



सत्यमेव जयते

**Directorate General of Income Tax  
(Human Resource Development)  
Central Board of Direct Taxes  
Department of Revenue, Ministry of Finance  
Government of India**

आयकर महानिदेशालय  
(मानव संसाधन विकास)  
केंद्रीय प्रत्यक्ष कर बोर्ड  
राजस्व विभाग, वित्त मंत्रालय  
भारत सरकार

F.No HRD/PM/410/2/2016-17/ 4575

Dated: 01<sup>st</sup> Sept., 2016

To,

All the Principal Chief Commissioners of Income-Tax (CCA)/  
Principal Director General of Income Tax (of Attached Directorates)

**Sub: Online Submission of APAR by Group 'B' Income Tax Officers only through 'APAR Management Module of HRMS' from 01.09.2016 onwards -Reg.**

Madam /Sir,

Kindly refer to the above subject.

2. Online submission of APAR i.e. APAR Management Module in HRMS for Group 'B' Income Tax Officers will be functional from 01.09.2016. In order to use the APAR Management Module for online submission of APARs the following instructions are being enclosed:

- i. ITBA HRMS login Instructions (Pages 1-12);
- ii. Instructions regarding process of APARs for Group 'B' Income Tax Officers (Pages 1-14).

3. From 01.09.2016 APARs of Group 'B' Income Tax Officers should exclusively be submitted online in HRMS. It may also kindly be noted that since the facility of Digital Signature is not available at present, one print out of APAR taken from the system should be signed and placed on record for DPC purposes. After introduction of Digital Signature, this will not be required.

4. The above may be brought to the notice of all Group 'B' Income Tax Officers working in the respective charges of each CCA/ Principal Director General of Income Tax of attached Directorates.

5. This issues with the approval of Pr.DGIT (HRD).

Yours faithfully,

Encl: As Above

*B K Singh*  
(B. K. Singh)

Additional Director General – 3  
Directorate General of Income Tax [HRD]  
Central Board of Direct Taxes

**Copy to:** The Web Manager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) with the request to upload it to on the website.

## ITBA HRMS Login Instructions

ITBA can be accessed from all the computers that are connected to TAXNET (Local Area Network of Income Tax). The URL for ITBA is "<https://itba.incometax.gov.in>".

In order to access ITBA, each user must have an employee ID in addition to the following:

1. RSA token
2. Name Based official Email ID
3. Tarang Mobile Number

However, in order to access ESS (Employee Self Service) screens, user does not need an RSA token. The steps to access ESS functionality are described in process 1 while the steps to access ITBA with RSA token are described in process 2

### NOTE:

- If a user does not have a name based official email ID, then he/she should request RCC admin to create a name based official ID on his/her behalf.
- User will be communicated his/her name based email ID and password on his/her Tarang mobile number
- The user should also request the CIT CO/RCC Admin to tag the user to his/her new Post in HRMS so that the appropriate access is provisioned in ITBA.
- User must provide the following details in order to create a name based official email ID:
  - Name
  - Designation
  - Employee ID
  - Tarang Mobile Number

### Steps to reset password of name based email ID

1. The user should request RCC admin to reset the password intimating his name, employee ID, designation and tarang mobile number.
2. Once the RCC admin submits the request to reset password, the new password will be sent to user's tarang mobile number within 15 minutes
3. Now, the user can access his/her email (<http://webmail.incometax.gov.in>) using the password sent to his/her tarang mobile number

## Process1: Access HRMS ESS (Employee Self Service) without RSA Token

To access HRMS as part of Employee Self Service, user does not need RSA token.

1. Go to <https://itba.incometax.gov.in>

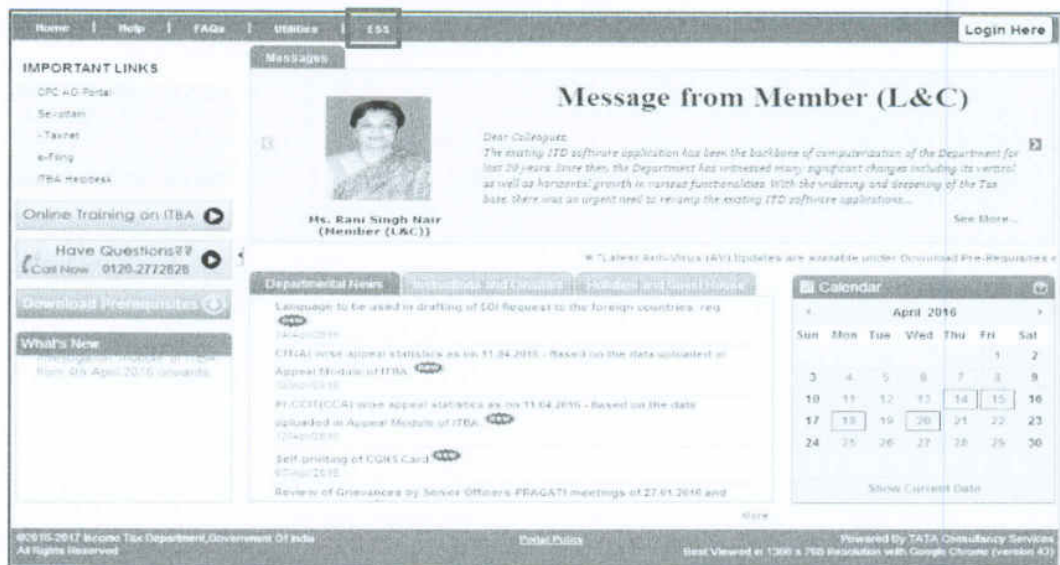


Figure 1: ITBA Pre-login Page

2. Click on ESS. The login page would be displayed in which user needs to enter user name and password
  - a. **User ID:** U followed by employee ID (if employee ID is 100015, user ID will be U100015)
  - b. **Password:** Password to login to ITBA as communicated to user's name based official email ID. If you do not remember the password, click on "forgot password" (refer steps to reset password for accessing ITBA)
  - c. **Captcha:** Enter the letters displayed in Captcha



Figure 2: ESS Login Screen (without RSA token)



After logging in through the above screen, HRMS home page will be displayed to the user as shown below

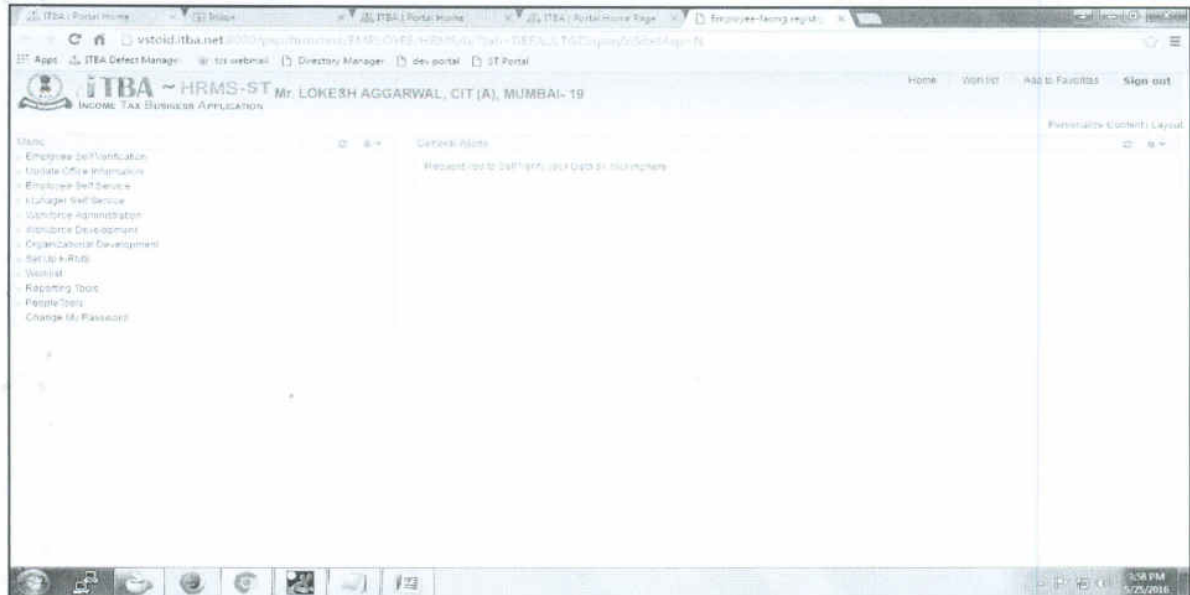
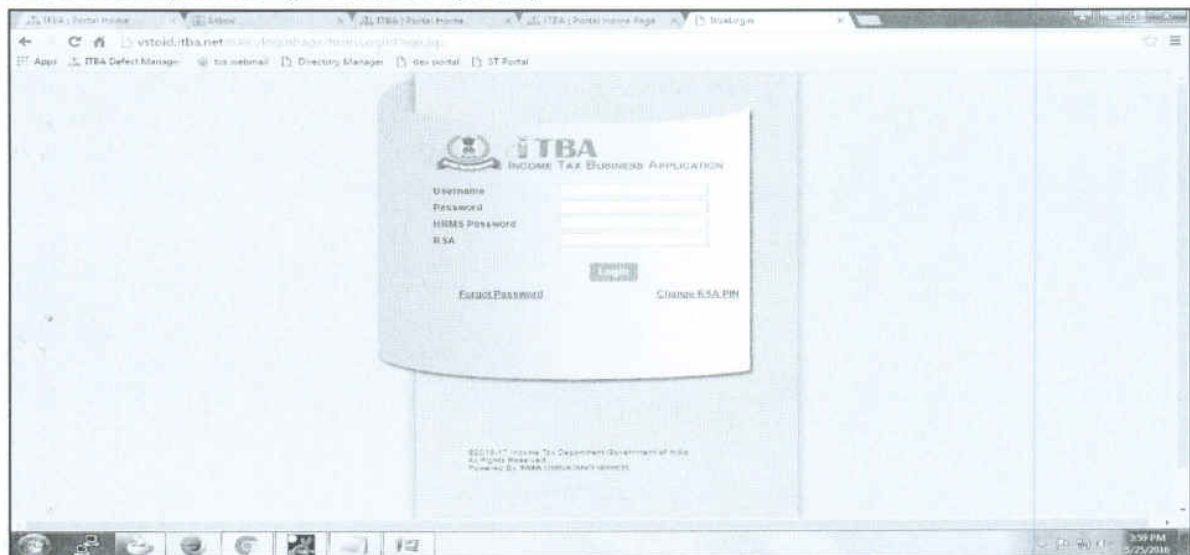


Figure 3: HRMS Home Page

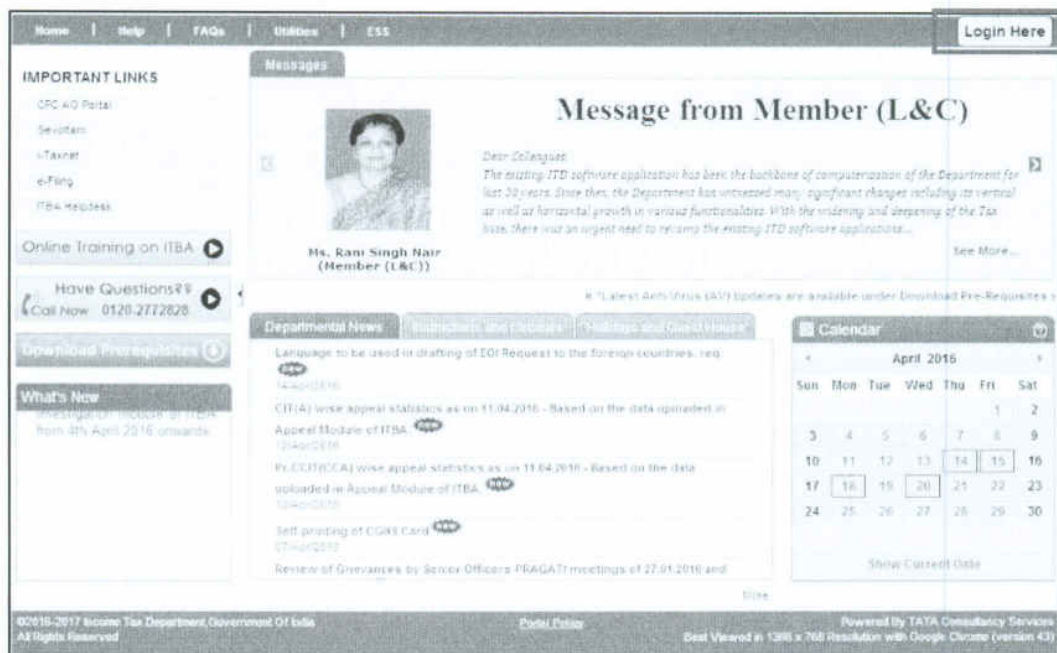
In HRMS home page, user will be able to access Employee Self Service only. If user clicks on any other link, the following page will be displayed asking the user to enter HRMS password (for step up authentication) and RSA (pin followed by code)



HRMS password can only be set/reset when the user logs into the ITBA portal using RSA token which is explained below. If the user has already set HRMS password, he/she can enter the Username, ITBA password, HRMS password and RSA to log in and access all the Step Up authenticated data.

### **Process 2: Access ITBA HRMS with RSA Token**

1. Go to <https://itba.incometax.gov.in>
2. Click Login Here

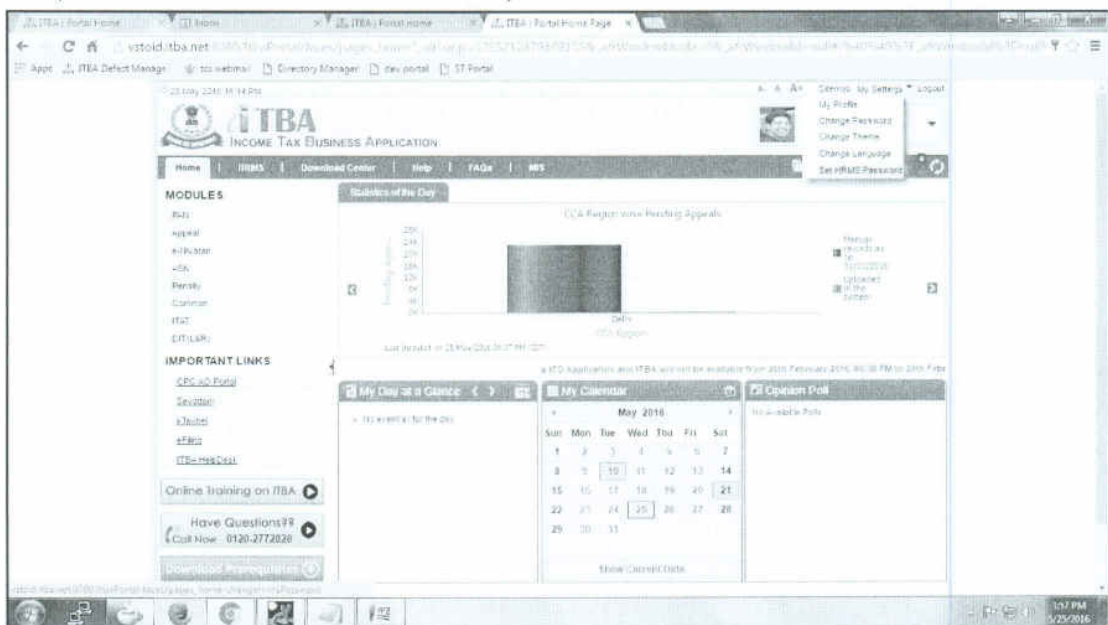


3. On the login screen enter
  - a. **User ID:** U followed by employee ID. For instance, if employee ID is 100015, user ID will be U100015
  - b. **Password:** Password to login to ITBA as communicated to user's name based official email ID. If you do not remember the password, click on "forgot password" ([refer steps to reset password for accessing ITBA](#))
  - c. **RSA:** User has to enter the 4 digit PIN in the field marked RSA (shared with each user at the time of issue of RSA token) followed by the 6 digits token code appearing on the RSA token

4. Click "login". The user has now accessed ITBA Homepage and will be able to work on the different modules of ITBA by clicking on relevant links displayed on the homepage



5. Click Set HRMS password to set/reset the HRMS password for accessing step up authenticated data( all the screens in HRMS other than ESS)



6. The following screen will be displayed showing the user Login(U followed by Employee ID) and Email ID (name based official Email ID).

7. User needs to click Generate OTP. The OTP will be sent to the name based official Email ID of the user.

Click Here to access ITBA Email'. Below this message are input fields for 'OTP', 'New Password', and 'Confirm Password', followed by a 'Submit' button. The 'Password Policy' section remains on the right. The page header and footer are consistent with the previous screenshot."/>

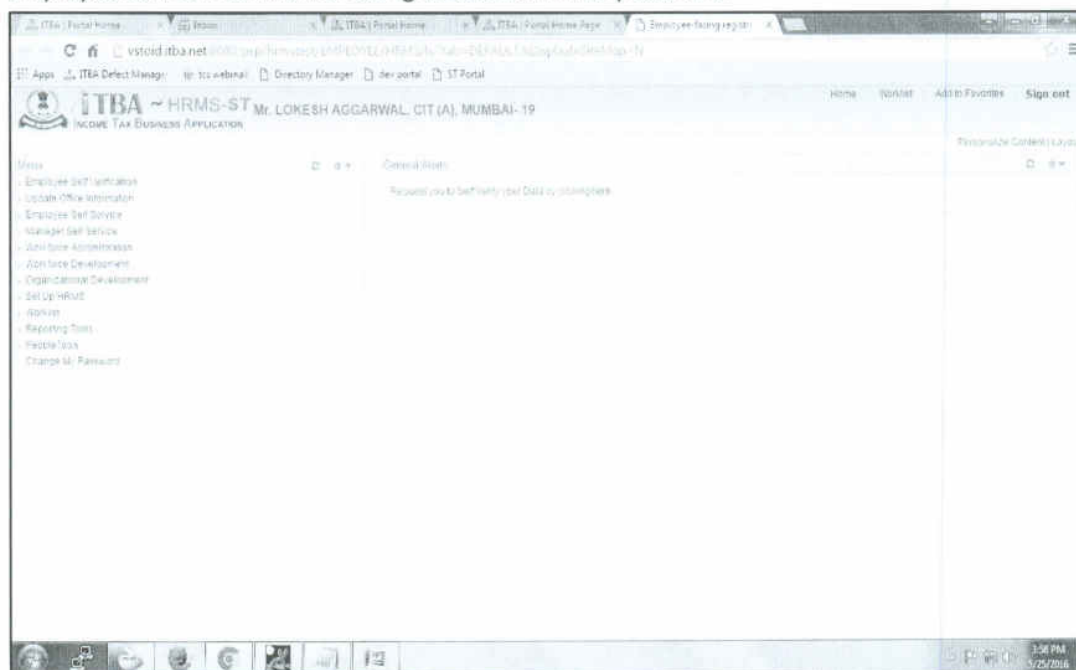
Enter the OTP followed by the new HRMS password and click "submit". This will be the HRMS password to access step-up authenticated data (data other than ESS data) of HRMS.



8. Once the HRMS password is set , click HRMS on the ITBA portal post login page



The HRMS homepage will be displayed as shown below. In the below screen user can access Employee Self Service without using additional HRMS password.





If user clicks on any other link, the following page will be displayed asking the user to enter HRMS password (for step up authentication) and RSA (pin followed by code)

The screenshot shows a web browser window displaying the ITBA Income Tax Business Application login page. The page has a light blue background with a central white login form. The form contains the following elements:

- ITBA INCOME TAX BUSINESS APPLICATION** header with the ITBA logo.
- Four input fields labeled: **Username**, **Password**, **HRMS Password**, and **RSA**.
- Two links below the fields: **[Forgot Password](#)** and **[Change RSA PIN](#)**.
- A footer at the bottom of the page: **©2015-17 Income Tax Department Government of India** and **Powered By: TBA CONSULTANCY SERVICES**.

The browser's address bar shows the URL [stoid.itba.net:8080/itba/People/PeopleLoginPage.jsp](http://stoid.itba.net:8080/itba/People/PeopleLoginPage.jsp). The taskbar at the bottom of the screen shows various application icons and the system clock indicating 3:59 PM on 5/25/2016.

### Steps to reset password for accessing ITBA

1. On the ITBA login page, click on **"forgot password"**
2. A new screen is displayed where the user should enter his/her user ID.
3. Click on Submit button. A screen with message "A password has been sent to your email ID <abc@incometax.gov.in>" will be displayed.
4. Click on the link "click here to access ITBA Mail". The user will be redirected to name based official email ID page where user can login to his/her email. The temporary password will be sent to this name based official email ID.
5. The user shall enter the temporary password sent to his/her email ID to login to ITBA. The following screen will be displayed in which user needs to set his/her permanent password for accessing ITBA

1. Field marked with asterisk (\*) are mandatory.  
2. In case prompted, Do NOT click on "Prevent this page from creating additional dialogs."

#### Change Password

Current Password\*

New Password\*

Confirm New Password\*

Email\*

Mobile No.\*

#### Password Policy:



1. Password must not be longer than 15 character(s) and must be at least 8 character(s) long.
2. Password must contain at least 1 numeric character(s) and atleast one special Characters.
3. Password must not be one of 5 previous passwords.
4. Password must start from Alphabet.
5. Special Characters allowed are @, \_ \$!

6. Enter temporary password in the current password field
7. Enter the new password and confirm password (should be according to password policy mentioned in above screen).
8. Click Generate Activation Code.

9. The activation code will be sent to name based official email ID of the user. Enter the activation code in the below screen (screen)

1. Field marked with asterisk (\*) are mandatory.  
 2. In case prompted, Do NOT click on "Prevent this page from creating additional dialogs."

### Change Password

Current Password*	<input type="password"/>	
New Password*	<input type="password"/>	
Confirm New Password*	<input type="password"/>	
Email*	<input type="text" value="prakash@nptel.ac.in"/>	 nptel.ac.in
Mobile No.*	<input type="text" value="9898023995"/>	

**Generate Activation Code**

Activation Code generated and Sent to Email ID: [Click Here to access ITBA Exam](#)

Activation Code\*

**Password Policy:**

1. Password must not be longer than 15 character(s) and must be at least 8 character(s) long.
2. Password must contain at least 1 numeric character(s) and atleast one special Character(s).
3. Password must not be one of 3 previous passwords.
4. Password must start from Alphabet.
5. Special Characters allowed are ~!@\_\$.&

**NOTE:**

If the user does not remember the password for his/her name based official email ID, then password can be reset by the concerned RCC admin(refer steps to reset password of name based Email Id) .

## Steps to Create/Reset 4 Digit RSA PIN

### Case1:

**User has RSA token but has never used it and wants to create a new RSA PIN**

1. Click on **Change RSA PIN** on the ITBA portal login page
2. User will be redirected to **RSA Self Service console** screen
3. Enter your user ID in the field provided and click **OK**
4. Enter the **6 digit token code** displayed on RSA token and click **logon**(this token code will be refreshed after 60 seconds and new token code, also called next token code, needs to be entered in the step 5)
5. A new screen is displayed where user should enter **New PIN**, confirm the New PIN and enter **next token code**(next token code will be displayed on the RSA token after 60 seconds ) in respective fields.
6. Click on **Submit** button. User will be redirected to **My Account**screen in RSA Self Service Console. This confirms that the RSA PIN has been created and tagged to the RSAtoken.

### Case2:

**User remembers the RSA PIN and wants to change the RSA PIN**

1. Click on **Change RSA PIN** on the ITBA portal login page
2. User will be redirected to **RSA Self Service console** screen
3. Enter your user ID in the field provided and click **OK**
4. Enter your passcode which is your **4 digit PIN followed by 6 digit code** displayed on your RSA token
5. Click **logon**
6. User will be redirected to **My Account** screen in RSA Self Service Console.
7. Below the heading "**My Authenticators**", user needs to click on "Change PIN".
8. User will be redirected to **Change your PIN** page where user should enter his/her current PIN, New PIN and confirm the New PIN in respective fields
9. Click **Save**. User will be redirected to **My Account**Screen and a message " You have successfully changed your SecurID PIN" will be displayed



**Case3:****User forgot the RSA PIN and wants to reset the RSA PIN**

1. User should log a ticket on ITBA helpdesk or call ITBA helpdesk(0120 2772845)stating that his/her existing RSA PIN should be deleted from RSA database
2. Once the helpdesk confirms the deletion , the user can create a new PIN corresponding to his/her RSA token by following the below mentioned steps
3. Click on **Change RSA PIN** on the ITBA portal login page
4. User will be redirected to **RSA Self Service console** screen
5. Enter your user ID in the field provided and click **OK**
6. User will enter the **6 digit token code** displayed on RSA token and click "logon"
7. A new screen is displayed where user should enter New PIN, confirm the New PIN and enter next token code(next token code will be displayed on the RSA token after 60 seconds )
8. Click on **Submit** button. User will be redirected to My Account page in **RSA Self Service Console**. This confirms that the RSA PIN has been created and tagged to the RSA token.
9. The user shall enter the new RSA PIN along with 6 digit token code to login to ITBA from now on.

## Instructions to process APARs for Group B (ITO) Officers

### **Introduction:**

HRMS Annual Performance Appraisal (APAR) module is covered in the following instructions. APAR module will involve Self Appraisal, Reporting Officer Appraisal, Reviewing officer appraisal and Representation. The process of verification of Employee basic information is also covered in this process.

### Overview of processes Involved In APAR Module

1. Officer submits the Section 1- Employee basic information for verification to DDO.
2. DDO verifies the information submitted by employee.
3. Officer initiates APAR/ NRC as required.
4. Officer enters Self Appraisal (Section II)
5. Reporting officer enters Appraisal (Section III)
6. Reviewing Officer submits review (Section IV)
7. Custodian screen for viewing APARs and communication to officer
8. Representation process for Officer
9. Representation process for Custodian

### Process 1: Employee Basic Information - Request for verification

#### Navigation

Main Menu → Main Menu > Performance Management (APAR) > Employee Basic Information > Add a New Value

In the Employee basic information screen the user will select financial year for which the request is to be raised.



**Employee Basic Information**

Employee ID:

Financial Year:  🔍

**Figure 1: Employee Basic Information verification request initiation page**

Fields:

**Employee ID:** Prepopulated for employee logged in.

**Financial Year:** Look up to select the Reporting year for which the request is being raised.

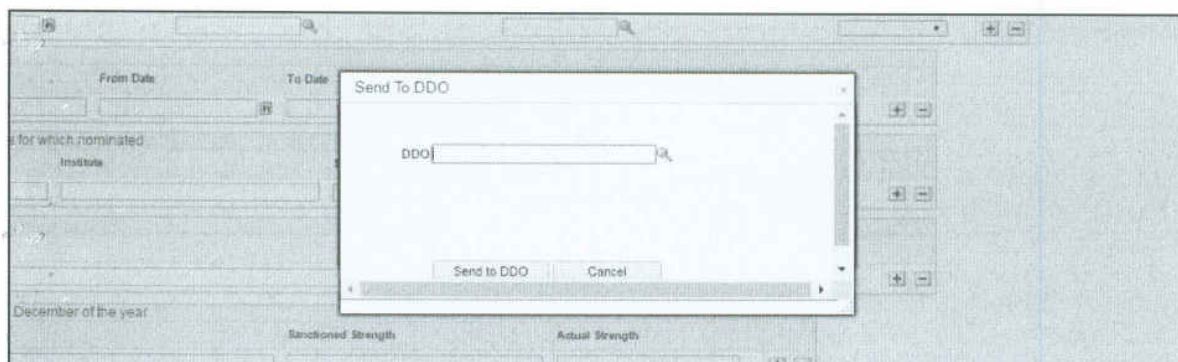
On click of the **Add** button the page as per Figure 2 will open.

Figure 1: Section I Employee Basic Information

Figure 3: Section I – Employee Basic Information Contd.

Officer should enter the information in the fields displayed on the screen. Reporting and Reviewing section should be filled for all relevant periods during the financial year. Officer can save the form and

come back at a later date or time to complete the form. The officer to click on Submit button for DDO verification.



**Figure 4: Section I – Employee Basic Information Contd.**

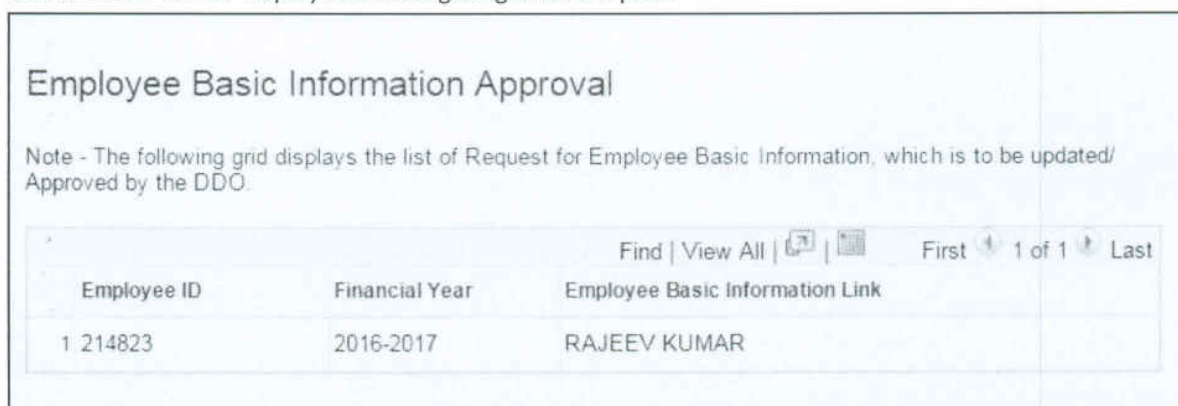
A dialogue box as shown in Figure 4 will appear on screen. The officer should select the relevant DDO name from the look lookup provided. On click of Send to DDO button the information will be passed to selected DDO for verification. After DDO verification officer will be able to initiate APARs for the periods mentioned in Employee Basic Information.

#### **Process 2:Employee Basic Information – DDO Verification**

##### **Navigation**

Main Menu > Workforce Development >Performance Management > Performance Documents >Employee Basic Info Approval

Below screen will be displayed on navigating to above path.



**Figure 5: Officer Extension Request Search page**



**Process 3: Initiate APAR / NRC****Navigation**

Main Menu > Performance Management (APAR) > Initiate APAR > Initiate a New APAR

Below screen will be displayed to user when above mentioned navigation is clicked.

**Figure 6: Initiate APAR : Search screen**

On selection of Financial Year (Reporting Period) and click of ADD button screen on Figure 7 will be appear.

Period Begin Date	Period End Date	Number of Days	Whether APAR is Required?	Whether NRC is Required?	*APAR Part	Form Type	Document Number	NRC ID
1.01.04.2015	26.07.2015	117	<input type="checkbox"/>	<input type="checkbox"/>	Part-I	Form 2 - JCIT/ADOL and Equivalent	1096	
2.27.07.2015	31.12.2015	158	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Part-II			
3.01.01.2016	31.03.2016	91	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part-III			7

**Figure 7: Initiate APAR screen : Period Details**

Officer can view the General Guidelines for respective APARs by clicking on hyperlinks "General Guidelines for filling up the PAR Form No. 1, 2, 3, and 4". A pdf document will open on new Tab.

On the same screen the officer should select appropriate check box under column "Whether APAR is required" or Whether NRC is Required".

If the user checks the APAR is required column then Form type column will become editable and the user can select appropriate form from the list provided.

The user should subsequently click on "Review Officer details" tab. On click the screen as per Figure 8 will be made available.

Number of Days	Whether APAR is Required?	Whether NRC is Required?	Reviewing Officer Name	Reviewing Officer Designation	Comments (in not more than 254 characters)	Document	Status
117	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMANINDER DHINDSA	PR DIGIT HRD		Generate Document	
158	<input type="checkbox"/>	<input type="checkbox"/>	AMANINDER DHINDSA	PR DIGIT HRD			
91	<input type="checkbox"/>	<input type="checkbox"/>					

**Figure 8: Initiate APAR screen : Reviewing officer Details – Generate Document**

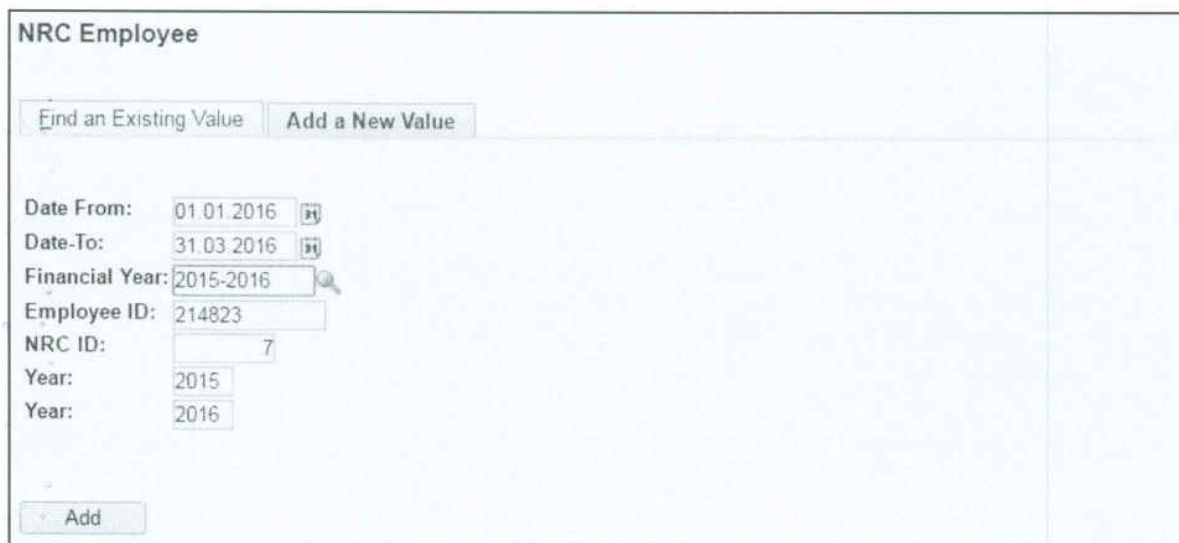
User should click on "Generate Document" hyperlink to create a new document for the period. Once APAR document is created the hyperlink will change to "Document Generated". On click of the "Document Generated" hyperlink a new page will open for user to fill self appraisal.

Period Begin-Date	Period End-Date	Number of Days	Whether APAR is Required?	Whether NRC is Required?	Reviewing Officer Name	Reviewing Officer Designation	Comments (in not more than 254 characters)	Document
1-01-04-2015	26-07-2015	117	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMANINDER DHINDSA	PR DIGIT HRD		Document Generated
2-27-07-2015	31-12-2015	158	<input type="checkbox"/>	<input type="checkbox"/>	AMANINDER DHINDSA	PR DIGIT HRD		
3-01-01-2016	31-03-2016	91	<input type="checkbox"/>	<input checked="" type="checkbox"/>				NRC

**Figure 9: Initiate APAR screen : Reviewing officer Details – Document Generated**

In case an period is selected as NRC ( check NRC column) after click of "Generate Document" the hyperlink will be replaced with "NRC". This is shown in Figure 9 above.

:



**NRC Employee**

Find an Existing Value    Add a New Value

Date From: 01.01.2016

Date-To: 31.03.2016

Financial Year: 2015-2016

Employee ID: 214823

NRC ID: 7

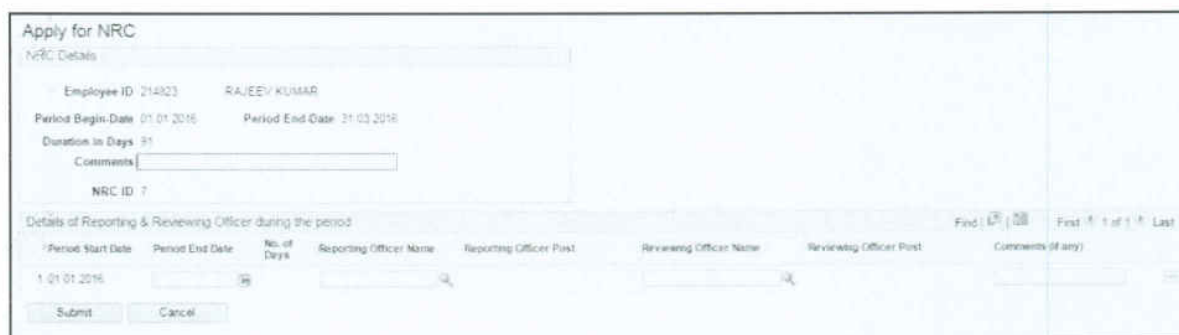
Year: 2015

Year: 2016

Add

Figure 10: NRC creation screen

On click of NRC hyperlink in Figure 9 a page as per Figure 10 will open for employee fill NRC details. On click Add button the page as per Figure 11 will open.



**Apply for NRC**

NRC Details

Employee ID: 214823    RAJEEV KUMAR

Period Begin Date: 01.01.2016    Period End Date: 31.03.2016

Duration in Days: 91

Comments:

NRC ID: 7

Details of Reporting & Reviewing Officer during the period

Period Start Date	Period End Date	No. of Days	Reporting Officer Name	Reporting Officer Post	Reviewing Officer Name	Reviewing Officer Post	Comments (if any)
1.01.01.2016							

Submit    Cancel

Find    First 1 of 1 Last

Figure 11: NRC details page

The officer will submit the NRC form as per Figure 11 after filling the required details. This will then go in the queue of PCCIT office for approval and processing through to Custodian.

#### Process 4: Self Appraisal – Section II

##### Navigation

Main Menu → Performance Management (APAR) → My APAR Documents → Current Documents

The officer will have navigate to Currents documents as per path above. On click the employee will be able to view all initiated APARs. The officer can also reach APAR from Initiate APAR page as explained in section 2.3.

Current Performance Documents						
ANITA KUMARI						
Listed below are your current performance documents.						
Performance Documents						
Employee ID	Document Type	Doc ID	Document Status	Period Begin	Period End	Manager
110028	APAR ACIT	1101	Evaluation in Progress	01.10.2015	31.12.2015	ANURAG SHARMA
110028	DC/DD/ACIT/ADIT - FORM 1	1060	Evaluation in Progress	01.07.2015	30.09.2015	ANURAG SHARMA
110028	DC/DD/ACIT/ADIT - FORM 1	1059	Evaluation in Progress	01.04.2015	30.06.2015	ANURAG SHARMA

Figure 12: Self Appraisal

On click of the hyperlink in Document type column the self appraisal form will open as per Figure 13.

Performance Process		APAR ACIT/ADIT	
Steps and Tasks		Self-Evaluation - Completed	
ANITA KUMARI		ANITA KUMARI	
APAR ACIT		Designation: DC/DD/ADIT (HRD) - I DEL	
01.10.2015 - 31.12.2015		Document Type: APAR ACIT	
<ul style="list-style-type: none"> <li>Reporting Officer Evaluation Due Date: 12.01.2016</li> <li>Complete Self Evaluation Due Date: 10.01.2016</li> <li>View</li> <li>Reviewing Officer Evaluation Due Date: 05.01.2016</li> </ul>		Reviewing Officer: ANURAG SHARMA Reporting Officer: RAJEEV KUMAR Period: 01.10.2015 - 31.12.2015 Due Date: 10.01.2016	
		Status: Completed	
Employee Data		Employee ID: 110028 ANITA KUMARI	
The document status is Completed		Section I - Basic Information	
<ul style="list-style-type: none"> <li>Expand All</li> <li>Collapse All</li> </ul>		Brief Description Of Duties Details of assessment work Details of Quarterly disposal of cases Top 10 additions in descending order	

Figure 13: Self Appraisal – Section II

The officer should fill the form as per directions on the form. The officer can save the form at any stage and comeback and fill rest of the form. Once the officer has filled all sections the officer should click on save and then click on Complete button. The form will then be submitted to Reporting officer for Appraisal.

Appraisee can click on Print button to view form in published hardcopy format. The officer will have to print and submit signed copy of the form to Reporting officer. This process will be discontinued once the digital signatures are implemented.



**Process 5: Appraisal – Section III****Navigation**

Main Menu → Manager Self Service → Performance Management (APAR) → APAR for Reporting Manager → Pending Evaluation Requests

To view the pending evaluation requests the Reporting officer will navigate to above path. The screen Figure 14 will be displayed on click of Pending Evaluation request.

**Pending Evaluation Requests**

Name	Document Type	Due Date
<input type="checkbox"/> BIJAYANANDA PRUSETH	APAR - CCIT/DGIT	16.08.2015

Select All      Deselect All

**Figure 14: Appraisal – Pending Evaluation Requests**

The reporting officer will check the APAR to be evaluated and click on accept button. The Reporting officer can decline to appraise by click on decline button. On click of accept button the screen as per Figure 15.

**My Current Evaluations for Others**

🔔 You have successfully accepted the selected evaluations.

Employee	Document Type	Status	Period Begin	Period End
BIJAYANANDA PRUSETH	APAR - CCIT/DGIT	Not Started	01.04.2015	01.08.2015

**Figure 15: Appraisal – Current evaluation**

The Reporting Officer can click on Employee hyperlink to view the Appraisal form as per Figure 16.

APAR - CCIT/DGIT  
Reporting Officer Evaluation

Designation: PR CIT/CIT DELHI-10  
Document Type: APAR - CCIT/DGIT  
Document ID: 1112  
Status: Evaluation in Progress  
Officer: AMARENDRA TEWARY

Reviewing Officer: BAL MISRA  
Reporting Officer: AMARENDRA TEWARY  
Period: 01.04.2015 - 01.06.2015  
Due Date: 15.06.2015  
Role: Reporting Officer

Print

Employee Data

Employee ID: 105533  
BIJAYANANDA PRUSETH  
Section I - Basic Information

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Calculate Rating

Employee Self-Evaluation Document

Expand All / Collapse All

(This assessment should rate the officer vis-à-vis his peers engaged in similar positions and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade.) Any overwriting or correction has to be authenticated by the reporting officer in the margin with full signature.

Assessment of Planned Work and Targets\*

Assessment of Attributes

**Figure 16: Appraisal – Section III**

The reporting officer will fill form as per instruction on screen. The Reporting officer can view Section I and Section II by clicking on Section I – Basic Information and Employee Self Evaluation Document hyperlink respectively.

The officer can save the form and come back to fill the form at later date. The officer can click on Calculate Rating button to view sectional at overall grades at any time during the process. Officer can click on print button to view the form in standard pdf format with filled data on online form. The officer should click on Save before click on Complete button. The document will be submitted to Reviewing officer online.

The Reporting officer should print completed document and submit signed copy along with signed section I and II received from Appraisee to the Reviewing officer. This is required till Digital signatures are incorporated in the process.

#### **Process 6: Review – Section IV**

##### **Navigation:**

Main Menu → Manager Self Service → Performance Management (APAR) → APAR for Reviewing Manager → APAR Documents To Review

To view the pending Review requests the Reviewing officer should navigate to path above. On the resulting page (Figure 17) officer should select the Officer to be reviewed by clicking the Appraisee hyperlink.

Current Performance Documents						
Listed below are the current performance documents for which you are the Manager						
Filter Criteria						
Performance Documents						
Employee ID	Employee	Doc ID	Document Type	Document Status	Period Begin	Period End
105533	BIJAYANANDA PRUSETH	1112	APAR - CCIT/DGIT	Evaluation in Progress	01.04.2015	01.06.2015
105533	BIJAYANANDA PRUSETH	1068	APAR C/DIT	Evaluation in Progress	01.04.2015	31.07.2015

Figure 17: Review – Current Documents for Review

The Reviewing officer will be presented with screen as per Figure 18. Officer can view the Section I by clicking on the hyperlink. Officer can also view the Self Appraisal and Appraisal by clicking on the Review Self Evaluation and Reporting Officer Evaluation links.

Performance Process		APAR - CCIT/DGIT		Save	Complete
Steps and Tasks		Manager Evaluation - Update and Complete		Print	
BIJAYANANDA PRUSETH APAR - CCIT/DGIT 01.04.2015 - 01.06.2015 Reporting Officer Evaluation Due Date: 01.06.2015 Review Self Evaluation Due Date: 01.06.2015 Reviewing Officer Evaluation Due Date: 01.06.2015 Update and Complete		Designation: PR C/DIT DEHQ-10 Document Type: APAR - CCIT/DGIT Document ID: 1112 Status: Evaluation in Progress Reviewing Officer: BALUSRA Reporting Officer: ABHAYENDRA TEWARIY Period: 01.04.2015 - 01.06.2015 Due Date: 01.06.2015			
Employee Data		Employee ID: 105533      BIJAYANANDA PRUSETH      Section I - Basic Information Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button. Calculate Rating			
Expand All		Collapse All			
Do you agree with the Assessment					
Assessment of Planned Work and Targets					
Assessment of Attributes					
Reasons for disagreement with the reporting officer					
Overall Grade on a scale of 1-10					

Figure 18: Review – Section IV

If the officer selects 'Yes' in 'Do you agree with Assessment' subsection then officer can click Save and click Complete to end the process.

In case the officer selects 'No' he/she will have to complete the remaining sections. The officer can Save the partially completed form and come back to complete form later. The officer must Save the form before clicking the Complete button.

The reviewing officer should print the completed document and send the signed copy along with signed section I, II and III to the Custodian. This will be discontinued once digital signatures are implemented.

### Process 7: Custodian view and communicate APARs

The following screen will be used by Custodian to view and communicate APAR to officers.

#### Navigation:

Main Menu → Workforce Development → Performance Management → Performance Documents → Manage APAR/NRC Document

The custodian will view screen as per Figure 19 on navigating to path above.

**Manage APAR/NRC Document**

The following list displays the APAR / NRC of the Employee belongs to the Custodian, CGA Region.

Search Criteria

Employee ID:  Employee Name:

Reporting Officer EmpId:  Reporting Officer Name:

Reviewing Officer EmpId:  Reviewing Officer Name:

Period Begin Date:  Period End Date:

APAR/ NRC ID	Employee ID	Employee Name	APAR / NRC	Period Begin Date	Period End Date	Reporting Officer EmpId	Reporting Officer Name	Reviewing Officer EmpId	Reviewing Officer Name	Communicate to Employee
1 5	214022	RAJEEV KUMAR	NRC	01-06-2015	31-10-2015					<input type="button" value="Communicate to Employee"/>
2 1065	110008	ANITA KUMARI	APAR	01-04-2015	31-03-2016	214823	RAJEEV KUMAR	204363	ANURAG SHARMA	<input type="button" value="Communicated"/>
3 1089	105533	BJAYANANDA PRUSETH	APAR	01-06-2015	31-12-2015	107547	AMARENORA TEWARY	147416	SAL VESRA	<input type="button" value="Communicated"/>
4 1107	117059	SAJEEV SINGH	APAR	01-06-2015	30-06-2016	100848	GOPAL MUKHERJEE	137202	RANI NAIR	<input type="button" value="Communicate to Employee"/>
5 1308	117059	SAJEEV SINGH	APAR	01-07-2015	31-07-2016	100848	GOPAL MUKHERJEE	137202	RANI NAIR	<input type="button" value="Communicate to Employee"/>

Figure 19 : Handover Notesheet – Admin

Custodian can search for APAR by entering any or all of the Search criteria fields. The custodian can view any APAR by clicking the Employee name hyperlink. The page displayed on click of hyperlink is shown in Figure 20. The officer can Communicate to Employee by clicking button on each row. This process will be automated such that APAR will be communicated on completion of the Review.

### Process 8: Representation process for Officer

This following screen will be used by officer to represent against an communicated APAR. The communicated APAR can only be represented within 15 days.

#### Navigation:

Main Menu → Performance Management (APAR) → My Representations → APAR Representation

To represent an APAR the officer will reach screen as displayed in Figure 20 by navigating to above path. On click of Add button page on Figure 21 will be displayed to initiate the Representation process.

**APAR Representation**

Employee ID: 105533  
Request ID: NEW

Figure 20 : APAR Representation – Search Page



Representation APAR			
Request Details			
Request ID	NEW		
Employee Details			
Employee ID	105533	Name	BIJAYANANDA PRUSETH
Civil List No	88068		
Representation Details			
*Representation type	<input type="text"/>	*Financial Year	<input type="text"/>
*Period Begin Date	<input type="text"/>	Period End Date	Grade <input type="text"/> <a href="#">View APAR</a>
*Comments <input type="text"/>			
Attachment			
Attachment	Attachment Date Time	Find <input type="text"/> First 1 of 1 Last	
1 Add Attachment		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Figure 21: APAR representation

The officer can select Representation type of 'Adverse Remarks', or 'Overall Grading'. In addition to the comments the officer can add attachment to justify his/her representation.

On click of save button the APAR will be submitted to custodian for further processing.

#### **Process 9: Representation process for custodian**

The following screens will be used by Custodian to process representation.

##### **Navigation:**

Main Menu → Workforce Development → Performance Management → Performance Documents → Representation Request

The Custodian will reach page shown in Figure 22 on navigating to above path.

**Representation for APAR**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search Criteria

Request ID: begins with [ ]

Search Clear Basic Search Save Search Criteria

**Figure 22: Representation request - Search**

On selection of Representation request the officer will be able to view page as shown in Figure 23. The Custodian will be able view Employee APAR by clicking the hyperlink.

**APAR Representation**

**Request Details**

Request ID REQ00000003

**Employee Details**

Employee ID 105533 Name BIJAYANANDA PRUSETH  
Civil List No 88068 View Employee APAR

**Representation Details**

Representation type Overall Grading Financial Year 2015-2016  
Period Begin Date 01.08.2015 Period End Date 31.12.2015 Grade 9.43

**Custodian Comments**

**Attachment**

Attachment	Attachment Date Time	Comments
1 Add Attachment		

Find | First 1 of 1 Last

**Figure 23: Representation process**

The custodian will be able to record various stages of the offline process. On receipt of the decision the officer will be prompted to enter New Grade and upload the representation letter. This is shown in Figure 24.

Request History						Find <input type="text" value="12345"/>	First 1-5 of 5 Last
Employee ID	Employee Name	Post	Post Description	Status	Action Date/Time	Comments	
1 105533	BURKHANQA PRIYSETH	50000004	PR. CIT/CIT DELHI-10	Submitted	27.06.2016 11:43:31AM		OK
2 100088	VARSHA PATIL	11200030	DIT DELHI	Accepted	27.06.2016 11:44:15AM		
3 100019	CHANDER MUNJAL	11000013	Pr. DGT (L&R)	Initiated	27.06.2016 11:45:21AM		
4 100030	DIPTI MAVSEKAR	11800002	SENIOR AO	Forward to Competent Authority	27.06.2016 11:44:34AM		OK
5 100086	VARSHA PATIL	11200030	DIT DELHI	Decision - Competent Authority	27.06.2016 11:45:25AM		
Change / Update Employee APAR details							
✖ Change / Update Employee Grade				✖ Attach & Merge Representation letter with APAR			
✖ Letter Reference No. 12345				✖ New Representation Letter			
✖ New Grade 10.00							

Figure 24: Representation process continued