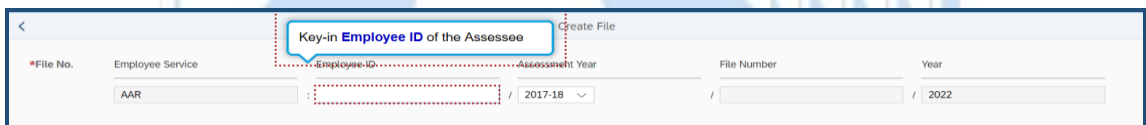


## **SOP for submission of Annual Appraisal Report(AAR) without reference to SAR through FLM**

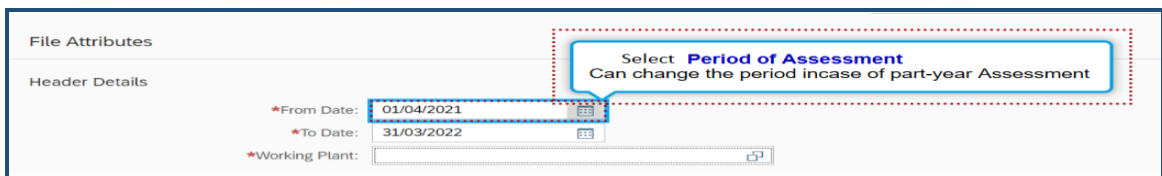
As per the circular memo issued by the Chief General Manager (Adm,IS&ERP) provision towards submission of Annual Appraisal Report(AAR) without referring to SAR. Please refer Circular Memo.No.[CGM\(Adm,IS&ERP\)/GM\(HR-Adm\)/AS\(A\)/DyEE\(A-I\)/D.No.05/2024,Dt.10.05.2024](#) for details.

Step 1: Submission of AAR by **Reporting Officer** without receipt of SAR from assessee

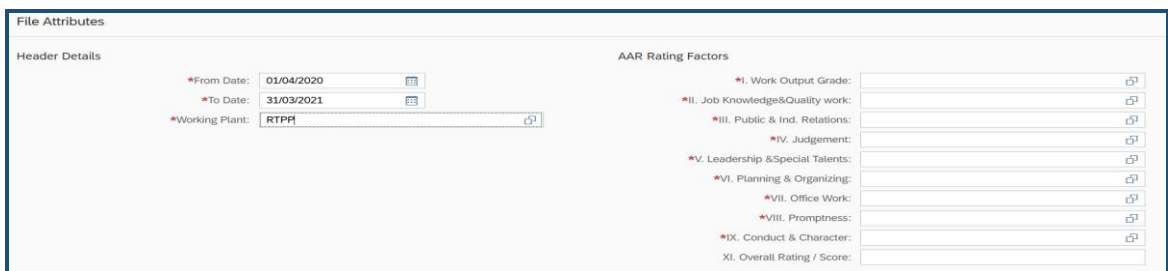
1. Go to **Employee Reports Tile** and choose appropriate file type **U007- AAR-Without SAR(ES)**, fill-in Assessee employee number in the **File String**. Employee id can be obtained from any of the reporting tiles available in our e-Office.



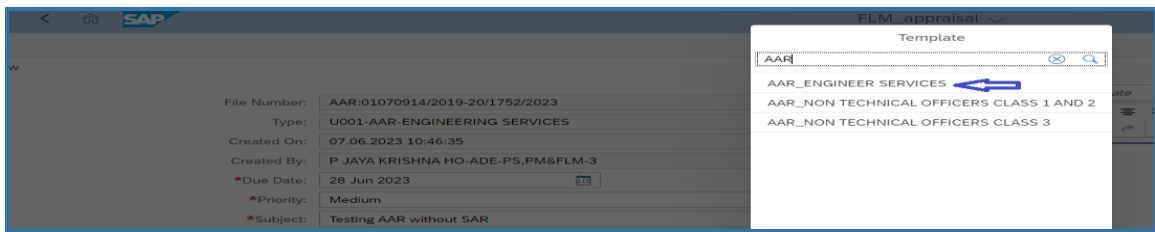
2. Fill in mandatory fields like Due Date, Priority, Subject. As per the selection of Assessment Year in file string, by default period of Assessment will be selected from 1<sup>st</sup> April to 31<sup>st</sup> March for the selected years. If the user wants to assess for part period, select relevant period in **From-Date** and **To-Date** fields.



Then go to AAR Rating Factors and select relevant score against each of scoring criteriae from each dropdown list. Then click on save to generate a unique file number



- AAR\_Engineer Service** will be picked up by default, else select **AAR\_Engineer Service** from the list of **Predefined templates**



- Make sure to incorporate necessary comments in the AAR Template in the description area as per your allotment done in the Basic Information View screen. **Please note if the Score is A, B or E it is mandatory to justify the score in the comments with supporting documents.** Users are instructed to scrupulously follow the tutorials or SOP violation of which may lead for **Rejection** of AAR at any stage of approvals.

Create File

Description

AAR WITHOUT SAR

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Font Face (Verdana), Font Size (11pt), Text Color, Background Color.

**AAR for Class-I, II & III APGENCO Engineering Servi**

<b>I. Work Output:</b>	He is g
Quantity of actual work entrusted and executed	
<b>II. Job knowledge and Quality of work</b>	He has
Whether conversant with the rules and regulation and other aspects of work entrusted	
<b>III. Public relations and Industrial Relations</b>	GOOD
Relations with superiors, subordinates, consumers and others	
<b>IV. Judgment:</b>	
Decision making Analyzing and solving day to day problems	

- Before submitting the report to the next level officer check whether the Counter Signing Officer/s, CGM etc. are correctly populated in workflow. Improper workflow may lead for 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 wing and take necessary suggestions are changed as per their recommendations.

Workflow

Processors

Activity	Start Date
<input type="checkbox"/> HO-EE-ERP-II	Counter Signing Officer
<input type="checkbox"/> HO-General Manager -ERP	Counter Signing Officer
<input type="checkbox"/> CGM(Adm,IS&ERP)	CGM-Admin
<input type="checkbox"/> HO-DyEE/ADM3	Concerned Officer

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 **Counter Signing Officer**

6. Ensure all the steps are followed as per SOP or tutorials and confirm the same through **Print Preview** tab.

Period of Appraisal	From	03.04.2018	To	31.03.2019	Employee ID	05073279
1. Full name & Date of Birth	JAYAKRISHNA LALITHA KUMARI				26.03.1977	
2. Designation	AE					
4. Present Head Quarters & Post Held	CORPORATE Quarters				AE/EME-UGEN-II	

**AAR for Class-I, II & III APGENCO Engineering Services**

<b>I. Work Output:</b> Quantity of actual work entrusted and executed	He is good at execution of allotted work.
<b>II. Job knowledge and Quality of work.</b> Whether conversant with the rules and regulation and other aspects of work entrusted	He has thorough knowledge in entrusted work.
<b>III. Public relations and Industrial Relations</b> Relations with superiors, subordinates, consumers and others.	GOOD in maintaining rapport among sub-ordinates.
<b>IV. Judgement:</b> Decision making Analyzing and solving day to day problems.	
<b>V. Leadership &amp; Special talents for Creativity aptitude:</b> Initiative and drive whether inspires confidence and develops subordinates capacity to work.	He leads in front for execution special tasks.
<b>VI. Planning and Organizing</b> Ability to plan in advance, organize, schedule Co-Ordinate and supervise	He plans his works well in advance and organize in time.
<b>VII. Office Work</b> Ability for noting and drafting and control of budget disposal and conducting disciplinary cases.	His drafting skills are good.
<b>VIII. Promptness</b> a) Promptness in attending to emergencies b) Execution of works c) Rendering of Accounts. d) Assessment, Billing & Collection of Board revenues.	
<b>IX. Conduct and Character</b> Discipline, Integrity, Honesty, Physical Ability, Mental alertness, Regularity in attendance	GOOD
<b>X. General Remarks:</b>	
Adverse Remarks (if any, communicated)	

**Note: AAR is submitted without reference to SAR as SAR is not received.**

JAYAKRISHNA, AE/EME-UGEN-II  
(REPORTING OFFICER)

<b>I. Work Output Grade</b>	Good - C
<b>II. Job Knowledge &amp; Quality work</b>	Good - C
<b>III. Public &amp; Ind. Relations</b>	Good - C
<b>IV. Judgement</b>	Very Good - B
<b>V. Leadership &amp; Special Talents</b>	Very Good - B
<b>VI. Planning &amp; Organizing</b>	Very Good - B
<b>VII. Office Work</b>	Excellent - A
<b>VIII. Promptness</b>	Very Good - B
<b>IX. Conduct &amp; Character</b>	Very Good - B

7. Make necessary submit noting in Noting area and send the AAR to the next approving authority.

Due to non receipt of SAR intime I herewith submitting AAR relevant to 100789 for approval please

Click on Post

## 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 Notes & Document tab.
2. Ensure that changes are reflected in AAR by viewing the file through **Print Preview**.
3. Submit noting in Noting area and send the file to the next approving authority.

### Annexure -1

#### Workflow Agents and Activities:

S No	Workflow Approver	Activity
1	Immediate Officer	Counter Signing 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: Assesse is AEE/AE and Dy Executive Engineer (Creator of AAR)

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

#### Case 2: Assesse is Dy Executive Engineer and Executive Engineer (Creator of AAR)

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

Case 3: Assesse is Executive Engineer and Superintending Engineer(Creator of AAR)

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

Case 4: Assesse is Superintending Engineer and Chief Engineer is (Creator of AAR)

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

Case 5: Assesse is the Chief Engineer and Concerned Functional Director (Creator of AAR)

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

