

I/141552/2022



दक्षिण रेलवे/SOUTHERN RAILWAY



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

सं./No. SR-SA0PB(APAR)/1/2020

तारीख/Date: 10.06.2022

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

Sub: e-APAR in HRMS Portal for Period Ending 31.03.2022.

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In connection with above, the process of eAPAR through HRMS Portal is described as under: -

(1) General Instructions: -

Before login in HRMS – eAPAR, please run the specific program (emBridge) for getting DSC signature in the eAPAR through HRMS. The Latest version of the emBridge (emudra) should be installed in the system and the program should be run in the Status.

(2) Employees Pay Matrix Level 1 to 5: -

There is no Self Appraisal. As and when, Personal Data submitted by the PB Dealer and Hierarchy Setup done by the respective AD3 users (Departmental APAR Clerk) the eAPAR are reflected in RE Role i.e., Reporting Officer and then it will be shown in RV Role i.e., Reviewing Officers.

As and when the Reviewing Officer is reviewed the eAPAR for the Employees in PML 1 to 5, the eAPAR will be finalised.

As on date **4669** No. of APARs for the P.E. 31.03.2022 are pending with Reporting officials.

Hence, all the Supervisors are requested to kindly login through APAR Login (address <https://hrms/indianrail.gov.in/IRAPAR>) and clear these eAPARs on earliest.

(3) Employee in Pay Matrix Level 6 (Sr. Technician Alone): -

Though the employees working as Sr. Technician category in PML 6, the APAR will have three levels. i.e., RE, RV & AC. There is no need to submit the Self Appraisal.

(4) Employees in Pay Matrix Level 6 to 7: -

Employees working in Supervisory Grade i.e., PML 6 & above, they are required to submit their Self Appraisal. As on date **1723** employees are not submitted their Self Appraisal. They are advised to submit the same on or before **15.06.2022**.

Cont. 2nd Page

I/141552/2022

-2-

(5) Gaz. Officers Role in eAPAR: -

Gaz. Officers are assigned in Role as under and the eAPAR flow also assigned as under: -

- | | | |
|--------|---|-----------------------------|
| 1. RE | : | Reporting Officer |
| 2. RES | : | Reporting Officer Section 2 |
| 3. RV | : | Reviewing Officer |
| 4. RVS | : | Reviewing Officer Section 2 |
| 5. AC | : | Accepting Officer |

After login through eAPAR in HRMS, click the [Access/Review/Accept](#) button.

To Finalize the eAPAR, kindly the follow above said flow i.e., first clear RE Role (cases will reflect in r1), RES Role (r2), RV Role (re1), RVS Role (re2) and AC Role.

(6) eAPAR Present Pending Position for the P.E. 2021-2022: -

Self-Appraisal	Reporting Officials (RE)	Reporting Section II (RES)	Reviewing Officials (RV)	Reviewing Section II (RVS)	Acceptance (AC)	Total
1723	4669	1291	44	1	90	7818

APAR should be finalised in all respect on or before **30.06.2022**.

Digitally Signed by P K

Soundra Pandian

Date: 10-06-2022 12:11:20

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

C/- **PS (Gaz.)** to **DRM** for kind information to **DRM**
PS to **ADRM** for kind information to **ADRM**
All Branch Officers for information and necessary action please.