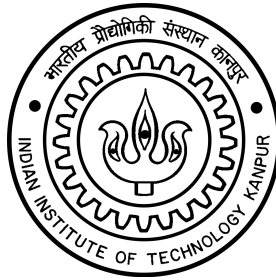# IIT KANPUR

CS731A

PROJECT PROPOSAL

Appraisal System (ACR) on Blockchain

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1 Motivation and Introduction

Appraisal System/ACR (Annual Confidential Reports) of any organization (government/private) is an important framework/procedure to gauge the performance of employees in the areas of their work, conduct, character and capabilities. Presently all over the world the 'Appraisal System' in different forms is being used for assessing the performance/advancement of employees and also to serve the data for judging their comparative merits for confirmation, promotion, selection grade, crossing efficiency bar, continuance in service beyond certain age. Therefore, it is one of the important administrative data which needs to be preserved in original form starting from joining the organization till retirement of the employees.

Apropos, it is of paramount importance to have fair and transparent Appraisal System framework where there should not be any ambiguity and employees must have full trust on the system. Presently, in India most of the government organizations follow the manual paper signed based Appraisal System where a chance of manipulation/omission/destruction is very high. Similarly, many private and very few government organizations in India have switched to centralized three tier based automation appraisal system which again lacks trust, privacy, and security which results in very high numbers of litigation in the courts/tribunal. Screenshot of Automated Appraisal System of Himachal Pradesh Government is attached as Appendix to this report as an Reference. In general, the entities/parties involved in ACR system in any organizations are similar, we in our project going to implement the ACR system of **ARMED FORCES** where it plays a pivotal role given the pyramidal nature of rank structure.

2 Why Blockchain-Based solution for Apprisal Systems

The need for blockchain-based solution for apprisal systems arises with the various problems associated with the current practices of the Appraisal System in the various organizations necessitating to switch to Blockchain based solution.

- All entities such as Ratee, IO ,RO and SRO have different roles and views on the CR System ,therefore, if a ratee has any contacts or Reviewing Officer wants to favour any particular Ratee, he can return the ACR originally written by IO informally and make him reinitialize the ACR.

- Rattee ,IO ,RO and SRO has to write CR in stipulated time frame as per rules and regulations,which due to manual nature highly being forged/manipulated.

- The CR System has important bearing not only on promotion but also on postings,appointments ,foreign assignments etc, therefore many times to favour particular employees the receipt/transaction of CR system in hierarchy are manipulated.

- At many times ,due to political/hierarchical pressure to favour or restrict promotion to particular officer, The CR of particular year are manipulated/forged at Record Office.

- Many times the Medical data/other essential data are incorrectly filled in CR.These official factual details needs to be put on blockchain based on its occurence to avoid manipulations.

- Many incidents have come to light where to avoid endorsement by particular IO/RO/SRO , Leave details of employees are manipulated as it is necessary to perform minimum number of days of duties under particular IO/RO/SRO.

- Many times details of CR are leaked from Record Office which is highly confidential and can be misused by peers.

3 Features

There are total seven entities involved in a typical ACR process (We are implementing the system similar to the one in Defense Services) of an employee in an organization. Here we will provide the appropriate privileges to each entity based on the roles assigned to them. The role of each entity and features to be designed for them are listed below:

1. **Ratee:** Ratee is the person whose appraisal has to be written and s/he initiates/fills essentials columns for his/her endorsement. He approves his appraisal again after approval by IO.

   - `submit_appraisal_application()`: This sends the application to peer(IO) for approval.
   - `get_approved_application()`: Once IO approves and gives remarks on the application this function is used to get the approved application)
   - `super_approve()`: After getting the application from the IO the ratee super approves the application again to send it to the RO.

2. **Initiating Officer(IO):** First Officer who approves the appraisals. He reviews the appraisal of a Ratee and after the endorsement, he will send the appraisal back to the Ratee for his/her endorsement. **Functions:**

   - `fetch_available_appraisal_applications()`: Gets all the applications that are sent by ratees for approval.
   - `fetch_all_ratees()`: Lists all the ratees that are under the IO.
   - `approve_appraisal_application(Ratee id)`: Approves the appraisal application of a ratee(ratee_ID) with a remark given by the IO.

3. **Reviewing Officer(RO):** Second Officer in Chain of Command who review and endorsed the appraisal and has power to moderate and eliminate biases **Functions:**

   - `get_appraisals()`: Get all the appraisals pending or approval. Shows the corresponding as well who have approved the appraisal before with their remarks.
   - `get_ratees()`: Get the names of all ratees under him and their appraisal approval status.
   - `approve_appraisal(Ratee id)`: Approve the proposal for a ratee using Ratee id with reamrks.

4. **Senior Reviewing Officer(SRO):** Senior Officer who reviews report from IO and RO and have power to moderate and eliminate biases

   - `get_appraisals()`: Get all the appraisals pending for approval. Shows the corresponding as well who have approved the appraisal before with their remarks.
   - `get_ratees()`: Get the names of all ratees under him and their appraisal approval status.
   - `approve_appraisal(Ratee id)`: Approve the proposal for a ratee with Ratee id.

5. **Accepting Officer(AO):** Officer empowered to finally accept the ACR of a Ratee with essential remarks. No modification is allowed after the endorsement by the AO and the CR is said to be complete. He can view the status of ACRs of all the Ratees under him/her approve the ones which have already been endorsed by SRO.

   - `get_appraisals()`: Get all the appraisals pending for approval. Shows the corresponding as well who have approved the appraisal before with their remarks.
   - `get_ratees()`: Get the names of all ratees under him and their appraisal approval status.
   - `approve_appraisal(Ratee id)`: Approve the proposal for a ratee with Ratee id.

6. **Admin:** His job is to bootstrap the setup of blockchains on defence servers (DS) and Accepting Officer (AO). He is supposed to setup application and client software which creates allows users. (Ratees/AOs/IOs etc) to create and register their identities on hyperledger blockchain.

   - `add_employee()`: Add the new employee and assign the role.
   - `update_role(id, new_role)`: Update the new role of a officer.
   - `update_blockchain()`: Modify the blockchain policy as per updation in the organization.

7. **Clerk:** The person who maintains assign the records of officers with ranks. Clerk will assign the various ACR tasks to various officers pertaining to their departments and ranks.

   - `mark_attendance(Ratee id, bool present)`: Marks the attendance of ratee id. Only one attendance is allowed in a day.

8. Common Functions (Can be invoked by anybody):

   - `check_attendance(Ratee id)`: Allows checking the attendance of any person to maintain transparency.
   - `check_status_ACR(Ratee id)`: Allows the ratee to view the status of his/her ACR i.e. currently where his/her, this will not allow the ratee to view the comments by RO, SRO and AO.

Note that these functions would be implemented in the Chaincode and above description gives a tentative schema of implementation. For each individual approval and remarks, we would have different variables in the Chaincode whose permissions to read/write would be appropriately set by Access Control Lists (ACL). Further access would be restricted for each entity to view/edit appraisals on their command by adding constraints to the peers since only they store the entire ledger.
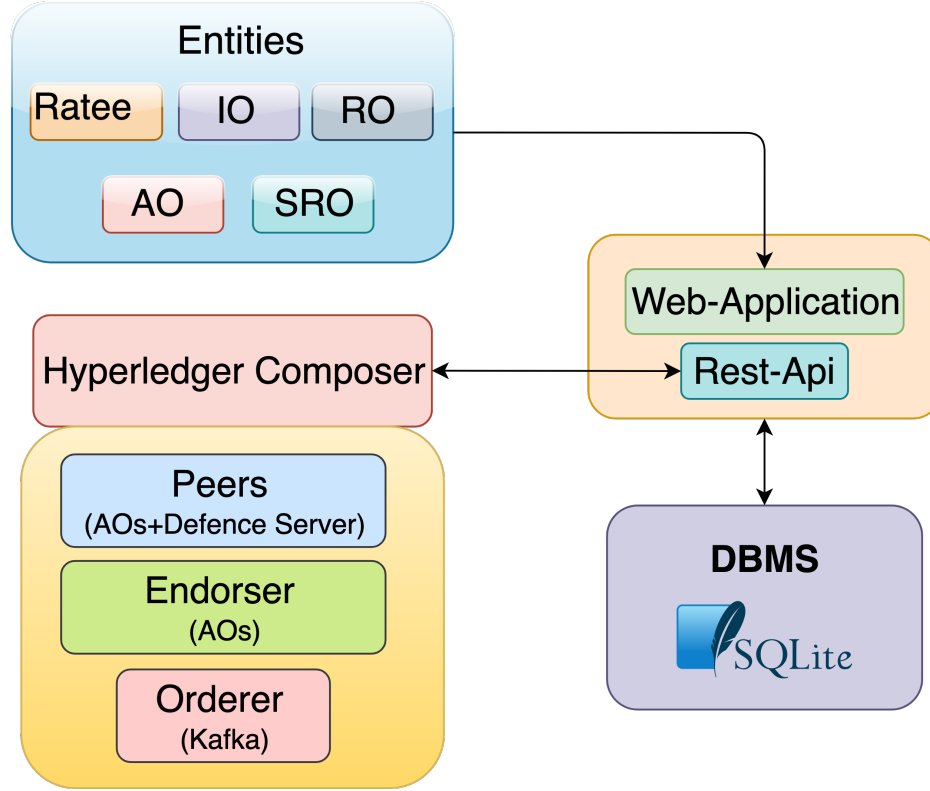
4 System Architecture

Figure 1: Software Architecture

5 Testing

We would deploy peers, orderers and endorsers on docker containers. All the containers would be networked and accessible to each other. We would specify appropriate IP addresses and ports to route connections as would happen in a real world deployment scenario. All the containers will be then booted up in sequence.

We would also have a webserver based on Django as described in the software Architecture. Identity of the person would be verified by REST Authentication feature of Hyperledger. In a practical scenario, when any user (Ratee, IO etc) logs in, they would see a clean web interface which allows them to enter/approve/remark appraisal. A thorough testing of the flow and hierarchy

would be done by adding dummy appraisals to the system and verifying them with the expected behaviour.

   Finally, real deployment would be done on the pan-India network of Defense Sector of India. Accepting Officers are present across different states and peers would be physically located (the servers that is) in their offices. One could also configure a DNS(Domain Name Service) server to return the peer closest to their query location to improve access by various users in our system.

6   Plan of Work

Tentatively we have decide the following steps to implement the apprisal system on the blockchain.

1. 5 days: Learning basics about hyperledger fabric and hyperledger composer

2. 5 days: Implementation of basic features

3. 2 days: Improving the scalability of our product

4. 5 days: Testing of features

5. 3 days: Adding extra features

7   Limitations and Future Work

Blockchains provide security gaurantees that comes with a cost of scalability, so scalability is one of the issue in our system. However, to tackle the issue, we have included the provision of peers on defense servers. One can increase number of peers to balance the load on servers.

8   Appendix

Uploaded online ACR Step by step

1.Open the website www.himachal.nic.in

2. Select the :e-Services

3. click the: eService Book Personel MIS

Skip Navigation A- A A+   Screen Reader Access | Accessibility Options

Himachal Pradesh
The Official Website

| Home | At a Glance ▾ | Government ▾ | eServices ▾ | eTourism ▾ | Judiciary ▾ | Search 🔍 |

Chief Minister

Sh. Virbhadra Singh
Chief Minister
Himachal Pradesh

Write to Chief Minister

State Profile

News Photographs
Press Releases
Population: 68.56 Lakhs
Area: 55,673 sq km
Districts: 12, Tehsils: 122
Sub Divisions: 56
Police Stations: 117

Important Links

New Citizen Services

Job Portal

eGazette

Sugam Services-Online Bill Payments

इ.समाधान Online Public Grievances Re

eKosh
State Financial Reports
Search Your detail in Electoral Rolls by Na
By Voter-ID Card No. and SMS th
Department of Revenue - View Land

Departments   **Commission a**

»Ayurveda   »HP Power C
»Finance   Ltd. - HPPC
»Food, Civil Supplies & »HP State Fo
 Consumer Affairs   Corporation
»Forest   »HP Tourism
»Information Technology   Corporation
»Personnel   »Satluj Jal Vi
                        Ltd. - SJVN

More...

Discussion Forum   **Search Direc**

Current Topic   ›Telephone D

Economic Development and ›Secretariat
Environment Protection in a ›Secretariat Library
Hill State.   ›Civil Lists
                        ›Hotel Directory
                        website ›Electoral Rolls

eService Book Personnel MIS

eServices Portal
    External website that opens in a new window
eSamadhan Grievance Redressal

eRegistrations of Electors

Employment Job Portal

REFNIC

eDispatch

eSalary Salary slip

RTI Search

Passport Application Status

HPSEB Online Bill Payment

Vigilance Complaints

Pensioners Helpline ePension

Secretariats Library

Food Supplies Daily Weekly Rates

Economics and Statistics Rates

AGMARKNET

AG Office Helpline

Help line

District Websites

Chamba   Lahaul Spiti
Kangra   Kullu
Hamirpur Mandi Kinnaur
Una   Bilaspur   Shimla
Solan   Sirmaur

Weather

Today: 05-May-2014
Dharamshala: Very warm and periods of rain
Shimla: Some sun, then turning cloudy
Kullu: Breezy this morning; increasing cloudiness
Meteorological Centre Shimla

Other Links

Tenders   data.gov.in

india.gov.in

VACANCIES

www.himachal.nic.in/showlink.php?lang=1&dpt_id=17&level=1&sublinkid=1741&lid=2129

12:49 PM
05-05-2014

Uploaded online ACR Step by step.....

Enter the ID& Password Click the login button...... For any query regarding online ACR please

Contact to this office through e-mail **(pmis.dhs @gmail.com) or 0177-222650**

Instructions to Fill

Annual Confidential Report

In this module there are three parts following as ……

1. How an employee Fill his/her Self-Appraisal Report.
2. How a Reporting Officer assessment the ACR report.
3. How a Reviewing Officer Remarks on the ACR report.

NOTE:-Before Filling the ACR you have to, update your Photo and Signature in Manav Sampada.

When an employee Visits the "Manav Sampada" using his / her credentials (Login Id and Password). Then

Go to My Profile ➡ Upload ACR

When a user click on the Upload ACR then a Panel Regarding the Employee Detail Open such as. (Part A- Employee Detail) in which an employee- user can check his detail.

And then click on a button named Click Here to enable and Get ACR Detail

After that three types of Panel are opened such as.

1. For filling up the self-appraisal report.
2. For assessment by reporting officer on acr Report.
3. For remarking by the reviewing officer on acr report.

For Filling up the self-appraisal report

(Click on the Part B-To be filled by officer Reported Upon)

After click on the above Panel Header, Part B will be Opened and enabled and you Can fill yours self-appraisal report.

There are some points which you have to remember when you are filling the acr detail which are as follows.

1. Select Acr Financial Year on which year you are going to Fill Acr.
2. Select Time Period By selecting the from and to date.
3. Click on the Button Get Leave to Fill no of Leave during the above period which you have select .If you are not satisfy the leave which are calculated

Automatically by click on the button or you take any leave and want to mention in his/ her acr report then you can also fill it accordingly.

4. You have to fill all fields giving in this acr module (part b).No one filed You Left blank.
5. You can also add row after filling the first row, otherwise it will give a message to add row first.
6. You can also delete a row but all rows cannot be deleted .Ex (You filled one row and then add row for filling more data but if you think to delete it so then you can delete it but there will be one row.)
7. After filling all the fields now click on save button to save the ACR data.
8. Your acr data for the selected time period and financial year is saved and now you have to submit it to the reporting officer for assessment.
9. You can also Fill Your another acr for the selected financial year but the time period (date between from and to date will be different means the time period from date for the second acr will be greater from the previous acr to date)

10. One more thing to remember is that you can also fill second acr When the Previous Acr is successfully submitted to the Reporting officer.

------------ Screen shots of the above acr module are giving below-----------

Which Year You Are Going To Fill ACR SELECT ▼ **ACR No For Selected Year** ____

Date Betweens You Are Filling the ACR 16/05/2013 📅 **And** 16/05/2013 📅 GET LEAVE

NO.Of Leaves During The Above Period

1. A Brief Summary of duties and responsibilities(Not more than 50 words):

2. Please Specify important Items Of work in order of priority where in quantitative / physical /financial target/objectives/goals were set for you or set by yourself for the reporting year:

Sr.No.	Item Work	Physical or Financial targets/ objectives / goals	Achievements	
1				Delete

Add Row

3. (a)- In case of Shortfall of expected quality / quantity of performance , please state the reason:

3 . (b) Please Indicate your contribution in case of Significantly higher achievement of the targets / Goals / Objective :

4 . Please Specify number of inspections conducted / tours performed (only in case of field officer):

Sr.No.	No. Of inspections / tours expected to be performed in a year	No of inspections / tours actually performed with reason of short fall , if any	
1			Delete

Add Row

Save

11. When application is saved for the selected financial year then a grid regarding The acr detail is shown as below.

12. Click on the above link and after that all the fields filled with data and then You can either update the acr data (if changed) or submitted it to the Reporting officer for assessment.

13. You can Update the Acr Detail by click on the Update Button and submit it To the Reporting Officer for assessment .Once you submit the acr detail Then you cannot change the acr detail.

14. After Click on submit to the reporting Officer Button a panel regarding the Reporting Officer Detail will be opened and you have to fill the Detail to Which Reporting officer you want to send his her acr report.

	Update	Submit To The Reporting Officer

Department Name	Office Name	Officer Name
HEALTH AND FAMILY WELFARI ▾	Shimla, Directorate of Health an ▾	10001--SHASHI BALA ▾

	Submit	Cancel

ACR Detail Submitted By You.

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked	
2013-2014	FIRST	01/01/2013	16/05/2013			No	View ACR

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

15. Click on the submit button to submit the acr detail for reporting officer. Once the acr detail is submit no one can change it and this acr detail Will be locked.

ACR Detail Submitted By You.

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked	
2013-2014	FIRST	01/01/2013	16/05/2013	16/05/2013	10001>>SHASHI BALA(HFW)	Yes	View ACR

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

16. Now Your Acr Detail is successfully Submitted and now you can check or Download yours Acr detail submitted by you by clicking on the View Acr Link Button.

How a Reporting Officer assessment the Acr report.

1. An employee (Reporting officer) Visits the "Manav Sampada" using his/her credentials and login into the "Manav Sampada" and opens the module Upload ACR.

2. Click on the button Click Here To Enable And Get ACR Detail

3. In case of Reporting Officer when he/she click the button a grid will be appeared which contain the detail whose send to him his /her acr report.

   Ex-Sharda Chauchan sends her acr detail to Shashi Bala for the Financial Year 2013-2014 for assessment the Acr report.

Department of HEALTH AND FAMILY WELFARE

Logged As: 10001- SHASHI BALA, Junior Assistant

Posted At: Shimla, Directorate of Health and Family Welfare (DHS)

| Initialization ▶ | EServiceBook Master ▶ | EServiceBook Transaction ▶ | Reports/Queries ▶ | Transfer/Promotion ▶ | My Profile ▶ |

Employee Online ACR

Part A - Employee Detail

Employee Code [10001]

First Name [SHASHI]   Middle Name [   ]

Last Name [BALA]   Date of Birth [12/05/1958]

(**Click Here To Enable And Get ACR Detail**)   (**Instruction For How To Fill ACR**)

Reporting List of Employee

EMP NAME	DEPT NAME	ACR Year	ACR NO	ACR FROM DATE	ACR TO DATE	SUBMIT DATE
SHARDA CHAUHAN	HEALTH AND FAMILY WELFARE	2013-2014	FIRST	01/01/2013	16/05/2013	16/05/2013

(Click Here To Fill Your Self Appraisal) Part B –To be filled by the Officer Reported Upon

Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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4. Now Reporting officer want to see what the employee fill in his / her self-appraisal report for Assessment on the acr report.

5. Click on the Above Emp name in   grid which employee acr you want to assessment.
   After that Self- Appraisal report filled by the employee can be seen in the
   Part –B but this part will be disabled you can only see and you have not
   Any permission to do any action in this Part b.

6. Now you can click on to the part B to see   acr detail filled By the employee
   In his/ her self-appraisal report.

7. And Bases on the part b you can filled the part c –Assessment by reporting Officer.

8. Check the employee name whose acr you are going to fill assessment in the Part c.

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

You Are Reporting The ACR Report of SHARDA CHAUHAN for the Year 2013-2014 From 01/01/2013 To 16/05/2013

1.Time Served By the Employee Under The Reporting Officer

[ ]

2 . Do You Agree with resume of work as indicated by the officer in the part 2 of the report in prticular regarding the special achievement , if any , mentioned by the officer . If not , indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

[ ]

3 . State of Health :

[select ▼]

[ ]

4 . Integrity:
[instructions contained in Ministry of Home Affairs O.M.No.51/4/64-Estt,(A) , dated 21-6-1995 should be kept in mind].

[select ▼]

[ ]

5. Attitude towards Scheduled Castes and Scheduled Tribes

[select ▼]

[ ]

6.Assessment Of Work Output>>>>>(Grades Should be assigned on a scale of 1-10)

	Reporting Authority
1>> **Accomplishment of Planned Work**	[ ]
2>> **Quality Of Output**	[ ]
3>> **Accomplishment Of Exceptional Work/Unforeseen tasks Performed**	[ ]
Overall Grading On Work Output	[ ]

7. Assessment Of Personal Attribute>>>>>(Grades should be assigned on a scale of 1-5)

	Reporting Authority
1>> **Attitude Of Work**	[ ]
2>> **Sense of Responsiblity**	[ ]
3>> **Overall Bearing and Personality**	[ ]
4>> **Emotional Stablity**	[ ]
5>> **Communication Skills**	[ ]
6>> **More courage and willingness to take a professional stand**	[ ]
7>> **Leadership Qualities**	[ ]
8>> **Capacity to work in time limit**	[ ]
Overall Grading On Personal Attribute	[ ]

8. Assessment Of Functional Competency>>>>>(Grades should be assigned on a scale of 1-5)

		Reporting Authority
1>>	Knowledge of laws/rules/procedure/IT skills and awareness of the local norms in the relevant area.	
2>>	Strategic planning ability	
3>>	Decision Making Ability	
4>>	Initiative	
5>>	CO-ordination ability	
6>>	Ability to Motivate and develope subordinates/work in a team	
	Overall Grading On Functional Competency	
	Combined Grading	

Save

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

9. In the above part from 1 to 5 you have to select and fill the data and further you have to give the number (Grading).

10. after filling the all fields with data you have to press the save button to save The data .And a grid contain the data will be appeared such as.

Combined Grading	

Save

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN(HFW)	2013-2014	FIRST			No	View ACR

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

11. This Grid contain all acr record whose acr is assessment by you as a Reporting officer.

Combined Grading		

Save

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN(HFW)	2013-2014	FIRST			No	View ACR

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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12. Click on the employee name in the grid view and all the fields are filled with data and now you can update the data or submit it to the reviewing officer for Remarking on the acr detail.

Update   Submit To The Reviewing Officer

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN(HFW)	2013-2014	FIRST			No	View ACR

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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13. for submitting it to   officer click on
The Submit To the Reviewing Officer.

14. After clicking on the above button a panel regarding the Reviewing Detail Will be opened and you have to choose the officer which you want to Submit the acr detail for reviewing.

Department Name	Office Name	Officer Name
HEALTH AND FAMILY WELFARI ▼	Shimla, Directorate of Health an ▼	10093--ROOP CHAND ▼

Submit   Cancel

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN(HFW)	2013-2014	FIRST			No	View ACR

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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15. After clicking on the above button a panel regarding the Reviewing Detail Will be Opened and you have to choose the officer which you want to Submit the acr Detail for reviewing. Click on the submit button to submit the acr detail to the Reviewing officer once the detail is submit then it cannot be Changed and this Acr detail will be locked.

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN(HFW)	2013-2014	FIRST	10093>>ROOP CHAND(HFW)	16/05/2013	Yes	View ACR

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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16. Now you can see the acr report of employee   assessment by you as a Reporting officer by clicking on the View Acr Button.

17. When the acr is successfully submitted to the reviewing officer then the record Which are appeared in the part a will be automatically disappeared.

Part A - Employee Detail

Employee Code 10001

First Name SHASHI   Middle Name

Last Name BALA   Date of Birth 12/05/1958

(Click Here To Enable And Get ACR Detail)   (Instruction For How To Fill ACR)

(Click Here To Fill Your Self Appraisal) Part B -To be filled by the Officer Reported Upon

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

How a Reviewing Officer Remarks on the Acr report

1. An employee (Reviewing officer) Visits the "Manav Sampada" using his/her credentials and login into the "Manav Sampada" and opens the module Upload ACR.

2. Click on the button Click Here To Enable And Get ACR Detail

3. In case of Reviewing Officer when he/she click the button a grid will be appeared which contain the detail whose send to him the acr report Remarking.

   Ex-Shashi Bala Sends the acr report of Sharda han to you for Remarking.

4. Click on the EMP name in the grid for remarking on the acr report.
5. Now Part B and Part C are filled with data but this parts will be disabled means you can only see data in Part B and Part C .You cannot do further any action in Part B and Part C

6. Part B contain the data which are filled by employee in his / her self-appraisal Report and Part C contain the data which are assessment by reporting Officer.

7. Click on Part D to give remarking on the acr report. First check on which acr You are going to give remarking as reviewing officer.

8. In Part D all the grading field are filled with grade which are given by reporting officer if you are not satisfy with the grading given by employee then you can Change it accordingly.
9. Fill the entire Field and click on the Save Button to Save Data.

7 . Has the officer any special characteristices and / or any outstanding merits or abilities , which would his advancements merits or abilities , which would justify his advancement and special selection for higher appointment out of turn ? if so , mention these characteristices briefly.

[Save]

List Of Employee Whose ACR Is Reviewed By You.

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status	
10003>>SHARDA CHAUHAN(HFW)	1314	FIRST		10001>>SHASHI BALA(HFW)	No	View ACR

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10. Click on the Emp Name To update Data or Lock the acr report which are Remarked by you.

7 . Has the officer any special characteristices and / or any outstanding merits or abilities , which would his advancements merits or abilities , which would justify his advancement and special selection for higher appointment out of turn ? if so , mention these characteristices briefly.

hello for testing

[Update]　[Verify ACR Report]

List Of Employee Whose ACR Is Reviewed By You.

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status	
10003>>SHARDA CHAUHAN(HFW)	1314	FIRST		10001>>SHASHI BALA(HFW)	No	View ACR

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11. Click on the update button if you did any change in part D otherwise click On Verify ACR Report Button to Lock the Acr report.

12. Once You Click on Verify Acr report button then It will be Locked and you can Not Change it.

7 . Has the officer any special characteristices and / or any outstanding merits or abilities , which would his advancements merits or abilities , which would justify his advancement and special selection for higher appointment out of turn ? if so , mention these characteristices briefly.

[Update]　[Verify ACR Report]

List Of Employee Whose ACR Is Reviewed By You.

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status	
10003>>SHARDA CHAUHAN(HFW)	1314	FIRST	17/05/2013	10001>>SHASHI BALA(HFW)	Yes	View ACR

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13. Click on the View Acr Button To view complete Acr of an employee which are Reviewed By you as a Reviewing Officer.

Upload the online ACR step by step...