

----- FIRST STAGE -----

Step 1 : Login with UA

Step 2 : Click on APAR

Step 3 : Click on Create APAR Cell

Step 4 : Select an Officer InCharge from the drop-down

Step 5 : Submit

Step 6 : Assign Confidential Supervisors / Clerks

Step 7 : Select an Official from the drop down

Step 8 : Assign APAR-Designation

Step 9 : Submit

Step 10: click on "Role Assignment Record"

Step 11: Check whether the assignment made are available in the list.

Step 12: Login with hrms-id in APAR-CELL

Step 13: Select "Department-apar-cell"

Step 14: Select a Department from drop-down

Step 15: Select Officer / Official to man-the departmental-apar-cell

Step 16: Assign an APAR-Designation

Step 17: Save

Step 18: Login with hrms-id in DEPARTMENT-APAR-CELL

Step 19: Select "Assign Employee Hierarchy set"

Step 20: Input "Fin-year" , hrms-id's of reporting / reviewing / accepting officers

Step 21: assign a unique-name to the set.

Step 22: save

Step 22: Select "Assign Hierarchy to Employee"

Step 23: Select the criteria

Step 24: Click on "Assign Employees" to assign selected employees to the selected APAR-Hierarchy set

----- NEXT STAGE -----

Step 1 : Login as SR-DC

Step 2 : in APAR menu , select Personal Data

Step 3 : All the data would have been pre-populated , blank data may be filled and submitted.

Step 4 : Employee (appraiser) to login

Step 5 : Employee to goto "Self Appraisal"

Step 6 : Fill the relevant columns

Step 7 : Submit the self-appraisal.

Step 8 : Login with "Reporting Officer"

Step 9 : Select an employee from the drop down

Step 10: Fill all the relevant details in "Assessment by reporting Officer"

Step 11: Provision to select a template, predictive texting, speech-to-text are also available.

Step 12: Submit with DSC

Step 13: Login with "Reviewing Officer"

Step 14: Select an employee from drop down.

Step 15: Fill all the relevant details .

Step 16: Submit with DSC

Step 17: Login with "Accepting Officer"

Step 18: Fill all the relevant details.

Step 19: Submit with DSC

Step 20: Generate PDF

Step 21: Sign with DSC

Step 22: Generate Digitally Signed PDF

Step 23: Representation against APAR (employee)

Step 24: Representation received in APAR-CELL & forward to Officer.

Step 25: APAR Completed Files (previous years)

Step 26: MIS Reports