

## **Uploaded online ACR Step by step**

1. Open the website [www.himachal.nic.in](http://www.himachal.nic.in)
2. Select the :e-Services
3. click the: eService Book Personel MIS

Directorate Health Safety
Government of Himachal

www.himachal.nic.in

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Accessibility Options




# Himachal Pradesh

The Official Website

Home
At a Glance
Government
eServices
eTourism
Judiciary
Search

### Chief Minister

Sh. Virbhada Singh  
Chief Minister  
Himachal Pradesh

Write to Chief Minister

### Sugam Services-Online Bill Payments

ई-समाधान Online Public Grievances Redressal

eKosh  
State Financial Reports

Search Your detail in Electoral Rolls by Name

By Voter-ID Card No. and SMS text

Department of Revenue - View Land Records

### State Profile

News Photographs

Press Releases

Population: 68.56 Lakhs

Area: 55,673 sq km

Districts: 12, Tehsils: 122

Sub Divisions: 56

Police Stations: 117

### Important Links

New Citizen Services

Job Portal

eGazette

### Departments

»Ayurveda

»Finance

»Food, Civil Supplies & Consumer Affairs

»Forest

»Information Technology

»Personnel

More...

### Commissioners

»HP Power Corporation Ltd. - HPPCL

»HP State Food Corporation

»HP Tourism Corporation

»Satluj Jal Vidyut Nigam Ltd. - SJVN

### Discussion Forum

Current Topic

Economic Development and Environment Protection in a Hill State.

### Search Directory

»Telephone Directory

»Secretariat Publications

»Secretariat Library

»Civil Lists

»Hotel Directory

»Electoral Rolls

### eService Book Personnel MIS

eService Book Personnel MIS

External website that opens in a new window

eSamadhan Grievance Redressal

eRegistrations of Electors

Employment Job Portal

REFNIC

eDispatch

eSalary Salary slip

RTI Search

Passport Application Status

HPSEB Online Bill Payment

Vigilance Complaints

Pensioners Helpline ePension

Secretariats Library

Food Supplies Daily Weekly Rates

Economics and Statistics Rates

AGMARKNET

AG Office Helpline

Help line

### District Websites



### Weather

Today: 05-May-2014

**Dharamshala:** Very warm and periods of rain

**Shimla:** Some sun, then turning cloudy

**Kullu:** Breezy this morning; increasing cloudiness

Meteorological Centre Shimla

### Other Links

enders data.gov.in

india.gov.in

VACANCIES

www.himachal.nic.in/showlink.php?lang=1&dpt\_id=17&level=1&sublinkid=1741&lid=2129

## Uploaded online ACR Step by step.....

Enter the ID& Password Click the login button..... For any query regarding online ACR please

Contact to this office through e-mail (**pmis.dhs@gmail.com**) or **0177-222650**

Government of Himachal Pradesh

मानव सम्पदा

A Green Governance Tool for Human Resources & Financial Management

Authorised Login

Department: HEALTH AND FAMILY WELFARE

Login ID: 10003

Password: [REDACTED]

Login [Forgot your password?](#)

!! You may change your password after login only!!  
Select Department to View Orders

Notice Board

HEALTH AND FAMILY WELFARE

Enter Order No. Select Order Date Search

S.N	Dept	Order Date	Order Description (Order No/Year)
1	HFW	29/04/2014	4117/2014-Order of Dr. Anuraag (MO) after permission of CEO
2	HFW	29/04/2014	4116/2014-Modify Order of Dr. Riti Kapoor with permission CEO
3	HFW	28/04/2014	4111/2014-Termination Order of Dr. Ira Jamwal MO on Contract
4	HFW	28/04/2014	4112/2014-Termination Order of Dr. Saurabh MO on Contract
5	HFW	28/04/2014	4113/2014-Termination Order of Dr. Shahil MO on Contract
6	HFW	28/04/2014	4114/2014-Termination Order of Dr. Rishab MO on Contract
7	HFW	28/04/2014	4110/2014-Termination Order of Dr. Isha Sharma MO on Contract
8	HFW	28/04/2014	4109/2014-Termination Order of Dr. Sakshi Kohli, MO
9	HFW	28/04/2014	4108/2014-Termination Orders of Dr. Richa MO
10	HFW	28/04/2014	4107/2014-Termination orders of Dr. Anshul Sharma
11	HFW	24/04/2014	4104/2014-Cancel Transfer Orders of Dr. Anvind

View Property Return View e Service Book

Birthday Wishes Search Transfer/Promotion Orders

View Transactions Telephone Directory

Department wise Data Entry Status

GIS - Health Institution Location Vacancy Position

Dashboard - Manpower Planning Online ACR-Health Department

Downloadable Performas

Procedure for eServiceBook Movement Procedure for Verification of Service Records

Manav Sampada Scope and Features Result Achieved/Value Delivered to Beneficiary

Letter from Chief Secretary for implementation of the Software Training Schedule for all departments


Training Schedule for Boards/ Corporations/Leftout departments

## Instructions to Fill Annual Confidential Report

In this module there are three parts following as .....

1. How an employee Fill his/her Self-Appraisal Report.
2. How a Reporting Officer assessment the ACR report.
3. How a Reviewing Officer Remarks on the ACR report.

**NOTE:-Before Filling the ACR you have to, update your Photo and Signature in Manav Sampada.**

When an employee Visits the “Manav Sampada” using his / her credentials (Login Id and Password). Then  
Go to My Profile  Upload ACR



Click the Compatibility View button in the Address bar of the browser (Internet Explorer). Usually, this button appears to the left of the Refresh button and contains an image of a broken piece of paper

When a user click on the Upload ACR then a Panel Regarding the Employee Detail Open such as. (Part A- Employee Detail) in which an employee- user can check his detail.

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource Management Logout

Department of HEALTH AND FAMILY WELFARE

Logged As: 10003- SHARDA CHAUHAN, Junior Assistant Posted At: Shimla, Directorate of Health and Family Welfare (DHS)

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶

Employee Online ACR

**Part A - Employee Detail**

Employee Code 10003

First Name SHARDA Middle Name

Last Name CHAUHAN Date of Birth 02/11/1969

[Click Here To Enable And Get ACR Detail](#) [Instruction For How To Fill ACR](#)

And then click on a button named [Click Here to enable and Get ACR Detail](#)

After that three types of Panel are opened such as.

1. For filling up the self-appraisal report.
2. For assessment by reporting officer on acr Report.
3. For remarking by the reviewing officer on acr report.

Employee Code 10003

First Name SHARDA Middle Name

Last Name CHAUHAN Date of Birth 02/11/1969

[Click Here To Enable And Get ACR Detail](#) [Instruction For How To Fill ACR](#)

[\(Click Here To Fill Your Self Appraisal\)](#) Part B -To be filled by the Officer Reported Upon

[\(Click Here To Add Reporting Officer Assessment\)](#) Part C - Assessment By Reporting Officer

[\(Click Here To Add Reviewing Officer Assessment\)](#) Part D - Remarks Of The Reviewing Officer

## For Filling up the self-appraisal report

(Click on the Part B-To be filled by officer Reported Upon)

After click on the above Panel Header, Part B will be Opened and enabled and you Can fill yours self-appraisal report.

There are some points which you have to remember when you are filling the acr detail which are as follows.

1. Select Acr Financial Year on which year you are going to Fill Acr.
2. Select Time Period By selecting the from and to date.
3. Click on the Button Get Leave to Fill no of Leave during the above period which you have select .If you are not satisfy the leave which are calculated

Automatically by click on the button or you take any leave and want to mention in his/ her acr report then you can also fill it accordingly.

4. You have to fill all fields giving in this acr module (part b).No one filed You Left blank.
5. You can also add row after filling the first row, otherwise it will give a message to add row first.
6. You can also delete a row but all rows cannot be deleted .Ex (You filled one row and then add row for filling more data but if you think to delete it so then you can delete it but there will be one row.)
7. After filling all the fields now click on save button to save the ACR data.
8. Your acr data for the selected time period and financial year is saved and now you have to submit it to the reporting officer for assessment.
9. You can also Fill Your another acr for the selected financial year but the time period (date between from and to date will be different means the time period from date for the second acr will be greater from the previous acr to date )

10. One more thing to remember is that you can also fill second acr When the Previous Acr is successfully submitted to the Reporting officer.

----- Screen shots of the above acr module are giving below-----

**(Click Here To Fill Your Self Appraisal) Part B -To be filled by the Officer Reported Upon**

Which Year You Are Going To Fill ACR  ACR No For Selected Year   
Date Between You Are Filling the ACR  And

NO.Of Leaves During The Above Period

1. A Brief Summary of duties and responsibilities(Not more than 50 words):

2. Please Specify important Items Of work in order of priority where in quantitative / physical /financial target/objectives/goals were set for you or set by yourself for the reporting year:

Sr.No.	Item Work	Physical or Financial targets/ objectives / goals	Achievements	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>

3. (a)- In case of Shortfall of expected quality / quantity of performance , please state the reason:

3 . (b) Please Indicate your contribution in case of Significantly higher achievement of the targets / Goals / Objective :

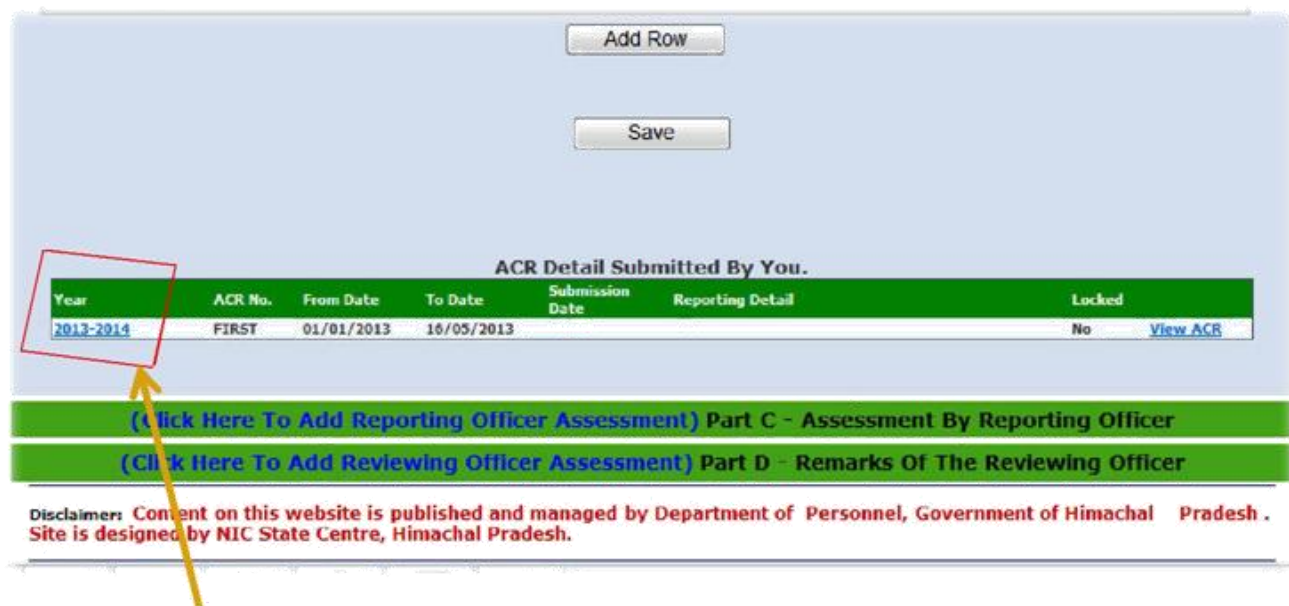
4 . Please Specify number of inspections conducted / tours performed (only in case of field officer):

Sr.No.	No. Of inspections / tours expected to be performed in a year	No of inspections / tours actually performed with reason of short fall , if any	
1	<input type="text"/>	<input type="text"/>	<a href="#">Delete</a>

**(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer**

**(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer**

11. When acr data is saved for the selected financial year then a grid regarding The acr detail is shown as below.



ACR Detail Submitted By You.

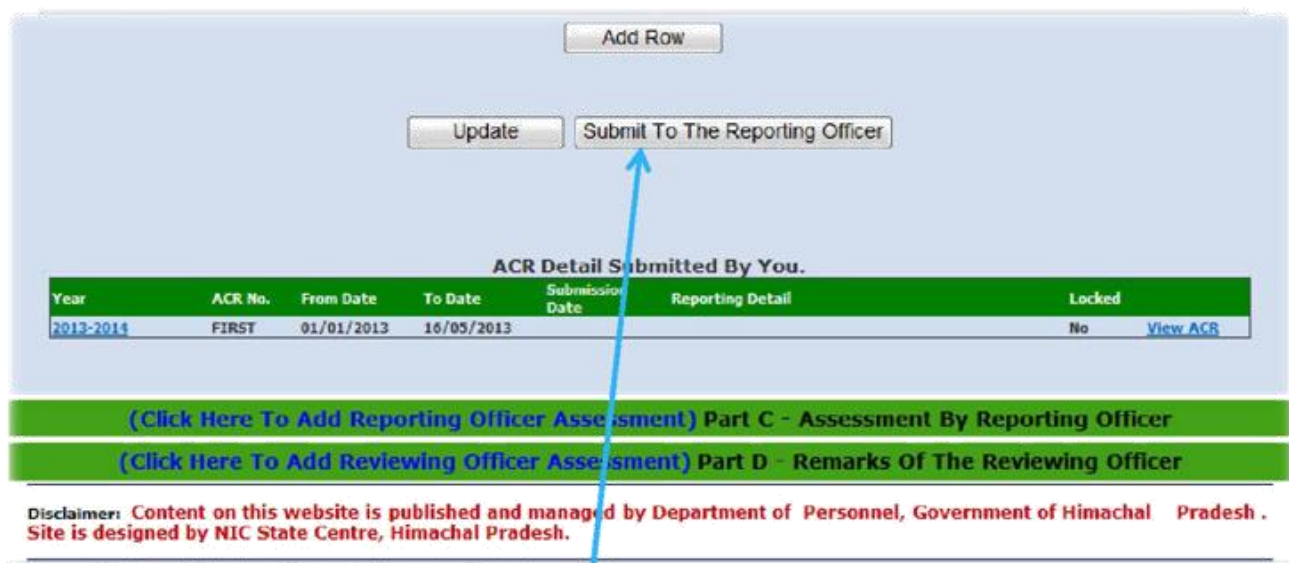
Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked
<a href="#">2013-2014</a>	FIRST	01/01/2013	16/05/2013			No <a href="#">View ACR</a>

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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12. Click on the above link and after that all the fields filled with data and then You can either update the acr data (if changed) or submitted it to the Reporting officer for assessment.



ACR Detail Submitted By You.

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked
<a href="#">2013-2014</a>	FIRST	01/01/2013	16/05/2013			No <a href="#">View ACR</a>

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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13. You can Update the Acr Detail by click on the Update Button and submit it To the Reporting Officer for assessment .Once you submit the acr detail Then you cannot change the acr detail.
14. After Click on **submit to the reporting Officer** Button a panel regarding the Reporting Officer Detail will be opened and you have to fill the Detail to Which Reporting officer you want to send this acr report.

Department Name
Office Name
Officer Name

HEALTH AND FAMILY WELFARE
Shimla, Directorate of Health and
10001--SHASHI BALA

**ACR Detail Submitted By You.**

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked
2013-2014	FIRST	01/01/2013	16/05/2013			No <a href="#">View ACR</a>

[\(Click Here To Add Reporting Officer Assessment\)](#) Part C - Assessment By Reporting Officer

[\(Click Here To Add Reviewing Officer Assessment\)](#) Part D - Remarks Of The Reviewing Officer

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15. Click on the submit button to submit the acr detail for reporting officer. Once the acr detail is submit no one can change it and this acr detail Will be locked.

**ACR Detail Submitted By You.**

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked
2013-2014	FIRST	01/01/2013	16/05/2013	16/05/2013	10001>>SHASHI BALA( HFW )	Yes <a href="#">View ACR</a>

[\(Click Here To Add Reporting Officer Assessment\)](#) Part C - Assessment By Reporting Officer

[\(Click Here To Add Reviewing Officer Assessment\)](#) Part D - Remarks Of The Reviewing Officer

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16. Now Your Acr Detail is successfully Submitted and now you can check or Download yours Acr detail submitted by you by clicking on the View Acr Link Button.

## How a Reporting Officer assessment the Acr report.

1. An employee (Reporting officer) Visits the “Manav Sampada” using his/her credentials and login into the “Manav Sampada” and opens the module Upload ACR.
2. Click on the button [Click Here To Enable And Get ACR Detail](#)

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A Green Governance Tool for Human Resource Management

Logout

Department of HEALTH AND FAMILY WELFARE

Logged As: 10001- SHASHI BALA, Junior Assistant Posted At: Shimla, Directorate of Health and Family Welfare (DHS)

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶

Employee Online ACR

Part A - Employee Detail

Employee Code

First Name

Last Name

Middle Name

Date of Birth

[Click Here To Enable And Get ACR Detail](#) [Instruction For How To Fill ACR](#)

3. In case of Reporting Officer when he/she click the button a grid will be appeared which contain the detail whose send to him his /her acr report.

Ex-Sharda Chauchan sends her acr detail to Shashi Bala for the Financial Year 2013-2014 for assessment the Acr report.

### Department of HEALTH AND FAMILY WELFARE

Logged As: 10001- SHASHI BALA, Junior Assistant

Posted At: Shimla, Directorate of Health and Family Welfare (DHS)

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶

#### Employee Online ACR

#### Part A - Employee Detail

Employee Code

First Name

Middle Name

Last Name

Date of Birth

[Click Here To Enable And Get ACR Detail](#)
[Instruction For How To Fill ACR](#)

#### Reporting List of Employee

EMP NAME	DEPT NAME	ACR Year	ACR NO	ACR FROM DATE	ACR TO DATE	SUBMIT DATE
SHARDA CHAUHAN	HEALTH AND FAMILY WELFARE	2013-2014	FIRST	01/01/2013	16/05/2013	16/05/2013

[\(Click Here To Fill Your Self Appraisal\)](#) Part B -To be filled by the Officer Reported Upon

[Click Here To Add Reporting Officer Assessment](#)) Part C - Assessment By Reporting Officer

[Click Here To Add Reviewing Officer Assessment](#)) Part D - Remarks Of The Reviewing Officer

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4. Now Reporting officer want to see what the employee fill in his / her self-appraisal report for Assessment on the acr report.
5. Click on the Above Emp name in grid which employee acr you want to assessment.  
After that Self- Appraisal report filled by the employee can be seen in the Part –B but this part will be disabled you can only see and you have not Any permission to do any action in this Part b.
6. Now you can click on to the part B to see acr detail filled By the employee In his/ her self-appraisal report.
7. And Bases on the part b you can filled the part c –Assessment by reporting Officer.
8. Check the employee name whose acr you are going to fill assessment in the Part c.

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

You Are Reporting The ACR Report of SHARDA CHAUHAN for the Year 2013-2014 From 01/01/2013 To 16/05/2013

1.Time Served By the Employee Under The Reporting Officer

2 . Do You Agree with resume of work as indicated by the officer in the part 2 of the report in prticular regarding the special achievement , if any , mentioned by the officer . If not , indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

3 . State of Health :

select

4 . Integrity:

[Instructions contained in Ministry of Home Affairs O.M.No.51/4/64-Estt,(A) , dated 21-6-1995 should be kept in mind].

select

5. Attitude towards Scheduled Castes and Scheduled Tribes

select

6.Assessment Of Work Output>>>>>(Grades Should be assigned on a scale of 1-10)

		Reporting Authority
1>>	Accomplishment of Planned Work	<input type="text"/>
2>>	Quality Of Output	<input type="text"/>
3>>	Accomplishment Of Exceptional Work/Unforeseen tasks Performed	<input type="text"/>
	Overall Grading On Work Output	<input type="text"/>

7. Assessment Of Personal Attribute>>>>>(Grades should be assigned on a scale of 1-5)

		Reporting Authority
1>>	Attitude Of Work	<input type="text"/>
2>>	Sense of Responsibility	<input type="text"/>
3>>	Overall Bearing and Personality	<input type="text"/>
4>>	Emotional Stability	<input type="text"/>
5>>	Communication Skills	<input type="text"/>
6>>	More courage and willingness to take a professional stand	<input type="text"/>
7>>	Leadership Qualities	<input type="text"/>
8>>	Capacity to work in time limit	<input type="text"/>
	Overall Grading On Personal Attribute	<input type="text"/>

**8. Assessment Of Functional Competency>>>>>(Grades should be assigned on a scale of 1-5)**

		Reporting Authority
1>>	Knowledge of laws/rules/procedure/IT skills and awareness of the local norms in the relevant area.	<input type="text"/>
2>>	Strategic planning ability	<input type="text"/>
3>>	Decision Making Ability	<input type="text"/>
4>>	Initiative	<input type="text"/>
5>>	CO-ordination ability	<input type="text"/>
6>>	Ability to Motivate and develop subordinates/work in a team	<input type="text"/>
Overall Grading On Functional Competency		<input type="text"/>
Combined Grading		<input type="text"/>

[\(Click Here To Add Reviewing Officer Assessment\)](#) **Part D - Remarks Of The Reviewing Officer**

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9. In the above part from 1 to 5 you have to select and fill the data and further you have to give the number (Grading).

10. after filling the all fields with data you have to press the save button to save The data .And a grid contain the data will be appeared such as.

Combined Grading		<input type="text"/>
------------------	--	----------------------

**List Of Employees Whose ACR Is Reported By You.**

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked
10003>>SHARDA CHAUHAN( HEW )	2013-2014	FIRST		No	<a href="#">View ACR</a>

[\(Click Here To Add Reviewing Officer Assessment\)](#) **Part D - Remarks Of The Reviewing Officer**

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11. This Grid contain all acr record whose acr is assessment by you as a Reporting officer.

Combined Grading

Save

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked
10003>>SHARDA CHAUHAN( HFW )	2013-2014	FIRST			No <a href="#">View ACR</a>

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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12. Click on the employee name in the grid view and all the fields are filled with data and now you can update the data or submit it to the reviewing officer for Remarking on the acr detail.

Update Submit To The Reviewing Officer

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked
10003>>SHARDA CHAUHAN( HFW )	2013-2014	FIRST			No <a href="#">View ACR</a>

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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13. for submitting it to the reviewing officer click on The **Submit To the Reviewing Officer**.

14. After clicking on the above button a panel regarding the Reviewing Detail Will be opened and you have to choose the officer which you want to Submit the acr detail for reviewing.

Department Name  
HEALTH AND FAMILY WELFARE

Office Name  
Shimla, Directorate of Health and Family Welfare

Officer Name  
10093--ROOP CHAND

Submit
Cancel

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN( HFW )	2013-2014	FIRST			No	<a href="#">View ACR</a>

(Click Here To Add Reviewing Officer Assessment)
Part D - Remarks Of The Reviewing Officer

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15. After clicking on the above button a panel regarding the Reviewing Detail Will be Opened and you have to choose the officer which you want to Submit the acr Detail for reviewing. Click on the submit button to submit the acr detail to the Reviewing officer once the detail is submit then it cannot be Changed and this Acr detail will be locked.

List Of Employees Whose ACR Is Reported By You.

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10003>>SHARDA CHAUHAN( HFW )	2013-2014	FIRST	10093>>ROOP CHAND( HFW )	16/05/2013	Yes	<a href="#">View ACR</a>

(Click Here To Add Reviewing Officer Assessment)
Part D - Remarks Of The Reviewing Officer

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16. Now you can see the acr report of employee assessment by you as a Reporting officer by clicking on the View Acr Button.
17. When the acr is successfully submitted to the reviewing officer then the record Which are appeared in the part a will be automatically disappeared.

Part A - Employee Detail

Employee Code 10001

First Name SHASHI

Middle Name

Last Name BALA

Date of Birth 12/05/1958

Click Here To Enable And Get ACR Detail

Instruction For How To Fill ACR

(Click Here To Fill Your Self Appraisal)
Part B -To be filled by the Officer Reported Upon

(Click Here To Add Reporting Officer Assessment)
Part C - Assessment By Reporting Officer

## How a Reviewing Officer Remarks on the Acr report

1. An employee (Reviewing officer) Visits the “Manav Sampada” using his/her credentials and login into the “Manav Sampada” and opens the module Upload ACR.
2. Click on the button [Click Here To Enable And Get ACR Detail](#)

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource Management

Department of HEALTH AND FAMILY WELFARE

Logged As: 10001- SHASHI BALA, Junior Assistant Posted At: Shimla, Directorate of Health and Family Welfare (DHS)

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶

Employee Online ACR

Part A - Employee Detail

Employee Code

First Name  Middle Name

Last Name  Date of Birth

[Click Here To Enable And Get ACR Detail](#) [Instruction For How To Fill ACR](#)

3. In case of Reviewing Officer when he/she click the button a grid will be appeared which contain the detail whose send to him the acr report  
Remarking.

Ex-Shashi Bala Sends the acr report of Sharda han to you for Remarking.

[Click Here To Enable And Get ACR Detail](#) [Instruction For How To Fill ACR](#)

Reviewing List of Employee

EMP NAME	DEPT NAME	DATE OF SUBMIT	ACR Year	ACR No	REPORTING DEPT NAME	REPORTING EMP NAME	REPORTING DATE
<a href="#">SHARDA CHAUHAN</a>	HEALTH AND FAMILY WELFARE	16/05/2013	2013-2014	FIRST	HEALTH AND FAMILY WELFARE	SHASHI BALA	16/05/2013

(Click Here To Fill Your Self Appraisal) Part B - To be filled by the Officer Reported Upon

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

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- Click on the EMP name in the grid for remarking on the acr report.
- Now Part B and Part C are filled with data but this parts will be disabled means you can only see data in Part B and Part C .You cannot do further any action in Part B and Part C

[Click Here To Enable And Get ACR Detail](#)
[Instruction For How To Fill ACR](#)

**Reviewing List of Employee**

EMP NAME	DEPT NAME	DATE OF SUBMIT	ACR Year	ACR No	REPORTING DEPT NAME	REPORTING EMP NAME	REPORTING DATE
<a href="#">SHARDA CHAUHAN</a>	HEALTH AND FAMILY WELFARE	16/05/2013	2013-2014	FIRST	HEALTH AND FAMILY WELFARE	SHASHI BALA	16/05/2013

[\(Click Here To Fill Your Self Appraisal\)](#) Part B -To be filled by the Officer Reported Upon  
[\(Click Here To Add Reporting Officer Assessment\)](#) Part C - Assessment By Reporting Officer  
[\(Click Here To Add Reviewing Officer Assessment\)](#) Part D - Remarks Of The Reviewing Officer

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- Part B contain the data which are filled by employee in his / her self-appraisal Report and Part C contain the data which are assessment by reporting Officer.
- Click on Part D to give remarking on the acr report. First check on which acr You are going to give remarking as reviewing officer.

[\(Click Here To Fill Your Self Appraisal\)](#) Part B -To be filled by the Officer Reported Upon  
[\(Click Here To Add Reporting Officer Assessment\)](#) Part C - Assessment By Reporting Officer  
[\(Click Here To Add Reviewing Officer Assessment\)](#) Part D - Remarks Of The Reviewing Officer

**You Are Reviewing The ACR Report of SHARDA CHAUHAN for the Year 2013-2014 From 01/01/2013 To 16/05/2013**

1.Assessment Of Work Output>>>(Grades should be assigned on a scale of 1-10)		Reviewing Authority
1>>>	Accomplishment of Planned Work	7
2>>>	Quality Of Output	7
3>>>	Accomplishment Of Exceptional Work/Unforeseen tasks Performed	7
<b>Overall Grading On Work Output</b>		<b>21</b>

- In Part D all the grading field are filled with grade which are given by reporting officer if you are not satisfy with the grading given by employee then you can Change it accordingly.
- Fill the entire Field and click on the Save Button to Save Data.

7 . Has the officer any special characteristics and / or any outstanding merits or abilities , which would justify his advancement and special selection for higher appointment out of turn ? if so , mention these characteristics briefly.

Save

List Of Employee Whose ACR Is Reviewed By You.

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status
<a href="#">10003&gt;&gt;SHARDA CHAUHAN( HFW )</a>	1314	FIRST		<a href="#">10001&gt;&gt;SHASHI BALA( HFW )</a>	No <a href="#">View ACR</a>

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- Click on the Emp Name To update Data or Lock the acr report which are Remarked by you.

7 . Has the officer any special characteristics and / or any outstanding merits or abilities , which would justify his advancements merits or abilities , which would justify his advancement and special selection for higher appointment out of turn ? if so , mention these characteristics briefly.

hello for testing

Update

Verify ACR Report

List Of Employee Whose ACR Is Reviewed By You.

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status
<a href="#">10003&gt;&gt;SHARDA CHAUHAN( HFW )</a>	1314	FIRST		<a href="#">10001&gt;&gt;SHASHI BALA( HFW )</a>	No <a href="#">View ACR</a>

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- Click on the update button if you did any change in part D otherwise click On Verify ACR Report Button to Lock the Acr report.
- Once You Click on Verify Acr report button then It will be Locked and you can Not Change it.

7 . Has the officer any special characteristics and / or any outstanding merits or abilities , which would justify his advancements merits or abilities , which would justify his advancement and special selection for higher appointment out of turn ? if so , mention these characteristics briefly.

Update

Verify ACR Report

List Of Employee Whose ACR Is Reviewed By You.

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status
<a href="#">10003&gt;&gt;SHARDA CHAUHAN( HFW )</a>	1314	FIRST	17/05/2013	<a href="#">10001&gt;&gt;SHASHI BALA( HFW )</a>	Yes <a href="#">View ACR</a>

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- Click on the View Acr Button To view complete Acr of an employee which are Reviewed By you as a Reviewing Officer.

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