Instructions to Fill
Annual Confidential Report

In this module there are three parts following as ......

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 clicks 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 Panels are opened such as:

1. For filling up the self-appraisal report.
2. For assessment by the 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----------
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:

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Item Work</th>
<th>Physical or Financial targets/ objectives / goals</th>
<th>Achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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):

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>No. Of inspections / tours expected to be performed in a year</th>
<th>No of inspections / tours actually performed with reason of short fall, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Add Row

Save
11. When acr data 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.
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.

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 assesses 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.
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 the 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 the 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.
You are reporting the ACR report of Sharada 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 the resume of work as indicated by the officer in the part 2 of the report in particular 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:

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.]

5. Attitude towards scheduled castes and scheduled tribes

6. Assessment of work output
   (Grades should be assigned on a scale of 1-10)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&gt;&gt; Accomplishment of Planned Work</td>
</tr>
<tr>
<td>2&gt;&gt; Quality of Output</td>
</tr>
<tr>
<td>3&gt;&gt; Accomplishment of Exceptional Work/Unforeseen tasks performed</td>
</tr>
<tr>
<td>Overall Grading on Work Output</td>
</tr>
</tbody>
</table>

7. Assessment of personal attribute
   (Grades should be assigned on a scale of 1-5)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&gt;&gt; Attitude of Work</td>
</tr>
<tr>
<td>2&gt;&gt; Sense of Responsibility</td>
</tr>
<tr>
<td>3&gt;&gt; Overall Bearing and Personality</td>
</tr>
<tr>
<td>4&gt;&gt; Emotional Stability</td>
</tr>
<tr>
<td>5&gt;&gt; Communication Skills</td>
</tr>
<tr>
<td>6&gt;&gt; More courage and willingness to take a professional stand</td>
</tr>
<tr>
<td>7&gt;&gt; Leadership Qualities</td>
</tr>
<tr>
<td>8&gt;&gt; Capacity to work in time limit</td>
</tr>
<tr>
<td>Overall Grading on Personal Attribute</td>
</tr>
</tbody>
</table>
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.

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

13. for submitting it to reviewing 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.
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 submitted then it cannot be changed and this ACR detail will be locked.

16. Now you can see the ACR report of employee which are assessed 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.
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 for Remarking.

Ex-Shashi Bala Sends the acr report of Sharda Chauchan 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 the 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.
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 characteristics 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 characteristics briefly.

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.

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