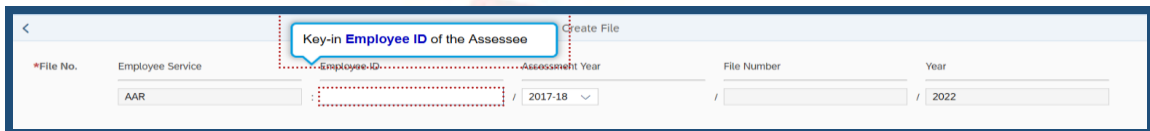


SOP for submission of Annual Appraisal Report(AAR) without reference to SAR through FLM

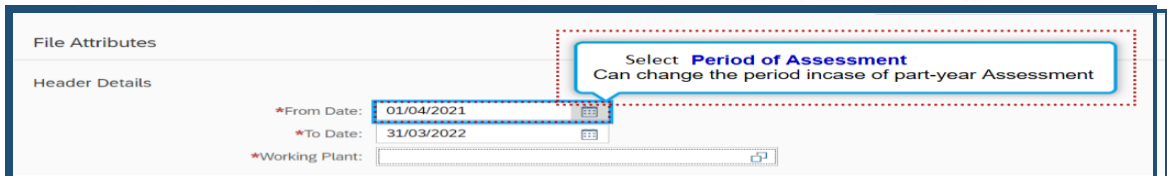
As per the circular memo issued by the top management a provision is made available towards submission of Annual Appraisal Report(AAR) without referring to SAR.

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

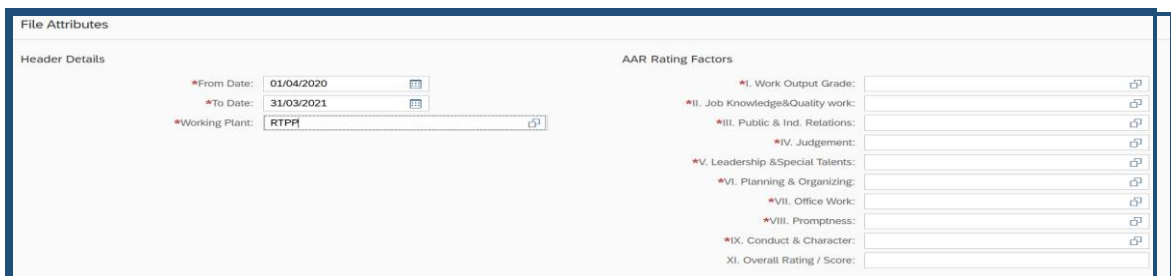
1. Go to **Employee Reports Tile** and choose appropriate file type **U010- AAR-Without SAR(Non-Technical)**, fill-in Assessee employee number in the **File String**. Employee id can be obtained from any of the reporting tiles available in our e-Office.



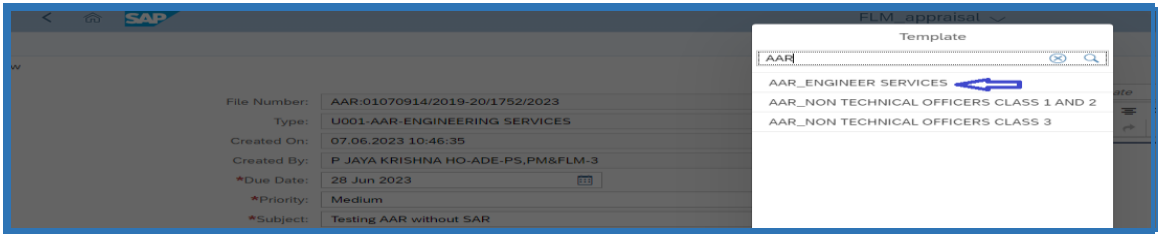
2. Fill in mandatory fields like Due Date, Priority, Subject. As per the selection of Assessment Year in file string, by default period of Assessment will be selected from 1st April to 31st March for the selected years. If the user wants to assess for part period, select relevant period in **From-Date**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



3. **AAR_Non Technical Officers** will be picked up by default, else select **AAR_Non Technical Officers** 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.

Description

AAR_NON TECHNICAL OFFICERS CLASS 1 AND 2

Form- A: ANNUAL APPRAISAL REPORT NON TECHNICAL OFFICER IN CLA

Justification with specific instances of outstanding work done other than routine work where the rating is A

Justification should be given with specific instances to justify

I. WORK OUTPUT:

1. Exceptionally High Output (81% to 100%)	-- A
--	------

- 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

Add New Workflow

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**

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,JS&ERP)	CGM-Admin	
<input type="checkbox"/> HO-DyEE/ADM3	Concerned Officer	

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

Period of Appraisal	From	01.04.2018	To	31.03.2019	Employee ID	05073279
1. Full name & Date of Birth	JAMPALA LALITHA KUMAR				26.05.1977	
2. Designation	AE					
4. Present Head Quarters & Post Held	CORPORATEquarters				AES/EME-I/GEN-II	

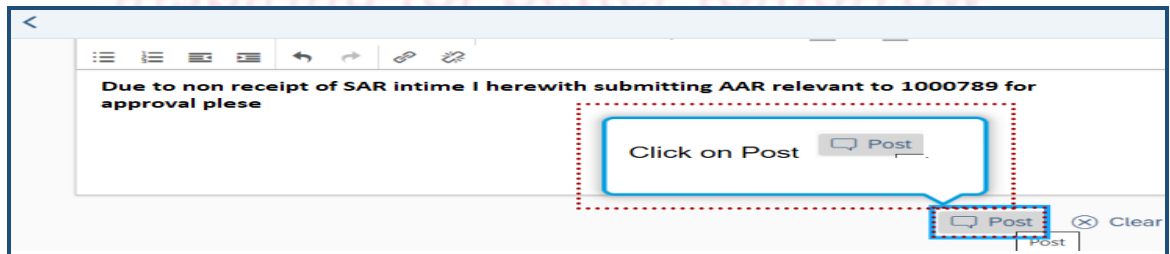
AAR for Class-I, II & III APGENCO Engineering Services	
I. Work Output: Quantity of actual work entrusted and executed	He is good at execution of allotted works
II. Job knowledge and Quality of work: Whether conversant with the rules and regulation and other aspects of work entrusted	He has thorough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

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

JAYASHREEJA, JEE/EME-I/GEN-II
(REPORTING OFFICER)

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

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



AAR verification by Counter Signing Officer

Check List for Counter Signing Officers

- 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	JS Personnel	Necessary Action
4	Seat Worker at Head Quarters	Concerned Officer

Case 1: Assesse is JAO and AAO (Creator of AAR)

Workflow Agent	Activity
AO	Counter Signing Officer
SAO	Counter Signing Officer
GM(Accounts)	Counter Signing Officer
Chief Engineer	Counter Signing Officer
JS Personnel	Necessary Action
AS at Admin Wing at HQ (VS)	Concerned Officer

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APGENCO