

GM/HR-HRMS/CR_III&IV/ No 07983

Date 10 APR 2017

CIRCULAR

Sub : Implementation Of On-Line C.R./PMS System for evaluating
Performance of the Pay Group III & IV Employees for the Year
2016-17
And Onwards

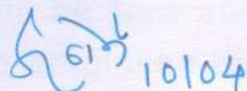
The Online CR Module for Pay Group I, II and State-wise Seniority employees, has already been designed and made available for the use of the users from the year 2011-12 onward.

Now, it has been decided to implement Online CR/ Performance Monitoring System from the year 2016-17 onwards for the employees working in Pay Group III and IV. The detail guidelines, regarding how to use the Online C.R. system is attached herewith as a Annexure- 'A' to this Circular for implementation.

In case of any difficulty arises during the use of this system users shall contact first to the Dy. Manager (HR-HRMS)/UDC (HR-HRMS) of the respective Zone/Circle and if they are not in position to resolve the problem in that case, users of the module shall contact HRMS Cell at corporate Office.

This circular is available on company's RAPDRP Portal & no hard copy is sent to any office.

Encl:- Annexure' A'


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Annexure "A"

GUIDELINES FOR ON-LINE C.R./PAS

Guideline for how to use ON-Line Performance Appraisal System developed for the employees of Pay Group III & IV (Tech & Non-Tech) are as under;

1. The objectives of the On-line C.R/PAS for Pay Group III & IV employees are as under;
 - a) Reporting Officer of Pay Group III & IV (Tech & Non-Tech) should be able to fill "**On-line**" Confidential Report of an employee,
 - b) Reporting Officer of Pay Group III & IV (Tech & Non-Tech) employees should submit the On-line C.R form to the Countersigning Officer through Online CR Module. When Reporting Officer submits his assessment, a Sahayog Notification will be goes to Countersigning Officer as well as an e-mail will go to Countersigning Officer,
 - c) An e- mail regarding the status of C.R form will be sent to e-mail address of that employee automatically whose C.R. is being forwarded at every stage of submission by concerned authority.
 - d) On receipt of the Assessment from Reporting Officer, Countersigning Officer should view/modify the CR submitted by Reporting Officer and forward the same to Accepting Authority. When Countersigning Authority submits the online CR , a notification will automatically sent to Accepting authority as well as an e-mail automatically goes to the Accepting authority.
 - e) On receipt of the Assessment from Countersign authority, Accepting authority may view/modify the C.R assessment submitted by the Countersigning Officer. When Accepting Authority accepts the C.R. a mail will be goes automatically to Reporting as well as Countersign Authority.
 - f) Assessment of "Overall Grading" will be sent automatically on the recorded e-mail of the concern employee through On-line C.R. Module.

g) The rating of that employee will be updated automatically in HRMS System at the same time.

Local Accepting Authority Office can view the C.R. forms submitted to them by Accepting Authorities and they can store these forms in the form of .pdf on their local machine/P.C.

2. For better implementation of the objectives of On-line CR Module for Pay Group III & IV employees, the following steps shall be taken by the concerned Officers/employees;

a) In HRMS, following setting is to be entered for every employee by the concerned HR in-charge of the Division/Circle/Zone/Regional Office and Dy. Manager (HR) for the employees in Corporate Office.

(I) C.R. Reporting Officer,

(II) C.R Countersigning Officer,

(III) C.R. Accepting Authority.

b) Data Updation in HRMS;

(I) The required data pertaining to period of C.R is to be updated in HRMS by the concerned HR In-charge. The system will set Reporting/Countersigning/Accepting authority as per the Start and End Date. In case, data for any employee is not entered in HRMS then that employees' C.R entry form will not be generated. Hence, this information must be entered for all employees.

(II) The Status of C.R as well as final grading will be sent to employee on his personal or official e-mail address. Hence, an e-mail address of every employee must be entered/updated in HRMS System.

(III) Setting for Technical Employee: As the C.R form for Technical employees of Pay Group III & IV working in Field is different than those working in administrative office. Therefore, the information in "Special Information" must be entered and updated by HRMS users accordingly for the Technical Employees working in field.

- (IV) The C.R format for Pay Group III & IV Technical and Non Technical Employees are different in On-line CR Module. For Pay Group III & IV Technical employees KRA's are defined in On-line CR Module, where as for Non-Technical employees the KRA's are not define. So, while reporting the C.R, the Reporting authority should define the KRA's for Pay Group III & IV Non Technical Employees.

c) Initiating C.R. entry Process:

- (I) HR In-charge of Division/Circle/Zone/Region and Dy. Manager (HR) of respective section working in Corporate Office shall update the RO / CO / AO in HRMS System.
- (II) **Action by Reporting Officer:-** After logged in HRMS "Confidential Report", the Reporting Officer can view the list of C.R in Confidential Report Entry Option and fill in the C.R form by assessing the employees KRA target based performance and submit. The Reporting Officer shall enter the KRA's/Target given to the employees, whose performance is being assessed. After submission of Assessment by Reporting Officer, an e-mail and notification on Sahayog Notification will be automatically sent to the Countersigning Officer and to employee. After submission of the Assessment form, the Reporting Officer can view the C.R but cannot modify /alter later on.
- (III) **Action by Countersigning Officer:-** After receiving system generated e-mail regarding submission of C.R by the Reporting Officer, the Countersigning Officer should log into HRMS Login using his User Id and password and countersign the C.R form and submit for Acceptance. An e-mail and notification on Sahayog Notification will be automatically sent to the Accepting Authority as well as to employee. Before submission of C.R form to the Accepting Authority, the Countersigning Officer can view the C.R form and can make changes/modification if not agreed with the assessment made by the Reporting Officer. After submission of the C.R form, the Countersigning Officer can


view the C.R, but cannot modify/alter later on.

- (IV) **Action by Accepting Authority:-** After receiving system generated mail/notification regarding submission of C.R by the Countersigning Officer, the Accepting Authority should log into HRMS login and fill-in /Accept the assessment form. Before submission of assessment form, the Accepting Authority can view the C.R. form and can make changes/modification if not agreed with the assessment submitted by the Countersign Authority. An e-mail/Notification on Sahayog Notification will be goes to the employees showing his overall grading. After submission of the C.R form, the Accepting Authority can view the C. but cannot modify/alter later on.

3. Time Schedule for filling the On-line C.R forms are as under:-

- (A) Updation of Employees data in HRMS Special Information for Reporting Officer, Countersigning Officer and Accepting Authority by 30th April 2017.
- (B) Reporting of On-line C.R form by the Reporting Officer by 31st May 2017.
- (C) Countersigning of On-line C.R form by the Countersign Officer by 30th June 2017.
- (D) Accepting the On-line C.R form by the Accepting Authority by 31st July 2017.

Training regarding how to use the module is already given to the Dy. Manager (HR-HRMS) of Zone and UDC (HRMS) of Circle. They are required to conduct the Training batches for the Reporting, Countersign and Accepting Authority and HR users in field immediately.

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