

CENTRAL RAILWAY

SOLAPUR DIVISION

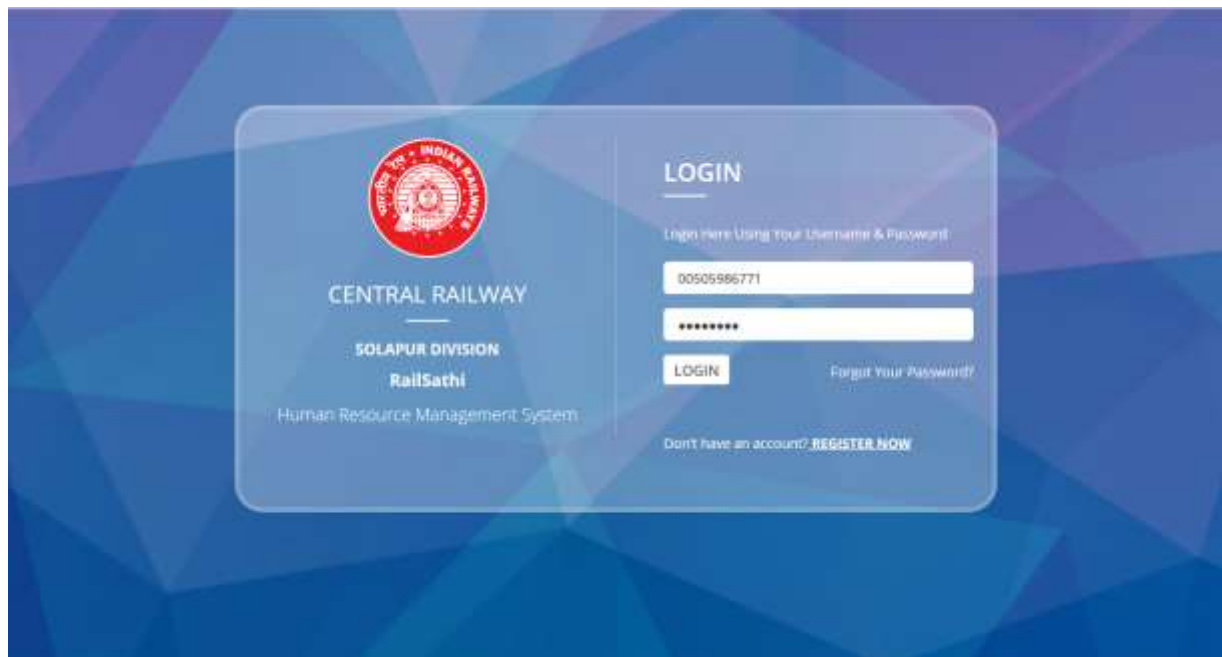


RailSathi

**Annual Performance Appraisal Report
[e-APAR]**

All User Module User Manual

Website Link:-<http://drmps-sur-hrms.in>



(Fig 1)

1.As shown in above Fig 1 Login using PF number and Password.

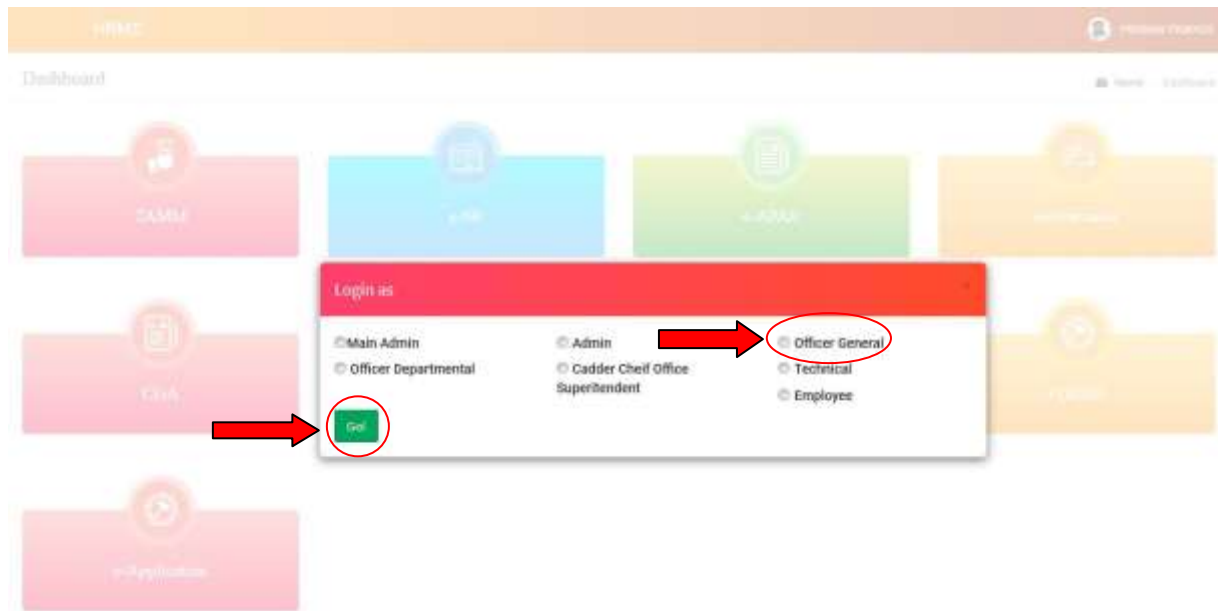
Note:- By default Password is Date of Birth as DD/MM/YYYY.

2. After Login the page will redirect to Dashboard or HomePage as shown in below Fig 2.



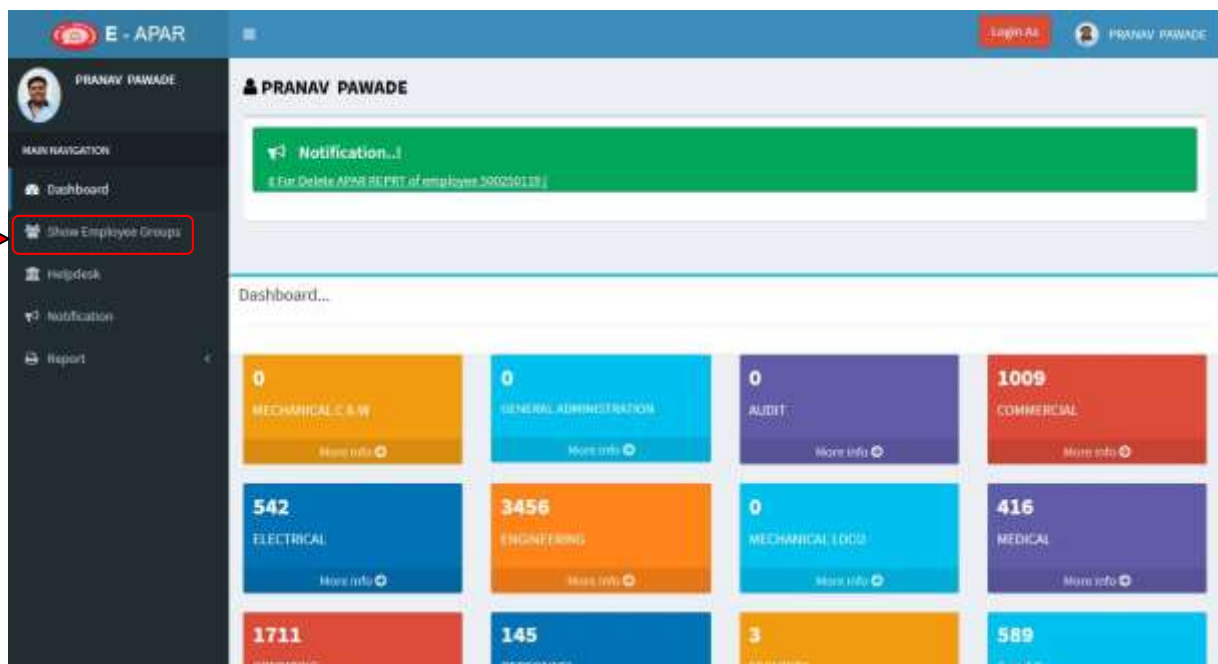
(Fig 2)

3. Click on e-APAR box as shown in above Fig 2.



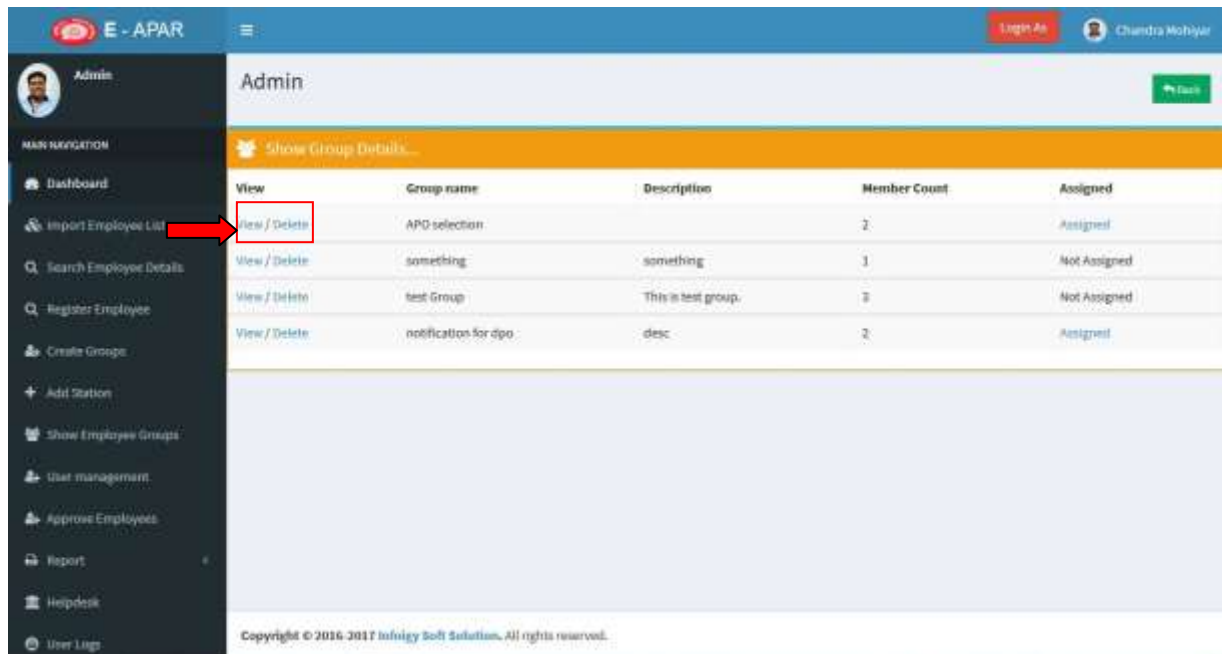
(Fig 3)

4. Choose Officer General radio button and Click on Go! Button to redirect to Dashboard.



(Fig 4)

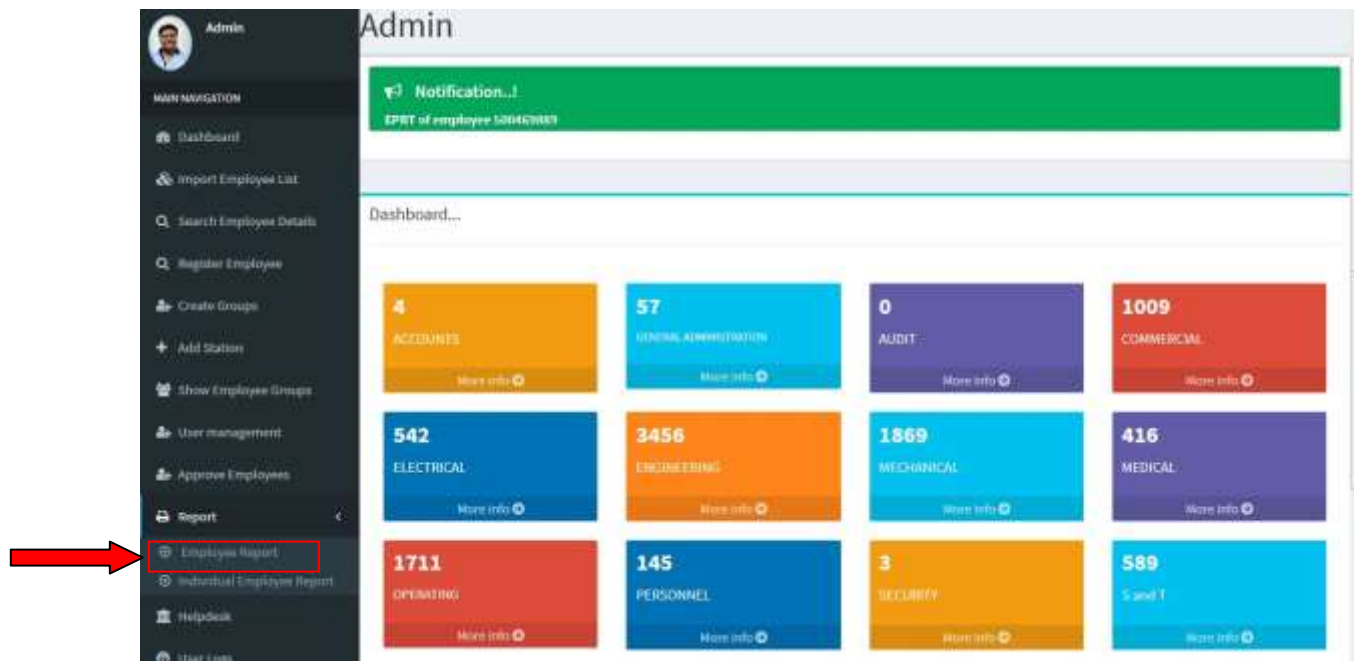
5. Click on Show Employee Groups in sidebar as shown in above Fig 4 to view Employee Groups as shown in below Fig 5



(Fig 5)

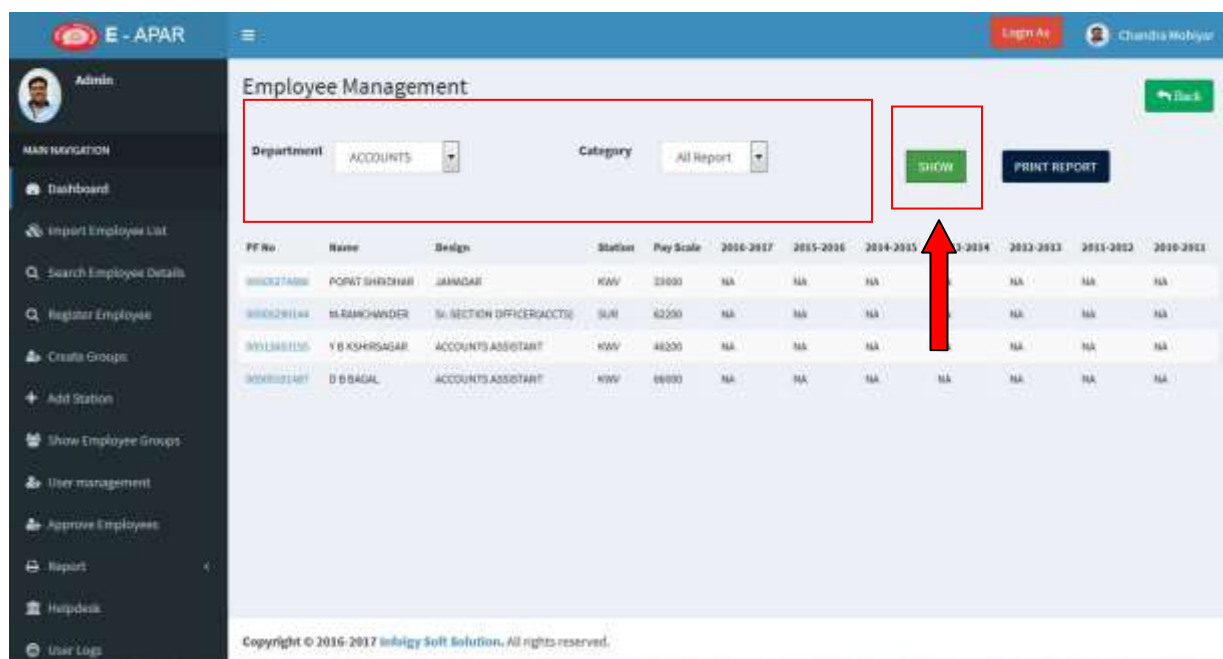
6. Click on view link to view Employee details as shown in above Fig 5.

7. Click on delete link to Delete Employee Group as shown in above Fig 5.



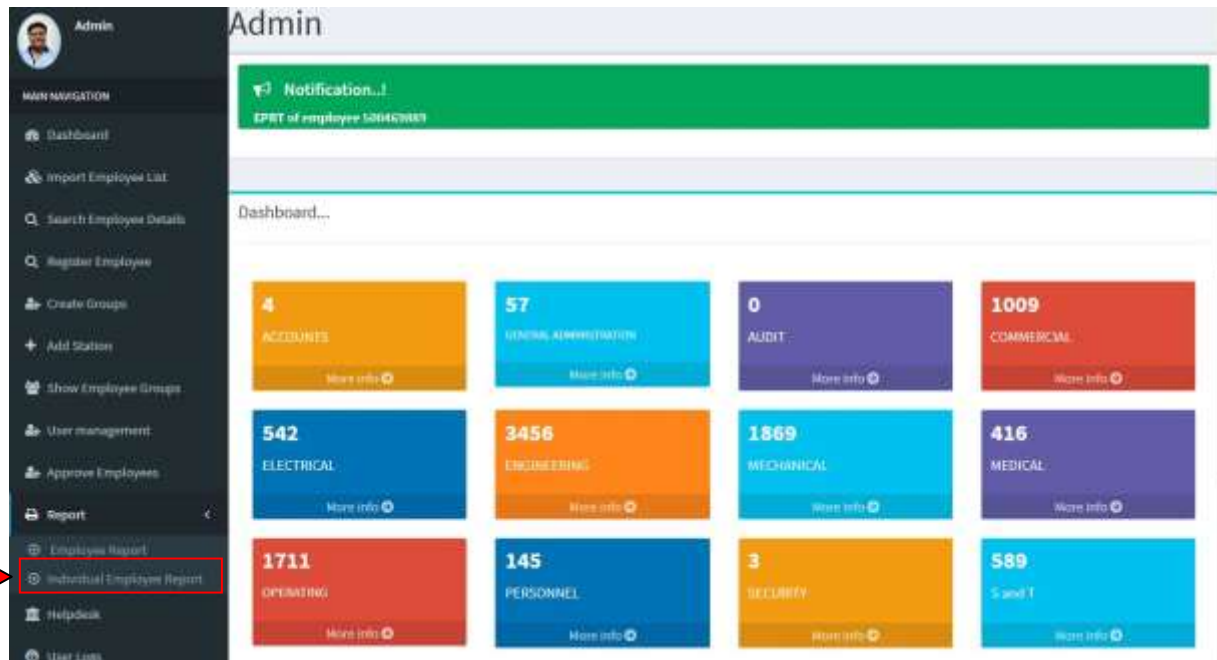
(Fig 6)

8. Click on Employee Report to view Report as shown in Fig 6 and Fig 7.



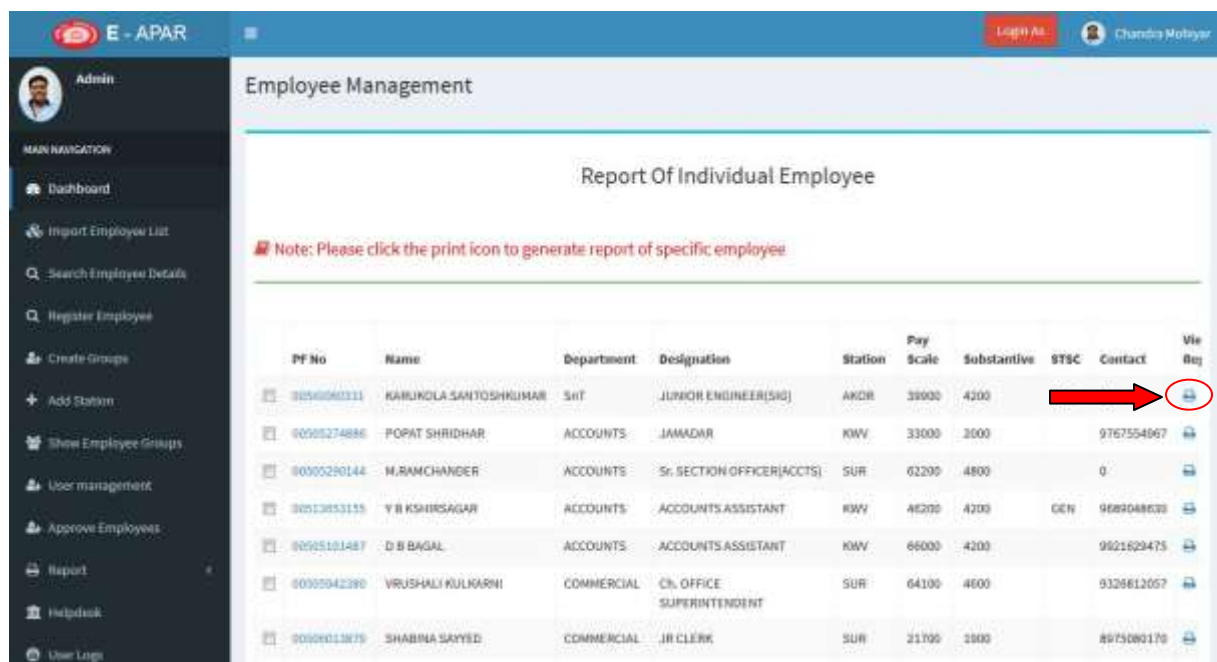
(Fig 7)

9. Choose Department from dropdown, Choose Category from dropdown and click on show button as shown in above Fig 7.



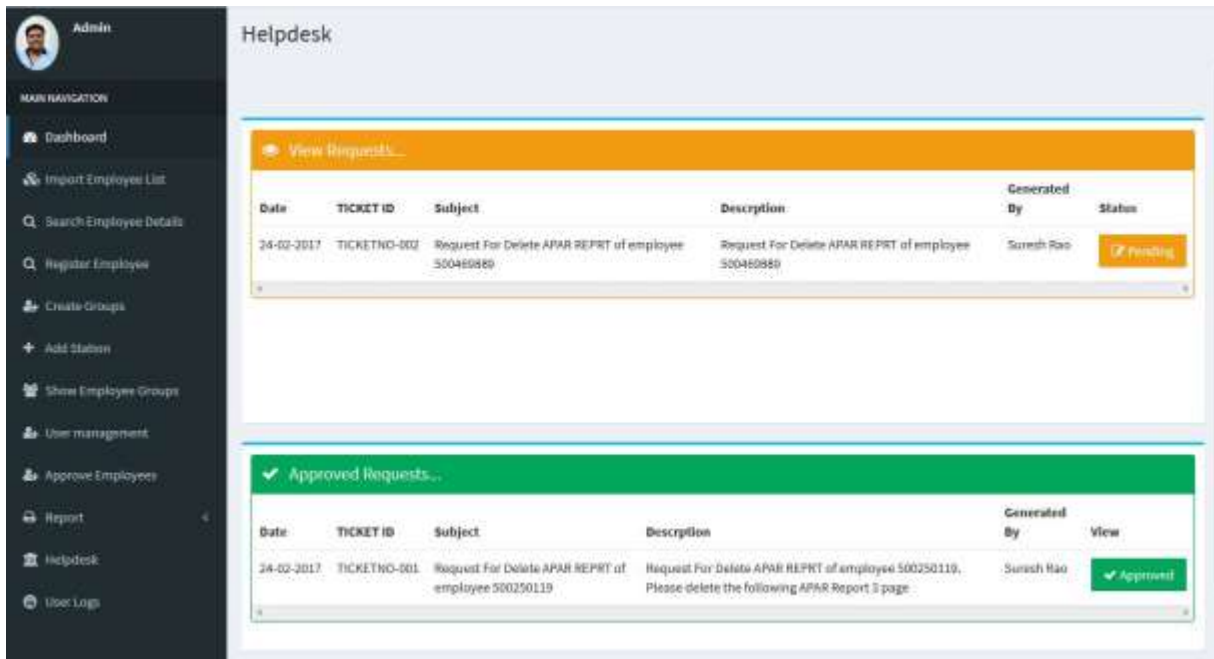
(Fig 8)

10. Click on Individual Employee Report in sidebar as shown in above Fig 8.



(Fig 9)

11. Click on print icon to view Individual Report as shown in above Fig 9.



(Fig 10)

12. Click on Helpdesk in sidebar as shown in above Fig 10.