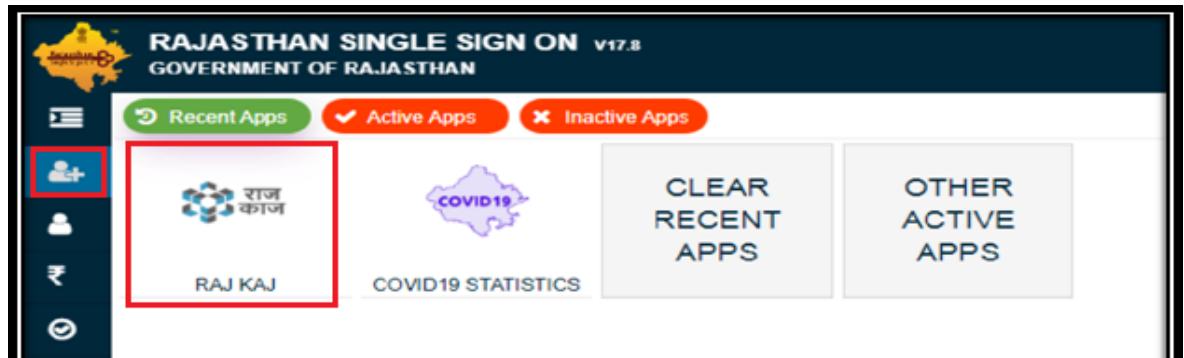


1. वार्षिक कार्य मूल्यांकन प्रतिवेदन (APAR/ACR)

1.1 परिचय (Introduction)

राजकाज एप्लीकेशन (इंटीग्रेटेड राजई-ऑफिस) एप्लीकेशन के वार्षिक कार्य मूल्यांकन मॉड्यूल का उद्देश्य राज्य सरकार के विभागों/संगठनों/सार्वजनिक उपक्रमों से संबंधित कर्मचारियों के लिए कार्य मूल्यांकन प्रक्रिया को ऑनलाईन (Online) करना है।



1.2 विशेषताएँ (Features)

S. No.	Present Manual Process - flow	Online RajKaj Process - flow
1.	प्रतिवेदित अधिकारी (Reportee) द्वारा वार्षिक कार्य मूल्यांकन प्रपत्र भरकर प्रतिवेदक अधिकारी (Reporting Officer) को प्रस्तुत किया जाता है।	SSO में Registered Mobile No. पर प्राप्त OTP सत्यापन पश्चात् प्रतिवेदित अधिकारी द्वारा वार्षिक कार्य मूल्यांकन प्रपत्र का अनुक्रम (Hierarchy) निर्धारण कर अपना वार्षिक कार्य मूल्यांकन प्रस्तुत किया जाता है।
2.	प्रतिवेदित (Reportee), प्रतिवेदक (Reporting), समीक्षक (Reviewing) व स्वीकार-कर्ता (Accepting) अधिकारियों को प्रस्तुत वार्षिक कार्य मूल्यांकन पूर्तिकर अपने से अगले अनुक्रम में स्वयं के हस्ताक्षर मय दिनांक अंकित कर प्रेषित की जाती है।	प्रतिवेदित (Reportee), प्रतिवेदक (Reporting), समीक्षक (Reviewing) व स्वीकार-कर्ता (Accepting) अधिकारियों को प्रस्तुत वार्षिक कार्य मूल्यांकन पूर्ति कर अपने से अगले अनुक्रम में ऑनलाईन ही प्रेषित की जाती है।
3.	ए.सी.आर. स्वीकृत होने के बाद ए.सी.आर. शाखा द्वारा प्रतिवेदित अधिकारी (Reportee) को अवलोकन के लिए बुलाया जाता है।	ए.सी.आर. स्वीकृत होने के बाद प्रतिवेदित अधिकारी द्वारा अवलोकन कर ए.सी.आर. शाखा को ऑनलाईन ही प्रेषित की जाती है।

1.3 ऑनलाईन एसीआर माड्यूल के उपयोग से पूर्व-अपेक्षाएँ (Pre-requisites)

- प्रतिवेदित अधिकारी (Reportee) की राजकाज एप्लीकेशन में पद एवं कार्यालय की सही मैपिंग होना आवश्यक है।
- प्रतिवेदक (Reporting), समीक्षक (Reviewing) एवं स्वीकारकर्ता (Accepting) अधिकारी राजकाज एप्लीकेशन से सही मेप होने चाहिए।
- प्रतिवेदित अधिकारी (Reportee) के ए.सी.आर. की प्रारम्भ और अन्तिम दिनांक के मध्य अन्तर 90 दिन से अधिक या बराबर होना चाहिए।

- ए.सी.आर. में प्रतिवेदित अधिकारी (Reportee) की जिस अवधि के लिए ए.सी.आर. भरी जानी है उस अवधि का पदस्थापन स्थान व पद होना चाहिए।

1.4 उपयोगकर्ता (Users)

- प्रतिवेदित अधिकारी (Reportee)
- प्रतिवेदक अधिकारी (Reporting Authority)
- जिला कलेक्टर (District Collector) (किसी भी विभाग में अधिकारियों द्वारा कम से कम 90 दिन जिला स्तरीय अधिकारी के रूप में कार्य करने पर प्रतिवेदक अधिकारी के मूल्यांकन के पश्चात जिला कलेक्टर की टिप्पणी लिए जाने का प्रावधान है)।
- समीक्षक अधिकारी (Reviewing Authority)
- स्वीकारकर्ता अधिकारी (Accepting Authority)
- मार्क टू ग्रुप (ए.सी.आर. शाखा के कार्मिक)

1.5 एसीआर शाखा द्वारा किये जाने वाले कार्य (Establishment Work)

- समस्त विभागों में एसीआर की प्रक्रिया ऑनलाईन शुरू हो चुकी है, सम्बन्धित विभाग (Department) के द्वारा एसीआर शाखा में नियुक्त किये गये केवल विभागीय कर्मचारी को ही एसीआर के प्रबन्धन के Rights दिये जाते हैं, यदि विभाग में पदस्थापित किसी अन्य विभाग के कर्मचारी को Rights दिये जाते हैं, तो वह कार्य नहीं कर पायेंगे।
- Manage Appraisal Hierarchy
- Manage PAR Pull File
- Track PAR-Establishment
- प्रतिवेदक (Reporting), समीक्षक (Reviewing) व स्वीकारकर्ता (Accepting) अधिकारी द्वारा प्रतिवेदित (Reportee) अधिकारी के एसीआर अनुक्रम के विवरण में कोई गलती होने के कारण Remarks लिखकर Return to Establishment किया जा सकता है। ऐसी स्थिति में वार्षिक कार्य मूल्यांकन की ऑनलाईन फाईल एसीआर शाखा के कर्मचारी की Group Worklist में दिखाई देगी।
[Path: Rajkaj>>Inbox>>PAR>>Group Worklist](#)

File Details [Vertical View] - [File No. PAR/IT & CD/2022-47284] [Subject: Performance Appraisal Report]

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

All fields marked with "*" are mandatory.

Part- 1

Reportee Details			
Name	Mr. Deepak Prajapati	Employee Id	RJJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Do you confirm your PAR period and hierarchy? * ☐ Yes ☒ No

[Return to Establishment](#)

- ए.सी.आर. अनुक्रम (Hierarchy) में यदि प्रतिवेदक (Reporting) या समीक्षक (Reviewing) या स्वीकारकर्ता (Accepting) अधिकारी की अनुपस्थिति (मृत्यु या सेवानिवृत्ति) के कारण उन्हें अनुक्रम (Hierarchy) से हटाना हो तो ए.सी.आर. शाखा के कर्मचारी द्वारा Manage PAR Pull File में जाकर उस ए.सी.आर. को Pull करके 'Skip the Authority' को सलेक्ट कर आगे की कार्यवाही के लिए उसी अनुक्रम (Hierarchy) में अग्रेषित की जा सकती है।

Path : RajKaj >> Application Corner >> PAR >> Manage PAR Pull File

Type 3 or more characters

My Dashboard | Organization Structure | Establishment Admin Dashboard | IPR Dashboard | Department Wise IPR | IPR Summary | Post & Employee Status | Transactions

Verify OTP

Please enter the OTP sent to your Mobile Number Registered on SSO Portal

Enter OTP

[Verify OTP](#) [Resend OTP](#) [Close](#)

to access all-new PAR Software. User Manual available

My Leave Requests | My NOC Requests | My Store Requests | My Accommodation Requests

Type 3 or more characters

- Dashboard
- Inbox
 - All Files
 - E-File
 - File Tracking
 - Dak(s)
 - Leave
 - PAR
 - NOC
 - Communique
 - Transfer
 - Store
 - Telephone
 - EIS
 - Training
 - Delegated Worklist
 - Pull File
- Outbox
- Employee Corner
- Application Corner
 - Leave
- PAR
 - NOC
 - Transfer
 - Telephone
 - Training
 - Vehicle Pooling
- Others
 - Management Info. System
 - Admin Corner

Track PAR-Establishment
Manage PAR Pull File
Manage Appraisal Hierarchy
Manage PAR DOP
Access right for View PAR-Emp
Access right for View PAR-Est
Manage PAR

Manage PAR Pull File

Search

Appointing Department

Department of Information Technology and Communication

Posted Department

Designation

Type 3 or more characters

Employee Name

Mr. Deepak Prajapati (Assis

Service Type

Please Select

Cadre

PAR Status

Please Select

Financial Year

2021-2022

Pending Days

Lying With

Type 4 or more characters f

File No.

Is Retired ?

☐


Retirement From Date

Retirement To Date

Search

Reset

Export to: Excel

Sr No.	Employee Details	File No.	Period of PAR	Financial Year	PAR Status	Pending (Day s)	Lying With	Pulled Status	Pulled By	Hierarchy	Action
1	Mr. Deepak Prajapati, Assistant Programmer/RISL	PAR/RISL/202 1783423	01-04-2021 to 31-03-2022	2021-2022	Pending with Reporting Officer	135	Mr. Tapan Kumar, System Analyst (Joint Director), Rajcomp Info services Limited	Not Pulled	-	View	

Click here for Pull File

Type 3 or more characters

- Dashboard
- Inbox
 - All Files
 - E-File
 - File Tracking
 - Dak(s)
 - Leave
 - PAR
 - NOC
 - Communique
 - Transfer
 - Store
 - Telephone
 - EIS
 - Training
 - Delegated Worklist
 - Pull File
- Outbox
- Employee Corner
- Application Corner
 - Leave
- PAR
 - NOC
 - Transfer
 - Telephone
 - Training
 - Vehicle Pooling
- Others
 - Management Info. System
 - Admin Corner

Track PAR-Establishment
Manage PAR Pull File
Manage Appraisal Hierarchy
Manage PAR DOP
Access right for View PAR-Emp
Access right for View PAR-Est
Manage PAR

Manage PAR Pull File

Search

Appointing Department

Department of Information Technology and Communication

Posted Department

Designation

Type 3 or more characters

Employee Name

Mr. Deepak Prajapati (Assis

Service Type

Please Select

Cadre

PAR Status

Please Select

Financial Year

2021-2022

Pending Days

Lying With

Type 4 or more characters f

File No.

Is Retired ?

☐


Retirement From Date

Retirement To Date

Search

Reset

Export to: Excel

Sr No.	Employee Details	File No.	Period of PAR	Financial Year	PAR Status	Pending (Day s)	Lying With	Pulled Status	Pulled By	Hierarchy	Action
1	Mr. Deepak Prajapati, Assistant Programmer/RISL	PAR/RISL/202 1783423	01-04-2021 to 31-03-2022	2021-2022	Pending with Reporting Officer	135	Mr. Tapan Kumar, System Analyst (Joint Director), Rajcomp Info services Limited	Not Pulled	-	View	

Employee Performance Appraisal Detail

Details of Employee			
Employee Name	Deepak Prajapati	Designation	Assistant Programmer
Appointing Department	Department of Information Technology and Communication	Employee Id	RJJP201318023281
Posted Department	Rajcomp Info services Limited	PAR Period	01-04-2021 to 31-03-2022

PAR Status			
PAR Status	Pending with Reporting Officer	Lying With	Mr. Tapan Kumar, System Analyst (Joint Director), Rajcomp Info services Limited

Action

Pull Reason *	<div> <div> Please Select Change Hierarchy For Physical Process Skip the authority </div> <div> Select Pull reason form drop down list. </div> </div>		
Existing Hierarchy	New Hierarchy		
Reporting Authority	Director))	Reporting Authority *	Tapan Kumar (System Ana
Reviewing Authority	Mr. Abhimanyu Kumar (Director Technical)	Reviewing Authority *	Abhimanyu Kumar (Deputy
Accepting Authority	Mr. Suneel Chhabra (Joint Secretary)	Accepting Authority *	Suneel Chhabra (Technical
MarkTo Authority	DoIT&ACR Cell	MarkTo Authority *	DoIT&ACR Cell
Pull Remarks *			

Send Within Hierarchy **Close**

- ए.सी.आर. अनुक्रम में जाने के बाद यदि प्रतिवेदक (Reporting) या समीक्षक (Reviewing) या स्वीकारकर्ता (Accepting) अधिकारी के स्थान पर किसी अन्य अधिकारी को अनुक्रम में लेना हो तो ए.सी.आर. शाखा के कर्मचारी द्वारा Manage PAR Pull File में जाकर उस ए.सी.आर. को Pull करके Change Hierarchy को सलेक्ट कर आगे की कार्यवाही कर उसी अनुक्रम (Hierarchy) में आगे भेजा जाता है।

1.6 अधिकारियों/कर्मचारियों के द्वारा PAR/ACR की नवीन स्क्रीन का उपयोग कर वार्षिक कार्य मूल्यांकन का पदानुक्रम निर्धारित कर ए.सी.आर. प्रस्तुत करने की प्रक्रिया

Path : Employee Corner >> PAR

- राजकार्मिकों द्वारा वार्षिक कार्य मूल्यांकन प्रस्तुत किये जाने हेतु **Employee Corner >> PAR** पर क्लिक करने के उपरान्त SSO में Registered Mobile No. पर OTP प्राप्त होगा जिसे दर्ज कर Verify OTP कर PAR की प्रक्रिया के लिए सत्यापन करना होगा।

Type 3 or more characters

Employee Corner

PAR

NOC

Accommodation

Biometric

Transfer

Transfer - DoP

Store

Telephone

EIS

Service Book

Training

Awards

Facility Booking

Medical Bill

Delegation

Appointment Scheduler

My Dashboard

Organization Structure

Establishment-Admin Dashboard

IPR Dashboard

Department Wise IPR

IPR Summary

Post & Employee Status

Transactions

Verify OTP

Please enter the OTP sent to your Mobile Number Registered on SSO Portal

Enter OTP

Verify OTP

Resend OTP

Close

My Leave Requests

My NOC Requests

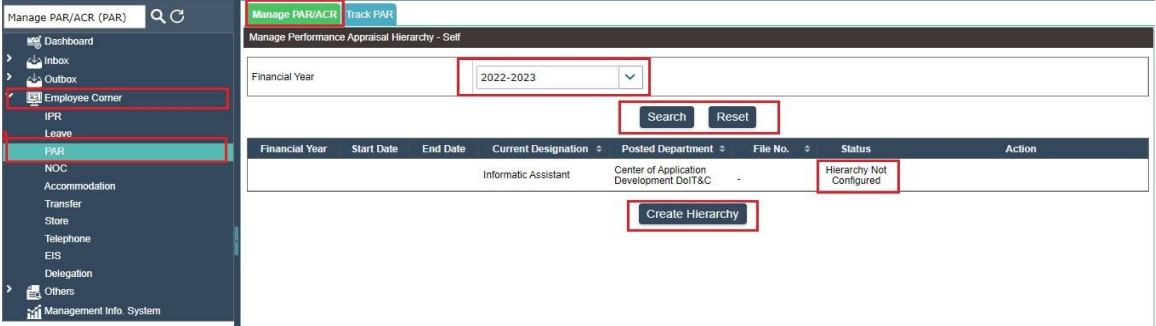
My Store Requests

My Accomodation Requests

My PAR

My IPR

- Verify OTP पश्चात् Manage PAR/ACR पर Click करें।



Manage PAR/ACR (PAR) 🔍

Manage PAR/ACR | Track PAR

Manage Performance Appraisal Hierarchy - Self

Financial Year: 2022-2023

Search Reset

Financial Year	Start Date	End Date	Current Designation	Posted Department	File No.	Status	Action
			Informatic Assistant	Center of Application Development DoIT&C	-	Hierarchy Not Configured	

Create Hierarchy

- जिस वर्ष हेतु प्रतिवेदन प्रस्तुत किया जाना है उस वित्तीय वर्ष का चयन कर सर्च बटन पर क्लिक करे एवं पदानुक्रम (Hierarchy) बनाने के लिए Create New Hierarchy बटन पर क्लिक करने के उपरान्त ए.सी.आर. का पदानुक्रम निर्धारण हेतु निम्नानुसार स्क्रीन प्रदर्शित होगी।

PAR

PAR Hierarchy Part - 1

Configure Appraisal Hierarchy

Reportee Details

(Note: Kindly verify whether below details are correct. If not please contact Establishment)

Name	Mr.RAMESH CHAND KUMAWAT	Employee Id	RJJP201919030849
Designation	Informatic Assistant	Appointing Department	Department of Information Technology and Communication
Service Type	Subordinate Services	Cadre	Rajasthan Computer Subordinate Service
Posted Department	Rajcomp Info services Limited	Posted Office	Rajcomp Info services Limited
Is Gazetted	No	Post	Informatic Assistant
Father's Name	ANANDI LAL	Date Of Birth	16 Feb 1990
Date of Joining	27 Aug 2019	Contact Number	9785536131
Home State	Rajasthan	Home District	Jaipur

Appraisal Details

(Note: Below details should be selected as per selected reporting period)

☒ Financial Year ☐ Academic Period

Start Date * 01-Apr-2022 End Date * 30-Jul-2022

Assessment Duration (In Days) 121

Posted Department * Rajcomp Info services Limited Search Designation * Informatic Assistant Search

Appraisal Hierarchy

[Clear Mapping](#) [General Hierarchy Guidelines](#)

Authority Type	Is included *	Authority Details *	The-Then Designation	The-Then Department
Reporting Authority	<input checked="" type="radio"/> Yes <input type="radio"/> No	Mr. Vikas Kumawat (Assista Search	Assistant Programmer Search	Department of Information Search
The-Then Divisional Commissioner/District Collector	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Reviewing Authority	<input checked="" type="radio"/> Yes <input type="radio"/> No	Mrs RANJEETA SINGH GAUT Search	Deputy Director Search	Indira Gandhi Panchayati R Search
Accepting Authority	<input checked="" type="radio"/> Yes <input type="radio"/> No	Mr. Ramesh Chand Kumawa Search	Analyst Cum Programmer Search	Medical and Health Services Search

Mark To (ACR Cell)* DoIT_ACR_UAT

Save And Initiate Close

- उपयोगकर्ता (Reportee) अपना विवरण जाँच कर उपरोक्तानुसार वांछित वार्षिक कार्य मूल्यांकन समयावधि (90 दिन या उससे अधिक), पदस्थापन स्थान व पद का चयन करते हुए PAR के पदानुक्रम निर्धारण कर 'Save And Initiate'
- बटन पर क्लिक करने के उपरान्त निम्नानुसार PAR का Part-1 सक्रिय होगा जिसमें राजकार्मिक निर्धारित समयावधि के लिए अपना कार्य मूल्यांकन प्रतिवेदन का विवरण भर सकता है एवं प्रतिवेदक अधिकारी को प्रेषित करने के लिए Submit बटन पर क्लिक करें।

PAR

PAR Hierarchy

Part - 1

Performance Appraisal Report

Period of Absence due to Leave/Training

Please select Leave/Training Dates between appraisal period.

Add Row

Absence reason	From Date	To Date	Remarks	Delete
Leave	04-May-2022	18-May-2022	Due to Family medical issue	

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)

Add Row

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)	Action
Physical Targets	Physical Targets	Achived		
Financial Targets	Financial Targets	Financial Target Achived		
Others	Achived	Achived		

Night Stay Other than Headquarter

Night Stay Other than Headquarter * ☐ Yes ☒ No

Annual Health Check-Up

If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.

Have you undertaken Annual Health Check-Up? * ☐ Yes ☒ No

Health Assessment

Brief description of the special work done by the Reportee (Not more than 150 words)*

* (#) is not allowed

All assigned task accomplished.

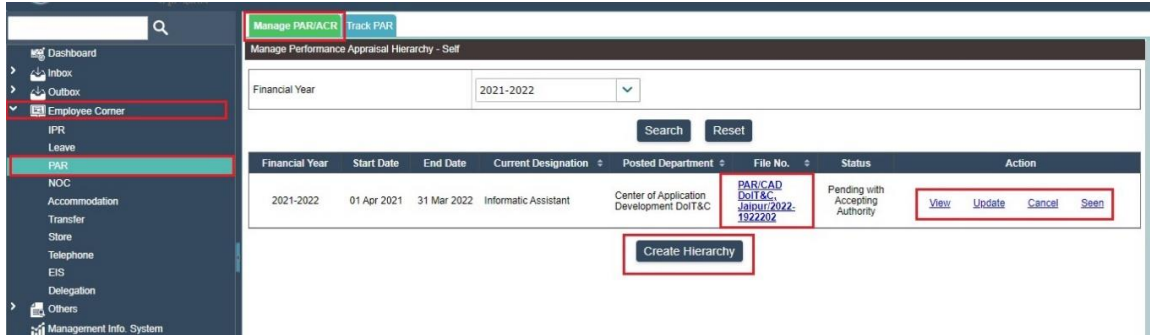
.....

New data architecture design done|

Save

Preview

Submit



Manage PAR/ACR Track PAR

Manage Performance Appraisal Hierarchy - Self

Financial Year: 2021-2022

Search Reset

Financial Year	Start Date	End Date	Current Designation	Posted Department	File No.	Status	Action
2021-2022	01 Apr 2021	31 Mar 2022	Informatic Assistant	Center of Application Development DoIT&C	PAR/CAD DoIT&C, JANUARY 2022: 1922204	Pending with Accepting Authority	View Update Cancel Seen

Create Hierarchy

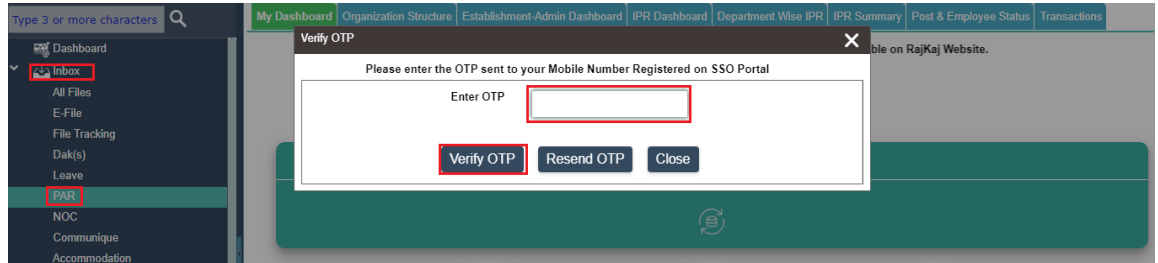
- View** :- ए.सी.आर. का विवरण देखना एवं प्रिन्ट लेने हेतु।
- Update** :- Initiate की हुई ए.सी.आर. के अनुक्रम एवं विवरण में प्रतिवेदक अधिकारी को प्रेषित करने से पूर्व अद्यतन किये जाने हेतु।
- Cancel** :- ए.सी.आर. को निरस्त करना।
- Seen** :- स्वीकृत PAR का अवलोकन करने के उपरान्त सहमति दर्ज कर ACR शाखा को प्रेषित करना।

नोट :- Profile Details (like- DOB, DOJ, Father's Name, Designation, Posted Department/Office) update करवाने के लिए नियुक्तकर्ता विभाग (Appointing Department) में कार्यरत Rajkaj PMU Team / Establishment Section से सम्पर्क करें।

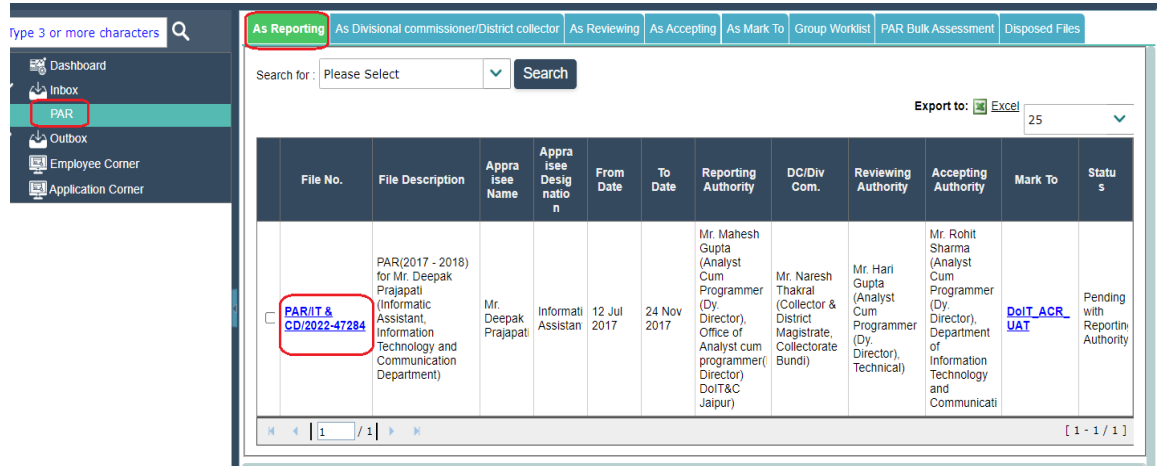
1.7 प्रतिवेदक अधिकारी (Reporting) के द्वारा वार्षिक कार्य मूल्यांकन (भाग-2) भरने की प्रक्रिया

- प्रतिवेदक अधिकारी को निर्धारित समयावधि में अपने अधीन कार्यरत कार्मिकों के वार्षिक कार्य मूल्यांकन के भाग-2 को भरे जाने हेतु की फाईल Inbox में उपलब्ध हो जायेगी।

Path: Inbox >> PAR>> As Reporting



- उपरोक्तानुसार Inbox में PAR पर Click कर OTP Verify करने के उपरान्त निम्नानुसार स्क्रीन प्रदर्शित होगी :-



File No.	File Description	Appraiser Name	Appraiser Designation	From Date	To Date	Reporting Authority	DC/Div Com.	Reviewing Authority	Accepting Authority	Mark To	Status
PAR/IT & CD/2022-47284	PAR(2017 - 2018) for Mr. Deepak Prajapati (Informatic Assistant, Information Technology and Communication Department)	Mr. Deepak Prajapati	Information Assistant	12 Jul 2017	24 Nov 2017	Mr. Mahesh Gupta (Analyst cum Programmer (Dy. Director), Office of Analyst cum programmer(Director) DoIT&C Jaipur)	Mr. Naresh Thakral (Collector & District Magistrate, Collectorate Bundi)	Mr. Hari Gupta (Analyst cum Programmer (Dy. Director), Technical)	Mr. Rohit Sharma (Analyst cum Programmer (Dy. Director), Department of Information Technology and Communication)	DoIT_ACR_UAT	Pending with Reporting Authority

- उपरोक्त स्क्रीन में फाईल नम्बर पर Click करने पर निम्नानुसार विण्डो प्रदर्शित होगी।

File Details [Vertical View] - [File No. PAR/IT & CD/2022-47284] [Subject: Performance Appraisal Report]

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

All fields marked with "*" are mandatory.

[Instructions](#) [Print](#)

Part- 1

Reportee Details			
Name	Mr. Deepak Prajapati	Employee Id	RJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Do you confirm your PAR period and hierarchy? * ☐ Yes ☒ No

[Return to Establishment](#)

- प्रतिवेदक अधिकारी यदि उपरोक्त विण्डों में प्रदर्शित विवरण/अनुक्रम से सहमत नहीं है तो रेडियों बटन No को सलेक्ट करते हुए फाईल को Return To Establishment कर सकते हैं।

File Details [Vertical View] - [File No. PAR/IT & CD/2022-47284] [Subject: Performance Appraisal Report]

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

All fields marked with "*" are mandatory.

[Instructions](#) [Print](#)

Part- 1

Reportee Details			
Name	Mr. Deepak Prajapati	Employee Id	RJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Do you confirm your PAR period and hierarchy? * ☒ Yes ☐ No

[Confirm](#)

- यदि Reporting Authority उक्त विवरण / अनुक्रम से सहमत है तो उपरोक्तानुसार विण्डों में रेडियों बटन Yes को सलेक्ट कर Confirm करने के उपरान्त निम्नानुसार स्क्रीन प्रदर्शित होगी:-



File Details [Vertical View] - [File No. PARIT & CD/2022-47284] [Subject: Performance Appraisal Report]

Basic Info

Summary

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

[Instructions](#) [Print](#)

All fields marked with "*" are mandatory.

Part - 1

Reportee Details

Name	Mr. Deepak Prajapati	Employee id	RJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Period of Absence due to Leave/Training

Please select Leave/Training Dates between appraisal period.

Absence reason	From Date	To Date	Remarks	Delete
Please Select				

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)	Action
Physical Targets	Test	Test	Test	
Financial Targets	Test	Test	Test	

Night Stay Other than Headquarter

Night Stay Other than Headquarter * ☐ Yes ☒ No

Annual Health Check-Up

If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.

Have you undertaken Annual Health Check-Up? * ☐ Yes ☒ No

Health Assessment

Brief description of the special work done by the Reportee (Not more than 150 words)*

* (if) is not allowed

Test PAR Test

NOTING

Date: 28 Jul 2022 Name: Mr. Deepak Prajapati (Informatic Assista...)

Part- 2

To be filled by Reporting Officer [Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)]

1. Remarks of Reporting Officer

Basis of Assessment	Assessment Grade
Work Performance	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Intelligence	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Discipline including punctuality	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Devotion of duty	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Promptness in disposal	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Ability to take initiative	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

2a. General assessment on personality, merits, demerits, mental ability, hard work, dedication etc and overall evaluation of the work done by the Reportee during the appraisal period. *

2b. Suggestion/criticism (if any) about the work done by the Reportee during the appraisal period (in brief).

2c. Do you think that any remarks are adverse? If yes, then provide strong reason in brief. * ☐ Yes ☒ No

3. Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. * ☒ Yes ☐ No

4. Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. * ☐ Yes ☒ No

5. Overall evaluation of the Reportee based on Point No. 1 and 2. (Please select the assessment grade) * ☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Buttons: Save Reset Return to Establishment Forward

- उपरोक्त विण्डों में प्रतिवेदक (Reporting) अधिकारी द्वारा संबंधित कार्मिक की एसीआर में ग्रेडिंग की पूर्ति कर एसीआर को Review के लिए Save एवं Forward पर क्लिक कर अनुक्रम में भेजने का प्रावधान है। Forward बटन पर Click करने पर निम्न विण्डों प्रदर्शित होगी, जिसमें Send बटन पर Click कर फाईल को पूर्व निर्धारित अनुक्रम में भेजने का प्रावधान है।

Message(s)

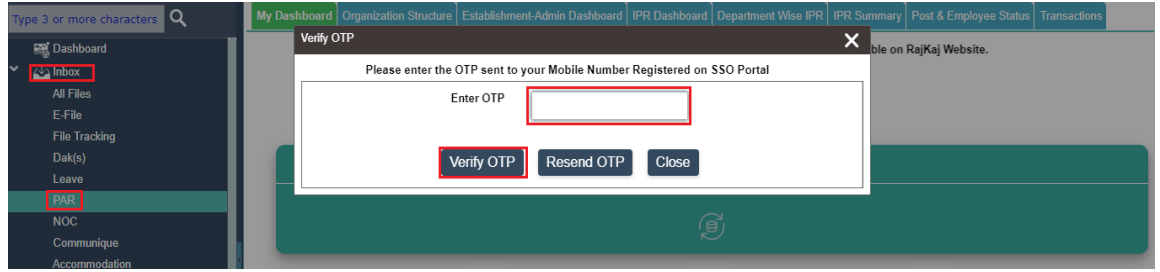
File Number	Subject	Recipient
PAR/IT & CD/2022-47284	Performance Appraisal Report	<input checked="" type="radio"/> Mr. Mahesh Gupta (ACP Dy. Dir)

Buttons: Send Close

1.8 जिला कलेक्टर (District Collector) के द्वारा वार्षिक कार्य मूल्यांकन (भाग-3) भरने की प्रक्रिया

- जिला कलेक्टर को अवधि विशेष की वार्षिक कार्य मूल्यांकन (भाग-3) की फाईल Inbox में उपलब्ध हो जायेगी। जिस पर क्लिक कर भाग-3 की पूर्ति की जा सकती है।

Path: Inbox >> PAR >> As Divisional Commissioner/ District Collector



- उपरोक्तानुसार Inbox में PAR पर Click कर OTP Verify करने के उपरान्त निम्नानुसार स्क्रीन प्रदर्शित होगी :-

Dashboard

Inbox

PAR

Outbox

Employee Corner

Application Corner

As Reporting

As Divisional commissioner/District collector

As Reviewing

As Accepting

As Mark To

Group Worklist

PAR Bulk Assessment

Disposed Files

Search for: Please Select

Search

Export to: Excel

25

	File No.	File Description	Appraiser Name	Appraiser Designation	From Date	To Date	Reporting Authority	DC/Div Com.	Reviewing Authority	Accepting Authority	Mark To	Status
<input type="checkbox"/>	PAR/IT & CD/2022/4784	PAR(2017 - 2018) for Mr. Deepak Prajapati (Informatic Assistant, Information Technology and Communication Department)	Mr. Deepak Prajapati	Informatic Assistant	12 Jul 2017	24 Nov 2017	Mr. Mahesh Gupta (Analyst Cum Programmer (Dy. Director), Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	Mr. Naresh Thakral (Collector & District Magistrate, Collectorate Bundi)	Mr. Hari Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)	DoIT ACR UA	Pending with District Collector

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[1 - 1 / 1]

- उपरोक्त स्क्रीन में फाईल नम्बर पर Click करने पर निम्नानुसार विण्डो प्रदर्शित होगी।

Basic Info
Summary

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

[Instructions](#) [Print](#)

All fields marked with "*" are mandatory.

Part- 1

Reportee Details			
Name	Mr. Deepak Prajapati	Employee Id	RJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Period of Absence due to Leave/Training

Please select Leave/Training Dates between appraisal period.

Absence reason	From Date	To Date	Remarks	Delete
<div style="border: 1px solid #ccc; padding: 2px;">Please Select</div>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <input type="button" value="X"/> </div>

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)	Action
Physical Targets	Test	Test	Test	●
Financial Targets	Test	Test	Test	●

Night Stay Other than Headquarter

Night Stay Other than Headquarter * ☐ Yes ☒ No

Annual Health Check-Up

If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.

Have you undertaken Annual Health Check-Up? * ☐ Yes ☒ No

Health Assessment Fit for Work

Brief description of the special work done by the Reportee (Not more than 150 words)*

* (#) is not allowed

Test PAR Test

NOTING

Date: 28 Jul 2022 Name: Mr. Deepak Prajapati (Informatic Assista...)

Part- 2

To be filled by Reporting Officer [Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)]

1. Remarks of Reporting Officer

Basis of Assessment	Assessment Grade
Work Performance	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Intelligence	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Discipline including punctuality	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Devotion of duty	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Promptness in disposal	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Ability to take initiative	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

2a. General assessment on personality, merits, demerits, mental ability, hard work, dedication etc and overall evaluation of the work done by the Reportee during the appraisal period. *

Test

2b. Suggestion/criticism (if any) about the work done by the Reportee during the appraisal period (in brief).

Test

2c. Do you think that any remarks are adverse? If yes, then provide strong reason in brief. * ☐ Yes ☒ No

3. Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. * ☒ Yes ☐ No

4. Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. * ☐ Yes ☒ No

5. Overall evaluation of the Reportee based on Point No. 1 and 2. (Please select the assessment grade) * ☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Date: 28 Jul 2022 Authority Name: Mr. Mahesh Kumar Gupta (ACP DY DIR, Offi...)

Part- 3

For Divisional Commissioner/ District Collector [Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)]

1. Marked comment by Divisional Commissioner/ District Collector (Only for divisional level and district level officers)

Is Your Designation during Appraisal period (12 Jul 2017 to 24 Nov 2017)(Current Designation) ☒ Yes ☐ No

Collector & District Magistra

- उपरोक्त विण्डों के पार्ट-3 में प्रदर्शित वांछित वार्षिक कार्य मूल्यांकन अवधि के दौरान अपने पद की सूचना सही पाये जाने पर अपनी टिप्पणी देकर Yes बटन को Select कर फाईल को Save करते हुए समीक्षक अधिकारी (Reviewing Authority) को Forward करने का प्रावधान है। Forward बटन पर क्लिक करने पर निम्न विण्डों प्रदर्शित होगी।

Message(s)

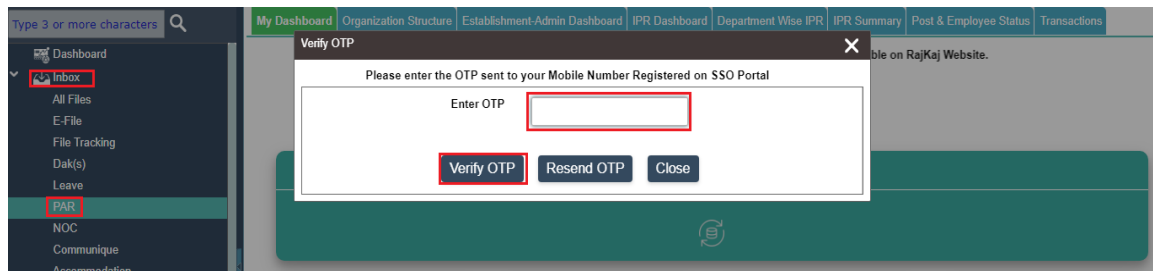
File Number	Subject	Recipient
PAR/IT & CD/2022-47284	Performance Appraisal Report	<input checked="" type="radio"/> Mr. Hari Gupta(ACP DY DIR)

- Send बटन पर Click करने से ए.सी.आर. अनुक्रम (Hierarchy) में समीक्षक अधिकारी (Reviewing Authority) को प्रेषित हो जाती है।

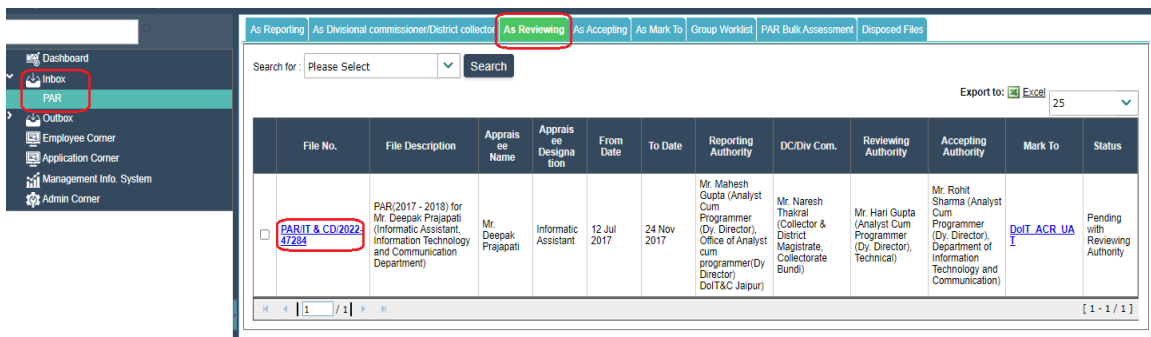
1.9 समीक्षक अधिकारी (Reviewing Authority)के द्वारा वार्षिक कार्य मूल्यांकन (भाग-4) भरने की प्रक्रिया

- समीक्षक अधिकारी को अवधि विशेष की वार्षिक कार्य मूल्यांकन (भाग-4) की फाईल Inbox में उपलब्ध हो जायेगी। जिस पर क्लिक कर भाग-4 की पूर्ति की जा सकती है।

Path: Inbox >> PAR >> As Reviewing



- उपरोक्तानुसार Inbox में PAR पर Click कर OTP Verify करने के उपरान्त निम्नानुसार स्क्रीन प्रदर्शित होगी :-



File No.	File Description	Appraiser Name	Appraiser Designation	From Date	To Date	Reporting Authority	DC/Div Com.	Reviewing Authority	Accepting Authority	Mark To	Status
PAR(2017-2018) for Mr. Deepak Prajapati (Informatic Assistant, Information Technology and Communication Department)	Mr. Deepak Prajapati	Informatic Assistant	12 Jul 2017	24 Nov 2017	Mr. Mahesh Gupta (Analyst Cum Programmer (Dy. Director), Office of Analyst cum programmer(Dy Director) Dolt&C Jaipur)	Mr. Naresh Thakral (Collector & District Magistrate, Collectorate Bund)	Mr. Hari Gupta (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)		DoIT ACR UA	Pending with Reviewing Authority

- उपरोक्त स्क्रीन में फाईल नम्बर पर Click करने पर निम्नानुसार विण्डो प्रदर्शित होगी।

Basic Info

Summary

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017) [Instructions](#) [Print](#)

All fields marked with "*" are mandatory.

Part- 1

Reportee Details			
Name	Mr. Deepak Prajapati	Employee Id	RJJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Period of Absence due to Leave/Training

Please select Leave/Training Dates between appraisal period.

Absence reason	From Date	To Date	Remarks	Delete
<div style="border: 1px solid #ccc; padding: 2px;">Please Select</div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	✖

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)	Action
<div style="border: 1px solid #ccc; padding: 2px;">Physical Targets</div>	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	✖
<div style="border: 1px solid #ccc; padding: 2px;">Financial Targets</div>	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	✖

Night Stay Other than Headquarter

Night Stay Other than Headquarter * ☐ Yes ☒ No

Annual Health Check-Up

If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.

Have you undertaken Annual Health Check-Up? * ☐ Yes ☒ No

Health Assessment

Fit for Work

Brief description of the special work done by the Reportee (Not more than 150 words)*

* (#) is not allowed

Test PAR Test

NOTING

Date: 28 Jul 2022 Name: Mr. Deepak Prajapati (Informatic Assista...)

Part- 2

To be filled by Reporting Officer [Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)]

1. Remarks of Reporting Officer

Basis of Assessment	Assessment Grade
Work Performance	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Intelligence	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Discipline including punctuality	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Devotion of duty	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Promptness in disposal	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Ability to take initiative	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

2a. General assessment on personality, merits, demerits, mental ability, hard work, dedication etc and overall evaluation of the work done by the Reportee during the appraisal period. *

Test

2b. Suggestion/criticism (if any) about the work done by the Reportee during the appraisal period (In brief).

Test

2c. Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☒ Yes ☐ No

3. Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes ☐ No

4. Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☒ Yes ☐ No

5. Overall evaluation of the Reportee based on Point No. 1 and 2. (Please select the assessment grade) *

☒ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Date: 28 Jul 2022 Authority Name: Mr. Mahesh Kumar Gupta (ACP DY DIR, Offi...)

Part- 3

For Divisional Commissioner/ District Collector [Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)]

1. Marked comment by Divisional Commissioner/ District Collector (Only for divisional level and district level officers)

Is Your Designation during Appraisal period (12 Jul 2017 to 24 Nov 2017)(Current Designation) ☒ Yes ☐ No Collector & District Magistrate

Part 4

To be filled by Reviewing Authority [Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)]

Do you agree with Reporting Officer's remarks and collective assessment? *

☒ Yes ☐ No

Test

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☐ Yes ☒ No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes ☐ No

Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☐ Yes ☒ No

Aggregate Assessment of Reviewing Authority *

☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Save Reset Return to Establishment Forward

- उपरोक्त विण्डों में पार्ट-4 की पूर्ति कर फाईल को Save करते हुए स्वीकारकर्ता अधिकारी (Accepting Authority) को Forward करने का प्रावधान है। Forward बटन पर क्लिक करने पर निम्न विण्डों प्रदर्शित होगी।

Message(s)

File Number	Subject	Recipient
PAR/IT & CD/2022-47284	Performance Appraisal Report	<input checked="" type="radio"/> Mr. Rohit Sharma(ACP DY DIR)

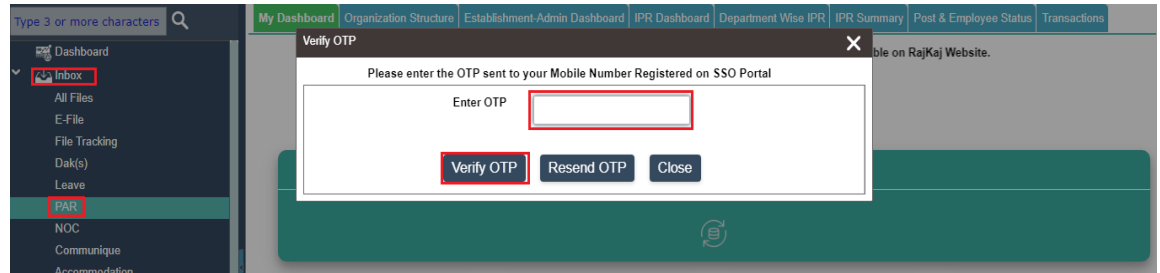
Send Close

- Send बटन पर Click करने से ए.सी.आर. अनुक्रम (Hierarchy) में स्वीकारकर्ता अधिकारी (Accepting Authority) को प्रेषित हो जाती है।

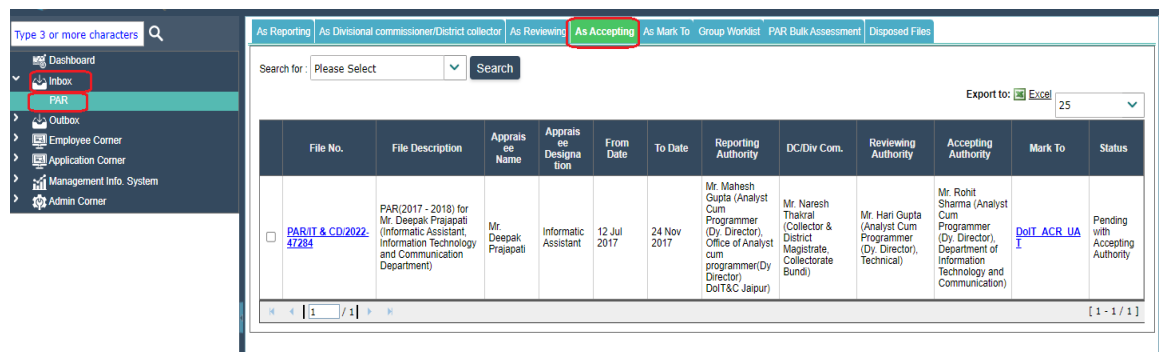
1.10 स्वीकारकर्ता अधिकारी (Accepting Authority)के द्वारा वार्षिक कार्य मूल्यांकन (भाग-5) भरने की प्रक्रिया

- स्वीकारकर्ता अधिकारीको अवधि विशेष की वार्षिक कार्य मूल्यांकन (भाग-5) की फाईल Inbox में उपलब्ध हो जायेगी। जिस पर क्लिक कर भाग-5 की पूर्ति की जा सकती है।

Path: Inbox >> PAR >> As Accepting



- उपरोक्तानुसार Inbox में PAR पर Click कर OTP Verify करने के उपरान्त निम्नानुसार स्क्रीन प्रदर्शित होगी :-



- उपरोक्त स्क्रीन में फाईल नम्बर पर Click करने पर निम्नानुसार विण्डो प्रदर्शित होगी।
- उपरोक्त विण्डों में पार्ट-5 की पूर्ति कर Accept PAR बटन पर Click करने से ए.सी.आर. Reportee को अवलोकन के लिए प्रेषित करने का प्रावधान है।

1.11 प्रतिवेदित अधिकारी (Reportee) द्वारा वार्षिक कार्य मूल्यांकन का अवलोकन करने की प्रक्रिया

- PAR Accept होने के पश्चात् Reportee को अवलोकन हेतु निम्नानुसार विण्डों प्रदर्शित होगी।

Type 3 or more characters

- Pull File
- Outbox
- Knowledge Bank
- Employee Corner**
- IPR
- Leave
- PAR**
- NOC
- Accommodation
- Biometric
- Transfer
- Transfer - DoP

Manage PAR/ACR
Track PAR

Manage Performance Appraisal Hierarchy - Self

Financial Year: 2022-2023

Search
Reset

Financial Year	Start Date	End Date	Current Designation	Posted Department	File No.	Status	Action
2022-2023	01 Apr 2022	30 Jun 2022	Informatic Assistant	Department of Information Technology and Communication	PAR/DoIT&C/2022-2271586	PAR Approved	View Update Cancel Seen

Create Hierarchy

- नोट:- उपरोक्त विण्डों में प्रदर्शित 'Seen' बटन तब तक Active नहीं होगा जब तक Status में PAR Approved नहीं हो जाता है।

उपरोक्त विण्डों के अनुसार Seen पर Click करने पर निम्नानुसार विण्डों में Reportee को सक्षम अधिकारियों द्वारा प्रदान की ग्रेडिंग प्रदर्शित होगी जिससे सहमत होने पर विण्डों के अन्त (Bottom) में Yes बटन पर Click कर Send to Establishment बटन पर Click कर PAR को संस्थापन शाखा को प्रेषित करने का प्रावधान है।

File Details [Vertical View] - [File No. PAR/IT & CD/2022-47284] [Subject: Performance Appraisal Report]

Basic Info
Summary

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

All fields marked with "*" are mandatory.

Part- 1

Reportee Details

Name	Mr. Deepak Prajapati	Employee Id	RJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Period of Absence due to Leave/Training

Please select Leave/Training Dates between appraisal period.

Absence reason	From Date	To Date	Remarks	Delete
Please Select				✖

NOTING

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)	Action
Physical Targets ▼	Test	Test	Test	●
Financial Targets ▼	Test	Test	Test	●

Night Stay Other than Headquarter

Night Stay Other than Headquarter * ☐ Yes ☒ No

Annual Health Check-Up

If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.

Have you undertaken Annual Health Check-Up? * ☐ Yes ☒ No

Health Assessment Fit for Work ▼

Brief description of the special work done by the Reportee (Not more than 150 words)*

* (#) is not allowed

Test PAR Test

Date	28 Jul 2022	Name	Mr. Deepak Prajapati (Informatic Assista...
------	-------------	------	---

Part- 2

To be filled by Reporting Officer

1. Remarks of Reporting Officer

Basis of Assessment	Assessment Grade
Work Performance	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Intelligence	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Discipline including punctuality	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Devotion of duty	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Promptness in disposal	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Ability to take initiative	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

2a. General assessment on personality, merits, demerits, mental ability, hard work, dedication etc and overall evaluation of the work done by the Reportee during the appraisal period. *

Test

2b. Suggestion/criticism (if any) about the work done by the Reportee during the appraisal period (In brief).

Test

2c. Do you think that any remarks are adverse? If yes, then provide strong reason in brief. * ☐ Yes ☒ No

3. Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. * ☒ Yes ☐ No

4. Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. * ☐ Yes ☒ No



5. Overall evaluation of the Reportee based on Point No. 1 and 2. (Please select the assessment grade) *		<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	
Date	28 Jul 2022	Authority Name	Mr. Mahesh Kumar Gupta (ACP DY DIR, Offi...

Part- 3

For Divisional Commissioner/ District Collector [Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)]

1. Marked comment by Divisional Commissioner/ District Collector (Only for divisional level and district level officers)

Is Your Designation during Appraisal period

☒ Yes ☐ No

Date

28 Jul 2022

Authority Name

Mr. Naresh Kumar Thakral (Collector & Di...

Part 4

To be filled by Reviewing Authority

Do you agree with Reporting Officer's remarks and collective assessment? *

☒ Yes ☐ No

Test

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☐ Yes ☒ No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes ☐ No

Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☐ Yes ☒ No

Aggregate Assessment of Reviewing Authority *

☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Date

28 Jul 2022

Authority Name

Mr. Hari Mohan Gupta (Analyst Cum Progra...

Part 5

To be filled by Accepting Authority

Do you agree with Reporting Officer/Reviewing Authority? *

☒ Yes ☐ No

test

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☐ Yes ☒ No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes ☐ No

Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☐ Yes ☒ No

Aggregate Assessment of Accepting Authority *

☐ Excellent ☒ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

Do you agree with your Grading? *

☒ Yes ☐ No

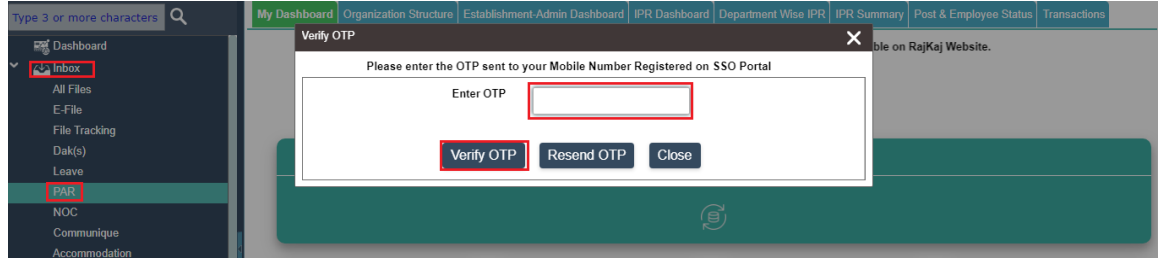
Send To Establishment

Close

1.12 Mark To अधिकारी/कर्मचारी द्वारा PAR के सम्बन्ध में की जाने वाली प्रक्रिया

- प्रतिवेदित अधिकारी द्वारा अवलोकन के पश्चात् वार्षिक कार्य मूल्यांकन की फाईल संस्थापन शाखा के अधिकारी को Group Worklist में दिखाई देगी।

Path: Rajkaj>>Inbox>>PAR>>Group Worklist



As Reporting | As Divisional commissioner/District collector | As Reviewing | As Accepting | As Mark To | **Group Worklist** | PAR Bulk Assessment | Disposed Files

Search for: Please Select

Export to: 25

File No.	File Description	Appraiser Name	Appraiser Designation	From Date	To Date	Reporting Authority	DC/Div Com.	Reviewing Authority	Accepting Authority	Mark To	Status
PAR/RISL/2022-47297	PAR(2022 - 2023) for Mr. RAMESH CHAND KUMAWAT (Junior Assistant, Technical RISL)	Mr. RAMESH CHAND KUMAWAT	Junior Assistant	01 Apr 2022	31 Aug 2022	Mr. Vijay Prakash (Analyst Cum Programmer (Dy. Director), Information Technology and Communicative Department)		Mr. Sushil Parihar (Additional Director, Department of Information Technology and Communicative Department)	Mr. Suneel Chhabra (Additional Director, Information Technology and Communicative Department)	ACR CELL DOIT&C	Complete

[1 - 1 / 1]

As Reporting | As Divisional commissioner/District collector | As Reviewing | As Accepting | As Mark To | **Group Worklist** | PAR Bulk Assessment | Disposed Files

Search for: Please Select

Export to: 25

Confirm Do you want to Pull file in your Worklist ?

File No.	File Description	Appraiser Name	Appraiser Designation	From Date	To Date	Reporting Authority	DC/Div Com.	Reviewing Authority	Accepting Authority	Mark To	Status
PAR/RISL/2022-47297	PAR(2022 - 2023) for Mr. RAMESH CHAND KUMAWAT (Junior Assistant, Technical RISL)	Mr. RAMESH CHAND KUMAWAT	Junior Assistant	01 Apr 2022	31 Aug 2022	Mr. Vijay Prakash (Analyst Cum Programmer (Dy. Director), Information Technology and Communicative Department)		Mr. Sushil Parihar (Additional Director, Department of Information Technology and Communicative Department)	Mr. Suneel Chhabra (Additional Director, Information Technology and Communicative Department)	ACR CELL DOIT&C	Complete

[1 - 1 / 1]

Type 3 or more characters

Dashboard

Inbox

PAR

Outbox

Employee Corner

Application Corner

As Reporting

As Divisional commissioner/District collector

As Reviewing

As Accepting

As Mark To

Group Worklist

PAR Bulk Assessment

Disposed Files

Search for : Please Select

Search

Export to: Excel
25

File No.	File Description	Appraiser Name	Appraiser Designation	From Date	To Date	Reporting Authority	DC/Div Com.	Reviewing Authority	Accepting Authority	Mark To	Status	Action
PAR/RISL/2022-47287	PAR(2022 - 2023) for Mr. RAMESH CHAND KUMAWAT (Junior Assistant, Technical RISL)	Mr. RAMESH CHAND KUMAWAT	Junior Assistant	01 Apr 2022	31 Aug 2022	Mr. Vijay Prakash (Analyst Cum Programmer (Dy. Director), Information Technology and Communication Department)		Mr. Sushil Parihar (Additional Director, Department of Information Technology and Communication)	Mr. Suneel Chhabra (Additional Director, Information Technology and Communication Department)	ACR_CELL DOIT&C	Complete	

1 - 1 / 1

File Details [Vertical View] - [File No.:PARIT & CD/2022-47284] [Subject:Performance Appraisal Report]

NOTING

NOTING

Basic Info

Summary

Performance Appraisal Report (12 Jul 2017 - 24 Nov 2017)

Instructions Print

All fields marked with "*" are mandatory.

Part- 1

Reportee Details

Name	Mr. Deepak Prajapati	Employee Id	RJJP201318023261
Designation	Informatic Assistant	Posted Department	Information Technology and Communication Department
Posted Office	Information Technology and Communication Department	Location	Jaipur
Father's Name	ABC	Home District	Jaipur, Rajasthan
Date Of Birth	15 Nov 1992	Date of Joining	04 Oct 2013
Start Date	12 Jul 2017	End Date	24 Nov 2017
Reporting Authority	Mr. Mahesh Kumar Gupta (ACP DY DIR, Office of Analyst cum programmer(Dy Director) DoIT&C Jaipur)	District Collector / Divisional Commissioner	Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)
Reviewing Authority	Mr. Hari Mohan Gupta (Analyst Cum Programmer (Dy. Director), Technical)	Accepting Authority	Mr. Rohit Sharma (Analyst Cum Programmer (Dy. Director), Department of Information Technology and Communication)
Reporting Authority Designation	Programmer		
Divisional Commissioner/District Collector Designation	Collector & District Magistrate		
Reviewing Authority Designation	Analyst Cum Programmer (Dy. Director)		
Accepting Authority Designation	Programmer		

Period of Absence due to Leave/Training

Please select Leave/Training Dates between appraisal period.

Absence reason	From Date	To Date	Remarks	Delete
Please Select				

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)	Action
Physical Targets	Test	Test	Test	
Financial Targets	Test	Test	Test	

Night Stay Other than Headquarter

Night Stay Other than Headquarter *

Yes No

Annual Health Check-Up

If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.

Have you undertaken Annual Health Check-Up? *

Yes No

Health Assessment

Fit for Work

Brief description of the special work done by the Reportee (Not more than 150 words)*

* (*) is not allowed

Test PAR Test

NOTING

Date28 Jul 2022

NameMr. Deepak Prajapati (Informatic Assista...

Part- 2

To be filled by Reporting Officer

1. Remarks of Reporting Officer

Basis of Assessment	Assessment Grade
Work Performance	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Intelligence	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Discipline including punctuality	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Devotion of duty	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Promptness in disposal	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory
Ability to take initiative	<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

2a. General assessment on personality, merits, demerits, mental ability, hard work, dedication etc and overall evaluation of the work done by the Reportee during the appraisal period. *

2b. Suggestion/criticism (if any) about the work done by the Reportee during the appraisal period (In brief).

2c. Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☒ Yes
 ☐ No

3. Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes
 ☐ No

4. Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☐ Yes
 ☒ No

5. Overall evaluation of the Reportee based on Point No. 1 and 2. (Please select the assessment grade) *

☐ Excellent
 ☒ Very Good
 ☐ Good
 ☐ Satisfactory
 ☐ Unsatisfactory

Date28 Jul 2022

Authority NameMr. Mahesh Kumar Gupta (ACP DY DIR, Offi...

Part- 3

To be filled by Divisional Commissioner/ District Collector [Mr. Naresh Kumar Thakral (Collector & District Magistrate, Collectorate Bundi)]

1. Marked comment by Divisional Commissioner/ District Collector (Only for divisional level and district level officers)

Is Your Designation during Appraisal period

☒ Yes
 ☐ No

Date28 Jul 2022

Authority NameMr. Naresh Kumar Thakral (Collector & Di...

Part 4

To be filled by Reviewing Authority

Do you agree with Reporting Officer's remarks and collective assessment? *

☒ Yes
 ☐ No

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☐ Yes
 ☒ No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes
 ☐ No

Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☐ Yes
 ☒ No

Aggregate Assessment of Reviewing Authority *

☐ Excellent
 ☒ Very Good
 ☐ Good
 ☐ Satisfactory
 ☐ Unsatisfactory

Date28 Jul 2022

Authority NameMr. Hari Mohan Gupta (Analyst Cum Progra...

Part 5

To be filled by Accepting Authority

Do you agree with Reporting Officer/Reviewing Authority? *

☒ Yes
 ☐ No

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *

☐ Yes
 ☒ No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *

☒ Yes
 ☐ No

Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *

☐ Yes
 ☒ No

Aggregate Assessment of Accepting Authority *

☐ Excellent
 ☒ Very Good
 ☐ Good
 ☐ Satisfactory
 ☐ Unsatisfactory

Date28 Jul 2022

Authority NameMr. Rohit Sharma (Analyst Cum Programmer...

Do you agree with your Grading? *

☒ Yes
 ☐ No

Send To Dossier

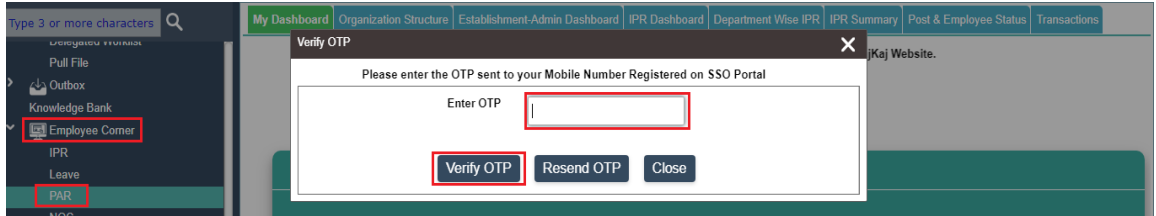
Forward

- संस्थापन शाखा के कर्मचारी द्वारा 'Send To Dossier' बटन पर क्लिक कर PAR फाईल को Dispose किया जाने का प्रावधान है।

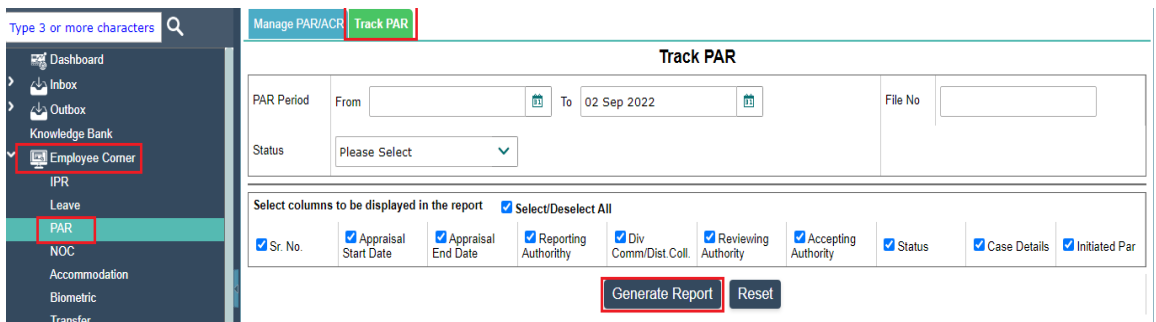
1.13 Reports

➤ Track PAR (प्रतिवेदित अधिकारी (Reportee) के लिए)

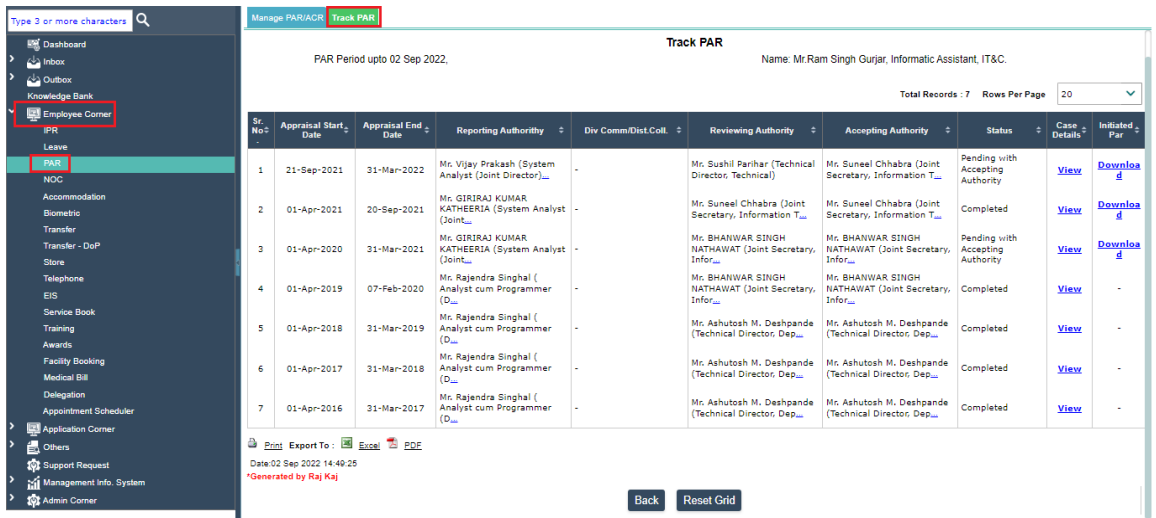
Path: Rajkaj>>Employee Corner>>PAR>>Track PAR



The screenshot shows the 'Track PAR' page with a 'Verify OTP' modal open. The modal prompts the user to enter the OTP sent to their mobile number registered on the SSO Portal. The 'Verify OTP' button is highlighted with a red box.



The screenshot shows the 'Track PAR' page with the 'Manage PAR/ACR' and 'Track PAR' tabs. The 'Track PAR' tab is active. The page displays filters for 'PAR Period' (From and To dates), 'File No.', and 'Status'. Below the filters, there are checkboxes to select columns to be displayed in the report. The 'Generate Report' button is highlighted with a red box.

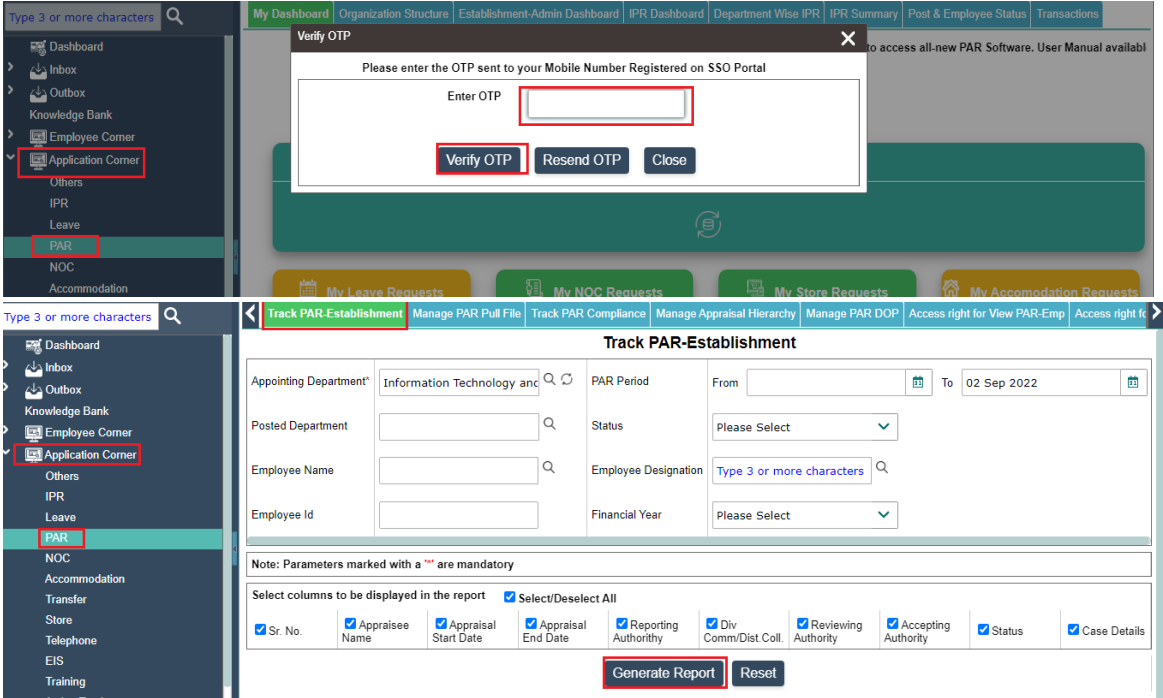


The screenshot shows the 'Track PAR' page with the data table. The table displays the following columns: Sr. No., Appraisal Start Date, Appraisal End Date, Reporting Authority, Div Comm./Dist. Coll., Reviewing Authority, Accepting Authority, Status, Case Details, and Initiated Par. The table contains 7 rows of data. The 'Generate Report' button is highlighted with a red box.

Sr. No.	Appraisal Start Date	Appraisal End Date	Reporting Authority	Div Comm./Dist. Coll.	Reviewing Authority	Accepting Authority	Status	Case Details	Initiated Par
1	21-Sep-2021	31-Mar-2022	Mr. Vijay Prakash (System Analyst (Joint Director)...	-	Mr. Sushil Parihar (Technical Director, Technical)	Mr. Suneel Chhabra (Joint Secretary, Information T...	Pending with Accepting Authority	View	Download
2	01-Apr-2021	20-Sep-2021	Mr. GIRIRAJ KUMAR KATHEERIA (System Analyst (Joint...	-	Mr. Suneel Chhabra (Joint Secretary, Information T...	Mr. Suneel Chhabra (Joint Secretary, Information T...	Completed	View	Download
3	01-Apr-2020	31-Mar-2021	Mr. GIRIRAJ KUMAR KATHEERIA (System Analyst (Joint...	-	Mr. BHANWAR SINGH NATHAWAT (Joint Secretary, Infor...	Mr. BHANWAR SINGH NATHAWAT (Joint Secretary, Infor...	Pending with Accepting Authority	View	Download
4	01-Apr-2019	07-Feb-2020	Mr. Rajendra Singhal (Analyst cum Programmer (D...	-	Mr. BHANWAR SINGH NATHAWAT (Joint Secretary, Infor...	Mr. BHANWAR SINGH NATHAWAT (Joint Secretary, Infor...	Completed	View	-
5	01-Apr-2018	31-Mar-2019	Mr. Rajendra Singhal (Analyst cum Programmer (D...	-	Mr. Ashutosh M. Deshpande (Technical Director, Dep...	Mr. Ashutosh M. Deshpande (Technical Director, Dep...	Completed	View	-
6	01-Apr-2017	31-Mar-2018	Mr. Rajendra Singhal (Analyst cum Programmer (D...	-	Mr. Ashutosh M. Deshpande (Technical Director, Dep...	Mr. Ashutosh M. Deshpande (Technical Director, Dep...	Completed	View	-
7	01-Apr-2016	31-Mar-2017	Mr. Rajendra Singhal (Analyst cum Programmer (D...	-	Mr. Ashutosh M. Deshpande (Technical Director, Dep...	Mr. Ashutosh M. Deshpande (Technical Director, Dep...	Completed	View	-

➤ Track PAR-Establishment (ए.सी.आर. शाखा के लिए)

Path : RajKaj >> Application Corner >> PAR >> Track PAR-Establishment



Verify OTP

Please enter the OTP sent to your Mobile Number Registered on \$SO Portal

Enter OTP

Verify OTP **Resend OTP** **Close**

Track PAR Establishment

Appointing Department* PAR Period From To

Posted Department Status

Employee Name Employee Designation

Employee Id Financial Year

Note: Parameters marked with a "*" are mandatory

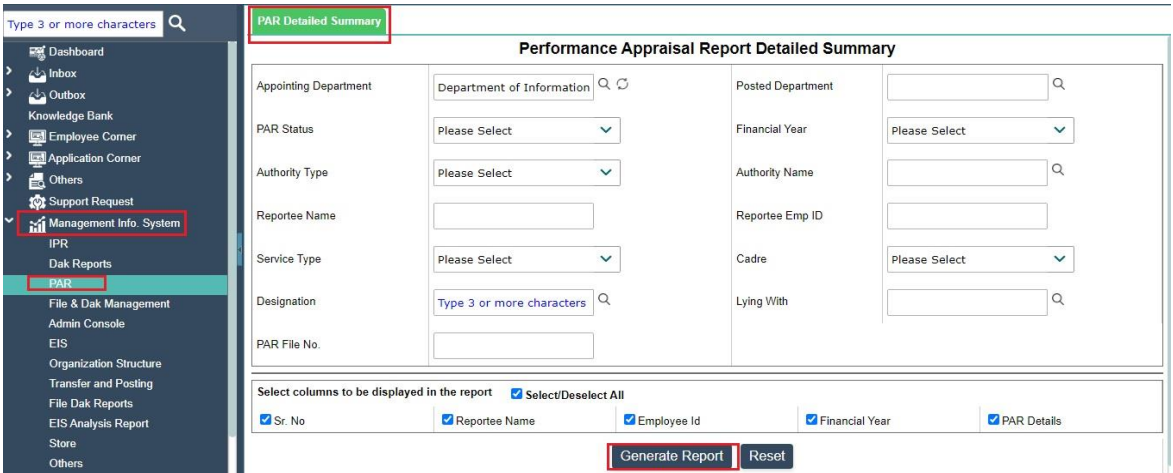
Select columns to be displayed in the report ☒ Select/Deselect All

☒ Sr. No. ☒ Appraisee Name ☒ Appraisal Start Date ☒ Appraisal End Date ☒ Reporting Authority ☒ Div Comm/Dist Coll. ☒ Reviewing Authority ☒ Accepting Authority ☒ Status ☒ Case Details

Generate Report **Reset**

➤ PAR Detailed Summary (संस्थापन शाखा (ए.सी.आर. शाखा))

Path : Managment Info. System >> PAR >> PAR Detailed Summary



PAR Detailed Summary

Performance Appraisal Report Detailed Summary

Appointing Department Posted Department

PAR Status Financial Year

Authority Type Authority Name

Reportee Name Reportee Emp ID

Service Type Cadre

Designation Lying With

PAR File No.

Select columns to be displayed in the report ☒ Select/Deselect All

☒ Sr. No. ☒ Reportee Name ☒ Employee Id ☒ Financial Year ☒ PAR Details

Generate Report **Reset**

1.14 : PAR/ACR भरने से सम्बन्धित सामान्यतया पूछे जाने वाले प्रश्न (FAQ's)

प्रश्न : मैं अपना PAR/ACR किस तरह शुरू कर सकता हूँ ?

उत्तर : आप Employee Corner में PAR Option में जाकर पदानुक्रम बनाकर PAR Initiate कर सकते हैं।

प्रश्न : अधिकारी/कर्मचारी द्वारा PAR से सम्बन्धित कार्य करने पर OTP प्राप्त नहीं होता हो तो क्या कर ?

उत्तर : OTP सम्बन्धित की SSO ID में Registered Mobile No पर प्राप्त होगा। अतः अपना Mobile No SSO ID में Update करवाए।

प्रश्न : मेरे (प्रतिवेदित अधिकारी) द्वारा बनाया गया अनुक्रम सही नहीं है, मैं अपनी ए.सी.आर. का अनुक्रम कैसे बदल सकता हूँ ?

उत्तर : Employee Corner में PAR Option में जाकर Manage PAR/ACR में वांछित PAR को Search कर Update option का उपयोग कर आप अपनी PAR का अनुक्रम बदल सकते हैं जब तक PAR प्रतिवेदक अधिकारी को प्रेषित नहीं की गई हो।

प्रश्न : यदि मेरे प्रतिवेदक/समीक्षक/स्वीकारकर्ता अधिकारी सेवानिवृत्त हो गए हो, तो ए.सी.आर. का अनुक्रम किस प्रकार बनाया जायेगा ?

उत्तर : ए.सी.आर. का अनुक्रम बनाते समय, सेवानिवृत्त हो चुके अधिकारी को अनुक्रम में लिया जायेगा। और जब सेवानिवृत्त हो चुके अधिकारी के पास ए.सी.आर. अनुक्रम में आयेगी तब संस्थापन शाखा (ए.सी.आर. सैल) द्वारा उस फाईल को Pull करके सेवानिवृत्त हो चुके अधिकारी को Skip कर ए.सी.आर. को अनुक्रम में आगे भेजा जायेगा।

प्रश्न : ए.सी.आर. को अनुक्रम में जाने के बाद अनुक्रम के किसी अधिकारी को किस प्रकार अद्यतन किया जा सकता है ?

उत्तर : ए.सी.आर. को अनुक्रम में आने के बाद संस्थापन शाखा (ए.सी.आर. सैल) द्वारा उस फाईल को Pull करके Change Hierarchy ऑप्शन के माध्यम से अनुक्रम को अद्यतन किया जा सकता है।

प्रश्न : किसी ए.सी.आर. को संस्थापन शाखा (ए.सी.आर. सैल) द्वारा Pull कहां से किया जा सकता है ?

उत्तर : संस्थापन शाखा (ए.सी.आर. सैल) द्वारा ए.सी.आर. को Pull तब तक किया जा सकता है जब तक कि वह प्रतिवेदक/समीक्षक/स्वीकारकर्ता अधिकारी के पास विचाराधीन हो।