

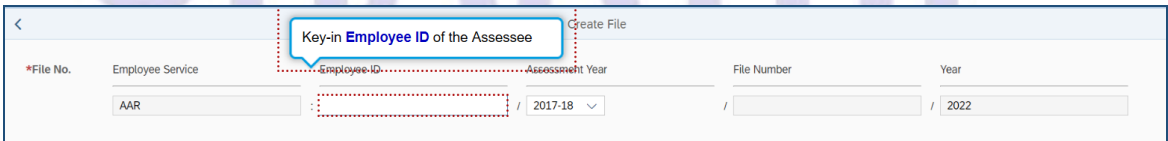
SOP for submission and processing of Appraisal Reports through FLM

As per the instruction of our Honorable Managing Director, Employee Annual Appraisal report(e-AAR) and Annual Property Returns(e-APR) submission through FLM is made available to all the user of APGENCO. So as to enhance the existing MIS reporting on employee returns this procedure is adopted. As it is mandatory to adhere to the APSEB approved templates the same existing templates are incorporated in E-Office(FLM). The instructions to be followed while submitting e-AARs and e-APRs are herewith listed for user's ready reference. The users are requested to strictly adhere to the instructions, so as to avoid rejection of returns by respective administrative wings. As you all aware of the text editor (Description Area) limitations in our FLM the users have to strictly follow the instructions step by step.

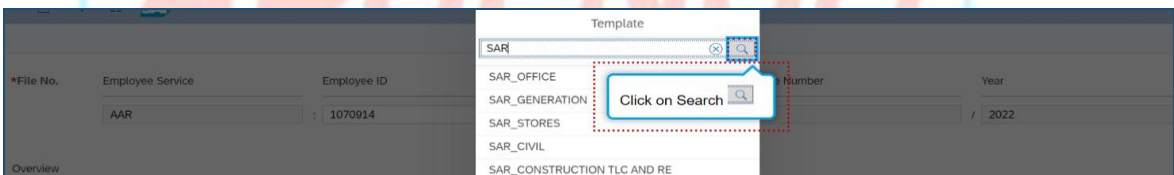
Step 1: Submission of SAR by an *Assessee*

Check List for Assessee

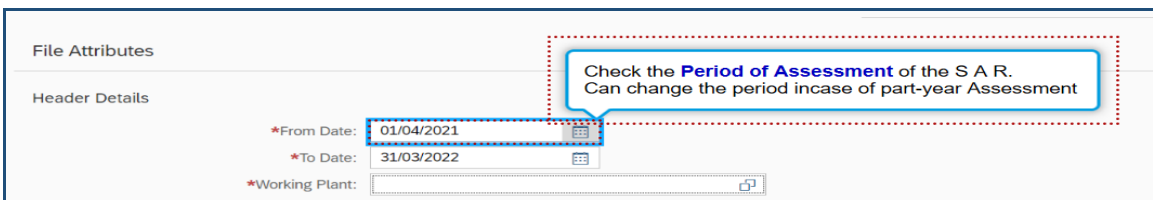
1. Go to **Employee Reports Tile** and choose appropriate file type i.e **U002 or U003** and fill-in Assessee employee number in the **File String**



2. Choose relevant SAR format from the list of **SAR templates** (As per Annexure-1)



3. **Assessment Year** and period of Assessment i.e. **From-Date** and **To-Date**



4. Check whether the Reporting Officer, Counter Signing Officers, CGM etc are correctly populated in workflow, before submitting the report to the next officer. Improper workflow may lead to the rejection of AAR at any stage of approvals. If the Assessee workflow is not fetched automatically or different from the existing, please contact respective plant administration wings.

The mapping of activities against workflow agents is very important and to be strictly followed as per SOP. The immediate controlling officer should be mapped against activity **Reporting Officer**.

Processors	Activity	Start Date
EE ERP	Reporting Officer	
HO-SE-ERP&IS&TEL	Counter Signing Officer	
HO-CGM-ADM&ERP,IT	CGM-Admin	
ADE A3 EME-I/Gen	Concerned Officer	

5. Ensure and save your SAR copy in pdf form through **Print Preview** tab.

SELF APPRAISAL REPORT (ELECTRICAL AND MECHANICAL IN APGENCO ENGINEERING SERVICE) (To be Filled in By Reported Officer)						
Period of Appraisal	From	01.04.2021	To	31.03.2022	Employee ID	01070914
1. Full name & Date of Birth	P JAYA KRISHNA					
2. Designation & Technical Qualification	Deputy Executive Engineer					
3. Nature of works engaged upon in brief	ERP relevant works related to File Life Cycle Management, Plant Maintenance Project Systems Etc.					
4. Present Head Quarters & Post Held	Vidyuth Soudha, Vijayawada				DyEE/ERP	
SAR Section -IV: Office						

Verify the entered data like **Period of Assessment, Employee ID** etc. thoroughly

6. Make necessary submit noting in Noting area and send the file to the next approving authority.

SAR for the year 2021-22 is herewith submitted for approval please

Click on Post

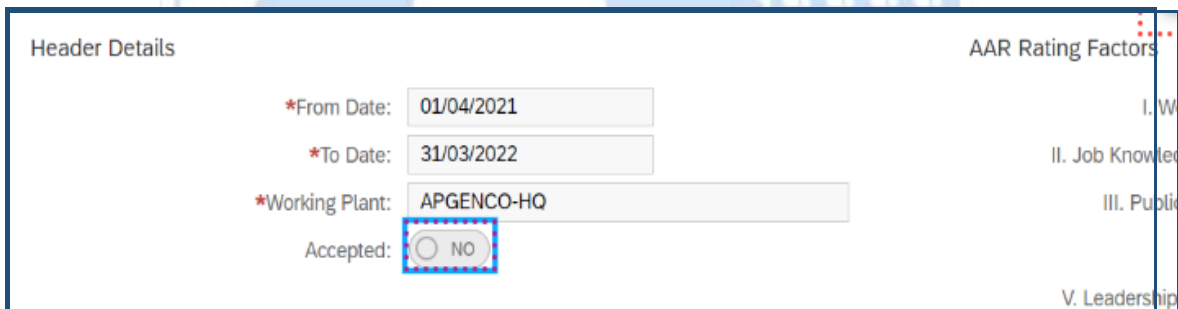
Post

Post Clear

Step 2: Acceptance of SAR and submission of AAR by *Reporting officer*

Check List for Reporting Officer

1. Check the **SAR template** is relevant and legible.
2. Check the **Assessment Year, Period** of assessment.
3. Click on **Accept Button** to accept the SAR. It is mandatory to Accept SAR before submitting AAR for further approval. The reporting officer can send back the SAR-file, if reporting officer feels there needs a correction in SAR, by the adding Assessee in the workflow for scrapping that SAR and submitting the fresh SAR as per the corrections mentioned by the reporting officer.



Header Details

*From Date: 01/04/2021

*To Date: 31/03/2022

*Working Plant: APGENCO-HQ

Accepted: NO

AAR Rating Factors

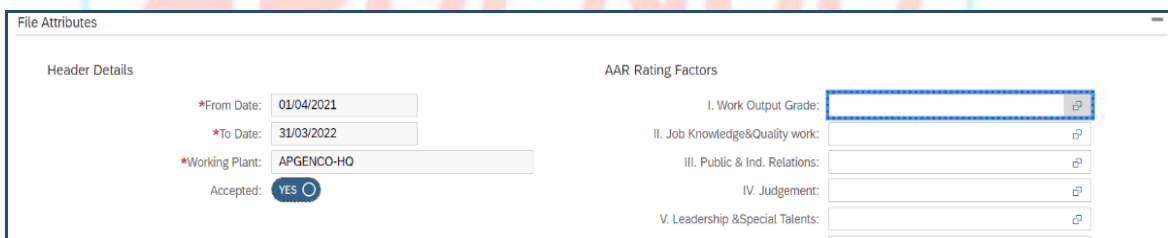
I. Work Output Grade

II. Job Knowledge & Quality work

III. Public & Ind. Relations

V. Leadership

4. After accepting the SAR, the reporting officer has to fill in the skill wise grades by selecting from the dropdown list in **AAR Rating Factors** header of the file in Basic Overview Tab.



File Attributes

Header Details

*From Date: 01/04/2021

*To Date: 31/03/2022

*Working Plant: APGENCO-HQ

Accepted: YES

AAR Rating Factors

I. Work Output Grade: A

II. Job Knowledge & Quality work: []

III. Public & Ind. Relations: []

IV. Judgement: []

V. Leadership & Special Talents: []

5. As per APGENCO regulations the Reporting Officer has to justify the awarded scores with proper justification in the AAR template link provided in Notes & Documents tab under Description area. Note: It is mandatory to justify the grades in AAR, when the grades awarded are A, B or E. Hence all the users are instructed to justify their grades

awarded in the hyper link [Click here to incorporate AAR Comments](#) provided in Notes & Document tab.

Notes

Description

3. No. of currents pending received	72
4. No. of important currents disposed	70
5. No. of important currents pending and reasons therefore	NIL
6. No. of indents for materials received	NOT APPLICABLE
No. of LPO's finalized	NOT APPLICABLE
No. of breakdown reports scrutinized and reviewed	NOT APPLICABLE

Click on [Click here to incorporate AAR comments](#) hyperlink. This inturn loads a AAR template, where in the Rerporting Officer has to justify the AAR scores awarded in Basic Information tab.

[Click here to incorporate AAR Comments](#)

- Ensure, filled in AAR and Grades & Score through **Print Preview** before sending the file to the next approving officer.

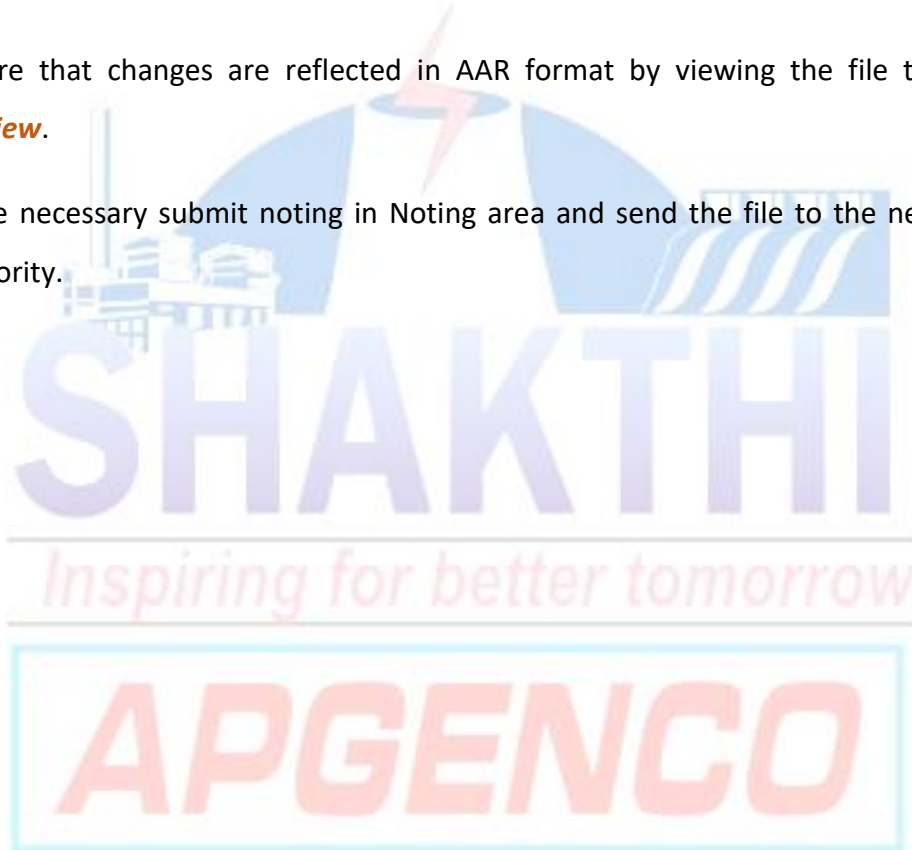
IX. Conduct and Character Discipline, Integrity, Honesty, Physical Ability, Mental alertness, Regularity in attendance	Check here the Awarded AAR Score and Justification Category
X. General Remarks:	
Adverse Remarks : If any, communicated	
I. Work Output Grade	Very Good: B
II. Job Knowledge & Quality work	Very Good: B
III. Public & Ind. Relations	Good: C
IV. Judgement	Very Good: B
V. Leadership & Special Talents	Good: C
VI. Planning & Organizing	Good: C
VII. Office Work	Very Good: B
VIII. Promptness	Very Good: B
X. Conduct & Character	Very Good: B
Overall Rating/Score:Grade:C/69	
Notings:	

- Make necessary submit noting in Noting area and send the file to the next approving authority.

Step 3: AAR verification by *Counter Signing Officer*

Check List for Counter Signing Officers

1. The abstract of SAR and AAR can be viewed by clicking **Print Preview**, if the Counter signing officer feels there requires changes in the **Awarded AAR Grades**, the user has to go to Basic Information Tab and previously awarded Grades can be changed, and proper justifications are to be made in AAR format by accessing through the hyper link [Click here to incorporate AAR Comments](#) provided in Notes & Document tab.
2. Ensure that changes are reflected in AAR format by viewing the file through **Print Preview**.
3. Make necessary submit noting in Noting area and send the file to the next approving authority.



Annexure -2

SAR formats for Non-Technical Officers Class I, II and III:

S No	SAR formats for Engineering Services
1	SAR_NON TECHNICAL OFFICERS CLASS 1 AND 2
2	SAR_NON TECHNICAL OFFICERS CLASS 3

Workflow Agents and Activities:

S No	Workflow Approver	Activity
1	Immediate Reporting Officer	Reporting Officer
2	All Officers up to the Chief Engineer	Counter Signing Officer
3	The Chief General Manager	CGM Admin
4	Seat Worker at Head Quarters	Concerned Officer

Case 1: Assessee is JAO/JPO

Workflow Agent	Activity
Personnel Officer	Reporting Officer
Asst. Secretary	Counter Signing Officer
Deputy Secretary	Counter Signing Officer
Chief Engineer	Counter Signing Officer
Chief General Manager	CGM Admin
PO at Admin Division at HQ (VS)	Concerned Officer

Case 2: Assessee is Personnel Officer

Workflow Agent	Activity
Asst. Secretary	Reporting Officer
Deputy Secretary	Counter Signing Officer
Chief Engineer	Counter Signing Officer
Chief General Manager	CGM Admin
PO at Admin Division at HQ (VS)	Concerned Officer

Case 3: Assessee is Asst. Secretary

Workflow Agent	Activity
Deputy Secretary	Reporting Officer
Chief Engineer	Counter Signing Officer
Chief General Manager	CGM
DyEE at Admin Division at HQ (VS)	Concerned Officer

Case 4: Assessee is Deputy Secretary

Workflow Agent	Activity
Chief Engineer	Reporting Officer
Chief General Manager	CGM
DyEE at Admin Division at HQ (VS)	Concerned Officer

Note: In the case of employees working in the direct control of the Chief General Manager (Admin), the Chief Engineer won't be there in workflow, AAR's will move directly to the Chief General Manager (Admin)

The employees working in APPDCL/SDSTPS have to correct their workflows as per the above instructions

Please download video tutorials from our apgenco website (manuals) and follow step by step guidance in concurrent mode to avoid mistakes in submission of AAR's / APR's

APGENCO