DEVELOPMENT AUTHORITY
SYSTEMS DEPARTMENT

No: F.10(65)2020/Systems/ Dt:26.02.2020

Sub : Expression of Interest for COTS based solution for E-HRMS application in DDA.

DDA, desires and invites the expressions of interest from reputed IT vendors for supply and implementation of COTS based solution for on-line application to automate all the services of Human Resource Development right from recruitment to the pension / retiring stage, all pension, computation and payment shall be done online, all employees pay-roll, APAR, Annual Property Return, Accounting, LTC, Leave Management and perk management, GPF/EPF management, etc.

The detailed requirement of Proposed eHRMS-Electronic Human Resource Management System in DDA are as follows-

e-HRMS or management of Human Capital, being the most important factor for the success of any Government, Organisation or Company. It is a standard ICT solution for the Government sector, addressing maximum requirements of many Governments related to personnel management. The first and basic objective of the software is to provide a generic, product based solution to the DDA for better management of personnel through electronic service record. It further assists the top management in knowing the exact number of employees, the retirement pattern, additional requirements in coming year for planning recruitments, funds required for retiring employees, re-allocation of surplus employees to other Departments/organisations within the State, ACR/ Property Return status, seniority lists etc.

Productization : The software should be provided as a Product following the Productization/ meta data standards. The product version should allows local customization as per DDA requirements, should be easyto on-board, there are no costs related to hosting/ security audit individually for DDA, configurable parameters/ forms allow for minor customization at DDA level, additional requirements can be met through funding support from DDA.

Pay-roll processing: The software should integrated through web-services for providing the details of salary, GPF/ CPF details from the respective software in their employee dashboard. This also ensures that estimated pension information / retirement benefits are available in the employee dashboard at a single location, completing the eService book entries. The solution should provide for preparing pay-rolls and issuance of bank-advise for payment of salary etc.

Mobile Apps on Android and Apple platforms: Mobile apps on most popular platforms of Android and Apple have been developed for the employees to get their service book information and other related information, including applying for leaves/ tours. SMS based alerts on transactions related to Transfer, Joining, APAR submission, reporting and reviewing: The employees get transaction alerts on their mobile number if there is any transaction in the e-HRMS software, for immediate information.

Single instance of SW catering to all departments of DDA: The software should available to all Departments in DDA from a single location on the Internet with option to add on their images/ headers to present a different look. Open API for data sharing across other platform over web services. eGovernance standards MDDS-Demographic should be used for location parameters, names of individuals, Language Code and mobile numbers etc.

Effective User Assistance: Form wise dynamic help for users, online service request and login based option for employees to raise and resolve their application queries online with their colleagues/ administrators. A central help desk on phone/emails answers to the queries of users who also have access to may You Tube videos prepared by users themselves for reference of their colleagues.

Customizable Formats for different Functions: A customization multi-lingual form should be added in the software to enable a State to collect any kind of information, additionally, by defining the fields, labels, formats etc. Additional services can be added in the form of Pension papers generation, online leaves/ tours/other customization requests, integration with eSalarythrough web services, Online APAR/ACR/Property Returns, availability of dashboards, intelligent system for transfers, generation of pension papers, status of payments.

Services expected from the COTS software are at Annexure – 1. Some Suggested Modules are in Annexure 2.

The desired reputed IT companies may submit the following details to Deputy Director (Systems)-II, B-Block, Ist Floor, Vikas Sadan, INA Colony, New Delhi, in hard copy or in the soft copy at the e-mail ID ddsystems7@dda.org.in by 16th March, 2020 and for any further clarification may contact on Phone No. 24661470.

The following details may be submitted while expressing the interest:-

i. Name of Organisation
ii. Contact person details
iii. Number of years experience in the field
iv. Turnover of the organisation
v. Detailed technical expertise description of Company
vi. Name of the Product and its details, features, etc.
vii. Whether it meets DDA's requirements.

(Nitin Joshi)
Dy. Director (Systems)-II

ANNEXURE 1

ELECTRONIC SERVICES EXPECTED FROM SOFTWARE

• Employee Annual Property Return
• Automatic generation of draft list for transfer
• Training – employee selection based on criteria
• SMS based intimation of service book transactions
• Online Recruitment and Pension Management.
• Process Flow – Role Based access – Application and User Management
• Confidential Online ACR Submission
• Linkage of Employee data through UID and e-Salary over Web Service
• Payroll processing of all employees.
• Submission of training/departmental exam by employee himself
• (G2C, G2B, G2E, G2G) Services
• Manpower planning using dash board and Transaction monitoring through graphs
• Online creation of orders – appointment, transfer, promotion, dismissal, termination, penalty etc.

- All existing data base of all employees and data base for pay roll will also be ported on the new system.
- The newly developed application of Personnel and Finance stated above should be integrated with the bio-metric attendance system based on Aadhar and other type of bio-metric machines.

SCOPE & FEATURES

•Web Enabled – Generalized Online System for all departments.
• Online creation of Transfer/Promotion orders.
• Dashboard based dynamic graphical analysis for decision support.
• Online submission of ACR by individuals.
• Online Submission of Annual Property Returns.
• Interface with other application – Data Sharing and User Authentication
• Separate Modules for application customization and user management.
• Customization of application- The NIC HP team is involved in customization and productization of the application.
• Pension Management, Online Recruitment Module.
• Online Tour Management, Leave Management.
• Supplemented by Mobile Apps (eHRMS, eTransfer)- Google Play Store
• Open API for integration with other Application.

BENEFITS

• Integration with other applications for user authentication, application role and permissions through open APIs.
• Restorable eService book
• Provision of tracking employee complete service history along with duration of stay in Hard, Tribal and Sub – Cadre and Home Postings.
• Quick search for employee in the complete employee database with in or inter department.
• Auto Generation of Unique Employee ID to all State Employees to access the software.
• Personnel Information such as Personnel, Professional, Address, Nominee, Family, Education, Training, Leaves, Loans, ACR, and Service History etc. is available on click of mouse to all employees helping all individuals to view their up to date service book from remote irrespective of their reporting office.

• Easy data availability for Manpower Planning at the higher levels. Work Flow System. Anytime anywhere availability
• System Transparency. Reduction of work load in department by elimination of repetitive work.
• Implementation of work flow based package will eliminate the redundant paper work to be performed at various levels which will result in fast disposal of matters.
• Transaction based system helps in system generated service history of all employees.
• Provision for Local Language, User Defined Customized Forms and Dynamic Forms.

Annexure -2

Suggested Modules of the Software

A. User Management

User Role Accessibility ::
>> Office Administrator
>> Establishment Data Entry Operator

Purpose ::
>> Office Administrator/Establishment Data Entry Operator enters the details of employee regarding his/her Basic details, Posting Office details, Establishment Office details etc and generates PMIS code for the employee.

Functionality ::
>> Under **"Register Employee"** menu option, Office Admin/Data Entry Operator register a new employee.
>> Under **"Assign Role To Employee"** menu option, Office Admin assigns role to employee. This option is not given to Data Entry Operator. Establishment Data Entry Operator can only generate the employee.

Note:: Office Administrator/Establishment Data Entry Operator can assign roles to only that employees who belong to the same office. he/she can not generate or assign role to the employees who belong to the other offices.

Office Admin/Establishment Data Entry Operator will enter details as following: Office Admin/Establishment Data Entry Operator can fetch the data of employee by using two options or by manually entering the information of employee::
Fetch data from UID
Fetch data from web API:: API will be provided by the State Admin.

B. Service Book

User Role Accessibility ::
>> Self Registered User
>> Data Entry Operator/Establishment Incharge
>> Verifying Officer
>>Serive Book E-Correction User

Purpose ::

>>**Self Registered User :** Authorised User can fill his/ her Service Book details in the following 12 Forms and submits his/her service book to the Establishment Incharge.
>>**Establishment Incharge/ Data Entry Operator :**Authorised User can fill Service Book Details of his/her establishment office's Employees in the following 12 Forms and submits the service book to Establishment Verification officer/ DDO level officer.
>>**Establishment Verifying Officer :**During the verification of employee's service book, Verification officer can also update the employee's Service Book transaction/entry.
>> **E-Correction User :**After the verification of Service Book, Authorised E-Correction User can also update employee's service book .

Functionality ::
>> Under **"Employee Service Book Details"**menu option, Authorised User can search employee on the basis of UID number/Employee Code Number/GPF No or by selecting employee from the drop down list.

Authorised User will enter the details of service book

In E-Service book all the details of the employee regarding his job are saved. E-service includes the following details:

- **Personal Information** like name, employee code, posting office etc.
- **Employee Family details :**
  User will enter employee's family details.
- **Employee Initial Joining Information:** Here user will enter employee's initial joining details like State, Office, Joining Date, Appointment Date, mode of recruitment, Initial designation, Employee Type salary Details etc...
- **Employee Education details:**
  User will enter the details of employee's education
- **Employee Training details:**
  user can enter training details like
  Place India/Abroad
  Training Type
  Training Name
  Institute Name
  Date From & to
  Sponsorship details
- **Loan Details**
  User will enter loan details here like loan number, loan account number,sanction date, sanction amount,return date etc.
- **Service History details**
  User will enter service history details like establishment details and financial details.
- **Leave details**
  User will enter leave details like leave type, type of action(credit/debit),From Date, To Date etc.
- **Departmental Proceeding Details**
  User will have to fill the form for departmental proceeding if there is any charge(s) against the employee.

- **Nominee Details**
  User will enter nominee details of employee.
- **Award Details**
  User will enter award details of employee.
- **Previous Leave balance**
  User can check previous leave balance of employee.
- **ACR backlog Entry**
  User can enter ACR Backlog Entry.
- **Submit Form For Verification**
  User will submit the details of Verifying Officer and service book will be sent to the Verifying Officer for verification.
- **View Service Book:**
  User can view his/her all details of service book.

C. **On Line Tour**

State Admin
State Admin will manage tour by entering tour type details. State Admin will enter tour name and details.
Department Admin
Department admin will manage the following:
Department Admin will select tour type.
Department Admin will select from date and to date of the tour.
Department Admin can upload file regarding tour if any.

General/Establishment Data Entry Operator
General User (eHRMS User Roles) will select reporting officer. **Note:** Once the Reporting officer has been selected, the Reporting Officer cannot be changed if user has applied for the tour.
>>>>> Reporting Officer will approve/Reject the request of the User.
Note: If User wants to cancel the request of the tour after approval,then User will send cancel request again to the Reporting Officer in that case.

The user can apply for the tour online in the tour log sheet.

The User has to enter the following details:-

- Tour name
- Reporting officer name
- Place from and to
- Date of transport

- Day of week
- Mode of travel
- Purpose of the tour
- Holiday during training etc

The user can see the details of the tour which helps user to view the applied tour log sheet.

- User will get the following details regarding tour. >> Select Tour name >> Reporting officer name. The User can also write his/her comments and can also attach a file if any before saving the details for the leave.

- The user can see his/her all tour log sheet requests which were filled earlier. The user can see the approval or rejection of the applied tours

- The user can view his/her tour joining report after returning from the tour

User will send his/her joining report to the reporting officer after completion of the tour.

D. Online Leave

State Admin
State Admin will manage Leave by entering Leave type details. State Admin will enter number of leaves for the particular leave Type.

Department Admin
Department admin will manage the following:

Department Admin will select year and month.
Department Admin will credit leaves to employees.
General/Establishment Data Entry Operator(eHRMS User Roles)
General User/Establishment data entry operator will select/change reporting officer.
The user will enter the details to apply leave either by selecting fresh leave or leave extension.
Note: Once the request has been sent to the Reporting Officer, then user can not change his/her Reporting Officer again.
User will apply for the leave, he/she will enter the details:

- After the leave is applied by the employee, reporting officer will approve or reject the leave and employee can see the leave status whether it has been approved or cancelled by the reporting officer. Reporting officer can forward the request for the leave to the higher authority to verify.
- User can also check the leave balance in which user can see the leave type, allowed leaves, leaves taken and leave balance.
- The User can also see the leave status after applying/cancelling the leave

Note: In case, If User is applying for CL(Casual Leave) then only working days will be counted (excluding holidays) for leave. But if user is applying for medical leave or earned leave then working days as well as holidays will be counted in that case.

E. Annual Property Return

The employee can create or view his/her annual property detail

- User has to choose reporting officer first. And After filling up the details of Reporting Officer,User can fill the APR of current Year and previous year.
- If User has already filled the details of reporting Officer then he/she will get the message for it. User has authority to change the reporting officer.

The employee can declare his/her property details by selecting one of the options given on the page. The options are:

- Immovable Assets includes land, house, shops and other buildings etc.
- Liquid Assets include most stocks, money market instruments and government bonds.
- Movable Assets includes furniture, gold etc
- Provident Fund include the amount of PF employee is deducting
- Life Insurance includes the insurance policies taken by employee.
- Debts and other liabilities.
- The user will select the year for which he/she is filing the APR.

As the user select the above options , the details form will appear. After filling the details of respective property,the user can save the form after clicking on the save/add button below on the respective property form. The user can view all the details of the particular property by selecting one of the option& year.

- User can only see the APR of selected year. After submitting the APR for a particular year Reporting officer will send it to the verifying officer for verification.

The detailed description of APR is as follows:

The employee can/will declare his/her property details by selecting one of the options given on the page. The options are

1. Immovable Assets includes land, house, shops and other buildings etc.
2. Liquid Assets include most stocks, money market instruments and government bonds.
3.Movable Assets includes furniture, gold etc
4.Provident Fund include the amount of PF employee is deducting
5.Life Insurance includes the insurance policies taken by employee.
6.Debts and other liabilities

Note: User has to choose the reporting officer first. And After filling up the details of Reporting Officer,User can fill the APR of current Year and previous year only. If User has already filled the details of reporting Officer then he/she will get the message for it. User has authority to change the reporting officer.
After submission of the APR to the Reporting Officer, Reporting Officer has to login into his/her account and he/she will get the notification regarding APR.
Reporting officer can verify/un-verify the APR and user will get a message regarding it.
User can see his/her submitted APR Status on home page.

The user will select the year for which he/she is filing the APR.
As the user selects the above options , the detail form will appear. After filling the details of respective property, the user can save the form after clicking on the save/add button below on the respective property form.
The user can view all the details of the particular property by selecting one of the option& year.
The employee can view the added property details under the View option .
The user can edit/update the details of the property.
The user can also CANCEL the added property details after giving the specific reason to cancel the property.
>> The user can also update the property details of previous years also.
>>If their are no changes to be made into the APR then he/she will directly publish the APR but if their are changes to be made in the APR he/she will edit the APR & will update/cancel the property detail.
>> If the user cancel the property then that property detail will be removed from the APR. After the updation/changes he/she can publish the APR.
>> After viewing the report the user can publish the report/details of the selected property for that year. Once the APR is published no further changes can be made for that particular year.

F. Online Service Request

With the help of Online Service Request, User can send his/her request for the particular service online as eHRMS Services are :

- GIS
- TA Bill
- Apply for Car Advance
- Tution Fee
- Apply LTC Advance
- Apply for Accommodation (House Allotment)
- ISSUE GPF Number
- Apply for GPF Advance Withdrawal
- Apply For Computer Advance
- Apply for EL Encashment
- Apply HBA
- NOC for Higher Studies

- NOC for Foreign Visit
- Requisition for Consumables
- Medical Reimbursement
- Children’s Education
- Apply for Brief Case / Ladies Bag
- Telephone Reimbursement
- Newspaper Reimbursement
- Transfer Request

By using this option, User can send any type of online service request. Format of the application will be prepared by the department admin.

User will enter his/her details according to the format and will send the request to the reporting officer.

If user doesn’t get any response from the reporting officer regarding online request then he/she can make modifications/changes (if any) or he/she can send the request to the another reporting officer.

In case, if the application has been verified by the reporting officer then it will be send to the higher authority for verification. If the verification is completed then the concerned verified officer will issue order in reply of the request.

The detailed description of Online Service Request

As we are aware of the fact that the employee can now online apply for certain services as-GIS, ISSUE GPF Number & TA Bill etc.
The user can online apply by Selecting a given service format and sending it for farther approval to the reporting/reviewing officer. part A-Employee Details
The details of the employee who has logged-in using his credentials can see the Employee Code, Employee Name & Date of Birth are filled by default.
Choosing on the "General"menu& click on "Online Service Request"-Part-A is filled default having the basic knowledge of the employee.

Select Service
Select Service means to select the type of service for which the employee wishes to apply for (GIS,Issue GPF Number & TA Bill).
The employee can fill the format online and apply for the service.
Note:The format will be created by Department Administrator. If format for the selected service has not been created yet then he/she can contact Department Administrator.
Service type is of three types-Apply Online, Reporting & Accepting.
Apply Online (e.g for GIS, a Travelling Allowance Bill, Issue GPF Number)-a type needs to be selected.
When applied by a general employee the filled format goes farther for verification to the reporting officer & it is his/her wish to send it farther to the accepting officer or verify the format himself(by also becoming an accepting officer).
The Financial Year is mandatory to be filled.

The format available for TA, GIS, Issue GPF Number can be seen under "Fill Form" option.
Fill Form contains an editor(tool for filling the form) & also has the option of attaching a document by clicking on the "Choose File" option.
The "SAVE" button saves the filled format whereas the "CANCEL" button rejects the submission of any filled/unfilled format.
Clicking on the "SAVE" button displays a dialogue box on the screen which contains a SERVICE ID (which should be noted for farther process).
After Submitting the form, User lock the request and select the reporting officer.

Assessment by Reporting Officer
The reporting officer logs-in using his credentials and checks if he has any requests for any service.
Here the reporting officer can give the remarks and sets the status via check-box to Accept/Reject the service request.
The reporting officer also has the right to assign him-self the role of the "Accepting Officer".

Assessment by Accepting Officer
The Accepting Officer has the right to edit the remarks given by "Reporting Officer" also & the applicant never be a reporting/accepting officer although the reporting officer can be a reviewing officer too.
Note: The Reviewing officer can set himself to Accepting officer also. The applicant can never be a reviewing/reporting authority for himself.
After final verification, the concerned verified officer will issue order in reply of the request.
If the verification is completed, the employees who are related to the order will get the notifications on their home page.

G. Transfer/Promotion

Admin will provide order type for his/her State.

1. Admin will Create Order Type after login into his/her account under menu option ->> State Administrator->> Manage Master Data->> Create Order Type
2. Admin will create new order type after selecting order name and order description.
3. Administrator will have to choose 'Order Type' under options are:
>>Change Establishment Detail
>>Change Financial Detail
>>Change Both Establishment and Financial Detail
>>None of the above
4. To exit the employee in HRMS in above transaction type, State Administrator will check the option whether yes or no.

Department Administrator in Transfer/Promotion

Department Admin creates order authority and defines order format.

Part 1
1. Department Admin will create Order Authority Master.
2. Department Admin will enter the followings:
>>Authority Desc
>>Authority Address
3. Department Admin can also see all the created order authority lists.

Part 2
1. The next task of Department Admin is to prepare Order Format
2. Department Admin will have to select the followings::
State : Department Admin will select the state.
Department : The next is to select department.
Transaction Type : Department Admin will select the transaction type i.eDeputation,Promotion,Increment,Demotion,Demotion with transfer etc.
Order Authority : Department admin will select the name of the order authority that has been created by him/her in the first part.
3. Department admin will enter all the details regarding order format and will save it.

Order Administrator in Transfer/Promotion
Order Admin creates draft order list and selects the employees.

Draft Order List: Order Administrator will create Draft order List by selecting draft order type and draft order list.
Order Administrator will select order type first and will create draft order list for that order type.
After the creation of draft order list, Order Administrator will search employees:: Order administrator will select employees either by making search on the basis of Department, current office, Designation, sub designation, employee code etc. or by selecting employees against DPC list
A transaction occurs automatically in all employees' service book.

Print Draft Orders
Order Administrator will select order type, order authority and file number etc. He/She can change the necessary information in the format prepared by Department Administrator.
At the final Stage, Order Administrator will publish draft order list. Employees can see the published order on the home page of eHRMS. employee can see the report for published order:

H. Recruitment By Department

The detailed description of Recruitment by Department
Create Department wise Vacancy
• The department administrator creates the department wise vacancy within the organization.

• The department administrator can create the vacancy master by filling the details like advertisement name, what will be advertisement text/heading at the top, start & end date of the advertisement, date of examination, amount to be paid and entering the vacancy details like post name, total no. of post, pay scale grade pay, age limit.
• The department administrator can add more vacancy details by clicking add more button.
• After saving the details, the department administrator can edit & update the fields of created advertisement.
• The department administrator can also generate the report of advertisement in pdf format.
• Once the advertisement is published, it will appear on the home page where other users can see it and no further updation can be done in advertisement.

Update Job Seeker application Status

• The department administrator will check the entire details of the applicant who has applied for the post.
• After selecting the values in the fields like advertisement name, post, qualification etc. & clicking on the search option, department admin will view the details of the particular applicant.
• After checking the entire details, department administrator has the authority to reject or approve the application of the applicant.
• The department administrator will also allot the examination center with address & time of examination.
• Once the application is approved, admit card will be issued to the applicant.

Update job Seeker Merit List

• The department administrator will check for the candidates who have appeared/not appeared in the exam.
• The department administrator will also check the eligible candidates who have cleared the exam.
• The department administrator can also update the exam status i.e. marks, whether passed or failed.
• The department administrator can also see the result by selecting the application number of the applicant
• The department administrator can also get the report of the result by get result report option.

Joining Process of Applicant

• The department administrator will search the eligible candidates by selecting advertisement, post name, application status and/or application number, who have cleared the exam and have been selected for the joining.
• The department administrator will see the joining report from get Joining Report option.

Generate Recruited Employee Appointment Order

• The department administrator will generate the appointment order of the recruited employees by filling the Employee Basic Details, Employee Current Posting Details, and Establishment Where Service Book Will Be Updated.

View Candidate Application Status

Department admin will select Recruitment year, advertisement name, post name and application Status. Department admin will get the following details
• Candidate who applied for exam
• Rejected/Accepted Candidates
• Passed/Failed/Absent

• Candidate who are calling for joining
• Candidates’ final joining status

I. Departmental Promotion Committee

Departmental Promotion Committee is a committee which organises Transfer, Increment, Deputation and Promotion of the employees on the basis of:

- Department
- employees' request for Transfer/ Increment/ Deputation / Promotion.

>>The First task is to find out the particular employees. User will be searched on the basis of cadre, class, Employee Code, Home district and education etc. After making Search for the employees, User has the authority to add the employees in the list for transfer/ Increment/Deputation/Promotion etc. The Option will select once from the drop down list and DPC will be created for that request type only.

Create DPC Committee:::

The third part is To create DPC Committee. Once the employees are selected for the Departmental Promotion Committee, the next task of the user is to enter the Details of the DPC Committee. User will make a search on the basis of department and designation. User can choose the member for DPC Committee from other designation also. User can select only five members from the list and User has the authority to select one of them as committee chairman.

Process DPC List::

The next task of user is to process the DPC List. DPC List: In this option User can see all the DPC Lists along with the member details. The details are as following::

- DPC Number
- DPC name
- DPC Committee name
- DPC Created Date
- DPC date
- Request Type

:: This option helps User to see all the details of committee members along with the name, department, designation and role name details etc.

- *Employee List With Departmental Promotion::*

In this Option, the User can see the list of all employees whose request is given for the DPC. It will show employee names, Designation , birth date , status , online request and attachment etc.

Lock DPC List:: The next option is to lock the DPC. There is an option to upload attachment given for the User, which is mandatory.

- *Process DPC List::*

The next task of User is to process the DPC List. After processing of the DPC List only selected members are authorized to see the list after they login into their account and they can provide their views regarding the employees' DPC Request. The members can add their views about the selected employees and after adding the views the next task is done by the Chairman of the committee. The Chairman has the authority to view the comments given by the other members of the committee after he/she login into his/her account. On the basis of comments given by the members of the committee, the chairman will take his decision regarding the DPC requests of the employees.

Note:: employee can send his/her DPC request type only one time. He/she can not apply at the same time for the different DPC Request.

J. Dynamic ACR

In Dynamic ACR, format will be created by Department admin and user can fill his/her dynamic ACR according to that particular format only.

- **Note:** If user has already submitted the ACR (Static/backlog/dynamic) of the mentioned date then he/she will not be able to fill ACR details of that date again. After filling up the entire details, user can choose his/her reporting officer and the request for the dynamic ACR will be send to the reporting officer for the verification. Once the application has been sent to the reporting officer, user can not make any type of modifications in the application. After verification, Reporting officer will send it to the Reviewing officer where Reviewing officer will give grading to the ACR submitted by the employee. At the final step of ACR verification, Accepting authority will check the entire process.

User can also take the help from 'How to fill ACR' option.

The detailed Procedure for dynamic ACR is as follows:

1. To fill the request, the user has to login using his credentials and go to "General" and then "Upload ACR Detail-User Defined Dynamic Format".
2. The format contains several-steps as- Self-Appraisal(to be filled by the applicant), Reporting(To be filled by the Reporting Officer) & Reviewing (which is a step farther for reviewing).
3. Self-Appraisal is for those employee who have to fill the request for themselves. Reporting & Reviewing is for the "reporting/reviewing officer's" who are authorised to approve/reject the requests of general employees. A general employee can be a "Reporting/Reviewing Officer" but not for himself i.e. he cannot be a reporting for his own self-appraisal.
4. The financial year for which the ACR is filled can be selected via dropdown list

NOTE*- If there is an error message on the screen & the format(to be filled) is not available then please

contact your department adminstrator.
5. Dates will be filled as: **From Date*** means the starting date of the submission of ACR. **To Date*** means the end date in which the ACR is submitted.
6. Clicking on the "GETLEAVE" button,the leaves taken by the applicant are calculated & the Number of Leaves During The Above Period is filled automatically.
7. A format for filling the appraisal is displayed with a tool-box which is essential for filling the format.While entering the self-appraisal-the USER can use the tools provided in the editor.
8. The saved filled-format will be displayed at the bottom and it can be edited until locked. Once the filled-format is locked it can only be viewed.

Part-C-(contains Reporting Officer Assessment)

1. Assessment is given by the Reporting Officer.After submitting the form by user, Reporting Officer will get notification for the Particular ACR request by user.
2. The employee filling the self-appraisal can never himself be a reporting officer for his own request.
3. Now the reporting Officer has to log-in using his/her credentials,after login into his/her account, Reporting Officer will Select the "Service Type". Select the ACR Year to the same year which was selected by the employee who filled the self-appraisal. Select Employee who has sent the ACR filled format, When the reporting is done there are two buttons at the bottom which are used for saving or rejecting the filled-format.
4. After filling the format for reporting, the reporting officer clicks on the "SAVE" button to save the filled-format & the "CANCEL" button to reject the submission. There is a special text-area defined to enter Remarks & the grades are also mandatory to be filled.

Part-D contains reviewing officer assessment

1. (Remarks of the Reviewing Officer)

NOTE- The reporting officer can assign himself the role of a "Reviewing Officer" also.

2. The Department of the reporting/reviewing officer can be selected via dropdown list.
3. The Office should be selected via drop-down & is cumpolsory to be filled.
4. The Officer with a UID & name can be seen in the drop-down & can be filled for farther processing.
5. SUBMIT button is clicked when the mandatory details are filled.

NOTE-If there is a same person for reporting/reviewing there is no-need to log-in again otherwise the reviewing officer has to log-in using his/her credentials.

NOTE-The reviewing officer can view all the three formats(i.e. self-appraisal format, format filled by the reporting officer & his own/reviewing format). The reporting officer can see only two formats(i.e. self-appraisal of the applicant & reporting done by him).

ACR Acceptance

ACR Acceptance authority gets notification for the ACR filled by the user which are verified by the verifying Officers.

1. **View ACR status** option helps to check the status of the ACR by selecting Department,District,Designation,Office etc.
2. **View ACR Submission Status** option helps to view the ACR Submission status.
3. **ACR Movement Control** option helps to change the verification officer/reporting officer.

4. **Unlock wrong ACR** option helps to unlock the ACR after selecting neccesary details.
5. **ACR Grading Wise** option helps ACR Accepting authority to check the grading wise ACR Report.
6. **Non Filled and blank ACR** option helps to view all non filled and blank ACR.
7. **ACR Pendency Status District Wise** option helps to view ACR Pendency Status District Wise.