

# APAR MANUAL

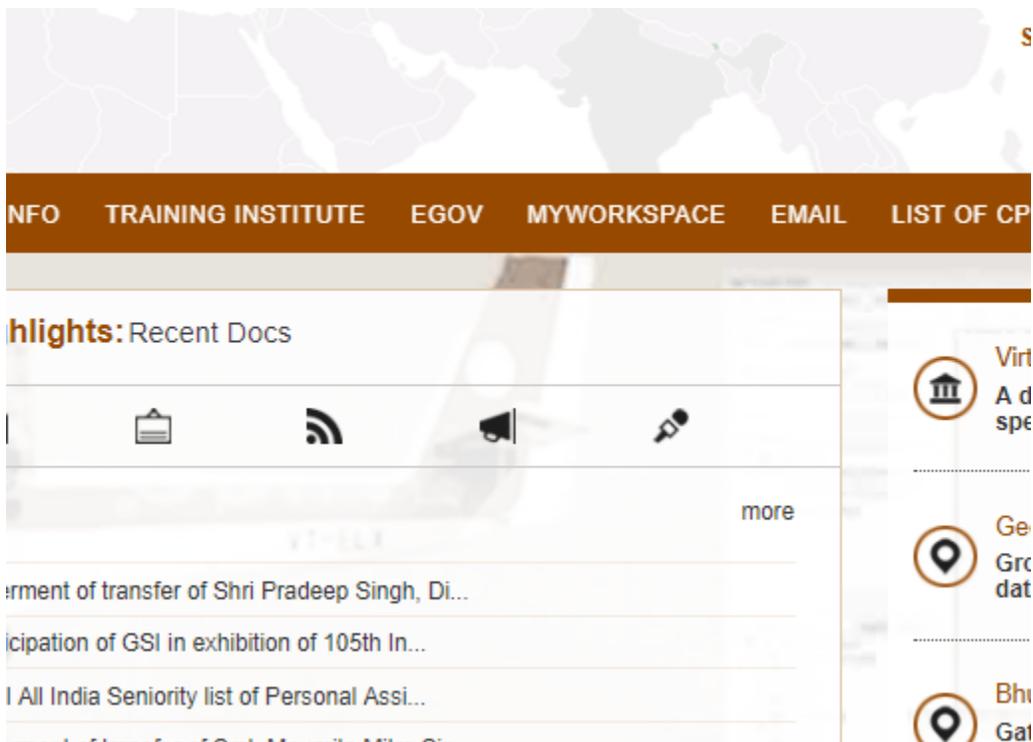
(Guideline for online submission of APAR)

LOGIN into the Portal (<https://www.gsi.gov.in>)

GO to HOME



Click On EGOV



CLICK ON HRMS

HRMS	
Leave	Pending for Approval
Transfer	Pending for Approval
Promotion	Pending for Approval

**Important Instructions:** Kindly read the following carefully before submitting the APAR Form to avoid any *inconvenience* or *error* in submission:

**[1. Access the 'Appraisal' Link in HRMS](#)**

HRMS-Appraisal-Submit APAR

Click On 'Submit APAR' link.

The screenshot shows the HRMS portal interface. At the top, there is a navigation bar with links: HOME, HRMS, IFMS, MM & e-PROCUREMENT, Payroll, and Claim. On the left side, there is a sidebar menu with the following items: Appraisal (with sub-links: Search, Self Apar Form, Self Appraisal Report, Submit APAR, TaskList), Basic Info of Employee, Career Development, Deputation, Despatch, IPR, Lokayukta, Monthly Diary, Promotion, Separation, and Service Book. The main content area is titled 'Appraisal Search' and contains a table of appraisal requests.

Sl.No	Employee ID	Employee Name	Employee Designation	Reporting Authority Name	Reporting Authority Designation	Reviewing Authority Name	Reviewing Authority Designation	From Date	To Date
1	116975	Shri.SANJEEB BHATTACHARYA	Senior Geologist	Shri.GAUTAM SAHA	Director	Smt.SANJUKTA SAHOO	Deputy Director General	01/04/2017	31/03/2018

From this year, Employee's Designation, Reporting Officer's Name and Designation and Reviewing Officer's Designation will be displayed along with the **Period (from date and to date)** on clicking on the 'Submit APAR'.

Employees need to check their Reporting Hierarchy here. If they find any discrepancy here, they need to contact the nodal officers of their respective APAR cell.

Suppose on clicking the 'Submit APAR' link, no data is getting displayed then the employee need to contact the nodal officers of their respective APAR cell.

If an employee's Reporting Period is less than 3 months, then a message will be displayed against the same row. Employee need not have to fill APAR for the same period.

## [2. Appraisal: Fill individual Self Assessment Form.](#)

Annual Performance Assessment Forms X

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Reporting Authority Name  Designation

Reviewing Authority Name  Designation

SELF ASSESSMENT

A brief statement of the work handled by the Official during the year/period under report.

Report for the year/period ending: Period From  Period To

(To be filled in by the officer reported upon)

1. Nature of assignment

Description	CHQ/ Region *	Mission *	Division *
A. Broad Activity Field			
Project implementation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Execution [field/lab/training]	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Nature of activity			
Mainly field based	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mainly Laboratory based	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mainly Headquarters based scientific work (Tech. Co-ordination, Tech. Administrative, Publication, Geodata, Map & Cartography, Mineral information etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mainly Technical Management	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note: Please fill the mandatory fields with any value and Save the form if you don't want to submit your form in one go.**

The above form will open based on the Designations and Stream of an individual employee. If there is any discrepancy in the form that you are viewing, please contact **OCBIS Helpdesk**.

***Important: For employees who are also Reporting Officer of other employees, checking the list of subordinate employees is essential. This list is auto-populated and can be seen within the self-assessment form itself.***

If the list is not fully correct, contact Helpdesk for rectification.

**DO NOT SUBMIT Self-Assessment Form till rectification is completed.**

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**Contact Helpdesk before submission- [IP Phone:10013/10014,  
email:ocbis.helpdesk@gsi.gov.in] Strictly follow the instruction of the helpdesk.**

### 3. Reporting Authority Remarks

On submitting the form it will come in the Tasklist of Appraisal of the Reporting Authority. Below is the form:

1a. LENGTH OF SERVICE UNDER THE REPORTING OFFICER: (In Month)		<input type="text"/>	
1b. REMARKS OF THE REPORTING OFFICER ON PERFORMANCE:			
i.	Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as reported by the officer reported upon in Part-II. If not, please furnish factual details. *	<input type="text"/>	
ii.	Please comment on the claim (if made) of outstanding contribution by the officer reported upon in 2f of Part-II *	<input type="text"/>	
iii.	Has the officer reported upon met with any failures in respect of his work? If yes, please furnish factual details. *	<input type="text"/>	
iv.	The ability of officer to properly scrutinize Reports, both in content and time, your comments: *	<input type="text"/>	
v.	Do you agree with the skill up-gradation needs as identified by the officer? *	<input type="text"/>	
2.0 Performance & General Appraisal			
#2.1 Performance Appraisal [Scientific & Technical output]			
[The weightage of this section (i.e. 2.1) will be 40%.]			
Performance & General Appraisal	Scientific & Technical ability	Grading	Score by Reporting Officer
A	B	C	D
2.1.1	Accomplishment of planned work	On Scale of 1 to 10	<input type="text"/>
2.1.2	Quality of output	On Scale of 1 to 10	<input type="text"/>
2.1.3	Fulfillment of scientific/technical and/or administrative objectives	On Scale of 1 to 10	<input type="text"/>
2.1.4	Promptness in submission of reports/ presentation of materials and adherence to time schedule	On Scale of 1 to 10	<input type="text"/>
III.2.1	[2.1.1 + 2.1.2 + 2.1.3 + 2.1.4 / 4]	On Scale of 1 to 10	<input type="text"/>
3.0 Assessment of Personal Attributes (on a scale of 1 to 10)			
[The weightage of this section (i.e. 3.1, 3.2, 3.3, 3.4 & 3.5) will be 30%].			
3.1 Intellect:			

#### 4. Reviewing Authority Remarks

On Submitting the form by the Reporting Authority, it will come into the Tasklist of the Reviewing Authority.

Annual Performance Assessment Forms X Reporting Authority Remarks X Reviewing Authority Remarks X

4 PART IV REMARKS OF THE REVIEWING AUTHORITY \*All fields are mandatory

1- Length of service under the Reviewing Officer\*  Month

2- Is the Reviewing Authority satisfied that the reporting has been made with due care and attention?

3a. Do you agree with the remarks of the Reporting Officer with respect to the work output and the various attributes of the Officer reported upon in [Part-III, 1B]. If not, indicate the extent of disagreement. If you wish to add anything specific with regard to the work and conduct of the Officer over and above the remarks of the Reporting Officer, please mention\*

3b. Did the reported officer effectively presented material and facts succinctly during Review meetings, your observations and comments\*

3c. Has the Reporting Officer visited regularly field/labs for supervision and maintained proper dossiers, your comments [this will have bearing on the assessment made by Reporting Officer]\*

4 Please record a pen-picture of the appraisal in about 4000 words\*

5 General remarks about the strength and shortcomings, attitude and potential, training need of the officer reported upon\*

NxoROkvNikvKPBboUsuNKOmek...

- Next it will go to the Section-In-Charge of APAR cell. He / she will send the communication to employee for Agreement / Disagreement.
- Employee will Agree / Disagree the same. On agreement, the APAR goes back to the APAR Cell and the process ends.

Employee can download the form once his/her APAR is Submitted.

Go to Search and click on the Reference No.

Employee can download the Report by clicking on the '**Annual Performance and Assessment Report**' under Reports Column.

Appraisal X

Search

From Date  To Date

Search

My APAR

Reference No.	APAR Year	Period or ACR's / APR's	Submitted On	Status	Reports
APAR/TS/2017-18/1482	2018	01.04.2017 to 31.03.2018	28/03/2018	Pending with Reviewing Authority	Annual Performance Assessment Report

Employee can also check the name of the employee with whom his/her APAR is pending by clicking on the [link](#) below the 'Status' column. with APAR search screen