ONLINE APAR

IN-HOUSE DESIGN, DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

(for BSPHCL & its subsidiary companies)
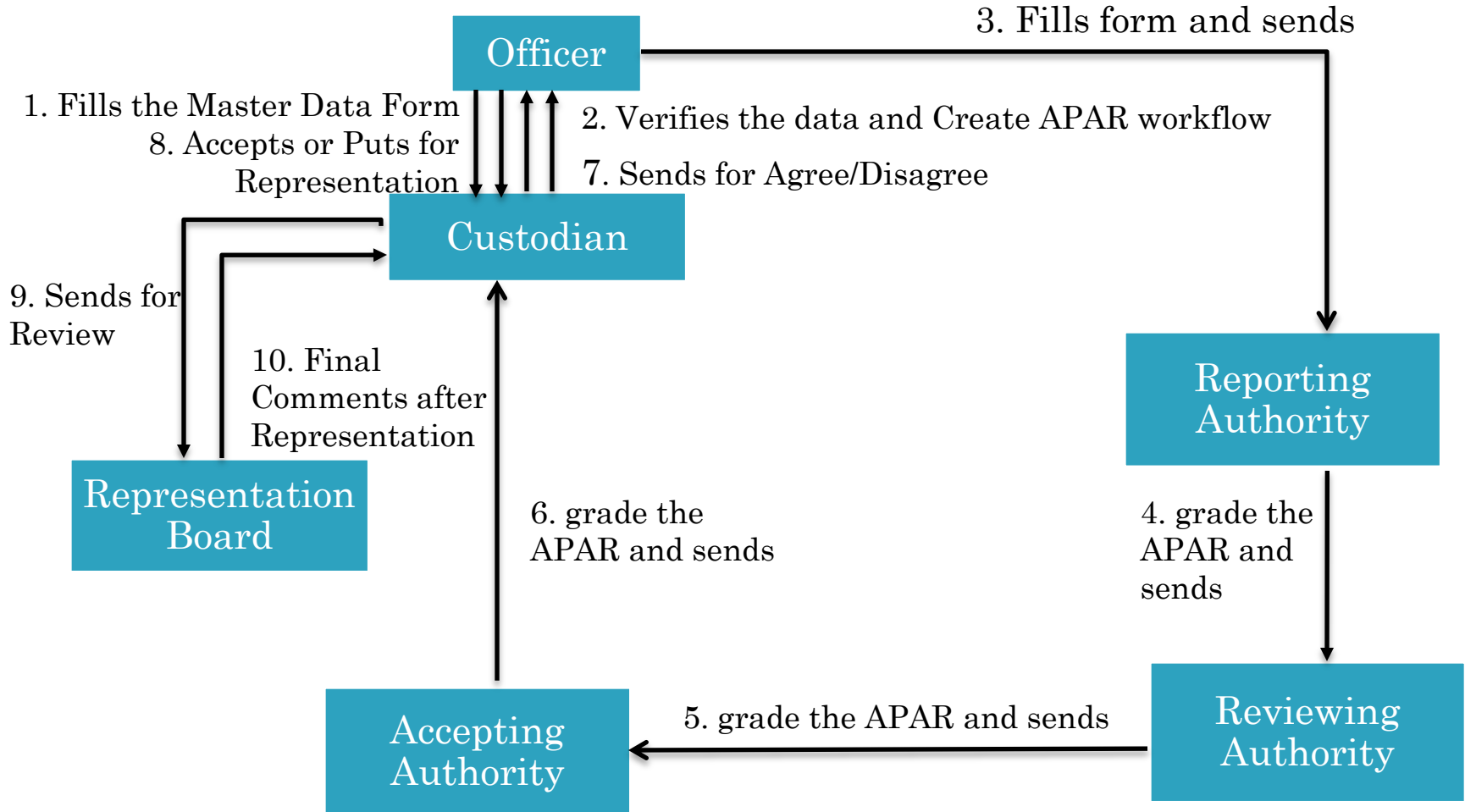
url – http://apar.bsphcl.co.in/

MODULES

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

FLOW OF APAR

Officer

3. Fills form and sends

1. Fills the Master Data Form
8. Accepts or Puts for Representation

2. Verifies the data and Create APAR workflow

7. Sends for Agree/Disagree

Custodian

9. Sends for Review

10. Final Comments after Representation

Representation Board

6. grade the APAR and sends

4. grade the APAR and sends

Reporting Authority

Accepting Authority

5. grade the APAR and sends

Reviewing Authority

MASTER DATA FORM

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 with the Employee ID, Employee Name .

APAR Master Data Entry Form

- 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.

- **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

DETAILS OF REVIEWING OFFICER

DETAILS OF ACCEPTING OFFICER

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

LOGIN PAGE OF APAR

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

CUSTODIAN DASHBOARD

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

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

OFFICER DASHBOARD

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"

OFFICER LOGIN

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

Officer login

OFFICER LOGIN

- **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

Officer shall be able to view the APAR current status

REPORTING OFFICER DASHBOARD

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

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

Reporting Officer Login

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

REPORTING OFFICER LOGIN

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

REVIEWING OFFICER LOGIN

ACCEPTING OFFICER LOGIN

Inbox

Completed APAR

ACR Current Status

Logout

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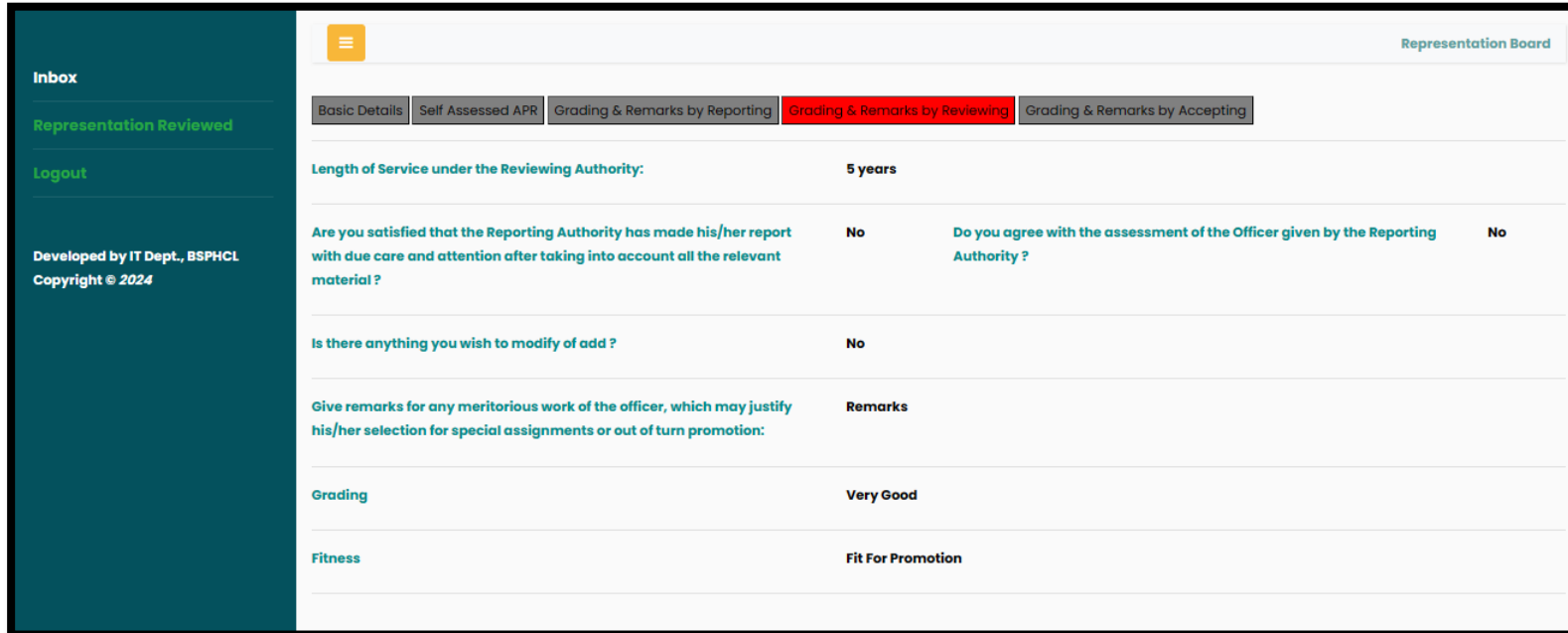
Akshara Gupta **As Accepting Officer**

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	View Filled APAR	Grade the APAR

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**
Very Good	Fit For Promotion

Send to Custodian

CUSTODIAN DASHBOARD

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

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	Send To Employee(Agree/Disagree)

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

AT OFFICER- FOR AGREE/DISAGREE

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

At Representation Board

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

AT CUSTODIAN – TO PUT FOR REPRESENTATION

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

REPRESENTATION BOARD

REPRESENTATION BOARD

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

REPRESENTATION BOARD

AT OFFICER –COMPLETED APAR

AT CUSTODIAN –COMPLETED APAR

Custodian can view all the completed APAR under two categories –
- As accepted by the Officer
- As remarks by Representation Board

Thank you