REFERENCE MANUAL WHILE FILLING MASTER DATA ENTRY FOR APAR

1. **Every officer needs to fill APAR Master Data form irrespective of whether they have already filled the Master Data form last year. The URL is http://apar.bsphcl.co.in. By clicking on MasterData Radio Button, enter your Employee ID in Username Box.**

2. **If the message is showing "Your Mobile No. is not Registered. Plz. Contact Administrator..." or "You Are Not Authorized To Login, Plz. Contact Administrator...", then, you need to send email to apar.bsphcl@gmail.com mentioning Your Problem and Your Employee ID, Name, Personal Mobile No. & Email ID. Otherwise, OTP will be sent to your Mobile No. Registered with us.**

Enter OTP and Click Log In.

3. After logging in, you need to fill your "CURRENT" Place of Posting Details . Then "CURRENT" Deputation Details (If any). Fill these details carefully as once you submit your Posting/Deputation Details, it can not be changed. You can also update your pre-filled

Designation & Company . After clicking next, An APAR Form will open.

4. In this APAR Form, After Selecting Assessment Year (2023-2024) select your From Date & To Date (Period) for Year 2023-2024 one-by-one carefully. It means, First select the period and then according to that period, select your designation, Company & other details. Here Designation & Company is pre-filled with the existing data as per your Posting Details from previous page. You can change it based on the period.

Ex: If Someone is currently IT Manager Now (in April 2024), but for the period (01-04-2023 to 31-03-2023) , he/she was AITM, then in posting detail form which is first page, you need to fill your current designation as IT Manager . In next page (APAR Form), your designation will be shown as IT Manager but you need to update it as AITM as you were AITM in that period. Accordingly select company, place of posting and other details for that period.

5. Accordingly select your company & place of posting as per your period entered.
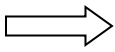
6. Fill in the same way for your Reporting/ Reviewing/ Accepting Officer for that period. Here also, after selecting the reporting/reviewing/accepting officer, their current designation/company/place of posting will appear. If required, Change the designation/ company/ place of posting/ department as per your period.

7. After filling these, if you have more period date to enter, then click on Yes radio button which is asking "Do you want to add more period of APAR?".

If selected yes, the a "Add More Period" button will appear, click on that. it will show you details for that period there in a grid and you will be able to add more period date. You can add as many periods as you want. Based on these period dates, you need to fill your reporting/ reviewing/ accepting officers details for that period. you can delete the wrongly entered data for any period also before submitting final submit button. Once you have added all your required period dates, click on final Submit.

If selected "No", means you have only one period to fill for that Year 2023-2024, click on final Submit Button.Once, finally submitted, No data can be changed. So, fill it carefully.
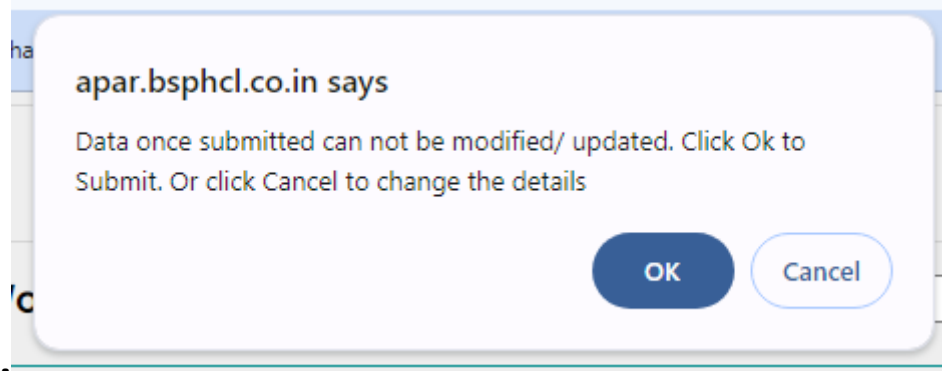
8. A message will be sent to Your mobile no. for the Confirmation.

"Your Master Data form with APAR No E14482-(01-04-2023to31-03-2024)-1 has been filled. BSPHCL "

9. You can view your submitted details

Ajay Kumar **(MasterData Panel)**

Your Master Data for APAR has been submitted successfully.

APAR Master Data Summary

Period	APAR ID	Assessment Year	Employee	APAR Period	Reporting	Reviewing	Accepting	View Other entry Details
Period: 1	E14482-(01-04-2023to31-03-2024)-1	2023-2024	Ajay Kumar (E14482) – [Database Administrator]	01-04-2023 to 31-03-2024	Rakesh Ranjan (DGM(HR&Adm.))	Rakesh Ranjan (DGM(HR&Adm.))	Rakesh Ranjan (DGM(HR&Adm.))	View Other Details

Reporting Details

Sl. No.	APAR ID	Reporting	Reporting Company	Reporting Designation	Reporting Posting	Reporting Location
1	E14482-(01-04-2023to31-03-2024)-1	Rakesh Ranjan-(E10097)	BSPHCL	DGM(HR&Adm.)	HQ	HR & ADMINISTRATION

Reviewing Details

Sl. No.	APAR ID	Reviewing	Reviewing Company	Reviewing Designation	Reviewing Posting	Reviewing Location
1	E14482-(01-04-2023to31-03-2024)-1	Rakesh Ranjan-(E10097)	BSPHCL	DGM(HR&Adm.)	HQ	HR & ADMINISTRATION

Accepting Details

Sl. No.	APAR ID	Accepting	Accepting Company	Accepting Designation	Accepting Posting	Accepting Location
1	E14482-(01-04-2023to31-03-2024)-1	Rakesh Ranjan-(E10097)	BSPHCL	DGM(HR&Adm.)	HQ	HR & ADMINISTRATION

Note: For Year 2023-2024, employee must fill it for complete period from 01-04-2023 to 31-03-2024 whether in one period date or multiple period dates as per his/her necessity. No overlapping dates should be there. Also, do not bother about NRC/ APAR type. It will be managed by the Application itself. Please fill the form for those periods also which are less than 3 months. The whole year 2023-2024 should be filled.

It is also to inform that those officers who have been recently promoted to IT Manager under temporary arrangement and have not been given posting yet, he/she will have to fill his/her APAR as AITM. His current designation will be AITM.This will apply to all the officers of other cadres as well.

Thanks