



# Annual Confidential Report User Manual

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Directorate of Treasuries, Pension and  
Entitlements  
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**Document Control Sheet**

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## List of Abbreviations

1. CTS- Core Treasury System
2. DDO- Drawing and Disbursing Officer
3. EMP- Employee
4. GOV- Government
5. IFMS- Integrated Finance Management System
6. LPC- Last Pay Certificate
7. MOB- Mobile
8. OTP- One Time Password
9. PDF- Portable Document Format
10. PPO- Pension Pay Order
11. UIDAIS- The Unique Identification Authority of India
12. UK- Uttarakhand
13. URL- Uniform Resource Locator
14. VID- Virtual ID

## 1. Introduction

The ACRs in India are governed by the All-India Services Rules 1970. These rules provide that a confidential report or the ACR, assessing the performance of every member of the service, shall be written for each financial year. The ACRs is the main method of annual periodic review of the performance of civil servants in India. In most states, the formats are uniform for all the employees regardless of the nature of functions. The ACR process is also meant to be used in training and human resource development, confirmation, etc. The main objective of ACR as explained under civil services in India is to provide basic and vital input for assessing the performance of an officer and for his/her advancement in his/her career, and it is a tool for human resource development so that an officer realizes his/her potential.

This manual includes a description of the module functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for module access and use. For better understanding of the users, graphics has been used wherever possible in this manual.

### 1.1 Purpose of this document

This document is a generic user guide document for using ACR Modules and has all the details regarding ACR which is helpful for users. This document expresses all the working of the module in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the software.

### 1.2 Scope

This user manual is intended to be used by all the Department and treasuries of Uttarakhand. Separate user manuals have been/are being prepared for other aspects of IFMS software. This user manual is intended to be used by employees and DDO's.

### 1.3 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e., Monday to Saturday) and between 10 PM to 6 PM during holidays.

## 2. Overview of ACR

The ACR form, collected as part of a document review, and another committee report on ACR suggest that the ACR requires a general assessment by the “reporting officer” or the “appraiser” and a validation of these remarks by the “reviewing officer.” The appraisal is entirely confidential, with the exception that “adverse remarks,” if any, are required to be conveyed to the appraisee giving an opportunity to represent against such remarks. An ACR process in general requires (1) a self-appraisal from the appraisee and (2) an overall grade to

be recorded (i.e., “outstanding”/“very good”/“average”/“below average”) by the reporting officer or “appraiser” and validated (or altered) by the reviewing officer. As the appraisal form has a section where the appraisee could record the training needs, with the comments of the reporting officer, the training needs section should be sent to the Training Division of the Department of Personnel and Training.

## 3. Instructions

### 3.1 General instructions

IFMS and Core Treasury System is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the Core Treasury System:

1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/
3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

### 3.2 User id and Password

To work on IFMS software the user needs to have an active user id and password. User id, in software, is employee code/mobile number/Aadhar number of the employee. User needs to change his/her default password after login. Password gets expired every 3 months; therefore, to protect his account user is advised to change his/her password regularly. In case the employee forgets his password then he/she may reset it using forgot password link provided on the home page of the software. To reset the password, user must know his/her employee code and mobile number. In case user has forgotten his/her mobile number or employee code then he/she must contact his DDO to get it. DDOs have been given access to their employee’s data in employee master. The password gets locked after 5 unsuccessful attempts. In such cases user should contact finance data center with application with their signature and corresponding id proof for resetting the password.

### 3.3 Single Sign On

IFMS provide single sign on facility which means any employee of Government of Uttarakhand may login using his/her employee code and all his/her roles gets reflected on his dashboard. He/ She do not require a new id, in case of change in his/her role.

### 3.4 Automatic handling of change of role and place

Transfers and promotions are routine in Government organizations, therefore to make the working on software smooth, all the roles of the employees have been mapped with user’s user ids. On transfer LPC is issued, once the LPC is accepted in new department, treasury officers need to contact Finance Data Center for making changes in their roles.

### 3.5 Cyber Security

IFMS is a web-based application hence exposed to Phishing/Vishing and other kind of cyber threats. Therefore, users are advised to use good antivirus software in their PC and never share their password over the email, WhatsApp, sms or over the phone. User is solely responsible for misuse of their user ids and password.

## 4. Description and Steps

### 4.1. How to access the IFMS Software

IFMS software can be accessed by using URL <https://ifms.uk.gov.in/>. Any internet browser (i.e., Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher.

### 4.2 Logging-onto the Web Application

To log-in, user needs to enter the Login id, password and click on the “Login” button. The login ID and password will be provided to the users by the Finance Data Centre.

### 4.3 Stages and component involved in ACR

**1. Workflow creation:** In order to initiate ACR process first and foremost step is to create batch id, then only one can start the process. For now, option to create batch id for each and every officer and employee is with their respective DDO's.

**2. Self-appraisal by employee:** Employee needs to enter summary of responsibilities assigned to him/her during the period under review and submit the form.

**3. Remarks by Reporting, Reviewing and Accepting Authorities:** Once the self-declaration form is successfully submitted by the employee, reporting, reviewing and accepting officer comes in role, for grading the performance of the employees based on the self-declaration filled.

**4. ACR Status Report:** DDO's are given the option to preview the status of the ACR batch created by themselves.

**5. IPR Filling:** IFMS System provides the facility to compulsorily capture individuals IPR.

Let us learn how the ACR is filled in IFMS System;

**Execution steps:** DDO will create batch id → Employees will fill his/her IPR → Corresponding to the created batch id employee/ officer will fill and submit his/her self-declaration form → respective reporting officer will initiate grading process by giving appropriate grades → Based on the grades given by reporting officer reviewing officer will give grades → Finally based on the grades given by reporting and reviewing officer, accepting officer will give final grades.

## 4.4.1 Work Flow Creation

- To be created by the custodian department.
- Employee code of the employee to be used.
- Details like cadre, scale, date of appointment etc. are fetched automatically.
- Details of Reporting /Reviewing/Accepting authorities needs to be entered.
- E-sign the created batch

In order to initiate ACR process first and foremost step is to create batch id, then only one can start the process. For now, option to create batch id for each and every officer and employee is with their respective DDO's. There is a possibility in future that the option to create batch id will be assigned to employee itself. Let us see the steps how DDO can create batch id;

1. At the operator end of DDO, user is provided with menu bar with various modules. User can access ACR Batch creation as shown in the image attached below; click on HRMS in the menu bar as a result drop down menu appears on the screen from which select ACR further drop-down menu appears on the screen with the list, from the list click on ACR batch creation (HRMS→ACR→ACR Batch Creation)

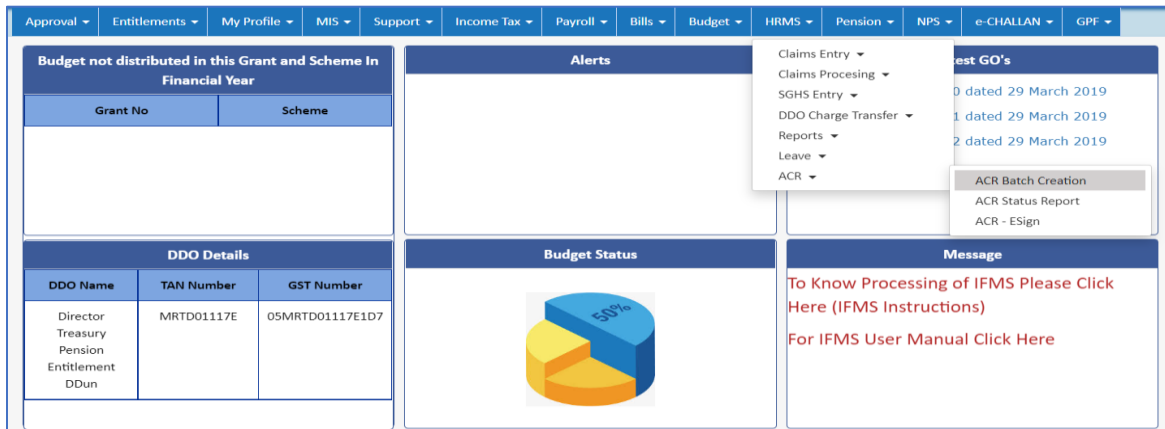


Fig-001

2. On selecting ACR Batch Creation from the drop-down menu user is directed to the next page attached below. Here user is provided with various fields for creating batch id, as we can be seen in the image attached below.

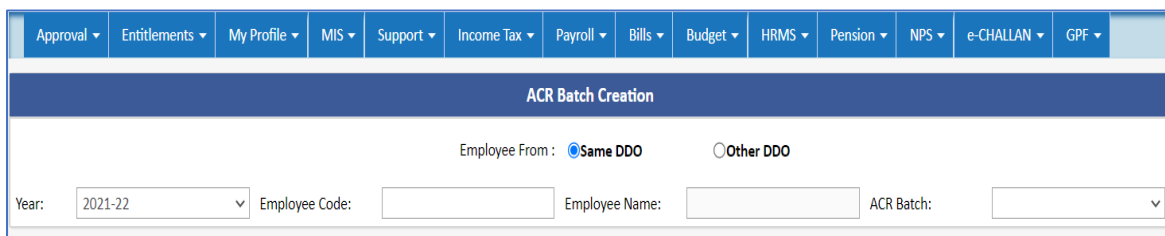


Fig-002

3. Fill in the form like we have filled in the image attached below;
  - Select Employee from (i.e., same DDO or other DDO), by clicking on any of the two-radio button. On selecting same DDO user will be able to create batch id for employee under his organization whereas in cases where DDO have additional charges and wishes to create batch id for employees other than his/her organization he/she may opt other DDO option. Like we have selected for same DDO.
  - Select year which by default is 2022-23, one can change year using drop down menu if he/she has to create batch id for previous years, like we have selected 2021-22.
  - Enter employee code, as soon as user enters employee code detail of the employee starts reflecting on the screen as can be seen in the image attached below.

**ACR Batch Creation**

Employee From:  Same DDO     Other DDO

Year:     Employee Code:     Employee Name:     ACR Batch:

**Section I- Basic Information**  
**भाग I : मूलभूत सूचना**

Service सेवा:

Cadre सर्गर्ग:

Date of substantive appointment in the service/Batch मौलिक नियुक्ति की तिथि/बैच:

Date of Birth जन्मतिथि:

Present Pay Scale वर्तमान वेतनमान:

Date of Appointment to present post वर्तमान पद पर नियुक्ति की तिथि:

ACR Form Template:

ACR Period From Date तिथि से:

ACR Period To Date तिथि तक:

**Reporting/Reviewing/Accepting Authority**  
**प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी**

Reporting Authority प्रतिवेदक प्राधिकारी  
 Workflow Mode:

Search Employee Code:

Supporting Document:  No file chosen

Reviewing Authority समीक्षक प्राधिकारी  
 Workflow Mode:

Search Employee Code:

Supporting Document:  No file chosen

Accepting Authority स्वीकर्ता प्राधिकारी  
 Workflow Mode:

Search Employee Code:

Supporting Document:  No file chosen

**Training Programmes attended**  
**प्रशिक्षण कार्यक्रम जिनमे भाग लिया गया**

Add Row

Sl. No.	Date From तिथि से	Date To तिथि तक	Institute संस्थान	Subject विषय	Delete Row
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/>

**Period of absence on leave, etc.**  
**अवकाश आदि से अनुपस्थिति की अवधि**

Add Row

Sl. No.	Date From तिथि से	Date To तिथि तक	Type प्रकार	Remarks अभ्युक्त	Delete Row
1	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="button" value="Delete Row"/>

**Fig-003**

- Select ACR form templet from the drop-down list, like we have selected ACR-Uttarakhand Accounts Cadre. As soon as we select the templet additional fields like training programme attended and period of absence on leave disappears from the screen.

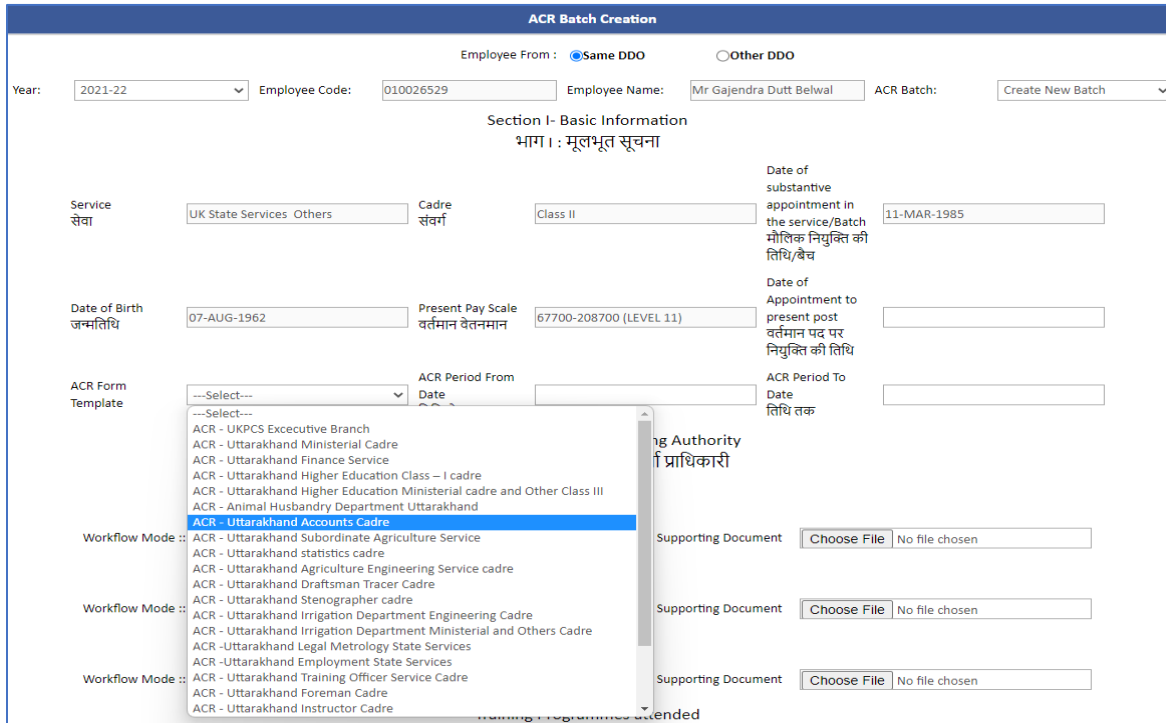


Fig-004

**NOTE:** Options like Training programme attended and period of absence on leave, is optional and depends as per the choice made in ACR form templet. Every ACR form templet provides different format based on the requirements placed by the department. So be precise and confirm with which templet to continue with.

- Enter time period of ACR (from and to date) like we have entered from 01 April, 2021 to 31 Oct, 2021, as can be seen in the Fig-005.
- Continue with selecting Reporting, Reviewing and accepting officer

**NOTE:** As can be seen before selecting Reporting, reviewing and accepting officer user needs to opt Online/ Offline by clicking on the radio button. What these buttons imply is that:

**Online:** For continuing with filling ACR on online basis using this System, that means the officers will the radio button online will be forced to fill ACR online.

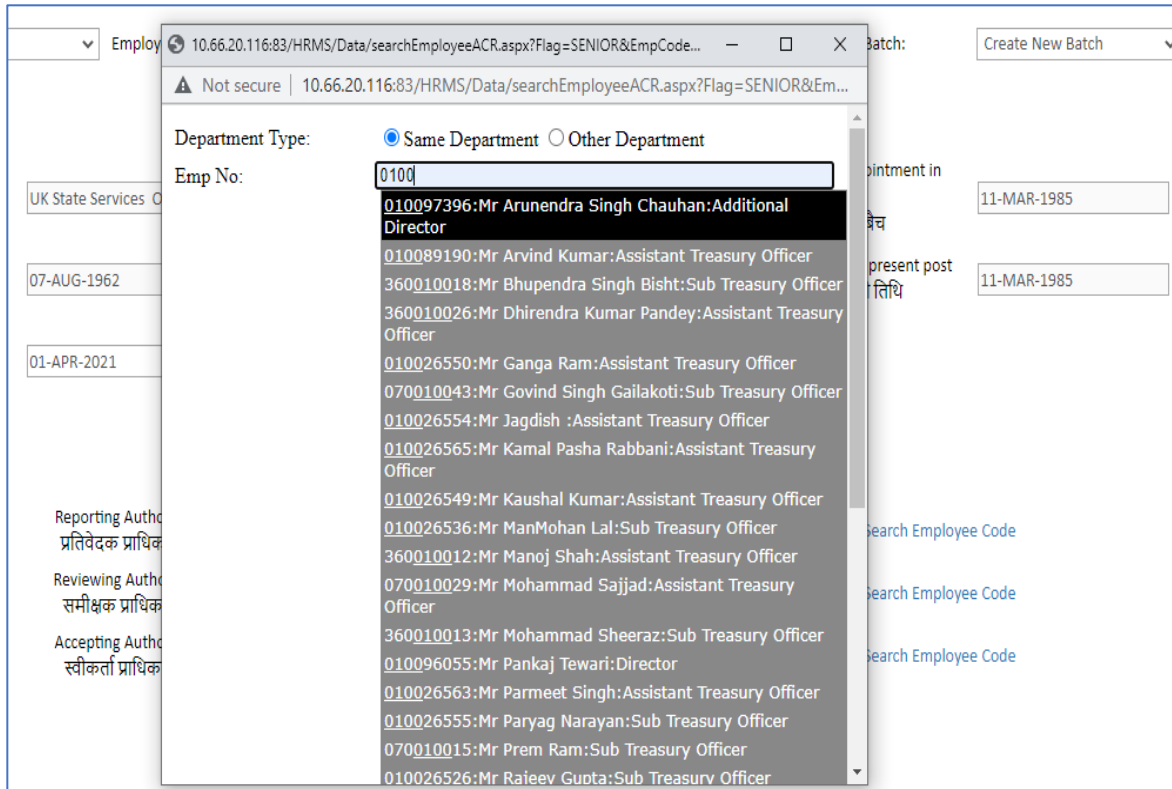
**Offline:** In case of transfer/ retirement of officer one can opt this option, in this case user will have to upload the offline copy signed by those respective officers.

As per the requirement/ availability of officer one can opt online and offline. Procedure of creating batch id is same for both online/ offline.



**Fig-005**

- One by one select Reporting, Reviewing and accepting officer by clicking on search employee code button.
- As soon as user clicks on search employee code button as a result, pop up window appears on the screen, as can be seen in the image attached below. From this window user needs to search employee code whom he/she wants to report.
- Here user needs to select whether the reporting officer is of same department or different by clicking the radio button.
- After selecting department type, user can type name or employee code in the emp code column. On typing down the name, additional drop-down list of similar names with employee code appears. From the list user can select the required one.



**Fig-006**

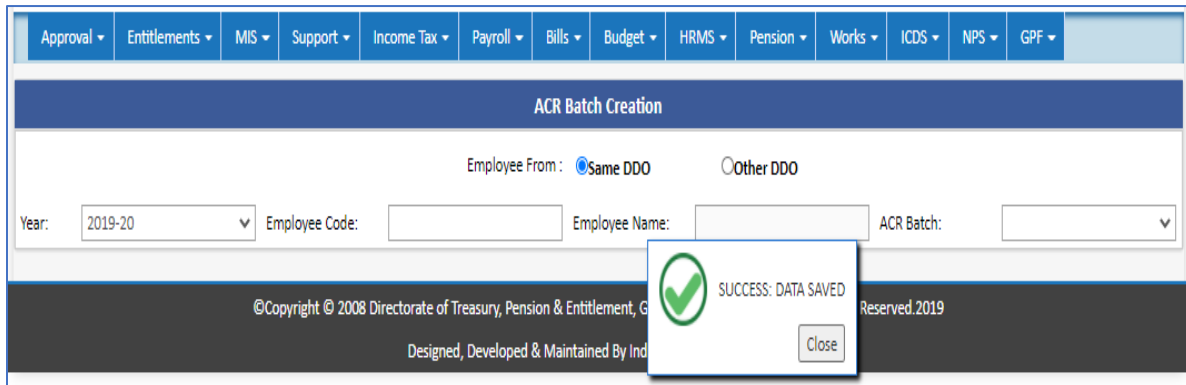
- Once user has selected the name from the list, click on OK button provided on the page as a result we can see in the image attached below that the selected name starts appearing in reporting officer column like in our case “010097396: Mr Arunendra Singh Chauhan” is reflecting. Along with this upload supporting documents as well.



**Fig-007**

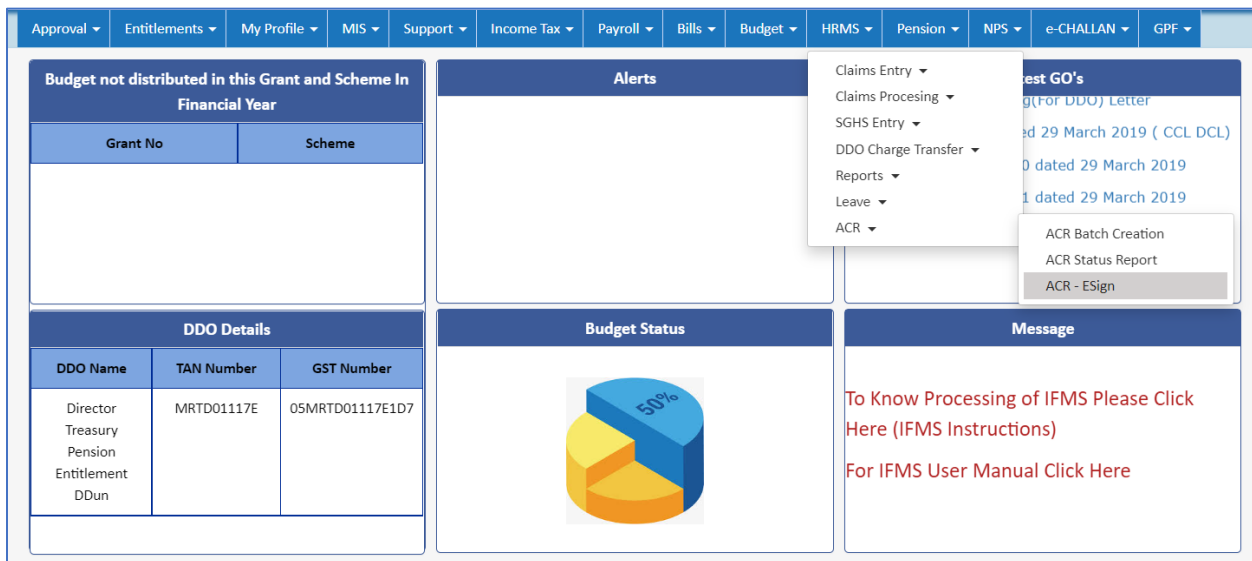
**NOTE:** Cases where user has opted templates where user has to add Training programme attended or period of absence on leave, one can fill the rows and then continue with creating the batch id.

- After the entries are made click on Create/ Update ACR button, as a result pop-up message of success is generated on the screen.



**Fig-008**

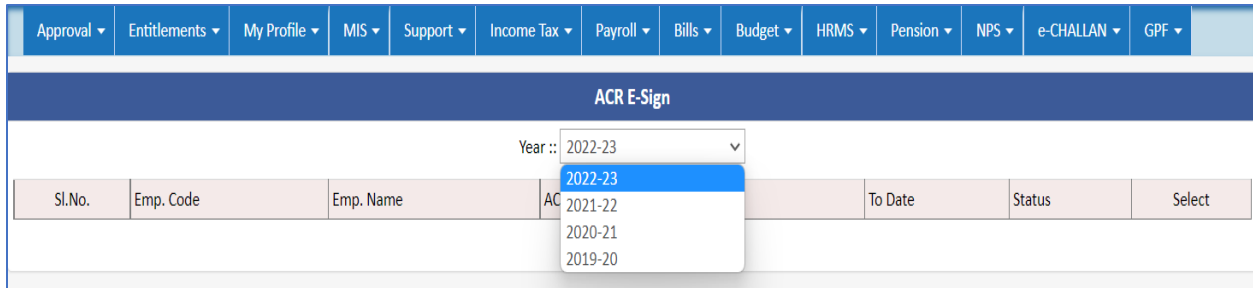
- After successfully creating the batch user needs to E-sign batch. User can access the E-sign option as shown in the image attached below (HRMS→ ACR→ ACR-ESign)



**Fig-009**

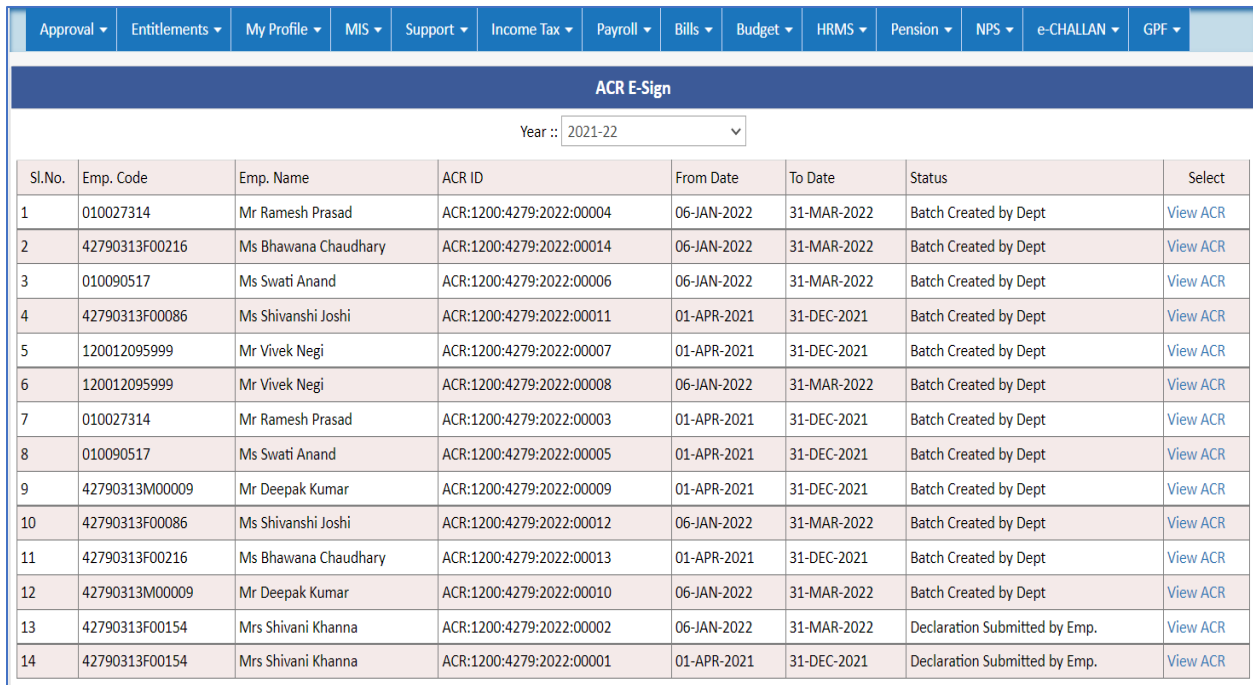
**NOTE:** E-Sign option is made available at operator level but that doesn't mean operator has the only right to E-sign. E-sign should be done by the authorized person from the department, even if it means giving that person role of operator level(assign role to him/her from admin).

- User is directed to page attached below, where user has to select financial year of which the batch id was created earlier.



**Fig-010**

- As soon as user selects the financial year list of all employees whose ACR batch id was created earlier reflects in the grid form, as can be seen in the image attached below;



Sl.No.	Emp. Code	Emp. Name	ACR ID	From Date	To Date	Status	Select
1	010027314	Mr Ramesh Prasad	ACR:1200:4279:2022:00004	06-JAN-2022	31-MAR-2022	Batch Created by Dept	<a href="#">View ACR</a>
2	42790313F00216	Ms Bhawana Chaudhary	ACR:1200:4279:2022:00014	06-JAN-2022	31-MAR-2022	Batch Created by Dept	<a href="#">View ACR</a>
3	010090517	Ms Swati Anand	ACR:1200:4279:2022:00006	06-JAN-2022	31-MAR-2022	Batch Created by Dept	<a href="#">View ACR</a>
4	42790313F00086	Ms Shivanshi Joshi	ACR:1200:4279:2022:00011	01-APR-2021	31-DEC-2021	Batch Created by Dept	<a href="#">View ACR</a>
5	120012095999	Mr Vivek Negi	ACR:1200:4279:2022:00007	01-APR-2021	31-DEC-2021	Batch Created by Dept	<a href="#">View ACR</a>
6	120012095999	Mr Vivek Negi	ACR:1200:4279:2022:00008	06-JAN-2022	31-MAR-2022	Batch Created by Dept	<a href="#">View ACR</a>
7	010027314	Mr Ramesh Prasad	ACR:1200:4279:2022:00003	01-APR-2021	31-DEC-2021	Batch Created by Dept	<a href="#">View ACR</a>
8	010090517	Ms Swati Anand	ACR:1200:4279:2022:00005	01-APR-2021	31-DEC-2021	Batch Created by Dept	<a href="#">View ACR</a>
9	42790313M00009	Mr Deepak Kumar	ACR:1200:4279:2022:00009	01-APR-2021	31-DEC-2021	Batch Created by Dept	<a href="#">View ACR</a>
10	42790313F00086	Ms Shivanshi Joshi	ACR:1200:4279:2022:00012	06-JAN-2022	31-MAR-2022	Batch Created by Dept	<a href="#">View ACR</a>
11	42790313F00216	Ms Bhawana Chaudhary	ACR:1200:4279:2022:00013	01-APR-2021	31-DEC-2021	Batch Created by Dept	<a href="#">View ACR</a>
12	42790313M00009	Mr Deepak Kumar	ACR:1200:4279:2022:00010	06-JAN-2022	31-MAR-2022	Batch Created by Dept	<a href="#">View ACR</a>
13	42790313F00154	Mrs Shivani Khanna	ACR:1200:4279:2022:00002	06-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
14	42790313F00154	Mrs Shivani Khanna	ACR:1200:4279:2022:00001	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>

**Fig-011**

- Click on view ACR button for the employee you wish to continue E-signing, as a result user is directed to the page attached below;
- In the form at the bottom of the page user is provided with E-sign button; Click on the button in order to continue.
- E-Sign option is made available at operator level but E-sign should be done by the authorized person from the department.

11. Click on proceed to E-sign button and continue with E-signing the document.

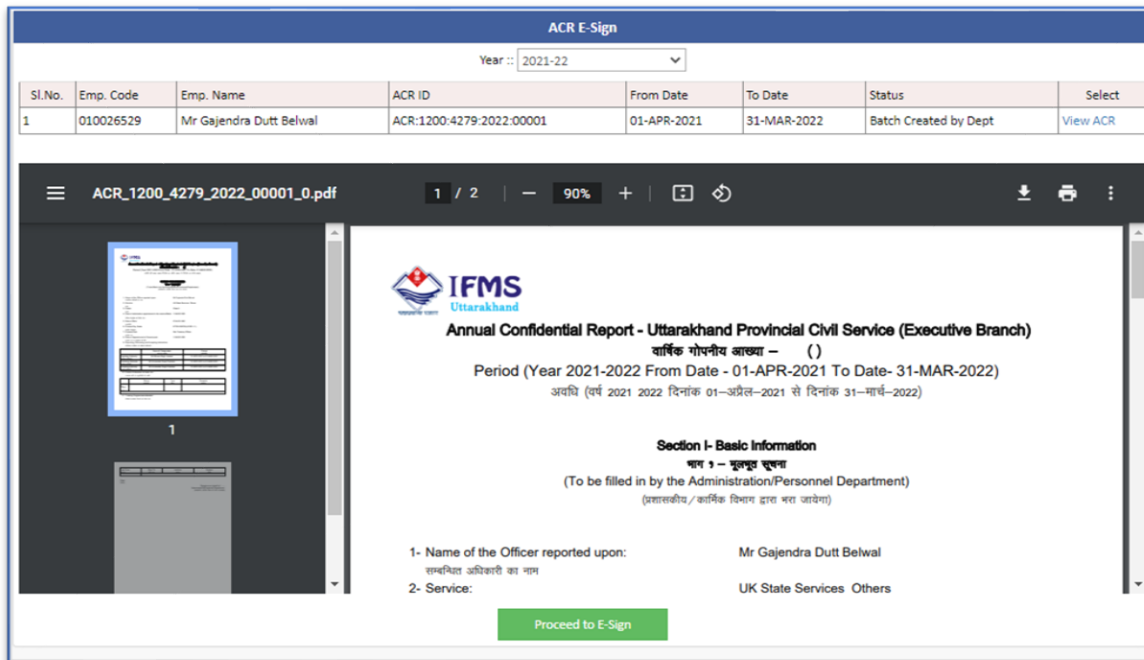


Fig-012

12. After the document is successfully E-signed it reflects at the employees end where employee has to fill self- Appraisal form.

#### 4.4.1.1 Deletion of Created Batch id

In order to delete created batch id operator is provided with the delete button in ACR batch creation form.

Let us see how user can delete created batch id:

**NOTE:** Batch id can only be deleted before it is E-Sign, once E-signed first it will have to be returned by the employee himself from self-appraisal form.

- In order to delete the batch id, in the ACR batch creation form user will have to;
  - Select the financial year to which that batch id belongs.
  - Enter employee code, as result name will reflect on its own.
  - Select the batch id that is to be deleted from the drop-down list of id's as can be seen in the image attached below;

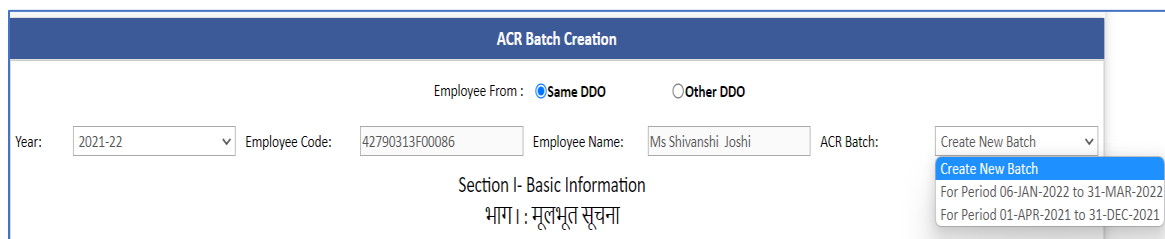


Fig-013

- As soon as operator selects the batch id all the previously filled data appears on the screen, as can be seen in the image attached below;

The screenshot shows the 'ACR Batch Creation' form with the following details:

- Employee From:**  Same DDO  Other DDO
- Year:** 2021-22
- Employee Code:** 42790313F00086
- Employee Name:** Ms Shivanshi Joshi
- ACR Batch:** For Period 01-APR-2021 to ...
- Section I - Basic Information** (भाग I : मूलभूत सूचना)
  - Service (सेवा):** UK State Services Others
  - Cadre (संवर्ग):** Class III
  - Date of substantive appointment in the service/Batch (मौलिक नियुक्ति की तिथि/बैच):** 29-MAR-2016
  - Date of Birth (जन्मतिथि):** 18-MAY-1995
  - Present Pay Scale (वर्तमान वेतनमान):** 29200-92300 (LEVEL 05)
  - Date of Appointment to present post (वर्तमान पद पर नियुक्ति की तिथि):** 02-DEC-2021
  - ACR Form Template:** ACR - Uttarakhand Ministerial Cadi
  - ACR Period From Date (तिथि से):** 01-APR-2021
  - ACR Period To Date (तिथि तक):** 31-DEC-2021
- Reporting/Reviewing/Accepting Authority** (प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी)
  - Reporting Authority (प्रतिवेदक प्राधिकारी):** Workflow Mode:  Online  Offline. ID: 750012500:Mrs Amita Joshi, Additional Director
  - Reviewing Authority (समीक्षक प्राधिकारी):** Workflow Mode:  Online  Offline. ID: 750012500:Mrs Amita Joshi, Additional Director
  - Accepting Authority (स्वीकर्ता प्राधिकारी):** Workflow Mode:  Online  Offline. ID: 010096055:Mr Pankaj Tewari, Director

Buttons at the bottom: Create/Update ACR (green), Cancel (grey), Delete ACR (red).

**Fig-014**

- In order to delete click on Delete ACR button, as a result that particular ACR batch id is deleted and pop-up message is generated on the screen, as can be seen in the image attached below; Also, the deleted batch will no longer reflect in the ACR E-sign form.

The screenshot shows the 'ACR Batch Creation' form with a navigation menu at the top (Approval, GIS, My Profile, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, NPS, e-CHALLAN, GPF). A pop-up message box is overlaid on the bottom right, displaying a green checkmark and the text 'SUCCESS: BATCH DELETED' with a 'Close' button. The form fields are partially visible behind the pop-up.

**Fig-015**

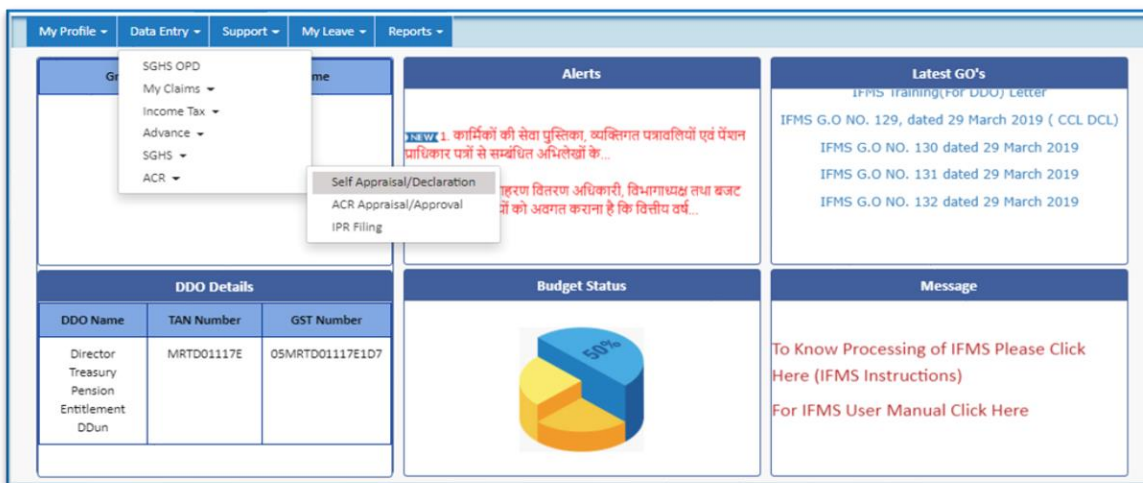
## 4.4.2 Submitting Self-declaration form

- Form can be accessed by employee using his login id of IFMS.
- Details entered while workflow creation, will be visible to the employee.
- Employee needs to enter summary of responsibilities assigned to him/her during the period under review and submit the form.

- NOTE:**
1. One can only submit his/her self-Appraisal/ declaration form after the Batch ids are E-signed.
  2. Before submitting self-Appraisal/ declaration form one must fill his/her online IPR first than only system will allow you to submit self- declaration. In order to learn steps to fill IPR refer to IPR Filling.

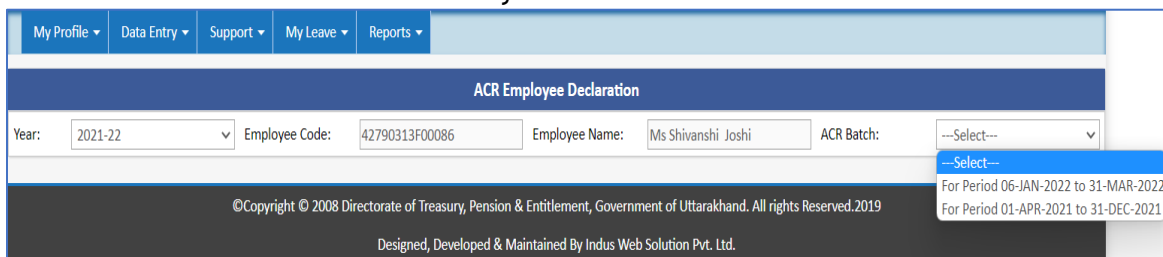
Steps included in submitting self-Appraisal/ declaration form:

1. At employee's login, user is provided with menu bar with various modules. User can access self-Appraisal/ declaration form as shown in the image attached below; click on Data Entry in the menu bar as a result drop down menu appears on the screen from which select ACR further drop-down menu appears on the screen with the list, from the list click on self-Appraisal/ declaration form (Data Entry→ACR→Self-Appraisal/ Declaration)



**Fig-016**

2. User is directed to the page attached below here current financial year, employee code and name reflects by default.
  - User can select financial year of which he/she is supposed to fill declaration form.
  - User than needs to select batch id from the drop-down list ACR batch ids, as it is possible for the same financial year multiple batch ids are created by the operator, as can be seen in the image attached below. Select the one you wish to continue with.




**Fig-017**

3. As soon as employee selects the batch id all the data filled by operator appears on the screen, as can be seen in the image attached below; Along with this user is provided with two buttons:
- **Proceed:** In order to continue with filling up the self-declaration form employees are provided with Proceed button.
  - **Return to Department:** If in case employee finds any of the information wrong in this page, he/she can make use of Return to department button. As a result, batch id will be returned to the DDO operator.

**ACR Employee Declaration**

Year:  Employee Code:  Employee Name:  ACR Batch:



**Annual Confidential Report : Uttarakhand Ministerial Cadre**  
 वार्षिक गोपनीय आख्या : उत्तराखंड लिपिकीय संवर्ग  
 Period (Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021)  
 अवधि (वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)

**Section I- Basic Information**  
 भाग I : मूलभूत सूचना

(To be filled in by the Administration/Personnel Department)  
 (प्रशासकीय/कार्मिक विभाग द्वारा भरा जायेगा)

1- Name of the Officer reported upon: सम्बन्धित अधिकारी का नाम	Ms Shivanshi Joshi
2- Service: सेवा	UK State Services Others
3- Cadre: संवर्ग	Class III
4- Date of substantive appointment in the service/Batch : मौलिक नियुक्ति की तिथि/वेच	29-MAR-2016
5- Date of Birth: जन्मतिथि	18-MAY-1995
6- Present Pay Scale: वर्तमान वेतनमान	29200-92300 (LEVEL 05)
7- Present Post: वर्तमान पद	Senior Assistant
8- Date of Appointment to Present post: वर्तमान पद पर नियुक्ति की तिथि	02-DEC-2021
9- Reporting, Reviewing and Accepting Authorities : प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी	

	Name & Designation नाम एवं पदनाम	Period समयावधि
Reporting Authority प्रतिवेदक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
Reviewing Authority समीक्षक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
Accepting Authority स्वीकर्ता प्राधिकारी	Mr Pankaj Tewari, Director	01-APR-2021 to 31-DEC-2021

Date :  
दिनांक

Signature on behalf of.....  
 Administrative/Personnel Department.  
 (प्रशासकीय/कार्मिक विभाग की ओर से हस्ताक्षर)

**Fig-018**

4. After checking and finding the data correct filled by the DDO operator on clicking proceed button employee is directed to next page where he/she has to fill Self Appraisal form based on the fields provided, as can be seen in the image attached below;

ACR Employee Declaration

Year: 
Employee Code: 
Employee Name: 
ACR Batch:

Section II : Self Appraisal  
भाग II : स्व-मूल्यांकन

1- The summary of responsibilities allotted in the period under review should be mentioned:  
आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये

Add Row

Sl. No. क्र.	Date From तिथि से	Date To तिथि तक	Allotted Responsibility आवंटित उत्तरदायित्व	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row

2- Annual Work Plan and Achievement :  
वार्षिक कार्य योजना और उपलब्धि

Add Row

Sl. No. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row

3- Brief description of achievements/work done during the period:  
अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण  
(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)  
(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा) (300 Words left)

4- Declaration :  
घोषणा

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हां तो तिथि अंकित करें	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="28-JUN-2022"/>
Have you undergone prescribed medical check-up? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <a href="#" style="font-size: small; color: blue;">View Attachment</a>

**Fig-019**

5. Fill in the form like we have filled as can be seen in the image attached below;

**Section II : Self Appraisal**  
भाग II :स्व-मूल्यांकन

1- The summary of responsibilities allotted in the period under review should be mentioned:  
आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये

Add Row

Sl. No. क्र.	Date From तिथि से	Date To तिथि तक	Allotted Responsibility आवंटित उत्तरदायित्व	
1	01-APR-2021	31-DEC-2021	TEST	Delete Row

2- Annual Work Plan and Achievement :  
वार्षिक कार्य योजना और उपलब्धि

Add Row

Sl. No. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि	
1	TEST	TEST	TEST	Delete Row

3- Brief description of achievements/work done during the period:  
अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण  
(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)  
(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा) (299 words left)

TEST

4- Declaration :  
घोषणा

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हां तो तिथि अंकित करें	<input checked="" type="radio"/> Yes <input type="radio"/> No	28-JUN-2022
Have you undergone prescribed medical check-up? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View Attachment"/>

**Fig-020**

**Note:**

- As can be seen in the image that here employee is provided with save declaration and cancel button. In some cases, it can be noticed that save declaration button if freeze, that happens when employee hasn't submitted his/her IPR, so one must fill IPR first and then continue with filling self-appraisal form.
- Also, in the above case since we have already filled IPR it can be noticed that the information of IPR is by default captured there under declaration section.

- After completely filling up the form click on save declaration button, as a result pop-up message of success is generated on the screen along with this at the bottom of the page additional button i.e., submit declaration also appears, as can be seen in the image attached below;

Section II : Self Appraisal  
भाग II :स्व-मूल्यांकन

1- The summary of responsibilities allotted in the period under review should be mentioned:  
आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये

Add Row

Sl. No. क्र.	Date From तिथि से	Date To तिथि तक	Allotted Responsibility आवंटित उत्तरदायित्व	
1	01-APR-2021	31-DEC-2021	TEST	Delete Row

2- Annual Work Plan and Achievement :  
वार्षिक कार्य योजना और उपलब्धि

Add Row

Sl. No. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि	
1	TEST	TEST	TEST	Delete Row

3- Brief description of achievements/work done during the period:  
अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण  
(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)  
(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा) (300 Words left)

TEST

4- Declaration :  
घोषणा

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हां तो तिथि अंकित करें	<input checked="" type="radio"/> Yes <input type="radio"/> No	28-JUN-2022
Have you undergone prescribed medical check-up? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Choose File   No file chosen View Attachment

Fig-021

- After saving the declaration click on submit declaration button, as a result entry is locked and pushed to reporting authority for ACR Approval process and pop-up message of success is displayed on the screen as can be seen in the image attached below;

Section II : Self Appraisal  
भाग II :स्व-मूल्यांकन

1- The summary of responsibilities allotted in the period under review should be mentioned:  
आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये

Add Row

Sl. No. क्र.	Date From तिथि से	Date To तिथि तक	Allotted Responsibility आवंटित उत्तरदायित्व	
1	01-APR-2021	31-DEC-2021	TEST	Delete Row

2- Annual Work Plan and Achievement :  
वार्षिक कार्य योजना और उपलब्धि

Add Row

Sl. No. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि	
1	TEST	TEST	TEST	Delete Row

3- Brief description of achievements/work done during the period:  
अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण  
(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)  
(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा) (300 Words left)

TEST

4- Declaration :  
घोषणा

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हां तो तिथि अंकित करें	<input checked="" type="radio"/> Yes <input type="radio"/> No	28-JUN-2022
Have you undergone prescribed medical check-up? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Choose File   No file chosen View Attachment

Fig-022

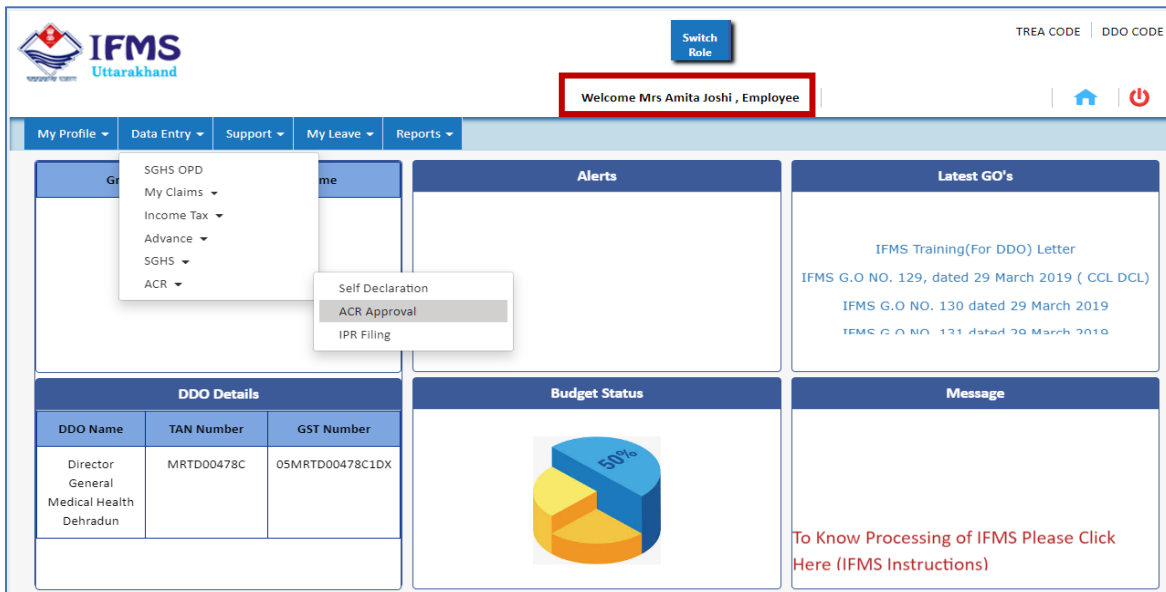
**Note:** Once the data is submitted it gets locked user cannot make changes afterwards, so once you are sure of the entries made than only continue with clicking on submit declaration button.

### 4.4.3 ACR Approval

Once the self-declaration form is successfully submitted by the employee, reporting, reviewing and accepting officer comes in role, for grading the performance of the employees based on the self-declaration filled.

Same like self-declaration form, ACR approval form is also provided at the employee's login. Reporting, reviewing and accepting officer all the three roles are provided within ACR approval menu.

Reporting, reviewing and accepting officer can access ACR approval menu as shown in the image attached below (Data Entry→ ACR→ ACR Approval);

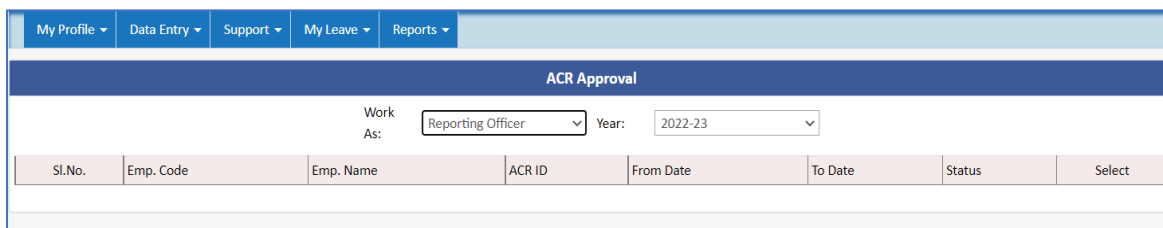


**Fig-023**

#### 4.4.3.1 Reporting Authority

After the Employee has successfully submitted his/her self-declaration form appointed reporting officer for that particular employee can preview and initiate the approval process.

1. On selecting ACR approval menu, user is directed to the page attached below;



**Fig-024**

# ACR User Manual



- As can be seen in the image attached below, employee is provided with drop down list where he/she can select his/her role depending upon the charge given to him/her. So right now, here we will continue with selecting reporting officer.
- Along with selecting work as user is provided with option to select financial year since right now batch ids for 2021-22 are created so from the drop-down menu, we will select 2021-22.

The screenshot shows the 'ACR Approval' form. At the top, there are navigation tabs: 'My Profile', 'Data Entry', 'Support', 'My Leave', and 'Reports'. Below these, the 'ACR Approval' section is visible. It includes a 'Work As:' dropdown menu with 'Reporting Officer' selected, and a 'Year:' dropdown menu with '2022-23' selected. Below these fields is a table with columns: 'Sl.No.', 'Emp. Code', 'Emp. Name', 'From Date', 'To Date', 'Status', and 'Select'.

Fig-025

- As soon as user selects the work role and financial year, in the screen complete list of all the employees for whom he/she is assigned as reporting officer appears on the screen, as can be seen in the image attached below;

The screenshot shows the 'ACR Approval' form with the 'Work As:' dropdown set to 'Reporting Officer' and the 'Year:' dropdown set to '2021-22'. Below these fields is a table listing all employees assigned as reporting officers. The table has columns: 'Sl.No.', 'Emp. Code', 'Emp. Name', 'ACR ID', 'From Date', 'To Date', 'Status', and 'Select'.

Sl.No.	Emp. Code	Emp. Name	ACR ID	From Date	To Date	Status	Select
1	42790313M00233	Mr Vipin Mohan Verma	ACR:1200:4279:2022:00015	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
2	42790313M00240	Mr HARSH KUMAR GUPTA	ACR:1200:4279:2022:00019	25-AUG-2021	31-DEC-2021	Forwarded to Employee	View
3	42790313F00447	Mrs ANJU BISHT	ACR:1200:4279:2022:00021	26-AUG-2021	31-DEC-2021	Forwarded to Employee	View
4	42790313M00239	Mr ITESH RAMOLA	ACR:1200:4279:2022:00023	26-AUG-2021	31-DEC-2021	Forwarded to Employee	View
5	42790313M00241	Mr MOHIT BERIYA	ACR:1200:4279:2022:00027	24-SEP-2021	31-DEC-2021	Forwarded to Employee	View
6	42790313F00449	Mrs sunita nautiyal	ACR:1200:4279:2022:00029	02-DEC-2021	31-DEC-2021	Forwarded to Employee	View
7	42790313F00443	Mrs MEENAKSHI	ACR:1200:4279:2022:00017	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
8	42790313F00216	Ms Bhawana Chaudhary	ACR:1200:4279:2022:00013	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
9	42790313M00238	Mr ARPIT VERMA	ACR:1200:4279:2022:00025	18-SEP-2021	31-DEC-2021	Forwarded to Employee	View
10	42790313M00009	Mr Deepak Kumar	ACR:1200:4279:2022:00009	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
11	010090517	Ms Swati Anand	ACR:1200:4279:2022:00005	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
12	37007946	Mr Jagat Mohan Joshi	ACR:1200:4279:2022:00034	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
13	40290313M00436	Mr Nawaz Sharif	ACR:1200:4279:2022:00054	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
14	42790313F00444	Ms Shweta rani	ACR:1200:4279:2022:00058	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
15	42790313M00138	Mr Yogendra Kumar	ACR:1200:4279:2022:00046	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
16	010026916	Mr Vishal Somani	ACR:1200:4279:2022:00038	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
17	42790313M00139	Mr Gopal Binwal	ACR:1200:4279:2022:00040	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
18	42790313F00086	Ms Shivanshi Joshi	ACR:1200:4279:2022:00011	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View
19	010086300	Mr Trilok Singh Negi	ACR:1200:4279:2022:00036	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
20	42790313F00442	Ms Swati Chauhan	ACR:1200:4279:2022:00052	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
21	120012095999	Mr Vivek Negi	ACR:1200:4279:2022:00007	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
22	42790313M00134	Mr Komal Prasad Upreti	ACR:1200:4279:2022:00044	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
23	23710313M00438	Mr Vinod Singh	ACR:1200:4279:2022:00056	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
24	42790313M00136	Mr Surya Prakash Singh	ACR:1200:4279:2022:00042	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
25	42790313F00140	Ms Kiran Chauhan	ACR:1200:4279:2022:00050	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
26	010027314	Mr Ramesh Prasad	ACR:1200:4279:2022:00003	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
27	010026529	Mr Gajendra Dutt Belwal	ACR:1200:4279:2022:00032	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
28	42790313F00137	Ms Khushboo Burman	ACR:1200:4279:2022:00048	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
29	42790313F00154	Mrs Shivani Khanna	ACR:1200:4279:2022:00097	01-APR-2021	31-DEC-2021	Forwarded to Employee	View
30	010089747	Mr Sushil Chandra	ACR:1200:4293:2022:00011	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View
31	42930313M00712	Mr Krishna Kumar	ACR:1200:4293:2022:00003	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View
32	010089654	Mr Rajat Rana	ACR:1200:4293:2022:00006	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View
33	22830313M00003	Mr Nikhil Pathak	ACR:1200:4293:2022:00004	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View
34	650060309	Mr Vijay Singh	ACR:1200:4293:2022:00009	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View
35	010027206	Mr Hari Mohan Joshi	ACR:1200:4293:2022:00013	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	View

Fig-026

- In the list it can be seen that status of every individual employee is also provided, so in order to continue with grading here reporting officer will continue with the ones whose status is as “Declaration Submitted by Emp.” i.e., cases from row number 30 to 35.
4. In order to proceed, from the list click on view button provided with employee code with status as “Declaration Submitted by Emp.”, as a result just below the list user will get a report like as shown in the page attached below;

## Part 1: Basic Information; based on the batch created by the DDO



**Annual Confidential Report : Uttarakhand Ministerial Cadre**  
**वार्षिक गोपनीय आख्या : उत्तराखण्ड लिपिकीय संवर्ग**  
**Period (Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021)**  
**अवधि (वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**Section I- Basic Information**  
**भाग I : मूलभूत सूचना**

(To be filled in by the Administration/Personnel Department)  
 (प्रशासकीय/कार्मिक विभाग द्वारा भरा जायेगा)

**1-Name of the Officer reported upon:** Mr Hari Mohan Joshi  
 सम्बन्धित अधिकारी का नाम

**2-Service:** UK State Services Others  
 सेवा

**3-Cadre:** Class II  
 संवर्ग

**4-Date of substantive appointment in the service/Batch :** 25-JUN-1999  
 मौलिक नियुक्ति की तिथि/वेच

**5-Date of Birth:** 08-AUG-1973  
 जन्मतिथि

**6-Present Pay Scale:** 47600-151100 (LEVEL 08)  
 वर्तमान वेतनमान

**7-Present Post:** Senior Administrative Officer  
 वर्तमान पद

**8-Date of Appointment to Present post:** 21-SEP-2017  
 वर्तमान पद पर नियुक्ति की तिथि

**9-Reporting, Reviewing and Accepting Authorities :**  
 प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी

	Name & Designation नाम एवं पदनाम	Period समयावधि
<b>Reporting Authority</b> प्रतिवेदक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
<b>Reviewing Authority</b> समीक्षक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
<b>Accepting Authority</b> स्वीकर्ता प्राधिकारी	Ms Kavita Nabiyal, Director	01-APR-2021 to 31-DEC-2021

**Date :**  
दिनांक

Signature on behalf of.....  
 Administrative/Personnel Department.  
 (प्रशासकीय/कार्मिक विभाग की ओर से हस्ताक्षर)

**Fig-027**

## Part 2: Self Appraisal; based on the declaration submitted by employee himself.

**Section II : Self Appraisal**  
**भाग II :स्व-मूल्यांकन**

**Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021**  
(वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)

**1- The summary of responsibilities allotted in the period under review should be mentioned:**  
आलोच्य अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये:

Sr. क्र.	Period समयावधि	Allotted Responsibility आवंटित उत्तरदायित्व
1	01-APR-2021 to 31-DEC-2021	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**2- Annual Work Plan and Achievement :**  
वार्षिक कार्य योजना और उपलब्धि

Sr. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि
1	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**3- Brief description of achievements/work done during the period:**  
अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण  
(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)  
(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः. मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जाएगा)

1- निदेशालय अधिष्ठान बजट आवंटन किये जाने सम्बन्धी कार्य, महालेखाकार कार्यालय की वेबसाइट से प्राप्त आय-व्यय के आकड़ों का विभागीय आय-व्यय के आकड़ों से माहवार मिलान सम्बन्धी कार्य तथा नई मांग /अनुपूरक बजट के माध्यम शासन को बजट मांग पत्र तैयार किया गया। 2- वित्तीय वर्ष 2022-23 का विभागीय आय-व्ययक निर्धारित प्रारूप पर तैयार कराने के साथ-साथ विभाग में स्वीकृत, कार्यरत एवं रिक्त पदों का विवरण ऑनलाइन तैयार किया गया। 3- कार्मिकों के वेतन से की गई आयकर कटौती के साथ-साथ जी0एस0टी0 कटौती की सूचना को समय-समय पर ई0टी0डी0एर0 के माध्यम से आयकर विभाग को उपलब्ध करायी गयी। 4- निदेशालय में कार्यरत कार्मिकों के अवकाश सम्बन्धी आवेदनों को उच्चाधिकारियों से स्वीकृत कराना, कार्मिकों के सेवा अभिलेखों को डिजीटाईजेशन हेतु पूर्ण कराया जाना, कार्मिकों की सामान्य भविष्य निधि पास बुकों एवं सेवा पुस्तिकाओं को अद्यावधिक किया गया। 5- शासन द्वारा समय-समय मांगी जाने वाली विभिन्न प्रकार की सूचनाओं को तैयार किया गया। 6- विधान सभा सत्रों में पूछे गये प्रश्नों का उत्तरालेख निदेशालय स्तर पर तैयार किया गया। 7- विभाग में सीधी भर्ती के रिक्त पदों को भरे जाने के सम्बन्ध में ई0 अधिवाचन तैयार किया गया। 8- निदेशालय के कार्मिकों से प्राप्त चिकित्सा प्रमाणित दारों को सक्षम प्राधिकारी से प्रतिहस्ताक्षर कराते हुए उनका भुगतान राज्य स्वास्थ्य प्राधिकरण के माध्यम से कराये जाने के सम्बन्ध में समस्त आवश्यक कार्यावाही की गयी। 9- IFMS पोर्टल पर पर्यवेक्षक स्तर के अधिकारियों के आवंटित कार्य किये गये। 10- CM हेल्पलाइन पर प्राप्त शिकायती प्रकरणों के सम्बन्ध में आवश्यक वांछित कार्यवाही निदेशालय में उच्चाधिकारियों के मार्गदर्शन पर पूर्ण करायी गयी।

**4- Declaration :**  
घोषणा

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हाँ तो तिथि अंकित करें	Yes	29-JUN-2022
Have you undergone prescribed medical check-up? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	Yes	View Medical Report

**Date :**  
(दिनांक)

**Signature of the Officer Reported Upon**  
मूल्यांकन से संबंधित अधिकारी के हस्ताक्षर

Proceed ->

**Fig-028**

- It can also be seen in the image attached above at the bottom of the page reporting officer is provided with Proceed button.

5. After reviewing the data of that employee in order to continue the process click on proceed button. As a result, reporting officer is directed to next page attached below

**ACR Approval**

ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes: व्यक्तिगत गुणों का मूल्यांकन	Assessment of Work Output : किये गये कार्यों का मूल्यांकन	Remarks Of Reporting Officer प्रतिवेदक प्राधिकारी की अव्यक्ति	
Sl.No.	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)	
1	(i) Attitude to Work कार्य के प्रति दृष्टिकोण	0	
2	(ii) Decision Making Ability निर्णय लेने की क्षमता	0	
3	(iii) Initiative पहल शक्ति	0	
4	(iv) Ability to Inspire and motivate प्रेरित एवं प्रोत्साहित करने की क्षमता	0	
5	(v) Behaviour with public & relation with Associates/subordinates लोक व्यवहार एवं सहयोगियों/अधीनस्थों से संबंध	0	

Action :: Save/Update Remarks ::

<- Previous
Save
Cancel
Next ->

**Fig-029**

- Based on the personal attributes and work output two tabs are provided to reporting officer for rating. Along with additional tab to enter remark is provided to reporting officer.
6. 1<sup>st</sup> tab i.e., **Assessment of Personal Attributes**, fill in the form by giving appropriate rating. Like we have given as can be seen in the image attached below;
- It can also be seen that in the action section reporting officer is provided with two options that are Save/ Update and return ACR. In order to save the data reporting officer can continue with action save/ update whereas in order to return the ACR reporting officer can continue with selecting Return ACR option and clicking on return button.

**Note:** Reporting officer id suggested to return the case only if he/she is not the reporting officer of that particular employee. In case if reporting officer returns the ACR it reflects at the DDO end where batch was initially created. DDO can make changes as expected by reporting officer and continue with the process mentioned earlier.

ACR Approval  
ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes : व्यक्तिगत गुणों का मूल्यांकन	Assessment or Work Output : किये गये कार्यों का मूल्यांकन	Remarks Of Reporting Officer प्रतिवेदक प्राधिकारी की अभिवक्ति
Sl.No.	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)
1	(i) Attitude to Work कार्य के प्रति दृष्टिकोण 10	Amita Joshi
2	(ii) Decision Making Ability निर्णय लेने की क्षमता 10	Amita Joshi
3	(iii) Initiative पहल शक्ति 10	Amita Joshi
4	(iv) Ability to inspire and motivate प्रेरित एवं प्रोत्साहित करने की क्षमता 10	Amita Joshi
5	(v) Behaviour with public & relation with Associates/subordinates लोक व्यवहार एवं सहयोगियों/अधीनस्थों से संबंध 10	Amita Joshi

Action :: Save/Update Save/Update Return ACR Remarks ::

Cancel Next -->

**Fig-030**

- Select action as save/ update. Enter remark and click on save button, as a result action performed is saved and pop-up message of success appears on the screen as can be seen in the image attached below;

ACR Approval  
ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes : व्यक्तिगत गुणों का मूल्यांकन	Assessment or Work Output : किये गये कार्यों का मूल्यांकन	Remarks Of Reporting Officer प्रतिवेदक प्राधिकारी की अभिवक्ति
Sl.No.	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)
1	(i) Attitude to Work कार्य के प्रति दृष्टिकोण 10	Amita Joshi
2	(ii) Decision Making Ability निर्णय लेने की क्षमता 10	Amita Joshi
3	(iii) Initiative पहल शक्ति 10	Amita Joshi
4	(iv) Ability to inspire and motivate प्रेरित एवं प्रोत्साहित करने की क्षमता 10	Amita Joshi
5	(v) Behaviour with public & relation with Associates/subordinates लोक व्यवहार एवं सहयोगियों/अधीनस्थों से संबंध 10	Amita Joshi

Action :: Save/Update Save Next --> Remarks :: TEST

<-- Previous Save Cancel Next -->

**Fig-031**

- After saving the action click on next button, as a result reporting officer will be directed to next tab i.e., Assessment or work output.

7. **2<sup>nd</sup> tab i.e., Assessment or work output**, as discussed in pervious tab fill in the form by giving appropraite rating. Like we have given as can be seen in the image attached below; select action to be performed hat are Save/ Update and return ACR.

**ACR Approval**

ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes: <small>व्यक्तिगत गुणों का मल्यांकन</small>	Assessment or Work Output : <small>किये गये कार्यों का मल्यांकन</small>	Remarks Of Reporting Officer <small>प्रतिवेदक प्राधिकारी की अभ्यक्ति</small>	
Sl.No.	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)	
1	(i) Accomplishment of work plan कार्य योजना का निष्पादन	10	Amita Joshi
2	(ii) Quality of work output कार्य परिणाम की गुणवत्ता	10	Amita Joshi

Action :: Save/Update Remarks :: TEST

← Previous
Save
Cancel
Next →

**Fig-032**

- Select action as save/ update. Enter remark and click on save button, as a result action performed is saved and pop-up message of success appears on the screen as can be seen in the image attached below;

**ACR Approval**

ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes: <small>व्यक्तिगत गुणों का मल्यांकन</small>	Assessment or Work Output : <small>किये गये कार्यों का मल्यांकन</small>	Remarks Of Reporting Officer <small>प्रतिवेदक प्राधिकारी की अभ्यक्ति</small>	
Sl.No.	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)	
1	(i) Accomplishment of work plan कार्य योजना का निष्पादन	10	Amita Joshi
2	(ii) Quality of work output कार्य परिणाम की गुणवत्ता	10	Amita Joshi

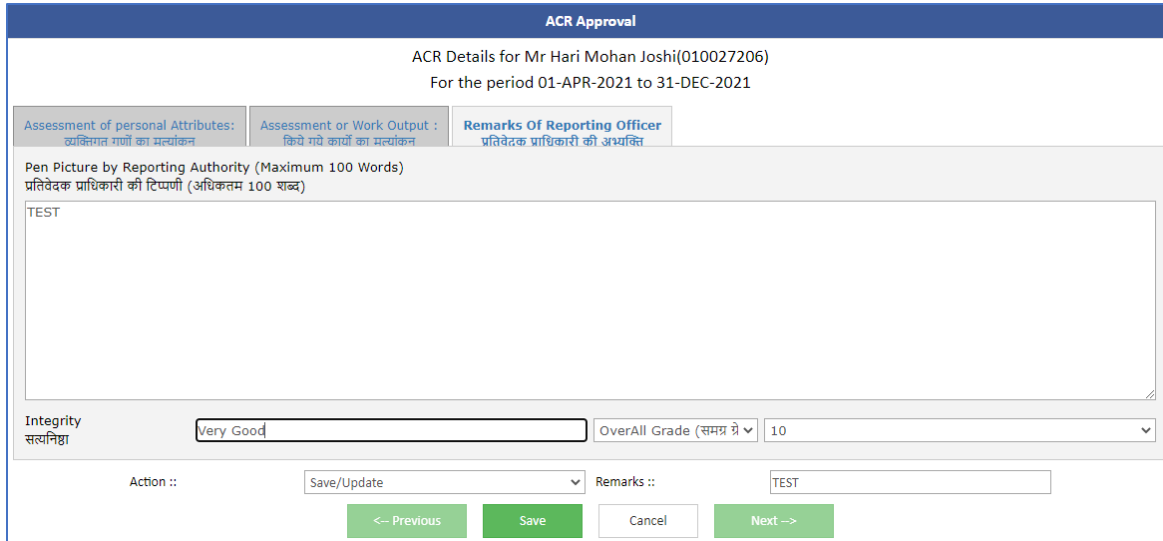
Action :: Save/Update Remarks :: TEST

← Previous
Save
Cancel
Next →

**Fig-033**

- After saving the action click on next button, as a result reporting officer will be directed to next tab where reporting officer has to enter the remarks for that employee.

- 3<sup>rd</sup> tab i.e., **Remarks of Reporting officer**, here reporting officer is free to write remarks that are appropriate/ suitable for employee. Write integrity and give over all grades to the employee. Like we have given as can be seen in the image attached below; select action to be performed hat are Save/ Update and return ACR.



ACR Approval

ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes : व्यक्तित्व गणों का मल्यांकन  
Assessment or Work Output : किये गये कार्यों का मल्यांकन  
**Remarks Of Reporting Officer** प्रतिवेदक प्राधिकारी की अभ्यक्ति

Pen Picture by Reporting Authority (Maximum 100 Words)  
प्रतिवेदक प्राधिकारी की टिप्पणी (अधिकतम 100 शब्द)

TEST

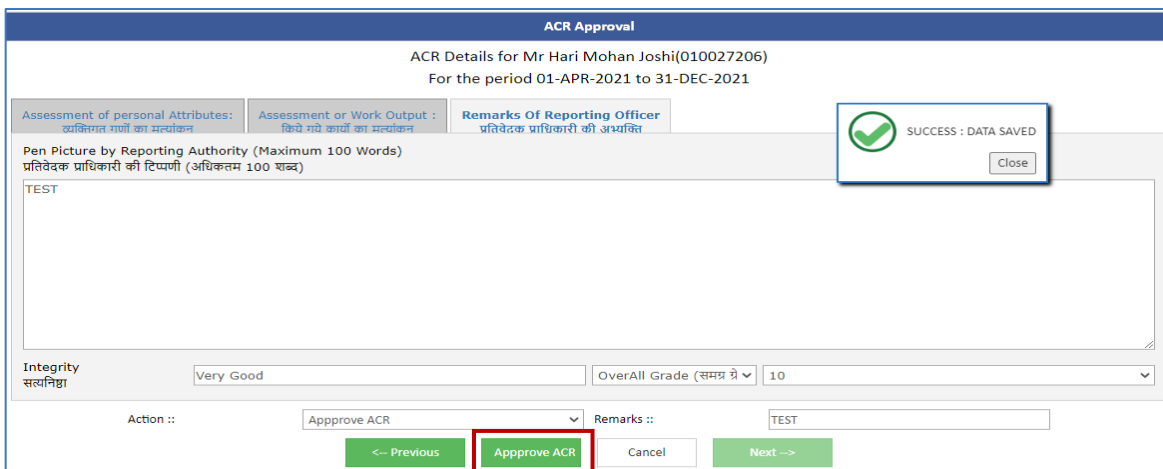
Integrity सत्यनिष्ठा: Very Good OverAll Grade (समग्र ग्रे): 10

Action :: Save/Update Remarks :: TEST

<- Previous Save Cancel Next ->

**Fig-034**

- Select action as save/ update. Enter remark and click on save button, as a result action performed is saved and pop-up message of success appears on the screen as can be seen in the image attached below;



ACR Approval

ACR Details for Mr Hari Mohan Joshi(010027206)  
For the period 01-APR-2021 to 31-DEC-2021

Assessment of personal Attributes : व्यक्तित्व गणों का मल्यांकन  
Assessment or Work Output : किये गये कार्यों का मल्यांकन  
**Remarks Of Reporting Officer** प्रतिवेदक प्राधिकारी की अभ्यक्ति

Pen Picture by Reporting Authority (Maximum 100 Words)  
प्रतिवेदक प्राधिकारी की टिप्पणी (अधिकतम 100 शब्द)

TEST

Integrity सत्यनिष्ठा: Very Good OverAll Grade (समग्र ग्रे): 10

Action :: Approve ACR Remarks :: TEST

<- Previous Approve ACR Cancel Next ->

SUCCESS : DATA SAVED

**Fig-035**

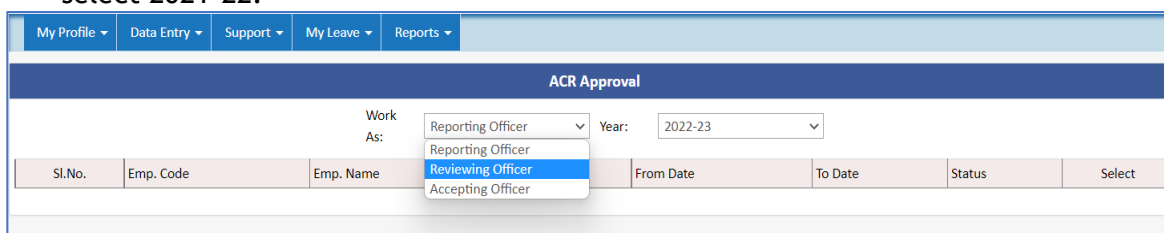
- After saving the action click on approve ACR button, as a result pop-up message of successful submission appears on the screen, and the reviewing officer can continue with grading based on the grades given by reporting authority. Along with this in the grid of ACR approval the status of that particular employee changes to Batch Approved by Reporting.

## 4.4.3.2 Reviewing Authority

Once the reporting authority approves the ACR successfully, reviewing officer comes in role, for grading the performance of the employees based on the grading given by reporting authority.

Same as discussed before ACR approval form is provided at the employee's login. Reporting, reviewing and accepting officer all the three roles are provided within ACR approval menu. Reporting, reviewing and accepting officer can access ACR approval menu using the path Data Entry → ACR → ACR Approval.

1. On selecting ACR approval menu, user is directed to the page attached below;
2. As can be seen in the image attached below, employee is provided with drop down list where he/she can select his/her role depending upon the charge given to him/her. So right now, here we will continue with selecting reviewing officer.
3. Along with selecting work as user is provided with option to select financial year since right now batch ids for 2021-22 are created so from the drop-down menu, we will select 2021-22.



**Fig-036**


- As soon as user selects the work role and financial year, in the screen complete list of all the employees for whom he/she is assigned as reviewing officer appears on the screen, as can be seen in the image attached below. Along with this at row number 35 it can be seen that the ACR we approved from reporting officer is reflected here and status is as Batch Approved by reporting. So, we will continue with this case only,

Sl.No.	Emp. Code	Emp. Name	Work As	Year	From Date	To Date	Status	Select
27	010026529	Mr Gajendra Dutt Belwal	Reporting Officer	2022-23	01-APR-2021	31-DEC-2021	Forwarded to Employee	<a href="#">View</a>
28	42790313F00137	Ms Khushboo Burman	Reporting Officer	2022-23	01-APR-2021	31-DEC-2021	Forwarded to Employee	<a href="#">View</a>
29	42790313F00154	Mrs Shivani Khanna	Reporting Officer	2022-23	01-APR-2021	31-DEC-2021	Forwarded to Employee	<a href="#">View</a>
30	010089747	Mr Sushil Chandra	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
31	42930313M00712	Mr Krishna Kumar	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
32	010089654	Mr Rajat Rana	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
33	22830313M00003	Mr Nikhil Pathak	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
34	650060309	Mr Vijay Singh	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
35	010027206	Mr Hari Mohan Joshi	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Batch Approved by Reporting	<a href="#">View</a>
36	89006877	Mr Diwan Singh Bisht	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
37	22830313M00001	Mr Bisan Singh Bam	Reviewing Officer	2022-23	01-APR-2021	21-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
38	22830313M00002	Mr Avneesh Kumar	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
39	010097041	Mr Jagdish Prasad Joshi	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
40	010090022	Mr Ramesh Kumar	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
41	42930313M00803	Mr PIYUSH PANDEY	Reviewing Officer	2022-23	10-AUG-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
42	750012283	Mr Hari Krishan Bhatt	Reviewing Officer	2022-23	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>

**Fig-037**

4. In order to proceed, from the list click on view button provided with employee code with status as “Batch Approved by Reporting”, as a result just below the list user will get a report like as shown in the page attached below;

### Part 1: Basic Information; based on the batch created by the DDO



**Annual Confidential Report : Uttarakhand Ministerial Cadre**  
**वार्षिक गोपनीय आख्या : उत्तराखण्ड विधिकीय स्तर**  
**Period (Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021)**  
**अवधि (वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**Section I- Basic Information**  
**भाग I : मूलभूत सूचना**

**(To be filled in by the Administration/Personnel Department)**  
**(प्रशासकीय/कार्मिक विभाग द्वारा भरा जायगा)**

<b>1-Name of the Officer reported upon:</b> सम्बन्धित अधिकारी का नाम	Mr Hari Mohan Joshi
<b>2-Service:</b> सेवा	UK State Services Others
<b>3-Cadre:</b> स्तर	Class II
<b>4-Date of substantive appointment in the service/Batch :</b> मौलिक नियुक्ति की तिथि/बैच	25-JUN-1999
<b>5-Date of Birth:</b> जन्मतिथि	08-AUG-1973
<b>6-Present Pay Scale:</b> वर्तमान वेतनमान	47600-151100 (LEVEL 08)
<b>7-Present Post:</b> वर्तमान पद	Senior Administrative Officer
<b>8-Date of Appointment to Present post:</b>	21-SEP-2017
<b>9-Reporting, Reviewing and Accepting Authorities :</b> प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी	

	Name & Designation नाम एवं पदनाम	Period समयावधि
<b>Reporting Authority</b> प्रतिवेदक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
<b>Reviewing Authority</b> समीक्षक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
<b>Accepting Authority</b> स्वीकर्ता प्राधिकारी	Ms Kavita Nabyali, Director	01-APR-2021 to 31-DEC-2021

**Date :**  
दिनांक

**Signature on behalf of.....**  
**Administrative/Personnel Department.**  
**(प्रशासकीय/कार्मिक विभाग की ओर से हस्ताक्षर)**

**Fig-038**

### Part 2: Self Appraisal; based on the declaration submitted by employee himself.

**Section II : Self Appraisal**  
**भाग II : स्व-मूल्यांकन**  
**Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021**  
**(वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**1- The summary of responsibilities allotted in the period under review should be mentioned:**  
**आवश्यक अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये:**

Sr. क्र.	Period समयावधि	Allotted Responsibility आवंटित उत्तरदायित्व
1	01-APR-2021 to 31-DEC-2021	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**2- Annual Work Plan and Achievement :**  
**वार्षिक कार्य योजना और उपलब्धि**

Sr. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets / Deliverables (Unit) सङ्ख्या/परिमाणु (इकाई)	Actual Achievement वास्तविक उपलब्धि
1	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**3- Brief description of achievements/work done during the period:**  
**अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण**  
**(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)**  
**(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जावेगा)**

1- निदेशालय अधिष्ठान बजट आवंटन किये जाने सम्बन्धी कार्य, महालेखाकार कार्यालय की वेबसाइट से प्राप्त आय-व्यय के आकड़ों का विभागीय आय-व्यय के आकड़ों से माहवार मिलान सम्बन्धी कार्य तथा नई मांग/अनुसूचित बजट के माध्यम वासन को बजट मांग पर तैयार किया गया। 2- वित्तीय वर्ष 2022-23 का विभागीय आय-व्ययक निर्धारित प्रास्त्य पर तैयार करने के साथ-साथ विभाग में स्वीकृत, कार्यरत एवं रिक्त पदों का विवरण ऑनलाइन तैयार किया गया। 3- कार्मिकों के वेतन से की गई आयकर कटौती के साथ-साथ जीएसटी कटौती की सूचना को समय-समय पर ई0टी0डी0एस0 के माध्यम से आयकर विभाग को उपलब्ध करायी गयी। 4- निदेशालय में कार्यरत कार्मिकों के अवकाश सम्बन्धी आवेदनों को उच्चाधिकारियों से स्वीकृत कराना, कार्मिकों के सेवा अभिलेखों को डिजिटलाइजेशन हेतु पूर्ण कराया जाना, कार्मिकों को सामान्य भविष्य निधि पास बुकों एवं सेवा पुस्तिकाओं को अद्यावधिक किया गया। 5- शासन द्वारा समय-समय मंगी जाने वाली विभिन्न प्रकार की सूचनाओं को तैयार किया गया। 6- विभाग सभा सत्रों में नूतने गये प्रश्नों का उत्तरालोक्य निदेशालय स्तर पर तैयार किया गया। 7- विभाग में सौरी भर्ती के रिक्त पदों को भरे जाने के सम्बन्ध में ई0 अधिव्यवन तैयार किया गया। 8- निदेशालय के कार्मिकों से प्राप्त थिक्लस प्रतियुक्ति दावों को सक्षम प्राधिकारी से प्रतिहस्ताक्षर कराते हुए उनका भुगतान राज्य स्वास्थ्य प्राधिकरण के माध्यम से कराये जाने के सम्बन्ध में समस्त आवश्यक कार्यवाही की गयी। 9- IFMS पोर्टल पर पदवेत्तक स्तर के अधिकारी के आवंटित कार्य किये गये। 10- CM हेल्पलाइन पर प्राप्त शिकायती प्रकरणों के सम्बन्ध में आवश्यक वांछित कार्यवाही निदेशालय में उच्चाधिकारियों के मार्गदर्शन पर पूर्ण करायी गयी।

**4- Declaration :**  
**घोषणा**

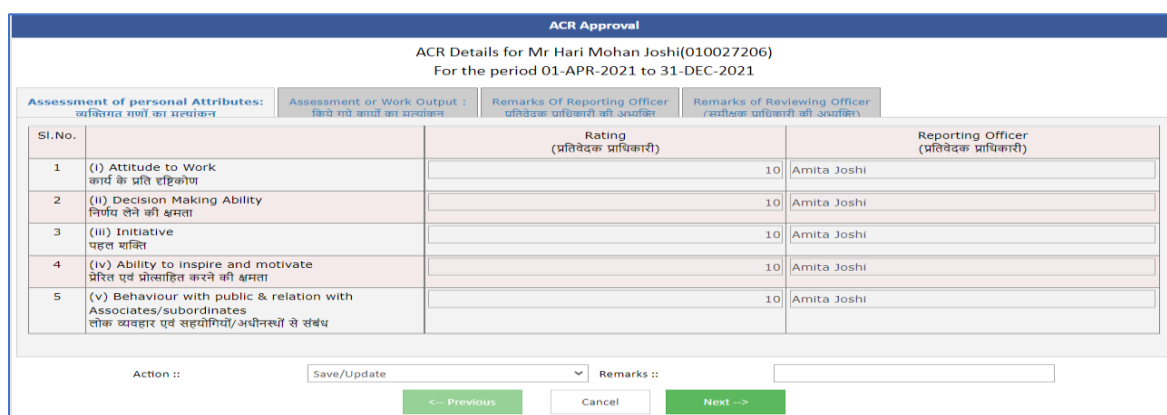
Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हां तो तिथि अंकित करें	Yes	29-JUN-2022
Have you undergone prescribed medical check-up? क्या आपने निर्धारित स्वास्थ्य परीक्षण करा लिया है? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	Yes	View Medical Report

**Date :**  
(दिनांक)

**Signature of the Officer Reported Upon**  
**सूचनाकर्ता से संबंधित अधिकारी के हस्ताक्षर**

**Fig-039**

- It can also be seen in the image attached above at the bottom of the page reviewing officer is provided with Proceed button.
5. After reviewing the data of that employee in order to continue the process click on proceed button. As a result, reviewing officer is directed to next page attached below;
    - As can be seen in the image attached below 4 tabs are provided to reviewing officer based on the personal attributes, work output, Remark of Reporting officer and remark of reviewing officer.
  6. **1<sup>st</sup> tab i.e., Assessment of Personal Attributes**, it can be seen that grading in this form freeze based on the grades given by reporting officer. So, here reviewing officer will just review the grades/ rating and move to next tab using next button.



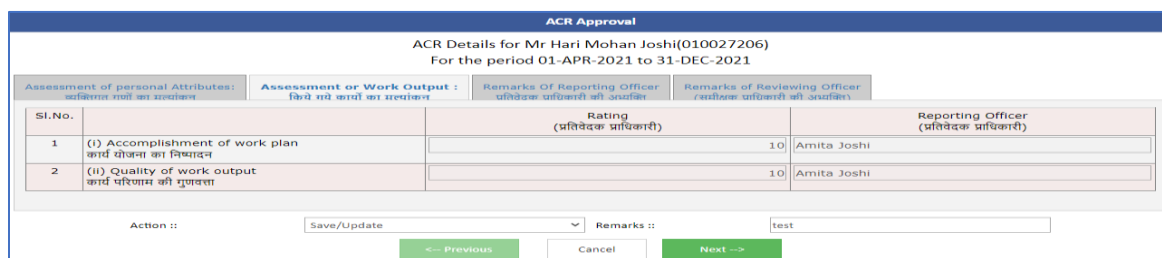
ACR Approval				
ACR Details for Mr Hari Mohan Joshi(010027206)				
For the period 01-APR-2021 to 31-DEC-2021				
Assessment of personal Attributes : व्यक्तिगत गुणों का मूल्यांकन		Assessment of Work Output : किसे गये कार्यों का मूल्यांकन	Remarks Of Reporting Officer प्रतिवेदक प्राधिकारी की अवधि	Remarks of Reviewing Officer (समीक्षक प्राधिकारी की अवधि)
Sl.No.		Rating (प्रतिवेदक प्राधिकारी)		Reporting Officer (प्रतिवेदक प्राधिकारी)
1	(I) Attitude to Work कार्य के प्रति दृष्टिकोण	10		Amita Joshi
2	(II) Decision Making Ability निर्णय लेने की क्षमता	10		Amita Joshi
3	(III) Initiative पहल शक्ति	10		Amita Joshi
4	(iv) Ability to inspire and motivate प्रेरित एवं प्रोत्साहित करने की क्षमता	10		Amita Joshi
5	(v) Behaviour with public & relation with Associates/subordinates लोक व्यवहार एवं सहयोगियों/अधीनस्थों से संबंध	10		Amita Joshi

Action ::  Remarks ::

**Fig-040**

**Note:** In case if at any point reviewing officer feels that he/she is not the authorized for reviewing that employee they can returns the ACR, in any of the tab officer may select return ACR option in action, and continue with using next button, at the last tab i.e., Remarks of Reviwing officer there user is provided with return ACR button. Click on the button i.e., return ACR as a result batch id reflects at the DDO end where batch was inititally created. DDO can make changes as expected by reviewing officer and continue with the process mentioned earlier.

7. **2<sup>nd</sup> tab i.e., Assessment or Work Output**, as discussed for pervious tab it can be seen that grading in this form freeze based on the grades given by reporting officer. So, again here reviewing officer will just review the grades/ rating and move to next tab using next button.

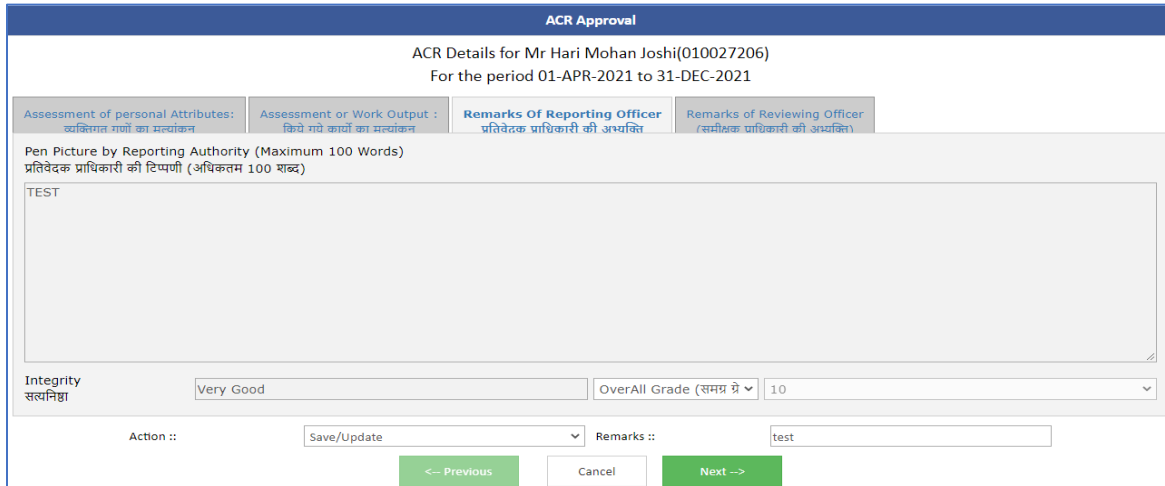


ACR Approval				
ACR Details for Mr Hari Mohan Joshi(010027206)				
For the period 01-APR-2021 to 31-DEC-2021				
Assessment of personal Attributes : व्यक्तिगत गुणों का मूल्यांकन		Assessment of Work Output : किसे गये कार्यों का मूल्यांकन	Remarks Of Reporting Officer प्रतिवेदक प्राधिकारी की अवधि	Remarks of Reviewing Officer (समीक्षक प्राधिकारी की अवधि)
Sl.No.		Rating (प्रतिवेदक प्राधिकारी)		Reporting Officer (प्रतिवेदक प्राधिकारी)
1	(I) Accomplishment of work plan कार्य योजना का निष्पादन	10		Amita Joshi
2	(II) Quality of work output कार्य परिणाम की गुणवत्ता	10		Amita Joshi

Action ::  Remarks ::

**Fig-041**

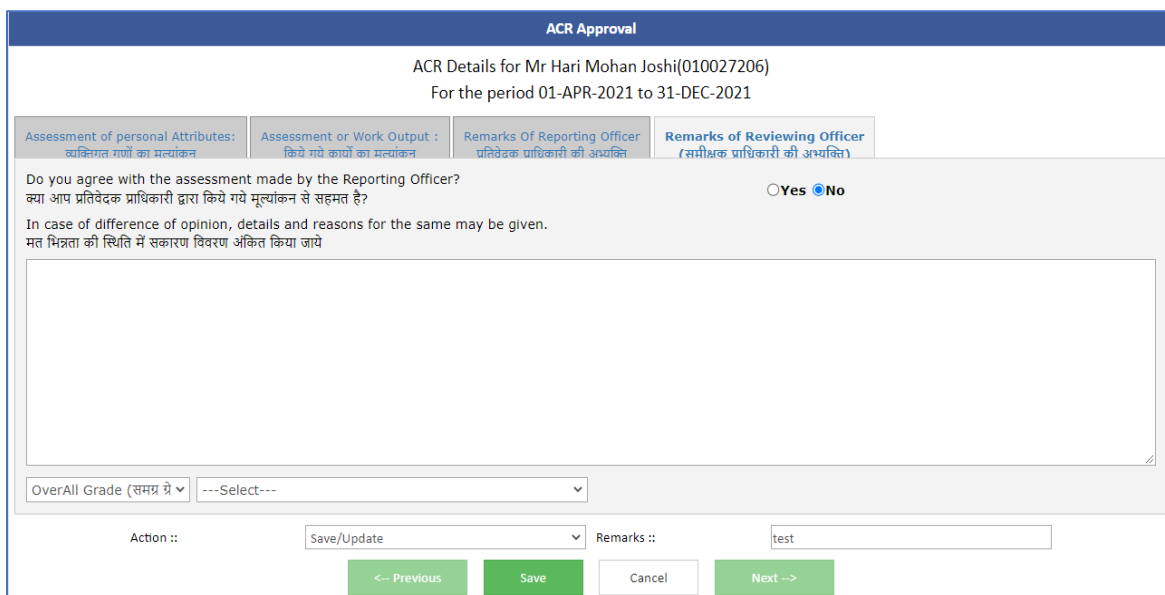
8. 3<sup>rd</sup> tab i.e., **Remarks of Reporting Officer**, as discussed for pervious tab it can be seen that remark and grading given by reporting officer is freezed. So, again here reviewing officer will just review the grades/ rating and move to next tab using next button.



**Fig-042**

9. 4<sup>th</sup> tab i.e., **Remarks of Reviewing Officer**, unlike other 3 previous tabs here reviewing officer can provide his/her remark and grades.

- If in case reviewing officer is satisfied with the grades and remarks given by reporting officer than he/she can continue with selecting yes in radio button in the very first line and may continue with using save button. As a result, the remarks and grades of reviewing officer will reflect same as that of reporting officer.



**Fig-043**

- Whereas if in case reviewing officer is not satisfied with the grades and remarks given by reporting officer and wants to give his own grades in that case, he/she can continue with the default setting of radio button as no in the very first line and may continue with writing desired remark and giving over all grades, as can be seen in the image attached below;

The screenshot shows the 'ACR Approval' form for Mr Hari Mohan Joshi. The 'Action' dropdown is set to 'Save/Update' and the 'Remarks' field contains 'test'. The 'OverAll Grade' is set to 8. The 'Remarks of Reporting Officer' and 'Remarks of Reviewing Officer' tabs are visible at the top. The 'Do you agree with the assessment made by the Reporting Officer?' question is present with radio buttons for 'Yes' and 'No'. A text area contains the word 'TEST'.

Fig-044

- Select action as save/ update. Enter remark and click on save button, as a result action performed is saved and pop-up message of success appears on the screen as can be seen in the image attached below;

This screenshot shows the same ACR Approval form as Fig-044, but the 'Action' dropdown is now set to 'Approve ACR'. A green success pop-up message with a checkmark icon and the text 'SUCCESS : DATA UPDATED' is displayed over the form. The 'Approve ACR' button in the action bar is highlighted with a red box. The 'Remarks' field still contains 'test'.

Fig-045

- After saving the action click on approve ACR button, as a result pop-up message of successful submission appears on the screen, and the accepting officer can continue with grading based on the grades given by reporting authority. Along with this in the grid of ACR approval the status of that particular employee changes to Batch Approved by Reviewing.

### 4.4.3.3 Accepting Authority

Once the reporting and reviewing authority approves the ACR successfully, accepting officer comes in role, for grading the performance of the employees based on the grading given by both the previous authority.

Same as discussed before ACR approval form is provided at the employee's login. Reporting, reviewing and accepting officer all the three roles are provided within ACR approval menu. Reporting, reviewing and accepting officer can access ACR approval menu using the path Data Entry → ACR → ACR Approval.


1. On selecting ACR approval menu, user is directed to the page attached below;
2. As can be seen in the image attached below, employee is provided with drop down list where he/she can select his/her role depending upon the charge given to him/her. So right now, here we will continue with selecting accepting officer.
3. Along with selecting work as user is provided with option to select financial year since right now batch ids for 2021-22 are created so from the drop-down menu, we will select 2021-22.
  - As soon as user selects the work role and financial year, in the screen complete list of all the employees for whom he/she is assigned as accepting officer appears on the screen, as can be seen in the image attached below. Along with this at row number 22 it can be seen that the ACR we approved from reviewing officer is reflected here and status is as Batch Approved by reviewing. So, we will continue with this case only,

ACR Approval							
Work As:		Accepting Officer	Year:	2021-22			
Sl.No.	Emp. Code	Emp. Name	ACR ID	From Date	To Date	Status	Select
1	65003976	Mr Ravindra Kumar	ACR:1200:2283:2022:00056	23-DEC-2021	31-MAR-2022	Batch Created by Dept	<a href="#">View</a>
2	360022258	Mr Chandra Prakash	ACR:0100:4504:2022:00015	01-APR-2021	31-MAR-2022	Forwarded to Employee	<a href="#">View</a>
3	010027209	Mr Puran Singh Panwar	ACR:1200:4291:2022:00002	01-APR-2021	31-MAR-2022	Batch Created by Dept	<a href="#">View</a>
4	42910313M00003	Mr Ashish Rawat	ACR:1200:4291:2022:00001	01-APR-2021	31-MAR-2022	Batch Created by Dept	<a href="#">View</a>
5	010027203	Mr Ravindra Kumar	ACR:1200:4291:2022:00004	01-APR-2021	31-MAR-2022	Batch Created by Dept	<a href="#">View</a>
6	42910313M00003	Mr Ashish Rawat	ACR:1200:4291:2022:00005	01-APR-2021	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
7	010027203	Mr Ravindra Kumar	ACR:1200:4291:2022:00006	01-APR-2021	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
8	010087849	Mr Pyar Singh	ACR:1200:4291:2022:00003	01-APR-2021	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
9	010027209	Mr Puran Singh Panwar	ACR:1200:4291:2022:00007	01-APR-2021	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
10	42930313M00712	Mr Krishna Kumar	ACR:1200:4293:2022:00001	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
11	42930313F00774	Mrs Neeru Sharma	ACR:1200:4293:2022:00010	07-DEC-2021	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
12	010089747	Mr Sushil Chandra	ACR:1200:4293:2022:00011	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
13	010027206	Mr Hari Mohan Joshi	ACR:1200:4293:2022:00002	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
14	22830313M00003	Mr Nikhil Pathak	ACR:1200:4293:2022:00005	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
15	42930313M00712	Mr Krishna Kumar	ACR:1200:4293:2022:00003	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
16	010089654	Mr Rajat Rana	ACR:1200:4293:2022:00006	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
17	010089654	Mr Rajat Rana	ACR:1200:4293:2022:00007	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
18	22830313M00003	Mr Nikhil Pathak	ACR:1200:4293:2022:00004	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
19	650060309	Mr Vijay Singh	ACR:1200:4293:2022:00008	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
20	650060309	Mr Vijay Singh	ACR:1200:4293:2022:00009	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View</a>
21	010089747	Mr Sushil Chandra	ACR:1200:4293:2022:00012	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View</a>
22	010027206	Mr Hari Mohan Joshi	ACR:1200:4293:2022:00013	01-APR-2021	31-DEC-2021	Batch Approved by Reviewing	<a href="#">View</a>

**Fig-046**

4. In order to proceed, from the list click on view button provided with employee code with status as “Batch Approved by Reviewing”, as a result just below the list user will get a report some thing like as shown in the page attached below;

### Part 1: Basic Information; based on the batch created by the DDO



**Annual Confidential Report : Uttarakhand Ministerial Cadre**  
**वार्षिक गोपनीय आख्या : उत्तराखण्ड विधिकीय संघर्ष**  
**Period (Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021)**  
**अवधि (वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**Section I- Basic Information**  
**भाग I : मूलभूत सूचना**

**(To be filled in by the Administration/Personnel Department)**  
**(प्रशासकीय/कार्मिक विभाग द्वारा भरा जायेगा)**

<b>1-Name of the Officer reported upon:</b> सम्बन्धित अधिकारी का नाम	Mr Hari Mohan Joshi
<b>2-Service:</b> सेवा	UK State Services Others
<b>3-Cadre:</b> संवर्ग	Class II
<b>4-Date of substantive appointment in the service/Batch :</b> मौलिक नियुक्ति की तिथि/बैच	25-JUN-1999
<b>5-Date of Birth:</b> जन्मतिथि	08-AUG-1973
<b>6-Present Pay Scale:</b> वर्तमान वेतनमान	47600-151100 (LEVEL 08)
<b>7-Present Post:</b> वर्तमान पद	Senior Administrative Officer
<b>8-Date of Appointment to Present post:</b> वर्तमान पद पर नियुक्ति की तिथि	21-SEP-2017
<b>9-Reporting, Reviewing and Accepting Authorities :</b> प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी	

Reporting Authority प्रतिवेदक प्राधिकारी	Name & Designation नाम एवं पदनाम	Period समयावधि
	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
Reviewing Authority समीक्षक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
Accepting Authority स्वीकर्ता प्राधिकारी	Ms Kavita Nabyal, Director	01-APR-2021 to 31-DEC-2021

**Date :**  
दिनांक

**Signature on behalf of.....**  
**Administrative/Personnel Department.**  
**(प्रशासकीय/कार्मिक विभाग की ओर से हस्ताक्षर)**

Fig-047

### Part 2: Self Appraisal; based on the declaration submitted by employee himself.

**Section II : Self Appraisal**  
**भाग II : स्व-मूल्यांकन**

**Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021**  
**(वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**1- The summary of responsibilities allotted in the period under review should be mentioned:**  
**आवधिक अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाये:**

Sr. क्र.	Period समयावधि	Allotted Responsibility आवंटित उत्तरदायित्व
1	01-APR-2021 to 31-DEC-2021	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**2- Annual Work Plan and Achievement :**  
**वार्षिक कार्य योजना और उपलब्धि**

Sr. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) लक्ष्य/परिदेय (इकाई)	Actual Achievement वास्तविक उपलब्धि
1	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**3- Brief description of achievements/work done during the period:**  
**अवधि के दौरान की गई उपलब्धियाँ/कार्यों का संक्षिप्त विवरण**  
 (In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)  
 (इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा)

1- निदेशालय अधिष्ठान बजट आवंटन किये जाने सम्बन्धी कार्य, महालेखाकार कार्यालय की वेबसाइट से प्राप्त आय-व्यय के आकड़ों का विभागीय आय-व्यय के आकड़ों से माहवार मिलान सम्बन्धी कार्य तथा सर्वेक्षण/आयुर्वर्क बजट के माध्यम शासन को बजट माँग पत्र तैयार किया गया। 2- वित्तीय वर्ष 2022-23 का विभागीय आय-व्ययक निर्धारित प्रारूप पर तैयार कराने के साथ-साथ विभाग में स्वीकृत, कार्यरत एवं रिक्त पदों का विवरण ऑनलाइन तैयार किया गया। 3- कार्मिकों के वेतन से की गई आयकर कटौती के साथ-साथ जी०एस०टी० कटौती की सूचना को समय-समय पर ई०टी०डी०ए०के० के माध्यम से आयकर विभाग को उपलब्ध कराया गया। 4- निदेशालय में कार्यरत कार्मिकों के अवकाश सम्बन्धी आवेदनों को उच्चाधिकारियों से स्वीकृत कराना, कार्मिकों के सेवा अभिलेखों को डिजीटाइजेशन हेतु पूर्ण कराया जाना, कार्मिकों की सामान्य भविष्य निधि पास बुकी एवं सेवा पुस्तिकाओं को अद्यावधिक किया गया। 5- शासन द्वारा समय-समय माँगी जाने वाली विविध प्रकार की सूचनाओं को तैयार किया गया। 6- विधान सभा सत्रों में पूछे गये प्रश्नों का उत्तरालेख निदेशालय स्तर पर तैयार किया गया। 7- विभाग में सौधी भर्ती के रिक्त पदों को भरे जाने के सम्बन्ध में ई० अयोजना तैयार किया गया। 8- निदेशालय के कार्मिकों से प्राप्त वित्तिला अतिरिक्त वेतनों को सक्षम प्राधिकारियों से प्रतिहस्ताक्षर कराते हुए उनका भुगतान राज्य स्वास्थ्य प्राधिकरण के माध्यम से कराते जाने के सम्बन्ध में समस्त आवश्यक कार्यवाही की गयी। 9- IFMS पोर्टल पर पर्यवेक्षक स्तर के अधिकारियों के आवंटित कार्य किये गये। 10- CM हेल्पलाइन पर प्राप्त शिकायती प्रकरणों के सम्बन्ध में आवश्यक वांछित कार्यवाही निदेशालय में उच्चाधिकारियों के मार्गदर्शन पर पूर्ण कराया गया।

**4- Declaration :**  
**घोषणा**

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अचल वार्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हाँ तो तिथि अंकित करें	Yes	29-JUN-2022
Have you undergone prescribed medical check-up? क्या आपने निर्धारित स्वास्थ्य परीक्षण करा लिया है? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	Yes	View Medical Report

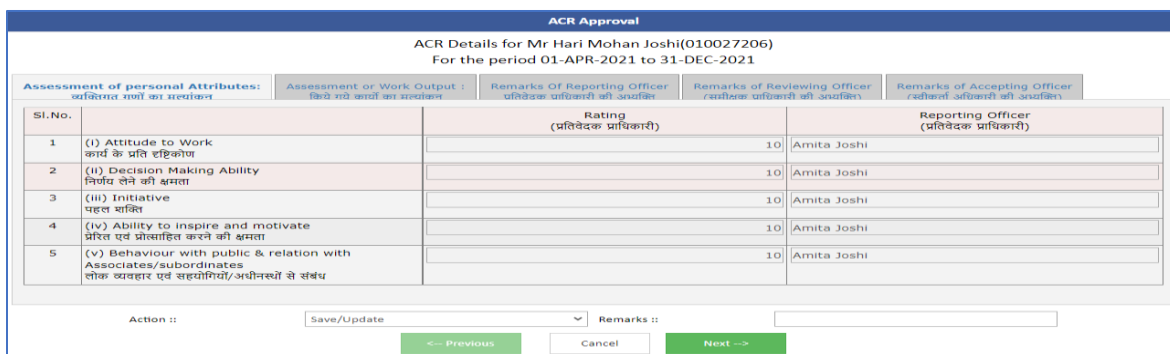
**Date :**  
(दिनांक)

**Signature of the Officer Reported Upon**  
**मूल्यांकन से संबंधित अधिकारी के हस्ताक्षर**

[Proceed ->](#)

Fig-048

- It can also be seen in the image attached above at the bottom of the page accepting officer is provided with Proceed button.
5. After reviewing the data of that employee in order to continue the process click on proceed button. As a result, accepting officer is directed to next page attached below;
    - As can be seen in the image attached below 5 tabs are provided to reviewing officer based on the personal attributes, work output, Remark of Reporting officer, remark of reviewing officer and remarks of Accepting Officer.
  6. **1<sup>st</sup> tab i.e., Assessment of Personal Attributes**, it can be seen that grading in this form freeze based on the grades given by reporting officer. So, here accepting officer will just review the grades/ rating and move to next tab using next button.

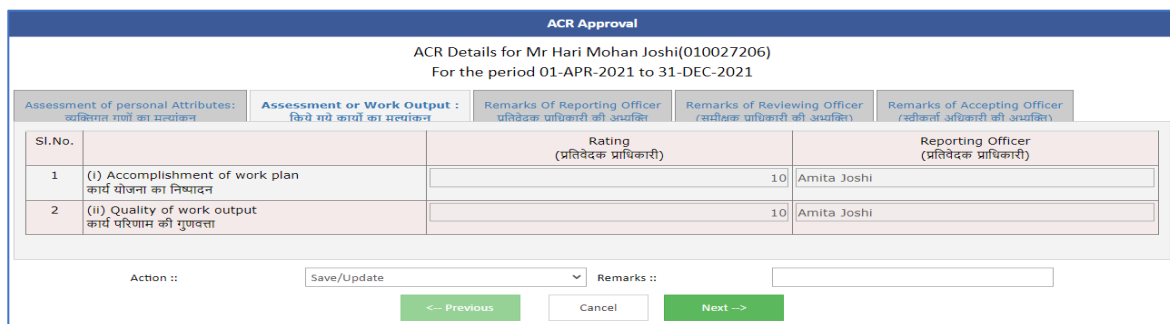


Sl.No.	Assessment of personal Attributes: व्यक्तिगत गुणों का मूल्यांकन	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)
1	(I) Attitude to Work कार्य के प्रति दृष्टिकोण	10	Amita Joshi
2	(II) Decision Making Ability निर्णय लेने की क्षमता	10	Amita Joshi
3	(III) Initiative पहल शक्ति	10	Amita Joshi
4	(IV) Ability to inspire and motivate प्रेरित एवं प्रोत्साहित करने की क्षमता	10	Amita Joshi
5	(v) Behaviour with public & relation with Associates/subordinates लोक व्यवहार एवं सहयोगियों/अधीनस्थों से संबंध	10	Amita Joshi

**Fig-049**

**Note:** In case if at any point accepting officer feels like he/she is not the authorized officer for that particular employee, in any of the tab officer may select return ACR option in action, and continue with using next button, at the last tab i.e., Remarks of accepting officer there user is provided with return ACR button. Click on the button i.e., return ACR as a result batch id reflects at the DDO end where batch was initially created. DDO can make changes as expected by reviewing officer and continue with the process mentioned earlier.

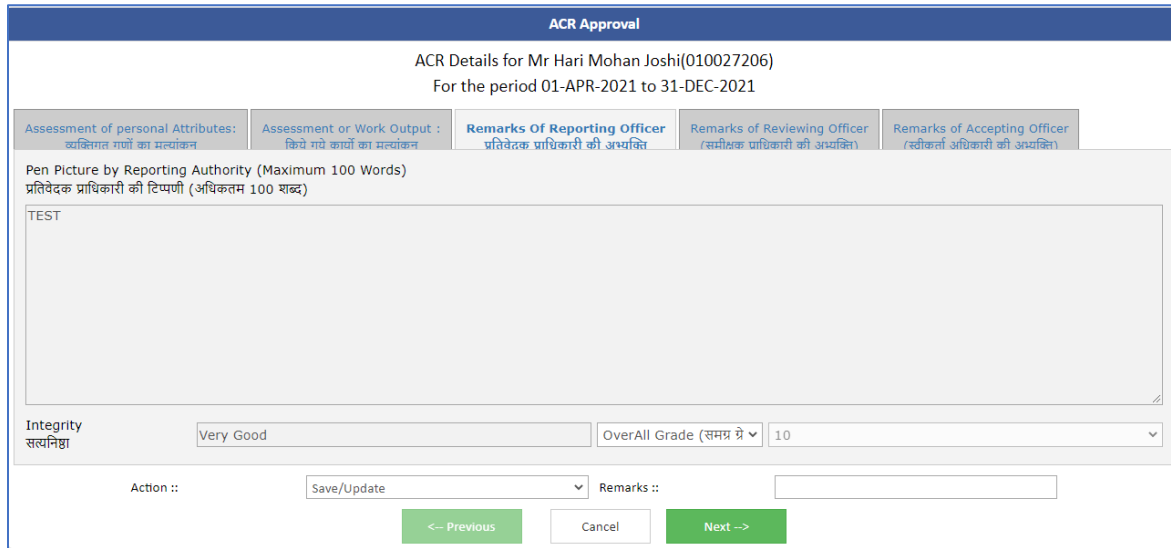
7. **2<sup>nd</sup> tab i.e., Assessment or Work Output**, as discussed for pervious tab it can be seen that grading in this form freeze based on the grades given by reporting officer. So, again here accepting officer will just review the grades/ rating and move to next tab using next button.



Sl.No.	Assessment or Work Output : किये गये कार्यों का मूल्यांकन	Rating (प्रतिवेदक प्राधिकारी)	Reporting Officer (प्रतिवेदक प्राधिकारी)
1	(I) Accomplishment of work plan कार्य योजना का निष्पादन	10	Amita Joshi
2	(II) Quality of work output कार्य परिणाम की गुणवत्ता	10	Amita Joshi

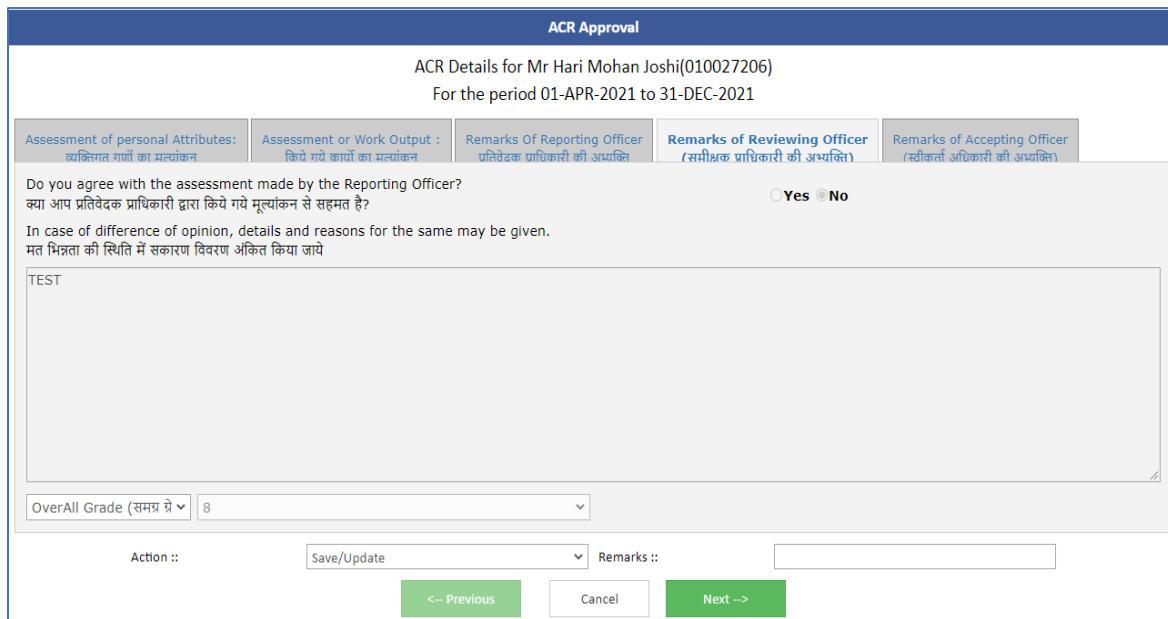
**Fig-050**

8. 3<sup>rd</sup> tab i.e., **Remarks of Reporting Officer**, as discussed for pervious tab it can be seen that remark and grading given by reporting officer is freezed. So, again here accepting officer will just review the grades/ rating and move to next tab using next button.



**Fig-051**

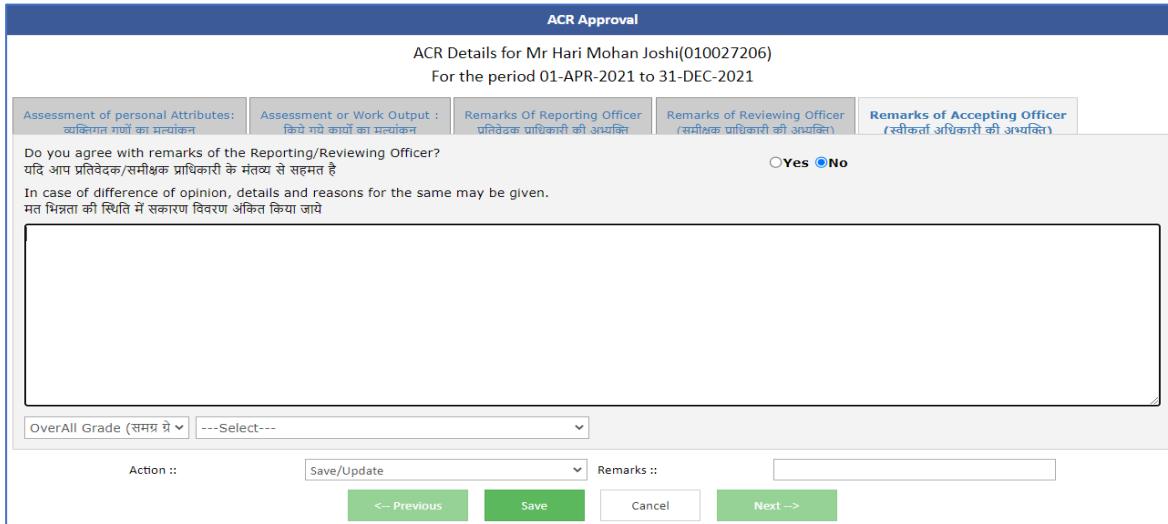
9. 4<sup>th</sup> tab i.e., **Remarks of Reviewing Officer**, as discussed for pervious tab it can be seen that remark and grading given by reviewing officer is freezed. So, again here accepting officer will just review the grades/ rating and move to next tab using next button.



**Fig-052**

10. 5<sup>th</sup> tab i.e., **Remarks of Accepting Officer**, unlike other 4 previous tabs here accepting officer can provide his/her remark and grades.

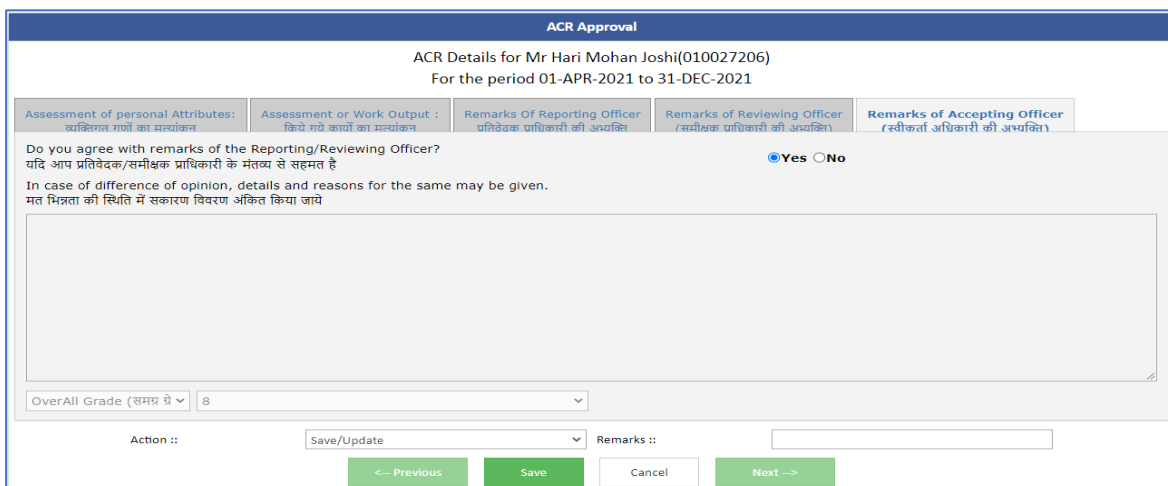
- If in case accepting officer is not satisfied with the grades and remarks given by reporting or reviewing officer and wants to give his own grades in that case, he/she can continue with the default setting of radio button as no in the very first line and may continue with writing desired remark and giving over all grades, and may continue with using save button. As a result, the remarks and grades of reviewing officer will reflect same as that of reporting officer.



The screenshot shows the 'ACR Approval' form for Mr Hari Mohan Joshi. The 'Remarks of Accepting Officer' tab is active. The question 'Do you agree with remarks of the Reporting/Reviewing Officer?' has the 'No' radio button selected. The 'OverAll Grade' dropdown is set to '---Select---'. The 'Action' dropdown is 'Save/Update'. The 'Remarks' field is empty. Navigation buttons include '<-- Previous', 'Save', 'Cancel', and 'Next -->'.

**Fig-053**

- Whereas if in case accepting officer is satisfied with the grades and remarks given by reporting and reviewing officer than he/she can continue with selecting yes in radio button in the very first line, as can be seen in the image attached below;



The screenshot shows the 'ACR Approval' form for Mr Hari Mohan Joshi. The 'Remarks of Accepting Officer' tab is active. The question 'Do you agree with remarks of the Reporting/Reviewing Officer?' has the 'Yes' radio button selected. The 'OverAll Grade' dropdown is set to '8'. The 'Action' dropdown is 'Save/Update'. The 'Remarks' field is empty. Navigation buttons include '<-- Previous', 'Save', 'Cancel', and 'Next -->'.

**Fig-054**

- Select action as save/ update. Enter remark and click on save button, as a result action performed is saved and pop-up message of success appears on the screen as can be seen in the image attached below;

The screenshot shows the 'ACR Approval' form for Mr Hari Mohan Joshi (010027206) for the period 01-APR-2021 to 31-DEC-2021. The form includes sections for 'Assessment of personal Attributes', 'Assessment or Work Output', 'Remarks Of Reporting Officer', and 'Remarks of Reviewing Officer'. A success message 'SUCCESS : DATA UPDATED' is displayed in a pop-up window. The 'Action' dropdown is set to 'Approve ACR', and the 'Remarks' field is empty. The 'OverAll Grade' is set to 'B'. The 'Approve ACR' button is highlighted in green.

Fig-055

- After saving the action click on approve ACR button, as a result pop-up message of successful submission appears on the screen, and the ACR is successfully filled by all the 3 officers. Along with this in the grid of ACR approval the status of that particular employee changes to Batch Approved by Accepting.

#### 4.4.4 ACR Status Report

DDO's are given the option to preview the status of the ACR batch created by themselves.

- At the operator end of DDO, ACR status Report can be accessed as shown in the image attached below (HRMS→ ACR→ ACR Status Report);

The screenshot shows the HRMS dashboard with a navigation menu at the top. The 'ACR' menu item is expanded, showing options for 'ACR Batch Creation', 'ACR Status Report', and 'ACR - ESign'. The 'ACR Status Report' option is highlighted. The dashboard also displays sections for 'Budget not distributed in this Grant and Scheme In Financial Year', 'Alerts', 'DDO Details', 'Budget Status' (with a 50% pie chart), and 'Message'.

Fig-056

# ACR User Manual



- On selecting ACR Status Report user is directed to the page attached below; here user has to select the financial year of which he/she want to review the report of.

**ACR Status Report**

Year ::  [Show Report](#)

[Print](#)

**Fig-057**


- As soon as user selects the financial year and click on show report button, as a result complete list of all the employees whose batch ids for that particular financial year were created reflects on the screen.
- Based on the employee code and employee name DDO's can easily know the status of each employee.
  - At row number 4 it can be seen that the ACR we approved from all the 3 levels i.e., are reporting, reviewing and accepting officer is reflected here and status is as Batch Approved by accepting. So, we will continue with this case only,

ACR Status Report							
Year :: <input type="text" value="2021-22"/> <span style="float: right;"><a href="#" style="background-color: #4a7ebb; color: white; padding: 2px 5px;">Show Report</a></span>							
Sl.No.	Emp. Code	Emp. Name	ACR ID	From Date	To Date	Status	Select
1	42930313M00712	Mr Krishna Kumar	ACR:1200:4293:2022:00001	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
2	42930313F00774	Mrs Neeru Sharma	ACR:1200:4293:2022:00010	07-DEC-2021	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
3	010089747	Mr Sushil Chandra	ACR:1200:4293:2022:00011	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
4	010027206	Mr Hari Mohan Joshi	ACR:1200:4293:2022:00002	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
5	22830313M00003	Mr Nikhil Pathak	ACR:1200:4293:2022:00005	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
6	42930313M00712	Mr Krishna Kumar	ACR:1200:4293:2022:00003	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
7	010089654	Mr Rajat Rana	ACR:1200:4293:2022:00006	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
8	010089654	Mr Rajat Rana	ACR:1200:4293:2022:00007	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
9	22830313M00003	Mr Nikhil Pathak	ACR:1200:4293:2022:00004	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
10	650060309	Mr Vijay Singh	ACR:1200:4293:2022:00008	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
11	650060309	Mr Vijay Singh	ACR:1200:4293:2022:00009	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
12	010089747	Mr Sushil Chandra	ACR:1200:4293:2022:00012	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
13	010027206	Mr Hari Mohan Joshi	ACR:1200:4293:2022:00013	01-APR-2021	31-DEC-2021	Batch Approved by Accepting	<a href="#">View ACR</a>
14	89006877	Mr Diwan Singh Bisht	ACR:1200:4293:2022:00020	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
15	89006877	Mr Diwan Singh Bisht	ACR:1200:4293:2022:00021	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
16	22830313M00002	Mr Avneesh Kumar	ACR:1200:4293:2022:00016	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
17	22830313M00002	Mr Avneesh Kumar	ACR:1200:4293:2022:00017	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
18	010097041	Mr Jagdish Prasad Joshi	ACR:1200:4293:2022:00014	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
19	010097041	Mr Jagdish Prasad Joshi	ACR:1200:4293:2022:00015	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
20	010090022	Mr Ramesh Kumar	ACR:1200:4293:2022:00022	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
21	010090022	Mr Ramesh Kumar	ACR:1200:4293:2022:00023	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>
22	750012283	Mr Hari Krishan Bhatt	ACR:1200:4293:2022:00018	01-APR-2021	31-DEC-2021	Declaration Submitted by Emp.	<a href="#">View ACR</a>
23	750012283	Mr Hari Krishan Bhatt	ACR:1200:4293:2022:00019	01-JAN-2022	31-MAR-2022	Declaration Submitted by Emp.	<a href="#">View ACR</a>

**Fig-058**

5. In order to proceed viewing the ACR, from the list click on view ACR button provided with employee code, as a result just below the list user will get a report as shown in the page attached below;

### Part 1: Basic Information; based on the batch created by the DDO



**Annual Confidential Report : Uttarakhand Ministerial Cadre**  
**वार्षिक गोपनीय आख्या : उत्तराखण्ड सिपिकीय संघ**  
**Period (Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021)**  
**अवधि (वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**Section I- Basic Information**  
**भाग I : मूलभूत सूचना**

**(To be filled in by the Administration/Personnel Department)**  
**(प्रशासकीय/कार्मिक विभाग द्वारा भरा जायेगा)**

<b>1- Name of the Officer reported upon:</b> सम्बन्धित अधिकारी का नाम	Mr Hari Mohan Joshi
<b>2- Service:</b> सेवा	UK State Services Others
<b>3- Cadre:</b> संघ	Class II
<b>4- Date of substantive appointment in the service/Batch :</b> सौष्ठव नियुक्ति की तिथि/बैच	25-JUN-1999
<b>5- Date of Birth:</b> जन्मतिथि	08-AUG-1973
<b>6- Present Pay Scale:</b> सर्वांग वेतनमान	47600-151100 (LEVEL 08)
<b>7- Present Post:</b> वर्तमान पद	Senior Administrative Officer
<b>8- Date of Appointment to Present post:</b> वर्तमान पद पर नियुक्ति की तिथि	21-SEP-2017
<b>9- Reporting, Reviewing and Accepting Authorities :</b> प्रतिवेदक, समीक्षक एवं स्वीकर्ता प्राधिकारी	

	Name & Designation नाम एवं पदनाम	Period समयावधि
<b>Reporting Authority</b> प्रतिवेदक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
<b>Reviewing Authority</b> समीक्षक प्राधिकारी	Mrs Amita Joshi, Additional Director	01-APR-2021 to 31-DEC-2021
<b>Accepting Authority</b> स्वीकर्ता प्राधिकारी	Ms Kavita Nabiyal, Director	01-APR-2021 to 31-DEC-2021

**Date :**  
दिनांक

**Signature on behalf of.....**  
**Administrative/Personnel Department,**  
**(प्रशासकीय/कार्मिक विभाग की ओर से हस्ताक्षर)**

**Fig-059**

### Part 2: Self Declaration filled by employee himself

**Section II : Self Appraisal**  
**भाग II : स्व-मूल्यांकन**

**Year 2021-2022 From Date - 01-APR-2021 To Date- 31-DEC-2021**  
**(वर्ष 2021-2022 दिनांक 01-APR-2021 से दिनांक 31-DEC-2021)**

**1- The summary of responsibilities allotted in the period under review should be mentioned:**  
**आवश्यक अवधि में आवंटित उत्तरदायित्वों का सार अंकित किया जाय:**

Sr. क्र.	Period समयावधि	Allotted Responsibility आवंटित उत्तरदायित्व
1	01-APR-2021 to 31-DEC-2021	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**2- Annual Work Plan and Achievement :**  
**वार्षिक कार्य योजना और उपलब्धि**

Sr. क्र.	Tasks to be performed किये जाने वाले कार्य	Targets/ Deliverables (Unit) समूह/परिधि (इकाई)	Actual Achievement वास्तविक उपलब्धि
1	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी	निदेशालय के अधिष्ठान एवं बजट सम्बन्धी

**3- Brief description of achievements/work done during the period:**  
**अवधि के दौरान की गई उपलब्धियों/कार्यों का संक्षिप्त विवरण**  
*(In this part the self appraisal will be written in maximum 300 words about the work done by concerned officer.)*  
*(इस भाग में सम्बन्धित अधिकारी द्वारा कृत कार्य के सम्बन्ध में स्वतः मूल्यांकन अधिकतम 300 शब्दों में अंकित किया जायेगा)*

1- निदेशालय अधिष्ठान बजट आवंटन किये जाने सम्बन्धी कार्य, महालेखाकार कार्यालय की वेबसाइट से प्राप्त आय-व्यय के आकड़ों का विभागीय आय-व्यय के आकड़ों से माहवार मिलान सम्बन्धी कार्य तथा आई मास /अनुपूरक बजट के माध्यम शासन को बजट प्रांगण पर तैयार किया गया। 2- वित्तीय वर्ष 2022-23 का विभागीय आय-व्यय निर्धारित प्रत्येक पद तैयार करने के साथ-साथ विभाग में स्वीकृत, कार्यरत एवं रिक्त पदों का विवरण ऑनलाइन तैयार किया गया। 3- कार्मिकों के वेतन से जो गई आयकर कटौती के साथ-साथ जी०एस०टी० कटौती की सूचना को समय-समय पर ई०टी०डी०एस० के माध्यम से आयकर विभाग को उपलब्ध करायी गयी। 4- निदेशालय में कार्यरत कार्मिकों के अवकाश सम्बन्धी आवेदनों को उच्चाधिकारियों से स्वीकृत कराना, कार्मिकों के सेवा अभिलेखों को क्रिजीवईकरण हेतु पूर्ण करवाया जाना, कार्मिकों की सामान्य भविष्य निधि पास बुकों एवं सेवा पुस्तिकाओं को अद्यावधिक किया गया। 5- शासन द्वारा समय-समय मांगी जाने वाली विभिन्न प्रकार की सूचनाओं को तैयार किया गया। 6- विभाग समान सत्रों में पूरे गये प्रश्नों का उत्तरावलोकन निदेशालय स्तर पर तैयार किया गया। 7- विभाग में सीपी भर्ती के रिक्त पदों को भरे जाने के सम्बन्ध में ई० अधिष्ठात तैयार किया गया। 8- निदेशालय के कार्मिकों से प्राप्त विधिकार्य परिपूर्ण करने को सहायक अधिकारी से प्रतिबन्धित करने हेतु उनका भुगतान राज्य सरकार, अधिकारण के माध्यम से कराया जाने के सम्बन्ध में समस्त आवश्यक कार्यवाही की गयी। 9- IFMS पोर्टल पर पर्यवेक्षक स्तर के अधिकारी के आवंटित कार्य किये गये। 10- CM हैल्पसाइन पर प्राप्त शिकायती प्रकरणों के सम्बन्ध में आवश्यक वाञ्छित कार्यवाही निदेशालय में उच्चाधिकारियों के मार्गदर्शन पर पूर्ण करायी गयी।

**4- Declaration :**  
**घोषणा**

Have you filed your immovable property return, as due. If yes, please mention date. क्या आपने अवल साक्षिक सम्पत्ति विवरण, जो देय हो, उपलब्ध कराया है? यदि हाँ तो तिथि अंकित करें	Yes	29-JUN-2022
Have you undergone prescribed medical check-up? (For Officers above 50 years of age) (50 वर्ष से अधिक आयु के अधिकारियों के लिए)	Yes	View Medical Report

**Date :**  
**(दिनांक)**

**Signature of the**  
**Officer Reported Upon**  
**मूल्यांकन से संबंधित**  
**अधिकारी के हस्ताक्षर**

**Fig-060**

# ACR User Manual



## Part 3: ACR filled by Reporting officer

**Section III : Appraisal**  
भाग III : मूल्यांकन

**Remarks Of Reporting Officer**  
प्रतिवेदक प्राधिकारी की अभ्युक्ति

**1. Assessment of personal Attributes:**  
व्यक्तिगत गुणों का मूल्यांकन

Personal Attributes व्यक्तिगत गुण	Grade(1-10) ग्रेड (1 से 10)	Remarks मंजूरा
(i) Attitude to Work कार्य के प्रति दृष्टिकोण	10	Amita Joshi
(ii) Decision Making Ability निर्णय लेने की क्षमता	10	Amita Joshi
(iii) Initiative पहल शक्ति	10	Amita Joshi
(iv) Ability to inspire and motivate अन्य को प्रेरित करने की क्षमता	10	Amita Joshi
(v) Behaviour with public & relation with Associates/subordinates सकल व्यवहार एवं सहयोगियों/अधीनस्थों से संबंध	10	Amita Joshi

**2. Assessment of Work Output :**  
किये गये कार्यों का मूल्यांकन

	Grade(1-10) ग्रेड (1 से 10)	Remarks मंजूरा
(i) Accomplishment of work plan कार्य योजना का निष्पादन	10	Amita Joshi
(ii) Quality of work output कार्य परिणाम की गुणवत्ता	10	Amita Joshi

**3. Pen Picture by Reporting Authority (Maximum 100 Words)**  
प्रतिवेदक प्राधिकारी की टिप्पणी (अधिकतम 100 शब्द)

TEST

**4. Integrity**  
सत्यनिष्ठा

Very Good

**5. Over all Grade(on a score of 1-10) :**  
समग्र ग्रेड (अंक 1 से 10 तक)

10

Date :  
(दिनांक)

Signature of the Reporting Authority  
प्रतिवेदक प्राधिकारी के हस्ताक्षर

Fig-061

## Part 4: ACR filled by Reviewing and accepting officer

**Section IV - Review**  
भाग IV : समीक्षा

**Remarks of Reviewing Officer**  
(समीक्षक प्राधिकारी की अभ्युक्ति)

**1. Do you agree with the assessment made by the Reporting Officer?**  
क्या आप प्रतिवेदक प्राधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं?

No

**2. In case of difference of opinion, details and reasons for the same may be given.**  
मत भिन्नता की स्थिति में कारण विवरण अंकित किया जाये

TEST

**3. Over all Grade(on a score of 1-10) :**  
समग्र ग्रेड (अंक 1 से 10 तक)

8

Date :  
(दिनांक)

Signature of the Reviewing Authority  
समीक्षक प्राधिकारी के हस्ताक्षर

Name of the officer reported upon : 010027206 - Mr Hari Mohan Joshi Period : 01-APR-2021 to 31-DEC-2021

**Section V - Acceptance**  
भाग V : स्वीकृति

**Remarks of Accepting Officer**  
(स्वीकर्ता अधिकारी की अभ्युक्ति)

**1. Do you agree with remarks of the Reporting/Reviewing Officer?**  
क्या आप प्रतिवेदक/समीक्षक प्राधिकारी के मतव्य से सहमत हैं?

Yes

**2. In case of difference of opinion, details and reasons for the same may be given.**  
मत भिन्नता की स्थिति में कारण विवरण अंकित किया जाये

**3. Over all Grade(on a score of 1-10) :**  
समग्र ग्रेड (अंक 1 से 10 तक)

8

Date :  
(दिनांक)

Signature of the Accepting Authority  
स्वीकर्ता प्राधिकारी के हस्ताक्षर

Print

Fig-062

## 4.4.5 IPR Filling

Immovable Property Return; is an important feature to ensure that the Government Servant has submit an annual Immovable Property Return (IPR) giving full particulars of their immovable property inherited by them or held by them on lease or mortgage either in their own name or in the name of any member of their family or in the name of any other person.

IFMS System provides the facility to compulsorily capture individuals IPR and only after one has submitted his/her IPR than only he/she can continue with filling Self Appraisal form.

Let us see the steps for filling IPR;

1. Employees can find IPR filling form by logging through their login ids under data entry as shown in the image attached below; in the menu employee is provided with data entry, click on that as a result drop down list of menu appears on the screen select ACR as a result further drop-down list of menu appears on the screen, from the list select IPR filling (Data Entry→ ACR→ IPR Filling)

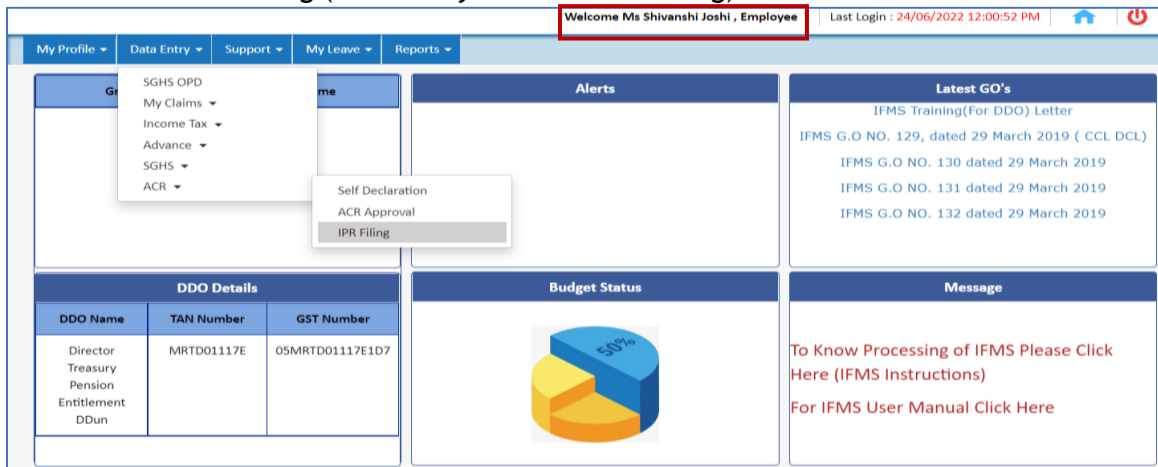


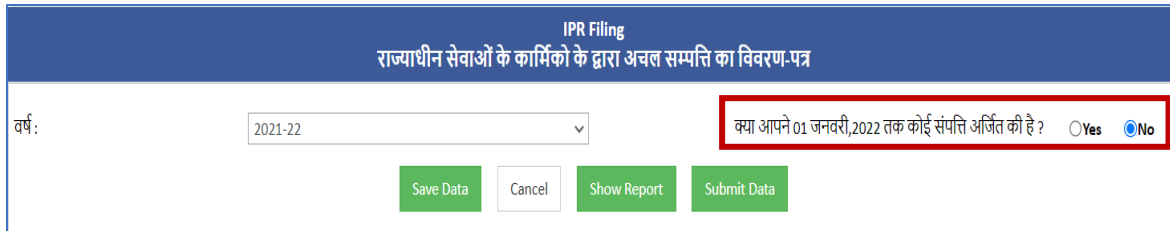
Fig-063

2. User is directed to the page attached below, here employee is provided with various field where he/she has to fill his/her property details.
3. Firstly, employee is provided with radio button to select whether till date he/she has inherited any property or not.

Fig-064

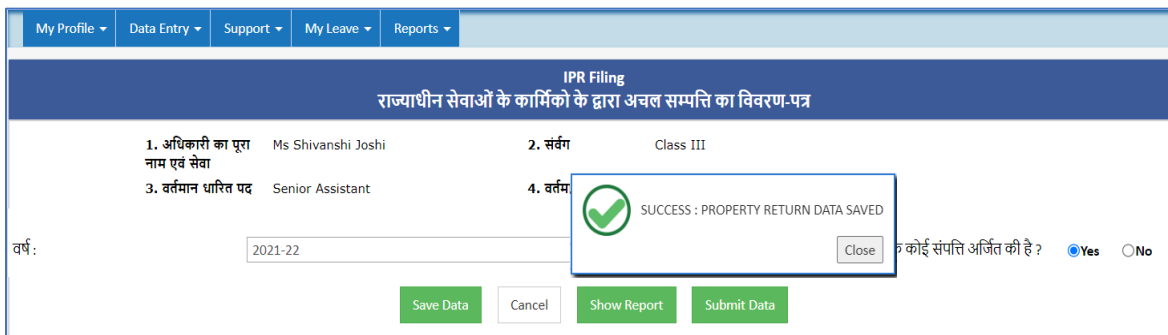
## Case 1: No Property inherited by employee;

- In this case select No radio button, as can be seen in the image attached below;



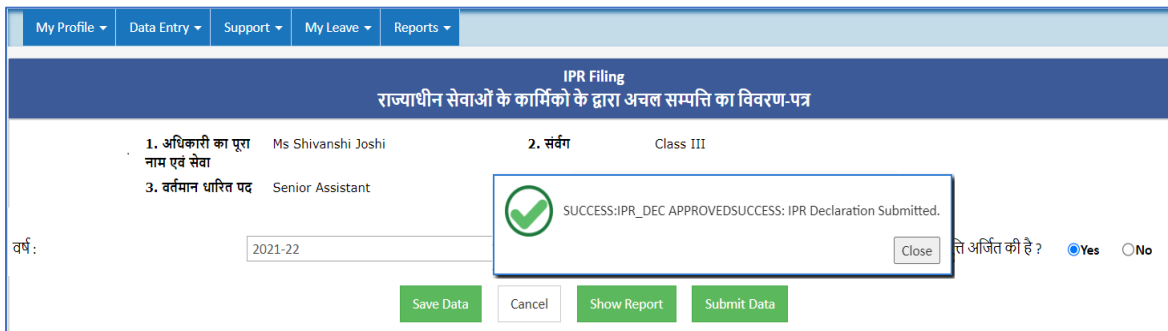
**Fig-065**

- After making the decision click on Save Data button, as a result entry is saved and pop-up message of success is displayed on the screen as can be seen in the image attached below;



**Fig-066**

- After saving the data click on submit data button, as a result entry is locked and pop-up message of success is displayed on the screen as can be seen in the image attached below;



**Fig-067**

**Note:** Once the data is submitted it gets locked user cannot make changes afterwards, so once you are sure of the entries made than only continue with clicking on submit data button.

# ACR User Manual



- In order to view the entry made, click on show report button; as a result, just below the buttons grid appear providing data; of course, in this case since no property was selected thus by default in the table 'संपत्ति अर्जित नहीं की है';

**IPR Filing**  
राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र

1. अधिकारी का पूरा नाम एवं सेवा	Mr Bikram Singh Jantval	2. सर्वग	Class I
3. वर्तमान धारित पद	Finance Controller	4. वर्तमान वेतनमान	123100-215900 (LEVEL 13)

वर्ष :  क्या आपने 01 जनवरी, 2022 तक कोई संपत्ति अर्जित की है ?  Yes  No

राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र  
( वर्ष 2021-2022 के लिए दिनांक 31 मार्च 2022 की स्थिति अनुसार )

1. अधिकारी का पूरा नाम एवं सेवा	Mr Bikram Singh Jantval	2. सर्वग	Class I
3. वर्तमान धारित पद	Finance Controller	4. वर्तमान वेतनमान	123100-215900 (LEVEL 13)

जिला तहसील और गांव या शहर जिसमें सम्पत्ति स्थित है	सम्पत्ति (आवस, भूमि एवं अन्य भवन) का पूर्ण विवरण (क्षेत्रफल सहित)	सम्पत्ति के स्वामी का नाम (यदि स्वयं के नाम न हो तो जिसके नाम सम्पत्ति हो उसका नाम और उससे सरकारी सेवक का सम्बन्ध)	सम्पत्ति अर्जित करने का माध्यम ( क्रय/ लीज/ बंधक/ उत्तराधिकार /उपहार/ अन्य प्रकार) तथा उस व्यक्ति व्यक्तियों का विवरण जिनसे अर्जित की गयी	सम्पत्ति अर्जित करने की तिथि	अर्जन लागत	वर्तमान अनुमानित मूल्य	सम्पत्ति से वार्षिक आय	अभ्युक्ति
1	2	3	4	5	6	7	8	9
संपत्ति अर्जित नहीं की है	संपत्ति अर्जित नहीं की है	संपत्ति अर्जित नहीं की है	संपत्ति अर्जित नहीं की है	संपत्ति अर्जित नहीं की है	0	0	0	संपत्ति अर्जित नहीं की है

स्थान : Dehradun  
दिनांक : 27-Jul-2022

हस्ताक्षर.....  
अधिकारी का नाम : Mr Bikram Singh Jantval  
पदनाम : Finance Controller  
विभाग :

टिप्पणी:  
1. श्रेणी 'क' एवं 'ख' के अधिकारियों के द्वारा प्रत्येक वर्ष 31 दिसंबर को समाप्त होने वाले कलेण्डर वर्ष के लिये अगले वर्ष की 01 जनवरी की स्थिति के अनुसार अचल सम्पत्ति का विवरण अगले वर्ष की 31 जनवरी तक सम्बंधित नियुक्ति नियंत्रण प्राधिकारी को अवश्य प्रस्तुत की जाय किन्तु अन्य श्रेणियों के कार्मिकों के द्वारा प्रत्येक 05 वर्ष के उपरान्त प्रस्तुत की जाय।  
2. प्रत्येक वर्ष प्रत्येक 05 वर्ष में प्रस्तुत किए जाने वाले अचल सम्पत्ति विवरण पत्र में यदि इस दौरान पूर्व घोषित सम्पत्ति कोई अधिव्य/कमी हुई तो तदनुसार अधिव्य/कमी के उपरान्त 01 जनवरी को वास्तविक उपलब्ध सम्पत्ति अंकित की जाय और यदि कोई अधिव्य/कमी की स्थिति ना हो तो पूर्व घोषित सम्पत्ति को ही पुन विवरण पत्र में अंकित किया जाय।  
3. यदि सम्पत्ति निर्मित आवासीय फ्लैट अन्य भवन के रूप में क्रय की गई हो तो स्तम्भ 6 में कुल क्रय मूल्य अंकित किया जाय और यदि भूखण्ड क्रय कर उस पर भवन का निर्माण स्वयं किया गया हो तो स्तम्भ 2 में भवन एवं भूखण्ड को पृथक-पृथक अंकित करते हुए तदनुसार स्तम्भ 6 में भूमि का मूल्य तथा भवन की लागत को भी पृथक-पृथक अंकित किया जाय।  
4. अचल सम्पत्ति विवरण पत्र में सरकारी सेवक के द्वारा स्वयं तथा उस पर आश्रित परिवार के अन्य सदस्यों के नाम अर्जित सम्पत्ति की जाय।

Fig-068

## Case 2: Property inherited by employee;

- In this case select Yes radio button and continue with filling up the details as per the fields, as can be seen in the image attached below;

**IPR Filing**  
राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र

1. अधिकारी का पूरा नाम एवं सेवा	Mr Vipin Mohan Verma	2. सर्वग	Class III
3. वर्तमान धारित पद	Junior Assistant	4. वर्तमान वेतनमान	21700-69100 (LEVEL 03)

वर्ष :  क्या आपने 01 जनवरी, 2022 तक कोई संपत्ति अर्जित की है ?  Yes  No

सम्पत्ति :

- जिला तहसील और गांव या शहर जिसमें सम्पत्ति स्थित है
- सम्पत्ति (आवस, भूमि एवं अन्य भवन) का पूर्ण विवरण (क्षेत्रफल सहित)
- सम्पत्ति के स्वामी का नाम (यदि स्वयं के नाम न हो तो जिसके नाम सम्पत्ति हो उसका नाम और उससे सरकारी सेवक का सम्बन्ध)
- सम्पत्ति अर्जित करने का माध्यम ( क्रय/लीज/ बंधक/ उत्तराधिकार /उपहार/ अन्य प्रकार) तथा उस व्यक्ति व्यक्तियों का विवरण जिनसे अर्जित की गयी
- सम्पत्ति अर्जित करने की तिथि
- अर्जन लागत
- वर्तमान अनुमानित मूल्य
- सम्पत्ति से वार्षिक आय
- अभ्युक्ति

Fig-069

- Continue with filling up the details of the property as per the fields like we have filled, as can be seen in the image attached below;

**IPR Filing**  
**राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र**

<b>1. अधिकारी का पूरा नाम एवं सेवा</b>	Mr Vipin Mohan Verma	<b>2. सर्वग</b>	Class III
<b>3. वर्तमान धारित पद</b>	Junior Assistant	<b>4. वर्तमान वेतनमान</b>	21700-69100 (LEVEL 03)

वर्ष :  क्या आपने 01 जनवरी, 2022 तक कोई संपत्ति अर्जित की है ?  Yes  No

सम्पत्ति :

1. जिला तहसील और गांव या शहर जिसमें सम्पत्ति स्थित है
2. सम्पत्ति (आवस, भूमि एवं अन्य भवन) का पूर्ण विवरण (क्षेत्रफल सहित)
3. सम्पत्ति के स्वामी का नाम (यदि स्वयं के नाम न हो तो जिसके नाम सम्पत्ति हो उसका नाम और उससे सरकारी सेवक का सम्बन्ध)
4. सम्पत्ति अर्जित करने का माध्यम ( क्रय/लीज/ बंधक/ उत्तराधिकार /उपहार/ अन्य प्रकार) तथा उस व्यक्ति व्यक्तियों का विवरण जिनसे अर्जित की गयी
5. सम्पत्ति अर्जित करने की तिथि
6. अर्जन लागत
7. वर्तमान अनुमानित मूल्य
8. सम्पत्ति से वार्षिक आय
9. अभ्युक्ति

**Fig-070**


- After making the entries click on Save Data button, as a result entry is saved and pop-up message of success is displayed on the screen as can be seen in the image attached below;

**IPR Filing**  
**राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र**

वर्ष :  क्या आपने 01 जनवरी, 2022 तक कोई संपत्ति अर्जित की है ?  Yes  No

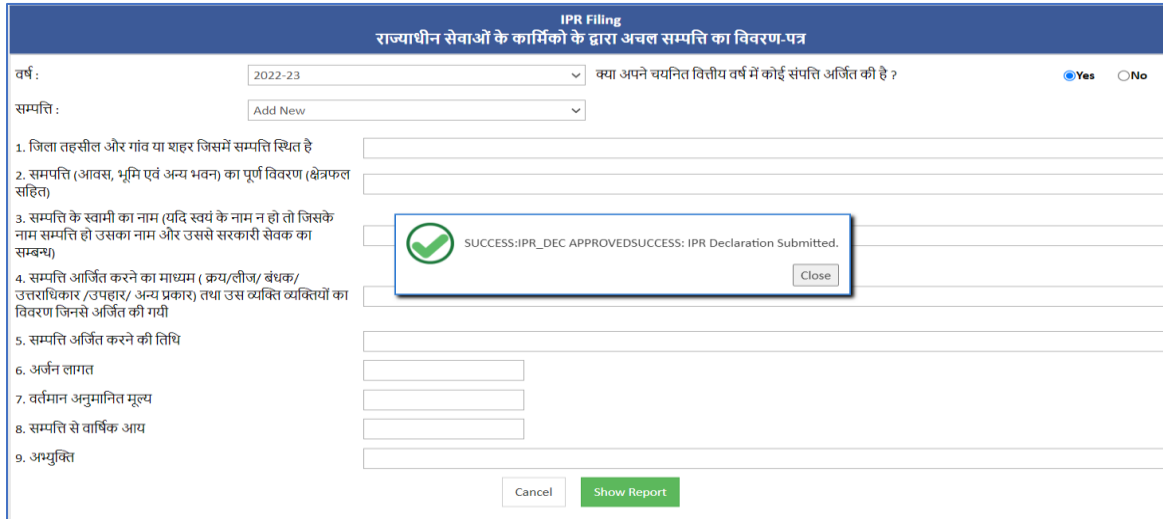
सम्पत्ति :

1. जिला तहसील और गांव या शहर जिसमें सम्पत्ति स्थित है
2. सम्पत्ति (आवस, भूमि एवं अन्य भवन) का पूर्ण विवरण (क्षेत्रफल सहित)
3. सम्पत्ति के स्वामी का नाम (यदि स्वयं के नाम न हो तो जिसके नाम सम्पत्ति हो उसका नाम और उससे सरकारी सेवक का सम्बन्ध)
4. सम्पत्ति अर्जित करने का माध्यम ( क्रय/लीज/ बंधक/ उत्तराधिकार /उपहार/ अन्य प्रकार) तथा उस व्यक्ति व्यक्तियों का विवरण जिनसे अर्जित की गयी
5. सम्पत्ति अर्जित करने की तिथि
6. अर्जन लागत
7. वर्तमान अनुमानित मूल्य
8. सम्पत्ति से वार्षिक आय
9. अभ्युक्ति


**SUCCESS : PROPERTY RETURN DATA SAVED**

**Fig-071**

- After saving the data click on submit data button, as a result entry is locked and pop-up message of success is displayed on the screen as can be seen in the image attached below;



The screenshot shows the 'IPR Filing' form for 'राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र'. A success message box is displayed in the center, indicating that the IPR Declaration has been submitted successfully. The form includes fields for year (2022-23), property type (Add New), and various details about the property and the declarant. Buttons for 'Cancel' and 'Show Report' are visible at the bottom.

**Fig-072**

**Note:** Once the data is submitted it gets locked user cannot make changes afterwards, so once you are sure of the entries made than only continue with clicking on submit data button.

- In order to view the entry made, click on show report button; as a result, just below the buttons grid appear providing data as can be seen in the image attached below;

राज्याधीन सेवाओं के कार्मिकों के द्वारा अचल सम्पत्ति का विवरण-पत्र  
( वर्ष 2022-2023 के लिए दिनांक 31 मार्च 2023 की स्थिति अनुसार )

1. अधिकारी का पूरा नाम एवं सेवा	Mr Vipin Mohan Verma	2. सर्वग	Class III
3. वर्तमान धारित पद	Junior Assistant	4. वर्तमान वेतनमान	21700-69100 (LEVEL 03)

जिला तहसील और गांव या शहर जिसमें सम्पत्ति स्थित है	सम्पत्ति (आवस, भूमि एवं अन्य भवन) का पूर्ण विवरण (क्षेत्रफल सहित)	सम्पत्ति के स्वामी का नाम (यदि स्वयं के नाम न हो तो जिसके नाम सम्पत्ति हो उसका नाम और उससे सरकारी सेवक का सम्बन्ध)	सम्पत्ति आर्जित करने का माध्यम ( क्रय/लीज/ बंधक/ उत्तराधिकार /उपहार/ अन्य प्रकार) तथा उस व्यक्ति व्यक्तियों का विवरण जिनसे अर्जित की गयी	सम्पत्ति अर्जित करने की तिथि	अर्जन लागत	वर्तमान अनुमानित मूल्य	सम्पत्ति से वार्षिक आय	अभ्युक्ति
1	2	3	4	5	6	7	8	9
Dehradun	Laxmi Road	Vipin Mohan Verma	Purchased	28-JAN-2022	8000000	8000000	0	above mentioned data is accurate

स्थान : Dehradun  
दिनांक : 20-Jul-2022

हस्ताक्षर.....  
अधिकारी का नाम : Mr Vipin Mohan Verma  
पदनाम : Junior Assistant  
विभाग : Director Treasury Pension Entitlement DDUN

टिप्पणी:  
1. श्रेणी 'क' एवं 'ख' के अधिकारियों के द्वारा प्रत्येक वर्ष 31 दिसंबर को समाप्त हो ने वाले कलेण्डर वर्ष के लिये अगले वर्ष की 01 जनवरी की स्थिति के अनुसार अचल सम्पत्ति का विवरण अगले वर्ष की 31 जनवरी तक सम्बंधित नियुक्ति नियंत्रण प्राधिकारी को अवरय प्रस्तुत की जाय किन्तु अन्य श्रेणियों के कार्मिकों के द्वारा प्रत्येक 05 वर्ष के उपरान्त प्रस्तुत की जाय।  
2. प्रत्येक वर्ष प्रत्येक 05 वर्ष में प्रस्तुत किए जाने वाले अचल सम्पत्ति विवरण पत्र में यदि इस दौरान पूर्व घोषित सम्पत्ति कोई आधिक्य/कमी हुई तो तदनुसार आधिक्य/कमी के उपरान्त 01 जनवरी को वास्तविक उपलब्ध सम्पत्ति अंकित की जाय और यदि कोई आधिक्य/कमी की स्थिति ना हो तो पूर्व घोषित सम्पत्ति को ही पुन विवरण पत्र में अंकित किया जाय।  
3. यदि सम्पत्ति निर्मित आवासीय फ्लैट अन्य भवन के रूप में क्रय की गई हो तो स्तम्भ 6 में कुल क्रय मूल्य अंकित किया जाय और यदि भूखण्ड क्रय कर उस पर भवन का निर्माण स्वयं किया गया हो तो स्तम्भ 2 में भवन एवं भूखण्ड को पृथक-पृथक अंकित करते हुए तदनुसार स्तम्भ 6 में भूमि का मूल्य तथा भवन की लागत को भी पृथक-पृथक अंकित किया जाय।  
4. अचल सम्पत्ति विवरण पत्र में सरकारी सेवक के द्वारा स्वयं तथा उस पर आश्रित परिवार के अन्य सदस्यों के नाम अर्जित सम्पत्ति की जाय।

Print

**Fig-073**