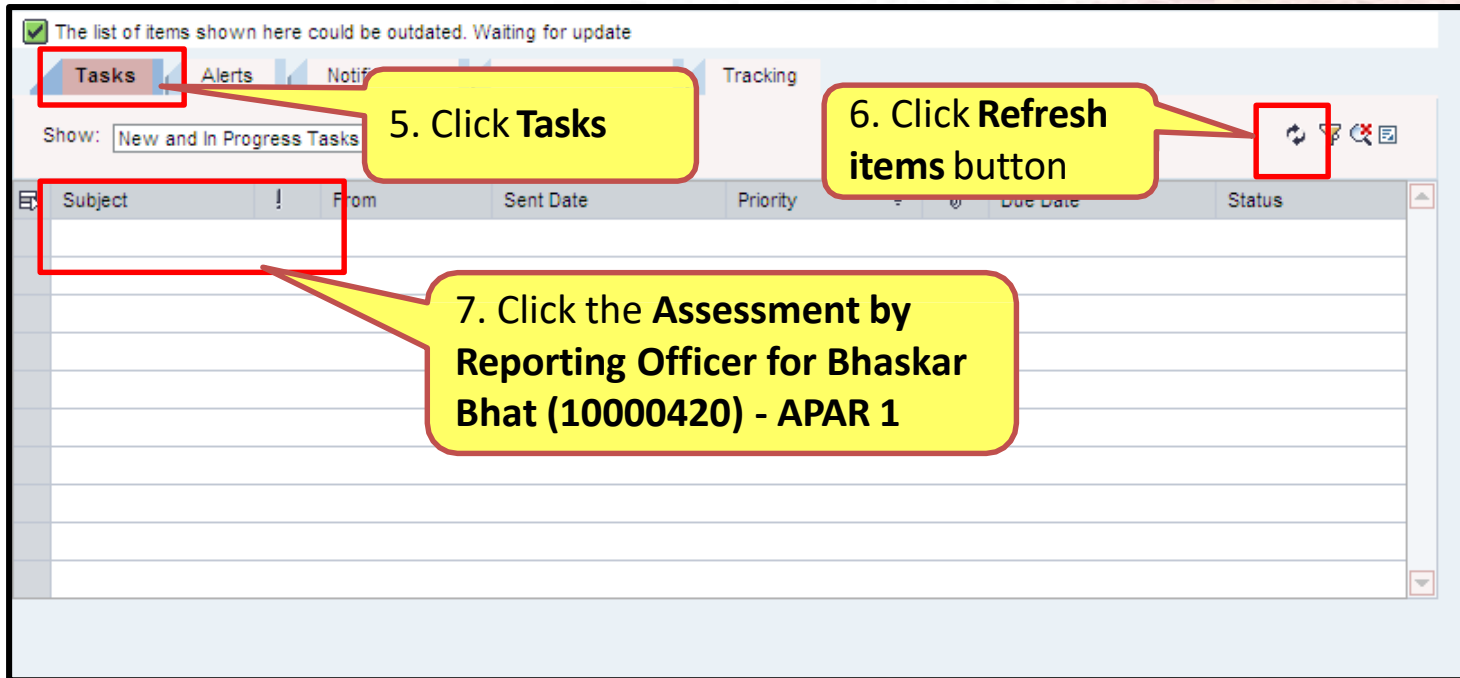


## Performance Assessment – Reporting Officer (Contd.)

The screenshot shows the Employee Self Services web application interface. The browser address bar displays the URL <https://eprocure.gov.in/eprocure/app>. The page header includes "Collaboration" and "Log off" links, and a welcome message "Welcome: Nairatyia Vaisingh". The main navigation bar contains tabs for "Home", "Company", and "Work". A yellow callout box with the text "3. Click Home tab" points to the "Home" tab. Below the navigation bar, there is a "Work" tab and a "News" section. A second yellow callout box with the text "4. Click Work tab" points to the "Work" tab. The main content area displays a list of news items, including "Tender for Housekeeping Services - Delhi. For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DOP\_7012\_1)", "Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014", "Tentative Commemorative Postage Stamp Issue Calendar April to June 2014", and "PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014". On the right side, there is a "Scroll Text" widget containing the text "Your continuous scroll text".



## Performance Assessment – Reporting Officer (Contd.)



The screenshot displays a web application interface for performance assessment. At the top, a message states: "The list of items shown here could be outdated. Waiting for update". Below this, there are several tabs: "Tasks", "Alerts", "Notifications", and "Tracking". The "Tasks" tab is selected and highlighted with a red box. A yellow callout bubble points to it with the text: "5. Click Tasks". Below the tabs, there is a "Show:" dropdown menu set to "New and In Progress Tasks". To the right of the dropdown, there is a refresh button (a circular arrow icon) also highlighted with a red box. A yellow callout bubble points to it with the text: "6. Click Refresh items button". Below the refresh button is a table with columns: "Subject", "From", "Sent Date", "Priority", "Due Date", and "Status". The "Subject" column is highlighted with a red box. A yellow callout bubble points to it with the text: "7. Click the Assessment by Reporting Officer for Bhaskar Bhat (10000420) - APAR 1".

## Performance Assessment – Reporting Officer (Contd.)

**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log | Expand Collapse

Set Objectives for the Appraisal Year Mid Year Review of the Objectives APAR Assessment Sharing of APAR APAR Process Closure

How would you like to continue?

Save and Exit Document  
 Submit Assessment

Yes

Process Description

Assessment by Reporting Officer

Administrative Data

POSTAL SERVICE GROUP B

Part III  
(To be filled in by the Reporting Authority)

**1. Nature and quality of work**

Please comment on Part-II as filled by the officer and specifically state whether with the answers relating to targets and object achievements,shortfalls and constraints

\* Note: Reporting Officer Assessment Remarks:

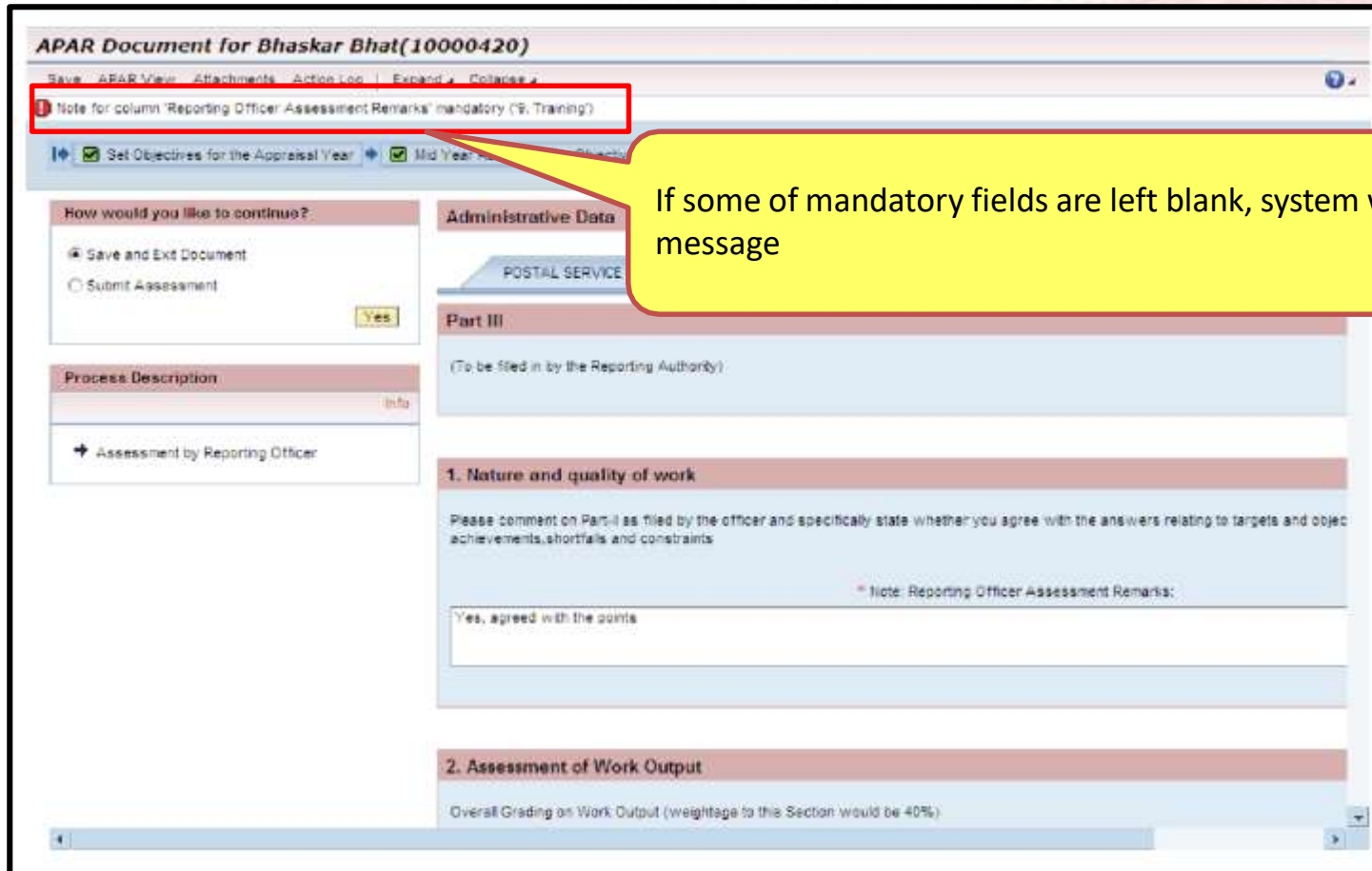
Note: Reporting Officer Assessment Remarks

**2. Assessment of Work Output**

Overall Grading on Work Output (weightage to this Section would be 40%)  
Final Appraisal: 0.000

8. Click Note: Reporting Officer Assessment Remarks, Final Appraisal, Preference and other fields text box, Add All the details for the financial year

## Performance Assessment – Reporting Officer (Contd.)



The screenshot displays the 'APAR Document for Bhaskar Bhat(10000420)' interface. At the top, a red-bordered box highlights an error message: 'Note for column 'Reporting Officer Assessment Remarks' mandatory ('B: Training')'. Below this, the interface is divided into several sections: 'How would you like to continue?' with options 'Save and Exit Document' and 'Submit Assessment'; 'Process Description' with 'Assessment by Reporting Officer'; 'Administrative Data' with 'POSTAL SERVICE'; 'Part III' with '(To be filled in by the Reporting Authority)'; '1. Nature and quality of work' with a text area containing 'Yes, agreed with the points' and a note 'Note: Reporting Officer Assessment Remarks:'; and '2. Assessment of Work Output' with 'Overall Grading on Work Output (weightage to this Section would be 40%)'. A yellow callout bubble points to the error message with the text: 'If some of mandatory fields are left blank, system will show error message'.



## Performance Assessment – Reporting Officer (Contd.)

**How would you like to continue?**

Save and Exit Document

Submit Assessment

Yes

**Administrative Data**

POSTAL SERVICE GROUP B
Part I & Part II
Part III
Part IV General
Part V Remarks of Reviewing Autho

**Part III**

(To be filled in by the Reporting Authority)

**9. Training**

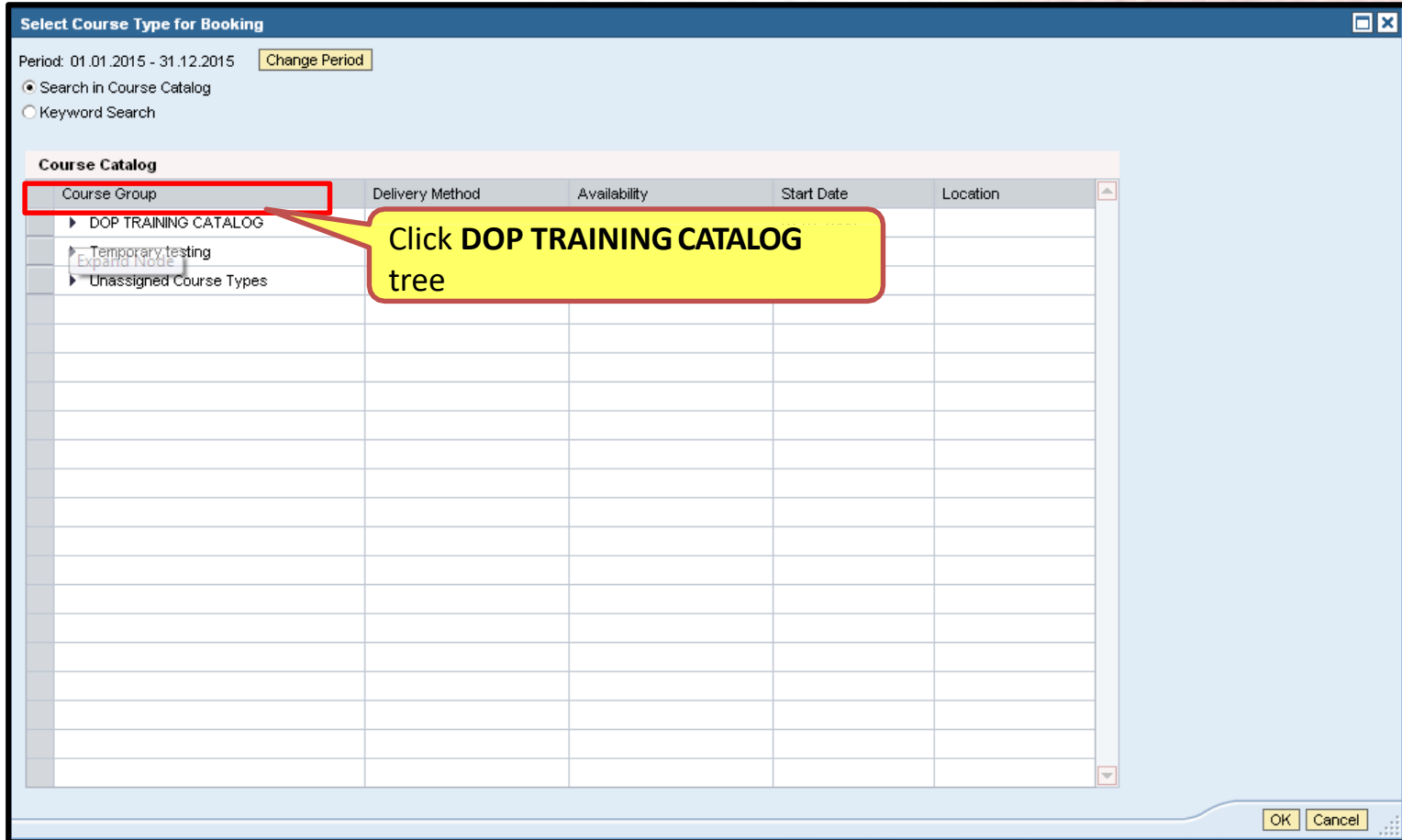
Please give the recommendations for training with view for further improving the effectiveness and capabilities of the officer (while specifying the areas of trainings, it is not necessary to continue to the fields referred to in Column 8).

\* Note: Reporting Officer Assessment Remarks:  Expand Text Field

Note: Reporting Officer Assessment Remarks

Click Add Button to Select Training Recommendations

## Performance Assessment – Reporting Officer (Contd.)



The screenshot shows a web application window titled "Select Course Type for Booking". At the top, it displays the period "01.01.2015 - 31.12.2015" with a "Change Period" button. Below this, there are two radio buttons: "Search in Course Catalog" (which is selected) and "Keyword Search".

The main content area is a table with the following columns: "Course Group", "Delivery Method", "Availability", "Start Date", and "Location". The "Course Group" column contains a tree view with the following items:

- ▶ DOP TRAINING CATALOG
- ▶ Temporary testing
- ▶ Unassigned Course Types

A yellow callout box with a red border points to the "DOP TRAINING CATALOG" item, containing the text: "Click DOP TRAINING CATALOG tree".

At the bottom right of the window, there are "OK" and "Cancel" buttons.

## Performance Assessment – Reporting Officer (Contd.)

Course Catalog					
Course Group	Delivery Method	Availability	Start Date	Location	
▼ DOP TRAINING CATALOG			01.01.1600		
▶ Plan Trainings			01.01.1600		
▶ Non Plan Trainings			01.01.1600		
▶ Other Trainings			01.01.1900		
▼ Modules/Curriculum Type Elements			01.01.1900		
▶ Induction Trainings			01.01.1600		
▶ Mid Career Trainings			01.01.1600		
▼ Specialised Trainings			01.01.1900		
▪ Customer Survey	Classroom Training		01.01.1900		
▪ Introduction to the sales cycle	Classroom Training		01.01.1900		
▪ After Sales Service	Classroom Training		01.01.1900		
▪ Marketing Premium products ...	Classroom Training		01.01.1900		
▪ CRM and KAM	Classroom Training		01.01.1900		
▪ Overview of SB Schemes	Classroom Training		01.01.1900		
▪ Overview of Sanchay Post	Classroom Training		01.01.1900		
▪ Saving Bank (Counter Transa...	Classroom Training		01.01.1900		
▪ Introduction to the trg program	Classroom Training		01.01.1900		
▪ Securing the IT environment i...	Classroom Training		01.01.1900		
▪ Preparing System for installing	Classroom Training		01.01.1900		
▪ Installing Meghdoot applications	Classroom Training		01.01.1900		

Click Modules/Curriculum Type Elements tree

Click Specialized Trainings tree



## Performance Assessment – Reporting Officer (Contd.)

**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log Expand Collapse

Set Objectives for the Appraisal Year Mid Year Review of the Objectives APAR Assessment

Preference 3

\* Reporting Officer Assessment Remarks: (x) Any other field(please specify)

Any other field (please specify)

Note: Reporting Officer Assessment Expand Text Field

Recruitment

**9. Training**

Please give the recommendations for training with view for further improving the effectiveness and capabilities of the officer (while specifying the areas of trainings, it is not necessary to continue to the fields referred to in Column 8).

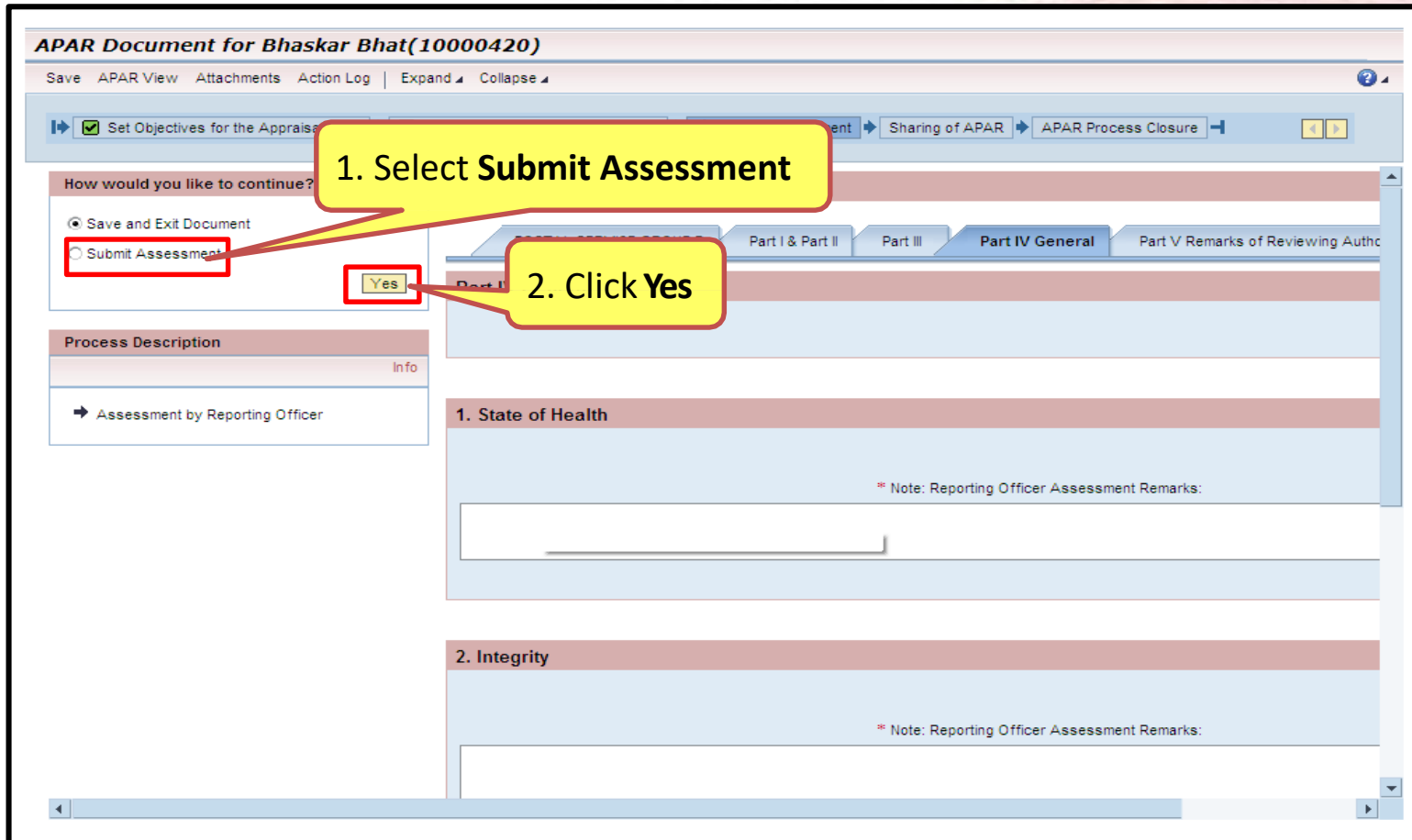
\* Note: Reporting Officer Assessment Remarks: Expand Text Field

Saving Bank (Counter Transactions)

10. Annual Return

Training Program Recommended is assigned to APAR document. You can delete a wrong program assigned.

## Performance Assessment – Reporting Officer (Contd.)



The screenshot displays the 'APAR Document for Bhaskar Bhat(10000420)' interface. At the top, there are navigation options: Save, APAR View, Attachments, Action Log, Expand, and Collapse. Below this, a breadcrumb trail shows the process flow: Set Objectives for the Appraisal, Sharing of APAR, and APAR Process Closure. The main content area is titled 'How would you like to continue?' and offers two radio button options: 'Save and Exit Document' (selected) and 'Submit Assessment' (highlighted with a red box). A yellow callout box with the text '1. Select Submit Assessment' points to the 'Submit Assessment' option. Below the radio buttons, a 'Yes' button is highlighted with a red box, with a yellow callout box containing '2. Click Yes' pointing to it. The interface also shows a 'Process Description' section with 'Assessment by Reporting Officer' and a 'Part IV General' tab. The main body contains sections for '1. State of Health' and '2. Integrity', each with a text area for 'Note: Reporting Officer Assessment Remarks:'.

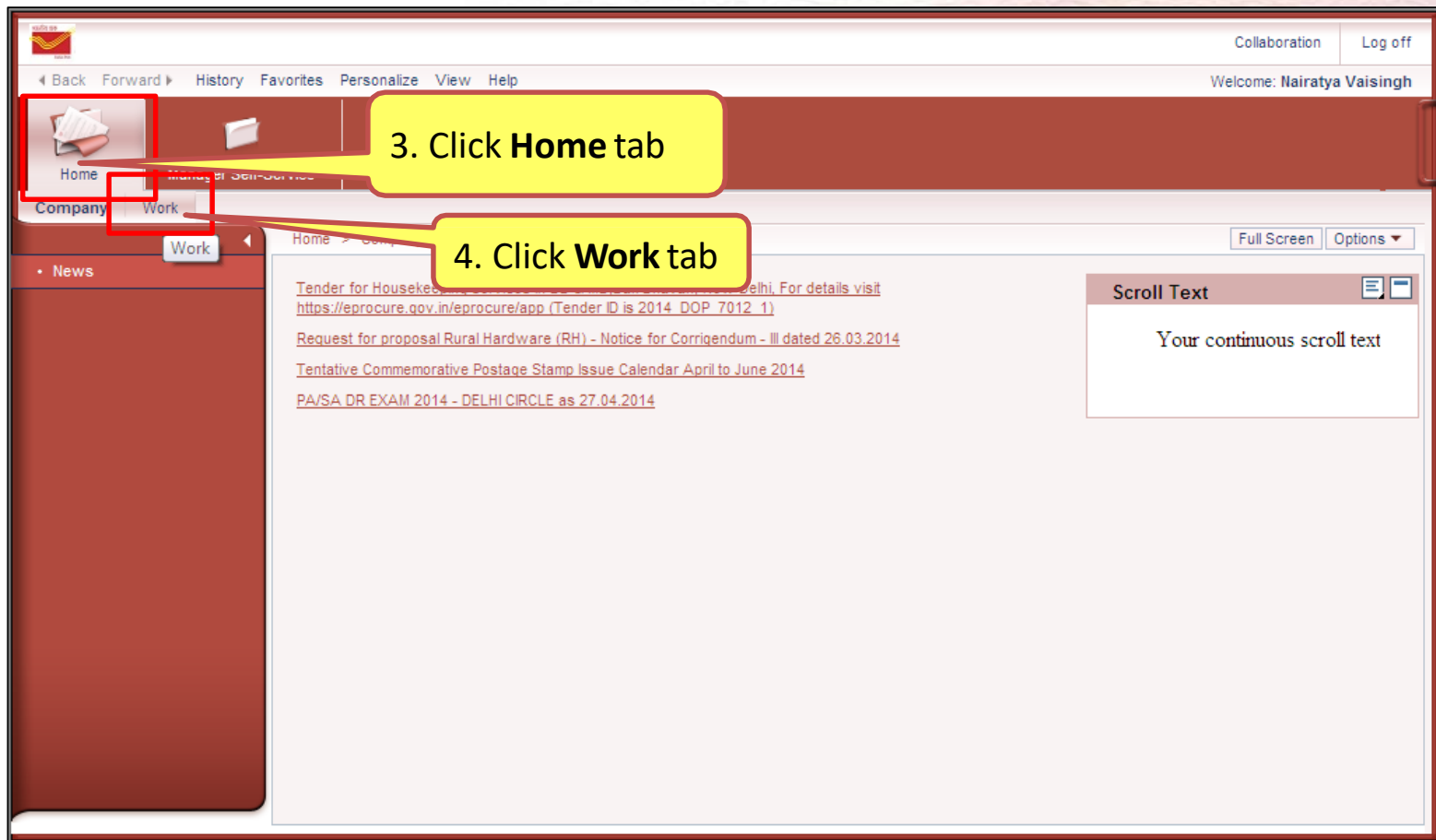




## Assess Performance (2<sup>nd</sup> Reporting Officer)

## Performance Assessment – 2<sup>nd</sup> Reporting Officer

- Assessment for the Appraisal Year
  - Performance Assessment by 2<sup>nd</sup> Reporting Officer



The screenshot displays the Employee Self Services portal interface. The top navigation bar includes 'Home' and 'Work' tabs. A yellow callout box labeled '3. Click Home tab' points to the 'Home' tab. Another yellow callout box labeled '4. Click Work tab' points to the 'Work' tab. The main content area shows a list of news items, including 'Tender for Housekeeping Services - Delhi, For details visit https://eprocure.gov.in/eprocure/app (Tender ID is 2014\_DOP\_7012\_1)', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' box on the right contains the text 'Your continuous scroll text'.



# Employee Self Services

## Performance Assessment – 2<sup>nd</sup> Reporting Officer (Contd.)



Collaboration Log off

Welcome: Surya J

3. Click Home tab

Home > Company > News

Full Screen Options

News

Tender for Housekeeping services in BD & MD, Dak Bhavan, New Delhi. For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DOP\_7012\_1)

[Request for proposal Rural Hardware \(RH\) - Notice for Corrigendum - III dated 26.03.2014](#)

[Tentative Commemorative Postage Stamp Issue Calendar April to June 2014](#)

[PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014](#)

Scroll Text

Your continuous scroll text gc

## Performance Assessment – 2<sup>nd</sup> Reporting Officer (Contd.)

The list of items shown here could be outdated. Waiting for update

Tasks (1 / 1) | Alerts | Notifications | SAPoffice Mails | Tracking

Show:

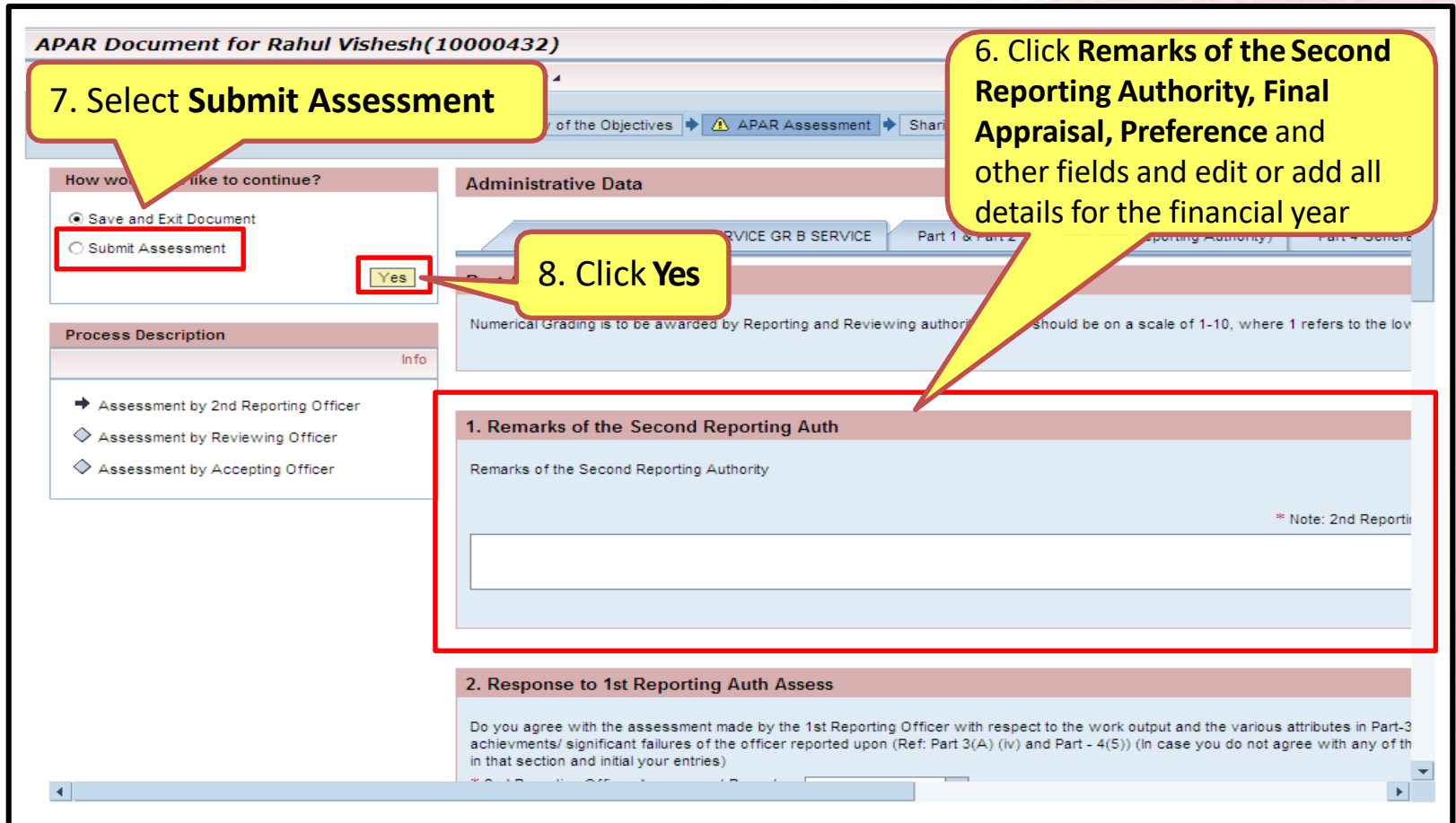
Subject	From	Sent Date	Priority	Due Date	Status
Assessment by Reporting Officer2 for Rahul Vishesh (10000432) - APAR 1	Ramu, ASF	Today	Medium		New

Assessment by Reporting Officer2 for Rahul Vishesh(10000432) - APAR 1

**4. Click Refresh items button**

**5. Click the Assessment by Reporting Officer2 for Bhaskar Bhat (10000420) - APAR 1**

## Performance Assessment – 2<sup>nd</sup> Reporting Officer (Contd.)



**7. Select Submit Assessment**

**8. Click Yes**

**6. Click Remarks of the Second Reporting Authority, Final Appraisal, Preference and other fields and edit or add all details for the financial year**

**1. Remarks of the Second Reporting Auth**

**2. Response to 1st Reporting Auth Assess**

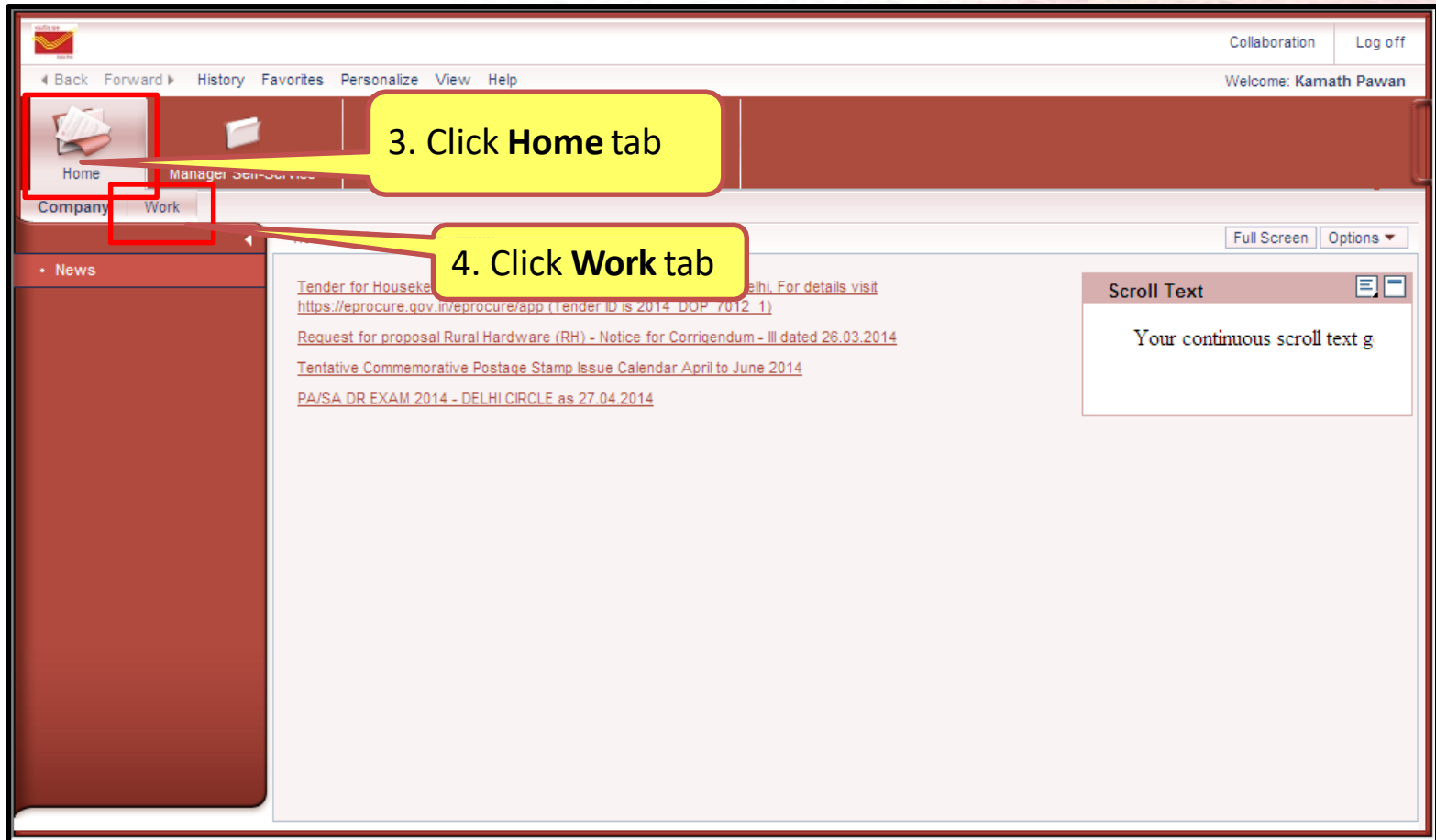
The screenshot displays the 'APAR Document for Rahul Vishesh(10000432)' interface. The 'How would you like to continue?' section has the 'Submit Assessment' radio button selected and highlighted with a red box. Below it, a 'Yes' button is also highlighted with a red box. The 'Administrative Data' section contains a 'Remarks of the Second Reporting Authority' field, which is highlighted with a red box and labeled as step 6. Below this is the 'Response to 1st Reporting Auth Assess' section, highlighted with a red box and labeled as step 2. The breadcrumb trail at the top includes 'APAR Assessment' and 'Share'.



## Assess Performance (Reviewing Officer)

## Performance Assessment – Reviewing Officer

- Assessment for the Appraisal Year
  - Performance Assessment by Reviewing Officer



Collaboration Log off

Back Forward History Favorites Personalize View Help

Welcome: Kamath Pawan

Home Manager Self-Service

Company Work

Full Screen Options

News

Tender for Houseke... Delhi. For details visit  
<https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DDP\_7012\_1)

Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 28.03.2014

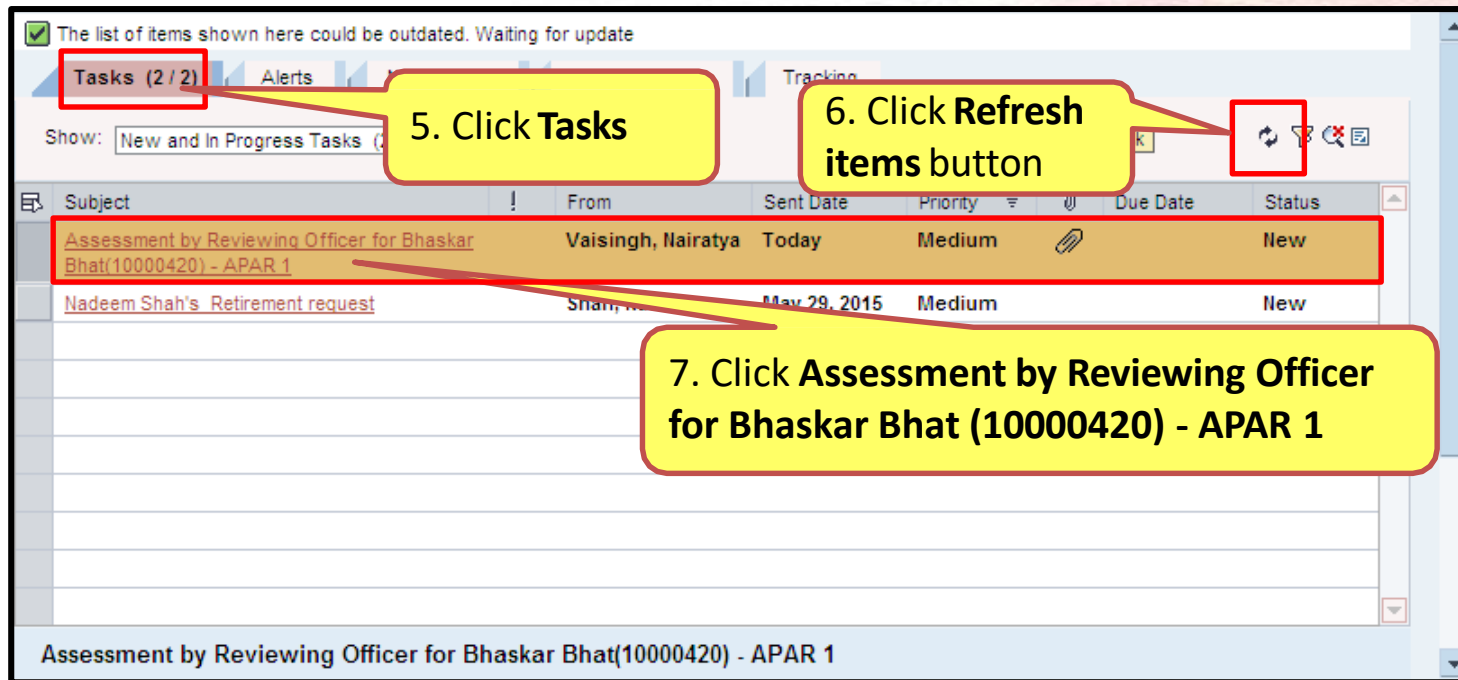
Tentative Commemorative Postage Stamp Issue Calendar April to June 2014

PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014

Scroll Text

Your continuous scroll text g

## Performance Assessment – Reviewing Officer (Contd.)

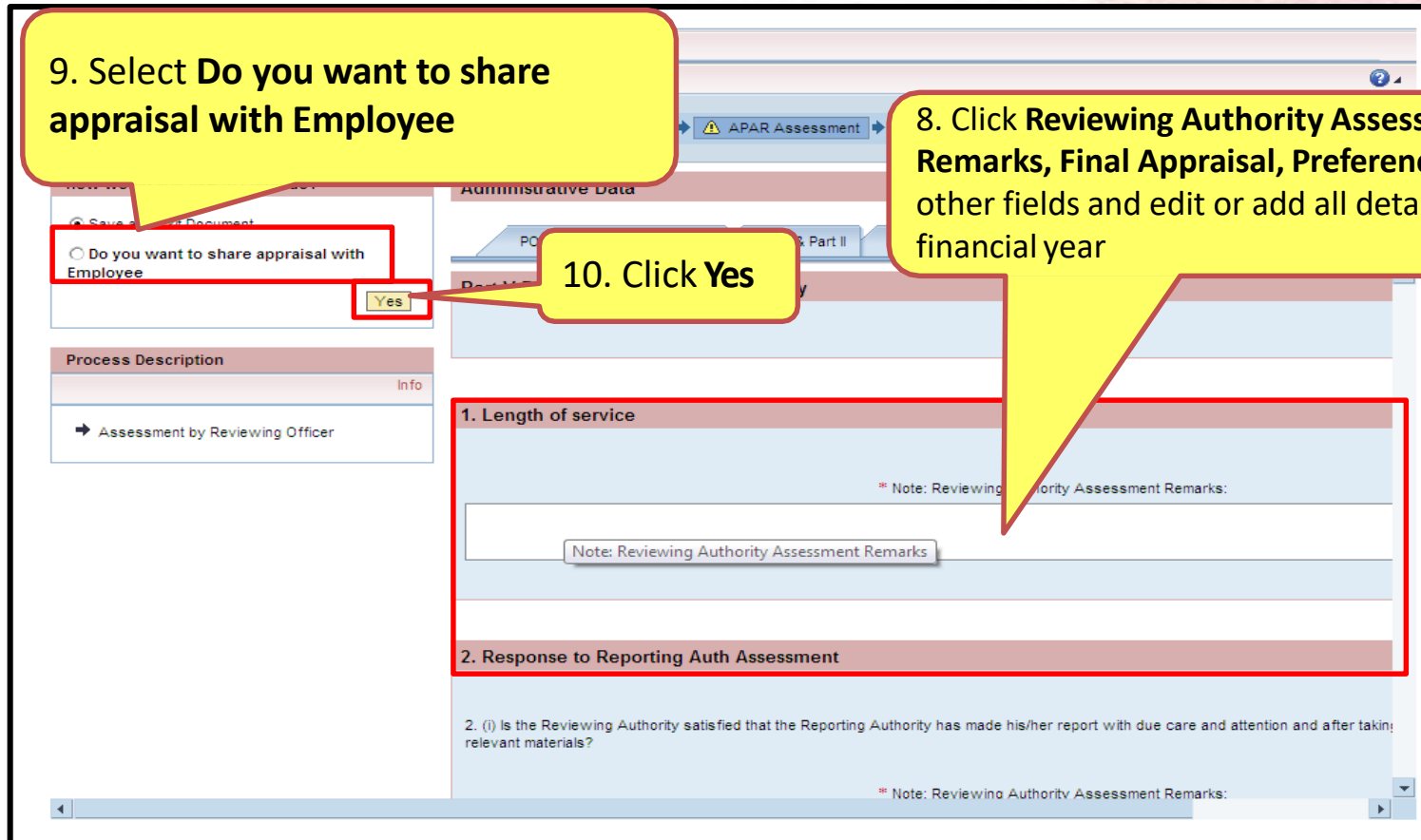


The screenshot displays a web application interface for performance assessment. At the top, a message states: "The list of items shown here could be outdated. Waiting for update". Below this, there are tabs for "Tasks (2 / 2)", "Alerts", and "Tracking". The "Tasks" tab is selected, and the "Show:" dropdown is set to "New and In Progress Tasks". A yellow callout box with the text "5. Click Tasks" points to the "Tasks (2 / 2)" tab. To the right, a "Refresh items" button (represented by a circular arrow icon) is highlighted with a red box and a yellow callout box containing the text "6. Click Refresh items button". Below the tabs is a table with columns: Subject, From, Sent Date, Priority, Due Date, and Status. The first row is highlighted in orange and contains the text: "Assessment by Reviewing Officer for Bhaskar Bhat(10000420) - APAR 1", "Vaisingh, Nairatya", "Today", "Medium", and "New". A yellow callout box with the text "7. Click Assessment by Reviewing Officer for Bhaskar Bhat (10000420) - APAR 1" points to this row. The second row contains: "Nadeem Shah's Retirement request", "Shan, N", "Mar 29, 2015", "Medium", and "New". At the bottom of the interface, the text "Assessment by Reviewing Officer for Bhaskar Bhat(10000420) - APAR 1" is displayed.

Subject	From	Sent Date	Priority	Due Date	Status
Assessment by Reviewing Officer for Bhaskar Bhat(10000420) - APAR 1	Vaisingh, Nairatya	Today	Medium		New
Nadeem Shah's Retirement request	Shan, N	Mar 29, 2015	Medium		New



## Performance Assessment – Reviewing Officer (Contd.)



9. Select Do you want to share appraisal with Employee

10. Click Yes

8. Click Reviewing Authority Assessment Remarks, Final Appraisal, Preference and other fields and edit or add all details for the financial year

1. Length of service

\* Note: Reviewing Authority Assessment Remarks:

Note: Reviewing Authority Assessment Remarks

2. Response to Reporting Auth Assessment

2. (i) Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking relevant materials?

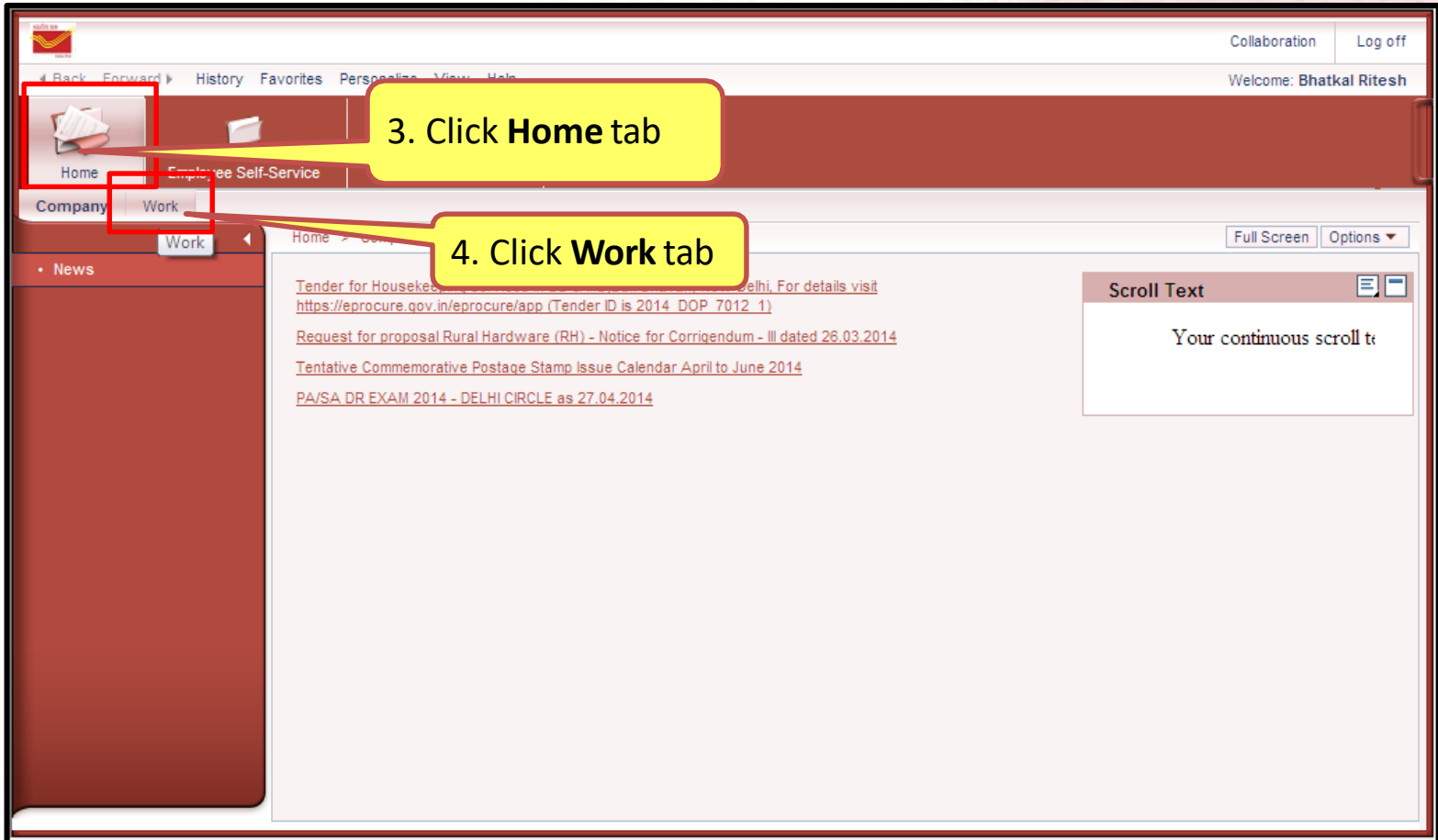
\* Note: Reviewing Authority Assessment Remarks:



## Assess Performance (Accepting Officer)

## Performance Assessment – Accepting Officer (Contd.)

- Assessment for the Appraisal Year
  - Performance Assessment by Accepting Officer



**Note: Only Applicable in case of H A G O fficer & Group B F&A**



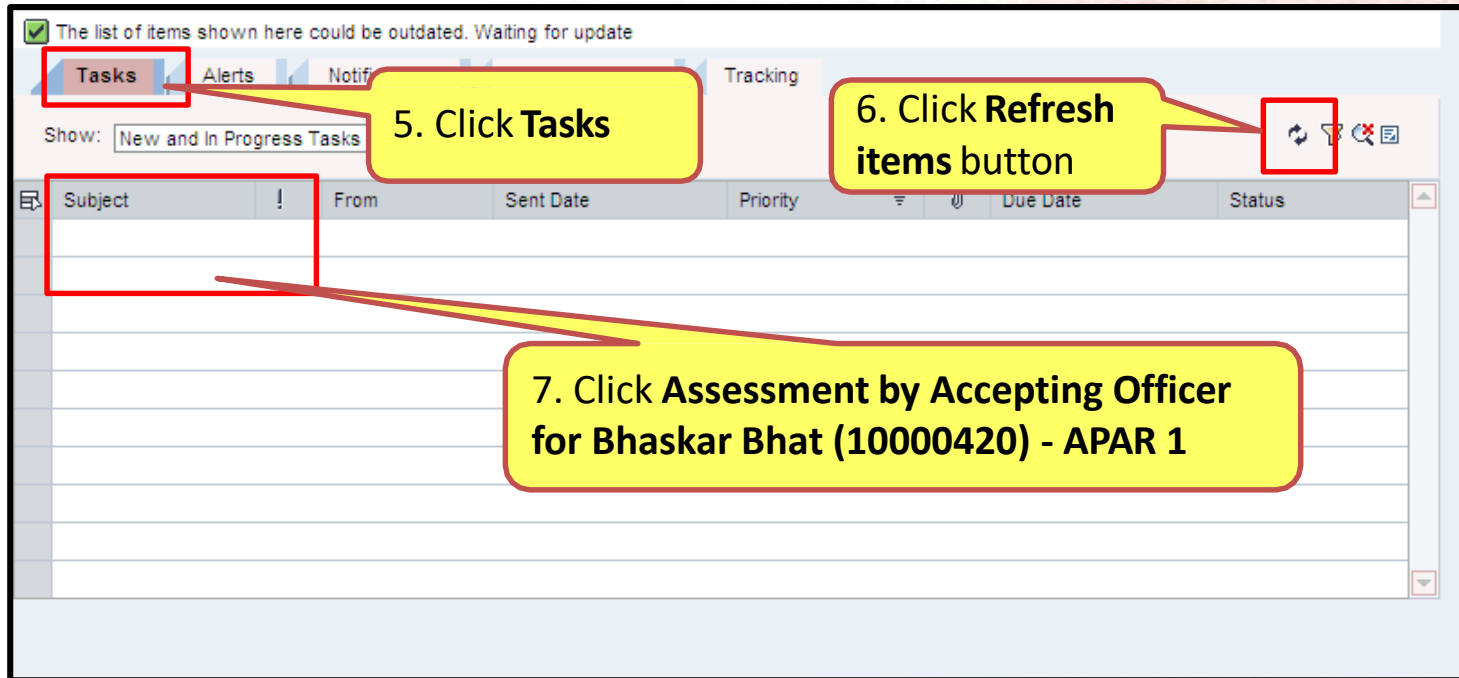
# Employee Self Services

## Performance Assessment – Accepting Officer (Contd.)



The screenshot shows the Employee Self Services web application interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'Company', and 'Work' tabs. A yellow callout box with the text '3. Click Home tab' points to the 'Home' tab. Below the 'Company' tab, a 'Work' sub-tab is visible, with a yellow callout box pointing to it that says '4. Click Work tab'. The main content area displays a list of news items, including 'Tender for Housekeeping...', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' box on the right contains the text 'Your continuous scroll t...'. The interface also features a 'Collaboration' button, 'Log off' link, and a 'Welcome: Bhatkal Ritesh' message.

## Performance Assessment – Accepting Officer (Contd.)



The screenshot displays a web application interface for performance assessment. At the top, there is a notification: "The list of items shown here could be outdated. Waiting for update". Below this, a navigation bar contains "Tasks", "Alerts", and "Notifications". The "Tasks" tab is selected and highlighted with a red box, with a callout box stating "5. Click Tasks". To the right of the navigation bar, there is a "Refresh items" button (a circular arrow icon) also highlighted with a red box, with a callout box stating "6. Click Refresh items button". Below the navigation bar, there is a table with the following columns: "Subject", "From", "Sent Date", "Priority", "Due Date", and "Status". The "Subject" column is highlighted with a red box, with a callout box stating "7. Click Assessment by Accepting Officer for Bhaskar Bhat (10000420) - APAR 1".



# Employee Self Services

## Performance Assessment – Accepting Officer (Contd.)



**APAR Document for Rahul Vishesh(10000432)**

Save APAR View Attachments Action Log | Expand Collapse

Please Enter rating between 1 and 10

Set Objectives for the Appraisal Year | Mid Year Review of the Objectives | **APAR Assessment** | Sharing of APAR | APAR Process Closure

ta

T&FINANCE SERVICE GR B SERVICE | Part 1 & Part 2 | Part 3(1st Reporting Authority) | Part 4 General | Part 4A | Part 5 Remarks of Reviewing Officer | **Comments of**

**Accepting Authority**

Reporting/ Reviewing Authority) (Applicable in case of specific Post of Indian P & TAFS Gr B Only)

\* Note: Accepting Officer Remarks:  Expand Text Field

**Vertical Grading**

Grading Remarks:

**8. Click Accepting Officer Remarks and other fields text box.**

## Performance Assessment – Accepting Officer (Contd.)

**APAR Document for Rahul Vishesh(10000432)**

Save APAR View Attachments Action Log Expand Collapse

Set Objectives for the Appraisal Year Mid Year Review of the Objectives APAR Assessment Sharing of APAR APAR Process Closure

How would you like to continue?

Save and Exit Document

Do you want to share appraisal with Employee

Yes

**10. Click Yes**

**9. Select Do you want to share appraisal with Employee**

**Administrative Data**

P&T ACCOUNTS&FINANCE SERVICE GR B SERVICE Part 1 & Part 2 Part 3(1st Reporting Authority) Part 4 General Part 4A Part 5 Remarks of Reviewing Officer

**Comments of the Accepting Officer**

(On the remarks of Reporting Officer)

Note: Accepting Officer Remarks

Expand Text Field

Overall Numerical Grading

\* Accepting Officer Remarks: 7.800



## View Assessment & Recommendations



## Annual Performance Appraisal

- Assessment for the Appraisal Year
  - Assessment Sharing and Recommendations to Officer Reported Upon



भारतीय डाक  
INDIA POST  
Ministry of Communication & Information Technology

EMPLOYEE PORTAL

User:

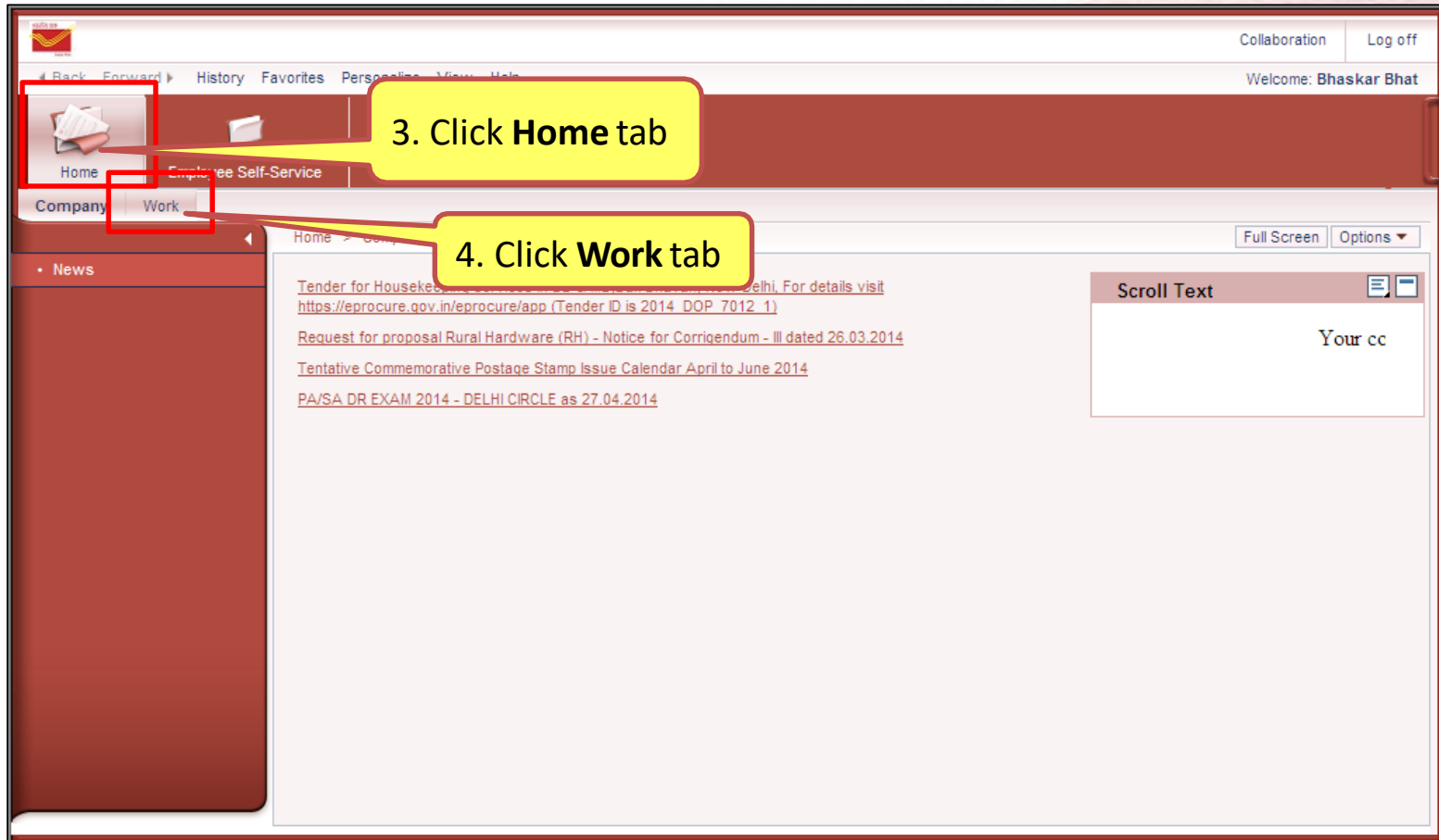
Password:

Log On

1. Provide User ID and Password

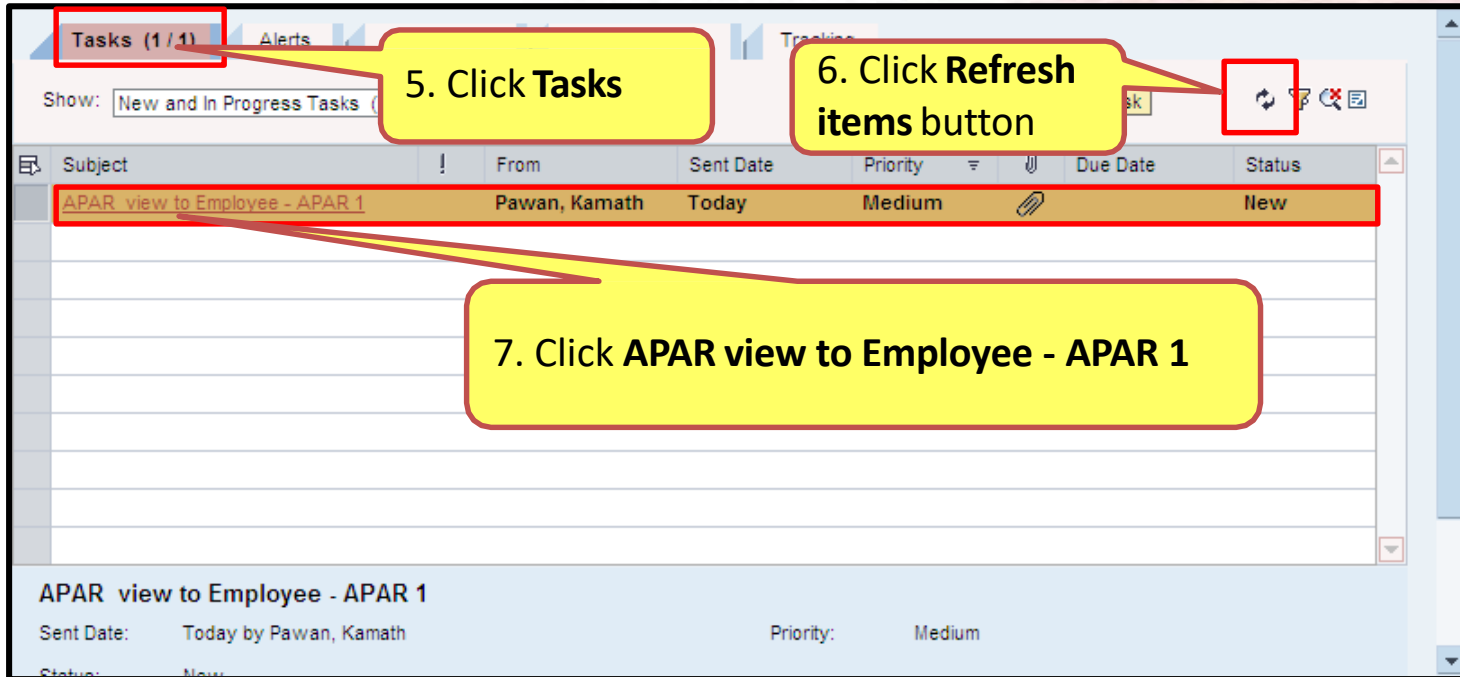
2. Click Log On

## Annual Performance Appraisal



The screenshot displays the Employee Self Services portal interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'Company', and 'Work' tabs. A yellow callout box with the text '3. Click Home tab' points to the 'Home' tab. Below the 'Home' tab, a 'Work' sub-tab is highlighted with a red box, and a yellow callout box with the text '4. Click Work tab' points to it. The main content area shows a list of news items, including 'Tender for Housekeeping Services - Delhi. For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DOP\_7012\_1)', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. The right sidebar contains a 'Scroll Text' widget with the text 'Your cc'. The top right corner of the page shows 'Collaboration', 'Log off', and 'Welcome: Bhaskar Bhat'.

## Annual Performance Appraisal



The screenshot displays a task management interface with the following elements and annotations:

- 5. Click Tasks**: A yellow callout box pointing to the "Tasks (1/1)" tab in the top navigation bar.
- 6. Click Refresh items button**: A yellow callout box pointing to a circular refresh icon in the top right corner of the task list.
- 7. Click APAR view to Employee - APAR 1**: A yellow callout box pointing to the first row of the task list.

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">APAR view to Employee - APAR 1</a>	Pawan, Kamath	Today	Medium		New

Below the table, the details for the selected task are shown:

**APAR view to Employee - APAR 1**  
Sent Date: Today by Pawan, Kamath  
Priority: Medium  
Status: New



## Annual Performance Appraisal

**APAR Document for Bhaskar Bhat(10000420)**

Save | APAR View | Attachments | Action Log | Expand | Collapse

Set Objectives for the Appraisal Year
 →  Mid Year Review of the Objectives
 →  APAR Assessment
 →  Sharing of APAR
 → APAR Process Closure

Would you like to continue?

Print and Exit Document

Overall Appraisal Process

Representation

---

APAR Description

---

APAR view to Employee

Representation Review

**Administrative Data**

POSTAL SERVICE GROUP B | Part I & Part II | Part III | Part IV General | **Part V Remarks of Reviewing Authority**

**Part V Remarks of Reviewing Authority**

1. Length of service

Note: Reviewing Authority Assessment Remarks:



## Annual Performance Appraisal

**APAR Document for Bhaskar Bhat(1000420)**

Save | APAR View | Attachments | Action Log | Expand | Collapse

➔  Set Objectives for the Appraisal Year ➔  Mid Year Review of the Objectives ➔  APAR Assessment ➔  Sharing of APAR ➔ APAR Process Closure

iii. Maintenance of discipline  
Final Appraisal:

iv. Communication Skills  
Final Appraisal:

v. Leadership Qualities  
Final Appraisal:

vi. Capacity of work in team spirit  
Final Appraisal:

vii. Capacity of work in time limit  
Final Appraisal:

viii. Inter personal relations  
Final Appraisal:

**Overall APAR Grading**

Final Appraisal:



## Annual Performance Appraisal

**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log | Expand Collapse

Set Objectives for the Appraisal Year
  Mid Year Review of the Objectives
  APAR Assessment
  Sharing of APAR
  APAR Process

**Would you like to continue?**

and Exit Document

Overall Appraisal Process

Representation

---

**APAR Description**

[Info](#)

---

APAR view to Employee

Representation Review

**Administrative Data**

**Part IV General**

---

**1. State of Health**

---

Note: Reporting Officer Assessment Remarks:



## Annual Performance Appraisal

**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log | Expand Collapse

Set Objectives for the Appraisal Year Mid Year Review of the Objectives APAR Assessment Sharing of APAR APAR Process Closure

Note: Reporting Officer Assessment Remarks:  
Integrity is well maintained

**3. Pen Picture of the Officer**

Pen Picture by Reporting Officer on the overall qualities of the officer including area of strengths & lesser strengths, extraordinary achievements, attitude towards weaker sections.

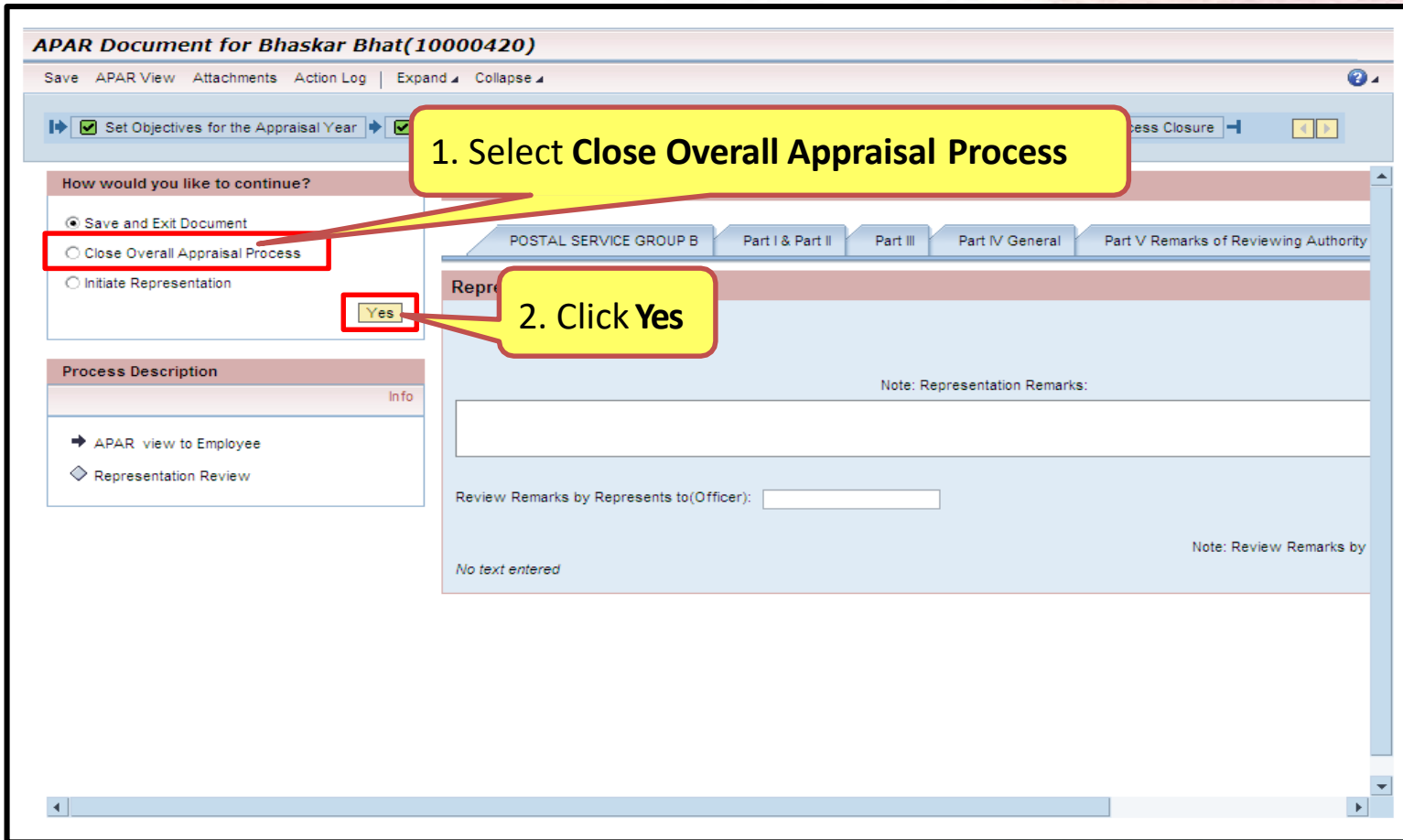
Note: Reporting Officer Assessment Remarks:  
Good second in commend, can be taken in other sections too.

**4. Numerical Grading**

Numerical Grading on a scale of 1-10 as per the instructions circulated separately

Final Appraisal:

## Annual Performance Appraisal



**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log | Expand Collapse

Set Objectives for the Appraisal Year

Process Closure

How would you like to continue?

- Save and Exit Document
- Close Overall Appraisal Process**
- Initiate Representation

**Yes**

Process Description

- APAR view to Employee
- Representation Review

POSTAL SERVICE GROUP B | Part I & Part II | Part III | Part IV General | Part V Remarks of Reviewing Authority

Repre

Note: Representation Remarks:

Review Remarks by Represents to(Officer):

No text entered

Note: Review Remarks by

1. Select Close Overall Appraisal Process
2. Click Yes

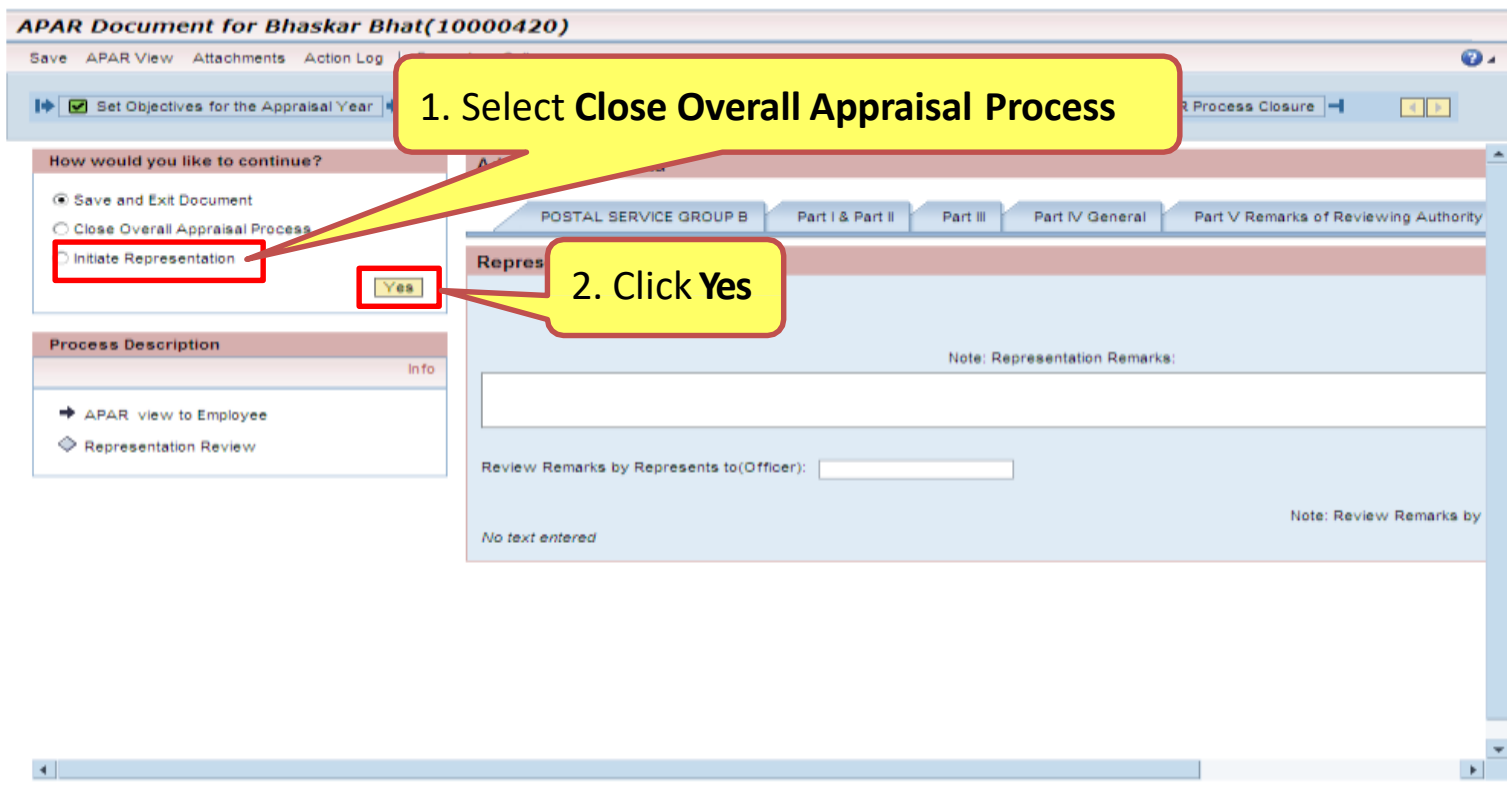




## Raise Representation for APAR

## Representation on performance appraisal

- Representation on APAR for the Appraisal Year
  - Raising Representation by Officer Reported Upon



**APAR Document for Bhaskar Bhat(10000420)**

Save APAR View Attachments Action Log

Set Objectives for the Appraisal Year

How would you like to continue?

- Save and Exit Document
- Close Overall Appraisal Process
- Initiate Representation

**1. Select Close Overall Appraisal Process**

**2. Click Yes**

POSTAL SERVICE GROUP B Part I & Part II Part III Part IV General Part V Remarks of Reviewing Authority

Repres

Note: Representation Remarks:

Review Remarks by Represents to(Officer):

No text entered

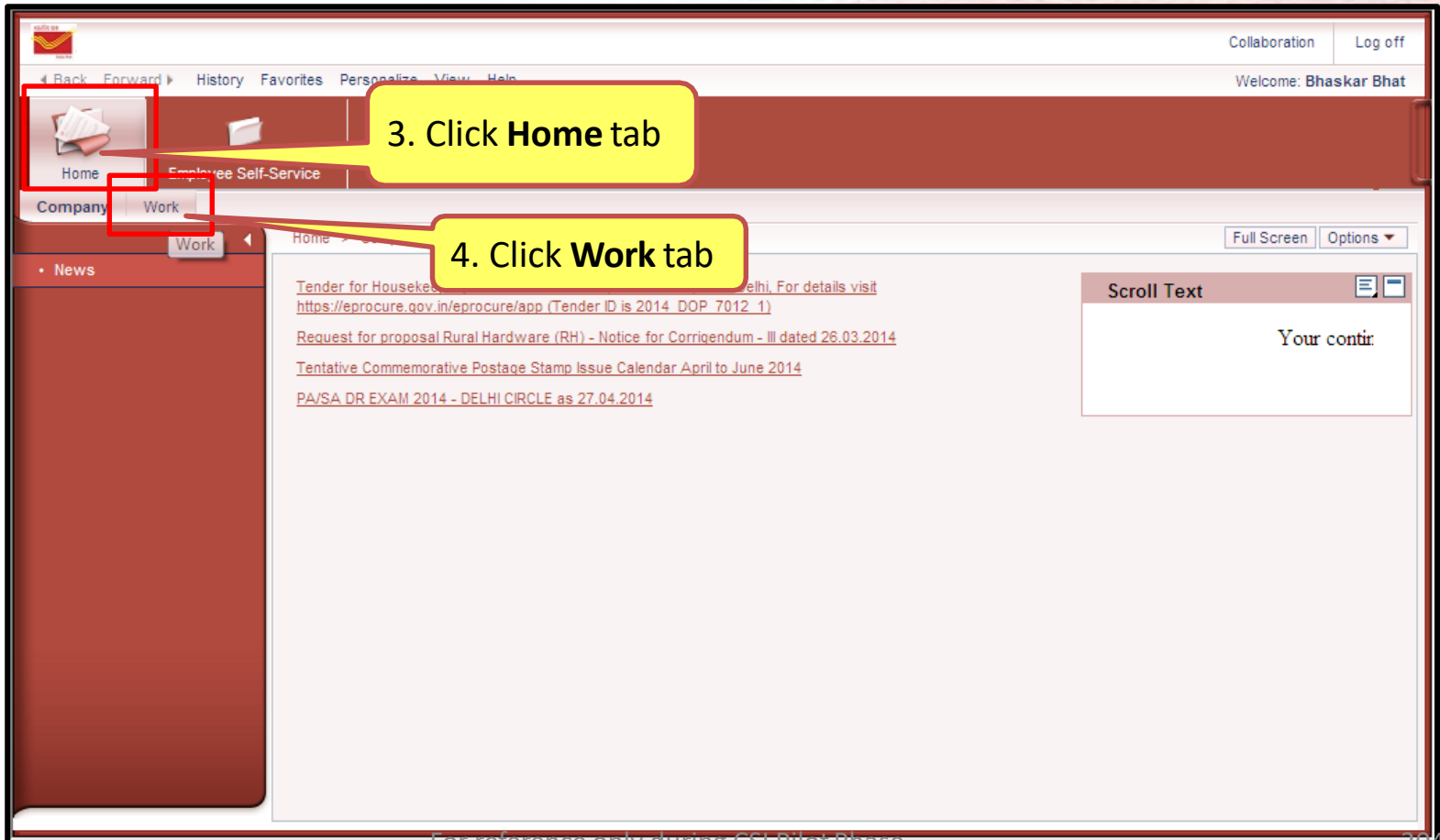
Note: Review Remarks by



## **Accept/Reject Representation (Represents to Officer)**

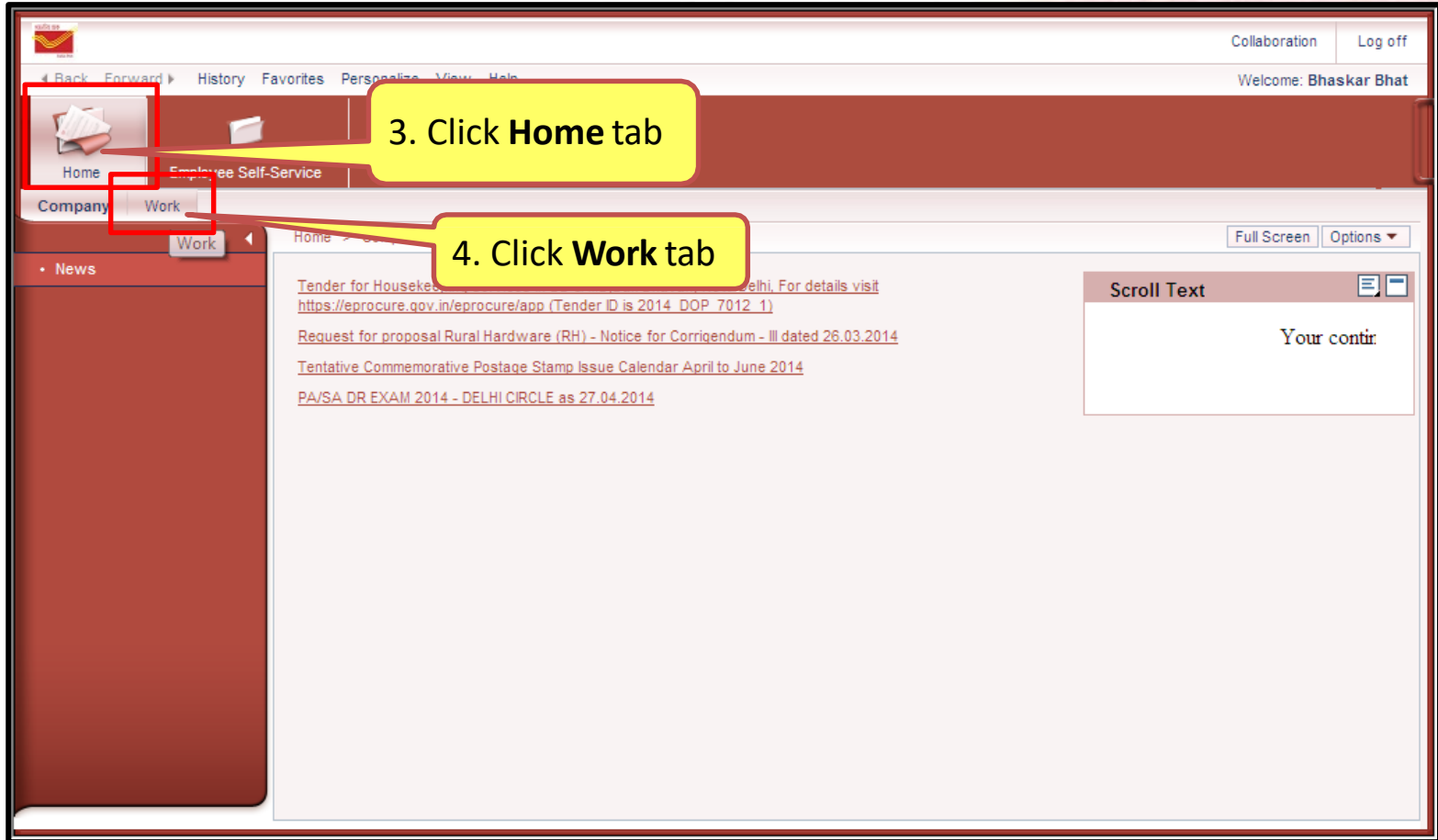
## Representation on Performance Appraisal – Represents to Authority

- Representation on APAR for the Appraisal Year
  - Accepting/ Rejecting representation by Represents to Officer



The screenshot shows the Employee Self-Service portal interface. The top navigation bar includes 'Home', 'Company', and 'Work' tabs. A yellow callout box labeled '3. Click Home tab' points to the 'Home' tab. Another yellow callout box labeled '4. Click Work tab' points to the 'Work' tab. The main content area displays a list of news items, including 'Tender for Housekeeping Services in Delhi', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. A 'Scroll Text' box on the right contains the text 'Your contrir'.

## Representation on Performance Appraisal – Represents to Authority (Contd.)



The screenshot shows a web browser window displaying the Employee Self-Service portal. The browser's address bar shows the URL <https://eprocure.gov.in/eprocure/app>. The page header includes the India Post logo, a "Collaboration" link, and a "Log off" button. The user is identified as "Welcome: Bhaskar Bhat". The main navigation area features several tabs: "Home", "Employee Self-Service", "Company", and "Work". A red box highlights the "Home" tab, with a yellow callout bubble containing the text "3. Click Home tab". Another red box highlights the "Work" tab, with a yellow callout bubble containing the text "4. Click Work tab". The main content area displays a list of news items, including "Tender for Housekeeping Services in Delhi, For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DOP\_7012\_1)", "Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014", "Tentative Commemorative Postage Stamp Issue Calendar April to June 2014", and "PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014". A "Scroll Text" box on the right contains the text "Your contrir".

## Representation on Performance Appraisal – Represents to Authority (Contd.)

The list of items shown here could be outdated. Waiting for update

Tasks (20 / 20)    Alerts    6. Click Refresh items button

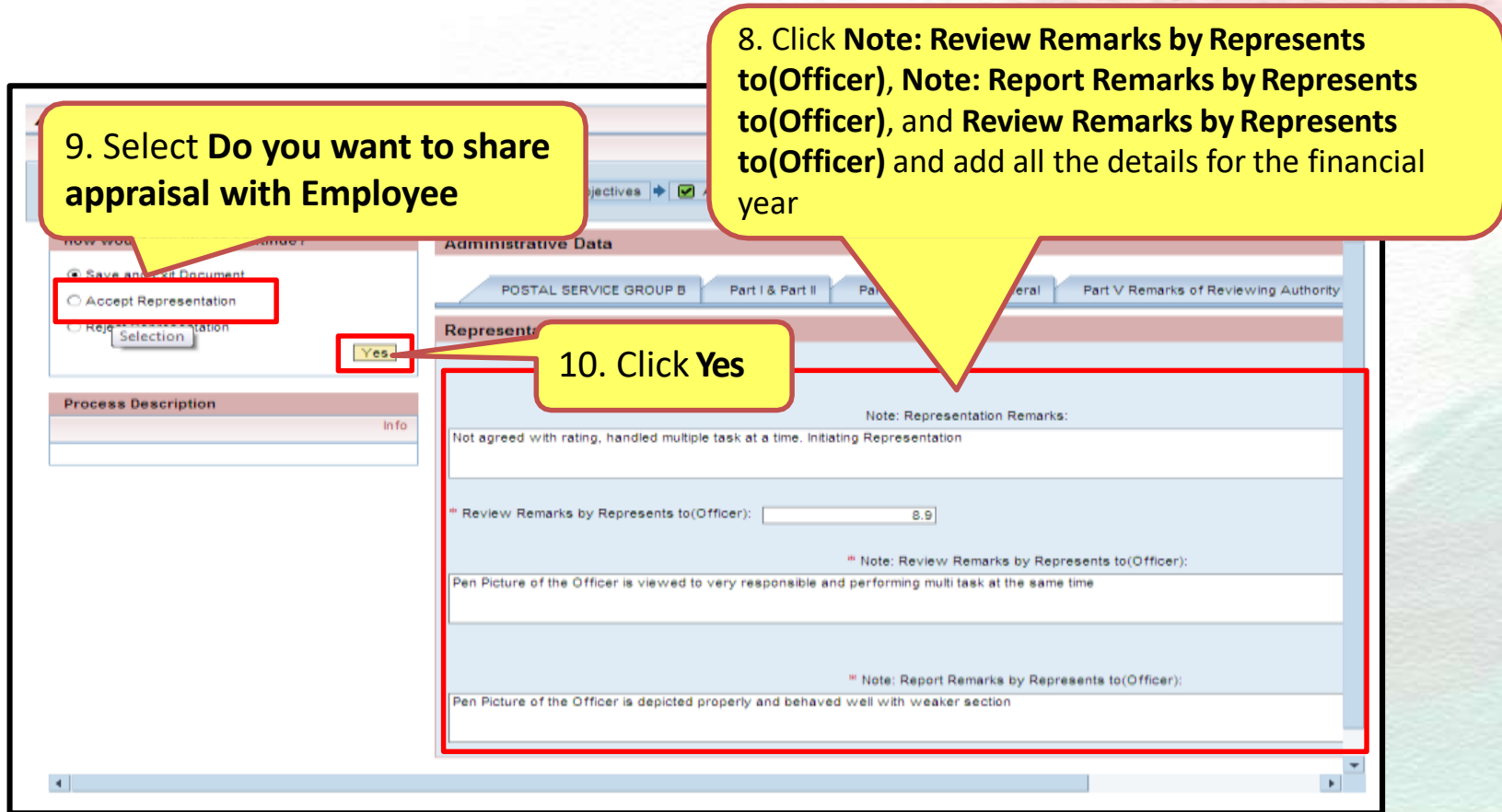
Show:     5. Click Tasks    Refresh items

Subject	From	Sent Date	Priority	Due Date	
<a href="#">Karan Negi'S Allowance Request</a>	Karan, Negi	May 26, 2015	Medium		New
<a href="#">Karan Negi'S Allowance Request</a>	Karan, Negi	May 26, 2015	Medium		New
<a href="#">Karan Negi'S Allowance Request</a>		May 26, 2015	Medium		New
<a href="#">Vaman TY's Retirement request</a>					New
<a href="#">Employee Raqhu Ram's Retirement request</a>					New
<a href="#">Assessment by Reporting Officer for Veena Kumari(10000162) - APAR 1</a>					New
<a href="#">Employee Raqhu Ram's Retirement request</a>	C, Deepthi	May 6, 2015	Medium		New
<a href="#">Employee Raqhu Ram's Retirement request</a>	C, Deepthi	May 6, 2015	Medium		New
<a href="#">Employee Raqhu Ram's Retirement request</a>	C, Deepthi	May 6, 2015	Medium		New
<a href="#">Employee Raqhu Ram's Retirement request</a>	C, Deepthi	May 6, 2015	Medium		New

7. Click Representation Review for Bhaskar Bhat(10000420) - APAR 1

Karan Negi'S Allowance Request

## Representation on Performance Appraisal – Represents to Authority (Contd.)



**9. Select Do you want to share appraisal with Employee**

**8. Click Note: Review Remarks by Represents to(Officer), Note: Report Remarks by Represents to(Officer), and Review Remarks by Represents to(Officer) and add all the details for the financial year**

**10. Click Yes**

The screenshot shows a web application interface for performance appraisal. On the left, there are options: 'Save as PDF Document', 'Accept Representation', and 'Reject Representation'. A red box highlights the 'Accept Representation' radio button, and a yellow callout points to it with the text '9. Select Do you want to share appraisal with Employee'. Below this is a 'Process Description' section. The main area is titled 'Administrative Data' and 'Representation'. A 'Yes' button is highlighted with a red box and a yellow callout '10. Click Yes'. The 'Representation' section contains several text areas and a rating field. A yellow callout '8. Click Note: Review Remarks by Represents to(Officer), Note: Report Remarks by Represents to(Officer), and Review Remarks by Represents to(Officer) and add all the details for the financial year' points to the 'Note: Representation Remarks' section, which contains the text: 'Not agreed with rating, handled multiple task at a time. Initiating Representation'. Below this is a rating field 'Review Remarks by Represents to(Officer):' with the value '8.9'. Further down are two more note sections: 'Note: Review Remarks by Represents to(Officer):' with the text 'Pen Picture of the Officer is viewed to very responsible and performing multi task at the same time', and 'Note: Report Remarks by Represents to(Officer):' with the text 'Pen Picture of the Officer is depicted properly and behaved well with weaker section'.



## View Finalized APAR



## Representation on performance appraisal

- Representation on APAR for the Appraisal Year
  - Finalized APAR is shared to Officer Reported Upon

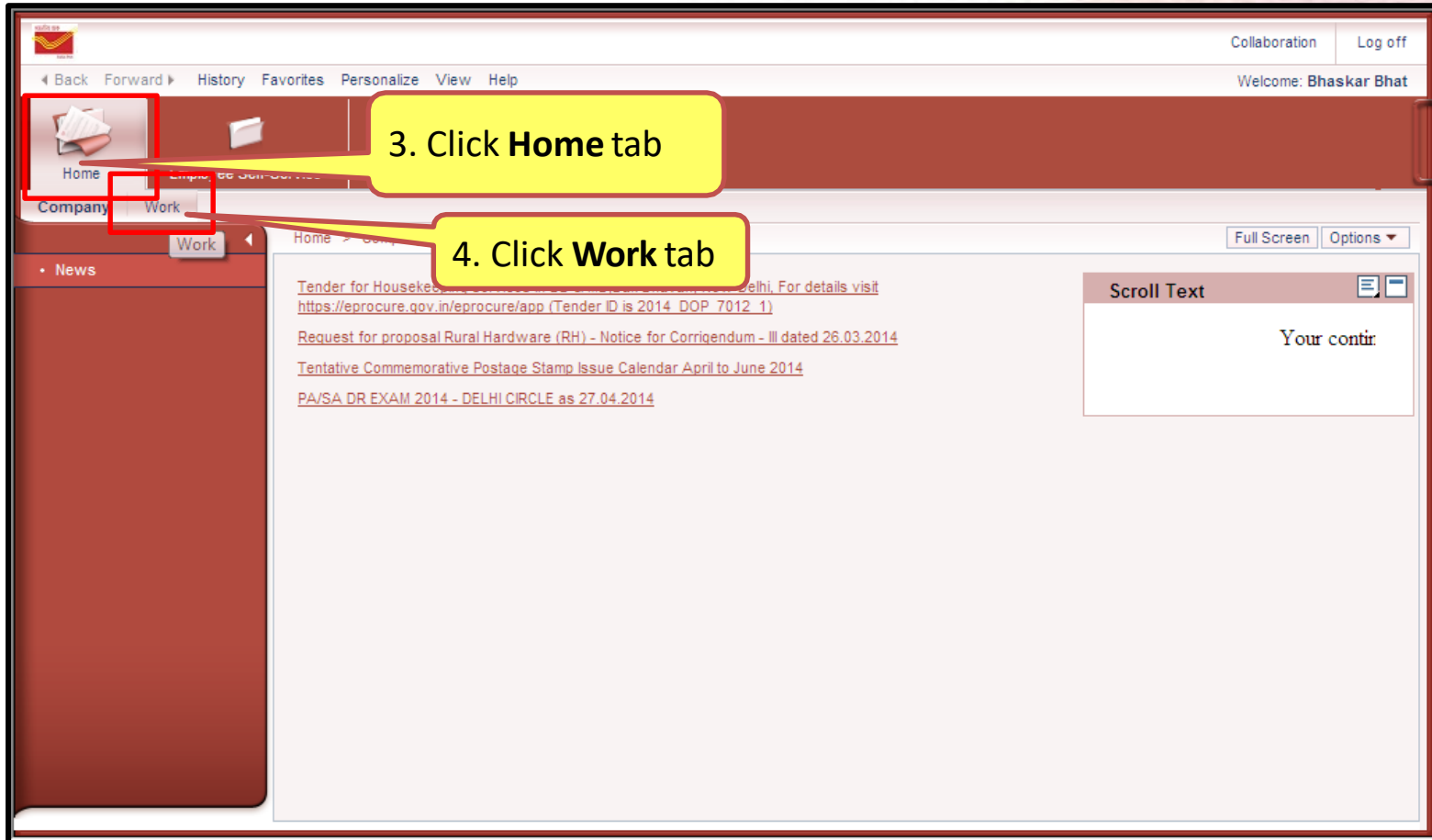


1. Provide User and Password

2. Click Log On

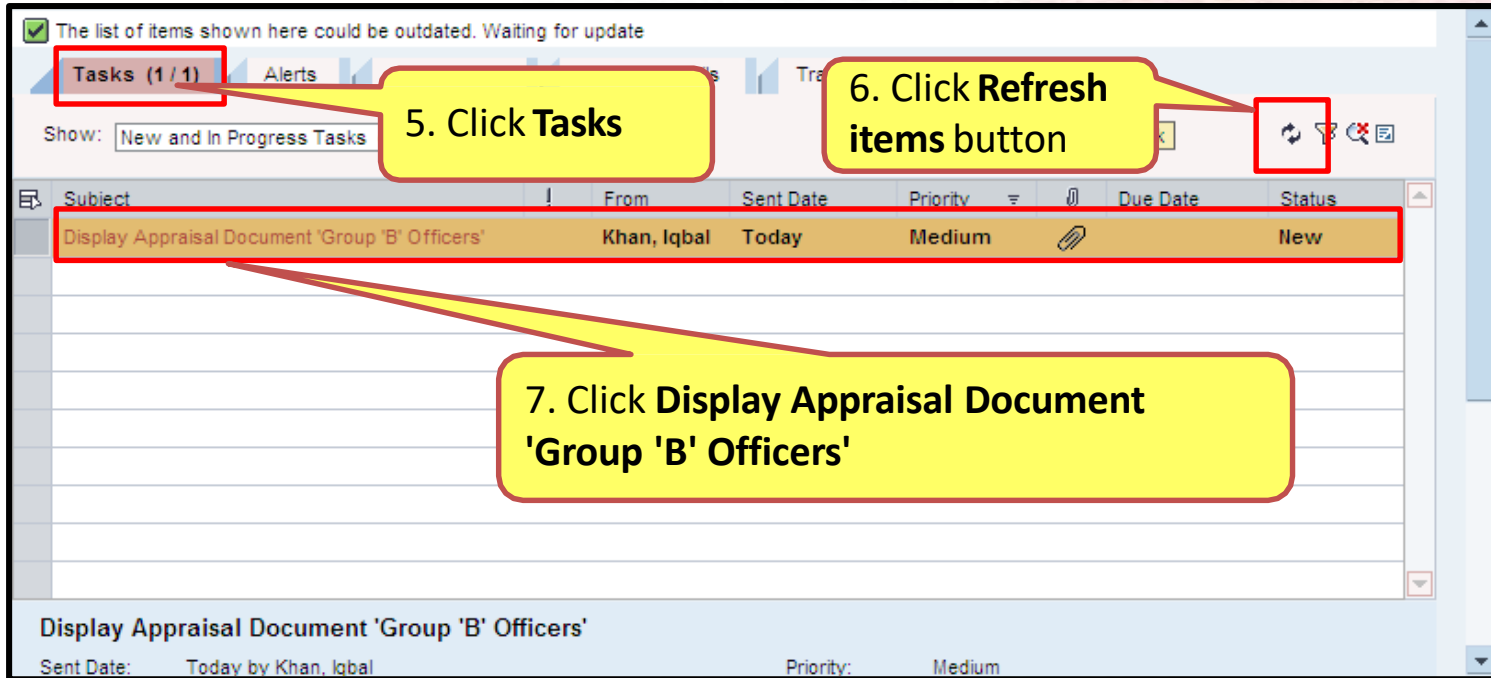
**Note: In case Representation Accepted**

## Representation on performance appraisal



The screenshot shows the Employee Self Services portal interface. The top navigation bar includes 'Home', 'Company', and 'Work' tabs. A yellow callout box with the text '3. Click Home tab' points to the 'Home' tab. Another yellow callout box with the text '4. Click Work tab' points to the 'Work' tab. The main content area displays a list of news items, including 'Tender for Housekeeping Services - Delhi. For details visit <https://eprocure.gov.in/eprocure/app> (Tender ID is 2014\_DOP\_7012\_1)', 'Request for proposal Rural Hardware (RH) - Notice for Corrigendum - III dated 26.03.2014', 'Tentative Commemorative Postage Stamp Issue Calendar April to June 2014', and 'PA/SA DR EXAM 2014 - DELHI CIRCLE as 27.04.2014'. The right sidebar contains a 'Scroll Text' widget with the text 'Your contr:'.

## Representation on performance appraisal



The screenshot shows a web interface for Employee Self Services. At the top, there is a notification: "The list of items shown here could be outdated. Waiting for update". Below this, there are tabs for "Tasks (1 / 1)" and "Alerts". A dropdown menu is set to "Show: New and In Progress Tasks". A table lists tasks with columns: Subject, From, Sent Date, Priority, Due Date, and Status. One task is highlighted: "Display Appraisal Document 'Group 'B' Officers'" by "Khan, Iqbal" on "Today" with "Medium" priority and "New" status. A toolbar on the right contains icons for refresh, delete, and other actions. A footer section shows details for the selected task: "Display Appraisal Document 'Group 'B' Officers'", "Sent Date: Today by Khan, Iqbal", and "Priority: Medium".

5. Click **Tasks**

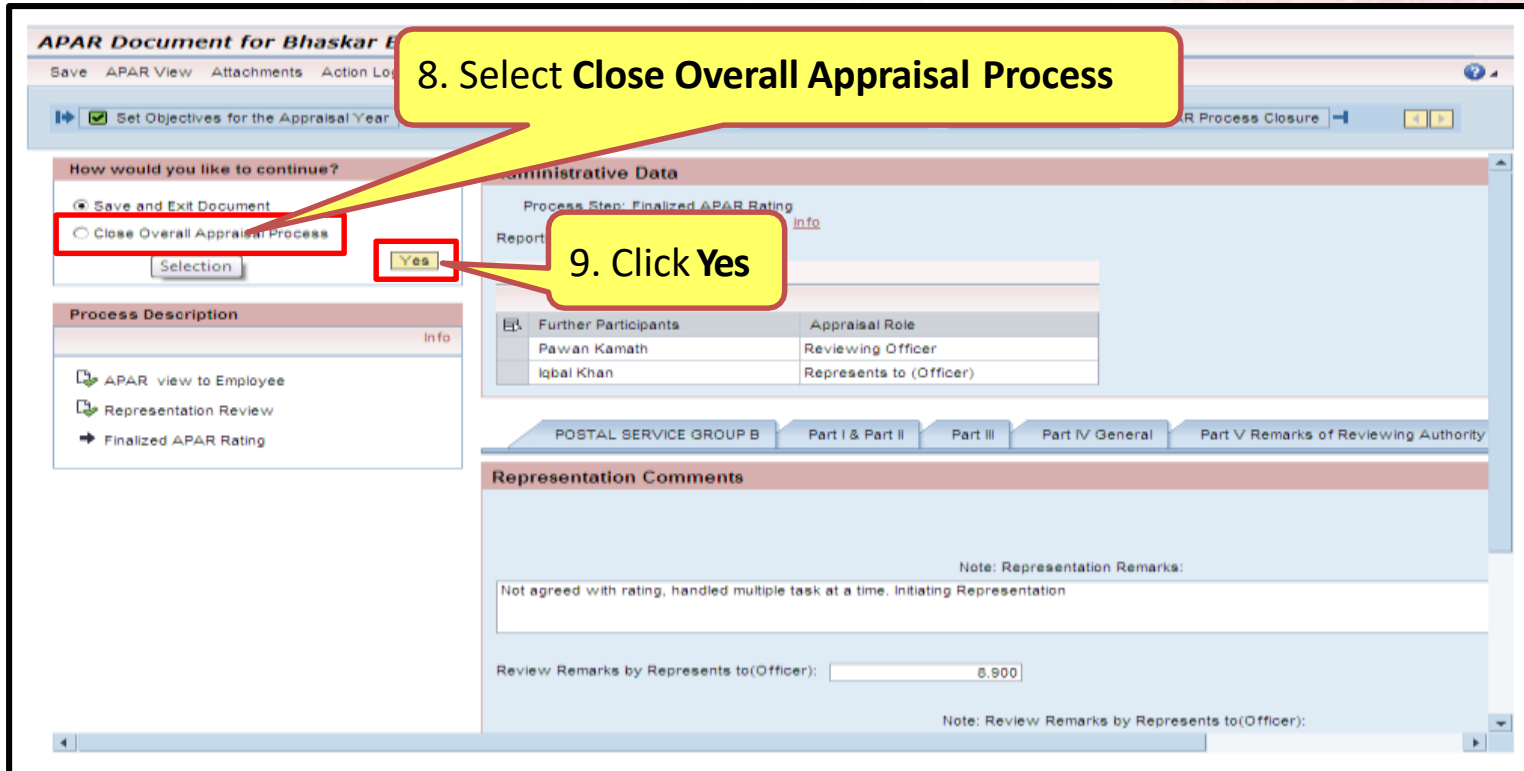
6. Click **Refresh items** button

7. Click **Display Appraisal Document 'Group 'B' Officers'**

Subject	From	Sent Date	Priority	Due Date	Status
Display Appraisal Document 'Group 'B' Officers'	Khan, Iqbal	Today	Medium		New

Display Appraisal Document 'Group 'B' Officers'  
Sent Date: Today by Khan, Iqbal  
Priority: Medium

## Representation on performance appraisal



**8. Select Close Overall Appraisal Process**

**9. Click Yes**

APAR Document for Bhaskar B.

Save APAR View Attachments Action Log

Set Objectives for the Appraisal Year

APAR Process Closure

How would you like to continue?

- Save and Exit Document
- Close Overall Appraisal Process

Selection

Yes

Administrative Data

Process Step: Finalized APAR Rating

Report

Further Participants	Appraisal Role
Pawan Kamath	Reviewing Officer
Iqbal Khan	Represents to (Officer)

POSTAL SERVICE GROUP B Part I & Part II Part III Part IV General Part V Remarks of Reviewing Authority

Representation Comments

Note: Representation Remarks:

Not agreed with rating, handled multiple task at a time. Initiating Representation

Review Remarks by Represents to(Officer): 8,900

Note: Review Remarks by Represents to(Officer):