

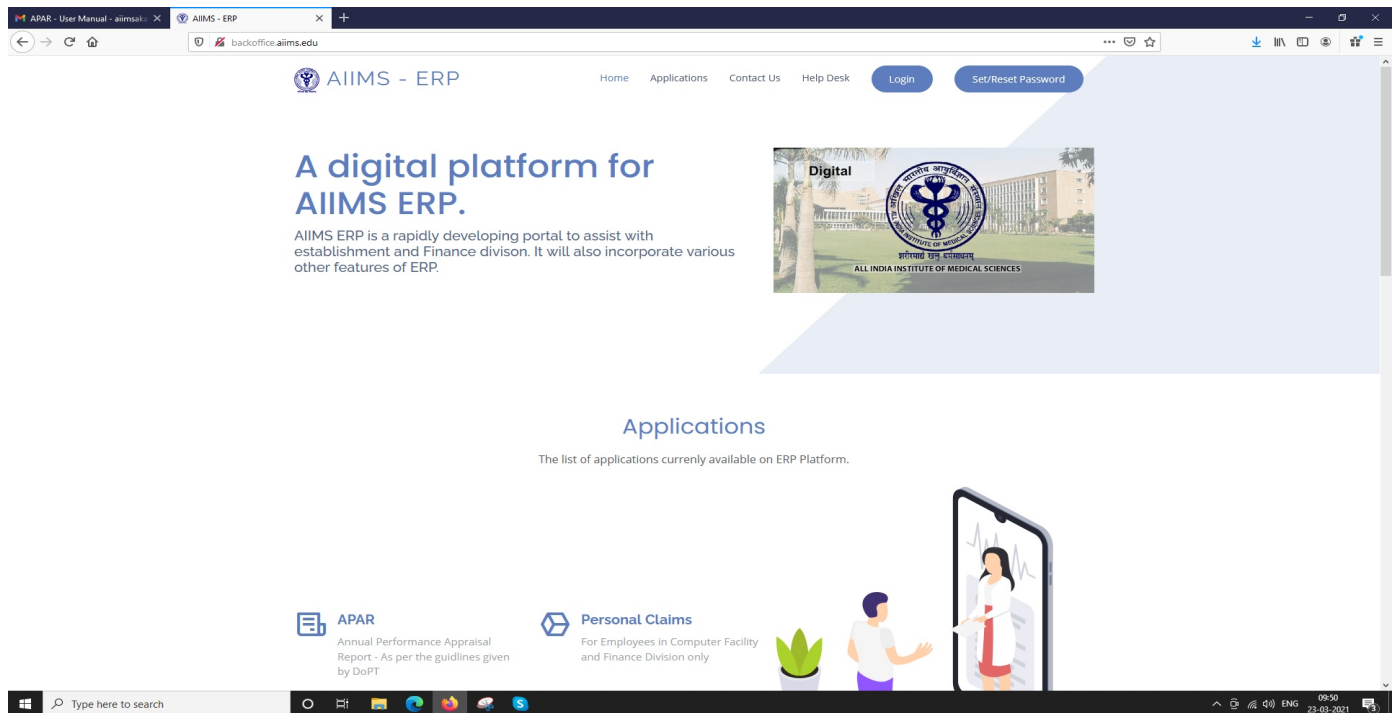
# APAR USER MANUAL

Flow For Reportee Officer:

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

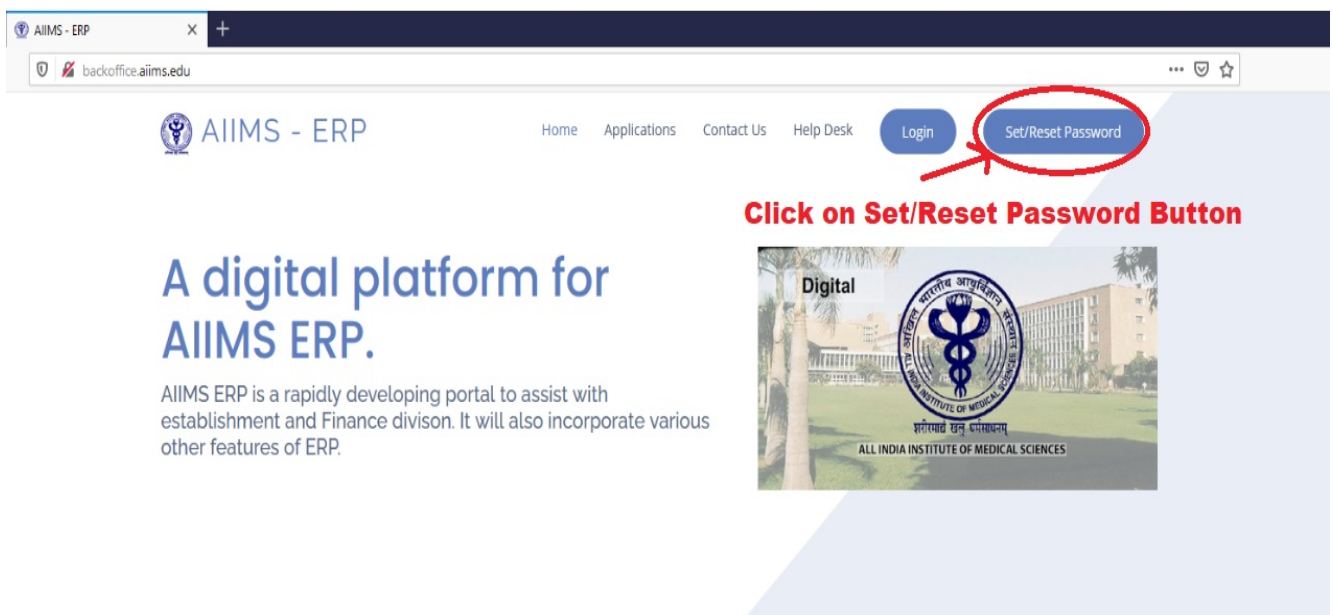
Open web browser say, Google Chrome or Mozilla Firefox and enter the URL - <http://bckofafice.aiims.edu/> in the address bar.

The following page will be displayed.

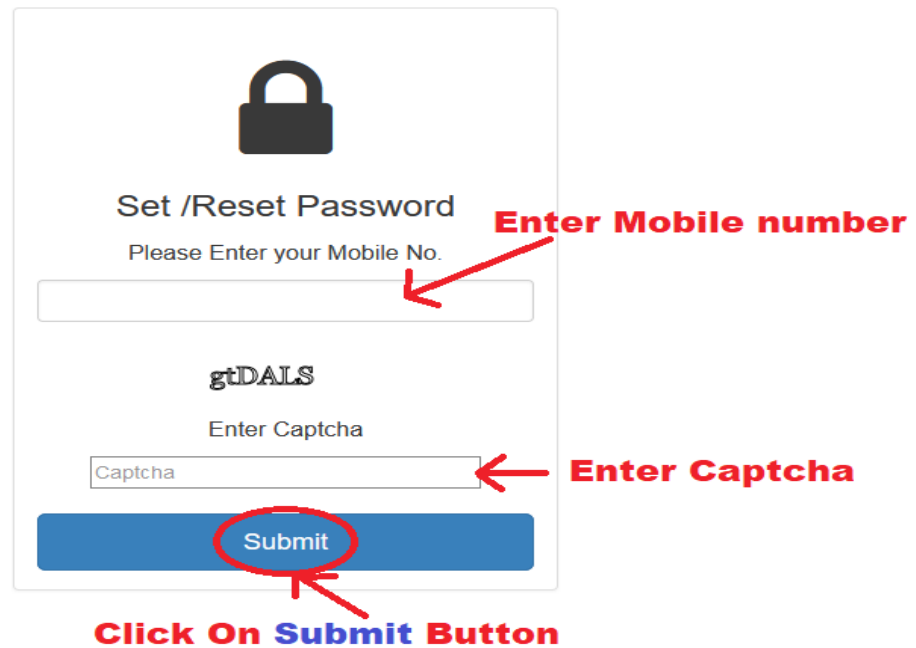


## Set / Reset Password

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.



The image shows a web form titled "Set /Reset Password" with a padlock icon. Below the title is the instruction "Please Enter your Mobile No." followed by a text input field. A red arrow points to this field with the label "Enter Mobile number". Below the input field is the "gtDAIS" logo and the instruction "Enter Captcha", followed by another text input field labeled "Captcha". A red arrow points to this field with the label "Enter Captcha". At the bottom of the form is a blue "Submit" button, which is circled in red. A red arrow points to the button with the label "Click On Submit Button".

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**



The image shows a web form with a padlock icon and the instruction "Enter OTP:" followed by a text input field. A red arrow points to this field with the label "Enter OTP". Below the input field is a blue "Submit" button, which is circled in red. A red arrow points to the button with the label "Click On Submit Button".

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.*

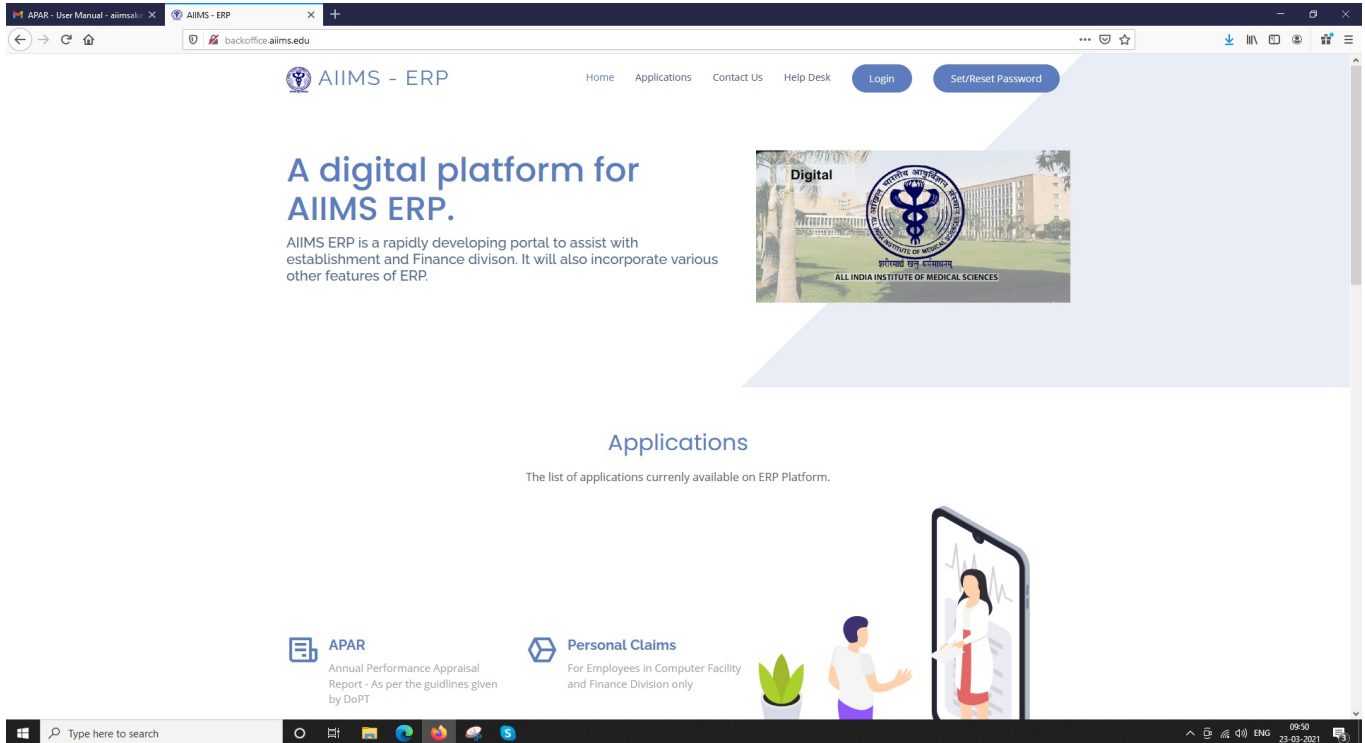


The image shows a screenshot of a password reset form. At the top center is a black padlock icon. Below it, the text "Enter New Password:" is displayed. Underneath this text is a text input field. To the left of this field, the text "Enter New password" is written in red, with a red arrow pointing to the input field. Below the first input field, the text "Confirm Password:" is displayed. Underneath this text is another text input field. To the left of this field, the text "Enter Confirm password" is written in red, with a red arrow pointing to the input field. Below the second input field is a "Submit" button. Below the button, the text "Click on Submit Button" is written in red, with a red arrow pointing to the button.

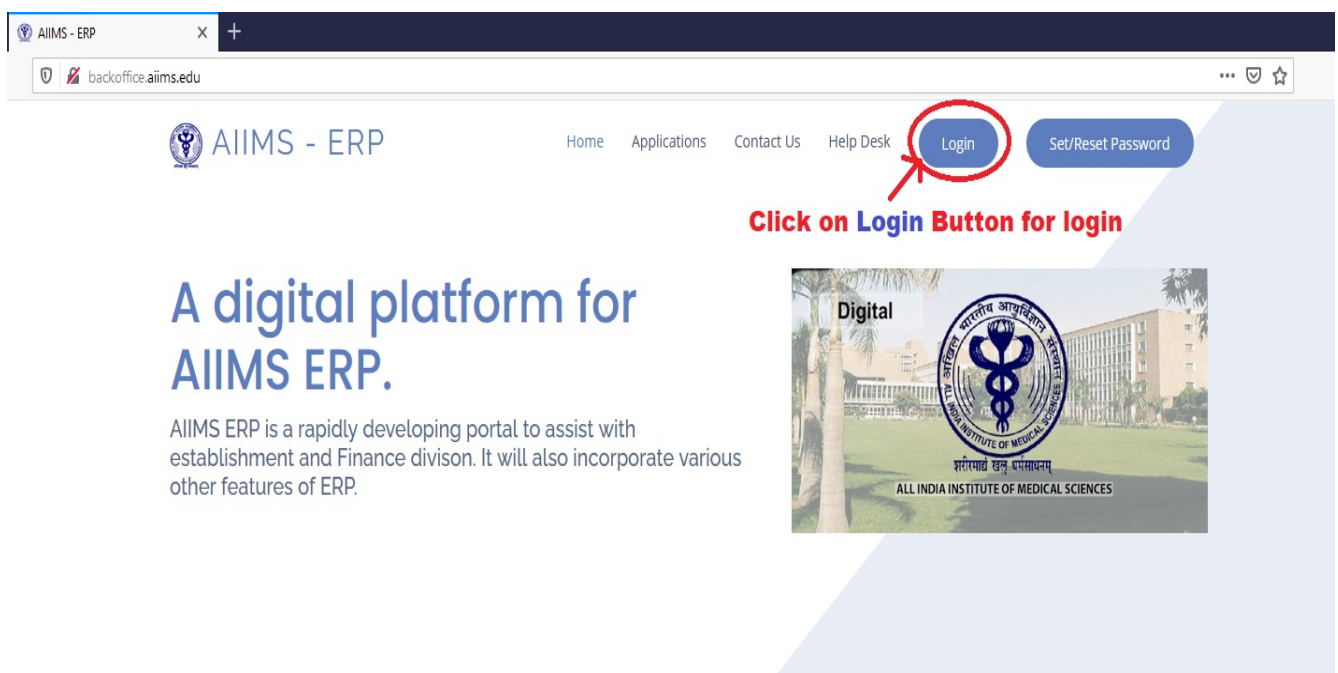
## Chapter 2 (How to Login)

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

The following page will be displayed.

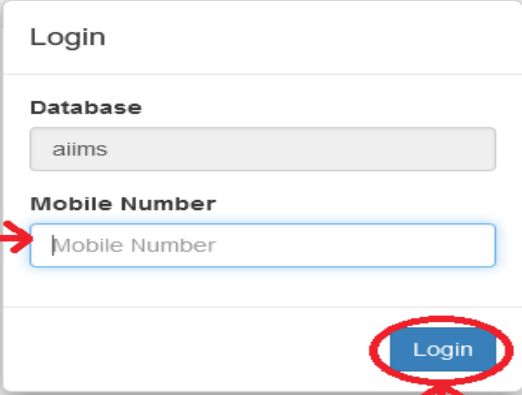


Click on Log **Button to login** As shown in below screen.



The following page will be displayed.

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

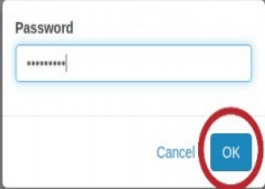


**Enter Mobile Number** →

**Click On Login Button** →

The image shows a 'Login' dialog box. It has a 'Database' field with the value 'aiims'. Below it is a 'Mobile Number' field. A red arrow points from the text 'Enter Mobile Number' to this field. At the bottom right of the dialog is a blue 'Login' button, which is circled in red. A red arrow points from the text 'Click On Login Button' to this button.

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

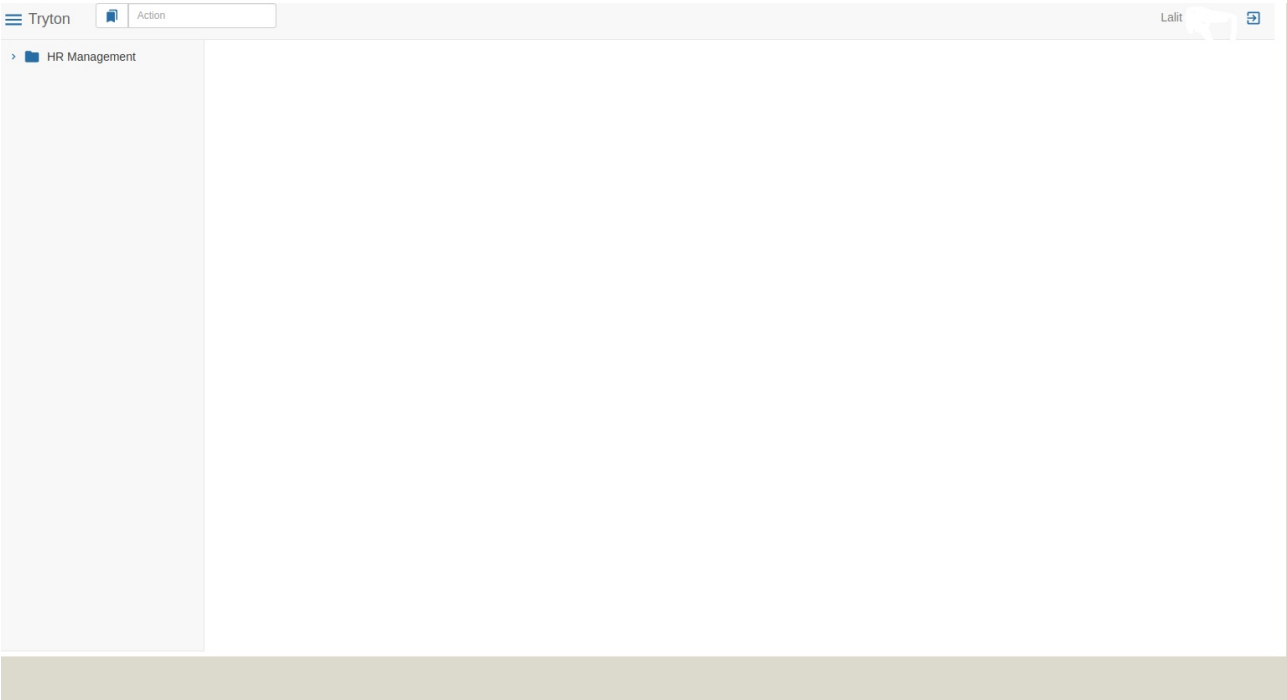


**Enter password** →


**Click on OK Button** →

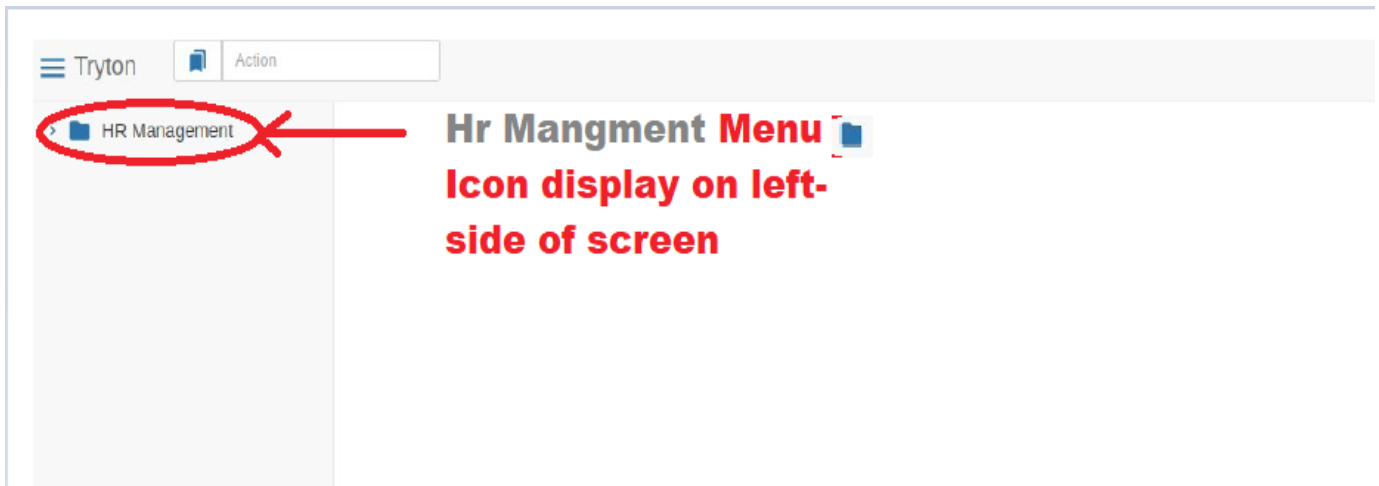
The image shows a 'Password' dialog box. It has a password field with masked characters. Below the field are 'Cancel' and 'OK' buttons. A red arrow points from the text 'Enter password' to the password field. Another red arrow points from the text 'Click on OK Button' to the 'OK' button, which is circled in red.

The following view will be displayed. You are now **logged in**.



## Chapter 3 (Filling Reportee's APAR)

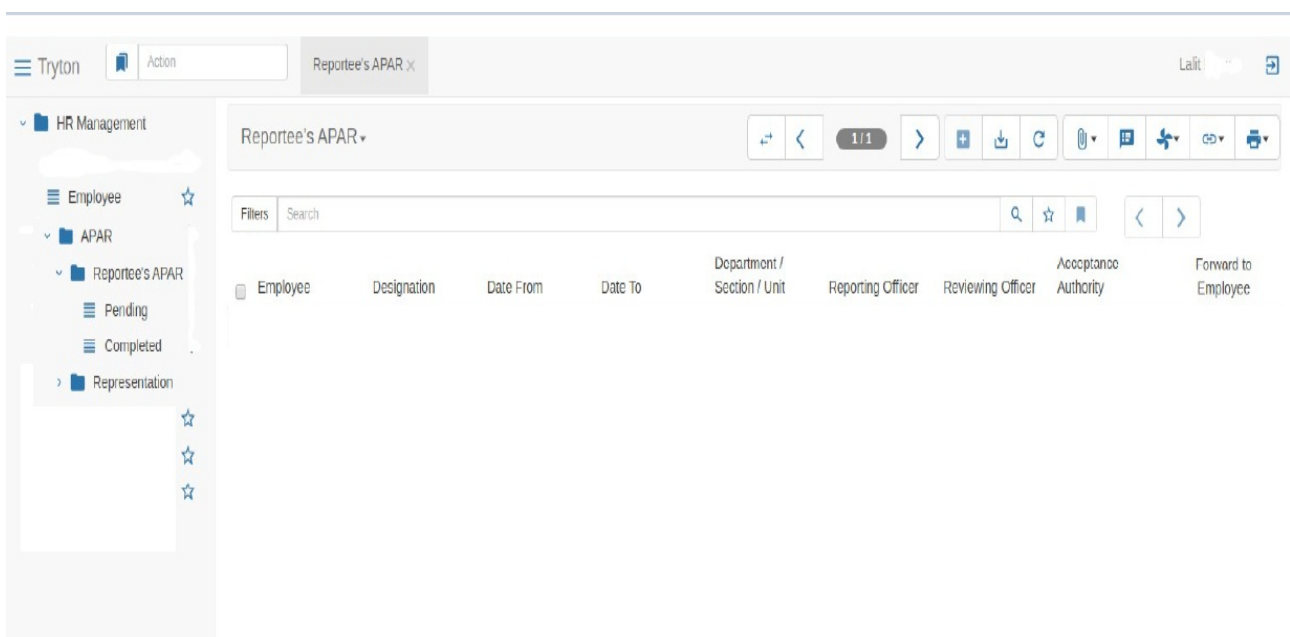
Following screen will appear after you are done with login process. Show the  HR Management.




First Click on  HR Management then  APAR and then  Reportee's APAR and then  Pending icon simultaneously.

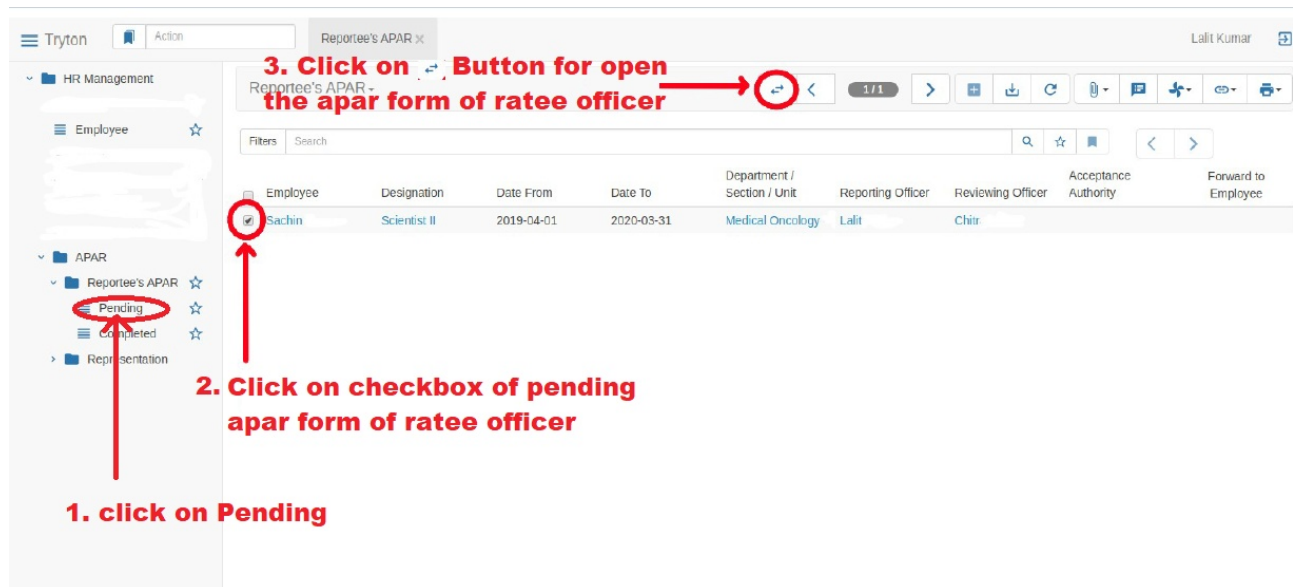
A list of APAR forms that has been forwarded to you by the Ratee Officer will be displayed.


Folowing Page will appear.



Select APAR form for the current Financial year of the employee you want to select first by checking it and then press  button .

Now reporting officer has to click(Step -1) on **Pending**, (Step-2)Select employee form click on checkbox & double click on it for pending apar form of ratee officer and (Step-3) Click on Button for open the form of ratee officer for grading.



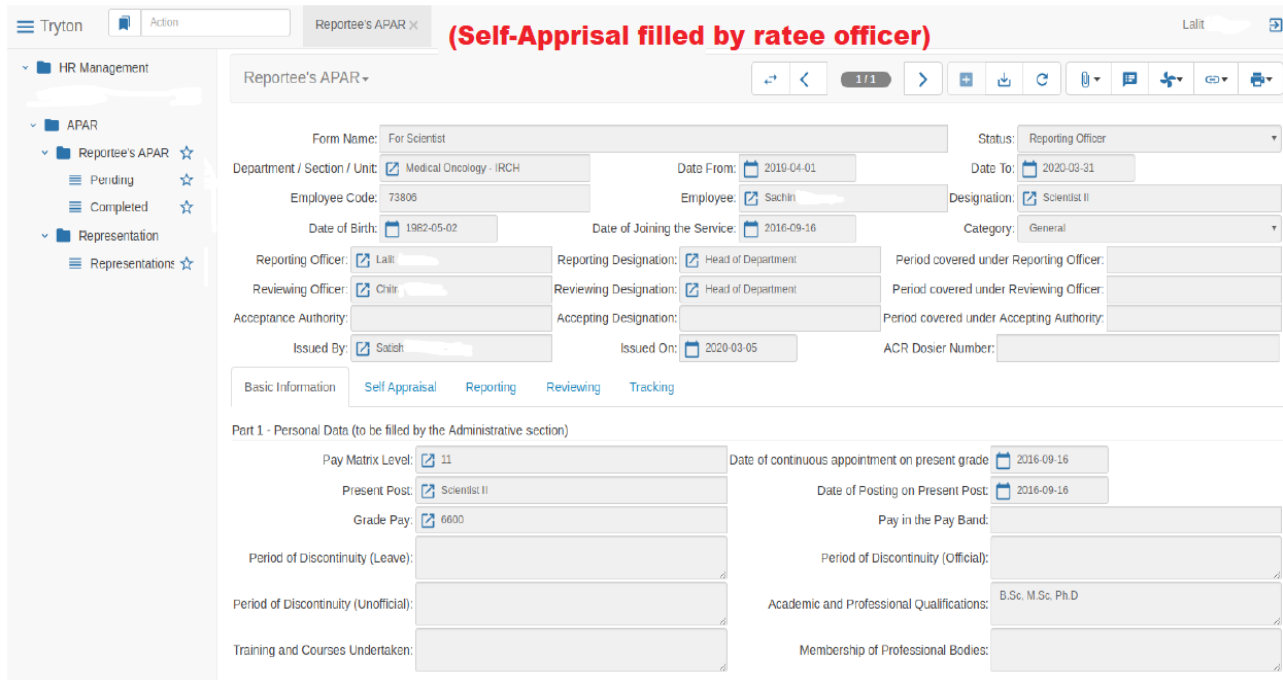
**3. Click on  Button for open the apar form of ratee officer**

**2. Click on checkbox of pending apar form of ratee officer**

**1. click on Pending**

Following page will be displayed.

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.



**(Self-Appraisal filled by ratee officer)**

Reportee's APAR

Form Name: For Scientist Status: Reporting 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 Reporting Designation: Head of Department Period covered under Reporting Officer:

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

Acceptance Authority: Issued By: Satish Issued On: 2020-03-05 Accepting Designation: Period covered under Accepting Authority:

ACR Dossier Number:

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: 6600 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:



Part 1 of the Apar Form will also contain Employee's Basic information.

At this stage you can see Five tabs "Basic Information , Self Appraisal , Reporting , Reviewing and Tracking.

Reportee's APAR -

Form Name: For Scientist Status: Reporting 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 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: Issued By: Satish Issued On: 2020-03-05 ACR Dossier Number:

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: 6600 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:

You can check the answers given by Ratee Officer in Self Appraisal tab.

Reportee's APAR -

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

Basic Information Self Appraisal Reporting Reviewing Tracking

Click on Self -Appraisal tab


Self Appraisal

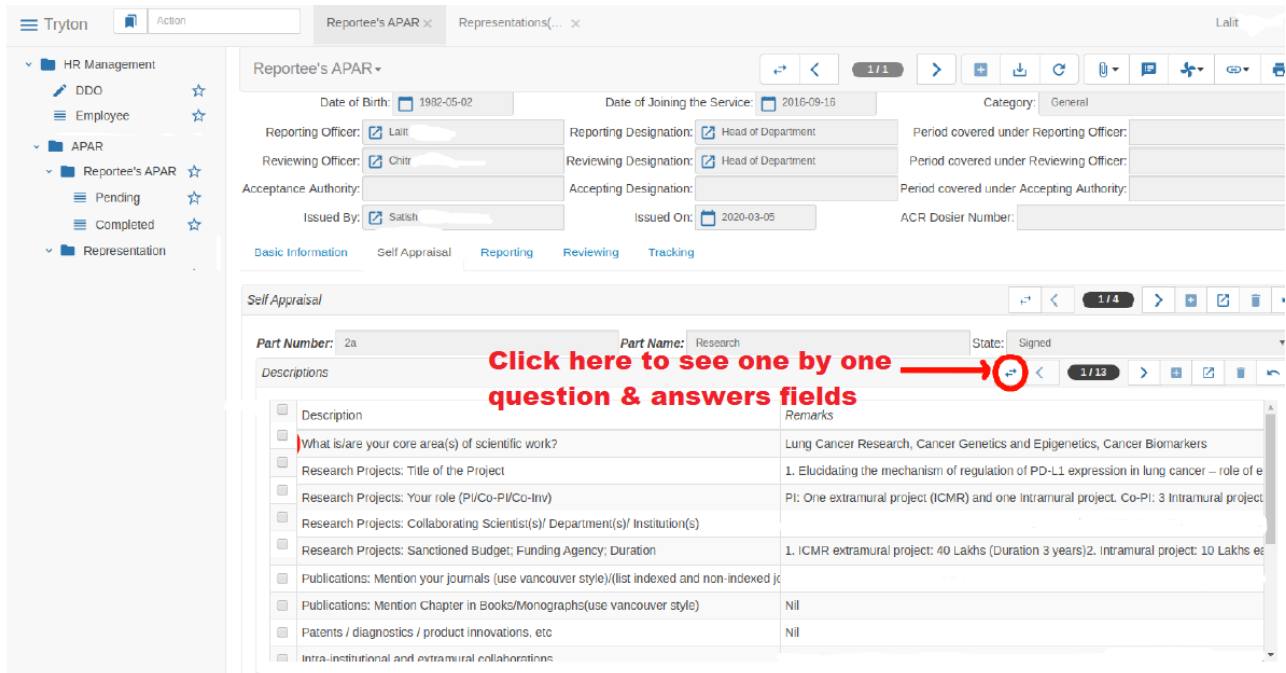
Part Number: 2a Part Name: Research State: Signed

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 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)	
<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	

Reporting officer can see the Self-Appraisal form of ratee officer

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



**Reportee's APAR**

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:

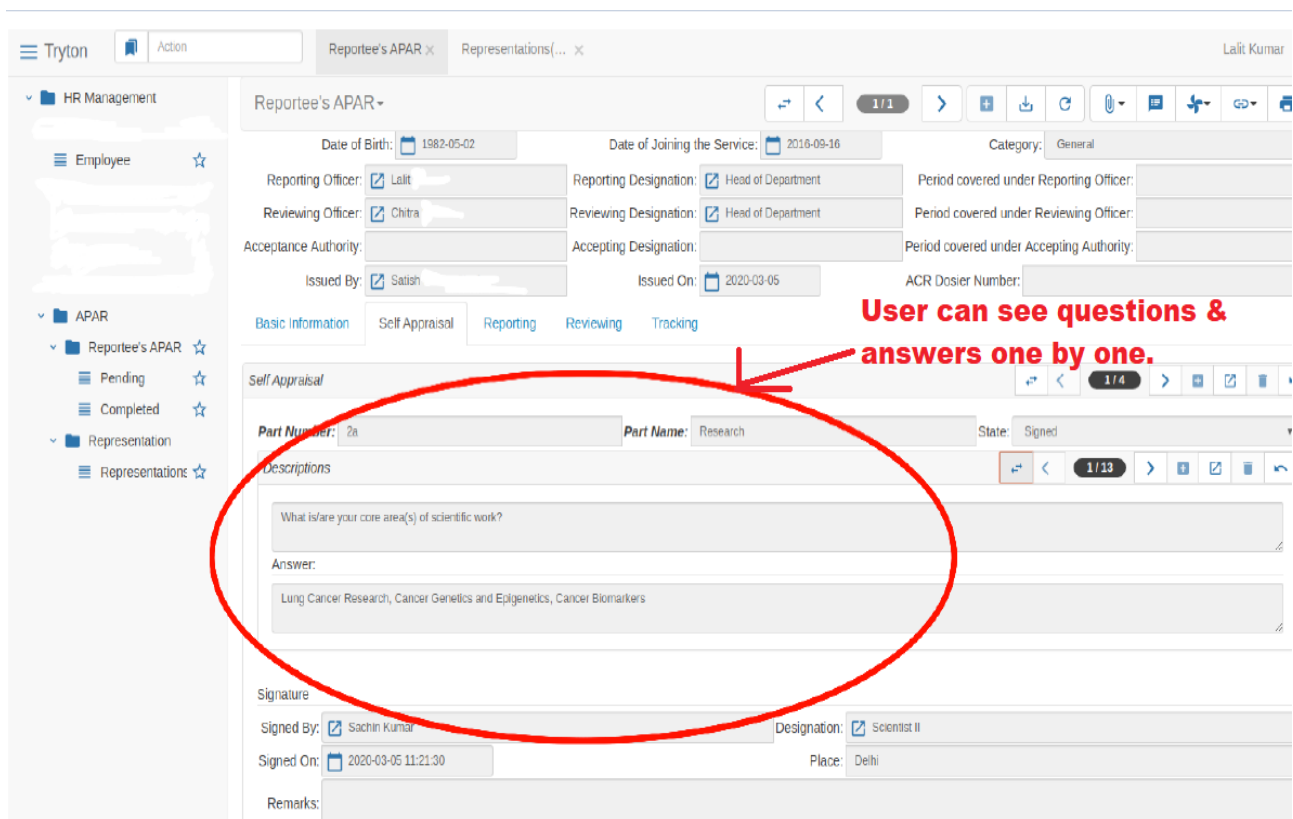
**Self Appraisal**

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

**Click here to see one by one question & answers fields**

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

Following page will be displayed. Each QuestionS & Answers will be displayed one by one.



**Reportee's APAR**

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:

**Self Appraisal**

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

**User can see questions & answers one by one.**

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

Answer:


Lung Cancer Research, Cancer Genetics and Epigenetics, Cancer Biomarkers

Signature

Signed By: Sachin Kumar Designation: Scientist II

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

Remarks:

Press  button again to go back to previous view.

Now Press **Reporting** Tab. Following Page will be displayed

Employee Forms -

ACR Dossier Number: Rectify Information

Basic Information Self Appraisal **Reporting** Reviewing Tracking

Appraisal

Part Number: 3 and 4 Part Name: Appraisal(To be filled by Reporting Officer) Status: Unsigned

Descriptions

Description	Remarks
<input checked="" type="checkbox"/> Relations with the public (wherever applicable)(Please comment on the officer's accessibility to the public and responsiveness to their needs)	
<input type="checkbox"/> Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities to the officer)	
<input type="checkbox"/> State of Health	
<input type="checkbox"/> Integrity (Please comment on the integrity of the officer)	
<input type="checkbox"/> Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections	
<input type="checkbox"/> Does the Reporting Officer agree with the statement made in part -2? If not, the extent	

Reporting Section

Section Number	Name	Weightage	Average Score Reporting
<input checked="" type="checkbox"/> 3.1	Assessment of work output	40	0
<input type="checkbox"/> 3.2	Assessment of Personal Attributes	30	0
<input type="checkbox"/> 3.3	Assessment of functional Competency	30	0

Overall Grade - Reporting: 0

Signature

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

There could be more than one **discriptions, part or sections** of any Reporting part. The parts will be mentioned by using numberings as shown below. Each **remarks(Answers) field of discriptions(questions) & part needed to be filled.**

ACR Dossier Number: Rectify Information

Basic Information Self Appraisal **Reporting** Reviewing Tracking

Appraisal

Part Number: 3 and 4 Part Name: Appraisal(To be filled by Reporting Officer)




Descriptions

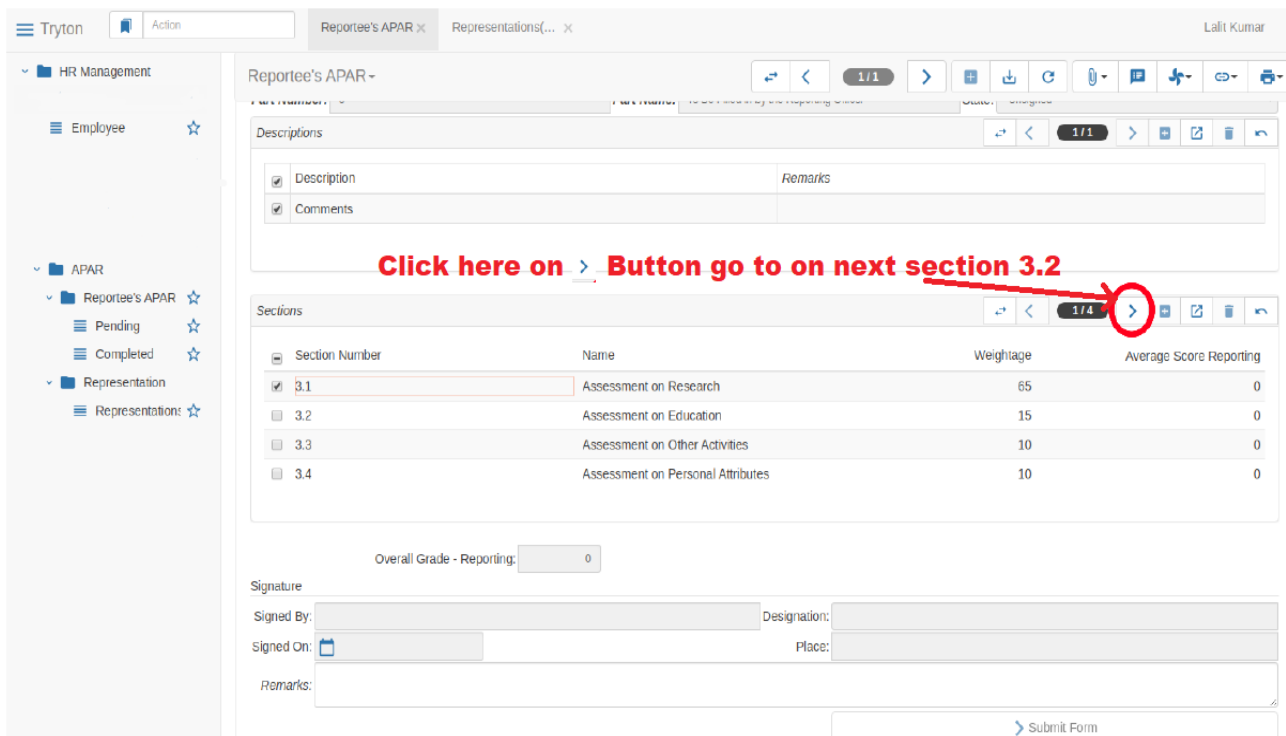
Description	Remarks
<input checked="" type="checkbox"/> Relations with the public (wherever applicable)(Please comment on the officer's accessibility to the public and responsiveness to their needs)	
<input type="checkbox"/> Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities to the officer)	
<input type="checkbox"/> State of Health	
<input type="checkbox"/> Integrity (Please comment on the integrity of the officer)	
<input type="checkbox"/> Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections	
<input type="checkbox"/> Does the Reporting Officer agree with the statement made in part -2? If not, the extent	

Reporting Section

Section Number	Name	Weightage	Average Score Reporting
<input checked="" type="checkbox"/> 3.1	Assessment of work output	40	0
<input type="checkbox"/> 3.2	Assessment of Personal Attributes	30	0
<input type="checkbox"/> 3.3	Assessment of functional Competency	30	0

Overall Grade - Reporting: 0

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 Reportee's APAR x Representations(...) x Lalit Kumar

HR Management

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

Reportee's APAR

1/1

Descriptions

1/1

Click here on > Button go to on next section 3.2

Sections

1/4

Section Number	Name	Weightage	Average Score Reporting
<input checked="" type="checkbox"/> 3.1	Assessment on Research	65	0
<input type="checkbox"/> 3.2	Assessment on Education	15	0
<input type="checkbox"/> 3.3	Assessment on Other Activities	10	0
<input type="checkbox"/> 3.4	Assessment on Personal Attributes	10	0

Overall Grade - Reporting: 0

Signature

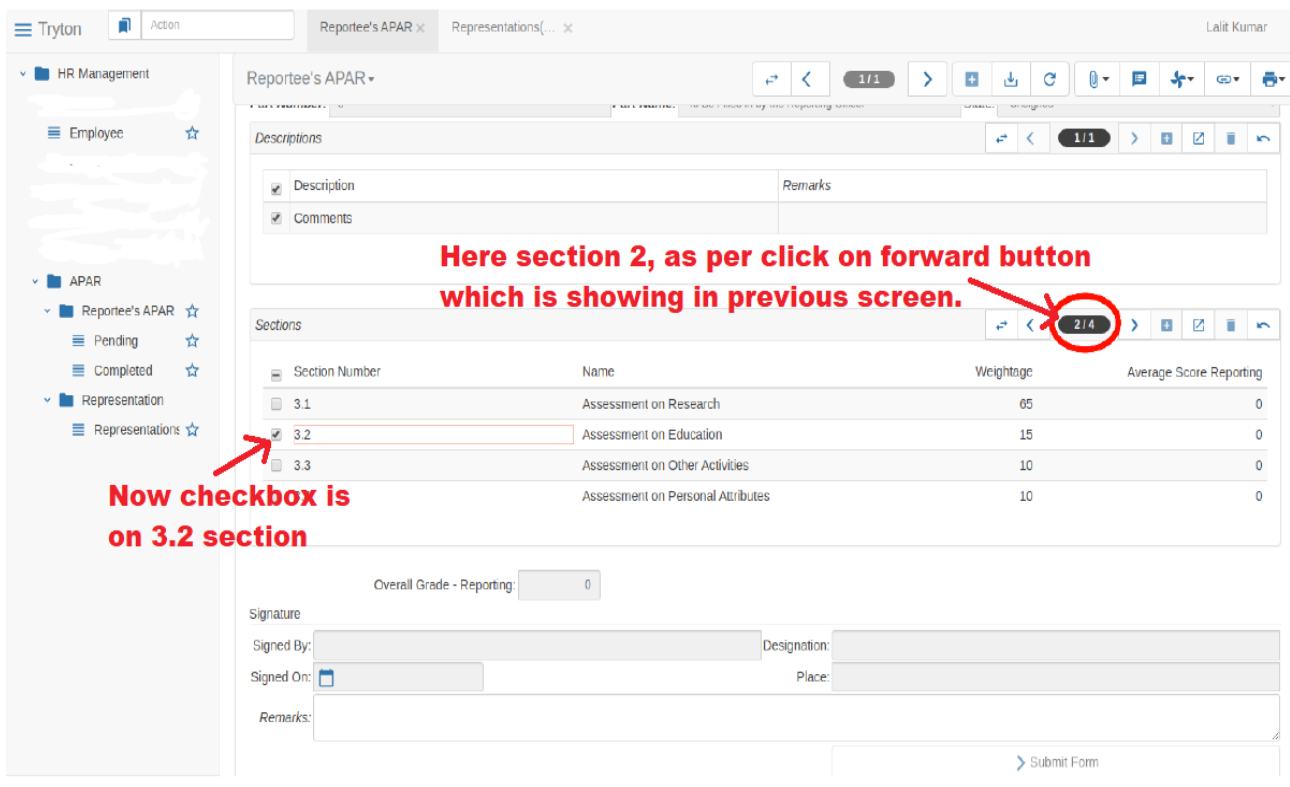
Signed By: Designation:

Signed On: Place:

Remarks:

Submit Form

Following page will be displayed. You can see , now number in counting is changed.



Tryton Action Reportee's APAR x Representations(...) x Lalit Kumar

HR Management

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

Reportee's APAR

1/1

Descriptions

1/1

Here section 2, as per click on forward button which is showing in previous screen.

Sections

2/4

Section Number	Name	Weightage	Average Score Reporting
<input type="checkbox"/> 3.1	Assessment on Research	65	0
<input checked="" type="checkbox"/> 3.2	Assessment on Education	15	0
<input type="checkbox"/> 3.3	Assessment on Other Activities	10	0
<input type="checkbox"/> 3.4	Assessment on Personal Attributes	10	0

Overall Grade - Reporting: 0

Signature

Signed By: Designation:

Signed On: Place:

Remarks:

Submit Form

Now checkbox is on 3.2 section

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

**Filling Section part :-** Now come to **Sections** Part. For filling this part you have to fill “**Average Score Reporting**” first .

Average score reporting is to filled according to **Weightage** or in simple words you have to give score out of the score mentioned in **Weightage** column

Now to give score double click the “**0**” Average Score Reporting column

Section Number	Name	Weightage	Average Score Reporting
3.1	Assessment on Research	65	0
3.2	Assessment on Education	15	0
3.3	Assessment on Other Activities	10	0
3.4	Assessment on Personal Attributes	10	0

Following Page will be displayed

You have to fill Score in **Grade by reporting Authority** in section 3.1 Or you can just use up down arrows on side of field for giving score. User have to give **grade** between **1 to 10**. **Average Score** will be calculated automaically after fill all scoring fields which is given in below . Now **press OK Button**.

Description	Grades by Reporting Authority
<input checked="" type="checkbox"/> Quality of work	
<input type="checkbox"/> Level of professional skill	
<input type="checkbox"/> Trust worthiness in handling secret and top secret matters and papers	
<input type="checkbox"/> Maintenance of engagement diary and timely submission of necessary papers for meeting, interviews, etc.	

Similarly, User has to fill another **section (3.2)**, Just double Click on **Section 3.2**.

Tryton

Reportee's APAR

Reportee's APAR

Representations

Lalit Kumar

HR Management

Employee

APAR

Reportee's APAR

Pending

Completed

Representation

Representations

Reportee's APAR

Descriptions

Description

Comments

Remarks

Sections

Section Number	Name	Weightage	Average Score Reporting
3.1	Assessment on Research	65	0
3.2	Assessment on Education	15	0
3.3	Assessment on Other Activities	10	0
	Assessment on Personal Attributes	10	0

Overall Grade - Reporting: 0

Signature

Signed By:

Designation:

Signed On:

Place:

Remarks:

Submit Form

After double Click on **Section 3.2**, Following Page will be displayed.

You have to fill Score in **Grade by reporting Authority** in **section 3.2** Or you can just use up down arrows on side of field for giving score. User have to give **grade** between **1 to 10**. **Average Score** will be calculated automatically after fill all scoring fields which is given in below . Now press **OK Button**.

Reporting Section

Name: Assessment of Personal Attributes

Section Number: 3.2

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.


Descriptions

Description	Grades by Reporting Authority
<input type="checkbox"/> Description	
<input checked="" type="checkbox"/> Attitude to work	
<input type="checkbox"/> Intelligence, keenness	
<input type="checkbox"/> Maintenance of discipline	
<input type="checkbox"/> Sense of responsibility	
<input type="checkbox"/> Communication skills	
<input type="checkbox"/> Ability to work in team	
<input type="checkbox"/> Ability to meet deadline	
<input type="checkbox"/> Regularity and Punctuality in attendance	

Average Score Reporting: 0

Weightage: 40

Cancel OK

Press  again to go back to previous view.

After you are done with filling **Sections** part you can see an **Over All Grade** here.

Basic Information   Self Appraisal   Reporting   **Reviewing**   Tracking

Appraisal

Part Number: 3   Part Name: Assessment by the Reporting Officer   Status: Signed

Descriptions

Description	Remarks
<input type="checkbox"/>	

Average score of 3.1 & 3.2 sections will be shown here

Reporting Section


Section Number	Name	Weightage	Average Score Reporting
<input checked="" type="checkbox"/> 3.1	Assessment of Personal Attributes	60	7.063
<input type="checkbox"/> 3.2	Assessment of Functional Competency	40	7.083


Overall Grade - Reporting: 7.071

Signature

Remarks:

Signed By:   Designation:   Signed On:   Place:



Now press Save  button. A pop up “Record Saved” will be shown.

Tryton   Action

Record saved.

After given Grade, Click on save (↓) Icon

Reportee's APAR

Employee Code: 73800   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:

Basic Information   Self Appraisal   Reporting   **Reviewing**   Tracking

Appraisal

Part Number: 3   Part Name: To Be Filled in by the Reporting Officer   State: Unsigned

Descriptions

Description	Remarks
<input checked="" type="checkbox"/> Description	
<input checked="" type="checkbox"/> Comments	good

Sections

Section Number	Name	Weightage	Average Score Reporting
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## Chapter 4 (How to Submit Reportee's APAR)

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

Appraisal

Part Number: 3 and 4 Part Name: Appraisal(To be filled by Reporting Officer) Status: Unsigned

Descriptions

Description	Remarks
<input checked="" type="checkbox"/> Do you agree with the observation of the Reporting Officer?	Yes
<input type="checkbox"/> Do you agree with the Reporting Officer's overall assessment of the Scientist?	Yes
<input type="checkbox"/> Assessment of Integrity.	Very Good
<input type="checkbox"/> General remarks by the reviewing officer.	Very Good
<input type="checkbox"/> Has the scientist been informed of any makings below 'normal' with which you agree? If he/she has not been, please state why?	N/A

Reporting Section

Section Number	Name	Weightage	Average Score Reporting
<input checked="" type="checkbox"/> 3.1	Assessment of Personal Attributes	60	7.063
<input type="checkbox"/> 3.2	Assessment of Functional Competency	40	7.083

Overall Grade - Reporting: 7.06

Signature

Remarks:

☒ Submit Form

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

AIIMS, New Delhi

Record saved

My APAR -

Reviewing Officer: Saitish

Acceptance Authority:

Basic Information Self Appraisal Tracking

Self Appraisal

Part Number: 2 Part Name: Self Appraisal(To be filled by the Ratee Officer) State: Unsigned

Questions

Description	Answer
<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: Designation:

Signed On: Place:

Remarks:

☒ Submit Form



After entered **OTP** successfully and click on **OK Button** “State” will change to “**Signed**”  
**Your form is succesfully submmited now.**

Reportee's APAR x Lalit

Reportee's APAR ▾ 1/1

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 Issued On: 2020-03-05 ACR Dossier Number:

Basic Information Self Appraisal Reporting Reviewing Tracking

Appraisal

Part Number: 3 Part Name: To Be Filled in by the Reporting Officer State: Signed



Descriptions 1/1

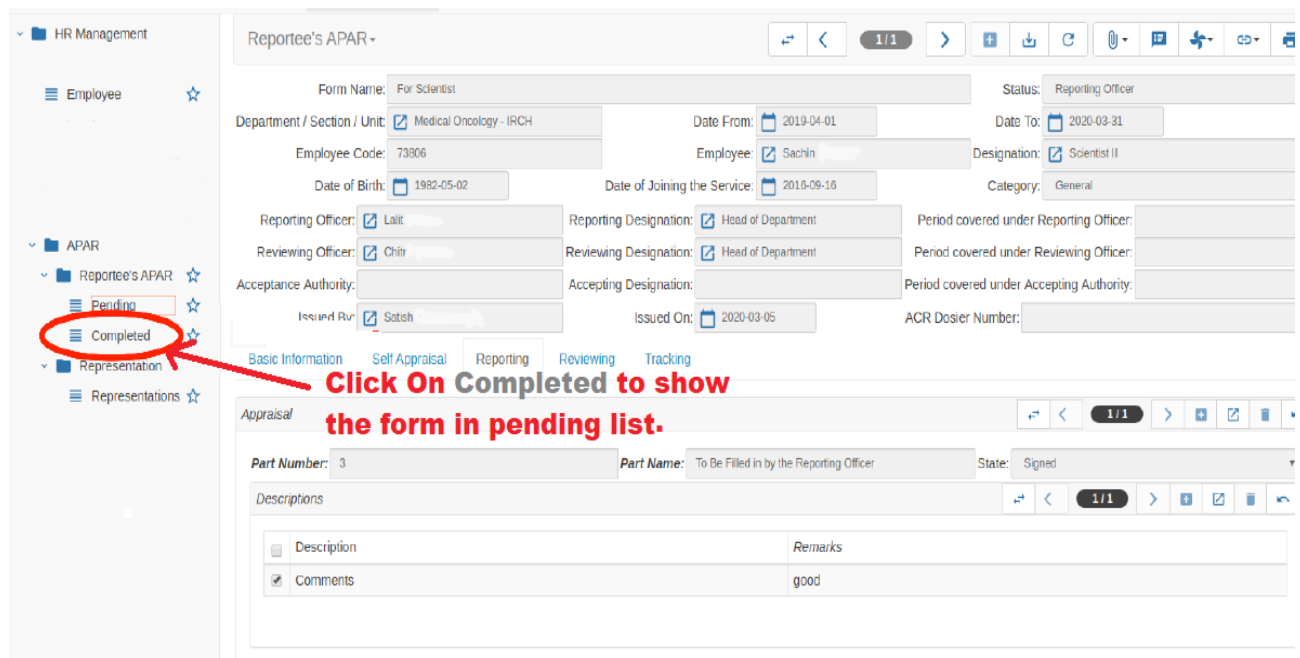
Description	Remarks
Comments	good

Sections 1/4

\*\*\* 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 Submmited\*\*\*

## Chapter 5 (How to Check Status of Reportee's APAR)

Press  **Reportee's Apar** and then press  **Completed** tab.



**Reportee's APAR -**

Form Name: For Scientist Status: Reporting 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 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: Issued By: Satish Issued On: 2020-03-05 ACR Dossier Number:

Basic Information Self Appraisal Reporting Reviewing Tracking

**Click On Completed to show the form in pending list.**

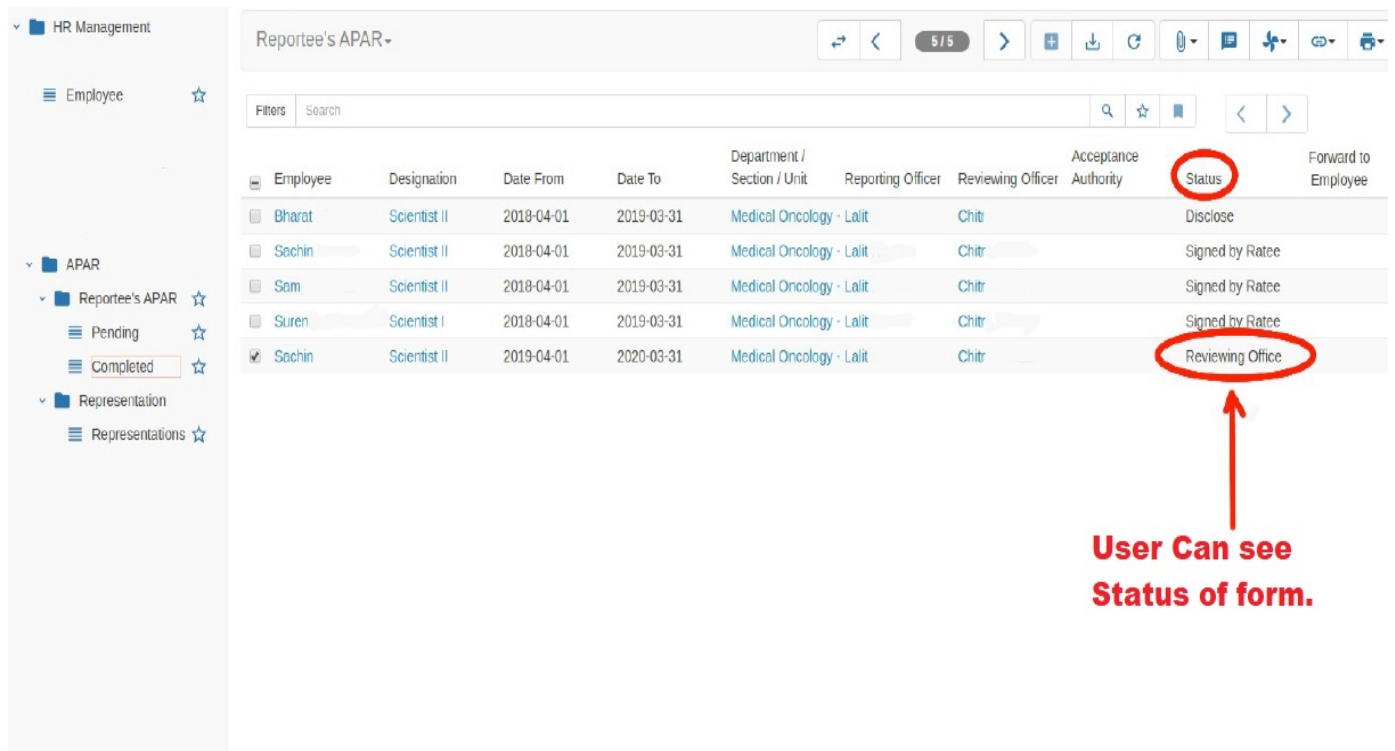
**Appraisal**

Part Number: 3 Part Name: To Be Filled in by the Reporting Officer State: Signed

Descriptions

Description	Remarks
Comments	good

Folowing page will be displayed. You can check status of Reportee's APAR under the **Status** coloumn.




**Reportee's APAR -**

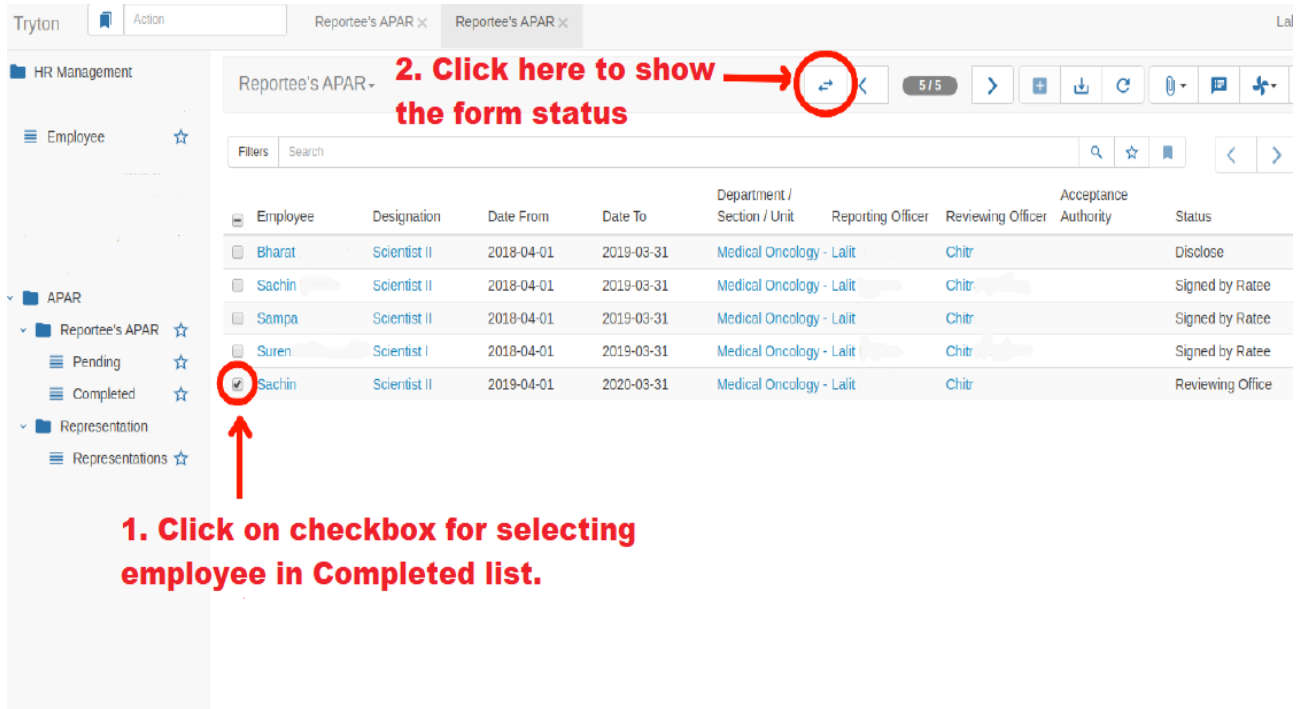
Filters Search

Employee	Designation	Date From	Date To	Department / Section / Unit	Reporting Officer	Reviewing Officer	Acceptance Authority	Status	Forward to Employee
Bharat	Scientist II	2018-04-01	2019-03-31	Medical Oncology - Lalit	Chitr			Disclose	
Sachin	Scientist II	2018-04-01	2019-03-31	Medical Oncology - Lalit	Chitr			Signed by Ratee	
Sam	Scientist II	2018-04-01	2019-03-31	Medical Oncology - Lalit	Chitr			Signed by Ratee	
Suren	Scientist I	2018-04-01	2019-03-31	Medical Oncology - Lalit	Chitr			Signed by Ratee	
Sachin	Scientist II	2019-04-01	2020-03-31	Medical Oncology - Lalit	Chitr			Reviewing Office	

**User Can see Status of form.**

You can also check the status in Elaborated view.

For this First mark the employee by checking it then press  button.



Tryton

Reportee's APAR × Reportee's APAR ×

HR Management

Employee

APAR


Reportee's APAR

Pending

Completed

Representation

Representations

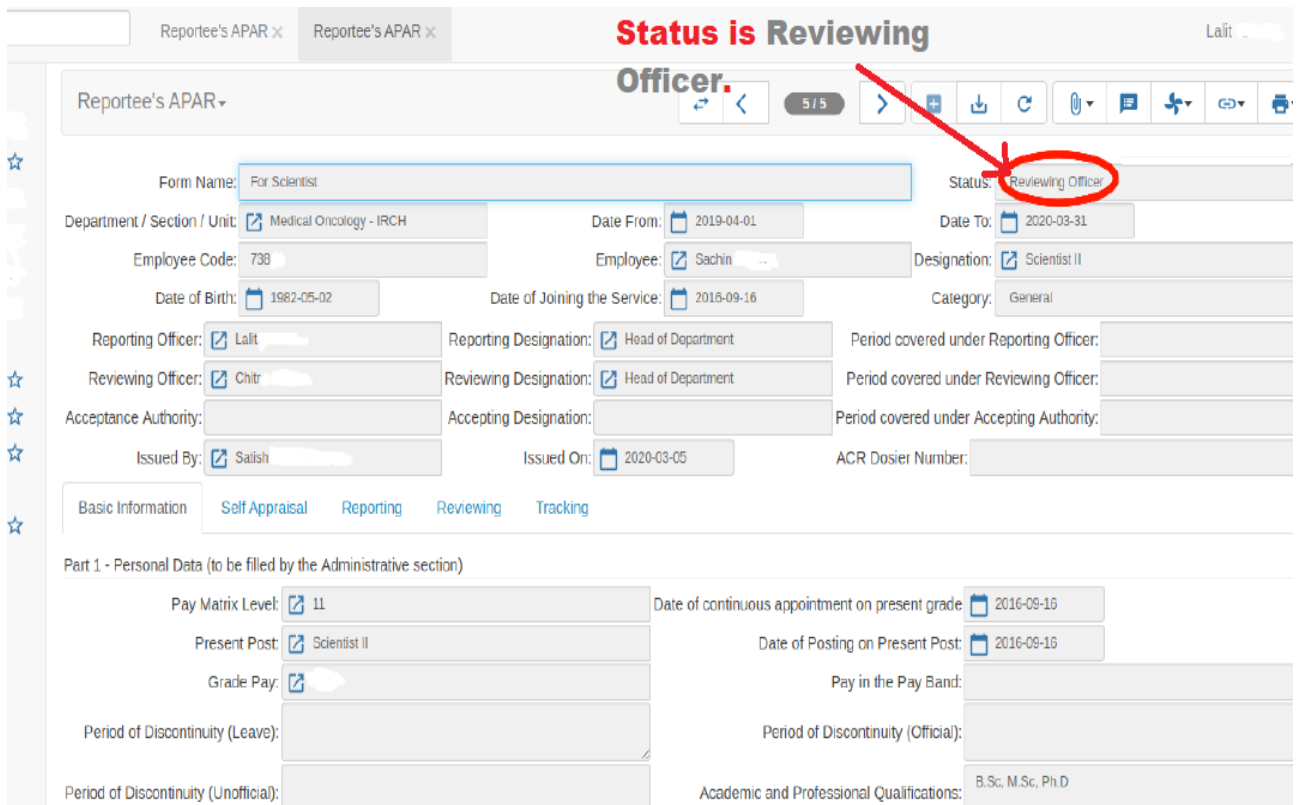
Reportee's APAR - 2. Click here to show the form status 

Filters Search

Employee	Designation	Date From	Date To	Department / Section / Unit	Reporting Officer	Reviewing Officer	Acceptance Authority	Status
Bharat	Scientist II	2018-04-01	2019-03-31	Medical Oncology - Lalit		Chitr		Disclose
Sachin	Scientist II	2018-04-01	2019-03-31	Medical Oncology - Lalit		Chitr		Signed by Ratee
Sampa	Scientist II	2018-04-01	2019-03-31	Medical Oncology - Lalit		Chitr		Signed by Ratee
Suren	Scientist I	2018-04-01	2019-03-31	Medical Oncology - Lalit		Chitr		Signed by Ratee
<input checked="" type="checkbox"/> Sachin	Scientist II	2019-04-01	2020-03-31	Medical Oncology - Lalit		Chitr		Reviewing Office


1. Click on checkbox for selecting employee in Completed list.

You can see **Reportee's APAR** status here.



Reportee's APAR × Reportee's APAR ×

Status is Reviewing Officer.

Reportee's APAR -  5 / 5

Form Name: For Scientist

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: 2018-09-16

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: Salish

Issued On: 2020-03-05

ACR Dossier Number:

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

Press  again to go back to previous view

## Chapter 6 (How to track Reportee's APAR)

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

HR Management

Employee

APAR

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

Reportee's 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: Chit

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:

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:

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.

Action

Reportee's APAR x Reportee's APAR x

Lalit

Reportee's 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: Chit

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:

Basic Information Self Appraisal Reporting Reviewing **Tracking**


Signatures

1/3

<input type="checkbox"/> Signed by Employee	Designation	Place	Signed On
<input checked="" type="checkbox"/> Satish	Administrative Officer	Delhi	2020-03-05
<input type="checkbox"/> Sachin	Scientist II	Delhi	2020-03-05
<input type="checkbox"/> Lalit	Head of Department	Delhi	2020-03-06

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. Now your record is **saved**

My APAR    Record saved.    **Click on button for saving records**    Sachin

My APAR    2 / 2    

Self Appraisal    1 / 4


Part Number: 2a    Part Name: Research    State: 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 separa	
<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 CCNN 2018 - 9th Annual Conference of Indian Society for S

Signature

Signed By:    Designation:   

Signed On:     Place:   

Remarks:

## Chapter 4 (How to submit APAR)

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

Click on submit button

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 .

Click on OK Button for getting an OTO

After entered **OTP** successfully and click on **OK Button** “State” will change to “**Signed**”

The screenshot displays the Tryton HR Management interface. On the left, a sidebar shows the navigation menu with 'HR Management' expanded, containing 'Employee' and 'APAR'. The 'APAR' section is further expanded, showing 'My APAR', 'APAR (Archived)', 'Representation', and 'Employee Forms'. The main content area is titled 'My APAR -' and has tabs for 'Basic Information', 'Self Appraisal', and 'Tracking'. The 'Self Appraisal' tab is active. A red text overlay 'Form Submitted & status - Signed' with an arrow points to the 'State' dropdown menu, which is set to 'Signed'. Below this, the 'Part Number' is '2a' and the 'Part Name' is 'Research'. The 'Descriptions' section contains a table with two columns: 'Description' and 'Remarks'. The table lists various research and publication details. At the bottom, the 'Signature' section shows 'Signed By: Sachin', 'Designation: Scientist II', 'Signed On: 2020-03-05 11:21:30', and 'Place: Delhi'. A 'Remarks' field is also present at the bottom.

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 ex
<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	

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.

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 a red circle and arrow point to it with the text 'Click here for tracking of form'. The form displays various details including Form Name, Department, Employee Code, Date of Birth, Date of Joining, Reporting Officer, Reviewing Officer, and Acceptance Authority. Below the form, there is a section for 'Part 1 - Personal Data' which includes fields for Pay Matrix Level, Present Post, Grade Pay, Date of continuous appointment, Date of Posting, and Period of Discontinuity.

Now user can see tracking record of his/her form Whose generated form , **fill self-Appraisal** form, Grading the form by reporting officer and reviewing the form by reviewing officer

The screenshot shows the 'My APAR' form in the AIIMS system, with the 'Tracking' tab selected. A red arrow points to the 'Form status - generated by' text, and another red arrow points to the 'Form filled By ratee officer' text. The form displays various details including Form Name, Department, Employee Code, Date of Birth, Date of Joining, Reporting Officer, Reviewing Officer, and Acceptance Authority. Below the form, there is a section for 'Part 1 - Personal Data' which includes fields for Pay Matrix Level, Present Post, Grade Pay, Date of continuous appointment, Date of Posting, and Period of Discontinuity. At the bottom, there is a 'Signatures' section with a table showing the status of the form.

Signed By	Designation	Place	Signed On
Pallav Kumar	Administrative Officer	Delhi	2019-04-23
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 titled 'My APAR' and shows various fields for personal and professional information. The 'Basic Information' tab is highlighted with a red circle and a red arrow pointing to it. Below the form, a red arrow points to the 'Sign and Submit' button.

**User has to click on basic information**

**Now Click on Sign & Submit Button**

**Sign and Submit**

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

After you are done with checking all info, Go to **Basic Information** tab and press **Sign and Submit**

Tryton

My APAR

Form Name: For Scientist

Department / Section / Unit: Medical Oncology - IRCH

Employee Code: 738

Date of Birth: 1982-05-02

Reporting Officer: Lalit

Reviewing Officer: Chitra

Acceptance Authority: Satish

Date From: 2019-04-01

Employee: Sachin

Date of Joining the Service: 2016-09-16

Reporting Designation: Head of Department

Reviewing Designation: Head of Department

Accepting Designation: Head of Department

Status: Disclose

Date To: 2020-03-31

Designation: Scientist II

Category: General

Period covered under Reporting Officer:

Period covered under Reviewing Officer:

Period covered under Accepting Authority:

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

Present Post: Scientist II

Grade Pay: 11

Period of Discontinuity (Leave):

Period of Discontinuity (Unofficial):

Training and Courses Undertaken:

Date of continuous appointment on present grade: 2016-09-16

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

Pay in the Pay Band:

Period of Discontinuity (Official):

Academic and Professional Qualifications: B.Sc, M.Sc, Ph.D

Membership of Professional Bodies:

Sign and Submit

Raise Representation

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

Tryton

My APAR

Form Name: For Scientist

Department / Section / Unit: Medical Oncology - IRCH

Employee Code: 73806

Date of Birth: 1982-05-02

Reporting Officer: Lalit

Reviewing Officer: Chitra

Acceptance Authority: Satish Kumar Singh

Date From: 2019-04-01

Employee: Sachin

Date of Joining the Service: 2016-09-16

Reporting Designation: Head of Department

Reviewing Designation: Head of Department

Accepting Designation: Head of Department

Status: Disclose

Date To: 2020-03-31

Designation: Scientist II

Category: General

Period covered under Reporting Officer:

Period covered under Reviewing Officer:

Period covered under Accepting Authority:

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

Present Post: Scientist II

Grade Pay: 11

Period of Discontinuity (Leave):

Period of Discontinuity (Unofficial):

Training and Courses Undertaken:

Date of continuous appointment on present grade: 2016-09-16

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

Pay in the Pay Band:

Period of Discontinuity (Official):

Academic and Professional Qualifications: B.Sc, M.Sc, Ph.D

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

Click on OK Button

This status will be shown after this. **You are now done with APAR process**

**User Can see status of form after click on Sign & Submit Button**

The screenshot displays the 'My APAR' form in the Tryton HR Management system. The form is titled 'My APAR' and shows the status as 'Signed by Ratee Officer'. The form is divided into several sections: Basic Information, Self Appraisal, Reporting, Reviewing, and Tracking. The 'Basic Information' section includes fields for Form Name, Department / Section / Unit, Employee Code, Date of Birth, Date of Joining the Service, Category, Reporting Officer, Reporting Designation, Period covered under Reporting Officer, Reviewing Officer, Reviewing Designation, Period covered under Reviewing Officer, Acceptance Authority, Accepting Designation, Period covered under Accepting Authority, Issued By, Issued On, ACR Dossier Number, and Update. The 'Self Appraisal' section includes fields for Pay Matrix Level, Present Post, Grade Pay, Period of Discontinuity (Leave), Period of Discontinuity (Unofficial), Training and Courses Undertaken, Date of continuous appointment on present grade, Date of Posting on Present Post, Pay in the Pay Band, Period of Discontinuity (Official), Academic and Professional Qualifications, and Membership of Professional Bodies. The 'Reporting' section includes a 'Raise Representation' field. The 'Reviewing' section includes a 'Grade' field. The 'Tracking' section includes a 'Grades' field.

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: 736  
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  
Present Post: Scientist II  
Grade Pay:  
Period of Discontinuity (Leave):  
Period of Discontinuity (Unofficial):  
Training and Courses Undertaken:  
Date of continuous appointment on present grade: 2016-09-16  
Date of Posting on Present Post: 2016-09-16  
Pay in the Pay Band:  
Period of Discontinuity (Official):  
Academic and Professional Qualifications: B.Sc, M.Sc, Ph.D  
Membership of Professional Bodies:  
Raise Representation  
Grade: 0  
Grades: 0 - Unsatisfactory

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

Click on Press  Icon for printing **APAR form** of **Ratee Officer**

Tryton Action My APAR x Sachin

Click on Print Icon for print APAR Form

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: 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

Reviewing Officer: Suresh Reviewing Designation: Scientist I

Acceptance Authority: Accepting Designation:

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

Period covered under Reporting Officer:

Period covered under Reviewing Officer:

Period covered under Accepting Authority:

Basic Information Self Appraisal Tracking

Part I - 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: 6600 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:

Now press **APAR** Button

Tryton Action My APAR x SACHIN CHOPRA

My APAR -

Form Name: For System Analyst Sr. Programmer/ Programmer Cadre Status: Reviewing Officer

Department / Section / Unit: Computer Facility Date From: 2019-04-01 Date To: 2020-03-31

Employee Code: Employee: SACHIN CHOPRA Designation: Programmer

Date of Birth: 1996-02-28 Date of Joining the Service: 2016-02-11 Category: General

Reporting Officer: Pratikhar Bansal Reporting Designation: Senior Programmer

Reviewing Officer: A.Sharifi Reviewing Designation: professor

Acceptance Authority: Accepting Designation:

Issued By: Satish Kumar Singh Issued On: 2020-02-29 ACR Dossier Number:

Period covered under Reporting Officer:

Period covered under Reviewing Officer:

Period covered under Accepting Authority:

Basic Information Self Appraisal Tracking

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

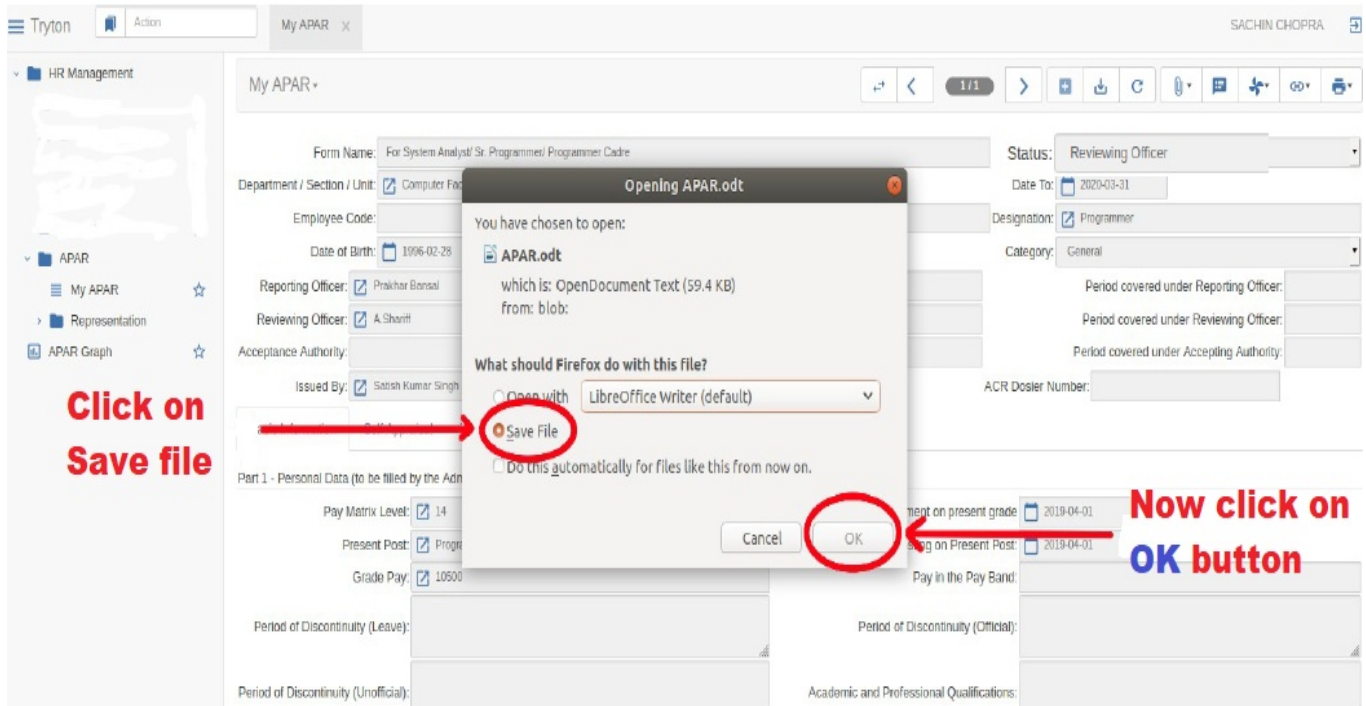
Pay Matrix Level: 14 Date of continuous appointment on present grade: 2019-04-01

Present Post: Programmer Date of Posting on Present Post: 2019-04-01

Grade Pay: 10500 Pay in the Pay Band:

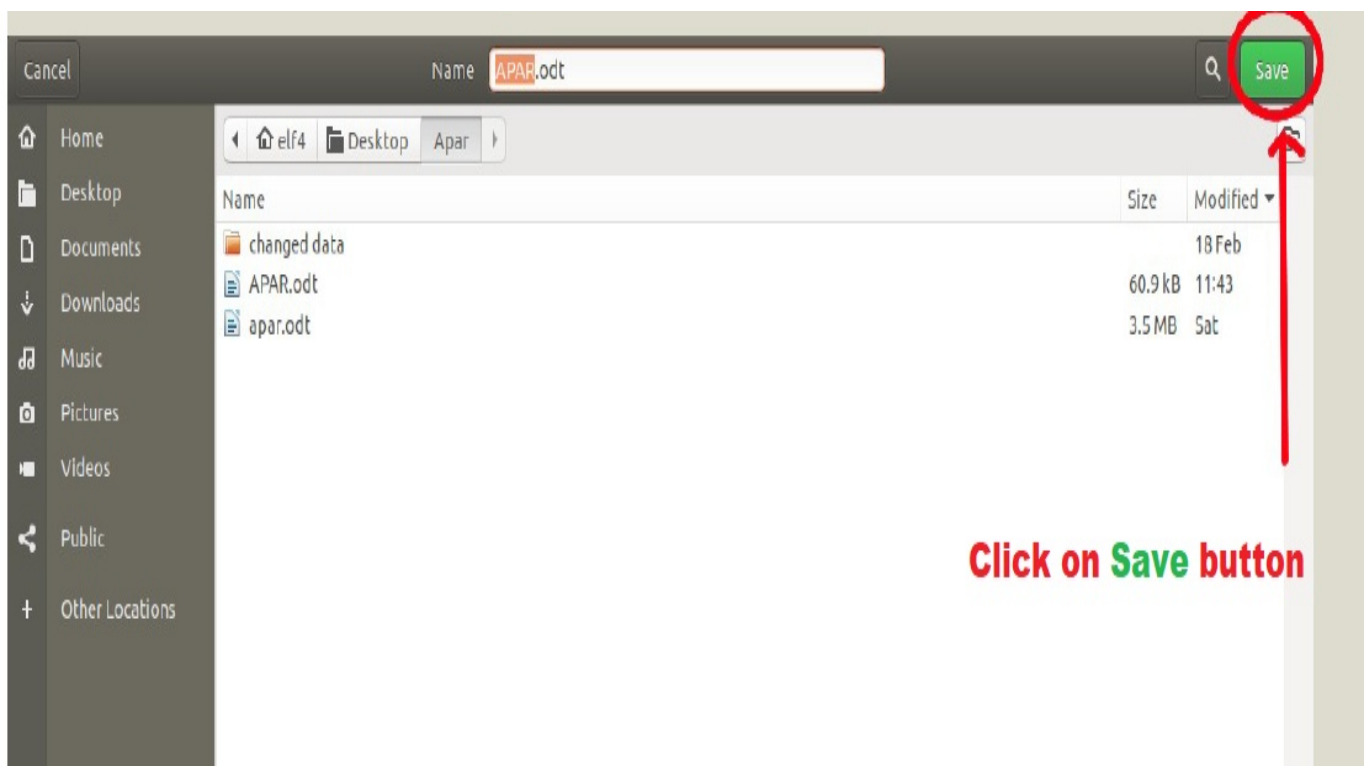
Now click on **APAR** for printing form

Following view will be displayed. First select option **Save File** and then press **ok**

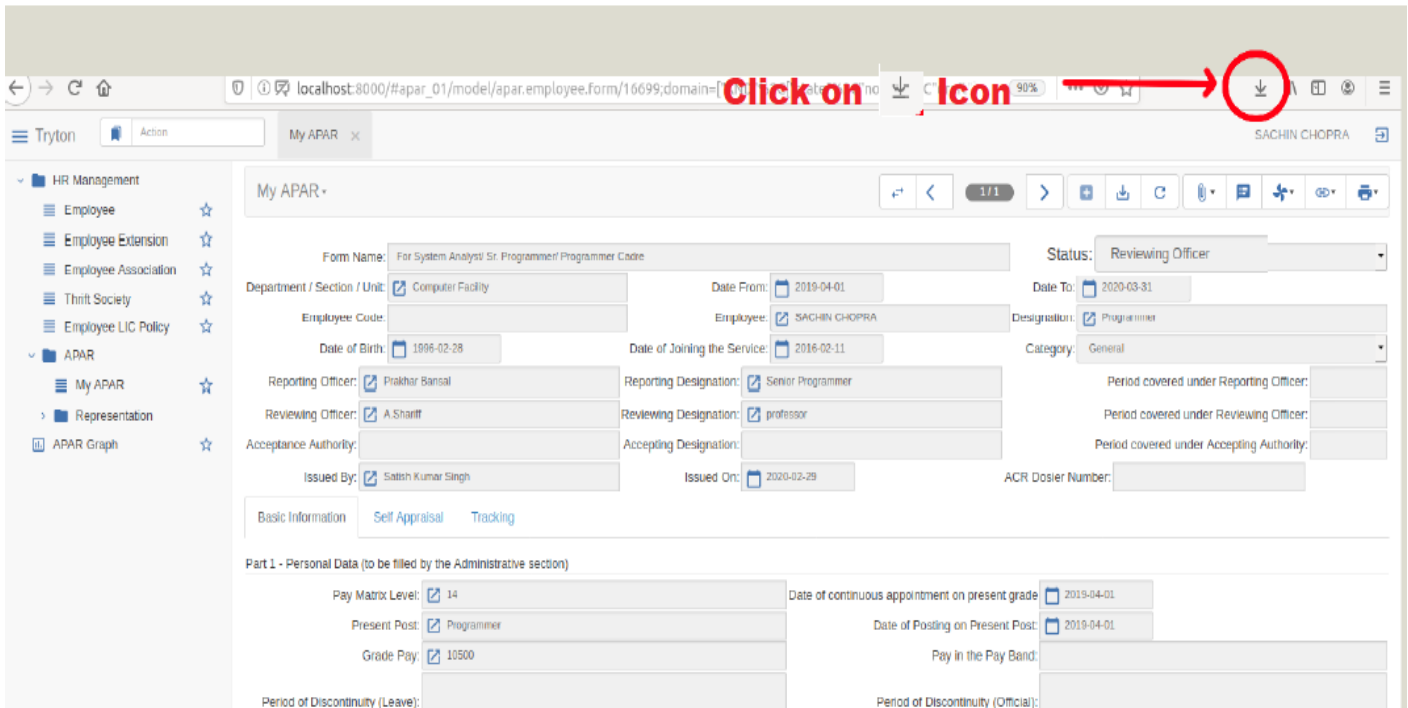


Following view will be displayed.

Select location in which you want to save your **APAR** (The location view will differ according to the operating system you use. For Ex Window, Linux etc). And then press **Save** Button. You can now directly go to your file and print it as per your Device print settings.

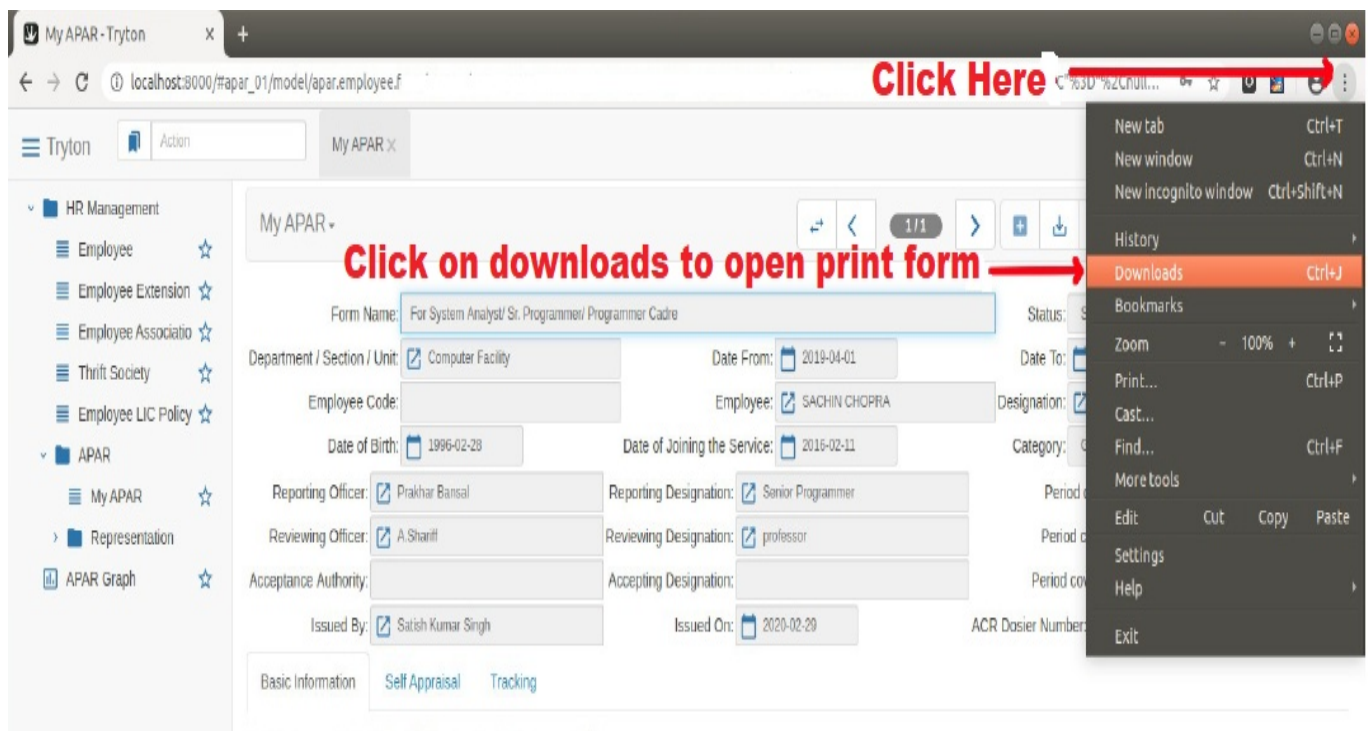


Addons.....- If you are using Mozilla Browser you can check your downloaded file here by pressing the button shown in image or you can go to **Downloads** or even directly go to file location and print it.



The screenshot shows the Mozilla Firefox browser interface. The address bar displays the URL: `localhost:8000/#apar_01/model/apar.employee.form/16699;domain=...`. A red circle highlights the download icon in the address bar, with a red arrow pointing to it and the text "Click on download Icon". The browser window shows the "My APAR" form in the Tryton application. The form contains various fields for employee information, including Form Name, Department, Date, Employee Code, Date of Birth, Date of Joining, Reporting Officer, Reviewing Officer, Acceptance Authority, Issued By, Issued On, and ACR Dossier Number. The form is titled "My APAR" and has a status of "Reviewing Officer". The form is divided into sections: "Basic Information", "Self Appraisal", and "Tracking". The "Basic Information" section includes fields for Pay Matrix Level, Present Post, Grade Pay, Date of continuous appointment on present grade, Date of Posting on Present Post, Pay in the Pay Band, and Period of Discontinuity (Leave).

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



The screenshot shows the Google Chrome browser interface. The address bar displays the URL: `localhost:8000/#apar_01/model/apar.employee.f`. A red arrow points to the "Downloads" option in the Chrome menu, with the text "Click Here" and "Click on downloads to open print form". The browser window shows the "My APAR" form in the Tryton application. The form contains various fields for employee information, including Form Name, Department, Date, Employee Code, Date of Birth, Date of Joining, Reporting Officer, Reviewing Officer, Acceptance Authority, Issued By, Issued On, and ACR Dossier Number. The form is titled "My APAR" and has a status of "Reviewing Officer". The form is divided into sections: "Basic Information", "Self Appraisal", and "Tracking". The "Basic Information" section includes fields for Pay Matrix Level, Present Post, Grade Pay, Date of continuous appointment on present grade, Date of Posting on Present Post, Pay in the Pay Band, and Period of Discontinuity (Leave).

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

.....End.....