

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,  
कार्मिक शाखा/Personnel Branch,  
सेलम /Salem – 636 005.

सं./No. SR-SA0PB(APAR)/1/2021

तारीख/Date: 11.05.2021

**All Gaz. Officers / SA Divn.  
All Supervisory Officer / SA Divn.**

Sub: Implementation of e-APAR Module in HRMS Portal - reg.

Ref: Railway Boards letter No. PC-VII/2020/HRMS/23 dated 16.04.21



Railway Board has implemented e-APAR Module in HRMS Portal for all Group 'C' Employees i.e., Pay Matrix Level 1 (PML 1) onwards for the Year 2020-2021 onwards. Hence, this year onwards APAR processed through HRMS Portal only.

In e-APAR, the process structures are prescribed as under: -

**PML 1 to 5: -**

There is no Self Appraisal. As and when, Personal Data submitted by the PB Dealer, the eAPAR will be available in the login of the Reporting Official, Reviewing Official than Accepting Authority.

**PML 6 & Above: -**

As and when, Personal Data submitted the PB Dealer, the employee can submit the Self Appraisal on or before **30.06.2021**.

Employees those PML 6 and above, are advised to login HRMS Portal and click APAR menu which will be available in the left. Then Click Self Appraisal. The Window will open and check the Personal details except Educational Qualification. If any data entered wrongly again except Educational Qualification, click return with remarks. The eAPAR will returned to PB Dealing Clerk for verification and correction.

If the Personal Data is correct choose self-appraisal tab and give your remarks and submit the eAPAR.

**Role in HRMS: -**

The Role option is available in the right corner near your name appearing in the HRMS Portal. You have to choose appropriately.

1. RE : Reporting Official
2. RV : Reviewing Official
3. RES : Reporting Section II Official
4. REV : Reviewing Section II Official
5. AC : Accepting Official.

If the Role "RE" chosen, you are now acting as Reporting Official. As likewise all the Roles will be work.

**DSC Signer Service: -**

Facility to use Digital Signature Certificate (DSC) is incorporated in HRMS Portal. The Supervisory Official, Gaz. Officers may act as Report / Review / Accept Role in eAPAR Module. For signing the eAPAR, the Officials have to use DSC.

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Before login, they have been run the specific program for getting DSC signature in the eAPAR through HRMS. (Status of the program should be as "Running".) To get the specific program software please click here [emBridge \(emudhra.com\)](http://embridge.emudhra.com).

Hence, all the Supervisory Officials and Gazetted Officers may download the above said software and install in their Desktops. As and when login the HRMS Portal, before run the eMBridge and check the up-dation and the Status.

**Supervisory Officials: -**

Most probably, Supervisory Official are assigned the role as Reporting Officials very rare cases Reviewing Officials. You have to login HRMS Portal and choose the Rule as "RE". Then click APAR menu, which is available in the left side, and click all the tabs i.e., Annexure One, Annexure Five, Ninety Hundred, Annexure Two, Annexure Three & Group 'D' (PML-1).

Choosing any of the tab mentioned above, in the main area a dropdown menu will be open (if any eAPAR received) in which you have to choose the employee names and then fill the eAPAR. The work may be completed on or before **31.07.2021**.

On completion of eAPAR, then choose the submit button and put the DSC Sign.

**Gaz. Officers: -**

Gaz. Officers are assigned in the Roles of Reporting, Reviewing, Reporting Section II, Reviewing Section II and Accepting accordingly.

Gaz. Officers may be assigned for some cases as reporting, some of the cases are reviewing as like-wise.

As and when login on HRMS Portal and choose the Rule one by one. Then click APAR menu, which is available in the left side, and click all the tabs i.e., Annexure One, Annexure Five, Ninety Hundred, Annexure Two, Annexure Three & Group 'D' (PML-1).

Choosing any of the tab mentioned above, in the main area a dropdown menu will be open (if any eAPAR received) in which you have to choose the employee names and then fill the eAPAR. The work may be completed on or before **31.07.2021**.

On completion of eAPAR, then choose the submit button and put the DSC Sign.

However, the procedure for eAPAR issued by HRMS/CRIS may be seen to click the link <https://bit.ly/3uCLYHV>. A Training video for eAPAR process may also be seen to click the link <https://youtu.be/-MfQuKD3Eb0>.

वरिष्ठ मंडल कार्मिक अधिकारी / **Sr. Divisional Personnel Officer,**  
दक्षिण रेलवे/सेलम / **Southern Railway/Salem.**

C/- **PS to DRM** for kind information to **DRM**  
**PS to ADRM** for kind information to **ADRM**