

Online Performance Appraisal System

The system can be used to fill in annual self appraisal forms online by personnel in H1 Grade and above. The subsequent appraisal, review and acceptance by competent authorities can also be carried out using this system.

Important Points to be noted prior to using the system:

Change Password

- The default password is the password that is used for Leave, FLTE/Washing Allowance applications.
- It is strongly recommended that you register a separate password exclusively for this system.
- To change the password, click on "Change Password". Enter the new password. The new Password may take ONE HOUR to get activated. Fill your form ONLY after the new password is effective.
- Please do not share your password with any one to maintain confidentiality
- Please note that this password change is only for the Online Performance Appraisal System. The password for work flow applications like Leave, FLTE/Washing Allowance, etc will remain as before.

Hindi Typing

- To fill the form in Hindi, you require Akshar Naveen Hook to be installed on your PC. The external Hook should be enabled and Devnagri selected for Hindi

Self-Appraisal Process

How to Access

- Click on the url given below to fill your Self Appraisal
The system can be accessed by clicking below or typing the following url in Internet Explorer.
<http://10.11.1.71/applications/Performance.nsf>

- The format is identical to manual system. Please enter the relevant information in the appropriate boxes. In case you reach bottom of the box, the cursor will automatically scroll down.
- You can attach additional information by uploading Word, Excel, Acrobat File

Important Points

- Save Option : You can use "Save" button, to save and resume your work later within the time limit. On clicking "Save", a mail alert will be generated to prompt you.
- Please ensure that the form is submitted in all respects by the due date. If in case the form is left in "Save" status upto the closure date/time, the status of the Form will be deemed to have been submitted even if it is incomplete.
- Submit Option : After completing the self-appraisal, click on "Submit" button. Please note that no

- changes can be made after clicking "Submit" button.
- Once submitted, the system does not allow creation of a new form for that employee, therefore complete the Appraisal of your level by the given date.

Appraising / Reviewing /Accepting Officers

- A mail alert is generated which gives the url to the document of the appraisee.
- Please fill in the entries and click on "Process" to submit the form.

To View the Documents

- To view the appraisal forms, please click on the following url
<http://10.11.1.71/applications/Performance.nsf>
- An appraisee can only view the 'self appraisal section' filled by him/her
- Appraising / Reviewing /Accepting Officers can view the self appraisals and the sections filled by officials below in the appraisal hierarchy i.e. a 2 nd reviewing officer can see the self appraisal and comments by appraising officer & 1st reviewing officer, but cannot see the comments entered by 3rd reviewing officer and acceptance officer.