

# **CENTRAL RAILWAY**

**SOLAPUR DIVISION**



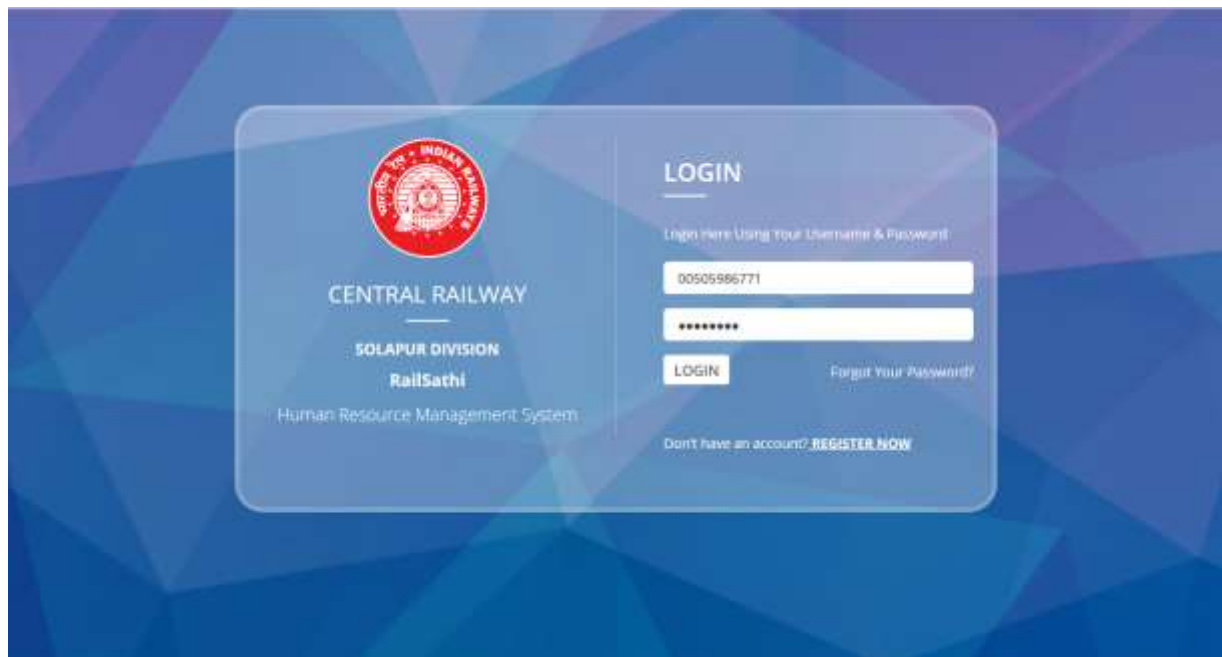
**RailSathi**

**Annual Performance Appraisal Report**

**[e-APAR]**

**Admin 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.



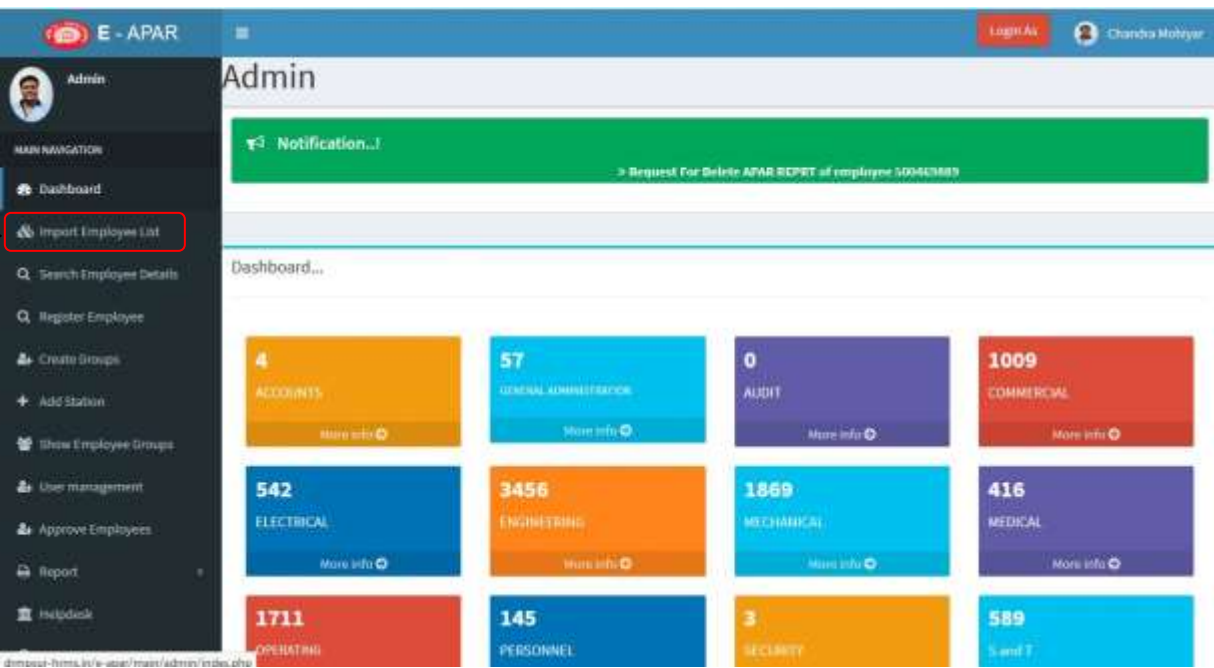
(Fig 2)

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



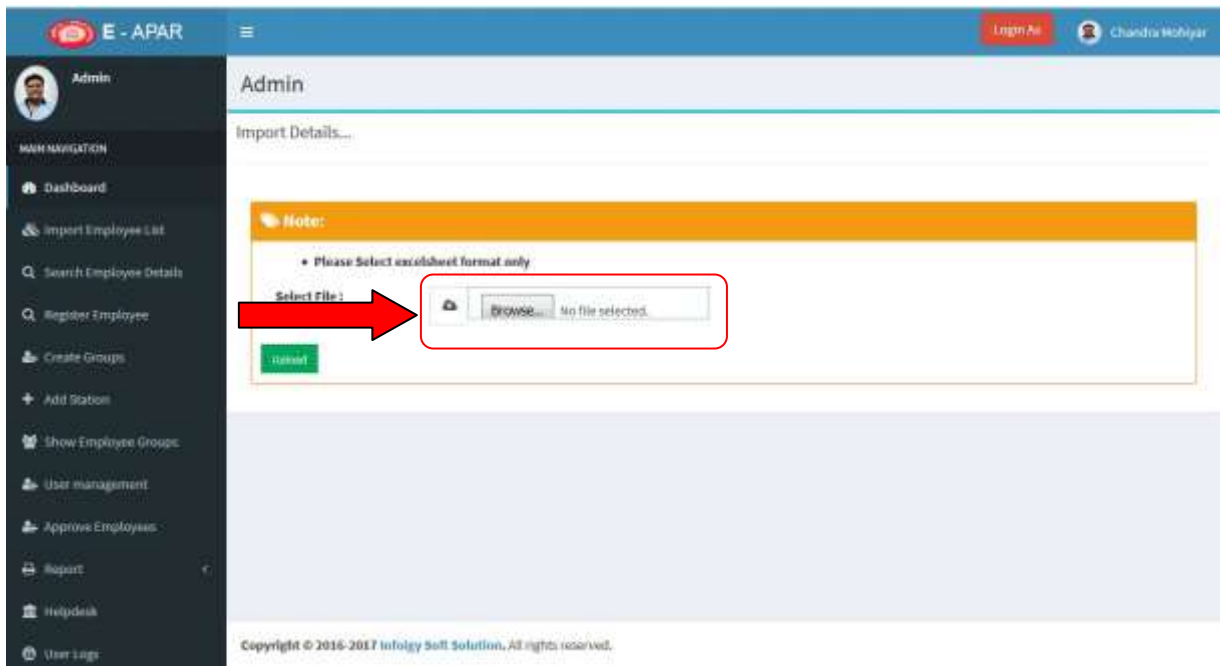
(Fig 3)

4. Choose Main Admin radio button and Click on Go! Button to redirect to Main Admin Dashboard.



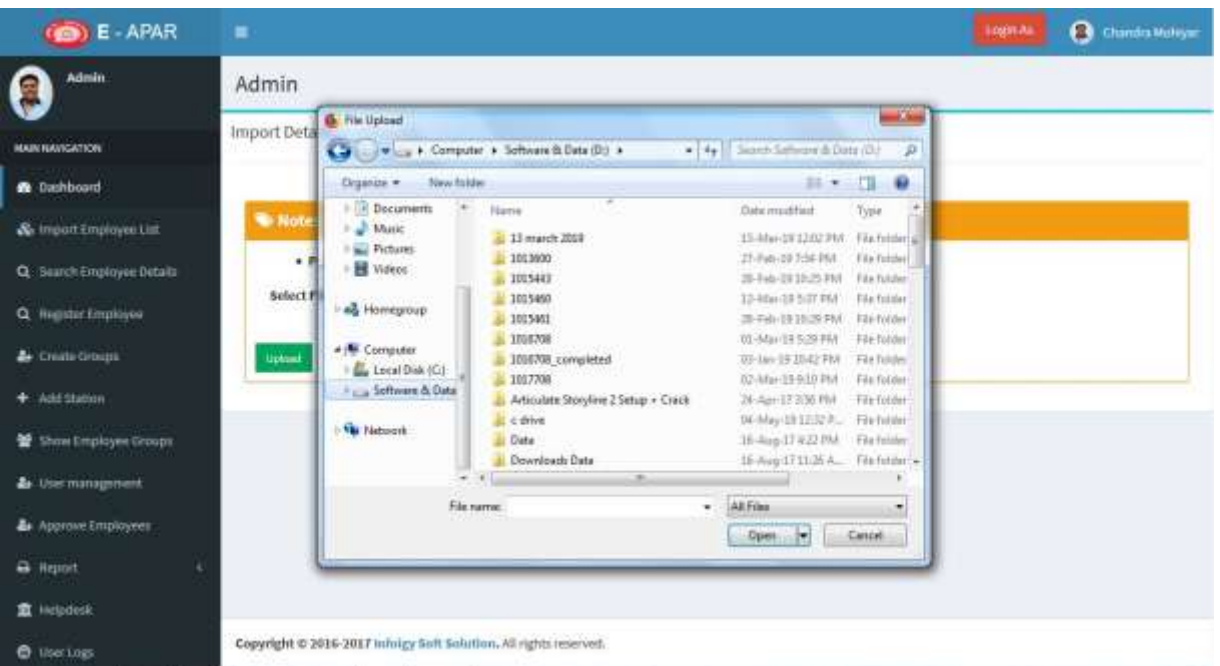
(Fig 4)

5. Click on Import Employee List in Sidebar as Shown in above Fig 4.



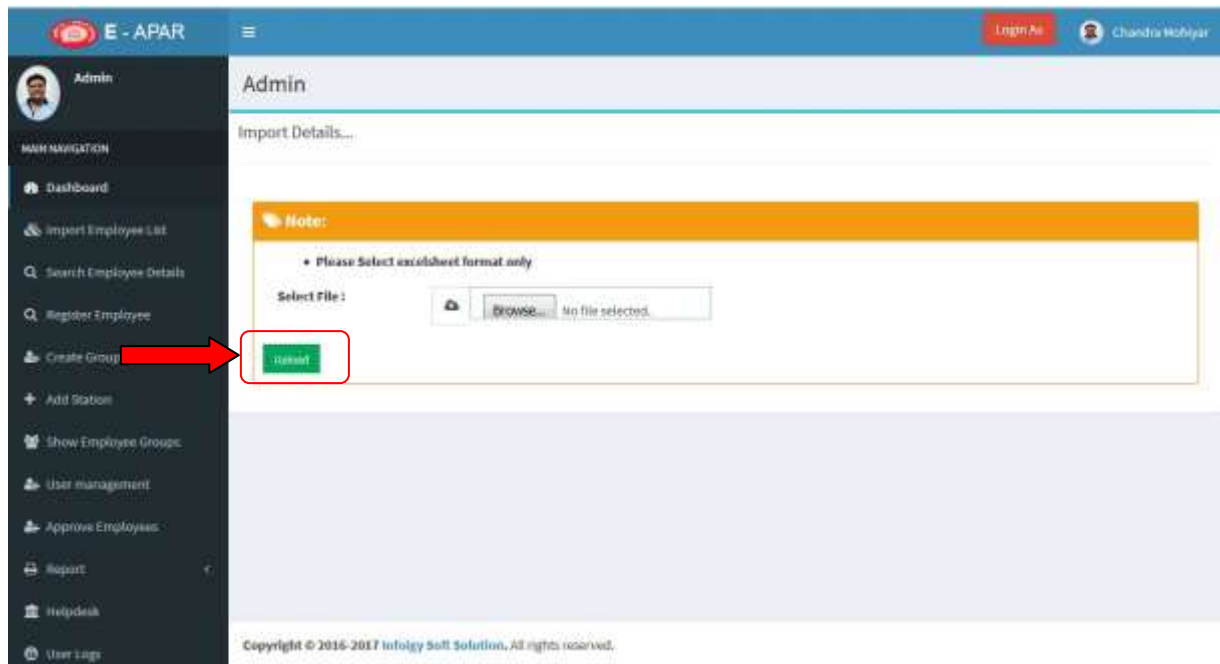
(Fig 5)

6. Click on browse to choose Excel File as shown in above Fig 5.



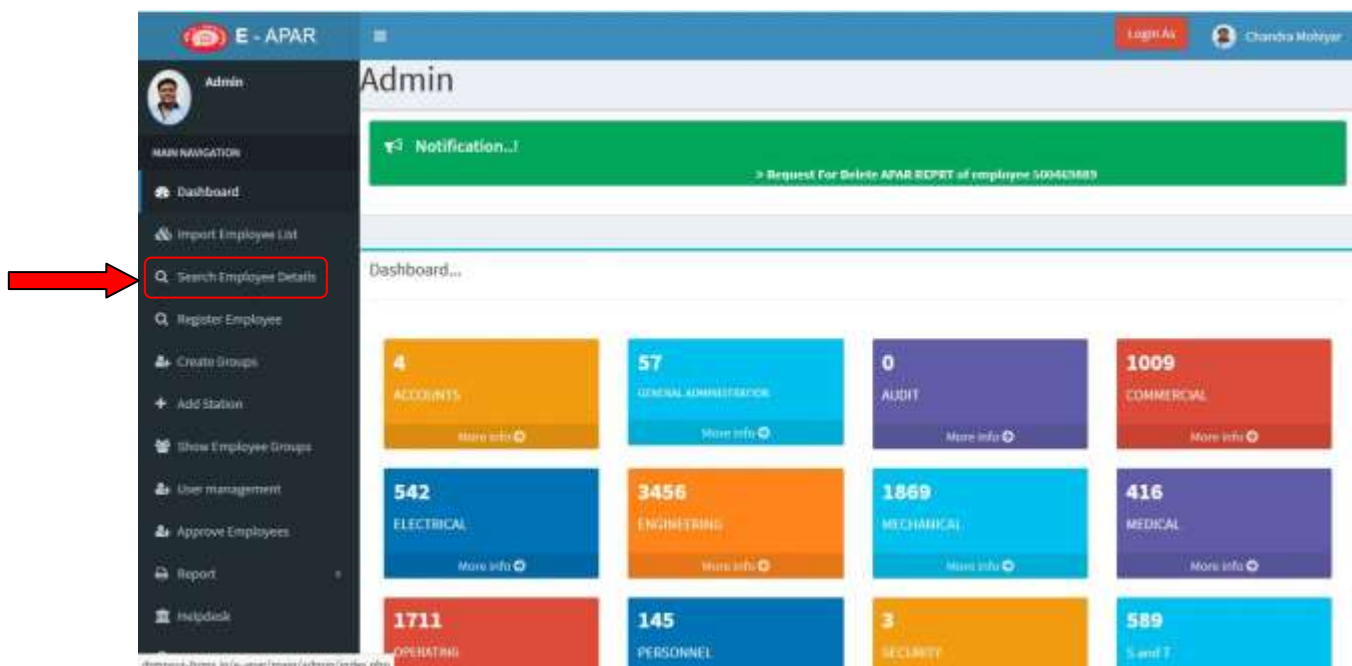
(Fig 6)

7. After choosing excel file click on Upload Button as shown in below Fig 7.



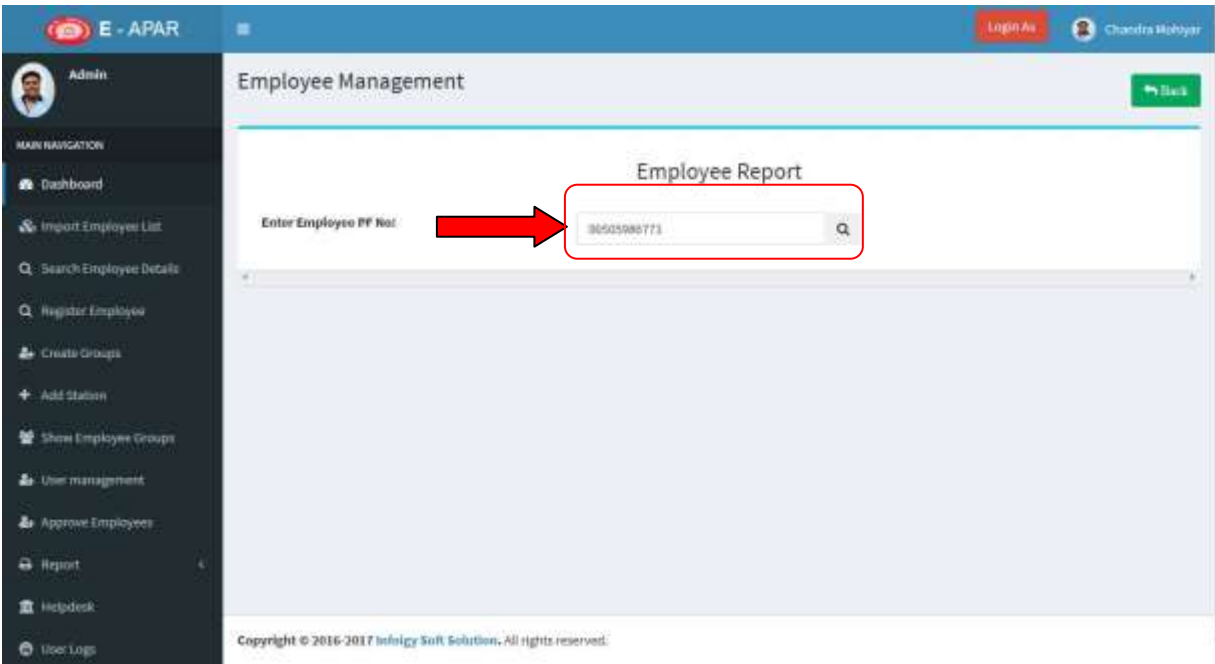
(Fig 7)

8. To Search Employee Details click on Search Employee Details tab in Sidebar as shown in below Fig 8.



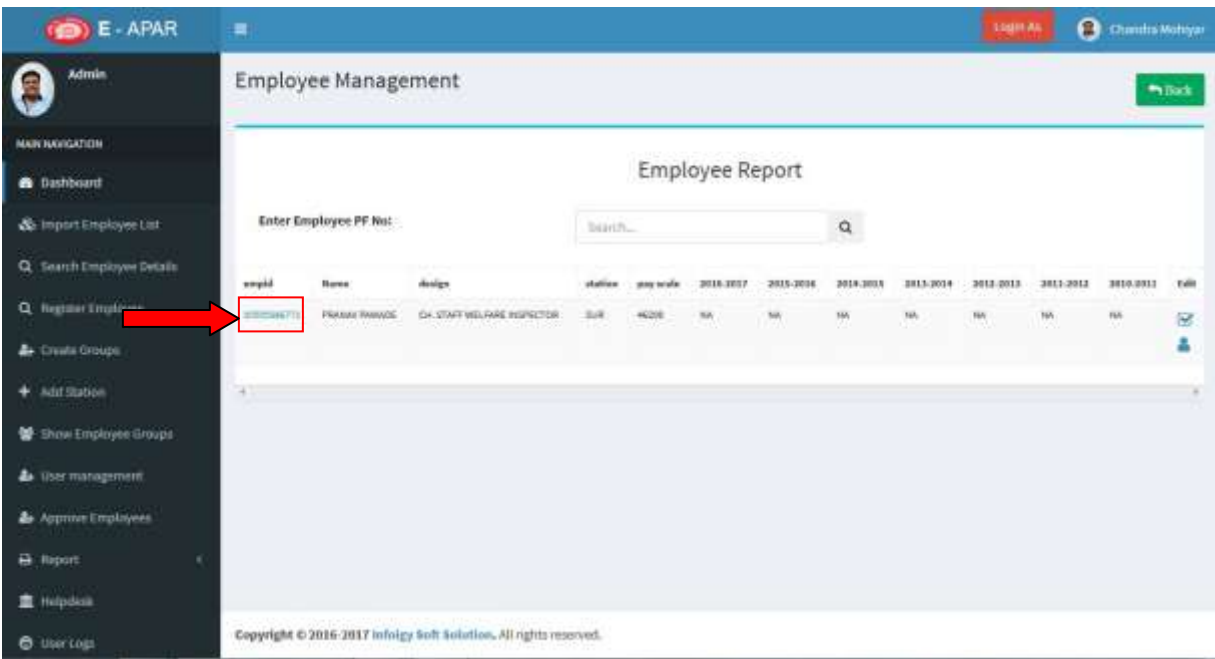
(Fig 8)

9. Type PF Number to Search Employee Details and Click on Search icon button as shown in below Fig 9.



(Fig 9)

10. Click on PF number listed to view Employee Details as shown in below Fig 10.



(Fig 10)

11. After Clicking on Multiple Year Image button it will Display Multiple Details of that PF number as shown in below Fig 11.

Employee APAR Details...

Year: 2016-2017 Employee Code: 00503980771

Employee Name: PRANAV PAWADE Department: PERSONNEL

Designation: CH. STAFF WELFARE INSPECTOR Station: SUR

Pay Scale: 45200 Integrity: Beyond Doubtful

Substantive Grade pay: 4600 ST SC: ST

Mobile number: 9503014520 Selected Year: --Select Year--

[Multiple Year Image](#) [Refresh](#)

(Fig 11)

E - APAR

Admin

Notification...1

Request For Select APAR REPORT of employee 509467889

Dashboard...

4 ACCOUNTS More info	57 GENERAL ADMINISTRATION More info	0 AUDIT More info	1009 COMMERCIAL More info
542 ELECTRICAL More info	3456 ENGINEERING More info	1869 MECHANICAL More info	416 MEDICAL More info
1711 OPERATING More info	145 PERSONNEL More info	3 SECURITY More info	589 S and T More info

(Fig 12)



12. To Register Employee click Register Employee tab in Sidebar as shown in above Fig 12.

The screenshot shows a web application interface for registering an employee. On the left is a dark sidebar with a menu containing: Dashboard, Import Employee List, Search Employee Details, Register Employee (highlighted), Create Groups, Add Station, Show Employee Groups, User management, Approve Employees, Report, Helpdesk, and User Logs. The main content area is titled 'Register Employee' and contains the following form fields: Registered Year (dropdown), Employee Name (text input), Employee No/ PF No (text input), Department (dropdown), Designation (dropdown), Station (dropdown), Pay Scale (text input with a rupee symbol), Substantive / GradePay (text input with a rupee symbol), Substantive 7th CPC Paylevel (text input with a rupee symbol), ST SC (dropdown), and Contact (text input with a phone icon). At the bottom of the form are three buttons: 'Save' (green, highlighted with a red box and a red arrow), 'Reset' (light blue), and 'Refresh' (blue).

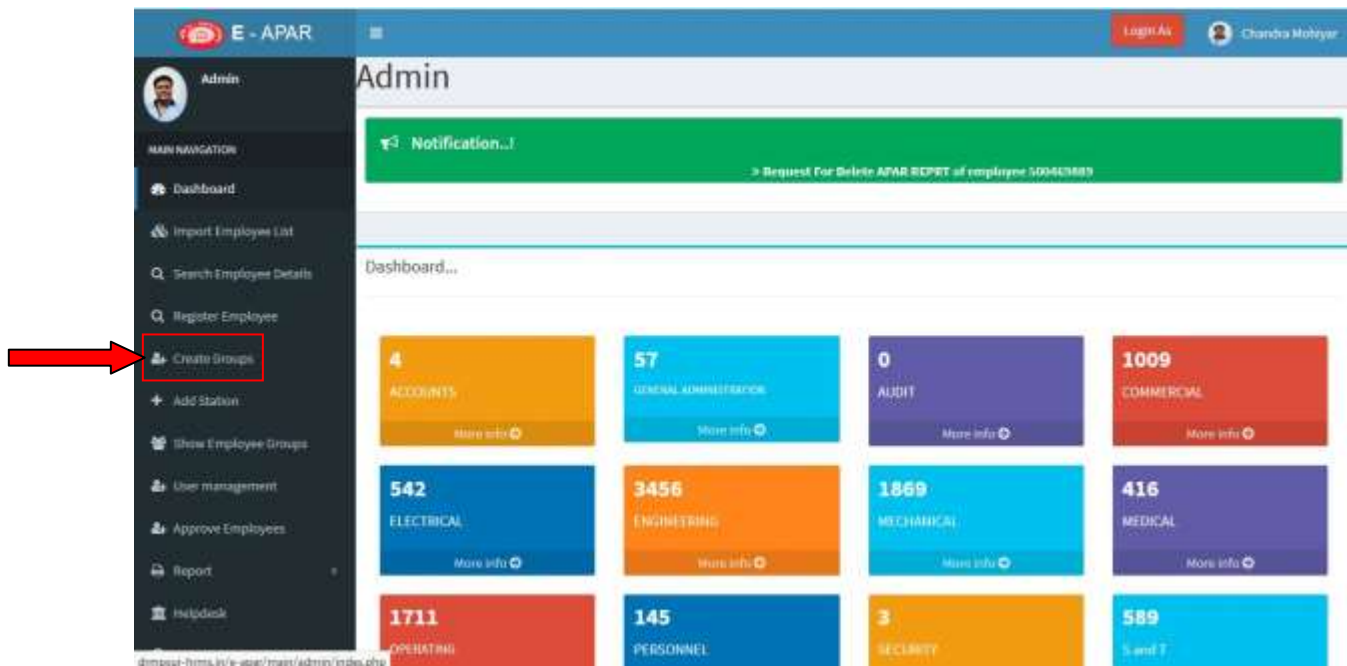
(Fig 13)

13. Choose Registered Year from dropdown, Enter Employee Name, Enter Employee No/PF No, Choose Department from dropdown, Choose Designation from dropdown, Choose Station from dropdown, Enter Pay Scale, Enter Substantive/GradePay, Enter Substantive 7<sup>th</sup> CPC Pay Level, Choose ST SC from dropdown and Enter Contact.

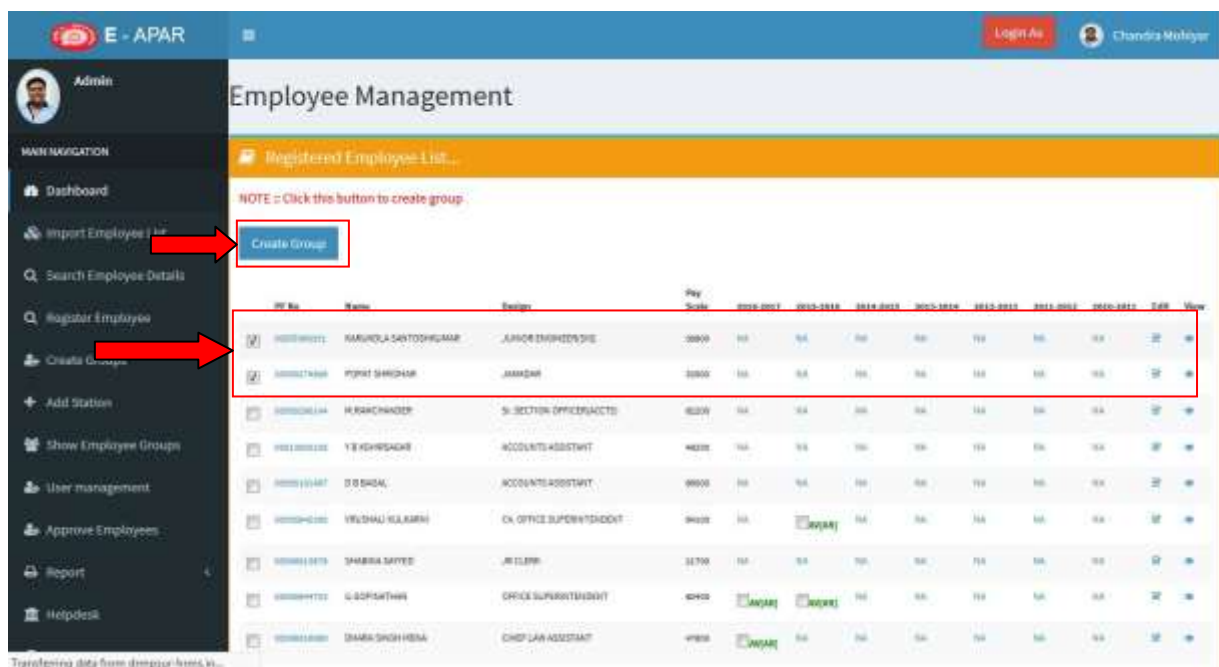
14. After Filling all Data click on Save button to Register Employee as shown in above Fig 13.

15. To Create Groups click on Create Groups tab in sidebar as shown in below Fig 14.

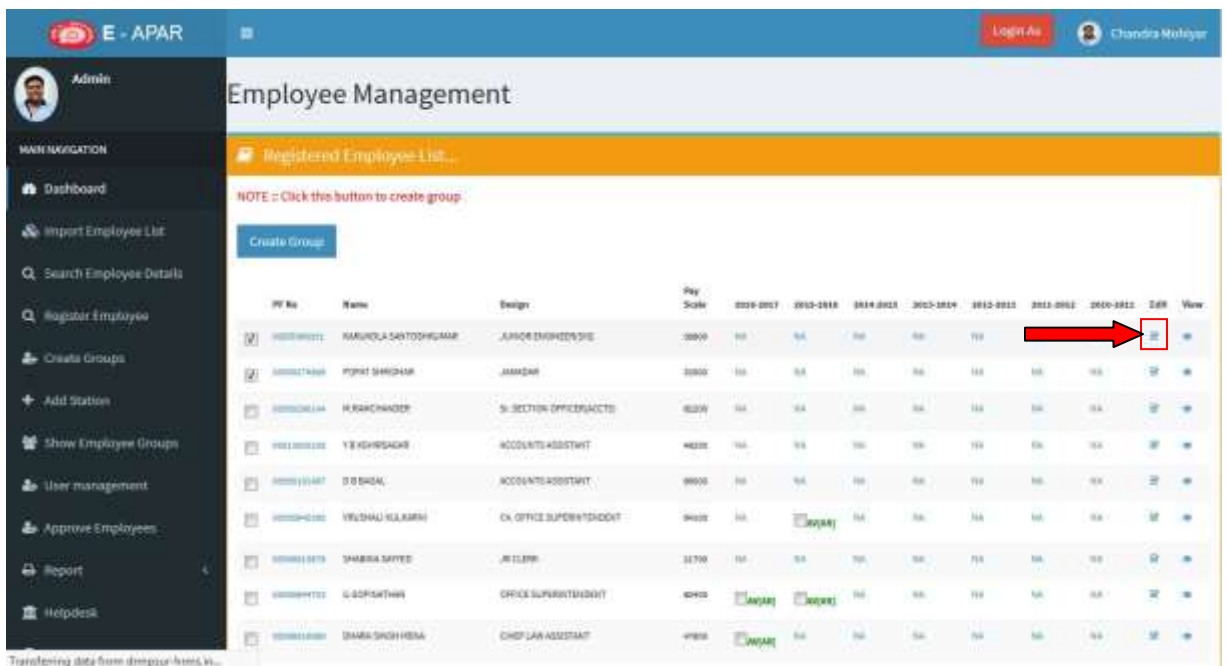




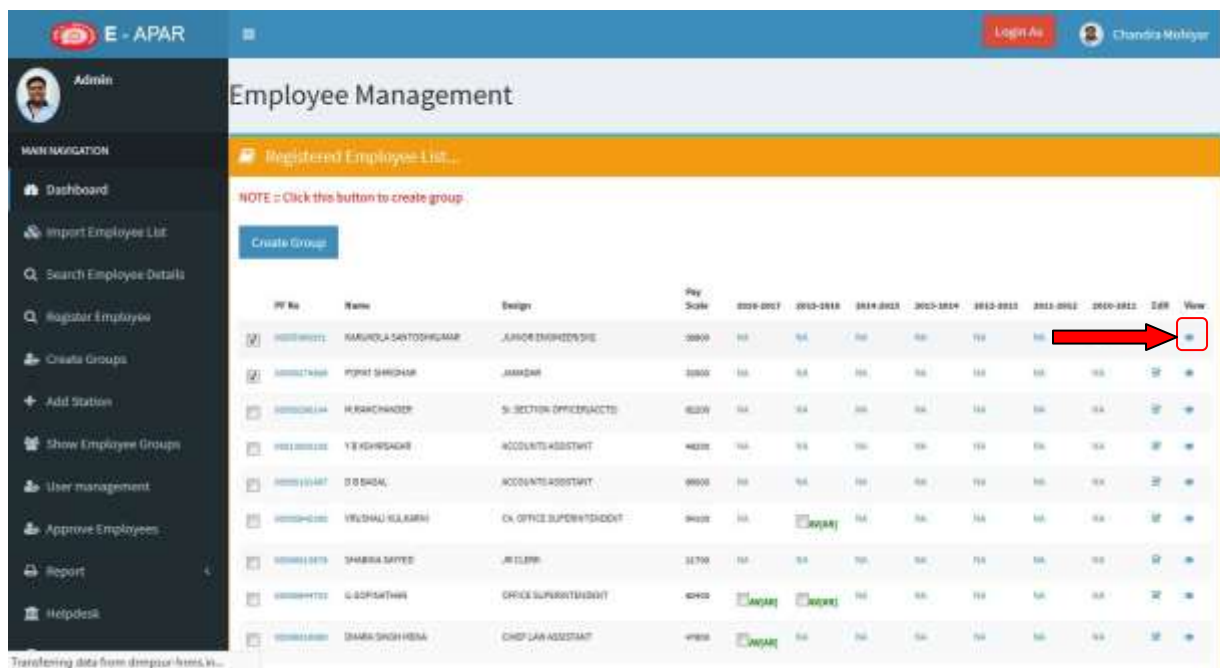
(Fig 14)



16. Select PF number and click on Create Group button to Create Groups as shown in above Fig 15.



18. To Update Choose Reporting Officer Grading from dropdown, Choose Integrity from dropdown, Choose Accepting Authority Grading from dropdown, Choose Reviewing Officer Grading from dropdown, Choose Type from dropdown, Choose Year from dropdown, Choose file and Click on Update button as in above Fig 17.



(Fig 18)

19. Click on eye icon as shown in above Fig 18 to view Employee Details as shown in below Fig 19.

**KARUKOLA SANTOSHKUMAR Details...**

**Basic Details....**

Employee Code	<input type="text"/>	Employee Name	<input type="text" value="KARUKOLA SANTOSHKUMAR"/>
Department	<input type="text" value="S&amp;T"/>	Designation	<input type="text" value="JUNIOR ENGINEER(S&amp;T)"/>
Station	<input type="text" value="AKORE"/>	Pay Scale	<input type="text" value="38900"/>
Substantive Grade/pay	<input type="text" value="4200"/>	Mobile number	<input type="text" value="0"/>

**APAR Details....**

APAR YEAR	Name	Substantive	Integrity	Reporting Officer Grading	Reviewing Officer Grading	Accepting Authority Grading
2014-2015	KARUKOLA SANTOSHKUMAR	4200	Beyond Doubtful	4	4	4
2015-2016	KARUKOLA SANTOSHKUMAR	4200	Beyond Doubtful	4	4	4
2013-2014	KARUKOLA SANTOSHKUMAR	4200	Beyond Doubtful	4	4	4

(Fig 19)

**E - APAR** Admin Logout Chandra Mohyar

**MAIN NAVIGATION**

- Dashboard
- Import Employee List
- Search Employee Details
- Register Employee
- Create Groups
- + Add Station**
- Show Employee Groups
- User management
- Approve Employees
- Report
- Helpdesk

**Notification...**

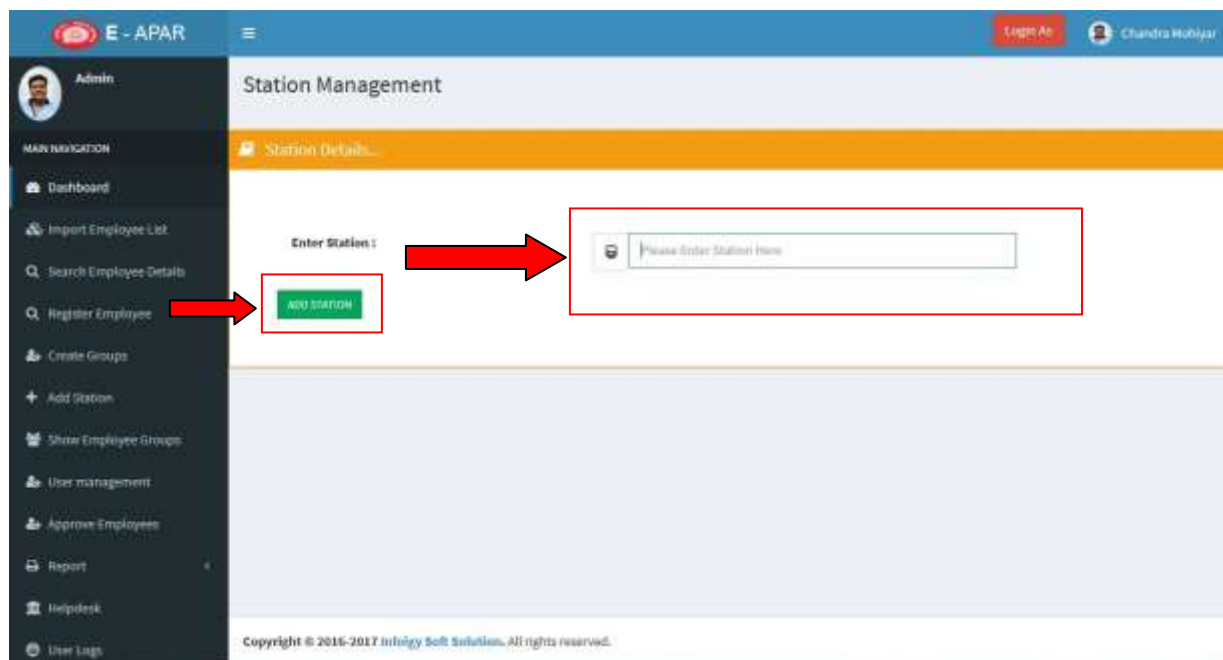
[Request For Delete APAR SCPT of employee 50040689](#)

**Dashboard...**

<b>4</b> ACCOUNTS <a href="#">More info</a>	<b>57</b> GENERAL ADMINISTRATION <a href="#">More info</a>	<b>0</b> AUDIT <a href="#">More info</a>	<b>1009</b> COMMERCIAL <a href="#">More info</a>
<b>542</b> ELECTRICAL <a href="#">More info</a>	<b>3456</b> ENGINEERING <a href="#">More info</a>	<b>1869</b> MECHANICAL <a href="#">More info</a>	<b>416</b> MEDICAL <a href="#">More info</a>
<b>1711</b> OPERATING <a href="#">More info</a>	<b>145</b> PERSONNEL <a href="#">More info</a>	<b>3</b> SECURITY <a href="#">More info</a>	<b>589</b> S and T <a href="#">More info</a>

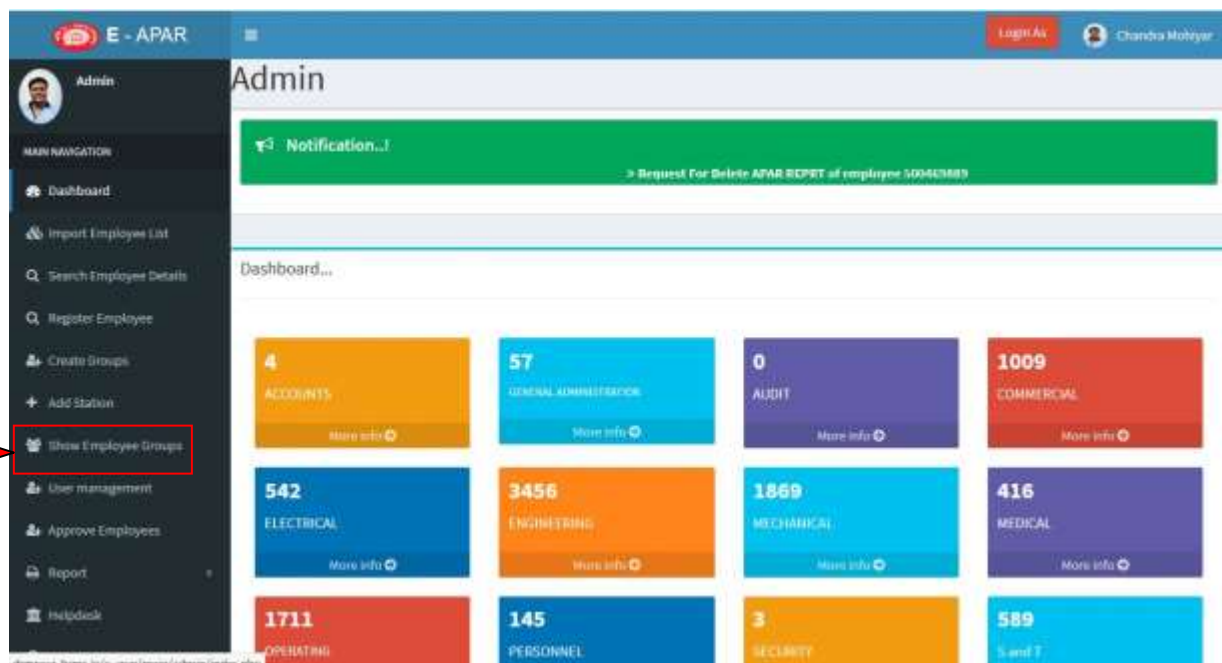
(Fig 20)

20. To add station Click on Add Station tab in sidebar as shown in above Fig 20.



(Fig 21)

21. Enter Station and click on Add Station button as shown in above Fig 21.



(Fig 22)

22. Click on Show Employee Groups in sidebar as shown in above Fig 22 to view Employee Groups as shown in below Fig 23

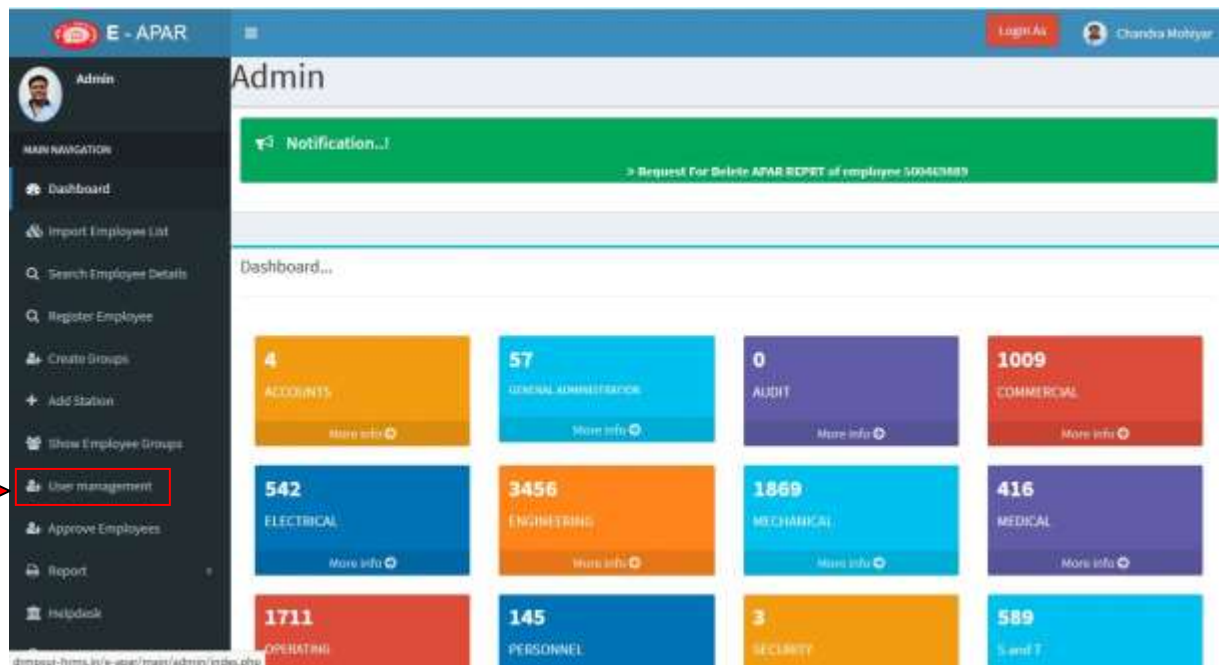


(Fig 23)

23. Click on view link to view Employee details as shown in above Fig 23.

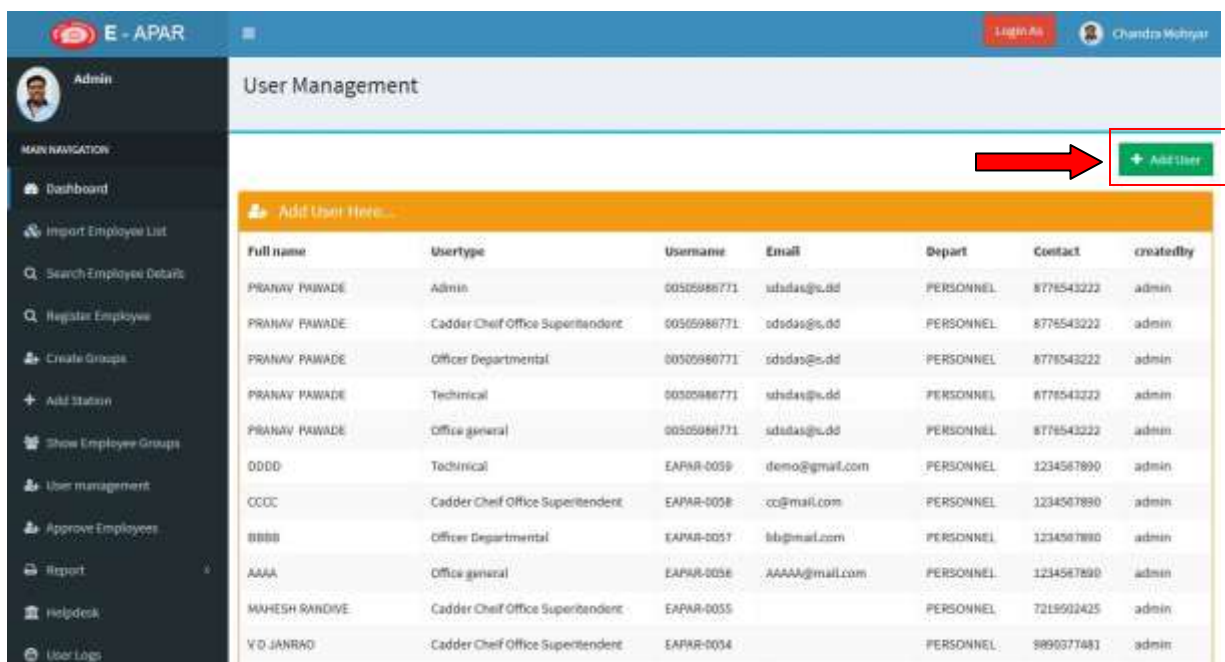
24. Click on delete link to Delete Employee Group as shown in above Fig 23.





(Fig 24)

25. Click on User Management in sidebar as shown in above Fig 24.



(Fig 25)



26. Click on Add User button to add new User as shown in above Fig 25.

The screenshot shows the 'New User Registration' form with the following fields:

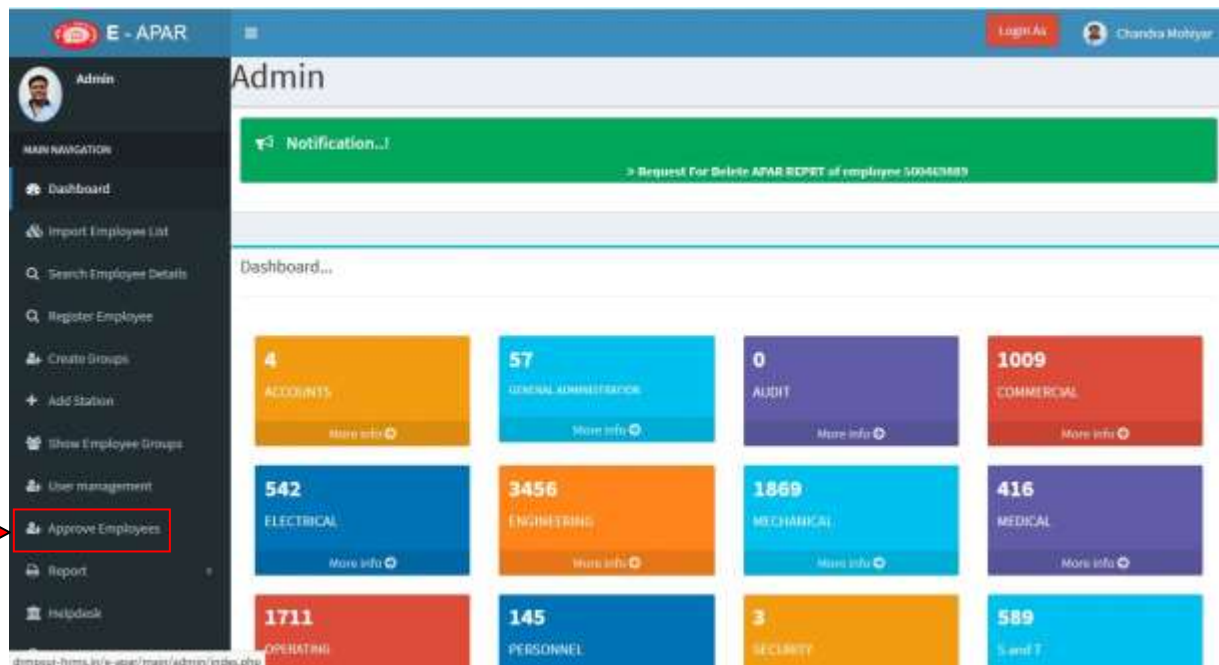
- PF Number :
- User Full Name :
- Department :
- Group ID :
- Designation :
- Access Level :
- Email :
- Contact :
- Register Date :

At the bottom of the form are three buttons: 'Save' (highlighted with a red arrow), 'Reset', and 'Refresh'.

Depart	Contact	createdby
PERSONNEL	8778543222	admin
PERSONNEL	8778543222	admin
PERSONNEL	8778543222	admin
PERSONNEL	8778543222	admin
PERSONNEL	8778543222	admin
PERSONNEL	1234567890	admin
PERSONNEL	1234567890	admin
PERSONNEL	1234567890	admin
PERSONNEL	1234567890	admin
PERSONNEL	1234567890	admin
PERSONNEL	1234567890	admin
PERSONNEL	1234567890	admin
PERSONNEL	9876543210	admin

(Fig 26)

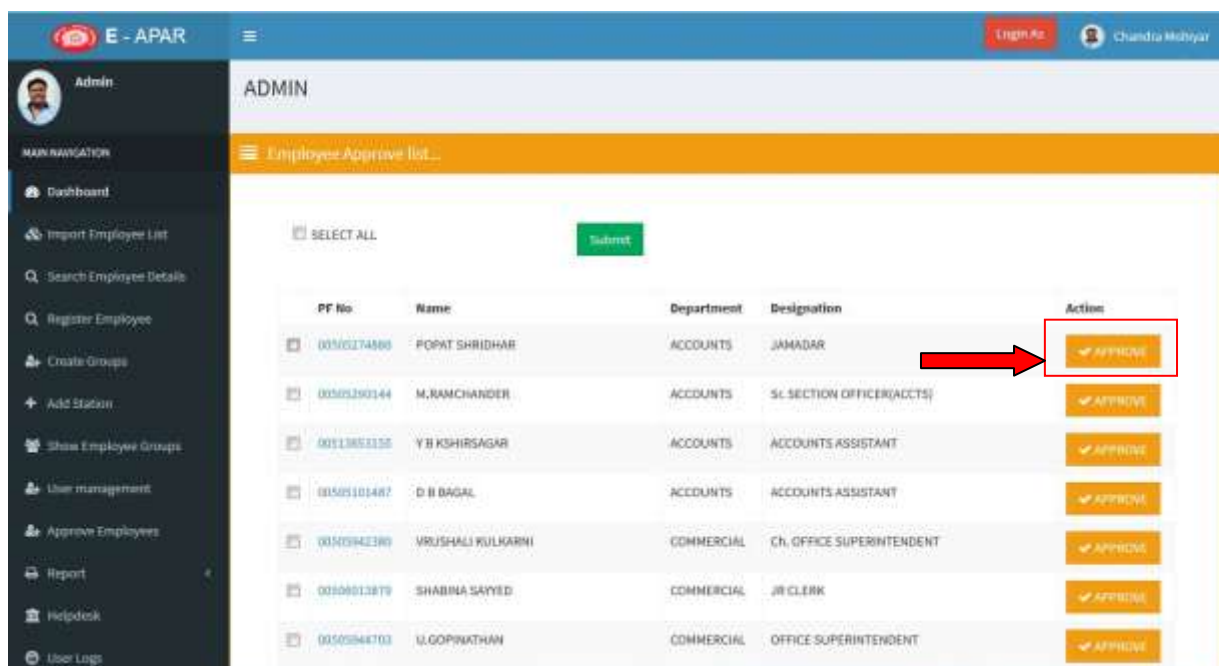
27. Enter PF number, Enter User Full Name, Choose Department, Choose Group ID, Choose Designation, Choose Access Level, Enter Email, Enter Contact, Choose Register Date and click on save button.



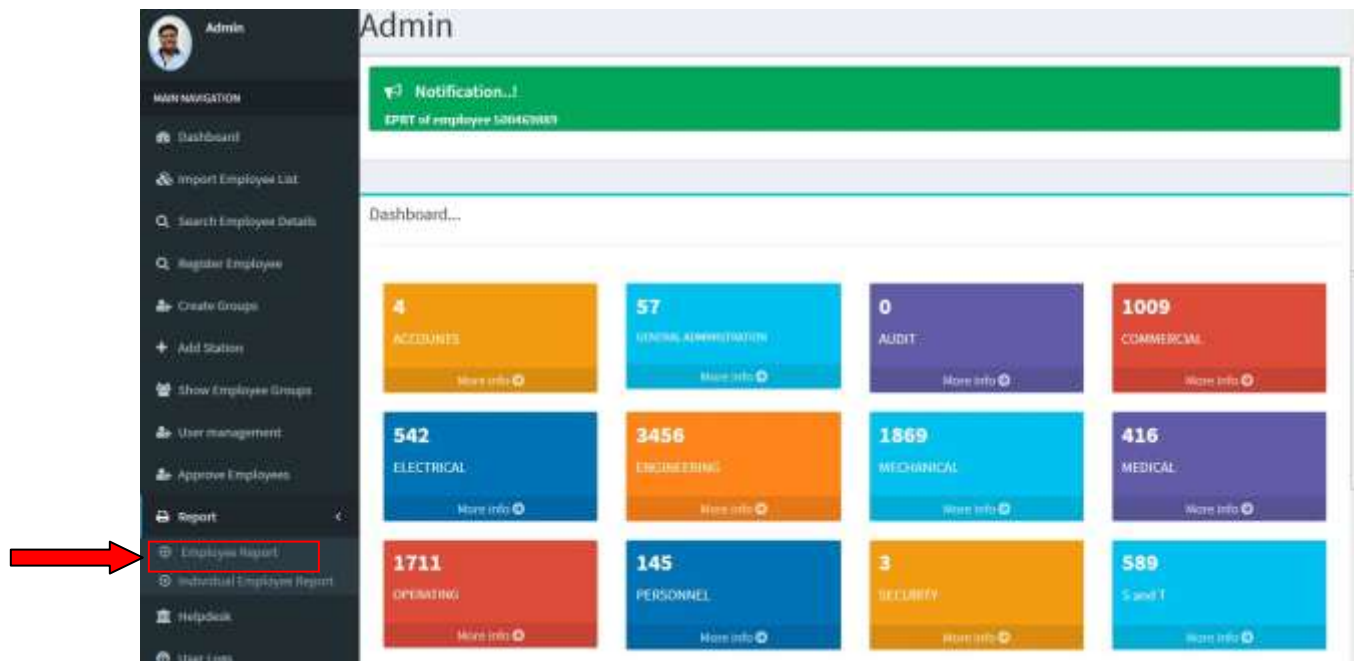
(Fig 27)

28. Click on Approve Employees in sidebar as shown in above Fig 27.

29. Click on Approve button as shown in below Fig 28.

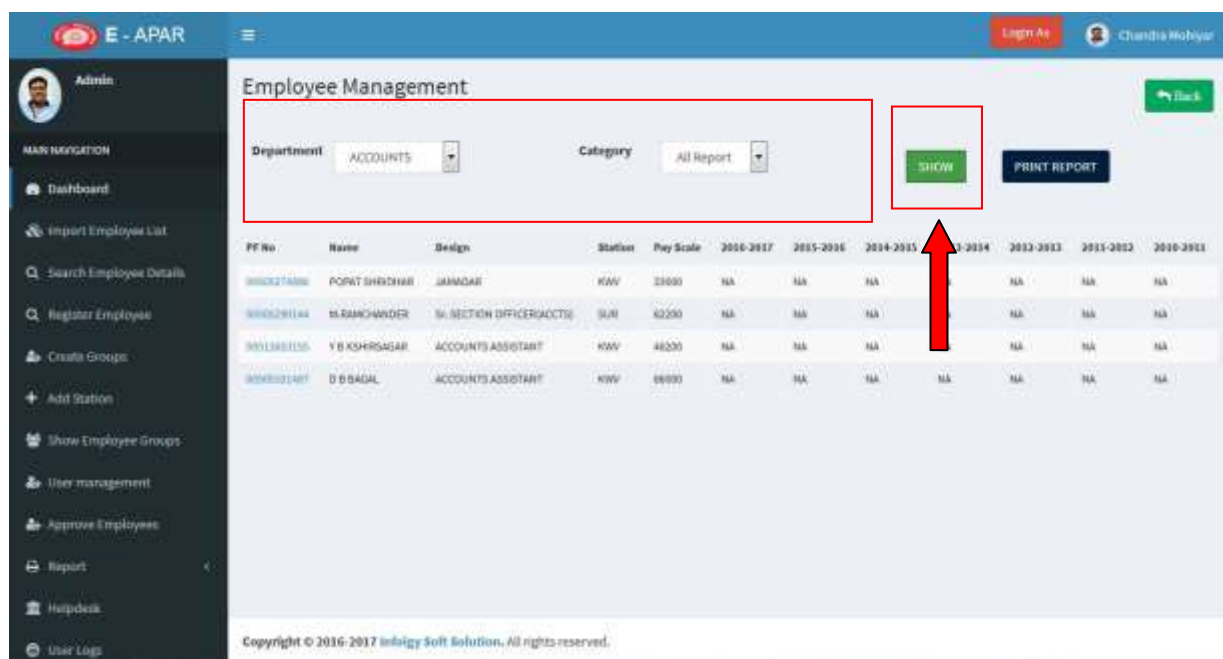


(Fig 28)



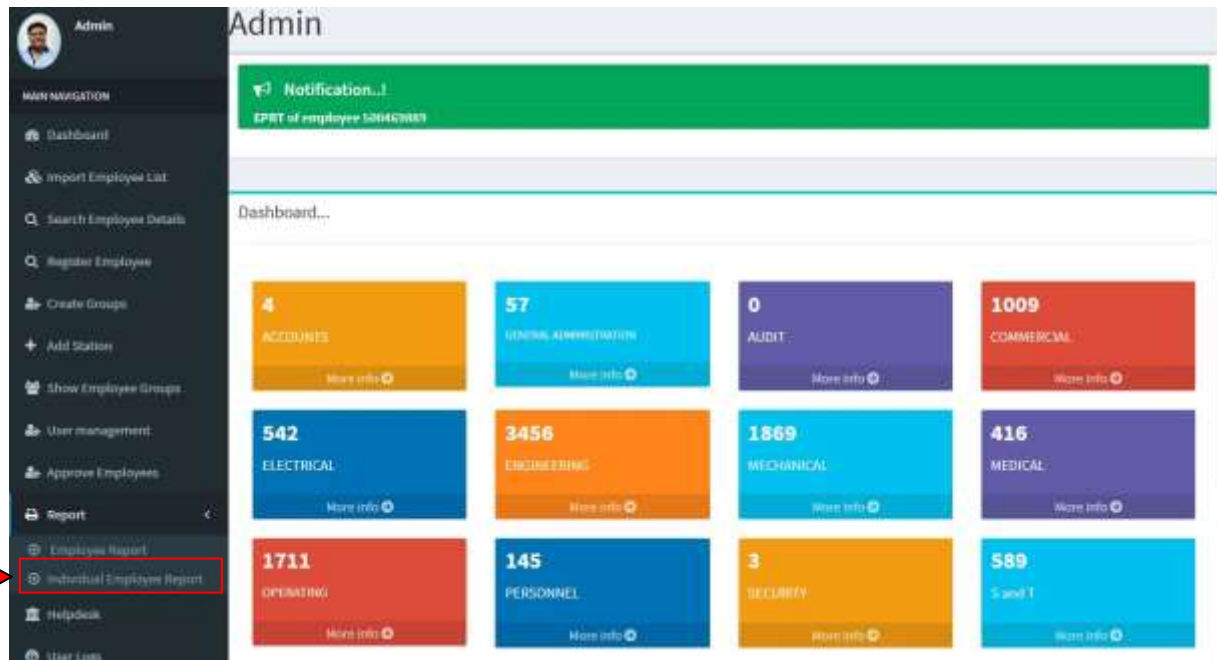
(Fig 29)

30. Click on Employee Report to view Report as shown in Fig 29 and Fig 30.



(Fig 30)

31. Choose Department from dropdown, Choose Category from dropdown and click on show button as shown in above Fig 30.



(Fig 31)

32. Click on Individual Employee Report in sidebar as shown in above Fig 31.

E - APAR

Login As
Chandray Molayar

Admin

MAIN NAVIGATION

- Dashboard
- Import Employee List
- Search Employee Details
- Register Employee
- Create Groups
- Add Station
- Show Employee Groups
- User management
- Approve Employees
- Report
- Helpdesk
- User Logs

Employee Management

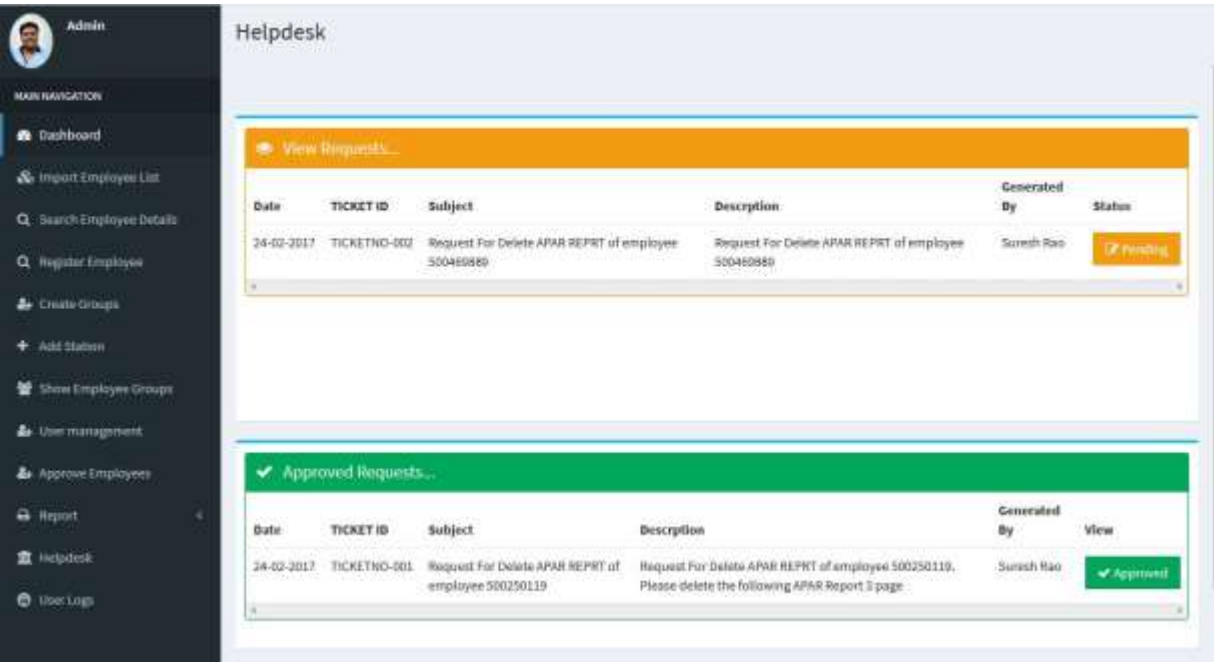
Report Of Individual Employee

Note: Please click the print icon to generate report of specific employee

PF No	Name	Department	Designation	Station	Pay Scale	Substantive	STSC	Contact	View
00540060311	KAILINDA SANTOSHKUMAR	S&T	JUNIOR ENGINEER(S&T)	AKOR	30000	4200			
00505274886	POPAT SHRIDHAR	ACCOUNTS	JAMADAR	KWV	33000	3000		9767554067	
00505290144	M.RAMCHANDER	ACCOUNTS	Sr. SECTION OFFICER(ACCTS)	SUR	62200	4800	0		
00513053135	Y B KSHIRSAGAR	ACCOUNTS	ACCOUNTS ASSISTANT	KWV	46200	4200	GEN	9687048633	
00505101487	D B BAGAL	ACCOUNTS	ACCOUNTS ASSISTANT	KWV	66000	4200		9621629475	
00505042390	VIRUSHALI KULKARNI	COMMERCIAL	CH. OFFICE SUPERINTENDENT	SUR	64100	4600		9326812057	
00506013879	SHABINA SAYED	COMMERCIAL	JR CLERK	SUR	21100	2000		8975080170	

(Fig 32)

33. Click on print icon to view Individual Report as shown in above Fig 32.



(Fig 33)

34. Click on Helpdesk in sidebar as shown in above Fig 33.