

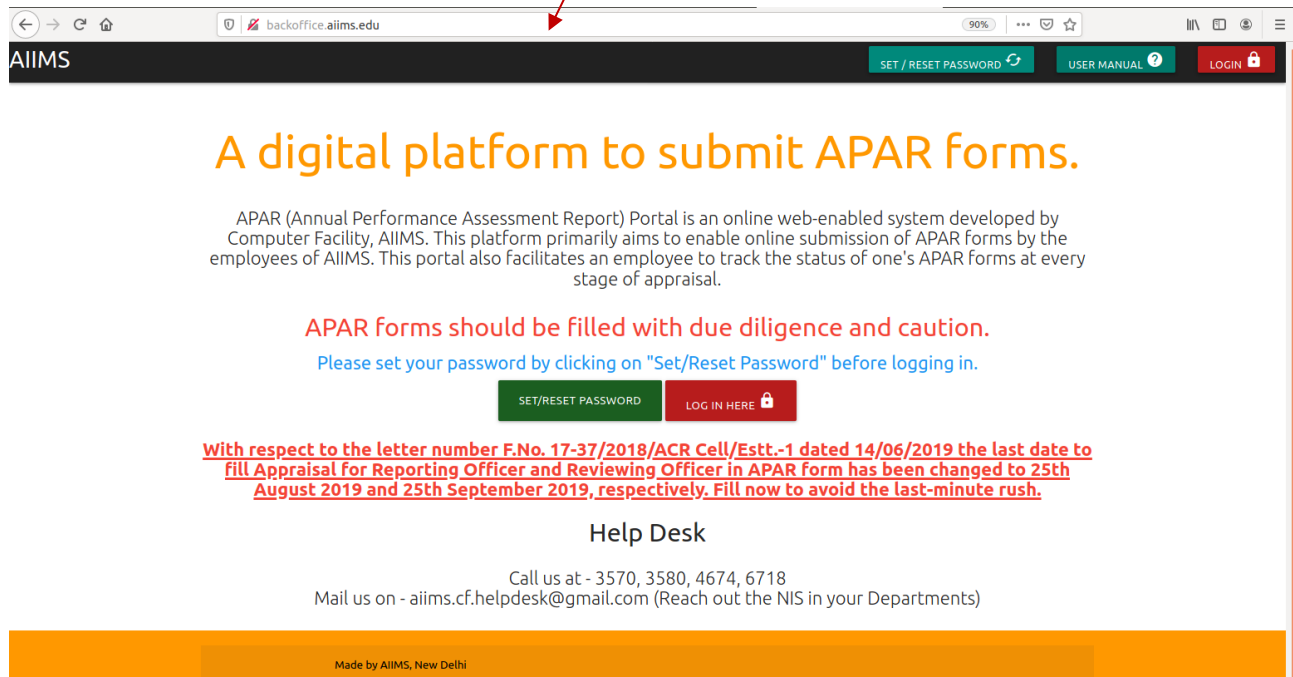
# APAR USER MANUAL

Flow for all employees filling their self appraisal (Ratee Officer):

## Chapter 1 (How to Set/Reset Password)

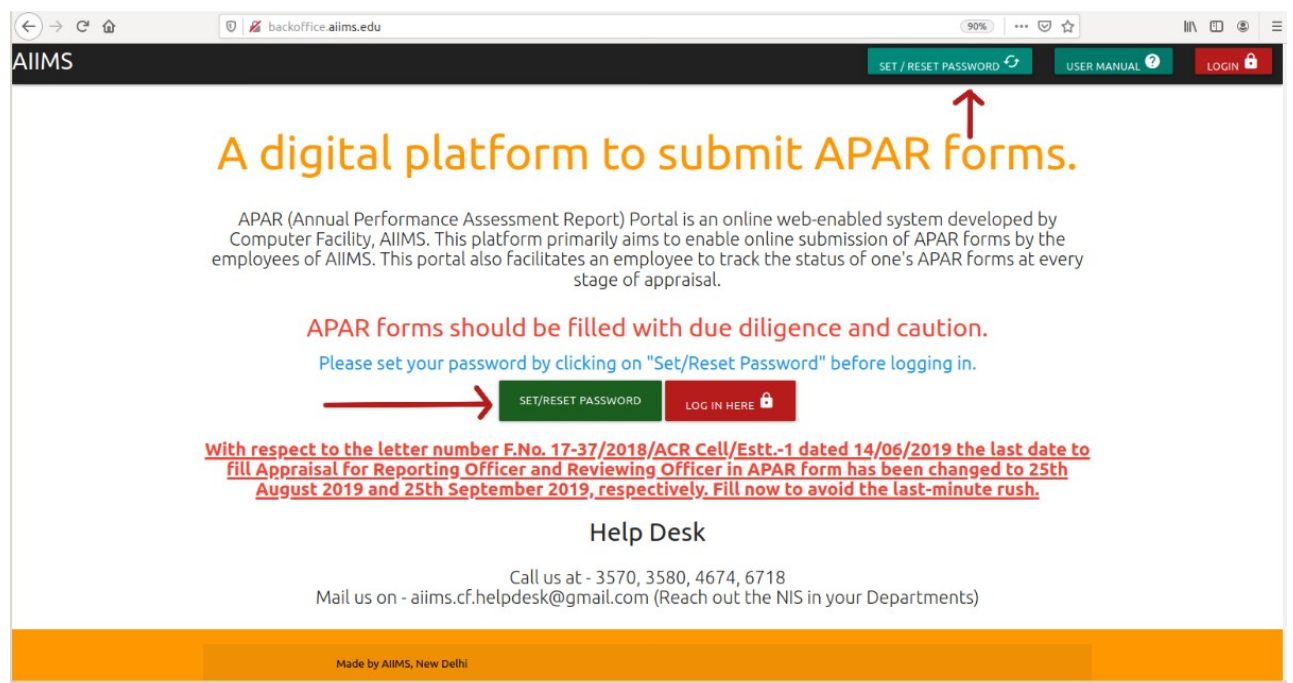
Open web browser say, Google Chrome or Mozilla Firefox and enter the URL - <http://backoffice.aiims.edu/> in the address bar.

The following page will be displayed.

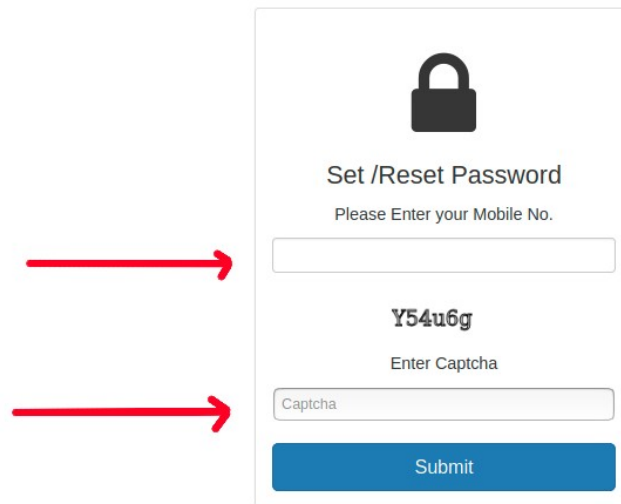



### Set / Reset Password

Click on **Set/ Reset Password** button to set your password for the first time.



The following page will be displayed on clicking the button. Enter your registered mobile number and captcha, then click **Submit** button.





**Set /Reset Password**

Please Enter your Mobile No.

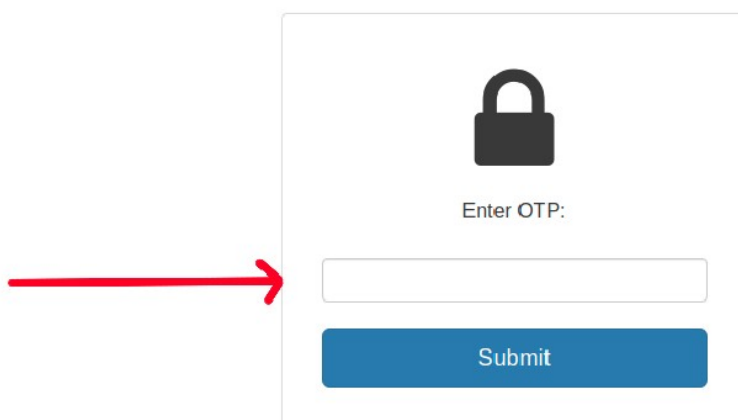
**Y54u6g**


Enter Captcha

Submit

The following page will be displayed.

You will receive an OTP on your registered mobile number. Enter the OTP in the given field and click **Submit**





Enter OTP:

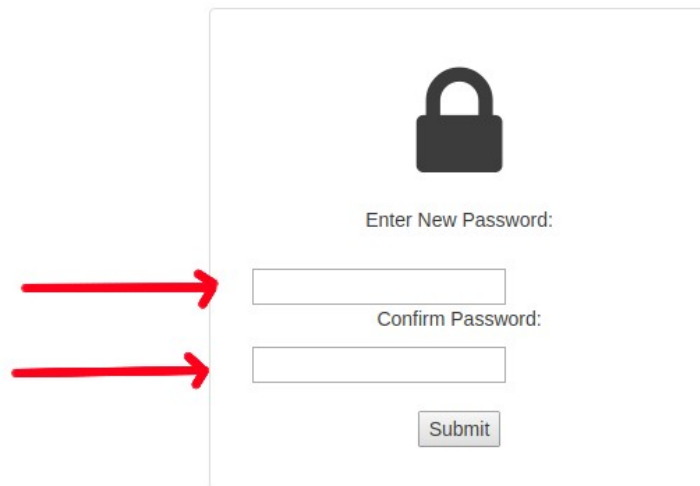
Submit

The following page will be displayed.

Enter your new password and confirm password and click **Submit**

Your password is now set. You can use this password to login into your APAR.

***Note :- The same procedure will be followed for forget password as you do for setting the password for the first time.***



Enter New Password:

Confirm Password:

Submit

## Chapter 2 (How to Login)

Open web browser Google Chrome or Mozilla Firefox and enter the URL - <http://backoffice.aiims.edu/> in the address bar.

The following page will be displayed.

AIIMS

SET / RESET PASSWORD USER MANUAL LOGIN

### A digital platform to submit APAR forms.

APAR (Annual Performance Assessment Report) Portal is an online web-enabled system developed by Computer Facility, AIIMS. This platform primarily aims to enable online submission of APAR forms by the employees of AIIMS. This portal also facilitates an employee to track the status of one's APAR forms at every stage of appraisal.

APAR forms should be filled with due diligence and caution.

Please set your password by clicking on "Set/Reset Password" before logging in.

SET/RESET PASSWORD LOG IN HERE

With respect to the letter number F.No. 17-37/2018/ACR Cell/Estt.-1 dated 14/06/2019 the last date to fill Appraisal for Reporting Officer and Reviewing Officer in APAR form has been changed to 25th August 2019 and 25th September 2019, respectively. Fill now to avoid the last-minute rush.

#### Help Desk

Call us at - 3570, 3580, 4674, 6718  
Mail us on - aiims.cf.helpdesk@gmail.com (Reach out the NIS in your Departments)

Made by AIIMS, New Delhi

Click on **LOG IN HERE** or **LOG IN** button to login

AIIMS

SET / RESET PASSWORD USER MANUAL LOGIN

### A digital platform to submit APAR forms.

APAR (Annual Performance Assessment Report) Portal is an online web-enabled system developed by Computer Facility, AIIMS. This platform primarily aims to enable online submission of APAR forms by the employees of AIIMS. This portal also facilitates an employee to track the status of one's APAR forms at every stage of appraisal.

APAR forms should be filled with due diligence and caution.

Please set your password by clicking on "Set/Reset Password" before logging in.

SET/RESET PASSWORD LOG IN HERE

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#### Help Desk

Call us at - 3570, 3580, 4674, 6718  
Mail us on - aiims.cf.helpdesk@gmail.com (Reach out the NIS in your Departments)

Made by AIIMS, New Delhi

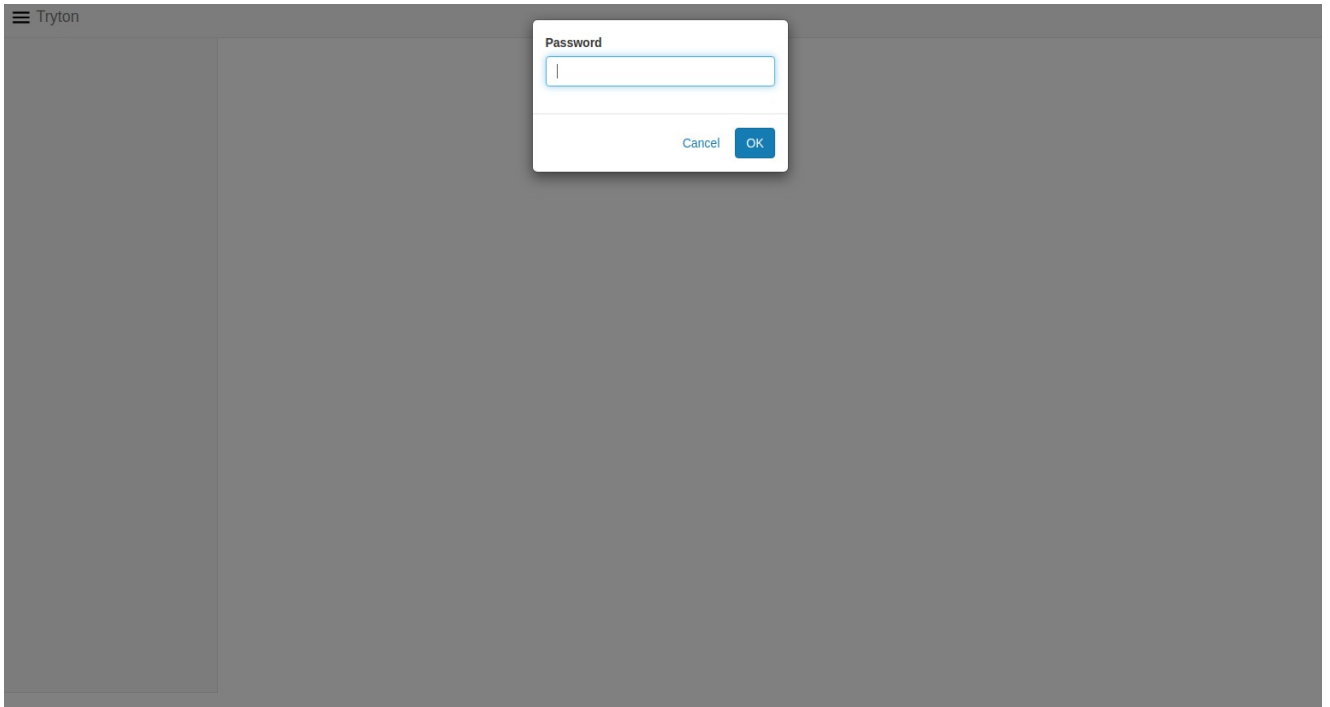
The following page will be displayed.

A screenshot of a web browser displaying the login page for <https://erp.aiims.edu>. The browser's address bar shows the URL. The page has a header with a hamburger menu icon and the text "Tryton". A modal window titled "Login" is centered on the screen. It contains two input fields: "Database" with the value "aiims" and "Mobile Number" which is empty. A blue "Login" button is at the bottom right of the modal.

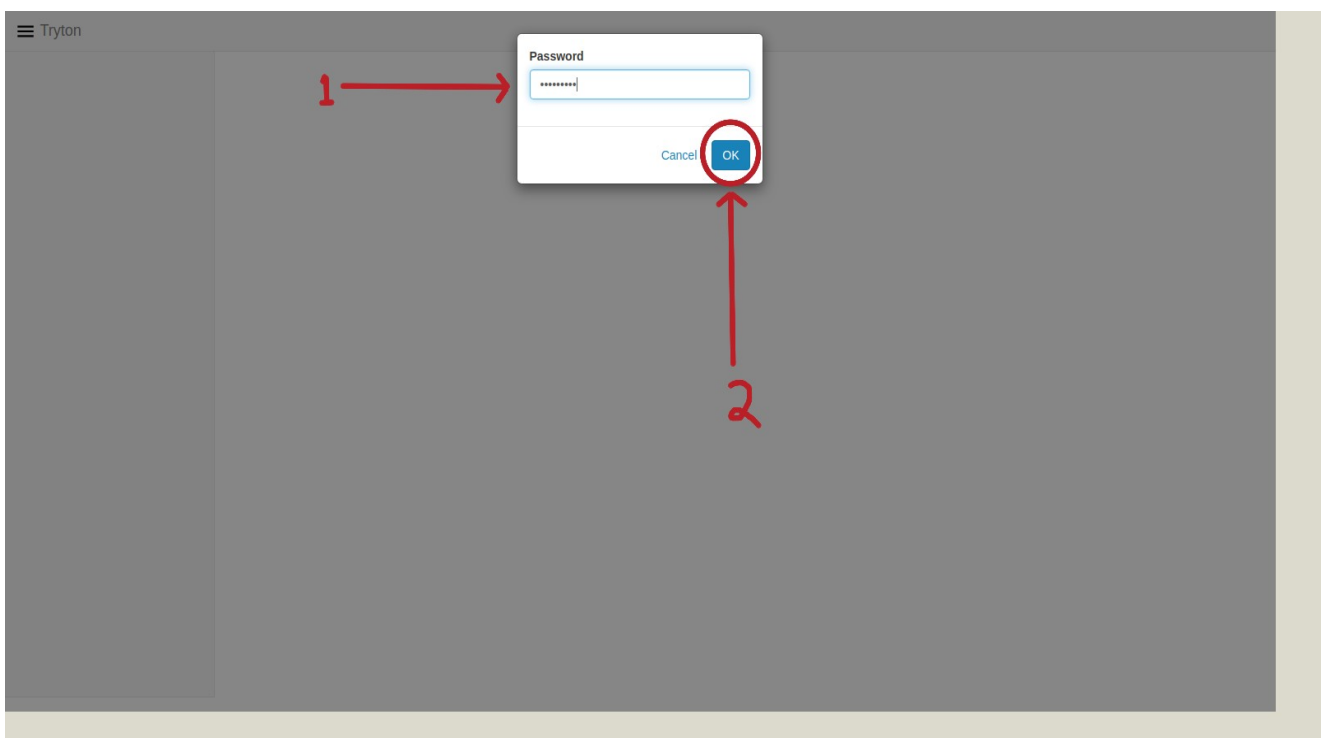
Fill your registered mobile no inside **Mobile Number** Field and then press **Login** Button

A screenshot of the same login page, but with the "Mobile Number" field filled with "9899300620". Two red arrows are added as annotations: arrow "1" points from the right towards the "Mobile Number" field, and arrow "2" points from the bottom towards the "Login" button. The "Login" button is also circled in red.

Following page will be displayed .

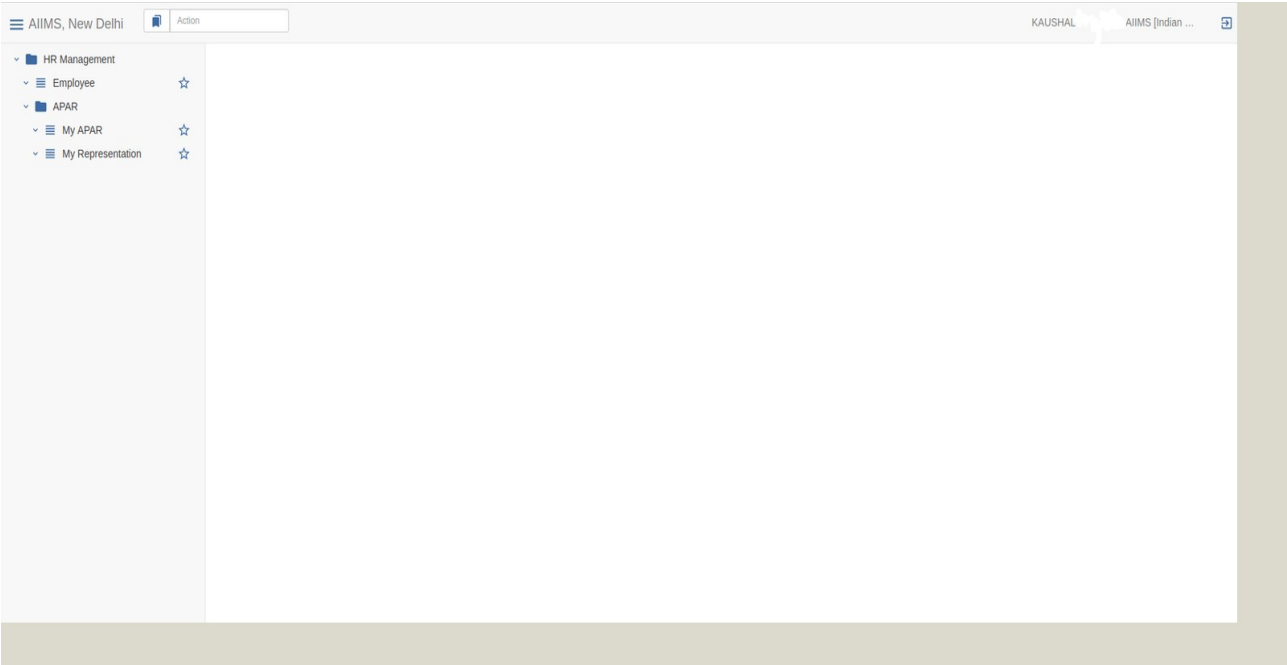


Insert the **password** you have created during **Set/Reset Password** process and press **OK** button

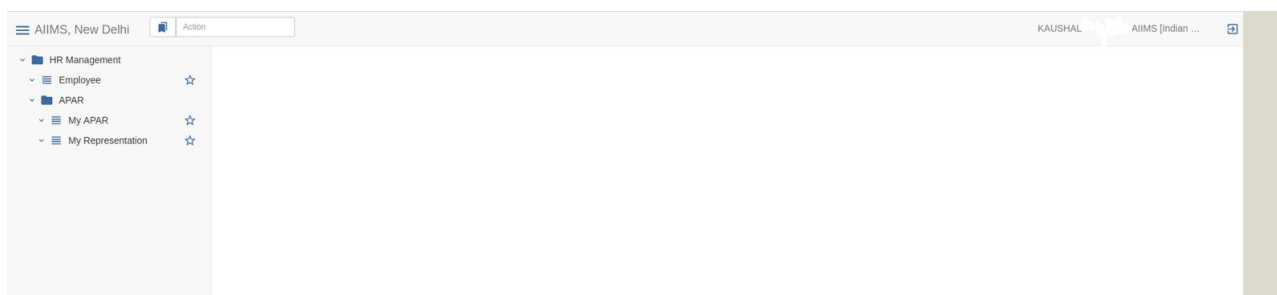


The following view will be displayed.

You are now logged in

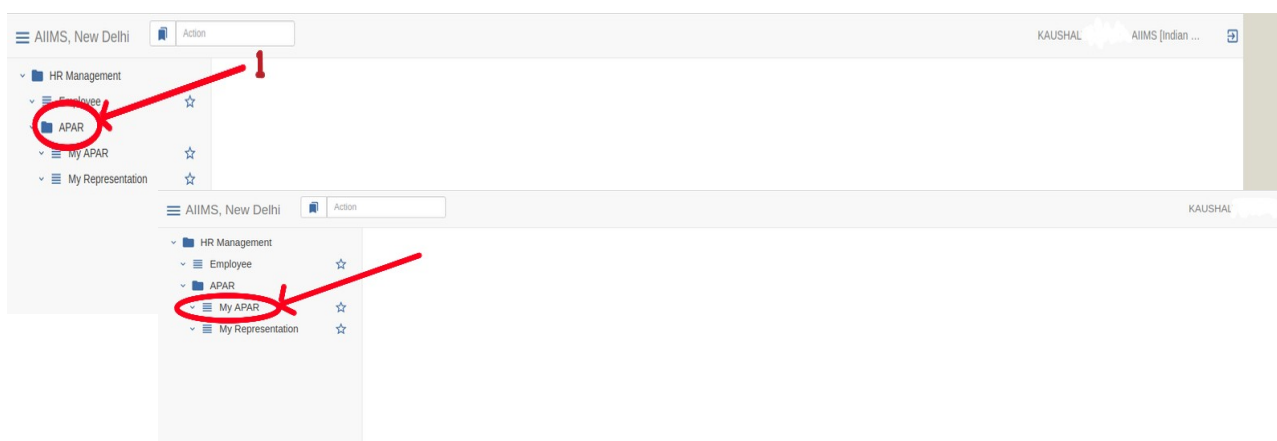


## Chapter 3 (Filling APAR as Ratee Officer)

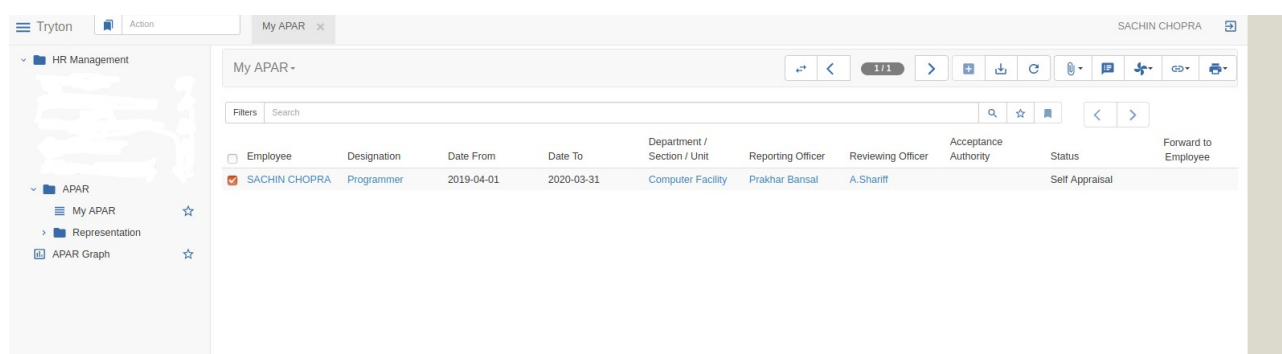


Following screen will appear after you are done with login process

First click on “ APAR and then  My Appar icon simultaneously.

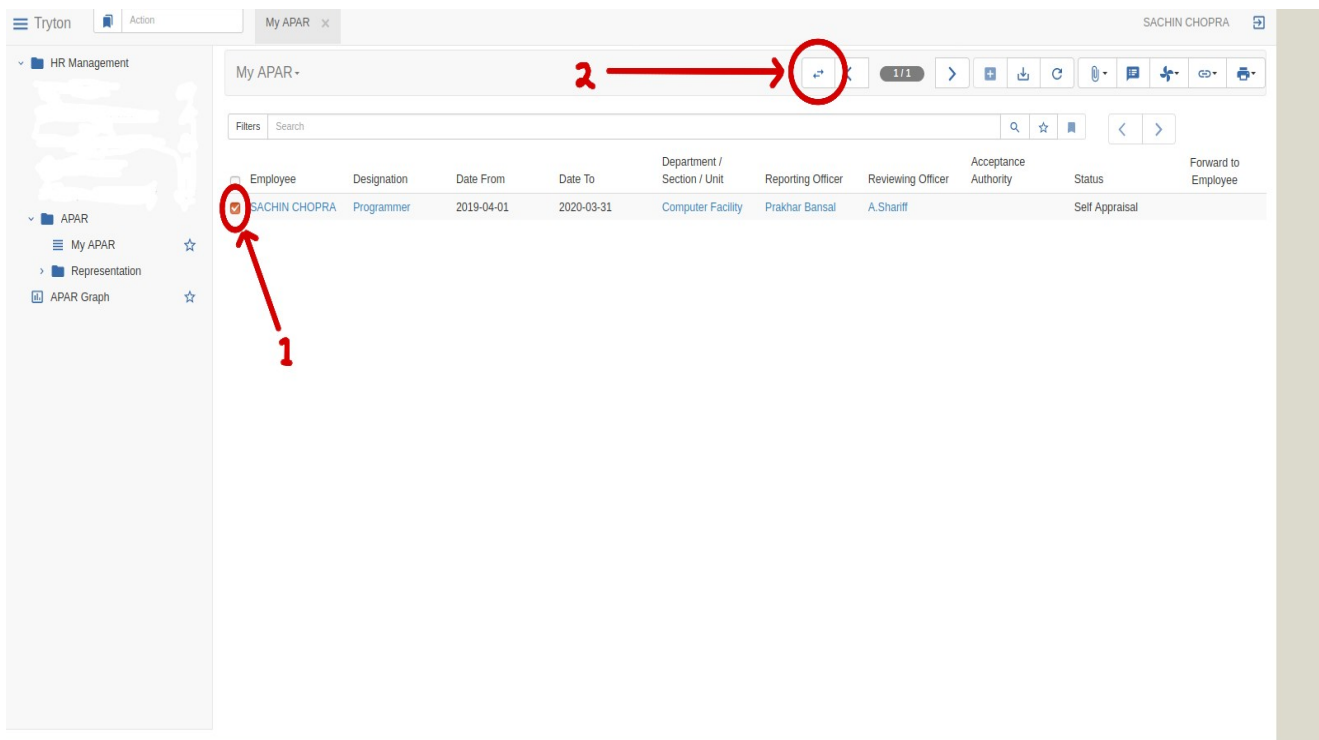


A list of APAR forms that has been forwarded to you by the establishment will be displayed.



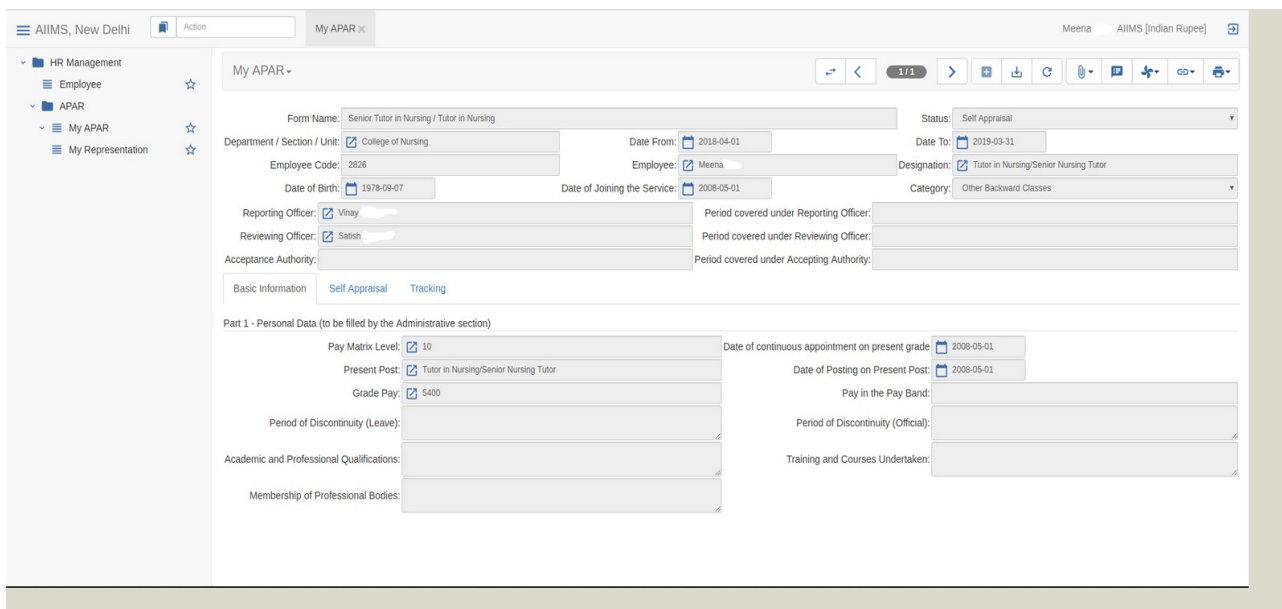


Select your APAR form for the current Financial year by checking it and press  button .



The screenshot shows the 'My APAR' form selection interface. The left sidebar contains a tree view with 'HR Management' expanded, showing 'APAR' and 'My APAR' (highlighted with a red circle labeled '1'). The main area displays a table of APAR forms for SACHIN CHOPRA. The table has columns: Employee, Designation, Date From, Date To, Department / Section / Unit, Reporting Officer, Reviewing Officer, Acceptance Authority, Status, and Forward to Employee. The first row shows SACHIN CHOPRA, Programmer, 2019-04-01, 2020-03-31, Computer Facility, Prakhars Bansal, A. Shariff, Self Appraisal, and Forward to Employee. A red circle labeled '2' highlights the 'refresh' button in the top right corner of the table.

Following view will be displayed. You can see your form status, Employee code, Reporting officer, Reviewing officer, Acceptance Authority and other basic information already filled.



The screenshot shows the 'My APAR' form details view. The form is titled 'My APAR' and shows various fields filled with data. The form is divided into sections: Basic Information, Self Appraisal, and Tracking. The 'Basic Information' section includes fields for Form Name, Status, Date From, Date To, Employee Code, Designation, Date of Birth, Date of Joining the Service, Category, Reporting Officer, Reviewing Officer, Acceptance Authority, Period covered under Reporting Officer, Period covered under Reviewing Officer, and Period covered under Accepting Authority. The 'Self Appraisal' section includes fields for Pay Matrix Level, Present Post, Grade Pay, Period of Discontinuity (Leave), Academic and Professional Qualifications, Membership of Professional Bodies, Date of continuous appointment on present grade, Date of Posting on Present Post, Pay in the Pay Band, Period of Discontinuity (Official), and Training and Courses Undertaken.

Part 1 of the APAR Form will also contain your Basic information.

At this stage you can see three tabs “[Basic Information](#), [Self Appraisal](#) and [Tracking](#)”

Now press on [Self Appraisal](#) Tab for further process.

Following page will be displayed after you have pressed [Self Appraisal](#) tab .

A set of questions will be displayed to you as per your respective duties.

You have to answer each and every question inside **Remarks** field.

**\*\* Please note \*\***

There could be more than one part of **Self Appraisal**

The parts will be mentioned by using **numberings** as shown below.

Each part needed to be filled

Tryton | Action | Reportee's APAR x | Reportee's APAR x | Lalit

HR Management

- Employee
- APAR
  - Reportee's APAR
  - Pending
  - Completed
  - Representation
  - Representations

Reportee's APAR -

Department / Section / Unit: Medical Oncology - IRCH | Date From: 2019-04-01 | Date To: 2019-03-31

Employee Code: 737 | Employee: Bharat | Designation: Scientist II

Date of Birth: 1979-05-26 | Date of Joining the Service: 2016-09-07 | Category: Scheduled Caste

Reporting Officer: Lalit | Reporting Designation: Head of Department | Period covered under Reporting Officer:

Reviewing Officer: Chitr | Reviewing Designation: Head of Department | Period covered under Reviewing Officer:

Acceptance Authority: | Accepting Designation: | Period covered under Accepting Authority:

Issued By: Satish | Issued On: 2019-05-30 | ACR Dossier Number: | Update

Basic Information | Self Appraisal | Reporting | Reviewing | Tracking

Self Appraisal

Part Number: 2a | Part Name: Research | State: Signed


Descriptions

<input checked="" type="checkbox"/> What is/are your core area(s) of scientific work?	One of my research area is to understand the role of Protein Kinase C (iota) signaling in o
<input type="checkbox"/> Research Projects: Title of the Project	Study of PKC (iota) signaling in Ovarian Serous Carcinoma
<input type="checkbox"/> Research Projects: Your role (PI/Co-PI/Co-Inv)	Principal Investigator
<input type="checkbox"/> Research Projects: Collaborating Scientist(s)/ Department(s)/ Institution(s)	
<input type="checkbox"/> Research Projects: Sanctioned Budget; Funding Agency; Duration	Nine Lakh; AIIMS- Intramural Grant; Two Years (2017-2019)
<input type="checkbox"/> Publications: Mention your journals (use vancouver style)	Manuscript entitled as "Prolonged treatment with Rapamycin along with Prednisolone abro
<input type="checkbox"/> Publications: Mention Chapter in Books/Monographs	-

IMG-2020030...jpg | IMG-2020030...jpg | IMG-2020030...jpg | Show all x

You can move **back** and **forth** by pressing these   buttons

If you press these buttons, your parts or sections will move backward and forward.

First press 

Tryton | Action | My APAR x | My APAR x | Sachin Kumar

HR Management

- Employee
- APAR
  - My APAR
  - APAR (Archived)
  - Representation
  - Employee Forms Archiv

My APAR -

Form Name: For Scientist | Status: Reviewing Officer

Department / Section / Unit: Medical Oncology - IRCH | Date From: 2019-04-01 | Date To: 2020-03-31

Employee Code: 738 | Employee: Sachin | Designation: Scientist II

Date of Birth: 1982-05-02 | Date of Joining the Service: 2016-09-16 | Category: General

Reporting Officer: Lalit | Reporting Designation: Head of Department | Period covered under Reporting Officer:

Reviewing Officer: Chitr | Reviewing Designation: Head of Department | Period covered under Reviewing Officer:

Acceptance Authority: | Accepting Designation: | Period covered under Accepting Authority:

Issued By: Satish Kumar Singh | Issued On: 2020-03-05 | ACR Dossier Number:

Basic Information | Self Appraisal | Tracking

Self Appraisal

Part Number: 2a | Part Name: Research | State: Signed

Descriptions

Description	Remarks
<input checked="" type="checkbox"/> What is/are your core area(s) of scientific work?	Lung Cancer Research, Cancer Genetics and Epigenetics, Cancer Biomarkers
<input type="checkbox"/> Research Projects: Title of the Project	1. Elucidating the mechanism of regulation of PD-L1 expression in lung cancer - role of epigenetics an
<input type="checkbox"/> Research Projects: Your role (PI/Co-PI/Co-Inv)	PI: One extramural project (ICMR) and one Intramural project. Co-PI: 3 Intramural projects
<input type="checkbox"/> Research Projects: Collaborating Scientist(s)/ Department(s)/ Institution(s)	
<input type="checkbox"/> Research Projects: Sanctioned Budget; Funding Agency; Duration	1. ICMR extramural project: 40 Lakhs (Duration 3 years) 2. Intramural project: 10 Lakhs each (Duration
<input type="checkbox"/> Publications: Mention your journals (use vancouver style)(list indexed and non-indexed journals separat	
<input type="checkbox"/> Publications: Mention Chapter in Books/Monographs(use vancouver style)	Nil

Following page will be displayed.

You can see, now number in counting is changed.

Form Name: For Scientist Status: Reviewing Officer

Department / Section / Unit: Medical Oncology - IRCH Date From: 2019-04-01 Date To: 2020-03-31

Employee Code: 73806 Employee: Sachin Designation: Scientist II

Date of Birth: 1982-05-02 Date of Joining the Service: 2016-09-16 Category: General

Reporting Officer: Lalit Kumar Reporting Designation: Head of Department Period covered under Reporting Officer:

Reviewing Officer: Chitra Sarkar Reviewing Designation: Head of Department Period covered under Reviewing Officer:

Acceptance Authority: Issued By: Satish Kumar Singh Issued On: 2020-03-05 ACR Dossier Number:


Basic Information Self Appraisal Reporting Reviewing Tracking


Self Appraisal 2/4

Part Number: 2b Part Name: Educational Activities State: Unsigned

Descriptions 1/17

Description	Remarks
<input checked="" type="checkbox"/> Details of Ph.d students whom you worked with as Chief Supervisor	
<input type="checkbox"/> Details of Ph.d students whom you worked with as Co-Supervisor	
<input type="checkbox"/> Details of Ph.d students whom you worked with as DC member	
<input type="checkbox"/> Details of MD/MS students whom you worked with as Chief Supervisor	
<input type="checkbox"/> Details of MD/MS students whom you worked with as Co-Supervisor	

To go back Press this button  \*\*\*\*\*

In case (optional), you want to see your question and answer elaborated, mark the question and press  button.

Form Name: For Scientist Status: Self Appraisal

Department / Section / Unit: Medical Oncology - IRCH Date From: 2019-04-01 Date To: 2020-03-31

Employee Code: 73806 Employee: Sachin Designation: Scientist II

Date of Birth: 1982-05-02 Date of Joining the Service: 2016-09-16 Category: General

Reporting Officer: Sam Reporting Designation: Scientist II Period covered under Reporting Officer:

Reviewing Officer: Surender Reviewing Designation: Scientist I Period covered under Reviewing Officer:

Acceptance Authority: Issued By: Satish Issued On: 2020-02-25 ACR Dossier Number:

Basic Information Self Appraisal Tracking

Self Appraisal 1/4

Part Number: 2a Part Name: Research State: Unsigned

Descriptions 1/13

Description	Remarks
<input checked="" type="checkbox"/> What is/are your core area(s) of scientific work?	Lung Cancer Research, Cancer Genetics and Epigenetics, Cancer Biomarkers
<input type="checkbox"/> Research Projects: Title of the Project	Elucidating the mechanism of regulation of PD-L1 expression in lung cancer – role of epigenetics and c
<input type="checkbox"/> Research Projects: Your role (PI/Co-PI/Co-Inv)	PI: One extramural project (ICMR) and one Intramural project. Co-PI: 3 Intramural projects
<input type="checkbox"/> Research Projects: Collaborating Scientist(s)/ Department(s)/ Institution(s)	...
<input type="checkbox"/> Research Projects: Sanctioned Budget; Funding Agency; Duration	1. ICMR extramural project: 40 Lakhs (Duration 3 years)2. Intramural project: 10 Lakhs each (Duration
<input type="checkbox"/> Publications: Mention your journals (use vancouver style)/(list indexed and non-indexed journals separ	Nil
<input type="checkbox"/> Publications: Mention Chapter in Books/Monographs(use vancouver style)	Nil
<input type="checkbox"/> Patents / diagnostics / product innovations, etc	Nil
<input type="checkbox"/> Intra-institutional and extramural collaborations	

Following page will be displayed.

Tryton | Action | My APAR | Sachin

My APAR -

Form Name: For Scientist | Status: Self Appraisal

Department / Section / Unit: Medical Oncology - IRCH | Date From: 2019-04-01 | Date To: 2020-03-31

Employee Code: 73806 | Employee: Sachin | Designation: Scientist II

Date of Birth: 1982-05-02 | Date of Joining the Service: 2016-09-16 | Category: General

Reporting Officer: San | Reporting Designation: Scientist II | Period covered under Reporting Officer:

Reviewing Officer: Surender | Reviewing Designation: Scientist I | Period covered under Reviewing Officer:

Acceptance Authority: | Accepting Designation: | Period covered under Accepting Authority:

Issued By: Satish Kumar Singh | Issued On: 2020-02-25 | ACR Dossier Number:

Basic Information | Self Appraisal | Tracking

Self Appraisal

Part Number: 2a | Part Name: Research | State: Waiting for input

Descriptions


What is/are your core area(s) of scientific work?


Answer:

Lung Cancer Research, Cancer Genetics and Epigenetics, Cancer Biomarkers

Signature

Signed By: | Designation: |

Press  button again to go back to previous view.

After you are done with answering all questions, save the form by pressing  icon on your screen..

A pop up “Record Saved” will be shown.

My APAR

Record saved.

Sachin

My APAR -

2 / 2

Self Appraisal

1 / 4

Part Number: 2aPart Name: ResearchState: Waiting for Otp

Descriptions

1 / 13

<input type="checkbox"/> Research Projects: Sanctioned Budget; Funding Agency; Duration	1. ICMR extramural project: 40 Lakhs (Duration 3 years)2. Intramural project: 10 Lakhs each (Duration
<input type="checkbox"/> Publications: Mention your journals (use vancouver style)/(list indexed and non-indexed journals separ	
<input type="checkbox"/> Publications: Mention Chapter in Books/Monographs(use vancouver style)	Nil
<input type="checkbox"/> Patents / diagnostics / product innovations, etc	Nil
<input type="checkbox"/> Intra-institutional and extramural collaborations (national/international)	
<input type="checkbox"/> Mention the Conferences / Symposia / Workshops and the title of paper presented as Lead Author	1. Invited oral talk on "Prognostic significance of dysregulated microRNA expression in pediatric cytoge
<input type="checkbox"/> Mention the Conferences / Symposia / Workshops and the title of paper presented as Co-Author	Nil
<input type="checkbox"/> Please mention Awards /Prize / Recognition	1st Prize in oral paper presentation in NAI CCNM 2018 - 9th Annual Conference of Indian Society for S

Signature

Signed By:Designation:

Signed On:Place:

Remarks:

OTP:Validate OTPResend OTP

Now your record is saved.


## Chapter 4 (How to submit APAR)

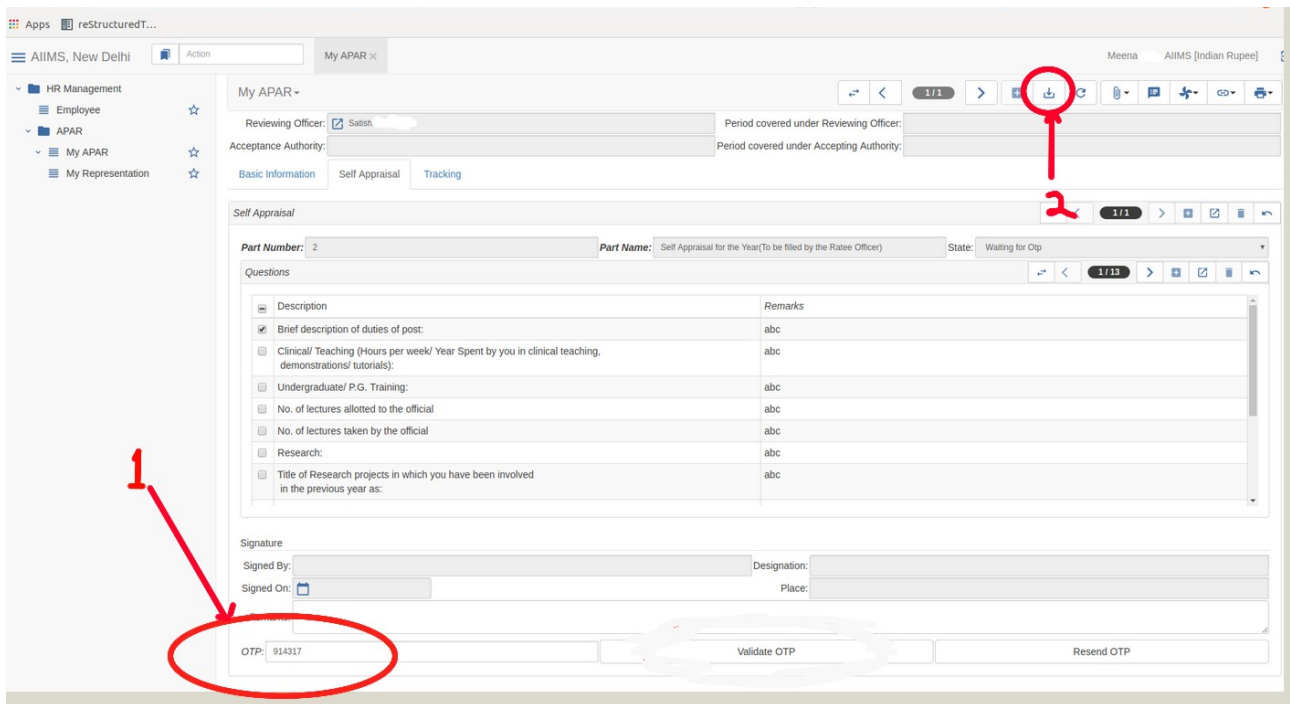
After you are done with previous process press **Submit Form** button.

The screenshot shows the 'My APAR' form submission interface. The left sidebar contains navigation links: HR Management, Employee, APAR, My APAR, and My Representation. The main content area is titled 'My APAR' and includes tabs for 'Basic Information', 'Self Appraisal', and 'Tracking'. The 'Self Appraisal' tab is active, showing a 'Part Number: 2' and 'Part Name: Self Appraisal for the Year (To be filled by the Ratee Officer)'. Below this, there is a 'Questions' section with a table for 'Description' and 'Remarks'. The table has several rows with checkboxes for 'Brief description of duties of post:', 'Clinical/ Teaching (Hours per week/ Year Spent by you in clinical teaching, demonstrations/ tutorials):', 'Undergraduate/ P.G. Training:', 'No. of lectures allotted to the official', 'No. of lectures taken by the official', 'Research:', and 'Title of Research projects in which you have been involved in the previous year as:'. The 'Remarks' column contains the text 'abc'. At the bottom of the form, there is a 'Signature' section with fields for 'Signed By:', 'Signed On:', 'Designation:', and 'Place:'. A 'Remarks:' field is also present. The 'Submit Form' button is circled in red.

A pop up appears informing that you will receive an OTP on your registered Mobile Number. Click **Yes** to give the permission to receive OTP. Refer to the page as shown below.

This screenshot shows the same 'My APAR' form submission interface as the previous one, but with a pop-up dialog box in the center. The dialog box contains the text: 'You will now receive an OTP on your registered mobile number. Once you enter the OTP, the form will be submitted. Are you sure you want to continue?'. There are 'Cancel' and 'OK' buttons at the bottom of the dialog box. The background form is dimmed, showing the same 'Self Appraisal' section with the 'Questions' table and 'Remarks' column. The 'Submit Form' button is still visible at the bottom right.

After you get 6 digit OTP in your mobile no., fill it in OTP field and press  button.



My APAR -

Reviewing Officer: Satish  
Acceptance Authority:   
Period covered under Reviewing Officer:   
Period covered under Accepting Authority:   
Basic Information Self Appraisal Tracking

Self Appraisal

Part Number: 2 Part Name: Self Appraisal for the Year (To be filled by the Ratee Officer) State: Waiting for Otp

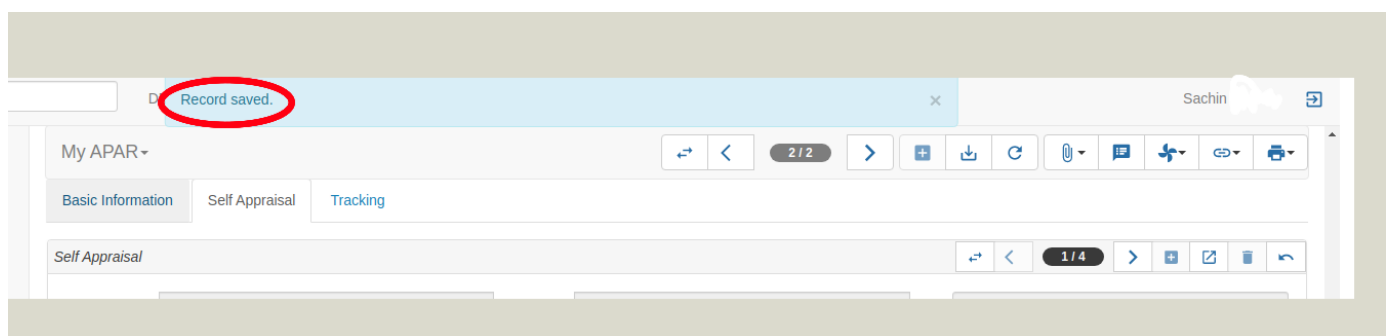
Questions

Description	Remarks
<input checked="" type="checkbox"/> Brief description of duties of post:	abc
<input type="checkbox"/> Clinical/ Teaching (Hours per week/ Year Spent by you in clinical teaching, demonstrations/ tutorials):	abc
<input type="checkbox"/> Undergraduate/ P.G. Training:	abc
<input type="checkbox"/> No. of lectures allotted to the official	abc
<input type="checkbox"/> No. of lectures taken by the official	abc
<input type="checkbox"/> Research:	abc
<input type="checkbox"/> Title of Research projects in which you have been involved in the previous year as:	abc

Signature  
Signed By:   
Signed On:   
Designation:   
Place:   
OTP: 914317 Validate OTP Resend OTP

In case you have not received any OTP, click on **Resend OTP** button.

After Pressing  button, a message record saved will be displayed on your screen.



Record saved.

My APAR -

Basic Information Self Appraisal Tracking

Self Appraisal

After your record with OTP is saved, you can now press **Validate OTP** button.

After pressing **Validate OTP button** "Status" will change to "Signed"



Tryton Action DC Record saved.

My APAR - 2 / 2

Basic Information Self Appraisal Tracking

Self Appraisal 1 / 4

Part Number: Za Part Name: Research State: Signed

Descriptions 1 / 13

Description	Remarks
<input checked="" type="checkbox"/> What is/are your core area(s) of scientific work?	Lung Cancer Research, Cancer Genetics and Epigenetics, Cancer Biomarkers
<input type="checkbox"/> Research Projects: Title of the Project	1. Elucidating the mechanism of regulation of PD-L1 expression in lung cancer – role of e
<input type="checkbox"/> Research Projects: Your role (PI/Co-PI/Co-Inv)	PI: One extramural project (ICMR) and one Intramural project. Co-PI: 3 Intramural project
<input type="checkbox"/> Research Projects: Collaborating Scientist(s)/ Department(s)/ Institution(s)	
<input type="checkbox"/> Research Projects: Sanctioned Budget; Funding Agency; Duration	1. ICMR extramural project: 40 Lakhs (Duration 3 years) 2. Intramural project: 10 Lakhs ee
<input type="checkbox"/> Publications: Mention your journals (use vancouver style)/(list indexed and non-indexed j	
<input type="checkbox"/> Publications: Mention Chapter in Books/Monographs(use vancouver style)	Nil
<input type="checkbox"/> Patents / diagnostics / product innovations, etc	Nil
<input type="checkbox"/> Intra-institutional and extramural collaborations	

Signature

Signed By: Sachin Designation: Scientist II

Signed On: 2020-03-05 11:21:30 Place: Delhi

Remarks:

Your form is successfully submitted now.

\*\*\* The **Status** on your form will be

**unsigned**: when your form is yet not saved

**Waiting for OTP** : when OTP isn't validated

**Signed**: When Form is Submitted\*\*\*

## Chapter 5 (How to track APAR Form)

You will be shown **Tracking** Tab on your Screen.

The screenshot shows the 'My APAR' form in the AIIMS system. The 'Self Appraisal' tab is selected, and the 'Tracking' tab is circled in red. The form contains the following information:

- Form Name: Senior Tutor in Nursing / Tutor in Nursing
- Status: Self Appraisal
- Department / Section / Unit: College of Nursing
- Date From: 2018-04-01
- Date To: 2019-03-31
- Employee Code: 2826
- Employee: Meena
- Designation: Tutor in Nursing/Senior Nursing Tutor
- Date of Birth: 1978-09-07
- Date of Joining the Service: 2008-05-01
- Category: Other Backward Classes
- Reporting Officer: Vinay
- Period covered under Reporting Officer:
- Reviewing Officer: Satish
- Period covered under Reviewing Officer:
- Acceptance Authority:
- Period covered under Accepting Authority:

Part 1 - Personal Data (to be filled by the Administrative section)

- Pay Matrix Level: 10
- Present Post: Tutor in Nursing/Senior Nursing Tutor
- Grade Pay: 4000
- Date of continuous appointment on present grade: 2008-05-01
- Date of Posting on Present Post: 2008-05-01
- Pay in the Pay Band:
- Period of Discontinuity (Leave):
- Period of Discontinuity (Official):
- Academic and Professional Qualifications:
- Training and Courses Undertaken:
- Membership of Professional Bodies:

This tab will show further tracking of your APAR Form, the current status of the signatures will be displayed. Refer to the page as shown below.

The screenshot shows the 'My APAR' form in the AIIMS system. The 'Tracking' tab is selected, and the 'Tracking' tab is highlighted with a red arrow. The form contains the following information:

- Form Name: Senior Tutor in Nursing / Tutor in Nursing
- Status: Self Appraisal
- Department / Section / Unit: College of Nursing
- Date From: 2018-04-01
- Date To: 2019-03-31
- Employee Code: 2826
- Employee: Meena
- Designation: Tutor in Nursing/Senior Nursing Tutor
- Date of Birth: 1978-09-07
- Date of Joining the Service: 2008-05-01
- Category: Other Backward Classes
- Reporting Officer: Vinay
- Period covered under Reporting Officer:
- Reviewing Officer: Satish
- Period covered under Reviewing Officer:
- Acceptance Authority:
- Period covered under Accepting Authority:

Basic Information Self Appraisal Tracking

Signatures

Signed By	Designation	Place	Signed On
<input checked="" type="checkbox"/> Pallav Kumar	Administrative Officer	Delhi	2019-04-23
<input type="checkbox"/> Dr. Philom	Tutor in Nursing/Senior Nursing Tutor	Delhi	2019-04-23

## Chapter 6 (How to Sign and Submit APAR after Discloser)

After your APAR is **disclosed**, you can check each and every information filled by you, your Reporting Officer, your Reviewing Officer and Acceptance authority if any

You can check each and every tab as all tabs are visible to you now.

The screenshot displays the 'My APAR' form in the Tryton HR Management system. The form is for a 'For Scientist' form and is currently in the 'Disclose' status. The form is divided into several sections: 'Basic Information', 'Self Appraisal', 'Reporting', 'Reviewing', and 'Tracking'. The 'Basic Information' section is currently active and shows details like Department/Section/Unit (Medical Oncology - IRCH), Date From (2019-04-01), Date To (2020-03-31), Employee Code (738), Employee (Sachin), Designation (Scientist II), Date of Birth (1982-05-02), Date of Joining the Service (2016-09-16), Category (General), Reporting Officer (Lalit), Reporting Designation (Head of Department), Period covered under Reporting Officer, Reviewing Officer (Chitra), Reviewing Designation (Head of Department), Period covered under Reviewing Officer, Acceptance Authority, Accepting Designation, Period covered under Accepting Authority, Issued By (Satish), Issued On (2020-03-05), and ACR Dossier Number. The 'Part 1 - Personal Data' section includes Pay Matrix Level (11), Date of continuous appointment on present grade (2016-09-16), Present Post (Scientist II), Date of Posting on Present Post (2016-09-16), Grade Pay, Pay in the Pay Band, Period of Discontinuity (Leave), Period of Discontinuity (Official), Period of Discontinuity (Unofficial), Academic and Professional Qualifications (B.Sc, M.Sc, Ph.D), Training and Courses Undertaken, and Membership of Professional Bodies. At the bottom, there are buttons for 'Sign and Submit' and 'Raise Representation'.

Go to each tab and check your score, comments by Reporting Officer, Reviewing officer and Acceptance authority.

After you are done with checking all info

Go to Basic Information tab and press Sign and Submit

Tryton | Action | My APAR x | Sachin

HR Management

- Employee
- APAR
  - My APAR
  - APAR (Archived)
  - Representation
  - Employee Forms A

My APAR - 2/2

Form Name: For Scientist | Status: Disclose

Department / Section / Unit: Medical Oncology - IRCH | Date From: 2019-04-01 | Date To: 2020-03-31

Employee Code: 738 | Employee: Sachin | Designation: Scientist II

Date of Birth: 1982-05-02 | Date of Joining the Service: 2016-09-16 | Category: General

Reporting Officer: Lalit | Reporting Designation: Head of Department | Period covered under Reporting Officer:

Reviewing Officer: Chitra | Reviewing Designation: Head of Department | Period covered under Reviewing Officer:

Acceptance Authority: | Accepting Designation: | Period covered under Accepting Authority:

Issued By: Satish | Issued On: 2020-03-05 | ACR Dossier Number: | Update

Basic Information | Self Appraisal | Reporting | Reviewing | Tracking

Part 1 - Personal Data (to be filled by the Administrative section)

Pay Matrix Level: 11 | Date of continuous appointment on present grade: 2016-09-16

Present Post: Scientist II | Date of Posting on Present Post: 2016-09-16

Grade Pay: | Pay in the Pay Band:

Period of Discontinuity (Leave): | Period of Discontinuity (Official):

Period of Discontinuity (Unofficial): | Academic and Professional Qualifications: B.Sc, M.Sc, Ph.D

Training and Courses Undertaken: | Membership of Professional Bodies:

Sign and Submit | Raise Representation

You will be shown declaration screen. Press **OK** button to continue

Tryton | Action | My APAR x | Sachin

HR Management

- Employee
- APAR
  - My APAR
  - APAR (Archived)
  - Representation
  - Employee Forms A

My APAR - 2/2

Form Name: For Scientist | Status: Disclose

Department / Section / Unit: Medical Oncology - IRCH | Date From: 2019-04-01 | Date To: 2020-03-31

Employee Code: 73806 | Employee: Sachin | Designation: Scientist II

Date of Birth: 1982-05-02 | Date of Joining the Service: 2016-09-16 | Category: General

Reporting Officer: Lalit | Reporting Designation: Head of Department | Period covered under Reporting Officer:

Reviewing Officer: Chitra | Reviewing Designation: Head of Department | Period covered under Reviewing Officer:

Acceptance Authority: | Accepting Designation: | Period covered under Accepting Authority:

Issued By: Satish Kumar Singh | Issued On: 2020-03-05 | ACR Dossier Number: | Update

Basic Information | Self Appraisal | Reporting | Reviewing | Tracking

Part 1 - Personal Data (to be filled by the Administrative section)

Pay Matrix Level: 11 | Date of continuous appointment on present grade: 2016-09-16

Present Post: Scientist II | Date of Posting on Present Post: 2016-09-16

Grade Pay: | Pay in the Pay Band:

Period of Discontinuity (Leave): | Period of Discontinuity (Official):

Period of Discontinuity (Unofficial): | Academic and Professional Qualifications: B.Sc, M.Sc, Ph.D

Training and Courses Undertaken: | Membership of Professional Bodies:

Sign and Submit | Raise Representation

Grade: 0 | Grades: 0 - Unsatisfactory

I declare that the completed APAR has been disclosed to me, and I have seen it thoroughly. If I wish to represent against the content of APAR, then I have 15 days to do so. By Pressing Ok button, I sign the APAR and submit it to ACR Cell.

Cancel | OK

This status will be shown after this “Signed by Ratee Officer”

The screenshot displays the 'My APAR' form in the Tryton HR Management system. The form is for Sachin, a Scientist II, and is currently in the 'Signed by Ratee Officer' status, which is highlighted with a red circle. The form includes sections for Basic Information, Self Appraisal, Reporting, Reviewing, and Tracking. The 'Part 1 - Personal Data' section is filled out with details such as Pay Matrix Level (11), Present Post (Scientist II), Grade Pay (11), and various dates. The 'Raise Representation' section shows a grade of 0 and a status of '0 - Unsatisfactory'.

Tryton Action My APAR x Sachin

HR Management

Employee

APAR

My APAR

APAR (Archived)

Representation

Employee Forms

Form Name: For Scientist Status: Signed by Ratee Officer

Department / Section / Unit: Medical Oncology - IRCH Date From: 2019-04-01 Date To: 2020-03-31

Employee Code: 738 Employee: Sachin Designation: Scientist II

Date of Birth: 1982-05-02 Date of Joining the Service: 2016-09-16 Category: General

Reporting Officer: Lalit Reporting Designation: Head of Department Period covered under Reporting Officer:

Reviewing Officer: Chitra Reviewing Designation: Head of Department Period covered under Reviewing Officer:

Acceptance Authority: Issued By: Satish Issued On: 2020-03-05 ACR Dossier Number: Update

Basic Information Self Appraisal Reporting Reviewing Tracking

Part 1 - Personal Data (to be filled by the Administrative section)

Pay Matrix Level: 11 Date of continuous appointment on present grade: 2016-09-16

Present Post: Scientist II Date of Posting on Present Post: 2016-09-16

Grade Pay: 11 Pay in the Pay Band:

Period of Discontinuity (Leave): Period of Discontinuity (Official):

Period of Discontinuity (Unofficial): Academic and Professional Qualifications: B.Sc, M.Sc, Ph.D

Training and Courses Undertaken: Membership of Professional Bodies:

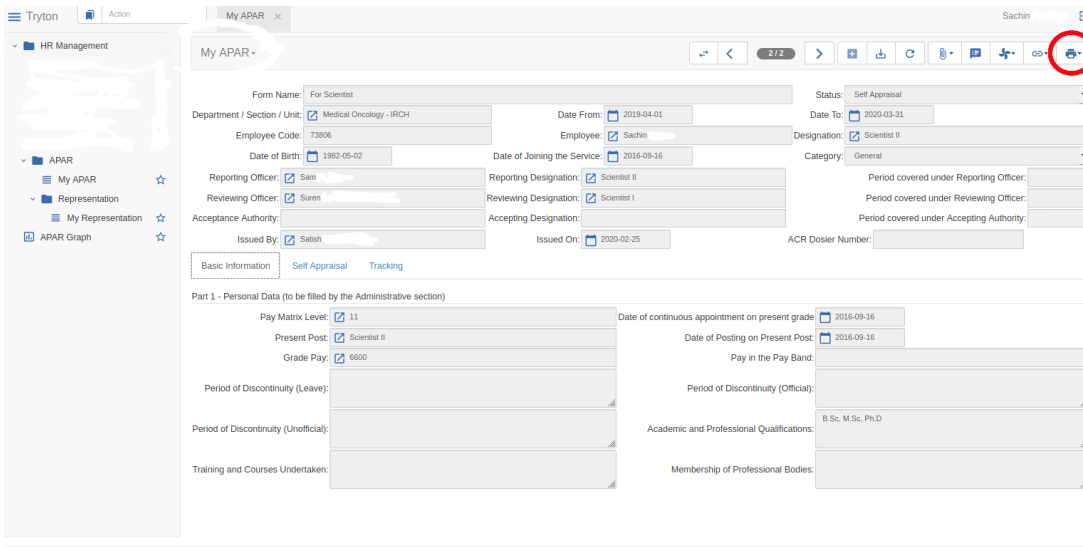
Raise Representation

Grade: 0 Grades: 0 - Unsatisfactory

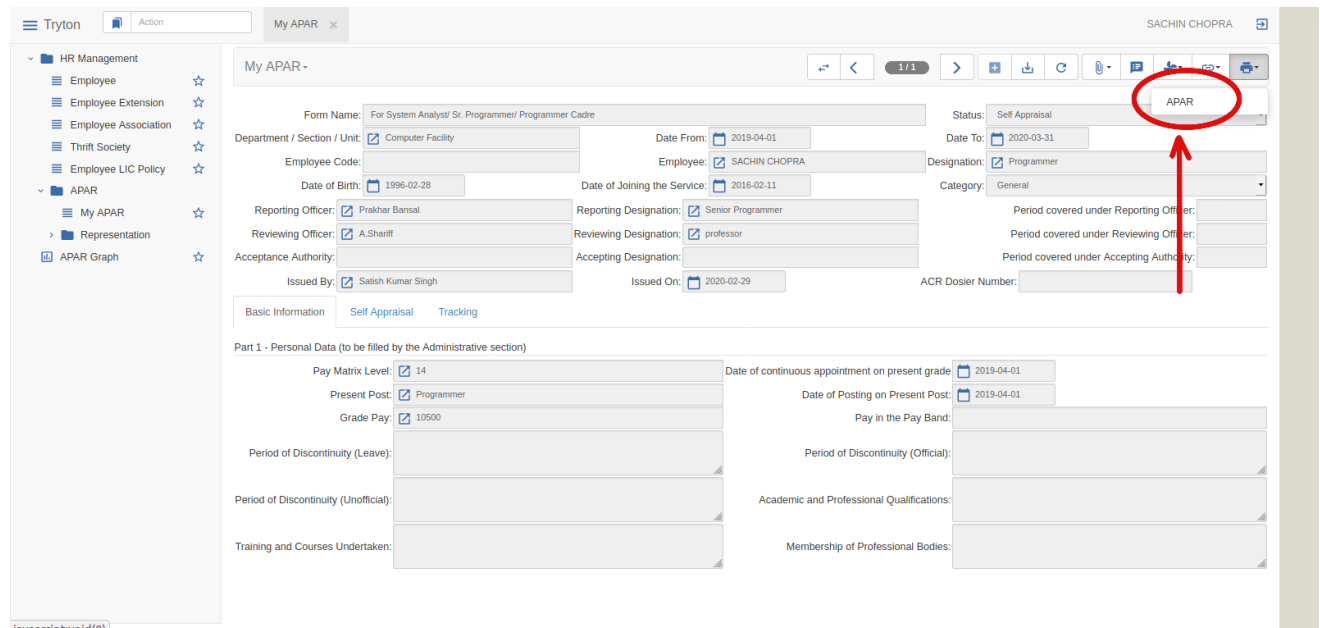
You are now done with APAR process

## Chapter 7 (How to print your APAR Form)

Press  button

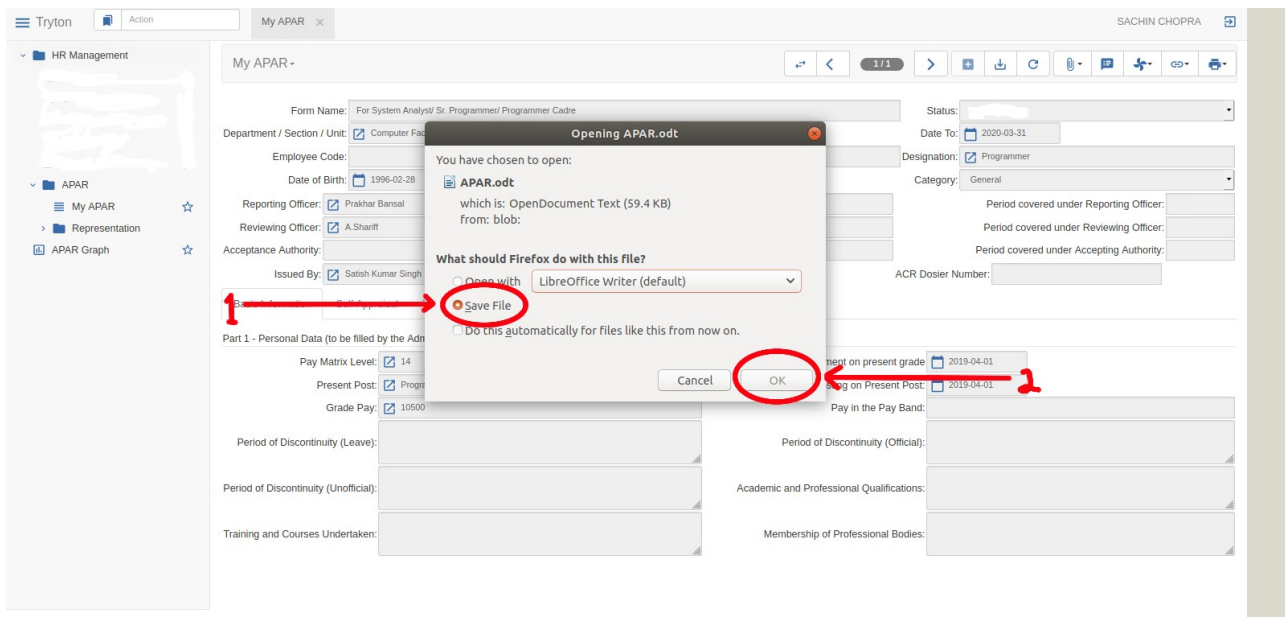


Now press APAR Button



Following view will be displayed

First select option **Save File** and then press **ok**

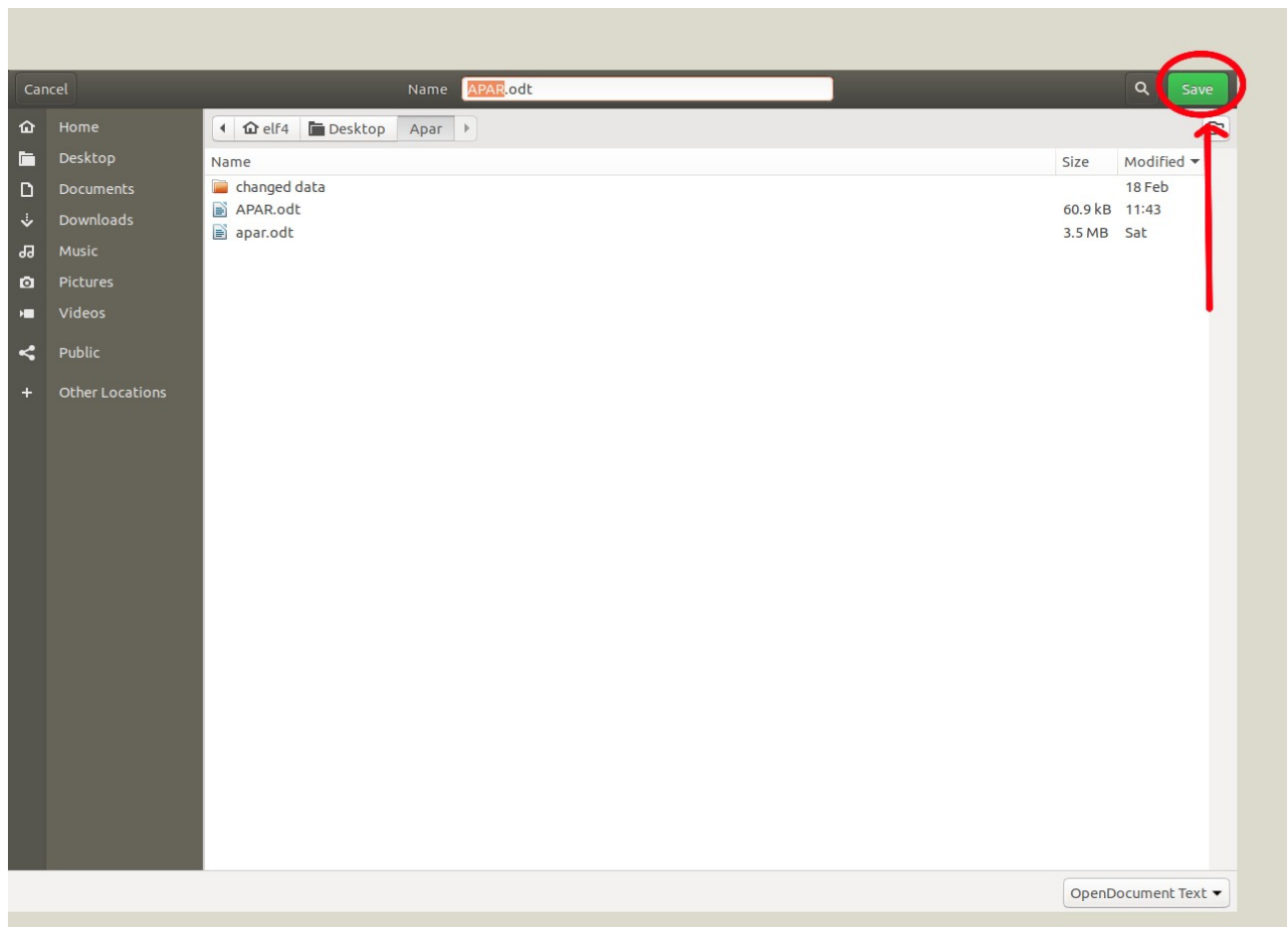


Following view will be displayed.

Select location in which you want to save your **APAR** (The location view will differ according to the operating system (Window/Linux/Mac) you use.

And then press **Save** Button.

You can now directly go to your file and print it as per your Device print settings.



## Addons.....

If you are using Mozilla Browser, you can check your downloaded file here by pressing the button shown in image or you can go to **Downloads** or even directly go to file location and print it.

The screenshot displays a web application interface for a form titled "My APAR". The browser's address bar shows the URL: `localhost:8000/#apar_01/model/apar.employee.form/16699;domain=[\"AND\"%2C[\"state\"%2C\"not in\"%2C\"draft\"`. A red circle highlights the download icon in the browser toolbar. The form is divided into several sections:

- Form Name:** For System Analyst/ Sr. Programmer/ Programmer Cadre
- Status:** Self Appraisal
- Department / Section / Unit:** Computer Facility
- Date From:** 2019-04-01
- Date To:** 2020-03-31
- Employee Code:** [Blank]
- Employee:** SACHIN CHOPRA
- Designation:** Programmer
- Date of Birth:** 1996-02-28
- Date of Joining the Service:** 2016-02-11
- Category:** General
- Reporting Officer:** Prakhari Bansal
- Reporting Designation:** Senior Programmer
- Period covered under Reporting Officer:** [Blank]
- Reviewing Officer:** A. Shariff
- Reviewing Designation:** professor
- Period covered under Reviewing Officer:** [Blank]
- Acceptance Authority:** [Blank]
- Accepting Designation:** [Blank]
- Period covered under Accepting Authority:** [Blank]
- Issued By:** Satish Kumar Singh
- Issued On:** 2020-02-29
- ACR Dossier Number:** [Blank]

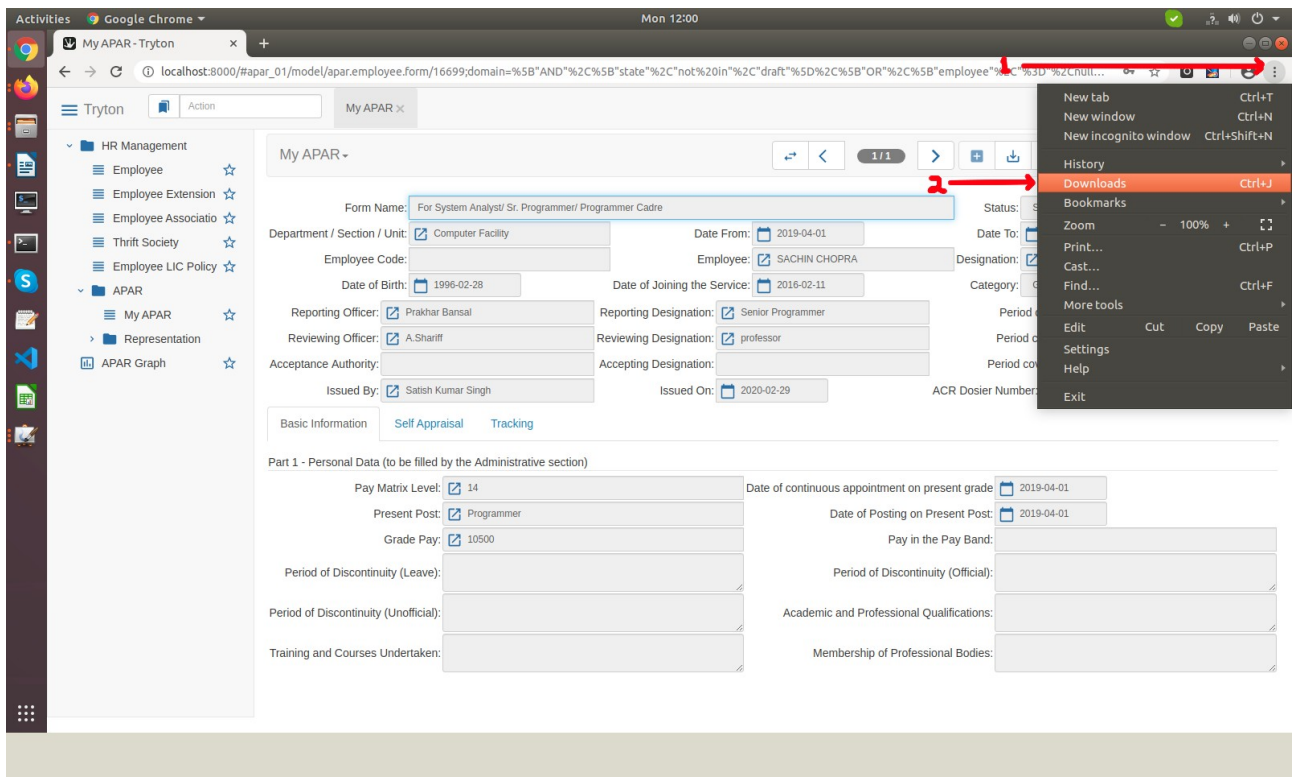
Below the form, there is a section titled "Part 1 - Personal Data (to be filled by the Administrative section)".

- Pay Matrix Level:** 14
- Present Post:** Programmer
- Grade Pay:** 10500
- Date of continuous appointment on present grade:** 2019-04-01
- Date of Posting on Present Post:** 2019-04-01
- Pay in the Pay Band:** [Blank]
- Period of Discontinuity (Leave):** [Blank]
- Period of Discontinuity (Official):** [Blank]
- Period of Discontinuity (Unofficial):** [Blank]
- Academic and Professional Qualifications:** [Blank]
- Training and Courses Undertaken:** [Blank]
- Membership of Professional Bodies:** [Blank]



If you are using **Google Chrome**, First Press the Sandwich icon and then press Downloads to go to your saved file directly.

Or you can directly go to file location as you like



Now you can open your saved file and print it according to your Device's print settings