

# ONLINE APAR

IN-HOUSE DESIGN, DEVELOPMENT, IMPLEMENTATION AND  
MAINTENANCE

(for BSPHCL & its subsidiary companies )

url –

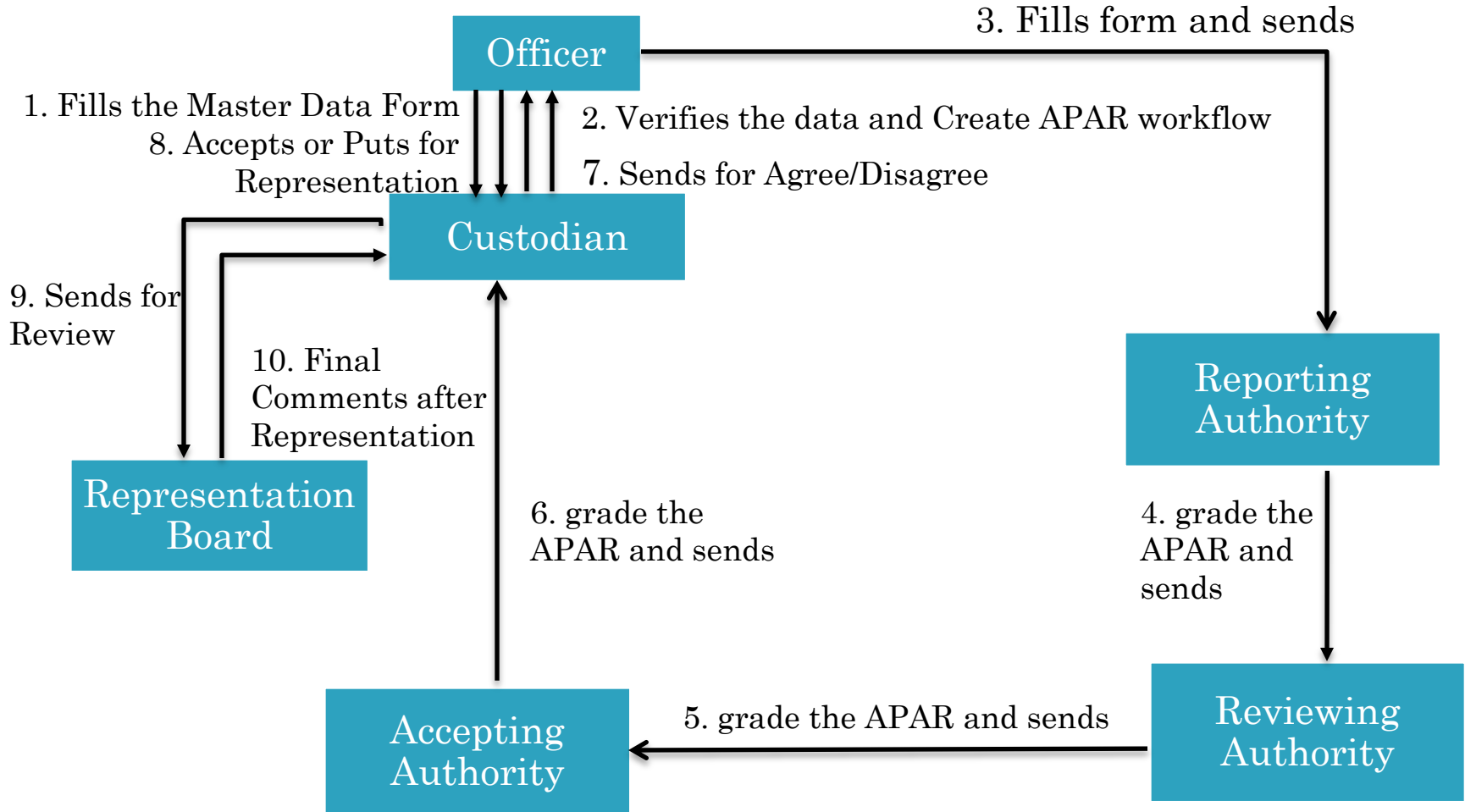
<http://apar.bsphcl.co.in/>

# MODULES

- Master data form filling
- Custodian/ Nodal Officer
- Officer
- Reporting Authority
- Reviewing Authority
- Accepting Authority
- Representation Board



# FLOW OF APAR



# MASTER DATA FORM

The screenshot shows a web browser window with the URL `apar.bsphcl.co.in/Default.aspx`. The page header includes the Bihar State Power Holding Co. Ltd. logo and navigation links for Home, Rules, and Contact. The main heading is "Online APAR Management System". Below this, a teal banner contains a description of APAR (Annual Performance and Assessment Report for Officers) and a "Read more" button. The central section is titled "LOG IN" and features a login form with radio buttons for "Representation", "Custodian", "Officer", and "MasterData" (which is selected). There is a "Username:" label and an input field, followed by a "Send OTP" button. The footer contains logos for SB, NB, and BSPHCL, along with the text "© APAR Management System. All Rights Reserved. Designed & Developed by IT Department, BSPHCL".

**After each financial year, Officer shall submit the details of their APAR Assessment period and APAR Flow by login to APAR portal.**

**For any addition or update of mobile no., email id, kindly send a mail to [apar.bsphcl@gmail.com](mailto:apar.bsphcl@gmail.com) with the Employee ID, Employee Name .**

# APAR MASTER DATA ENTRY FORM

The screenshot displays the APAR FLOW interface. At the top, it shows the company name "Bihar State Power Holding Co. Ltd." and the user role "Employee (Self)". The main heading is "APAR FLOW". Below this, the "Assessment Year" is set to "2023-24". The "APAR PERIOD" section includes two date input fields: "From" (04-04-2023) and "To" (04-03-2024). There are four blue buttons for "Employee Details", "Reporting Details", "Reviewing Details", and "Accepting Details". At the bottom, there are "Save" and "Add More" buttons. A sidebar on the left contains navigation options: Inbox, Sent, Draft, Completed APAR, Completed NRC, APAR Current Status, Disclosure of APAR, and Logout. The footer indicates the form was developed by the IT Dept., BSPHCL, with a copyright notice for 2024.

- Officer shall fill separate Assessment period details in case of change in Reporting/ Reviewing/ Accepting officer.
- Designation & Posting details of Reporting, Reviewing & Accepting Officers need to be filled for each Assessment period.

**APAR FLOW**

Employee (Self)

Assessment Year: 2023-24

**APAR PERIOD**

From: 04-04-2023 To: 04-03-2024

**Employee Details**

Employee ID:  Employee Name:

Company:  Designation:

Place of Posting:

HQ  Field Office

AreaBoard/ Zone:  Circle Name:

Division Name:  Sub-Division Name:

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- In case when posting place is HQ then Employee will have to select posting department/cell.
- In case of Field office complete hierarchy of posting place must be selected from dropdown.
- In case of deputation, Employee will have to fill deputation details.



# DETAILS OF REPORTING OFFICER

**Draft**

**Completed APAR**

**Completed NRC**

**APAR Current Status**

**Disclosure of APAR**

**Logout**

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2023-24

**APAR PERIOD**

From  To

**Employee Details**

**Reporting Details**

Reporting ID :  Reporting Name :

Company :  Designation :

Place of Posting:

OHQ  Field Office

AreaBoard/ Zone  Circle Name:

Division Name:  Sub-Division Name:

Section Name:

**Reviewing Details**



# DETAILS OF REVIEWING OFFICER

**Draft**

**Completed APAR**

**Completed NRC**

**APAR Current Status**

**Disclosure of APAR**

**Logout**

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2023-24

**APAR PERIOD**

From  To

**Employee Details**

**Reporting Details**

**Reviewing Details**

Reviewing ID :  Reviewing Name :

Company :  Designation :

Place of Posting:

HQ  Field Office

AreaBoard/ Zone  Circle Name:

Division Name:  Sub-Division Name:

Section Name:





# DETAILS OF ACCEPTING OFFICER

**Completed NRC**

**APAR Current Status**

**Disclosure of APAR**

**Logout**

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### APAR PERIOD

From  To

**Employee Details**

**Reporting Details**

**Reviewing Details**

**Accepting Details**

Accepting ID :  Accepting Name :

Company :  Designation :

Place of Posting:

HQ Field Office

AreaBoard/ Zone  Circle Name:

Division Name:  Sub-Division Name:

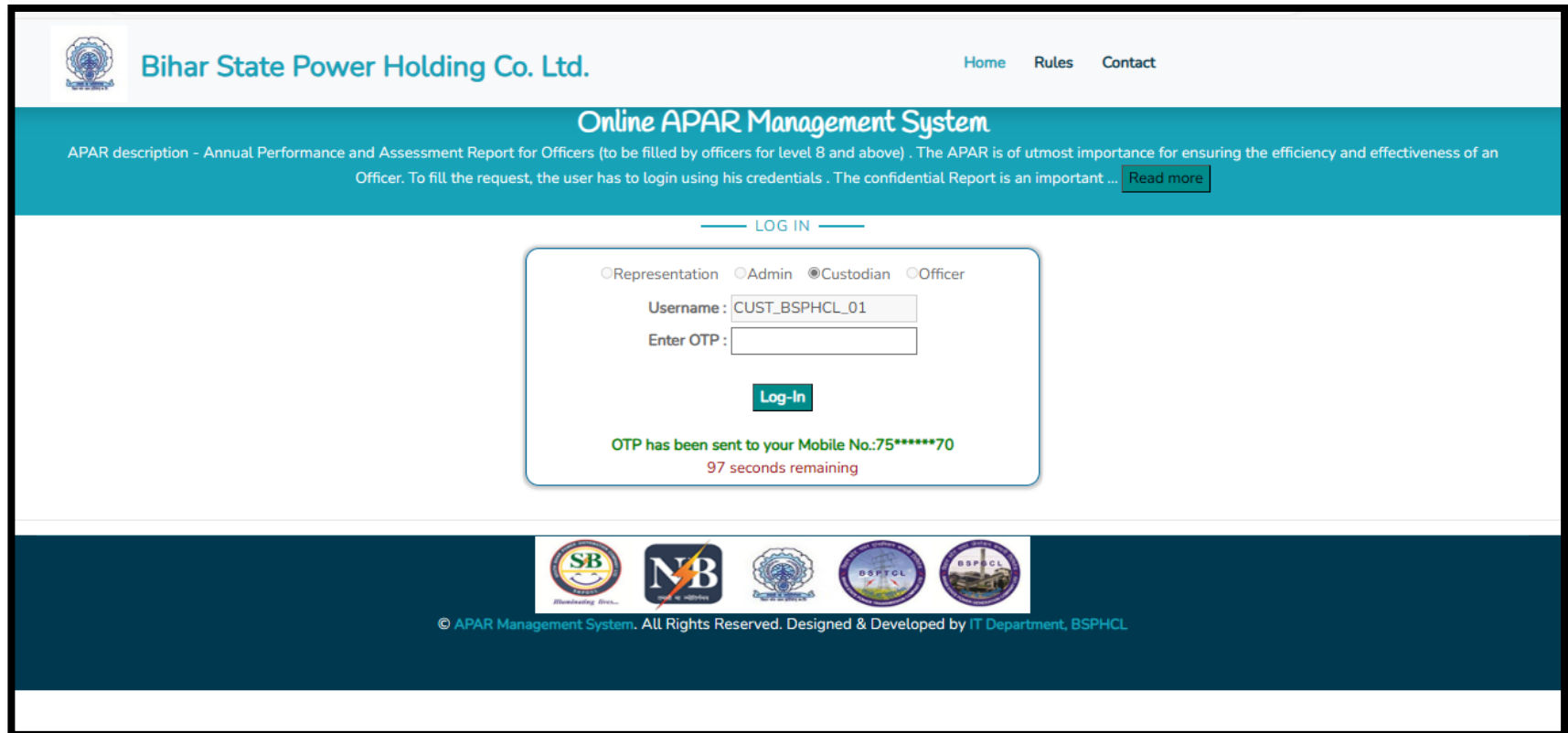
Section Name:

**Save** **Add More**

After filling in all the details for each assessment period, officer shall submit the master data form.



# LOGIN PAGE OF APAR

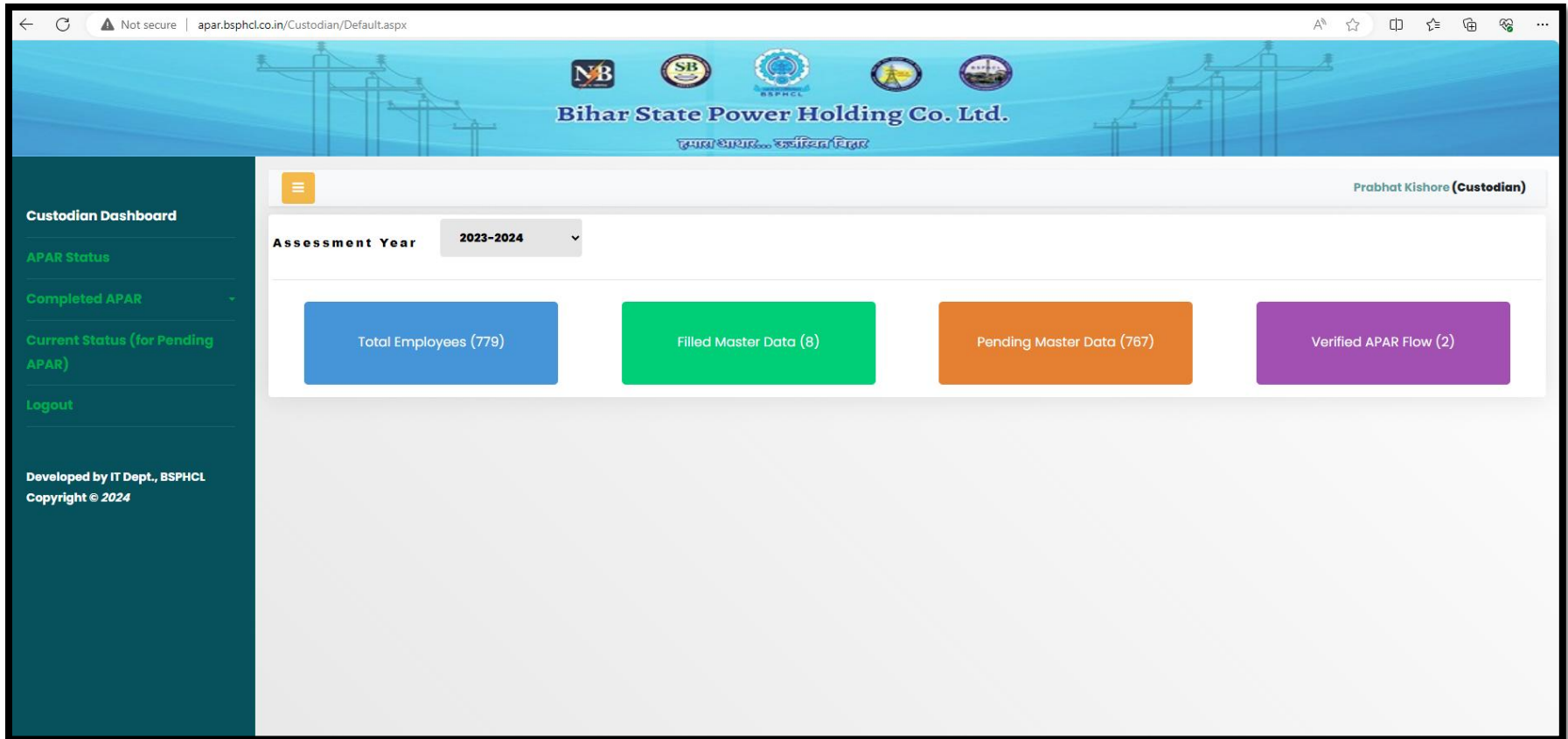


The screenshot shows the login interface for the APAR Management System. At the top left is the Bihar State Power Holding Co. Ltd. logo and name. Navigation links for Home, Rules, and Contact are at the top right. A teal banner contains the title 'Online APAR Management System' and a description of the system, with a 'Read more' link. Below this is a 'LOG IN' section with three radio buttons for user roles: Representation, Admin, and Custodian (which is selected), and Officer. The 'Username' field contains 'CUST\_BSPHCL\_01' and the 'Enter OTP' field is empty. A 'Log-In' button is positioned below the fields. A green message states 'OTP has been sent to your Mobile No.:75\*\*\*\*\*70' with '97 seconds remaining' in red text. The footer features logos for SB, NB, and BSPHCL, along with a copyright notice: '© APAR Management System. All Rights Reserved. Designed & Developed by IT Department, BSPHCL.'

User shall login into the system on the basis of Role defined and using OTP sent on registered mobile number.



# CUSTODIAN DASHBOARD



The screenshot displays the Custodian Dashboard for Bihar State Power Holding Co. Ltd. The dashboard is accessed via a web browser at the URL `apar.bsphcl.co.in/Custodian/Default.aspx`. The user is logged in as Prabhat Kishore (Custodian). The dashboard shows the Assessment Year as 2023-2024. The main content area displays four key metrics:

Metric	Value
Total Employees	779
Filled Master Data	8
Pending Master Data	767
Verified APAR Flow	2

The dashboard also includes a sidebar with navigation options: APAR Status, Completed APAR, Current Status (for Pending APAR), and Logout. The footer indicates the dashboard was developed by IT Dept., BSPHCL, and is copyrighted in 2024.

Custodian shall be able to view the total employees, employees who have filled Master data, having Pending master data and APAR flow being verified for the respective company for the selected Assessment year.



# CUSTODIAN DASHBOARD

The screenshot displays the 'Custodian Dashboard' for Bihar State Power Holding Co. Ltd. The dashboard includes a sidebar with navigation options: 'APAR Status', 'Completed APAR', 'Current Status (for Pending APAR)', and 'Logout'. The main content area is titled 'Employees - Master Data form filled' and contains a table with 13 columns: 'Sl. no.', 'Employee', 'From Date', 'To Date', 'Reporting Officer', 'Reporting Officer ID', 'Reviewing Officer', 'Reviewing Officer ID', 'Accepting Officer', 'Accepting Officer ID', 'Entered on (Date)', 'Modify', and 'Action'. The table lists six employees with their respective details and 'Edit' and 'Verify' buttons for each row. The user 'Subhanshu Singh (Custodian)' is logged in.

Sl. no.	Employee	From Date	To Date	Reporting Officer	Reporting Officer ID	Reviewing Officer	Reviewing Officer ID	Accepting Officer	Accepting Officer ID	Entered on (Date)	Modify	Action
1	ALOK KUMAR (E15600)	01-04-2023	24-07-2023	KISHOR KUNAL	E14268	KISHOR KUNAL	E14268	KISHOR KUNAL	E14268	24-07-2023 17:37:30	Edit	Verify
2	NITIN KUMAR (E14819)	01-04-2023	11-10-2023	AJAY KUMAR	E14482	AJAY KUMAR	E14482	RAKESH RANJAN	E10097	11-10-2023 16:23:33	Edit	Verify
3	Aarav Kumar (E98100)	01-04-2023	05-06-2023	Aadya Sharma	E98101	Aditya Patel	E98102	Akshara Gupta	E98103	09-01-2024 11:19:01	Edit	Verify
4	Harsh Mehta (E98105)	01-04-2023	05-06-2023	Aadya Sharma	E98101	Aditya Patel	E98102	Akshara Gupta	E98103	09-01-2024 11:19:01	Edit	Verify
5	Priya Kapoor (E98106)	01-04-2023	05-10-2023	Aadya Sharma	E98101	Aditya Patel	E98102	Akshara Gupta	E98103	09-01-2024 11:19:01	Edit	Verify
6	Rahul Singh (E98107)	01-04-2023	30-07-2023	Aadya Sharma	E98101	Aditya Patel	E98102	Akshara Gupta	E98103	09-01-2024 11:19:01	Edit	Verify

Custodian shall be able to edit and verify data of employees who have filled the master data form.



# OFFICER DASHBOARD

**Bihar State Power Holding Co. Ltd.**  
गंगा सिद्धा... बिहार बिजली

Priya Kapoor **Employee (Self)**

Employee ID: E98106      Name: Priya Kapoor  
Date of Birth: 13-06-1970      Designation: ASSISTANT IT MANAGER  
Company: BSPHCL

Assessment Year: **2023-2024**

Period	Employee	APAR Period	Form Type	Custodian	Received On	Actions
Period:1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	APAR	Subhanshu Singh	11-02-2024 19:17:21	<a href="#">Fill The Form</a>

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Officer shall be able to fill the APAR form for the selected Assessment year once it has been verified by the Custodian.



# OFFICER LOGIN – IN CASE OF “NRC”

The screenshot displays the user interface for uploading an NRC form. At the top, the header features the logos of NB, SB, and BSPHCL, along with the text "Bihar State Power Holding Co. Ltd." and the motto "यत्नः शक्तिः... शक्तिः शक्तिः". The user is identified as "Vivek Employee (Self)".

The main content area is titled "Upload your NRC Form Here". It includes a section for attaching the NRC file, labeled "Attach NRC File(PDF Only):", with a "Choose File" button and the text "No file chosen". Below this is a prominent blue "Submit NRC Form" button.

A sidebar on the left contains navigation links: "Inbox", "Sent", "Draft", "Completed APAR", "Completed NRC", "APAR Current Status", "Disclosure of APAR", and "Logout". At the bottom of the sidebar, it states "Developed by IT Dept., BSPHCL" and "Copyright © 2024".



# OFFICER LOGIN

**Bihar State Power Holding Co. Ltd.**  
गुण सेवा... सर्वोत्तम बिहार

Priya Kapoor **Employee (Self)**

Employee ID: E98106      Name: Priya Kapoor  
Assessment Year: 2023-2024      Assessment Period: 01-04-2023 to 05-10-2023  
Designation: ASSISTANT IT MANAGER

**PART-I PERSONAL DATA**

Officer	Emp ID:	Name:	Designation:
Reporting	E98101	Aadya Sharma	IT MANAGER
Reviewing	E98102	Aditya Patel	DATA BASE ADMINISTRATOR
Accepting	E98103	Akshara Gupta	DGM(HR)


Next

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Officer shall view the personal details and fill in the APAR form as per the format.



# OFFICER LOGIN

 Priya Kapoor Employee (Self)-

Pay Level Level-8

SERVICE/Date for increment in Time Scale 11-02-2024 Date of continuous appointment present level 11-02-2024

**PART-II TO BE FILLED BY THE OFFICER REPORTED UPON**

**Basic Description of duties**

Duties performed include <sup>(5)</sup>

**Objective and Targets** - Quantitative/Physical/Financial items, in order of importance including cost and expenditure control, vigilance work in respect of employees / area under your control set by yourself or that set for you and your achievements against each. Clearly indicate your specific contribution.

Objectives & Targets		Action
Objectives/ Targets	Achievements	
<input type="text" value="Enter Objectives &amp; Targets"/>	<input type="text" value="Enter Achievements"/>	

[Add Objectives & Targets](#)

**Shortfalls with reference to objectives/ targets/ items referred to in item 2 (mention constrains, if any in achieving the targets and remedies)**

Enter Shortfalls

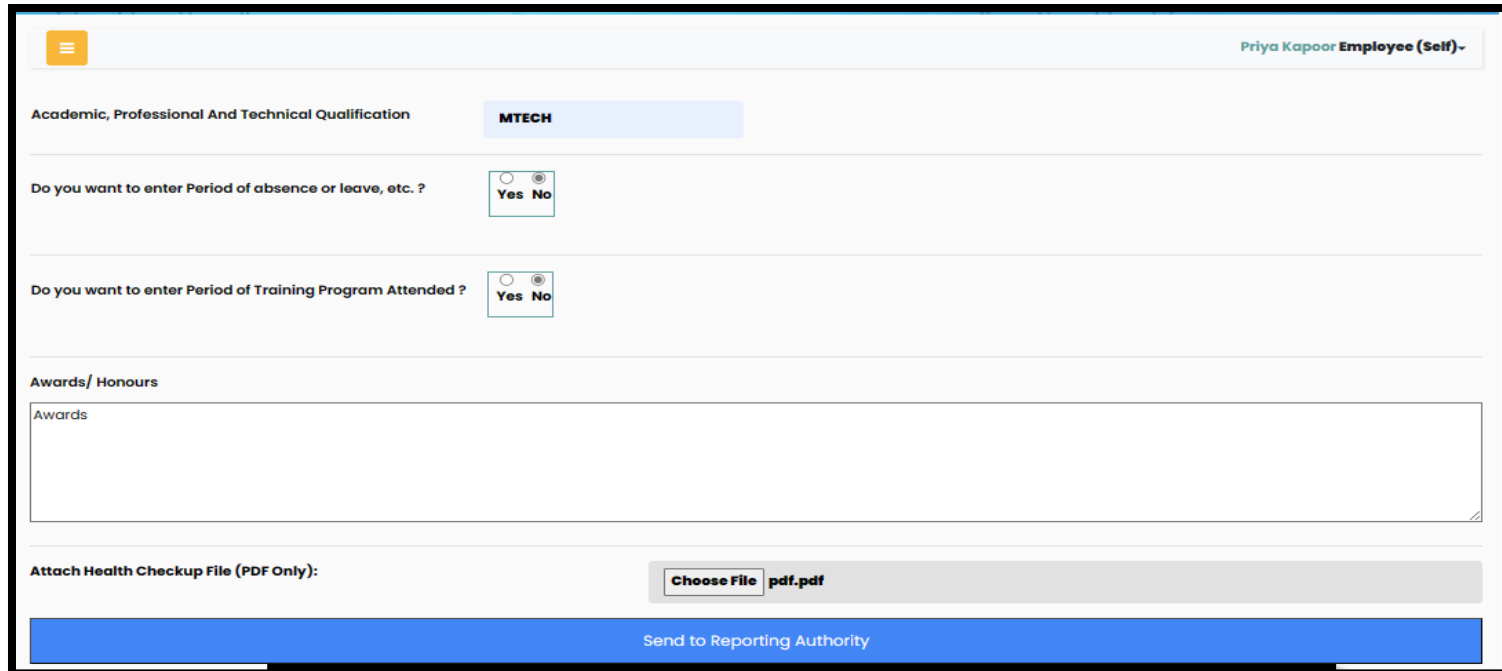
**Areas of training required to upgrade the skills and field in which the officer is desirous of posting for job satisfaction and career developments.**

Enter Areas of training required

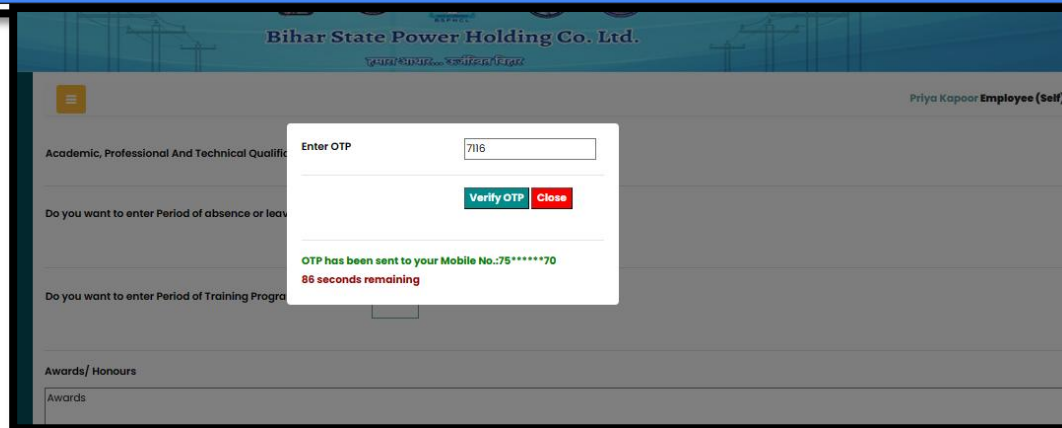
[Save & Next](#)



# OFFICER LOGIN



The screenshot shows a web form for submitting an APAR. At the top right, the user is identified as 'Priya Kapoor Employee (Self)'. The form includes a dropdown menu for 'Academic, Professional And Technical Qualification' with 'MTECH' selected. Below this are two radio button questions: 'Do you want to enter Period of absence or leave, etc.?' and 'Do you want to enter Period of Training Program Attended?', both with 'No' selected. There is a text area for 'Awards/ Honours' and a file upload section for 'Attach Health Checkup File (PDF Only)' with a 'Choose File' button and 'pdf.pdf' listed. A blue button at the bottom says 'Send to Reporting Authority'.



This screenshot shows the same form as above, but with an OTP verification modal open. The modal has a title 'Enter OTP' and a text input field containing '7116'. Below the input are 'Verify OTP' and 'Close' buttons. A green message at the bottom of the modal states: 'OTP has been sent to your Mobile No.:75\*\*\*\*\*70' with '86 seconds remaining' in red text below it.

- **Message sent on submission of APAR**

Your APAR with APAR No. E98107-(01-04-2023 to 30-07-2023)-1 has been forwarded to (Aadya Sharma[E98101]-IT MANAGER) -BSPHCL



# OFFICER LOGIN

The screenshot displays the login interface for an officer at Bihar State Power Holding Co. Ltd. The header includes the company name and logo. The user is logged in as Priya Kapoor, Employee (Self). The interface shows the following details:

- Employee ID: E98106
- Name: Priya Kapoor
- Date of Birth: 13-06-1970
- Designation: ASSISTANT IT MANAGER
- Company: BSPHCL

The Assessment Year is set to 2023-2024. A table displays the APAR current status for the selected period:

Period	Employee	APAR Period	Reporting	Reviewing	Accepting	Current Status	Stage
Period:1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Aadya Sharma (IT MANAGER)	Aditya Patel (DATA BASE ADMINISTRATOR)	Akshara Gupta (DGM(HR))	Pending	At Reporting Officer

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Officer shall be able to view the APAR current status



# REPORTING OFFICER DASHBOARD

**Bihar State Power Holding Co. Ltd.**  
बिहार बिजली... बिहार बिहार

Aadya Sharma **Employee (Self)**

Employee ID:	E98101	Name:	Aadya Sharma
Date of Birth:	13-06-1990	Designation:	IT MANAGER
Company:	BSPHCL		

Assessment Year  ▼

- As Employee (Self)
- As Reporting Officer
- As Reviewing Officer
- As Accepting Officer

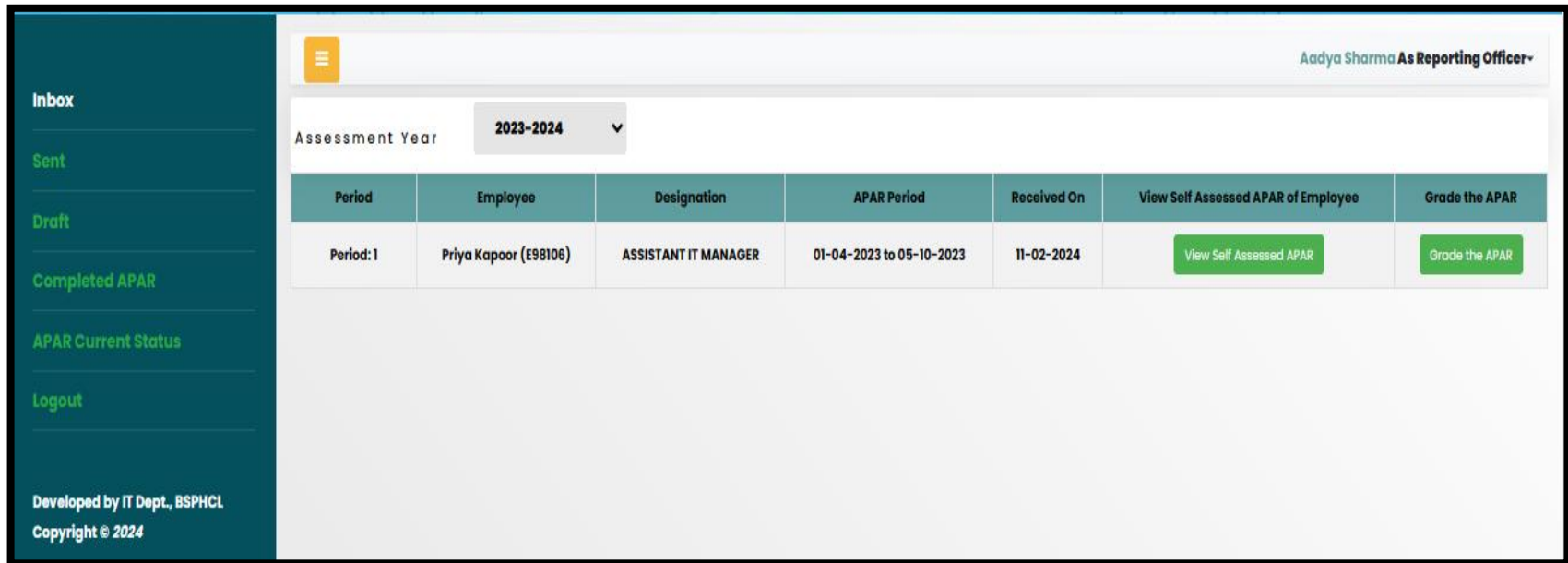
Inbox  
Sent  
Draft  
Completed APAR  
Completed NRC  
APAR Current Status  
Disclosure of APAR  
Logout

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Officer shall be able to perform roles of Reporting, Reviewing, Accepting officer by login into the system using his employee ID and OTP.



# REPORTING OFFICER LOGIN




The screenshot displays the Reporting Officer Login interface. On the left is a dark teal sidebar with navigation links: Inbox, Sent, Draft, Completed APAR, APAR Current Status, and Logout. At the bottom of the sidebar, it says "Developed by IT Dept., BSPHCL" and "Copyright © 2024". The main content area has a header with a user profile "Aadya Sharma As Reporting Officer" and a dropdown for "Assessment Year" set to "2023-2024". Below this is a table with the following data:

Period	Employee	Designation	APAR Period	Received On	View Self Assessed APAR of Employee	Grade the APAR
Period:1	Priya Kapoor (E98106)	ASSISTANT IT MANAGER	01-04-2023 to 05-10-2023	11-02-2024	<a href="#">View Self Assessed APAR</a>	<a href="#">Grade the APAR</a>

Reporting Officer can view the form filled by the Officer and shall fill the remarks



# REPORTING OFFICER LOGIN

 Aadya Sharma As Reporting Officer-

**PART III REMARKS OF THE REPORTING AUTHORITY**

**NATURE AND QUALITY OF WORK**

Specifically State whether you agree with the answers relating to objectives targets achievements and short falls

Mention the relevant [information](#)

Specific comments on (i) level of knowledge of functions, (ii) related instructions, and their application

Mention the relevant [information](#)

Quality of performance with regard to standard of work and programme objectives, constraints, excellence in his work etc.

Mention the relevant [information](#)

Efforts made and results achieved towards increase in revenue

Mention the relevant [information](#)

Safety of personnel as well as public

Mention the relevant [information](#)

Name fields with recommendation for further development

Mention the relevant [information](#)


Give recommendations for training with a view to further to further improving the effectiveness and capabilities of the officer.

Mention the relevant [information](#)

**Save & Next**



# REPORTING OFFICER LOGIN

 Aadya Sharma As Reporting Officer~

**A. Attitude towards/Scheduled Castes/Scheduled Tribes/Weaker-Sections of Society - Understanding of their problems and efforts made to deal with them.**

Mention the relevant [information](#)

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**B. Attributes**

1. Attitude towards work - Dedication, motivation, commitment to objective, willingness to learn & systematic works.	Grade Attitude towards work ▼
2. Decision - Making ability and judgment- Insight and ability to weigh pros and cons and take decisions.	Grade Decision Making Ability ▼
3. Initiative - Capacity resourcefulness in planning and handling unforeseen situation, willingness to take additional responsibility and new areas of work	Grade Initiative ▼
4. Ability to guide, inspire and motivate - Capacity to guide, motivate, review performance, obtain willing support by own conduct and to inspire confidence.	Grade Ability to Guide ▼
5. Communication Skill (Written & Oral) - Ability to formulate and present facts, conciseness and persuasiveness.	Grade Communication Skill ▼
6. Inter personal relations, team work and coordination ability - personal relation with superiors, colleagues and subordinates capacity to work as a member of a team and to promote team spirit, inter-departmental co-operation.	Grade Inter Personal Relation ▼

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**7. Please Comment on the following**

I. Safety Consciousness	Grade Safety Consciousness ▼
II. Approachs to Customers	Grade Approchs to Customers ▼
III. Innovation-new technology progression	Grade Innovation ▼
IV. Human Resource Development	Grade Human Resource Development ▼
V. Cost and Expenditure Control	Grade Cost Control ▼
VI. Environment Improvement	Grade Environment Improvement ▼
VII. Aptitude towards Research & Development	Grade Aptitude towards Rnd ▼

Save & Next



# REPORTING OFFICER LOGIN

 Aadya Sharma As Reporting Officer-

**Part - IV General**

State of Health

Very Good

Integrity (See note below the instruction on last page)

Very Good

General assessment (Over all assessment with reference to strengths and short coming and attitude towards Rajbhasa also draw attention to quality not covered by the entries)

Very Good

Any Adverse remarks ?  Yes  No

Any adverse remarks including penalties imposed or warnings/displeasures communicated

test

Grading & Fitness	
Grading	Fitness
<b>Outstanding</b> ▼	Fit For Promotion

Grading and Fitness (An officer should not be graded outstanding unless exceptional qualities and performance have been noted grounds for giving such a grading should be clearly brought out)

Enter Grounds for Outstanding Remarks

Send to Reviewing Authority

Reporting Officer shall send the APAR of the Officer using OTP to the Reviewing Officer.



# REVIEWING OFFICER LOGIN

☰Aditya Patel As Reviewing Officer -

**PART V REMARKS OF THE REVIEWING AUTHORITY**

Length of Service under the Reviewing Authority

Are you satisfied that the Reporting Authority has made his/her report with due care and attention after taking into account all the relevant material ?  Yes  No

Do you agree with the assessment of the Officer given by the Reporting Authority ?  Yes  No

Is there anything you wish to modify or add ?  Yes  No

Give remarks for any meritorious work of the officer, which may justify his/her selection for special assignments or out of turn promotion.

Remarks

Grading & Fitness	
Grading	Fitness
<b>Very Good</b> ▼	Fit For Promotion

Send to Accepting Authority





# ACCEPTING OFFICER LOGIN

**Inbox**

Completed APAR

ACR Current Status

Logout

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Akshara Gupta As Accepting Officer

Assessment Year **2023-2024**

Period	Employee	Designation	APAR Period	Sent By	Received On	View Filled APAR	Grade the APAR
Period:1	Priya Kapoor (E98106)	ASSISTANT IT MANAGER	01-04-2023 to 05-10-2023	Aditya Patel (DATA BASE ADMINISTRATOR)	11-02-2024	<a href="#">View Filled APAR</a>	<a href="#">Grade the APAR</a>

Akshara Gupta As Accepting Officer

## PART - VI REMARKS OF THE ACCEPTING AUTHORITY

Accepting Authority should indicate whether unfavorable remarks including shortcoming to improve, should be conveyed to the officer

Remarks

**Grading & Fitness**

Grading	Fitness
<b>Very Good</b>	Fit For Promotion

[Send to Custodian](#)

# CUSTODIAN DASHBOARD

The screenshot displays the Custodian Dashboard for Bihar State Power Holding Co. Ltd. The header includes the company name and logo. The user is identified as Subhanshu Singh (Custodian). The assessment year is set to 2023-2024. The dashboard shows four categories of APAR status:

Category	Count
Accepting Officer Remarks	0
Employee Action (Agree/Disagree) Pending	0
Employee Disagreed APAR	0
Representation Board Action Pending APAR	0

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Custodian shall be able to view the current status of the APAR form in the flow and the pending action.



# AT CUSTODIAN – AFTER REMARKS BY ACCEPTING OFFICER



The screenshot displays the 'Custodian Dashboard' interface. On the left, a dark teal sidebar contains navigation links: 'Custodian Dashboard', 'APAR Status', 'Completed APAR', 'Current Status (for Pending APAR)', and 'Logout'. At the bottom of the sidebar, it states 'Developed by IT Dept., BSPHCL Copyright © 2024'. The main content area is white and features a user profile 'Subhanshu Singh (Custodian)' in the top right. Below this is a table with the following columns: SL No., APAR ID, Employee, APAR Period, Reporting Officer, Reviewing Officer, Accepting Officer, Final Grade, and Action. A single row of data is visible, with a green button labeled 'Send To Employee(Agree/Disagree)' in the Action column.

SL No.	APAR ID	Employee	APAR Period	Reporting Officer	Reviewing Officer	Accepting Officer	Final Grade	Action
1	E98106-(01-04-2023 to 05-10-2023)-1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Aadya Sharma (E98101)	Aditya Patel (E98102)	Akshara Gupta (E98103)	Very Good	<a href="#">Send To Employee(Agree/Disagree)</a>

Custodian shall send the APAR form to the Officer so that he can agree or disagree with the remarks.



# AT OFFICER- FOR AGREE/DISAGREE

The screenshot shows a web application interface for an APAR (Annual Performance Appraisal Report) assessment. On the left is a dark teal sidebar with navigation links: Inbox, Sent, Draft, Completed APAR, Completed NRC, APAR Current Status, Disclosure of APAR, and Logout. At the bottom of the sidebar, it says "Developed by IT Dept., BSPHCL Copyright © 2024". The main content area is white and displays the user's profile: Priya Kapoor Employee (Self). Employee ID: E98106, Name: Priya Kapoor, Date of Birth: 13-06-1970, Designation: ASSISTANT IT MANAGER, Company: BSPHCL. Below the profile is a dropdown for "Assessment Year" set to "2023-2024". A table below shows the assessment details for Period: 1.

Period	Employee	APAR Period	Custodian	Received On	View Gradings	Agree	Disagree
Period: 1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Subhanshu Singh	11-02-2024 19:17:21	<a href="#">View Gradings</a>	<a href="#">Accept The Final Remarks</a>	<a href="#">Put for representation</a>

Officer may agree with remarks and accept it or may request to put for Representation board if disagree with remarks.



# AT REPRESENTATION BOARD

The screenshot displays the AT Representation Board interface. On the left is a dark teal sidebar with navigation links: **Inbox**, **Sent**, **Draft**, **Completed APAR**, **Completed NRC**, **APAR Current Status**, **Disclosure of APAR**, and **Logout**. At the bottom of the sidebar, it says "Developed by IT Dept., BSPHCL Copyright © 2024".

The main content area has a header with a menu icon and the user name "Priya Kapoor Employee (Self)". Below the header are tabs: **Basic Details** (active), **Self Assessed APR**, **Grading & Remarks by Reporting**, **Grading & Remarks by Reviewing**, and **Grading & Remarks by Accepting**.

Employee details are shown in two rows:  
Date of Birth: 13-06-1970      Designation: ASSISTANT IT MANAGER  
Company: BSPHCL      Qualification: MTECH

A table below lists the approvers:

Employee	Reporting	Reviewing	Accepting
Priya Kapoor (E88106)	Aadya Sharma (IT MANAGER)	Aditya Patal (DATA BASE ADMINISTRATOR)	Akshara Gupta (DGM(HR))

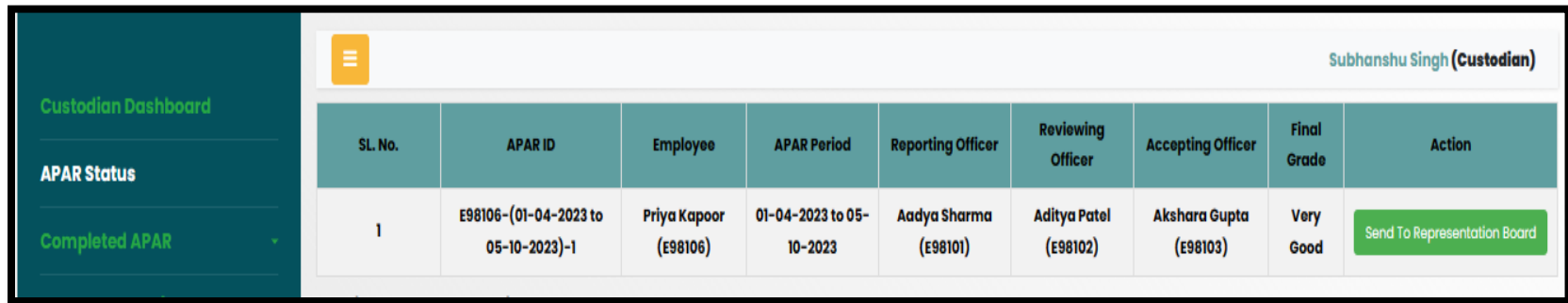
The bottom section of the interface is a form for representation. It includes a text area for "Reason for Disagree" and a file upload section for "Attach PDF File (if any) to support your claim:" with a "Choose File" button and "pdf.pdf" as the selected file. A prominent blue button labeled "Put for Representation" is located at the bottom of the form.

At the bottom of the main content area, it says "Developed by IT Dept., BSPHCL Copyright © 2024".

Representation Board may change the remarks and upload necessary document (signed approval) for it.



# AT CUSTODIAN – TO PUT FOR REPRESENTATION



The screenshot displays a web interface for a Custodian Dashboard. On the left, a dark teal sidebar contains the text 'Custodian Dashboard', 'APAR Status', and 'Completed APAR'. The main content area is white and features a header with a menu icon and the name 'Subhanshu Singh (Custodian)'. Below the header is a table with columns for SL No., APAR ID, Employee, APAR Period, Reporting Officer, Reviewing Officer, Accepting Officer, Final Grade, and Action. A single row of data is visible, with a 'Send To Representation Board' button in the Action column.

SL No.	APAR ID	Employee	APAR Period	Reporting Officer	Reviewing Officer	Accepting Officer	Final Grade	Action
1	E98106-(01-04-2023 to 05-10-2023)-1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Aadya Sharma (E98101)	Aditya Patel (E98102)	Akshara Gupta (E98103)	Very Good	<a href="#">Send To Representation Board</a>

For the forms been disagreed, Custodian shall send them to the Representation Board.



# REPRESENTATION BOARD

Inbox

Representation Reviewed

Logout

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Representation Board

Assessment Year: 2023-2024

Sl. No.	Employee	APAR Period	Final Grade	View Remarks	Actions
Sr. No.: 1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Very Good	<a href="#">View Remarks</a>	<a href="#">Action</a>

Inbox

Representation Reviewed

Logout

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Representation Board

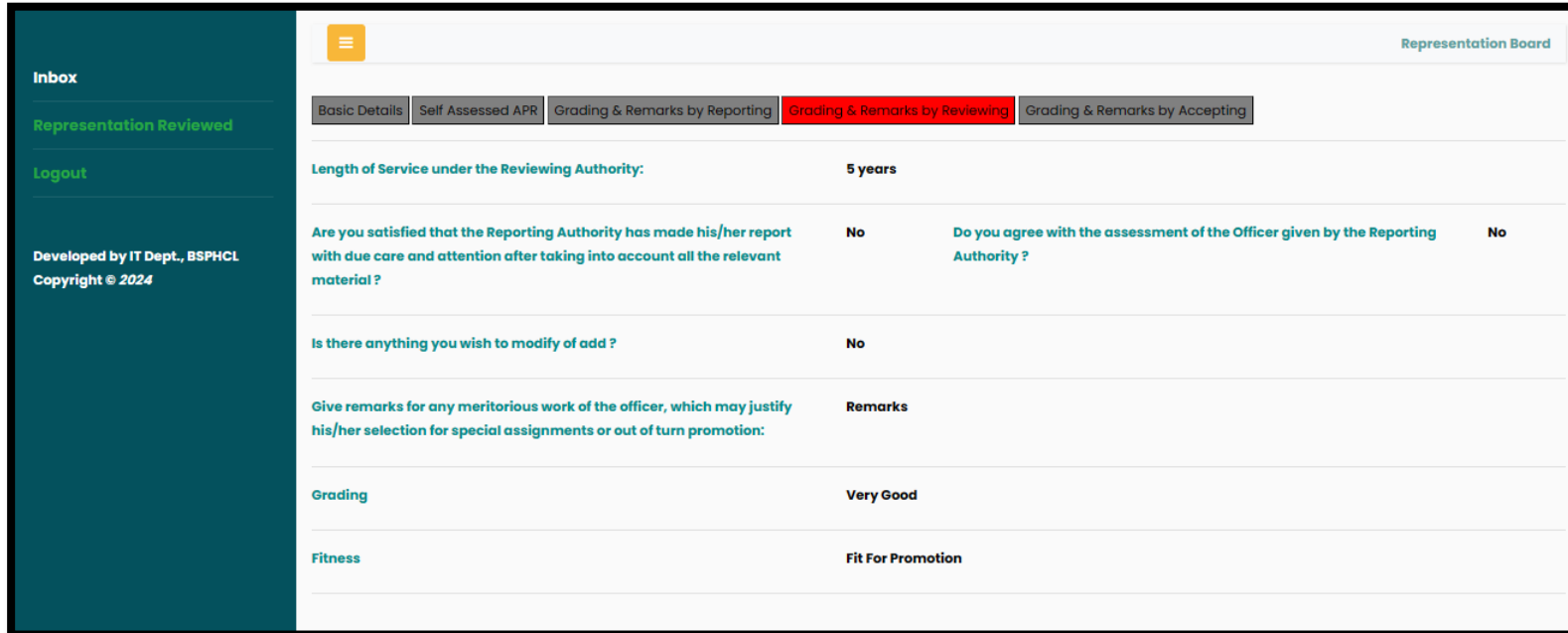
Basic Details | Self Assessed APR | Grading & Remarks by Reporting | Grading & Remarks by Reviewing | Grading & Remarks by Accepting

Date of Birth: 13-06-1970      Designation: ASSISTANT IT MANAGER  
Company: BSPHCL      Qualification: MTECH

Employee	Reporting	Reviewing	Accepting
Priya Kapoor (E98106)	Aadya Sharma (IT MANAGER)	Aditya Patel (DATA BASE ADMINISTRATOR)	Akshara Gupta (DGM(HR))



# REPRESENTATION BOARD



The screenshot displays the Representation Board interface. On the left is a dark teal sidebar with the following menu items: 'Inbox', 'Representation Reviewed', 'Logout', and 'Developed by IT Dept., BSPHCL Copyright © 2024'. The main content area has a light gray header with a hamburger menu icon and the text 'Representation Board'. Below the header is a row of five tabs: 'Basic Details', 'Self Assessed APR', 'Grading & Remarks by Reporting', 'Grading & Remarks by Reviewing' (highlighted in red), and 'Grading & Remarks by Accepting'. The form contains several sections:

- Length of Service under the Reviewing Authority:** 5 years
- Are you satisfied that the Reporting Authority has made his/her report with due care and attention after taking into account all the relevant material ?** No. **Do you agree with the assessment of the Officer given by the Reporting Authority ?** No
- Is there anything you wish to modify or add ?** No
- Give remarks for any meritorious work of the officer, which may justify his/her selection for special assignments or out of turn promotion:** Remarks
- Grading:** Very Good
- Fitness:** Fit For Promotion

The Representation Board can view the form filled and remarks entered in the entire flow.





# REPRESENTATION BOARD

Inbox

Representation Reviewed

Logout

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Representation Board

Employee ID: E98106

Objection on given Grade Reason for Disagree

Download Representation File: Representation File

Final Grade Very Good

Want to change Grade ?  Yes  No

Change the Final grade Outstanding

Enter Remarks to change the Grade

Reason

Attach Concerned File (PDF Only): Choose File pdf.pdf

Submit

Inbox

Representation Reviewed

Logout

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Representation Board

Assessment Year 2023-2024

Sr. No.	Employee	APAR Period	Final Grade after Representation	Representation Board Review	View all other Remarks
1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Outstanding	<a href="#">Representation Board Review</a>	<a href="#">View Remarks</a>



# AT OFFICER – COMPLETED APAR

Inbox

Sent

Draft

Completed APAR

Completed NRC

APAR Current Status

Disclosure of APAR

Logout

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Priya Kapoor Employee (Self)

Employee ID: E98106      Name: Priya Kapoor

Date of Birth: 13-06-1970      Designation: ASSISTANT IT MANAGER

Company: BSPHCL

Assessment Year: 2023-2024

Period	Employee	APAR ID	APAR Period	Final Grade	View Gradings	Representation Board remarks	APAR Movement
Period:1	Priya Kapoor (E98106)	E98106-(01-04-2023 to 05-10-2023)-1	01-04-2023 to 05-10-2023	Outstanding	<a href="#" style="background-color: #2e8b57; color: white; padding: 2px 5px;">View Gradings</a>	<a href="#" style="background-color: #2e8b57; color: white; padding: 2px 5px;">Board remarks</a>	<a href="#" style="background-color: #2e8b57; color: white; padding: 2px 5px;">APAR Movement</a>

Bihar State Power Holding Co. Ltd.

बिहार राज्य बिजली निगम लि.

Inbox

Sent

Draft

Completed APAR

Completed NRC

APAR Current Status

Disclosure of APAR

Logout

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Priya Kapoor Employee (Self)

Employee ID: E98106      Name: Priya Kapoor

Date of Birth: 13-06-1970      Designation: ASSISTANT IT MANAGER

Company: BSPHCL

Assessment Year: 2023-2024

Period	Employee	APAR ID	APAR Period	Final Grade	View Gradings	Representation Board remarks	APAR Movement
Period:1	Priya Kapoor (E98106)	E98106-(01-04-2023 to 05-10-2023)-1	01-04-2023 to 05-10-2023	Outstanding	<a href="#" style="background-color: #2e8b57; color: white; padding: 2px 5px;">View Gradings</a>	<a href="#" style="background-color: #2e8b57; color: white; padding: 2px 5px;">Board remarks</a>	<a href="#" style="background-color: #2e8b57; color: white; padding: 2px 5px;">APAR Movement</a>

### APAR Movement History

**Employee Entry by:** Priya Kapoor [E98106] Date : 2024-02-11

**Verified by Custodian:** Subhanshu Singh on 2024-02-11

**Employee APAR filled by:** Priya Kapoor [E98106] on 11-02-2024

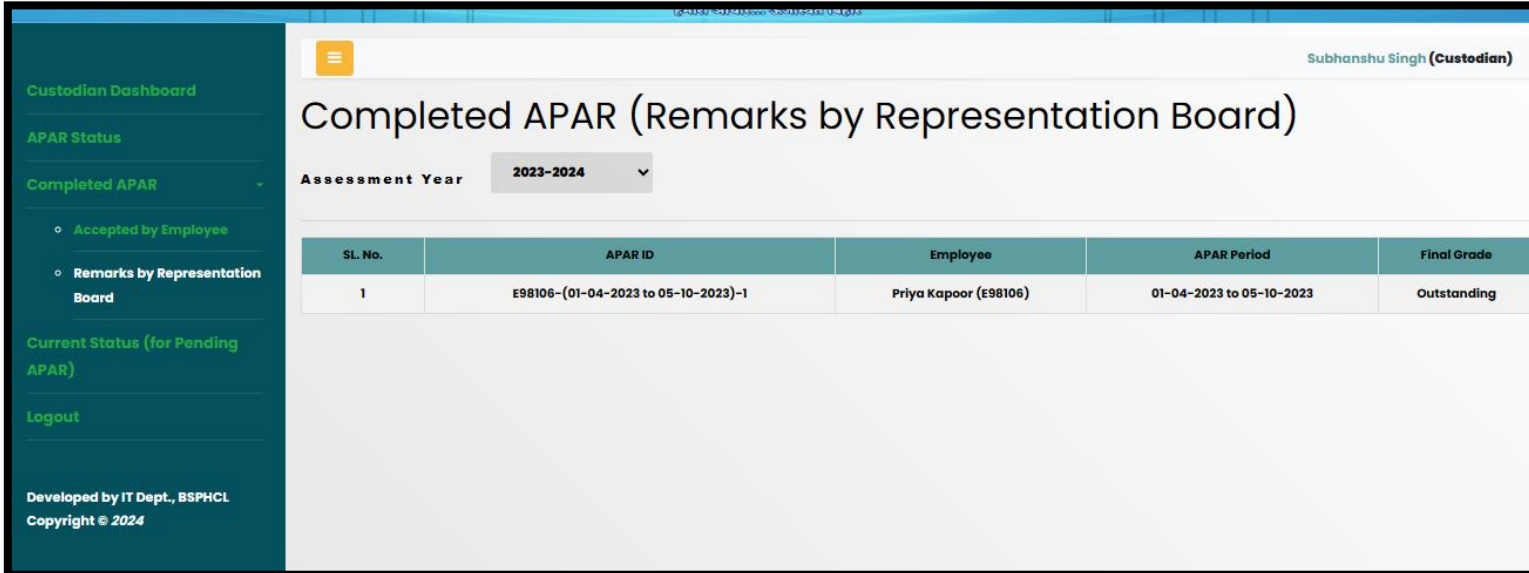
**Custodian:** Subhanshu Singh sent APAR for Acceptance/ Rejection to Priya Kapoor [E98106] on 11-02-2024

**Employee:** Priya Kapoor [E98106] Accepted final Remarks on 11-02-2024 20:15:55

**Custodian:** Subhanshu Singh Sent APAR to



# AT CUSTODIAN – COMPLETED APAR



The screenshot displays the Custodian Dashboard interface. The left sidebar contains navigation options: Custodian Dashboard, APAR Status, Completed APAR (with a dropdown arrow), Accepted by Employee, Remarks by Representation Board, Current Status (for Pending APAR), and Logout. The main content area shows the title 'Completed APAR (Remarks by Representation Board)' and a filter for 'Assessment Year' set to '2023-2024'. Below this is a table with the following data:

SL No.	APAR ID	Employee	APAR Period	Final Grade
1	E98106-(01-04-2023 to 05-10-2023)-1	Priya Kapoor (E98106)	01-04-2023 to 05-10-2023	Outstanding

At the bottom left of the dashboard, it states: 'Developed by IT Dept., BSPHCL Copyright © 2024'. The user name 'Subhanshu Singh (Custodian)' is visible in the top right corner.

Custodian can view all the completed APAR under two categories –

- As accepted by the Officer
- As remarks by Representation Board



Thank you

