



All India Institute of Medical Sciences New Delhi

User Manual

For

APAR on SAHAS

(For Employees)

For any queries or issues, please feel free to write us at -

sahas@aiims.edu

Revision History

| S. No. | Description | Date | By |
|--------|-------------|-------------------|----------------|
| 1. | First Draft | 10 December, 2024 | Sanyam Kaushik |

APAR User Manual For Employee

Chapter 1 - Login

Chapter 2 - How to fill Self Appraisal

Chapter 3 - How to Grade as Reporting Officer

Chapter 4 - How to Grade as Reviewing Officer

Chapter 5 - Disclose & Submit to ACR Cell

Chapter 1 :- Login

1. Login on <https://sahas.aiims.edu>
2. Enter valid Username and valid Password.
 - a. Username can be your Employee ID or PAN Card Number.
 - b. If you are using for the first time, Password is your PAN Number.
3. Enter Captcha
4. Then click on Sign In

Secure System

Our website is secure through advanced encryption and robust authentication, protecting your data and your trust..

Sign In

Please Select Organisation.

AIIMS, Delhi

Password Base OTP Base

Username / Email Id / Mobile No. / PAN No.

Enter Your User Name

Password

Enter Your Password

[Forgot Password?](#)

Enter Captcha Code

Sign In

5. Verify Home page

SAHAS **AIIMS** New Delhi All India Institute of Medical Sciences, Delhi

Welcome, Lalit Kumar

User Profile Alerts And Notifications

Dr. Lalit Kumar E2400221

Address: *****

| Date of Birth | Mobile No | Email ID | Gender | Marital Status | Job ID |
|---------------|-----------|-----------------|--------|----------------|--------|
| 06-May-1998 | ***** | *****@gmail.com | Male | Single | 08 |

Pending Tasks

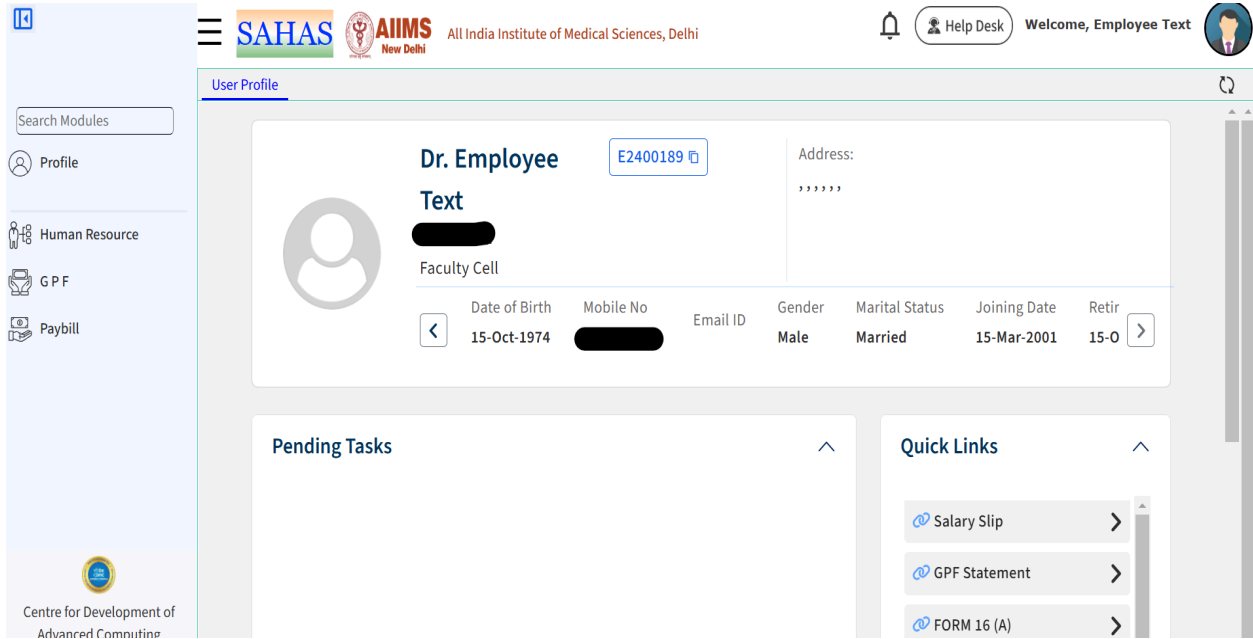
- Total 1 Records of **Personnel Details** are Pending for Validation.
- Total 1 Records of **Pay Details** are Pending for Validation.
- Total 8 Records of **Contact Details** are Pending for Validation.
- Total 27 Records of **Qualification Details** are Pending for Validation.

Quick Links

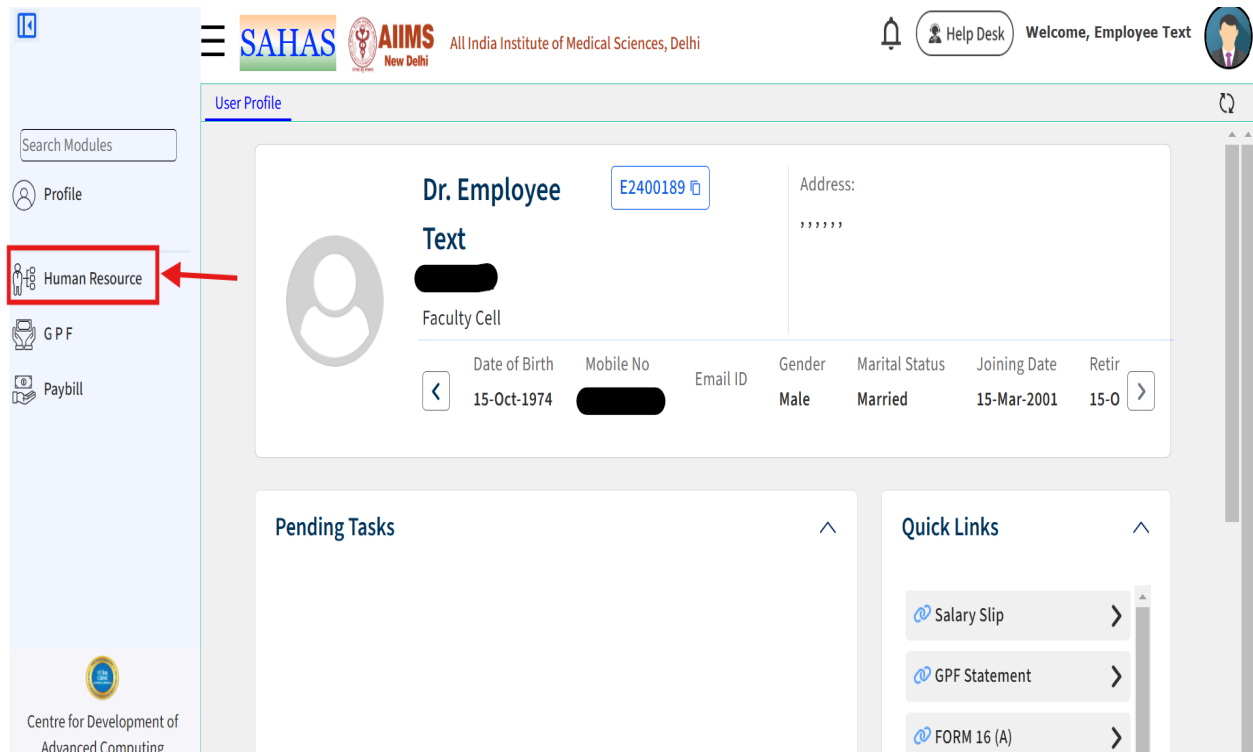
- Salary Slip
- GPF Statement
- FORM 16 (A)
- FORM 16 (B)

Chapter 2 :- How to fill Self Appraisal

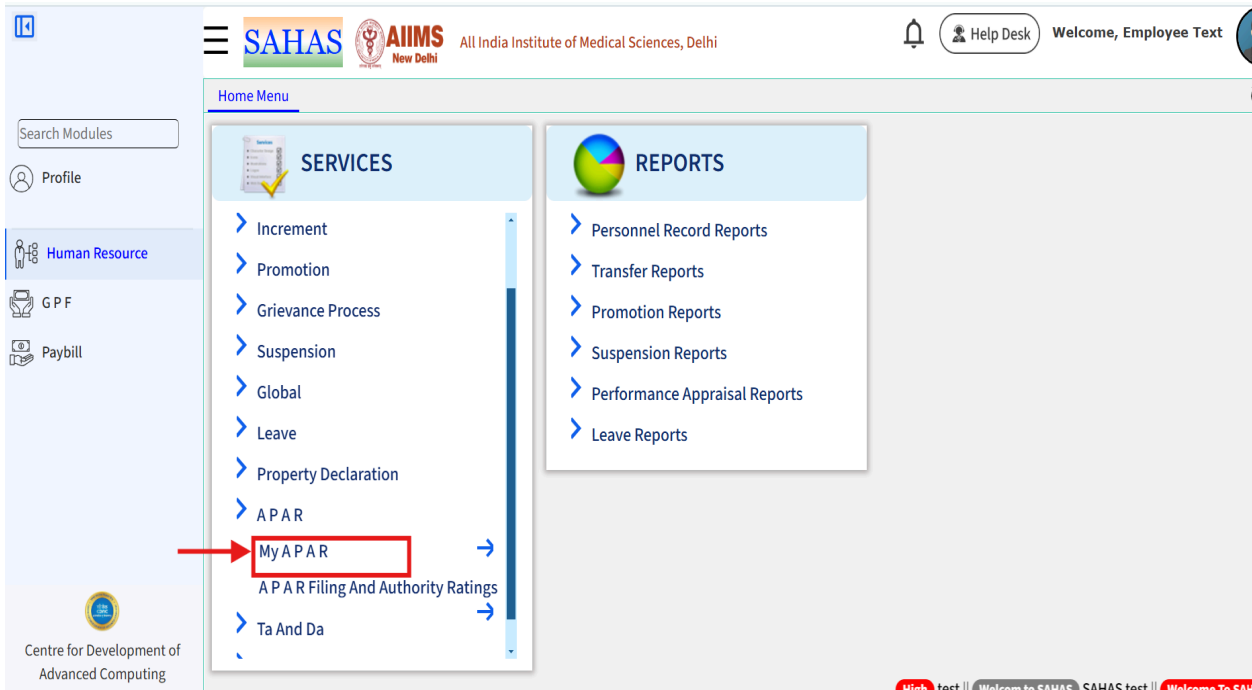
1. Following screen will appear after Login



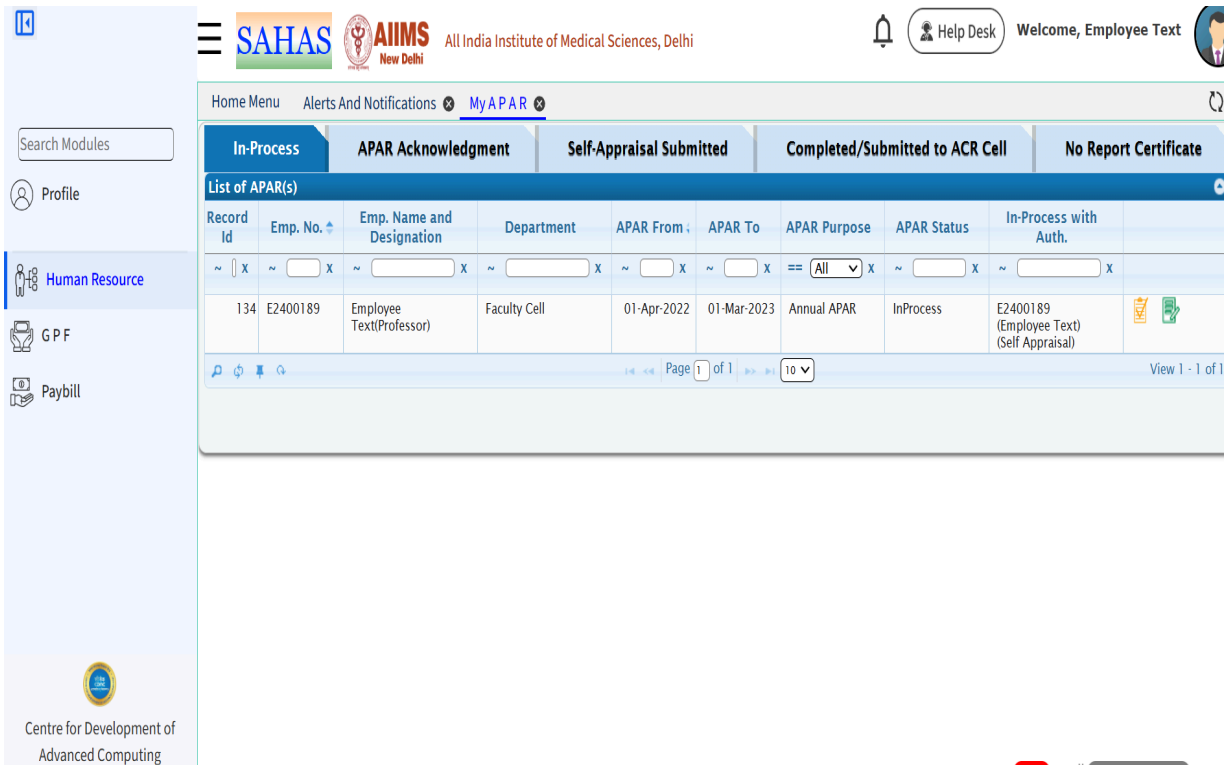
2. Click on Human Resource



3. Click on APAR and then click on My APAR



4. Following screen will show the APAR sent by the respective establishment:



5. Click on Update on the relevant APAR

SAHAS AIIMS All India Institute of Medical Sciences, Delhi

Welcome, Employee Text

Home Menu Alerts And Notifications My APAR

In-Process APAR Acknowledgment Self-Appraisal Submitted Completed/Submitted to ACR Cell No Report Certificate

| Record Id | Emp. No. | Emp. Name and Designation | Department | APAR From | APAR To | APAR Purpose | APAR Status | In-Process with Auth. | |
|-----------|----------|---------------------------|--------------|-------------|-------------|--------------|-------------|---|--|
| 134 | E2400189 | Employee Text(Professor) | Faculty Cell | 01-Apr-2022 | 01-Mar-2023 | Annual APAR | InProcess | E2400189 (Employee Text) (Self Appraisal) | |

Page 1 of 1

View 1 of 1

Centre for Development of Advanced Computing

6. Following screen will appear showing the APAR form:

Update Record Close

* Emp. No. E2400189 * Emp. Name Employee Text * Designation Professor
 * Department Faculty Cell

APAR Details

* Issued On 07-Dec-2024 * APAR Purpose Annual APAR * Financial Year 2022-2023
 * APAR From 01-Apr-2022 * APAR To 01-Mar-2023

* APAR Template ACR For all academic personnel of and above the Grade of Lecturer and equivalent grades i.e. Lecturer, Assistant Professor, Associate Professor, Additional Professors and Professors with Acceptance Authority

Issued By AO (Details)

* Emp No. E9000035 * Emp Name MRS.ANITA TETE (NEE SORENG) * Designation Senior Administrative Officer
 * Department E.H.S. Cell * Issued by Establishment DO

Dealing Hand Employee Details

Emp No. E2400194

Emp Name

7. Check your Basic Details.

- a. IF you want to change something then click on Revert Back as shown below. This will sent the form back to the establishment for relevant changes.

The screenshot shows the 'Self Appraisal' form with the following details:

- Emp. No.:** E2400189
- Name:** Employee Text
- Designation:** Professor
- Department:** Faculty Cell
- Cut-Off Date:** 31-Mar-2025

The form is divided into sections: Basic Details, Self Appraisal, and a bottom navigation bar. The 'Revert Back' button in the bottom bar is highlighted with a red box and a red arrow pointing to it.

- b. A message will be displayed to write the reason. Click on "Ok" to get the reason box.

The screenshot shows the 'Self Appraisal' form with a message box overlaid on top. The message box contains the text: "Reason for Revert Back are mandatory." and an "OK" button. A red arrow points from the "OK" button to the message box. The form details are the same as in the previous screenshot.

c. Write the reason for revert.

Home Menu Alerts And Notifications MyAPAR

| | | |
|--|--|---|
| * Date Of Joining 15-Mar-2001 | * Date Of Posting on present Designation 15-Mar-2001 | * Date Of Posting at Present Department 15-Mar-2001 |
| * Date Of Birth 15-Oct-1974 | * Age (in Years) 50 | * Gender Male |
| * Service Group A | * Emp Class Faculty | * Dealing Office Establishment DO |
| * Salary Type Grade | * Category Revision 7th Pay Commission | * Pay Scale Level 9(9300 - 5400 - 34800) |
| * Pay In Pay Band 11000 | * Pay 95800 | * Pay Effective Date 28-Aug-2024 |
| * Pay Scale Effective Date 01-Jan-2022 | * Whether on Probation No | |
| Period of Discontinuity (Leave) | Period of Discontinuity (Official) | Period of Discontinuity (Unofficial) |
| Academic and Professional Qualifications | Training and Courses Undertaken | Membership of Professional Bodies |
| * Reason of Revert Back | | |

Revert Back Draft Save OTP request for Submit Close

d. Then click on Revert

Home Menu Alerts And Notifications MyAPAR

| | | |
|---|--|---|
| * Date Of Joining 15-Mar-2001 | * Date Of Posting on present Designation 15-Mar-2001 | * Date Of Posting at Present Department 15-Mar-2001 |
| * Date Of Birth 15-Oct-1974 | * Age (in Years) 50 | * Gender Male |
| * Service Group A | * Emp Class Faculty | * Dealing Office Establishment DO |
| * Salary Type Grade | * Category Revision 7th Pay Commission | * Pay Scale Level 9(9300 - 5400 - 34800) |
| * Pay In Pay Band 11000 | * Pay 95800 | * Pay Effective Date 28-Aug-2024 |
| * Pay Scale Effective Date 01-Jan-2022 | * Whether on Probation No | |
| Period of Discontinuity (Leave) | Period of Discontinuity (Official) | Period of Discontinuity (Unofficial) |
| Academic and Professional Qualifications | Training and Courses Undertaken | Membership of Professional Bodies |
| * Reason of Revert Back My date of joining is wrong | | |

Revert Back Draft Save OTP request for Submit Close

8. If all the basic details are correct then click on Self Appraisal

Home Menu Alerts And Notifications My APAR

Acknowledge And Submit Details

*Emp. No. E2400189 *Name Employee Text *Designation Professor
 *Department Faculty Cell *Cut-Off Date 31-Mar-2025

Basic Details **Self Appraisal** ←

* Date Of Joining 15-Mar-2001 * Date Of Posting on present Designation 15-Mar-2001 * Date Of Posting at Present Department 15-Mar-2001
 * Date Of Birth 15-Oct-1974 * Age (in Years) 50 * Gender Male
 * Service Group A * Emp Class Faculty * Dealing Office Establishment DO
 * Salary Type Grade * Category Revision 7th Pay Commission * Pay Scale Level 9(9300 - 5400 - 34800)
 * Pay In Pay Band 11000 * Pay 95800 * Pay Effective Date 28-Aug-2024
 * Pay Scale Effective Date 01-Jan-2022 * Whether on Probation No

Period of Discontinuity (Leave) Period of Discontinuity (Official) Period of Discontinuity (Unofficial)
 Academic and Professional Qualifications Training and Courses Undertaken Membership of Professional Bodies

Revert Back Draft Save OTP request for Submit Close

9. Answer all the question



Basic Details **Self Appraisal**

Self Appraisal

| Sl. No. | Question | Answer |
|---------|--|--|
| 1 | ACADEMIC ACHIEVEMENTS | |
| 1.1 | *State your academic achievements that are noteworthy for the year. This may include academic awards, admission to fellowships of academics etc. | Enter Value (Max. Characters Allowed - 999) |
| 2 | NATURE OF WORK | |
| 2.1 | *Nature of work on which you have been engaged during the period of this report: Teaching Research, Patient care etc. | Enter Value (Max. Characters Allowed - 999) |
| 3 | ACTUAL WORK LOAD | |
| I | CLINICAL LOAD (Furnish hours per week/year spent) | |
| a). | *Patient care in outpatient service | Enter Value (Max. Characters Allowed - 999) |

Revert Back Draft Save OTP request for Submit Close

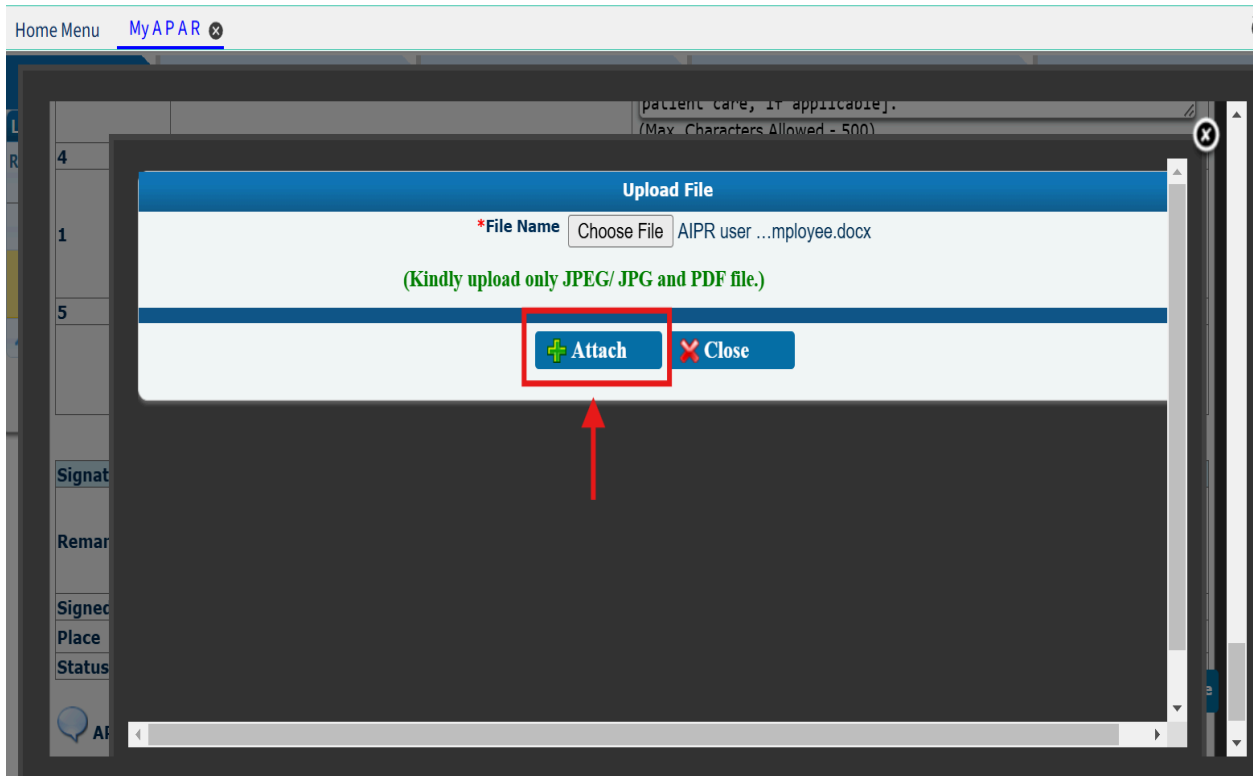
10. If you want to upload any supporting Document:
a. Click on the button as shown below:

| | | | |
|--|--|--|---|
| 4 | SUMMARY | patient care, if applicable]. (Max. Characters Allowed - 500) | |
| 1 | *SUMMARY/ Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.(Be brief and to the point; the number of words much not exceed 100) | I am currently supervising [number] Ph.D./D.M./M.Ch. students as either the chief or co-supervisor. These students are focused on research in [specific field or topic] (Max. Characters Allowed - 500) | |
| 5 | Support Document |   | |
| | Upload Support Document | | |
| Signature | | | |
| Remarks | | <input type="text"/> | |
| Signed By | Employee Text | Designation | Professor |
| Place | New Delhi | Signed Date | - |
| Status | Draft Save | Status Date | 07-Dec-2024 16:20:20 |
| APAR Processing done (Draft) Successfully. | | Revert Back | Draft Save OTP request for Submit Close |

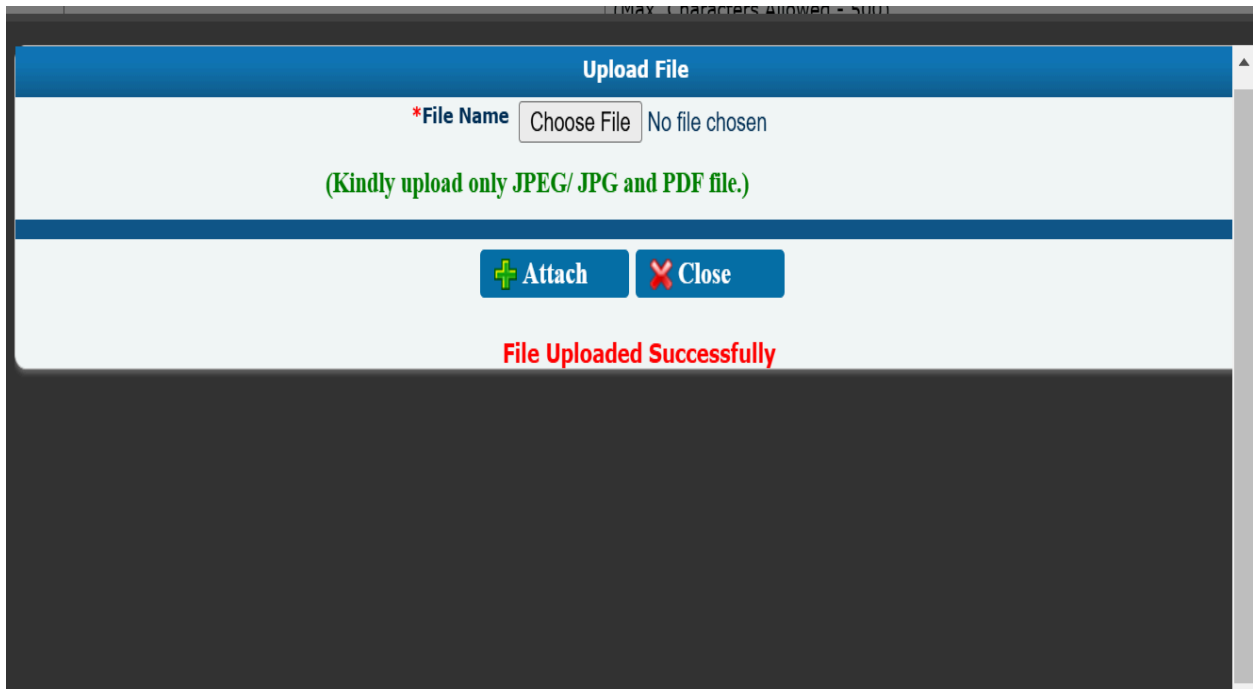
- b. Click on Choose File

| | | |
|---|--|---|
| 4 | patient care, if applicable]. (Max. Characters Allowed - 500) | |
| 1 | Upload File | |
| | *File Name | <input type="text" value="Choose File"/> No file chosen |
| 5 | (Kindly upload only JPEG/ JPG and PDF file.) | |
| | + Attach | X Close |
| | Signat | |
| | Remar | |
| | Signec | |
| | Place | |
| | Status | |

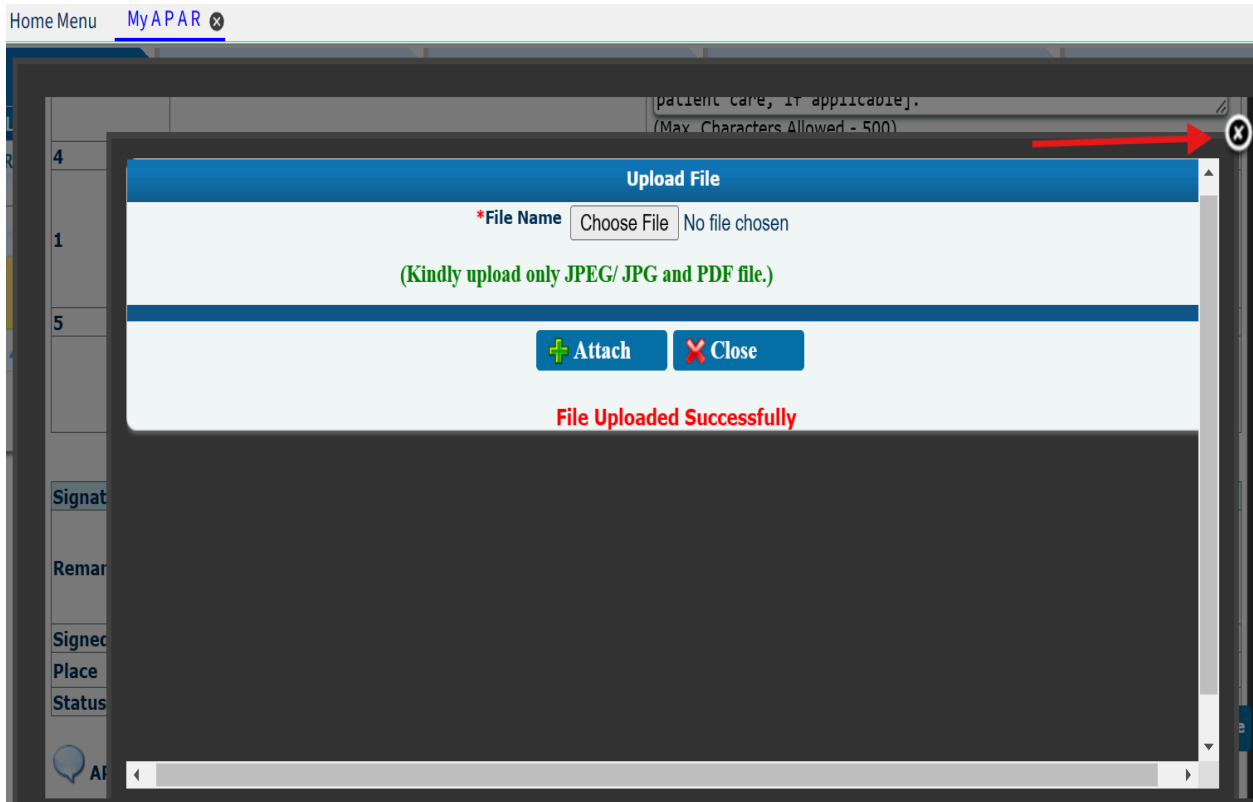
c. Click on Attach file



d. A notification will come if it is uploaded successfully

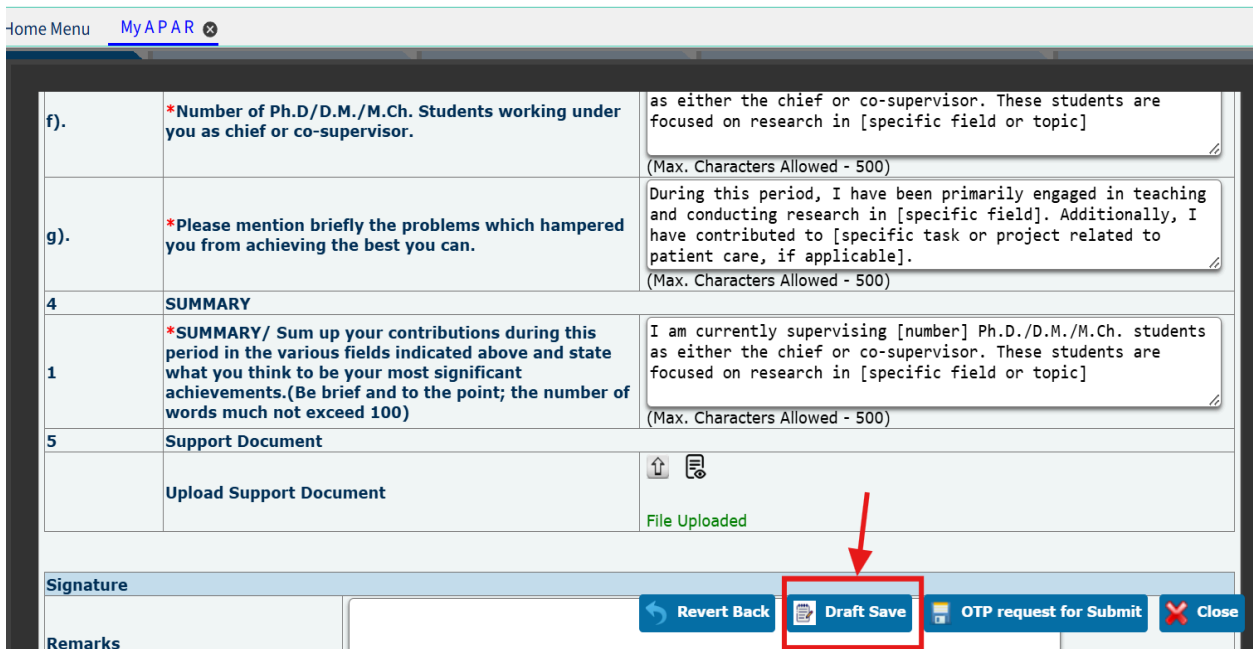


e. Click on X to close this window as shown below:



11. If you want to save as Draft then.

a. Click on Draft Save



b.Pop Up will come, Click OK on it

The screenshot shows a web application interface for APAR (Annual Performance Appraisal Report) submission. At the top, there are logos for SAHAS and AIIMS, along with a navigation menu and a user welcome message. A confirmation pop-up dialog is displayed in the center, asking: "aiimsdelhi.uat.dcservices.in says Are You Sure to Save/Update the APAR details in Draft Mode, kindly confirm!!". The dialog has two buttons: "OK" (highlighted with a red box and a red arrow) and "Cancel".

The background form contains several sections:

- f).** *Number of students supervised by you as chief or co-supervisor. These students are [specific field or topic] (Max. Characters Allowed - 500)
- g).** *Please mention briefly the problems which hampered you from achieving the best you can. During this period, I have been primarily engaged in teaching and conducting research in [specific field]. Additionally have contributed to [specific task or project related to patient care, if applicable]. (Max. Characters Allowed - 500)
- 4 SUMMARY**
- 1** *SUMMARY/ Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.(Be brief and to the point; the number of words much not exceed 100) I am currently supervising [number] Ph.D./D.M./M.Ch. students as either the chief or co-supervisor. These students are focused on research in [specific field or topic] (Max. Characters Allowed - 500)
- 5 Support Document**
- Upload Support Document** (File Uploaded)

At the bottom, there is a "Signature" field and three buttons: "Revert Back", "Draft Save", and "OTP request for Submit".

c.Notification of Draft Saved Successfully is displayed on screen.

The screenshot shows the "Self Appraisal" section of the APAR form. The form is filled with personal and professional details. At the bottom, a red box highlights a notification message: "APAR Processing done (Draft) Successfully.", with a red arrow pointing to it. The notification is accompanied by a speech bubble icon.



The form details include:

- Department:** Faculty Cell
- Cut-Off Date:** 31-Mar-2025
- Basic Details:** Date of Joining (15-Mar-2001), Date of Birth (15-Oct-1974), Service Group (A), Salary Type (Grade), Pay In Pay Band (11000), Pay Scale Effective Date (01-Jan-2022), Period of Discontinuity (Leave), Academic and Professional Qualifications.
- Self Appraisal:** Date of Posting on present Designation (15-Mar-2001), Age (in Years) (50), Emp Class (Faculty), Category Revision (7th Pay Commission), Whether on Probation (No), Training and Courses Undertaken.
- Present Department:** Date of Posting at Present Department (15-Mar-2001), Gender (Male), Dealing Office (Establishment DO), Pay Scale (Level 9(9300 - 5400 - 34800)), Pay Effective Date (28-Aug-2024), Membership of Professional Bodies.

At the bottom, there are four buttons: "Revert Back", "Draft Save", "OTP request for Submit", and "Close".

12. If you want to continue then click on OPT request for Submit and if you have saved your draft then also to continue click on OPT request for submit.





Home Menu My APAR

| | | |
|---|--|--|
| 4 | SUMMARY | (Max. Characters Allowed - 500) |
| 1 | *SUMMARY/ Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.(Be brief and to the point; the number of words much not exceed 100) | I am currently supervising [number] Ph.D./D.M./M.Ch. students as either the chief or co-supervisor. These students are focused on research in [specific field or topic] (Max. Characters Allowed - 500) |
| 5 | Support Document | |
| | Upload Support Document |   |

Signature



Remarks

| | | | |
|------------------|---------------|--------------------|----------------------|
| Signed By | Employee Text | Designation | Professor |
| Place | New Delhi | Signed Date | - |
| Status | Draft Save | Status Date | 07-Dec-2024 16:26:30 |

13.A pop Up will generate, Click OK on it

Home Menu My APAR

| | | |
|---|--|--|
| 4 | SUMMARY | (Max. Characters Allowed - 500) |
| 1 | *SUMMARY/ Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.(Be brief and to the point; the number of words much not exceed 100) | I am currently supervising [number] Ph.D./D.M./M.Ch. students as either the chief or co-supervisor. These students are focused on research in [specific field or topic] (Max. Characters Allowed - 500) |
| 5 | Support Document | |
| | Upload Support Document |   |



Signature



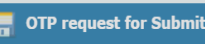

Remarks

| | |
|------------------|---------------|
| Signed By | Employee Text |
| Place | New Delhi |
| Status | Draft Save |

Confirmation

You will now receive an OTP on your registered mobile number. Once you enter the OTP, the form will be submitted. Please check the content entered by you. Once submitted, it will not be editable. Are you sure you want to continue?

14. Enter OTP that shared on your registered mobile number

The screenshot shows the 'My APAR' HR Desk interface. At the top, there are navigation tabs for 'Home Menu', 'My APAR', and 'HR Desk'. The main content area is divided into several sections:

- Summary Section:** A table with two rows. The first row contains a summary instruction: '*SUMMARY/ Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.(Be brief and to the point; the number of words much not exceed 100)'. The second row is for 'Support Document' with an 'Upload Support Document' button.
- Signature Section:** A large text area for 'Remarks'.
- Form Fields:** A table with four columns: 'Signed By', 'Employee Text', 'Designation', and 'Place'. Below this are 'Status' and 'Enter OTP' fields. The 'Enter OTP' field is highlighted with a red box, and a red arrow points to it from the right.
- Buttons:** At the bottom right, there are three buttons: 'Revert Back', 'Draft Save', and 'Final Submit'.

15. After entering OTP click on Final Submit

This screenshot shows the same 'My APAR' HR Desk interface as above, but with the 'Final Submit' button highlighted by a red box and a red arrow pointing to it from the left. The 'Enter OTP' field is now empty, and the 'Resend OTP' link is visible below it. The 'Final Submit' button is located at the bottom right of the interface, next to 'Revert Back' and 'Draft Save' buttons.

Chapter 3 - How to Grade as Reporting Officer

1. After Login

The screenshot shows the SAHAS user interface. At the top, there is a header with the SAHAS logo, AIIMS New Delhi logo, and the text "All India Institute of Medical Sciences, Delhi". On the right, there is a "Help Desk" button and a welcome message "Welcome, Reporting Authority". The left sidebar contains a "Search Modules" box and a list of modules: Profile, Human Resource, GPF, and Paybill. The main content area is titled "User Profile" and displays the following information:

- Mr. Reporting Authority** (E2400191)
- Address: *****
- Professor
- Medical Record Section - NCI Jhajjar
- Date of Birth: 15-Oct-1985
- Mobile No: 9877552452
- Email ID: smishracdac7@gmail.com
- Gender: Male
- Marital Status: Married
- Join: 07-11-2018

Below the profile information, there are two sections: "Pending Tasks" and "Quick Links". The "Quick Links" section includes links for "Salary Slip", "GPF Statement", and "FORM 16 (A)". At the bottom of the page, there is a red banner with the text: "High test !! Welcome to SAHAS SAHAS test !! Welcome To SAHAS. Kindly check your details. If you have any concern kindly coordinate with".

2. Click on Human Resource

This screenshot is identical to the one above, but with a red box highlighting the "Human Resource" menu item in the left sidebar. A red arrow points from the "Human Resource" menu item to the right. The rest of the page content remains the same as in the previous screenshot.

3. Click on APAR

The screenshot shows the SAHAS portal interface. At the top, there is a header with the SAHAS logo, AIMS New Delhi logo, and the text "All India Institute of Medical Sciences, Delhi". On the right, there is a "Help Desk" icon and a "Welcome, Reporting Authority" message. The main content area is titled "Home Menu" and is divided into two columns: "SERVICES" and "REPORTS". The "SERVICES" column contains a list of options: Transfer, Increment, Promotion, Grievance Process, Suspension, Global, Leave, Property Declaration, APAR, Ta And Da, and Ltc. The "APAR" option is highlighted with a red box and a red arrow pointing to it. The "REPORTS" column contains a list of options: Personnel Record Reports, Transfer Reports, Promotion Reports, Suspension Reports, Performance Appraisal Reports, and Leave Reports. On the left side, there is a sidebar with a search bar and navigation icons for Profile, Human Resource, GPF, and Paybill. At the bottom left, there is a logo for the Centre for Development of Advanced Computing.

4. Click on APAR Filing And Authority Rating

The screenshot shows the SAHAS portal interface, similar to the previous one. The "SERVICES" column now includes an additional option, "APAR Filing And Authority Ratings", which is highlighted with a red box and a red arrow pointing to it. The "APAR" option is no longer visible. The "REPORTS" column remains the same. The sidebar and header are also the same as in the previous screenshot.

5. Following page will come

Home Menu [APAR Filing And Authority Ratings](#)

Reporting In-Process | Reviewing In-Process | Accepting In-Process | Reported | Reviewed | Accepted

List of APAR(s)

| Record Id | Emp. No. | Emp. Name and Designation | Department | APAR From | APAR To | APAR Purpose | APAR Status | In-Process with Auth. |
|-----------|----------|--|-------------------------------|-------------|-------------|--------------|-------------|--|
| 3 | E2400197 | ANKUR BHUTIA(Multi Task Service (MTS)) | Account Section - NCI Jhajjar | 01-Apr-2019 | 31-Mar-2020 | Annual APAR | InProcess | E2400191 (Reporting Authority) (Reporting Authority) |

Page 1 of 1 | View 1 - 1 of 1

High test | Welcome to SAHAS | SAHAS test | Welcome To SAHAS | Kindly check your

6. Click on Update

Home Menu [APAR Filing And Authority Ratings](#)

Reporting In-Process | Reviewing In-Process | Accepting In-Process | Reported | Reviewed | Accepted

List of APAR(s)

| Record Id | Emp. No. | Emp. Name and Designation | Department | APAR From | APAR To | APAR Purpose | APAR Status | In-Process with Auth. |
|-----------|----------|--|-------------------------------|-------------|-------------|--------------|-------------|--|
| 3 | E2400197 | ANKUR BHUTIA(Multi Task Service (MTS)) | Account Section - NCI Jhajjar | 01-Apr-2019 | 31-Mar-2020 | Annual APAR | InProcess | E2400191 (Reporting Authority) (Reporting Authority) |

Page 1 of 1 | View 1 - 1 of 1

High test | Welcome to SAHAS | SAHAS test | Welcome To SAHAS | Kindly check your

7. Following page will appear

Home Menu APAR Filing And Authority Ratings

Update Record Close

* Emp. No. E2400197 * Emp. Name ANKUR BHUTIA * Designation Multi Task Service (MTS)
* Department Account Section - NCI Jhajjar

APAR Details

* Issued On 13-Dec-2024 * APAR Purpose Annual APAR * Financial Year 2019-2020
* APAR From 01-Apr-2019 * APAR To 31-Mar-2020 * APAR For Group-C Non Clerical Staff Template

Issued By AO (Details)

* Emp No. E9000035 * Emp Name MRS.ANITA TETE (NEE SORENG) * Designation Senior Administrative Officer
* Department E.H.S. Cell * Issued by Establishment DO Remarks

Dealing Hand Employee Details

Emp No. E2400194 Emp Name Establishment User Designation Assistant Administrative Officer

Self Appraisal Details

* Emp. No. E2400197 * Name ANKUR BHUTIA * Cut-Off Date 15-Jan-2025

Draft Save OTP request for Submit Close

8. Click on Self Appraisal tab

Home Menu APAR Filing And Authority Ratings

* Emp. No. E2400197 * Name ANKUR BHUTIA * Designation Multi Task Service (MTS)
* Department Account Section - NCI Jhajjar * Cut-Off Date 31-Mar-2025

Basic Details **Self Appraisal** Reporting Authority

* Date Of Joining 01-Sep-2001 * Date Of Posting on present Designation 01-Sep-2001 * Date Of Posting at Present Department 01-Sep-2001
* Date Of Birth 09-Oct-1983 * Age (in Years) 41 * Gender Male
* Service Group C * Emp Class Non Faculty * Dealing Office Establishment DO
* Salary Type Grade * Category Revision 7th Pay Commission * Pay Scale Level 10(15600 - 5400 - 39100)
* Pay In Pay Band 0 * Pay 57800 * Pay Effective Date 24-Oct-2024
* Pay Scale Effective Date 24-Oct-2024 * Whether on Probation No

Period of Discontinuity (Leave) Period of Discontinuity (Official) Period of Discontinuity (Unofficial)

Academic and Professional Qualifications Training and Courses Undertaken Membership of Professional Bodies

Draft Save OTP request for Submit Close

- You can check all the answer that was fulfilled by employee at the time of appraisal and any document it is uploaded

Home Menu [APAR Filing And Authority Ratings](#)

Basic Details **Self Appraisal** Reporting Authority

Self Appraisal

| Sl. No. | Question | Answer |
|---------|---|--------|
| 2 | Self Appraisal | |
| 2.1 | *Brief description of duties of post: | test |
| 2.2 | *Brief resume of work done and achievements with particular mention of the specific tasks and actions assigned to your during the period in about 100 words | test |
| 2.3 | *During the assessment period, total number of disposal of case/file etc. | teast |
| 2.4 | *During the assigning the post, total number of pending cases / files etc. | test |
| 2.5 | *Total number of cases / files pending during the financial year. | test |
| 2.6 (a) | *Have the incumbent has followed the uniform during the duty hour in the assessing year. | test |
| 2.6 (b) | *Have any complaint received against the incumbent during the duty hour, if so; please specify the action taken for the same. | test |
| | Upload Support Document | |

- Then click on Reporting Authority

Home Menu [APAR Filing And Authority Ratings](#)

Basic Details Self Appraisal **Reporting Authority**

Reporting Authority

| Sl. No. | Question | Answer |
|---------|--|--|
| 3 | Assessment by the Reporting Officer | |
| 4 | General Attributes | |
| 4.1 | *Relations with the public (Please comment on the officer accessibility to the public and responsiveness to their needs) | Enter Value (Max. Characters Allowed - 500) |
| 4.2 | *Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities to the officer) | Enter Value (Max. Characters Allowed - 500) |
| 4.3 | *State of health | Enter Value (Max. Characters Allowed - 500) |
| | | Enter Value |

11. You need to assign a weightage out of 10

Home Menu [APAR Filing And Authority Ratings](#)

| Sections | | | |
|-------------|--|-----------|-------------------------------------|
| Section No. | Section Name | Weightage | Section Average Reporting Authority |
| 1 | Assessment of work output | 40 | |
| i) | Accomplishment of planned work / work allotted as per subject allotted | | |
| ii) | Quality of work output | | |
| iii) | Proficiency in work, namely maintenance of prescribed and charts etc. | | |
| 2 | Assessment of Personal Attributes | 30 | |
| i) | Attitude to work | | |
| ii) | Sense of Responsibility | | |
| iii) | Maintenance of discipline | | |
| iv) | Communication Skills | | |
| v) | Analytical Ability | | |
| vi) | Ability to work in team spirit | | |
| vii) | Ability to meet discipline | | |
| viii) | Inter-personal relations | | |
| 3 | Assessment of Functional Competency | 30 | |
| i) | Coordination ability | | |
| ii) | Initiative Power | | |

[Draft Save](#) [OTP request for Submit](#) [Close](#)

Home Menu [APAR Filing And Authority Ratings](#)

| Section No. | Section Name | Weightage | Section Average Reporting Authority |
|----------------------|--|-----------|-------------------------------------|
| 1 | Assessment of work output | 40 | 7.00 |
| i) | Accomplishment of planned work / work allotted as per subject allotted | | 6.00 |
| ii) | Quality of work output | | 8.00 |
| iii) | Proficiency in work, namely maintenance of prescribed and charts etc. | | 7.00 |
| 2 | Assessment of Personal Attributes | 30 | 5.13 |
| i) | Attitude to work | | 5.00 |
| ii) | Sense of Responsibility | | 4.00 |
| iii) | Maintenance of discipline | | 7.00 |
| iv) | Communication Skills | | 4.00 |
| v) | Analytical Ability | | 3.00 |
| vi) | Ability to work in team spirit | | 3.00 |
| vii) | Ability to meet discipline | | 7.00 |
| viii) | Inter-personal relations | | 8.00 |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | | 7.00 |
| ii) | Initiative Power | | 5.00 |
| Gross Average | | | 6.14 |

[Draft Save](#) [OTP request for Submit](#) [Close](#)

12. You can also enter remark but it is not mandatory

Home Menu **A P A R Filing And Authority Ratings**

| | | | |
|----------------------|--|-----------|-------------|
| v) | Analytical Ability | 3.00 | |
| vi) | Ability to work in team spirit | 3.00 | |
| vii) | Ability to meet discipline | 7.00 | |
| viii) | Inter-personal relations | 8.00 | |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | 7.00 | |
| ii) | Initiative Power | 5.00 | |
| Gross Average | | | 6.14 |

Signature

Remarks

| | | | |
|------------------|---------------------|--------------------|----------------------|
| Signed By | Reporting Authority | Designation | Professor |
| Place | New Delhi | Signed Date | - |
| Status | Pending | Status Date | 13-Dec-2024 10:51:31 |

Draft Save **OTP request for Submit** **Close**

13. Click on OTP request for submit

Home Menu **A P A R Filing And Authority Ratings**

| | | | |
|----------------------|--|-----------|-------------|
| v) | Analytical Ability | 3.00 | |
| vi) | Ability to work in team spirit | 3.00 | |
| vii) | Ability to meet discipline | 7.00 | |
| viii) | Inter-personal relations | 8.00 | |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | 7.00 | |
| ii) | Initiative Power | 5.00 | |
| Gross Average | | | 6.14 |

Signature

Remarks

| | | | |
|------------------|---------------------|--------------------|----------------------|
| Signed By | Reporting Authority | Designation | Professor |
| Place | New Delhi | Signed Date | - |
| Status | Pending | Status Date | 13-Dec-2024 10:51:31 |

Draft Save **OTP request for Submit** **Close**

14. You will see a pop up, Click on OK

The screenshot shows the 'APAR Filing And Authority Ratings' interface. A 'Confirmation' pop-up dialog is displayed in the center, asking for confirmation to submit the form. The dialog text reads: 'You will now receive an OTP on your registered mobile number. Once you enter the OTP, the form will be submitted. Please check the content entered by you. Once submitted, it will not be editable. Are you sure you want to continue?'. The 'Ok' button is highlighted with a red box and a red arrow pointing to it. The background interface shows a table of ratings and a form with fields for 'Signed By', 'Place', and 'Status'.

| Sl. No. | Criteria | Score |
|----------------------|--|-------------|
| v) | Analytical Ability | 3.00 |
| vi) | Ability to work in team spirit | 3.00 |
| vii) | Ability to meet discipline | 7.00 |
| viii) | Inter-personal relations | 8.00 |
| 3 | Assessment of Functional Competency | 30 |
| | | 6.00 |
| i) | Coordination ability | 7.00 |
| ii) | Initiative Power | |
| Gross Average | | |

Confirmation

You will now receive an OTP on your registered mobile number. Once you enter the OTP, the form will be submitted. Please check the content entered by you. Once submitted, it will not be editable. Are you sure you want to continue?

Ok **Cancel**

Draft Save **OTP request for Submit** **Close**

15. Enter an OTP you receive on mail

The screenshot shows the 'APAR Filing And Authority Ratings' interface. The 'Confirmation' dialog is no longer present. The background interface shows the same table of ratings and a form with fields for 'Signed By', 'Place', 'Status', and 'Enter OTP'. The 'Enter OTP' field is highlighted with a red box and a red arrow pointing to it. The background interface also shows a 'Resend OTP' link below the input field. The top navigation bar includes the SAHAS logo, AIIMS New Delhi logo, and the text 'All India Institute of Medical Sciences, Delhi'. The right side of the navigation bar shows a bell icon, a 'Help Desk' link, and the text 'Welcome, Reporting Authority'.

| Sl. No. | Criteria | Score |
|----------------------|--|-------------|
| viii) | Inter-personal relations | 8.00 |
| 3 | Assessment of Functional Competency | 30 |
| | | 6.00 |
| i) | Coordination ability | 7.00 |
| ii) | Initiative Power | 5.00 |
| Gross Average | | 6.14 |

Signature

Remarks

Signed By Reporting Authority **Designation** Professor

Place New Delhi **Signed Date** -

Status Pending **Status Date** 13-Dec-2024 10:51:31

Enter OTP **Resend OTP**

OTP send on Mobile No.- *****2307 and Email ID- kau*****@gmail.com

Draft Save **Final Submit** **Close**

16. Click on Final Submit

The screenshot shows the 'APAR Filing And Authority Ratings' form. At the bottom right, the 'Final Submit' button is highlighted with a red box and a red arrow pointing to it. The form contains the following data:

| | | | |
|----------------------|--|-----------|-------------|
| viii) | Inter-personal relations | | 8.00 |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | | 7.00 |
| ii) | Initiative Power | | 5.00 |
| Gross Average | | | 6.14 |

Signature

Remarks

| | | | |
|------------------|---------------------|--------------------|----------------------|
| Signed By | Reporting Authority | Designation | Professor |
| Place | New Delhi | Signed Date | - |
| Status | Pending | Status Date | 13-Dec-2024 10:51:31 |
| Enter OTP | 921695 | | |

Enter OTP: 921695
[Resend OTP](#)

OTP send on Mobile No.- *****2307 and Email ID- kau*****@gmail.com

Buttons: Draft Save, Final Submit, Close

17. A popup will generate, Click on OK

The screenshot shows the same 'APAR Filing And Authority Ratings' form as in step 16, but with a confirmation popup overlaid. The popup text reads: 'aiimsdelhi.uat.dcservices.in says Are You Sure to Final Save/Update the APAR details, kindly confirm!!'. The 'OK' button in the popup is highlighted with a red box and a red arrow pointing to it. The form data is identical to the previous screenshot.

aiimsdelhi.uat.dcservices.in says
Are You Sure to Final Save/Update the APAR details, kindly confirm!!

Buttons: OK, Cancel

18. A notification will appear that APAR Processing done Successfully

The screenshot displays the 'APAR Filing And Authority Ratings' application interface. The top navigation bar includes 'Home Menu' and 'APAR Filing And Authority Ratings'. Below this, there are tabs for 'Reporting In-Process', 'Reviewing In-Process', 'Accepting In-Process', 'Reported', 'Reviewed', and 'Accepted'. The 'Reporting In-Process' tab is currently selected.

The main content area shows a table titled 'List of APAR(s)'. The table has the following columns: Record Id, Emp. No., Emp. Name and Designation, Department, APAR From, APAR To, APAR Purpose, APAR Status, and In-Process with Auth. The table is currently empty, with a message 'No records to view' at the bottom right. The pagination shows 'Page 1 of 1' and a dropdown menu set to '10'.

A notification banner at the bottom of the main content area displays the message 'APAR Processing done Successfully.' with a red arrow pointing to the text. The left sidebar contains navigation options: 'ch Modules', 'Profile', 'Human Resource', 'G P F', and 'Paybill'. The footer of the sidebar includes the logo of the Centre for Development of Advanced Computing.

Chapter 4 - How to Grade as a Reviewing Officer

1. After Login

The screenshot shows the SAHAS user profile page. The header includes the SAHAS and AIMS logos, the text "All India Institute of Medical Sciences, Delhi", a "Help Desk" button, and a welcome message "Welcome, Reviewing Authority". The main content area is titled "User Profile" and displays the following information:

- Dr. Reviewing Authority** (Administrative Officer, Establishment Section - NCI)
- Employee ID:** E2400192
- Date of Birth:** 09-Oct-2001
- Mobile No:** 7906592307
- Email ID:** kaushiksanyam2001@gmail.com
- Gender:** Male
- Marital Status:** Married

Below the profile information, there are two sections: "Pending Tasks" (currently empty) and "Quick Links" which includes links for "Salary Slip", "GPF Statement", and "FORM 16 (A)". A sidebar on the left contains a search bar and navigation options for "Profile" and "Human Resource".

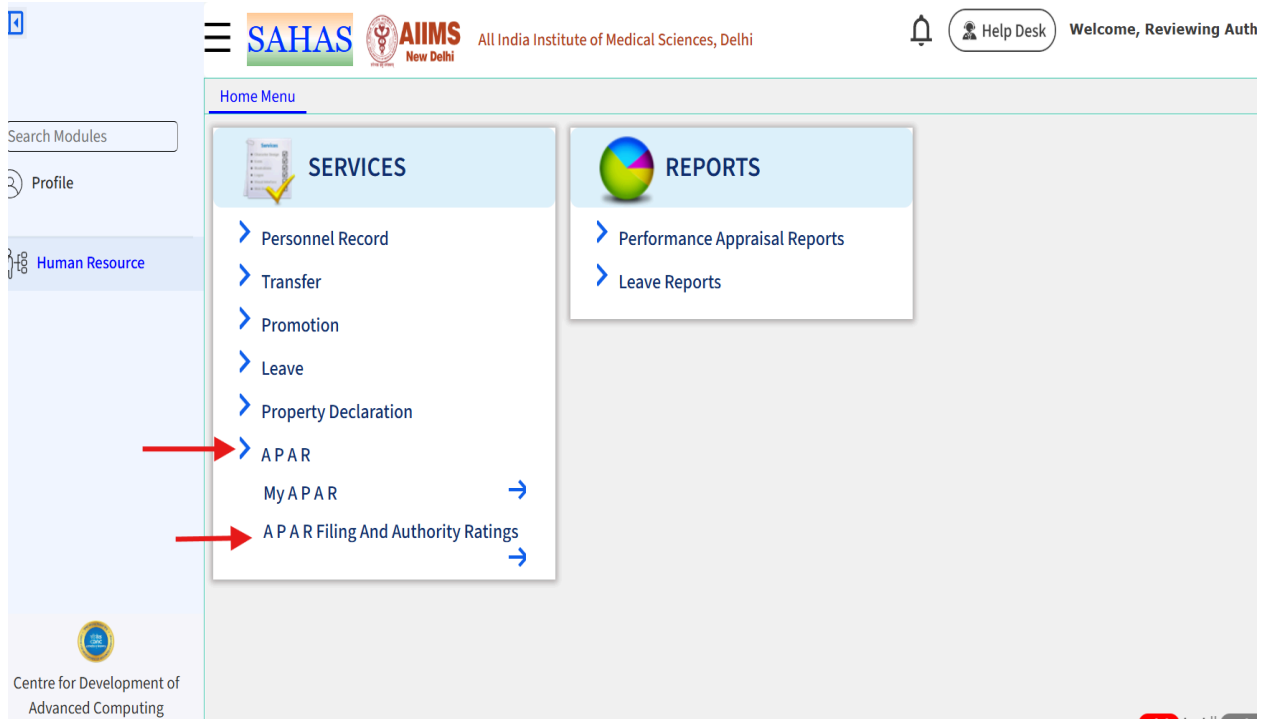
2. Click on Human Resource

The screenshot shows the SAHAS Home Menu page. The header is identical to the previous screenshot. The main content area is titled "Home Menu" and features two primary sections:

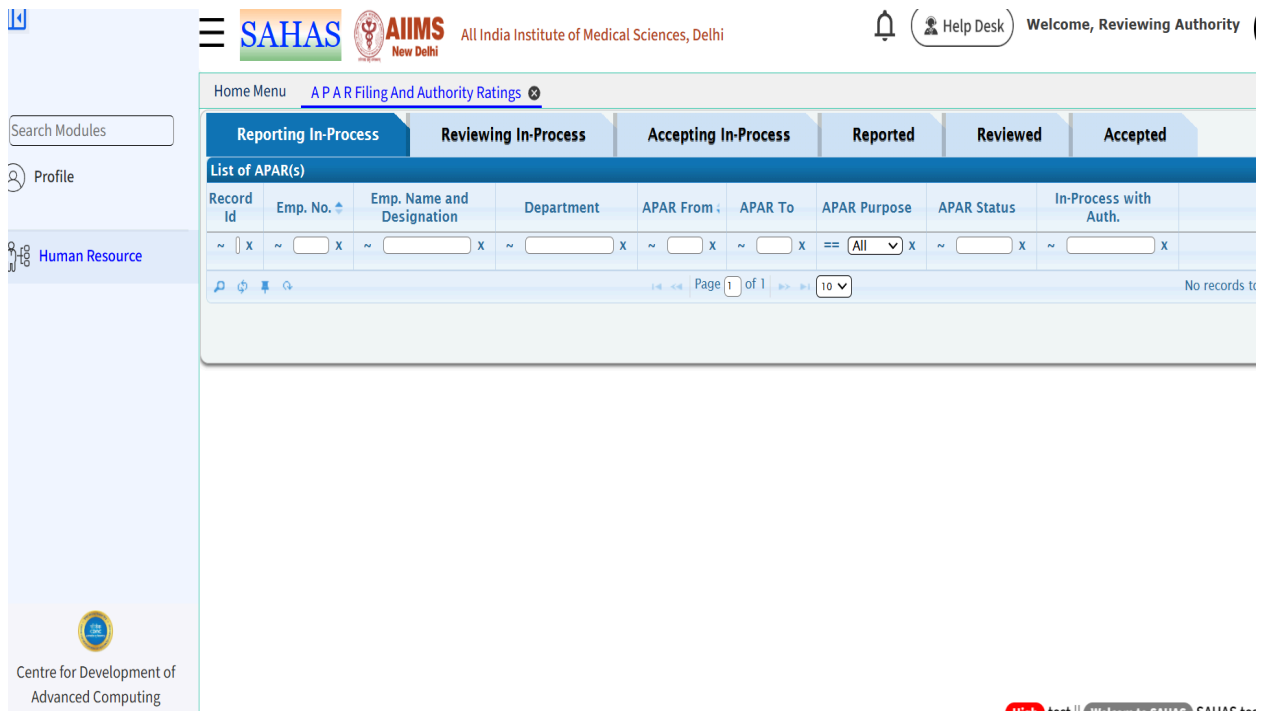
- SERVICES:** A list of menu items including Personnel Record, Transfer, Promotion, Leave, Property Declaration, and A P A R.
- REPORTS:** A list of menu items including Performance Appraisal Reports and Leave Reports.

The sidebar on the left is the same as in the previous screenshot, but the "Human Resource" option is now highlighted in blue. At the bottom of the page, there is a red banner with the text: "High test || Welcome to SAHAS SAHAS test || Welcome to SAHAS Kindly check your details. If you have any".

3. Click on APAR and then click on APAR Filing And Authority Ratings



4. Following screen will appear



5. Click on Reviewing in Process

The screenshot shows the SAHAS HR system interface. At the top, there is a header with the SAHAS logo and 'All India Institute of Medical Sciences, Delhi'. Below the header, there is a navigation menu with 'APAR Filing And Authority Ratings' selected. The main content area has several tabs: 'Reporting In-Process', 'Reviewing In-Process' (highlighted with a red box and a red arrow), 'Accepting In-Process', 'Reported', 'Reviewed', and 'Accepted'. Below the tabs is a table titled 'List of APAR(s)'. The table has columns for Record Id, Emp. No., Emp. Name and Designation, Department, APAR From, APAR To, APAR Purpose, APAR Status, and In-Process with Auth. The table contains one row with the following data: Record Id: 3, Emp. No.: E2400197, Emp. Name and Designation: ANKUR BHUTIA(Multi Task Service (MTS)), Department: Account Section - NCI Jhajjar, APAR From: 01-Apr-2019, APAR To: 31-Mar-2020, APAR Purpose: Annual APAR, APAR Status: InProcess, and In-Process with Auth.: E2400192 (Reviewing Authority) (Reviewing Authority). The page number is 1 of 1.

6. All the employees whose APAR Form are in Reviewing Process will show here

The screenshot shows the SAHAS HR system interface, similar to the previous one. The 'Reviewing In-Process' tab is now selected and highlighted. The table 'List of APAR(s)' is visible, and a red arrow points to the first row of the table, which contains the same data as in the previous screenshot: Record Id: 3, Emp. No.: E2400197, Emp. Name and Designation: ANKUR BHUTIA(Multi Task Service (MTS)), Department: Account Section - NCI Jhajjar, APAR From: 01-Apr-2019, APAR To: 31-Mar-2020, APAR Purpose: Annual APAR, APAR Status: InProcess, and In-Process with Auth.: E2400192 (Reviewing Authority) (Reviewing Authority). The page number is 1 of 1.

7. Click on update

SAHAS AIIMS All India Institute of Medical Sciences, Delhi

Home Menu APAR Filing And Authority Ratings

Reporting In-Process | Reviewing In-Process | Accepting In-Process | Reported | Reviewed | Accepted

List of APAR(s)

| Record Id | Emp. No. | Emp. Name and Designation | Department | APAR From | APAR To | APAR Purpose | APAR Status | In-Process with Auth. | |
|-----------|----------|--|-------------------------------|-------------|-------------|--------------|-------------|--|--|
| 3 | E2400197 | ANKUR BHUTIA(Multi Task Service (MTS)) | Account Section - NCI Jhajjar | 01-Apr-2019 | 31-Mar-2020 | Annual APAR | InProcess | E2400192 (Reviewing Authority) (Reviewing Authority) | |

Page 1 of 1 | 10 | View 1 - 1

8. Following page will appear

SAHAS AIIMS All India Institute of Medical Sciences, Delhi

Home Menu APAR Filing And Authority Ratings

Update Record Close

* Emp. No. E2400197 * Emp. Name ANKUR BHUTIA * Designation Multi Task Service (MTS)

* Department Account Section - NCI Jhajjar

APAR Details

* Issued On 13-Dec-2024 * APAR Purpose Annual APAR * Financial Year 2019-2020

* APAR From 01-Apr-2019 * APAR To 31-Mar-2020 * APAR For Group-C Non Clerical Staff Template

Issued By AO (Details)

* Emp No. E9000035 * Emp Name MRS.ANITA TETE (NEE SORENG) * Designation Senior Administrative Officer

* Department E.H.S. Cell * Issued by Establishment DO * Remarks

Dealing Hand Employee Details

Emp No. E2400194 Emp Name Establishment User Designation Assistant Administrative Officer

Self Appraisal Details

* Emp. No. E2400197 * Name ANKUR BHUTIA * Draft Save * OTP request for Submit * Close

* Department Account Section - NCI Jhajjar * Cut-Off Date 15-Jan-2025

9. Check all the answer that has been filled by the employee at the time appraisal

Home Menu [A P A R Filing And Authority Ratings](#) ✕

Modules

File

Human Resource

for Development of

Basic Details | **Self Appraisal** | Reporting Authority | Reviewing Authority

Self Appraisal

| Sl. No. | Question | Answer |
|---------|---|--------|
| 2 | Self Appraisal | |
| 2.1 | *Brief description of duties of post: | test |
| 2.2 | *Brief resume of work done and achievements with particular mention of the specific tasks and actions assigned to your during the period in about 100 words | test |
| 2.3 | *During the assessment period, total number of disposal of case/file etc. | teast |
| 2.4 | *During the assigning the post, total number of pending cases / files etc. | test |
| 2.5 | *Total number of cases / files pending during the financial year. | test |
| 2.6 (a) | *Have the incumbent has followed the uniform during the duty hour in the assessing year. | test |
| 2.6 (b) | *Have any complaint received against the incumbent during the duty hour, if so; please specify the action taken for the same. | test |
| | Upload Support Document | 📎 |

Draft Save |
 OTP request for Submit |
 Close

10. Check the answer and grade that has filled by the reporting authority

| Reporting Authority | | |
|---------------------|--|--|
| Sl. No. | Question | Answer |
| 3 | Assessment by the Reporting Officer | |
| 4 | General Attributes | |
| 4.1 | *Relations with the public (Please comment on the officer accessibility to the public and responsiveness to their needs) | It was originally taken from a Latin text written by a Roman Scholar, Sceptic and Philosopher by the name of Marcus Tullius Cicero, who influenced the Latin language greatly. The "filler" text we know today has been altered over the years (in fact "Lorem" isn't actually a Latin word. It is suggested that the reason that the text starts with "Lorem" is because there was a page break spanning the word "Do-lorem". If you are looking for a translation of the text, it's meaningless. The original te |
| 4.2 | *Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities to the officer) | It was originally taken from a Latin text written by a Roman Scholar, Sceptic and Philosopher by the name of Marcus Tullius Cicero, who influenced the Latin language greatly. The "filler" text we know today has been altered over the years (in fact "Lorem" isn't actually a Latin word. It is suggested that the reason that the text starts with "Lorem" is because there was a page break spanning the word "Do-lorem". If you are looking for a translation of the text, it's meaningless. The original te |
| 4.3 | *State of health | It was originally taken from a Latin text written by a Roman Scholar, Sceptic and Philosopher by the name of Marcus Tullius Cicero, who influenced the Latin language greatly. The "filler" text we know today has been altered over the years (in fact "Lorem" isn't actually a Latin word. It is suggested that the |

SAHAS AIMS All India Institute of Medical Sciences, Delhi

Home Menu A P A R Filing And Authority Ratings

| Reporting Authority | | |
|---------------------|--|--------|
| Sl. No. | Question | Answer |
| 1 | Assessment of work output | 40 |
| i) | Accomplishment of planned work / work allotted as per subject allotted | 6.00 |
| ii) | Quality of work output | 8.00 |
| iii) | Proficiency in work, namely maintenance of prescribed and charts etc. | 7.00 |
| 2 | Assessment of Personal Attributes | 30 |
| i) | Attitude to work | 5.00 |
| ii) | Sense of Responsibility | 4.00 |
| iii) | Maintenance of discipline | 7.00 |
| iv) | Communication Skills | 4.00 |
| v) | Analytical Ability | 3.00 |
| vi) | Ability to work in team spirit | 3.00 |
| vii) | Ability to meet discipline | 7.00 |
| viii) | Inter-personal relations | 8.00 |
| 3 | Assessment of Functional Competency | 30 |
| i) | Coordination ability | 7.00 |
| ii) | Initiative Power | 5.00 |
| Gross Average | | 6.14 |

Signature
Remarks
Signed By Reporting Authority
Place New Delhi
Status Signed and Submitted

Designation Administrative Officer
Signed Date 13-Dec-2024 11:47:06
Status Date 13-Dec-2024 11:47:06

Draft Save OTP request for Submit Close

11. Click on Reviewing Authority tab

Home Menu A P A R Filing And Authority Ratings

*Emp. No. E2400192 *Name Reviewing Authority *Designation Administrative Officer
 *Department Establishment Section - NCI *Cut-Off Date 14-Feb-2025

Acknowledge And Submit Details
 *Emp. No. E2400197 *Name ANKUR BHUTIA *Designation Multi Task Service (MTS)
 *Department Account Section - NCI *Cut-Off Date 31-Mar-2025

Basic Details Self Appraisal Reporting Authority **Reviewing Authority**

Reviewing Authority

| Sl. No. | Question | Answer |
|---------|---|--|
| 5 | Review | |
| 5.1 | *Length of service under Reviewing Authority: | Enter Value (Max. Characters Allowed - 500) |
| 5.2 | *Do you agree with assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any | Enter Value Draft Save OTP request for Submit Close |

12. Answer all the question

SAHAS AIIMS All India Institute of Medical Sciences, Delhi

Home Menu A P A R Filing And Authority Ratings

Reviewing Authority

| Sl. No. | Question | Answer |
|---------|--|--|
| 5 | Review | |
| 5.1 | *Length of service under Reviewing Authority: | Enter Value (Max. Characters Allowed - 500) |
| 5.2 | *Do you agree with assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessments in column provided for in that Part and initial your entries. | Enter Value (Max. Characters Allowed - 500) |
| 5.3 | *In case of disagreement, please specify the reasons, is there anything you wish to modify or add? | Enter Value (Max. Characters Allowed - 500) |
| 5.4 | *Pen Picture should be recorded by the Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and his attitude towards weaker sections. | Enter Value Draft Save OTP request for Submit Close |

13. Special Note: The grades given by the Reporting Authority will be copied for you. Give special attention to altering them or accepting the same as per your call. Grades submitted here using OTP will be considered as the final grades.

SAHAS AIIMS All India Institute of Medical Sciences, Delhi

Home Menu A P A R Filing And Authority Ratings

strengths and his attitude towards weaker sections. (Max. Characters Allowed - 500)

Sections

| Section No. | Section Name | Weightage | Section Average | |
|-------------|--|-----------|---------------------|---------------------|
| | | | Reporting Authority | Reviewing Authority |
| 1 | Assessment of work output | 40 | 7.00 | 7.00 |
| i) | Accomplishment of planned work / work allotted as per subject allotted | | 6.00 | 6.00 |
| ii) | Quality of work output | | 8.00 | 8.00 |
| iii) | Proficiency in work, namely maintenance of prescribed and charts etc. | | 7.00 | 7.00 |
| 2 | Assessment of Personal Attributes | 30 | 5.13 | 5.13 |
| i) | Attitude to work | | 5.00 | 5.00 |
| ii) | Sense of Responsibility | | 4.00 | 4.00 |
| iii) | Maintenance of discipline | | 7.00 | 7.00 |
| iv) | Communication Skills | | 4.00 | 4.00 |
| v) | Analytical Ability | | 3.00 | 3.00 |
| vi) | Ability to work in team spirit | | 3.00 | 3.00 |
| vii) | Ability to meet discipline | | 7.00 | 7.00 |
| viii) | Inter-personal relations | | 8.00 | 8.00 |

Draft Save OTP request for Submit Close

14. Add remarks, if needed.


Home Menu [A P A R Filing And Authority Ratings](#) ✕

| | | | |
|----------------------|--|-------------|-------------|
| v) | Analytical Ability | 3.00 | 3.00 |
| vi) | Ability to work in team spirit | 3.00 | 3.00 |
| vii) | Ability to meet discipline | 7.00 | 7.00 |
| viii) | Inter-personal relations | 8.00 | 8.00 |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | 7.00 | 7.00 |
| ii) | Initiative Power | 5.00 | 5.00 |
| Gross Average | | 6.14 | 6.14 |

Signature

Remarks

| | | | |
|------------------|---------------------|--------------------|------------------------|
| Signed By | Reviewing Authority | Designation | Administrative Officer |
| Place | New Delhi | Signed Date | - |
| Status | Pending | Status Date | 13-Dec-2024 10:51:31 |

15. Click on OTP request for Submit




Home Menu [A P A R Filing And Authority Ratings](#) ✕

| | | | |
|----------------------|--|-------------|-------------|
| v) | Analytical Ability | 3.00 | 3.00 |
| vi) | Ability to work in team spirit | 3.00 | 3.00 |
| vii) | Ability to meet discipline | 7.00 | 7.00 |
| viii) | Inter-personal relations | 8.00 | 8.00 |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | 7.00 | 7.00 |
| ii) | Initiative Power | 5.00 | 5.00 |
| Gross Average | | 6.14 | 6.14 |

Signature

Remarks

| | | | |
|------------------|---------------------|--------------------|------------------------|
| Signed By | Reviewing Authority | Designation | Administrative Officer |
| Place | New Delhi | Signed Date | - |
| Status | Pending | Status Date | 13-Dec-2024 10:51:31 |

16. A popup will generate, Click on OK

Home Menu **APAR Filing And Authority Ratings**

| | | | |
|----------|--|-----------|-------------|
| v) | Analytical Ability | 3.00 | 3.00 |
| vi) | Ability to work in team spirit | 3.00 | 3.00 |
| vii) | Ability to meet discipline | 7.00 | 7.00 |
| viii) | Inter-personal relations | 8.00 | 8.00 |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | 7.00 | 7.00 |
| ii) | Initiative Power | | |

Gross Average

Signature

Remarks

Signed By Reviewing Authority
Place New Delhi
Status Pending

Confirmation
You will now receive an OTP on your registered mobile number. Once you enter the OTP, the form will be submitted. Please check the content entered by you. Once submitted, it will not be editable. Are you sure you want to continue?
Ok **Cancel**

Draft Save **OTP request for Submit** **Close**

17. Enter OTP received

SAHAS AIIMS All India Institute of Medical Sciences, Delhi

Home Menu **APAR Filing And Authority Ratings**

| | | | |
|----------|--|-----------|-------------|
| viii) | Inter-personal relations | 8.00 | 8.00 |
| 3 | Assessment of Functional Competency | 30 | 6.00 |
| i) | Coordination ability | 7.00 | 7.00 |
| ii) | Initiative Power | 5.00 | 5.00 |

Gross Average 6.14

Signature

Remarks

Signed By Reviewing Authority **Designation** Administrative Officer
Place New Delhi **Signed Date** -
Status Pending **Status Date** 13-Dec-2024 10:51:31

Enter OTP **Resend OTP**

OTP send on Mobile No.- *****2307 and Email ID- kau*****@gmail.com

Draft Save **Final Submit** **Close**

18. Click on Final Submit

The screenshot shows the SAHAS APAR Filing And Authority Ratings interface. The top header includes the SAHAS and AIIMS logos, the text "All India Institute of Medical Sciences, Delhi", a Help Desk icon, and a welcome message "Welcome, Reviewing Authority". The main content area displays a table of assessment criteria with scores and a "Final Submit" button highlighted in red. Below the table is a signature section with fields for "Signed By", "Place", "Status", and "Enter OTP". A notification at the bottom indicates "OTP send on Mobile No.- *****2307 and Email ID- kau*****@gmail.com".

| Criteria | Score | Weighted Score |
|--|-------------|----------------|
| viii) Inter-personal relations | 8.00 | 8.00 |
| 3 Assessment of Functional Competency | 30 | 6.00 |
| i) Coordination ability | 7.00 | 7.00 |
| ii) Initiative Power | 5.00 | 5.00 |
| Gross Average | 6.14 | 6.14 |

Signature

Remarks

Signed By: Reviewing Authority, Designation: Administrative Officer
Place: New Delhi, Signed Date: -
Status: Pending, Status Date: 13-Dec-2024 10:51:31
Enter OTP: 122036, Resend OTP

OTP send on Mobile No.- *****2307 and Email ID- kau*****@gmail.com

Buttons: Draft Save, Final Submit, Close

19. A popup will generate, Click on OK

The screenshot shows the same SAHAS APAR Filing And Authority Ratings interface as in the previous image, but with a confirmation popup overlaid. The popup text reads "aiimsdelhi.uat.dcservices.in says Are You Sure to Final Save/Update the APAR details, kindly confirm!!". The "OK" button in the popup is highlighted with a red box and a red arrow pointing to it. The background interface is dimmed.

aiimsdelhi.uat.dcservices.in says
Are You Sure to Final Save/Update the APAR details, kindly confirm!!

Buttons: OK, Cancel

20. A notification will appear with APAR Processing done Successfully

SAHAS AIIMS New Delhi All India Institute of Medical Sciences, Delhi

Home Menu [APAR Filing And Authority Ratings](#)

Reporting In-Process | **Reviewing In-Process** | Accepting In-Process | Reported | Reviewed | Accepted

List of APAR(s)

| Record Id | Emp. No. | Emp. Name and Designation | Department | APAR From | APAR To | APAR Purpose | APAR Status | In-Process with Auth. |
|-----------|----------|---------------------------|------------|-----------|---------|--------------|-------------|-----------------------|
| ~ X | ~ X | ~ X | ~ X | ~ X | ~ X | == All X | ~ X | ~ X |

Page 1 of 1 | 10 | No records to view

APAR Processing done Successfully. ←

Centre for Development of Advanced Computing

High test | Welcome to SAHAS SAHAS test | Welcome To SAHAS Kindly check v