

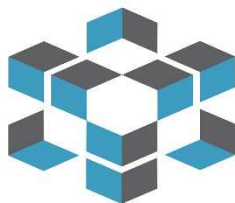
ANNUAL PERFORMANCE APPRAISAL REPORT  
**RAJ-KAJ**  
**(INTEGRATED RAJ E-OFFICE)**

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DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION

GOVERNMENT OF RAJASTHAN

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**राज-काज**

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## 1. Introduction

The objective of Annual Performance Appraisal Module of Raj-Kaj (Integrated Raj e-Office) application is to automate the appraisal process for employees belonging to the State Government Departments/Organizations/PSUs.

## 2. User Roles

Based on the below mentioned user roles and access rights, various actions related to Performance Appraisal will be performed. A description of various roles is as follows:

| Sl. | Term  | Meaning  |
|-----|---|--|
| 1.  | <b>Reportee/<br/>Employee</b>                                   | Employee whose performance will be assessed through his Performance Appraisal Report (PAR/ACR).  |
| 2.  | <b>Reporting<br/>Officer</b>                                    | Immediate superior authority of the employee, who is at first level to assess the performance of the employee.   |
| 3.  | <b>Reviewing<br/>Authority</b>                                  | Next higher authority of the Reporting Officer, who is at second level to assess the performance of the employee.<br><br>A Reporting Officer and Reviewing Authority can be the same officer.                            |
| 4.  | <b>Accepting<br/>Authority</b>                                  | Next higher authority of the Reviewing Authority, who is at third level to assess the performance of the employee and who accepts the PAR.<br><br>A Reviewing Authority and Accepting Authority can be the same officer. |
| 5.  | <b>District<br/>Collector /<br/>Divisional<br/>Commissioner</b> | In case of District Level Officers, the concerned District Collector/Divisional Commissioner provides his remarks after the Reporting Officer has drawn the PAR.   |
| 6.  | <b>Mark To</b>  | Dealing official (Establishment Section/ACR Cell) responsible for maintaining the employee's PAR.  |
| 7.  | <b>PAR Group</b>  | PAR group comprising of employees of ACR Cell formed as per the workflow requirement for processing PAR forms and maintaining the filled PARs.   |

### Pre-requisites

Before an employee can start filling his Annual Performance Appraisal Report (APAR / PAR/ACR), his PAR Hierarchy should be configured and PAR should be initiated.

If the PAR hierarchy of an employee is not configured, then employee may either create PAR Hierarchy by himself (permissible only for employees of selected Departments/Services, e.g. RAS officers) or contact the concerned Establishment Section for configuration of hierarchy and initiation of PAR.

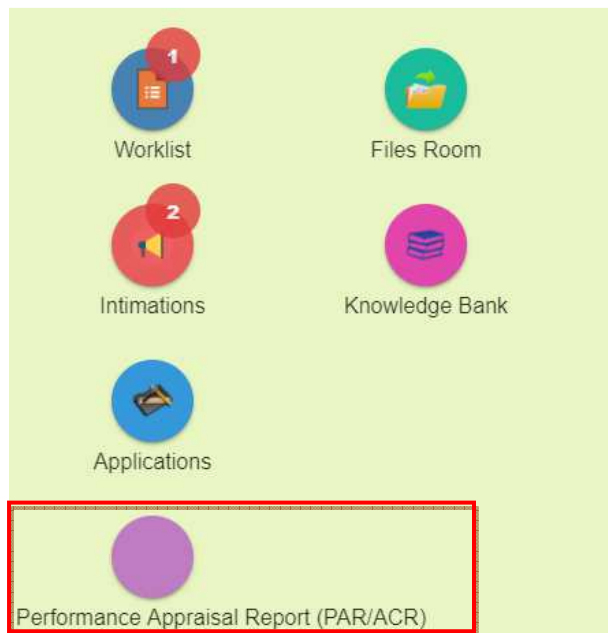
### 3. Accessing Raj-Kaj

Using the credentials (SSO Username & Password) user is required to login to SSO portal <https://sso.rajasthan.gov.in/signin>, the 'Raj-Kaj' icon will appear as under:

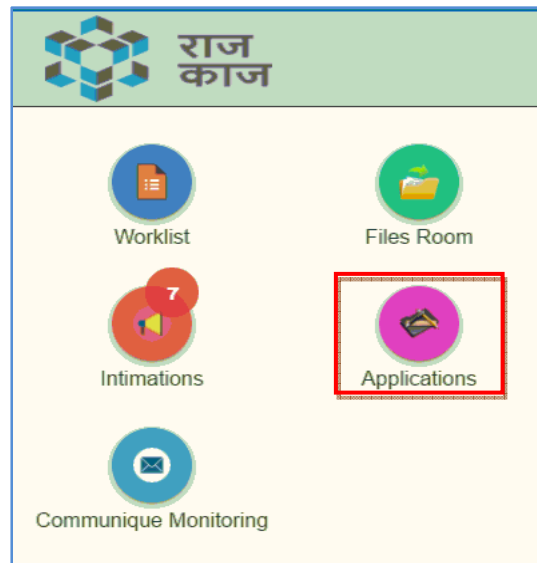


### 4. Features and Functionality for Reportee / Employee

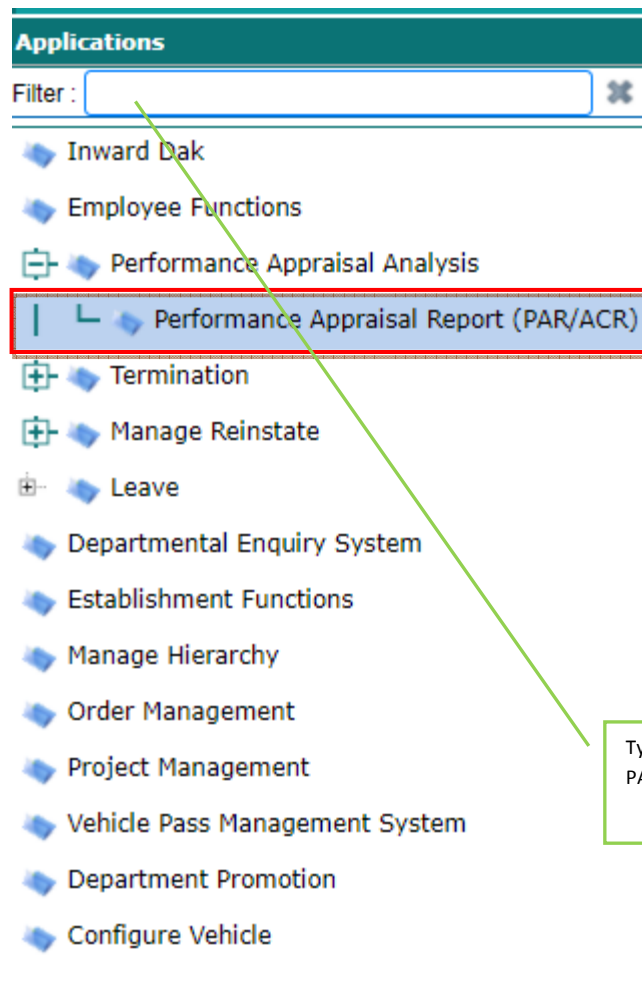
On clicking Raj-Kaj, Reportee reaches the Home page as under. Click on the Performance Appraisal Report (PAR/ACR) icon as shown below:



If the PAR/ACR icon is not available, then Click on Applications and follow the below mentioned path to undertake the activities related to PAR module:



Path:: **Raj-Kaj → Applications → Employee Functions → Performance Appraisal Report (PAR/ACR)**



Type key word in the filter. Example: ACR or PAR or Appraisal, etc

Following functions need to be performed in order to fill the PAR form:

- **Step 1: Manage Appraisal Hierarchy - Self:** Configure the PAR Period and Appraisal Hierarchy as per the prescribed channel for drawing and submission of Annual Performance Appraisal Report issued by the Appointing Department of the Reportee.
- **Step 2: Initiate PAR:** Initiate the PAR form, which reaches the worklist of the Reportee.

#### 4.1. Configure Appraisal Hierarchy

The Appraisal Hierarchy represents the flow of the PAR form and comprises of ‘Reporting Officer’, ‘Reviewing Authority’, ‘Accepting Authority’ and ‘Mark To’ Authorities.


The Appraisal Hierarchy can be configured by the Establishment Section or by employee through the Manage Appraisal Hierarchy page.

| For Establishment Section  | For Reportee   |
|--|--|
| Path to Configure the Appraisal Hierarchy  | Path to Configure the Appraisal Hierarchy  |
| Path:: <b>Raj-Kaj → Applications → Employee Functions → Performance Appraisal Report (PAR/ACR)</b> | Path:: <b>Raj-Kaj → Applications → Employee Functions → Performance Appraisal Report (PAR/ACR)</b> |

The “Manage Performance Appraisal Hierarchy” screen will be displayed where the status of PAR of the Reportee/s can be seen and create/update/delete hierarchy. The Establishment user / Reportee can set the Appraisal Hierarchy, update the hierarchy and view the status of past PARs (PARs which have been processed through Raj-Kaj) of the Reportee through this page.

##### Create New Hierarchy

1. By default, PAR details of the current Financial Year will be visible in the lower section of the page. Select one of the displayed records and click on “Create New Hierarchy”.
2. User can also view status of his PAR/s of a Financial Year from the upper section of the Manage Appraisal Hierarchy – Self page. Select “Financial Year” and click on Search. Status of all PARs of the selected Financial Year will be displayed.

 Welcome Sh. Ashutosh M. Deshpandey, Technical Director(IT & CD,GoR)  
Last Login Date : 09-Nov-2017 10:56 Password never expires Your session will expire in 59:52

Worklist User Manual Files Room Dashboard Knowledge Bank Management Info. System Applications

Manage Performance Appraisal Hierarchy - Self

Manage Performance Appraisal Hierarchy - Self

Name Sh. Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)  
PAR Status Please Select Financial Year 2016-2017  
Start Date 01-Apr-2016 End Date 31-Mar-2017

Search Reset

|                                  | Name                       | Current Designation | Department   | Status                   | Start Date | End Date | View                 |
|----------------------------------|----------------------------|---------------------|--|--------------------------|------------|----------|----------------------|
| <input checked="" type="radio"/> | Sh. Ashutosh M. Deshpandey | Technical Director  | Department of Information Technology and Communication | Hierarchy Not Configured |            |          | <a href="#">View</a> |

Create New Hierarchy Update Hierarchy Initiate PAR

3. Screen for configuration of Appraisal Hierarchy will be opened as below.

Configure Appraisal Hierarchy

All fields marked with \* are mandatory.

Start Date \* 01-Apr-2017 End Date \* 31-Mar-2018  
Assessment Duration (In Days) 365

Appraisal Hierarchy

Name \* SHWETA FAGERIA (Additional Director);  
Is District/Divisional level appraisal applicable? ☒

Reportee Details

| Sr.No. | Employee Name  | Department             | Designation         | Employee Id     |
|--------|----------------|------------------------|---------------------|-----------------|
| 1      | SHWETA FAGERIA | Agriculture Department | Additional Director | RJA200101004159 |

Reporting Authority \* UJJAWAL RATHORE (Joint Secretary);  
Reviewing Authority \* UJJAWAL RATHORE (Joint Secretary);  
Accepting Authority \* Bhaskar Aatmaram Sawant (Secretary);  
MarkTo Authority \* GHANSHYAM SONI (Section Officer);

Click on Search icon to Search the Reporting/Reviewing/Accepting Authority

Configure Appraisal Hierarchy Close

4. Provide Start Date and End Date of the Appraisal Period. This period should be greater than or equal to 90 days and should be within the appraisal period.
5. Tick mark against “Is District/Divisional level appraisal applicable?”, if applicable.
6. By default, the current Department and Designation of the employee will be displayed in the Reportee Details. The employee can change his department and designation according to the Appraisal period.
7. Select the respective authorities, i.e., Reporting, Reviewing, Accepting Authorities (Divisional Commissioner/District Collector, if applicable) as per the prescribed channel for drawing and submission of Annual Performance Appraisal Report issued by your Department, from time to time.

Search Screen for searching and mapping the respective authority will be displayed as under:

**Employee Search**

Appointing Department: Agriculture Department

Section:

Service Type: Please Select

Designation: Enter Value and Press Enter to Se

Employee Id:

Name:

Posted Department/Office: Agriculture Department

Posted District: Please Select

Cadre:

SSO ID:

Search Reset Close

Provide any one or more fields about the authority and click on to search

If the Authority is from other Department, then remove Appointing Department or Posted Department by clicking on the cross button.

If the Authority is from other Department, then remove Posted Department by clicking on the cross button.

- After all the Authorities have been searched and mapped, click on Configure Appraisal Hierarchy. Once Appraisal Hierarchy has been configured, user will initiate the PAR from the same screen. He can initiate PAR later also.

### Update Appraisal Hierarchy

- Employee will be able to update his Appraisal Hierarchy from the Manage Performance Appraisal Hierarchy – Self screen. Appraisal Hierarchy can be updated by the employee only for those PARs, where status is “PAR Not Initiated”.

**Manage Performance Appraisal Hierarchy - Self**

Name: Sh. Ram Charan Sharma (Officer On Special Duty, Department of Information Technology and Communication)

PAR Status: PAR Not Initiated

Financial Year: 2016-2017

Start Date: 01-Apr-2016

End Date: 31-Mar-2017

Search Reset

| Name                  | Current Designation     | Department              | Status            | Start Date  | End Date    | View                 |
|-----------------------|-------------------------|-------------------------|-------------------|-------------|-------------|----------------------|
| Sh. Ram Charan Sharma | Officer On Special Duty | Department of Personnel | PAR Not Initiated | 01 Apr 2016 | 31 Mar 2017 | <a href="#">View</a> |

Create New Hierarchy Update Hierarchy Initiate PAR

- Select the PAR Status as “PAR Not Initiated” and select the “Financial Year” and click on “Search”. The record will be displayed in the lower section of the page. Select the record and click on “Update Hierarchy”.
- The “Configure Appraisal Hierarchy” Screen will be displayed. The user can then update the PAR period and hierarchy and click on Update to save the hierarchy. User can update the hierarchy as many times till the PAR is initiated.

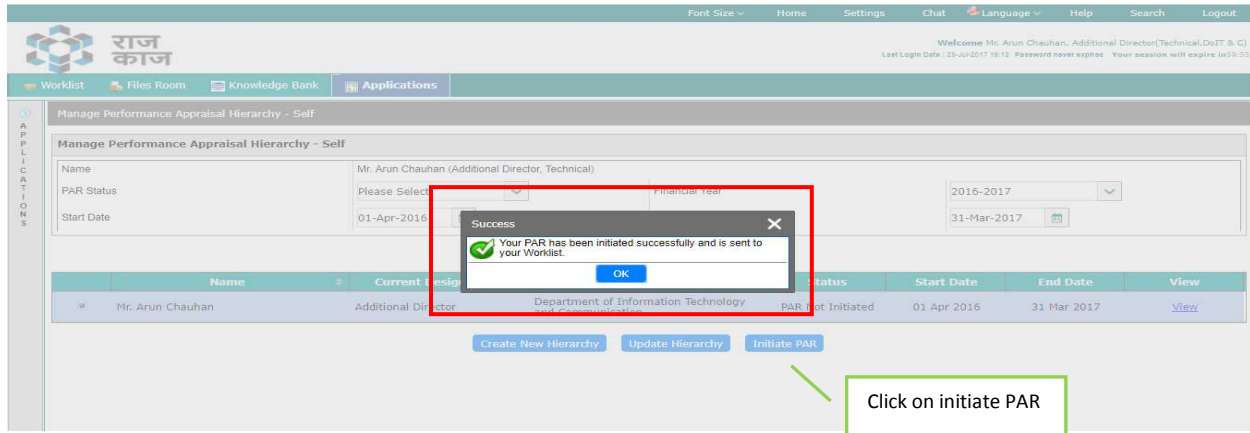
## 4.2. Initiate PAR

- Once PAR Hierarchy is configured, user will Initiate the PAR. Path to Initiate PAR is as follows:

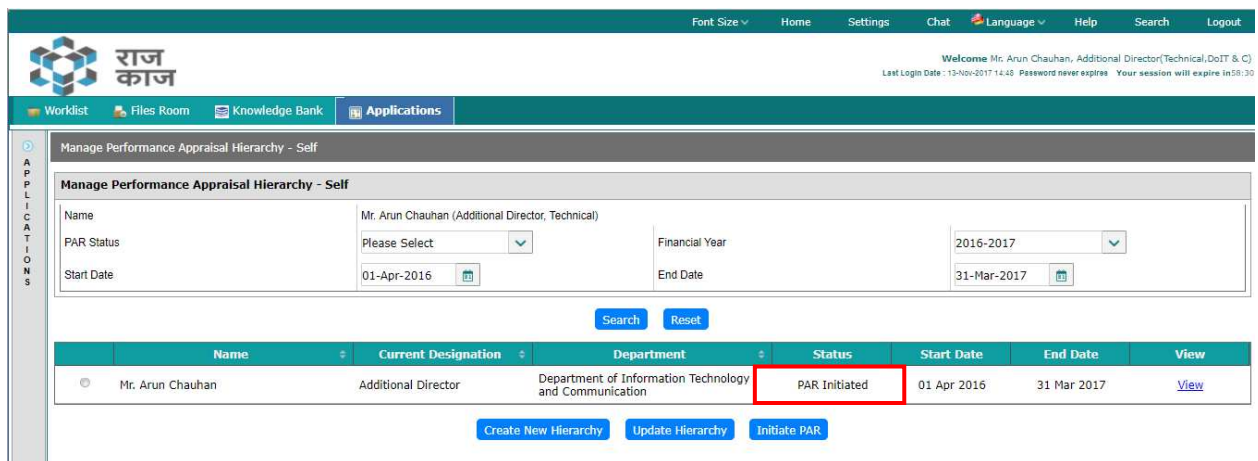


Path:: **Raj-Kaj → Applications → Employee Functions → Performance Appraisal Analysis → Manage Appraisal Hierarchy - Self**

2. Select the record with status “PAR Not Initiated” and click on “Initiate PAR”. Initiated PAR will be sent to the Worklist of the Reportee.



3. Status of the PAR will be changed to PAR Initiated. Initiated PAR will be available in the Reportee’s Worklist.



### 4.3. Fill PAR

1. User can access the initiated PAR from his Worklist as follows. Click on Home and then click the Worklist icon or else click Worklist tab displayed above:

Path:: **Raj-Kaj → Worklist**

2. Click on File No. to open the PAR file.

Worklist

Filter:

Inbox

Create File

Outbox

Personalised Folders

Initiate Dak

Recruitment

My Draft Template

Create File Forward Approve Reject Return Send To Preferred List

Worklist > Inbox > Files

Search records where At least one field Contains

| File No.   | Description  | From Department  | From              | Sent / Received Date | Read On              | Quick Actions |
|--|--|--|-------------------|----------------------|----------------------|---------------|
| PAR(DoIT & C/2017-43285                          | PAR(2016 - 2017) for Mr. Arun Chauhan (Additional Director, Technical) | Technical  | Mr. Arun Chauhan  | 13 Nov 2017 02:48 PM | -                    |               |
| F-(6)/Ref(IT & CD)/DoIT & C/Technical/2017-00091 | adcvv  | Technical  | Sh.Suneel Chhabra | 11 May 2017 01:05 PM | -                    |               |
| DoIT & C/2016-38645                              | Request for Personal Details   | Department of Information Technology and Communication | Sh.Akhil Arora    | 10 Nov 2016 01:19 PM | -                    |               |
| DoIT & C/2016-38629                              | Request for Personal Details   | Planning Department                                    | Sh.Akhil Arora    | 05 Nov 2016 04:38 PM | -                    |               |
|  |  | Department of Information Technology and               | Sh.Akhil Arora    | 22 Sep 2016 07:04    | 22 Sep 2016 07:06 PM |               |

Legends Physical File Previously Seen File New Other

Click on Worklist

Click on File No. to open the PAR file.

3. The Reportee Details will be visible in the top section of the File. In case, PAR form has been pushed by the Establishment Section, Reportee will get the option to confirm the PAR Period and Reporting Hierarchy. In case, PAR has been initiated by the Reportee himself, confirm PAR option will not be available to him.

Save Actions Forward Return Send To Pending View Close

Basic Info Summary

Performance Appraisal Report (01 Apr 2016 - 29 Jun 2016)

Instructions

All fields marked with "\*" are mandatory.

Part - 1

Reportee Details

|                     |  |                 |  |
|---------------------|--|-----------------|--|
| Name                | Mr. Arun Chauhan   | Employee Id     | RJJP198819016861                                       |
| Designation         | Additional Director  | Department      | Department of Information Technology and Communication |
| Father's Name       | -  | Home District   | Alwar  |
| Date Of Birth       | 14 Jul 1966  | Date of Joining | 23 Apr 1988  |
| Start Date          | 01 Apr 2016  | End Date        | 29 Jun 2016  |
| Reporting Authority | Sh.Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)    |                 |  |
| Reviewing Authority | Sh.Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)    |                 |  |
| Accepting Authority | Sh.Ram Charan Sharma (Officer On Special Duty, Department of Information Technology and Communication) |                 |  |

Do you confirm your PAR Period and Hierarchy \* ☒ Yes ☐ No

This option will not be available if hierarchy has been created by Self

4. In case a wrong PAR has been initiated, Establishment Section of the Reportee can reject a wrong PAR. Reportee needs to contact their Establishment Section for the same.
5. Reportee will fill the following fields in their PAR and click on Save:

**a. Period of Absence due to Leave/Training**

Reportee will fill details of leaves and trainings undertaken during the appraisal period. Details of Leaves equal to or greater than 15 days should be provided here. Click on Add Row to add further details.

Period of Absence due to Leave/Training

| Absence reason | From Date   | To Date     | Remarks                  | Delete                                 |
|----------------|-------------|-------------|--------------------------|--|
| Leave          | 01-Aug-2015 | 15-Aug-2015 | On PL during this period | <input type="button" value="Add Row"/> |

- b. Self-Appraisal for Key Result Areas in accordance with the Targets  
Reportee will fill his Self-Appraisal within 4000-character limit in this section.

| Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)(Maximum 4000 characters allowed)   |         |                    |   |
|--|---------|--------------------|---|
| Key Result Areas   | Targets | Actual Achievement | Reasons for not achieving targets and special contribution (if any) |
| <p>Worked on the following projects:</p> <ol style="list-style-type: none"> <li>1. Integrated Raj-e-office Project - Worked on following modules of the Raj Kai Project - Leave Management, Performance Appraisal Module</li> <li>2. Successfully created Organizational hierarchy for following departments -</li> <li>3. Implemented the developed modules for following departments – Department of IT &amp; Communication, Department of Statistics, Forest Department, RajCOMP Info Services Limited</li> </ol> |         |                    |   |

- c. Night Stay details (other than Headquarter) and Annual Health Check-Up details  
Reportee will fill the details of any Night Stay undertaken during the Appraisal Period.  
Reportee will upload the Annual Health Check-up Report, if any and as per the Order/Circular of DOP.

| Night Stay Other than Headquarter                        |   |
|--|---|
| Night Stay Other than Headquarter *                      | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Please Specify   | Nightstay in District Hqrs - Udaipur during 1 July 2016 till 5 July 2016  |
| Annual Health Check-Up                                   |   |
| Have you undertaken Annual Health Check-Up?              | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Remarks  | Date of Certificate * 07-Aug-2016   |
| Annual Health Checkup undertaken. The Report is attached |   |
| Attachment   | <p>Attachment(s) *</p> <p><a href="#">Attach File(s)</a> [Max: 5 Attachments or 50 MB, Used: 1 Attachment of 14.34 KB]</p> <p><a href="#">Health Checkup Report.pdf</a></p> |

- d. Special work done by the Reportee

| Brief description of the special work done by the Reportee (Not more than 150 words)                          |
|---|
| <p>Received Award of Excellence in the field of eGovernance from the Hon'ble Chief Minister of Rajasthan.</p> |

- For PARs of the period 2017-18, Property details which have been filled by the Reportee through the IPR Module will be automatically filled and displayed in the Property Return Details section.
- Click on Save to save the details. Once complete, Click on 'Forward' button at the top of the form.

Save Actions **Forward** Return Send To Pending View Close

**Forward**

| Basic Info          |   | Summary  |  |
|---------------------|---|--|--|
| Designation         | Additional Director   | Department   | Department of Information Technology and Communication |
| Father's Name       | -   | Home District  | Alwar  |
| Date Of Birth       | 14 Jul 1966   | Date of Joining  | 23 Apr 1988  |
| Start Date          | 01 Apr 2016   | End Date   | 29 Jun 2016  |
| Reporting Authority | Sh Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department) |  |  |
| Reviewing Authority | Sh Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department) |  |  |
|                     | Accepting Authority   | Sh Ram Charan Sharma (Officer On Special Duty, Department of Information Technology and Communication) |  |

**Period of Absence due to Leave/Training**

| Absence reason | From Date   | To Date     | Remarks                  |   |
|----------------|-------------|-------------|--------------------------|---|
| Training       | 01-Apr-2016 | 15-Apr-2016 | NISG Training, Hyderabad | <a href="#">Add Row</a><br><a href="#">Delete</a> |

**Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)(Maximum 4000 characters allowed)**

| Key Result Areas | Targets | Actual Achievement | Reasons for not achieving targets and special contribution (if any) |
|------------------|---------|--------------------|---|
|------------------|---------|--------------------|---|

## 8. PAR will be forwarded to the Reporting Officer.

Save Actions Forward Return Send To Pending View Close

**Forward**

| Basic Info          |   | Summary  |  |
|---------------------|---|--|--|
| Designation         | Additional Director   | Department   | Department of Information Technology and Communication |
| Father's Name       | -   | Home District  | Alwar  |
| Date Of Birth       | 14 Jul 1966   | Date of Joining  | 23 Apr 1988  |
| Start Date          | 01 Apr 2016   | End Date   | 29 Jun 2016  |
| Reporting Authority | Sh Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department) |  |  |
| Reviewing Authority | Sh Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department) |  |  |
|                     | Accepting Authority   | Sh Ram Charan Sharma (Officer On Special Duty, Department of Information Technology and Communication) |  |

**Period of Absence due to Leave/Training**

| Absence reason | From Date   | To Date     | Remarks                  |   |
|----------------|-------------|-------------|--------------------------|---|
| Training       | 01-Apr-2016 | 15-Apr-2016 | NISG Training, Hyderabad | <a href="#">Add Row</a><br><a href="#">Delete</a> |

**Message(s)**

| File Number             | Subject                      | Recipient               |
|-------------------------|------------------------------|-------------------------|
| PAR/DoIT & C/2017-43291 | Performance Appraisal Report | Ashutosh Deshpandey(TD) |

[Send](#) [Close](#)

## 5. Features and Functionality for ‘Reporting Officer’/ ‘Reviewing Authority’/ ‘District Collector’ / ‘Divisional Commissioner’

Any PAR Form which has been submitted to the ‘Reporting Officer’ / ‘Reviewing Authority’ / ‘District Collector’ / ‘Divisional Commissioner’ will be available in their Worklist. Based on their roles, they will fill the relevant Parts (sections) in the Form.

- ‘Reporting Officer’: A ‘Reporting Officer’ is the Immediate superior authority of the Reportee, who is at first level to assess the performance of the Reportee and will fill the relevant Part (section) of the PAR Form and forwards the form to the ‘District Collector’ / ‘Divisional Commissioner’ or ‘Reviewing Authority’, as the case may be.
- ‘District Collector’ / ‘Divisional Commissioner’: For officers working in District or Division level, and those who selected ‘District Collector’ / ‘Divisional Commissioner’ in their appraisal hierarchy. Fills the relevant Part (section) of the PAR Form and forwards the form to the Reviewing Authority.
- ‘Reviewing Authority’: A ‘Reviewing Authority’ is the next higher authority of the ‘Reporting Officer’, who is at second level to assess the performance of the employee. Fills the relevant Part (section) of the PAR Form and forwards the form to the Accepting Authority.

Path:: **Raj-Kaj → Worklist → Inbox → Files**

Click on the File No. to open the PAR file.

The screenshot shows the 'Raj-Kaj' application interface. The top navigation bar includes 'Worklist', 'User Manual', 'Files Room', 'Dashboard', 'Knowledge Bank', 'Management Info. System', and 'Applications'. The 'Worklist' sidebar on the left lists options like 'Inbox', 'Create File', 'Outbox', 'Manage Outward Details', 'Personalised Folders', 'Delegation', 'Initiate Dak', 'Recruitment', and 'My Draft Template'. The main area displays a table of PAR files with columns: File No., Description, From Department, From, Sent / Received Date, Read On, and Quick Actions. A green arrow points from the text 'Click on File No. to open the PAR file.' to the 'File No.' column header and a specific file entry.

| File No.                | Description   | From Department   | From                      | Sent / Received Date | Read On              | Quick Actions |
|-------------------------|---|---|---------------------------|----------------------|----------------------|---------------|
| PAR/DoIT & C/2017-43291 | PAR(2016 - 2017) for Mr. Arun Chauhan (Additional Director, Technical)  | Technical   | Mr. Arun Chauhan          | 13 Nov 2017 06:30 PM | -                    | [Icons]       |
| PAR/IT & CD/2017-41658  | PAR(2016 - 2017) for Sh. Ramji Lal Raigar (Informatic Assistant, Block H/Q Office of Analyst cum programmer(Dy Director) DoIT&C (Indwara, Sirohi) | Office of Analyst cum programmer(Dy Director) DoIT&C Sirohi | Sh. Sudarshan Singh Deora | 11 Oct 2017 07:55 PM | 11 Oct 2017 07:56 PM | [Icons]       |
| PAR/DoIT & C/2017-43130 | PAR(2016 - 2017) for Mr. Sanjay Kumar Singh (Deputy Registrar, Block H/Q Office of Analyst cum programmer(Dy Director) DoIT&C- Ramgarh, Alwar)    | Technical   | Sh. Suneel Chhabra        | 09 Oct 2017 06:33 PM | 09 Oct 2017 06:33 PM | [Icons]       |
| PAR/DoIT & C/2017-43114 | PAR(2016 - 2017) for Sh. Nitin Verma (Analyst Cum)  | Technical   | Sh. Nitin                 | 04 Oct 2017 06:33 PM | 04 Oct 2017          | [Icons]       |

Legends: ■ Physical File ■ Previously Seen File ■ New ■ Other

Once a file is opened, the Authority will perform following actions:

### 1. Confirm PAR Period and Hierarchy

- Select Yes / No against “Do you confirm your PAR Period and Hierarchy?”
  - Select ‘Yes’ and proceed to the fill the PAR.
  - If not correctly mapped in the PAR channel or PAR Period is incorrect, select ‘No’ and provide remarks and click on Reject to send the file to the Establishment Section.

Save Actions Forward Return Send To Pending View Close

Performance Appraisal Report (01 Apr 2016 - 29 Jun 2016) [Instructions](#)

All fields marked with \* are mandatory.

Part-1

**Reportee Details**

|                     |  |                 |  |
|---------------------|--|-----------------|--|
| Name                | Mr. Arun Chauhan   | Employee Id     | RJJ198819016861  |
| Designation         | Additional Director  | Department      | Department of Information Technology and Communication |
| Father's Name       | -  | Home District   | Alwar  |
| Date Of Birth       | 14 Jul 1966  | Date of Joining | 23 Apr 1988  |
| Start Date          | 01 Apr 2016  | End Date        | 29 Jun 2016  |
| Reporting Authority | Sh Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)    |                 |  |
| Reviewing Authority | Sh Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)    |                 |  |
| Accepting Authority | Sh Ram Charan Sharma (Officer On Special Duty, Department of Information Technology and Communication) |                 |  |

Do you confirm your PAR Period and Hierarchy \* ☐ Yes ☒ No

Remarks \* 

Appraisal Hierarchy not correct. Reportee has not worked under me in the given Appraisal period.

[Reject](#)

## 2. Fill Part-2 / Part-3/Part-4 of the PAR Form

- a. Based on their roles, Authorities will fill the relevant Parts (sections) in the Form.
  - i. Provide Remarks and Assessment Grade.
  - ii. Forward the application to the next level for verification.

## 6. Features and Functionality for ‘Accepting Authority’

An ‘Accepting Authority’ is next higher authority of the Reviewing Authority, who is at third level to assess the performance of the employee and accept the PAR. Any PAR Form which has been submitted to the ‘Accepting Authority’ will be available in their Worklist.

Path:: **Raj-Kaj → Worklist → Inbox → Files**

1. An Authority will open the file in his Worklist and fill the relevant Part of the form. After filling the form, Authority will click on Accept PAR. Through this function, the Authority will e-Sign the PAR

Part- 4

**To be filled by Accepting Authority [Sh.Bhaskar Aatmaram Sawant (Secretary To Government, Department of Personnel)]**

|   |   |
|---|---|
| Do you agree with Reporting Officer/Reviewing Authority *   | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Good work done by the <u>Reportee</u> .   |   |
| Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *   | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. * | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Aggregate Assessment of Accepting Authority *   | <input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory |
| Is Designation during Appraisal period different?   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |

Activate Windows  
Go to PC settings to activate Windows.

2. A window for providing the OTP received in the Aadhaar linked mobile no. will be opened to e-Sign the PAR. Provide OTP and click on Verify OTP.

Basic Info      Summary

**To be filled by Accepting Authority [Sh.Bhaskar Aatmaram Sawant (Secretary To Government, Department of Personnel)]**

|   |   |
|---|---|
| Do you agree with Reporting Officer/Reviewing Authority *   | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Good work done by the <u>Reportee</u> .   |   |
| Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *   | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. * | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Aggregate Assessment of Accepting Authority *   | <input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory |
| Is Designation during Appraisal period different?   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |

Verify OTP

Enter OTP

3. An e-Signed PDF will be created as displayed under. Click on ‘Send to Establishment’ to send the file to the Establishment Section for further processing.

| Basic Info  |  | Summary   |
|---|--|---|
| <div>Good work done by the Reportee.</div>  |  |   |
| Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *   |  | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *   |  | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| Has any matter come to your knowledge, which gives adverse impression about the integrity of * the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. |  | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Aggregate Assessment of Accepting Authority *   |  | <input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory |
| Is Designation during Appraisal period different?   |  | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| <b>Performance Appraisal Report</b>   |  |   |
| <div>PAR for Smt SHWETA FAGERIA (01 Jan 2018 - 31 Mar 2018)</div>   |  | <div>Accepted and E-Signed By Sh. Bhaskar Aatmaram Sawant (Secretary To Government, Department of Personnel)</div>  |
| <div>Send To Establishment</div>  |  |   |

## 7. Support

| For issues related to SSO, contact:  | For issues related to PAR Hierarchy  | For any application related issues, contact:   |
|--|--|--|
| Email:<br>helpdesk.sso@rajasthan.gov.in<br>Ph: 0141-5153222. Press 1 and then provide extension (Ext 25555#)<br>Direct IP: 25555 | <b>Contact Establishment Section</b><br><br><b>For RAS Officers, Contact: Department of Personnel</b><br><br>Email:<br>soni43212003@yahoo.co.in<br>Ph: 0141-5153222. Press 1 and then provide extension (Ext 21935#)<br>Direct IP: 21935 | Email:<br>support.eoffice@rajasthan.gov.in<br>Ph: 0141-5153222 Press 1 and then provide extension (Ext 21304#, 22281#, 21149#)<br>Direct IP: 21304, 22281, 21149 |