

IGCAR APAR User Manual

APAR Work Flow along with DSC Requisition

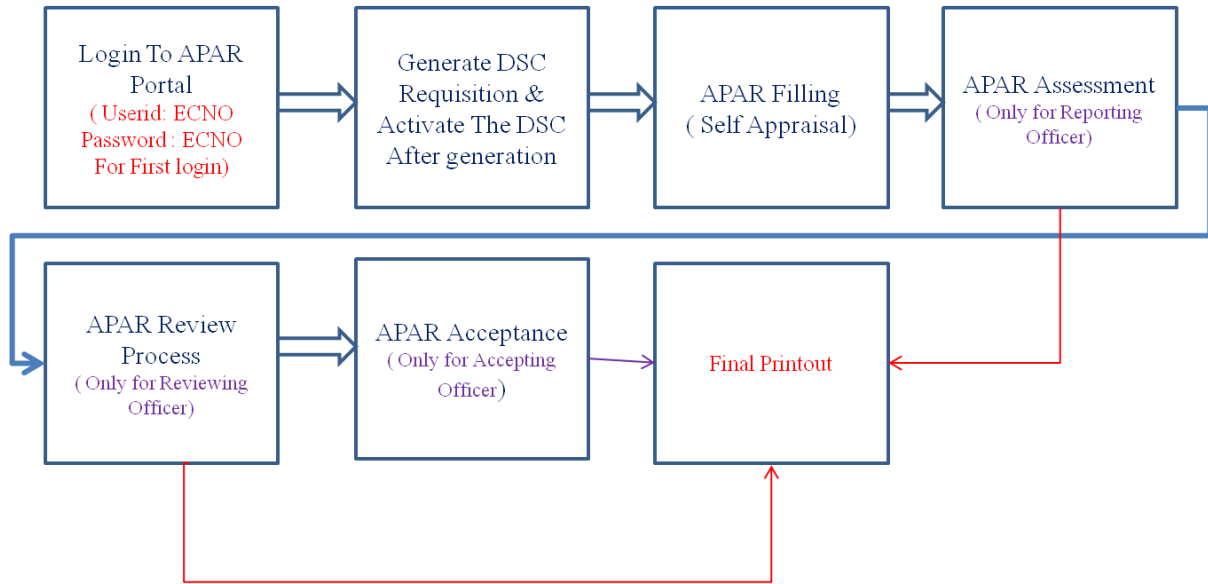


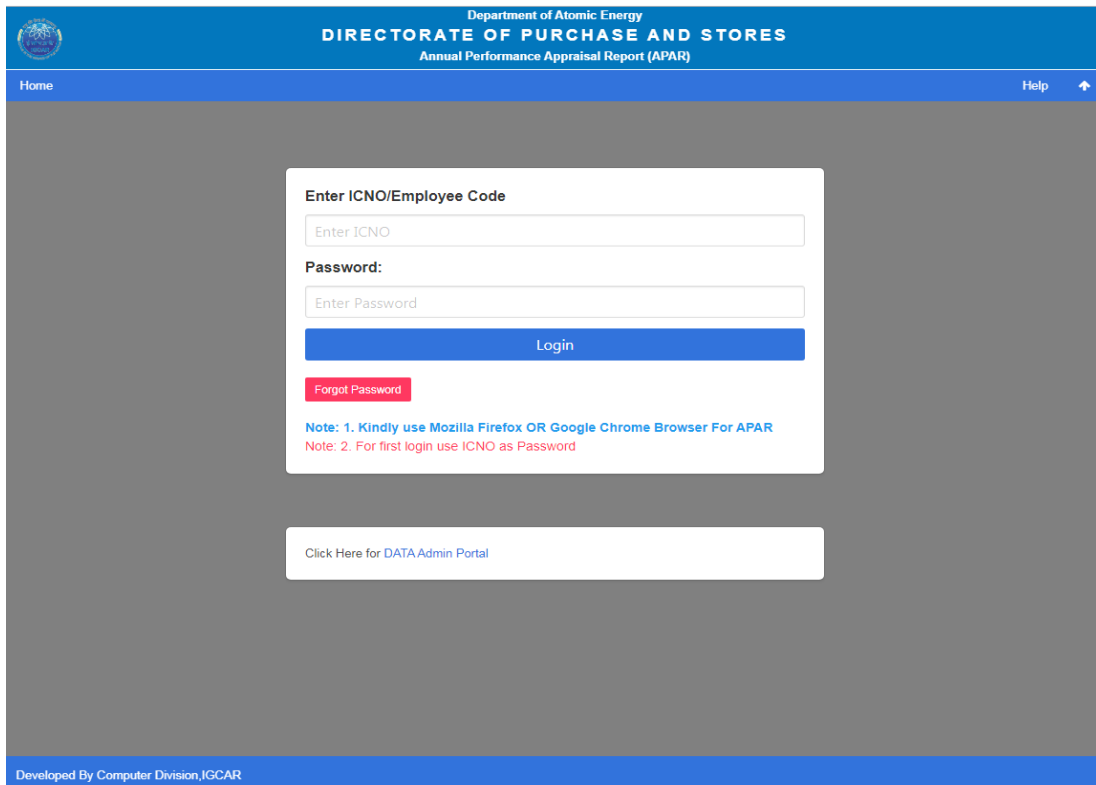
Figure-1 : APAR work flow along with DSC Requisition

GSO APAR Web Portal Link

<http://apar>

1. How to login to APAR portal

Step 1 : Open the browser (preferable Mozilla Firefox or Google chrome) and navigate to <http://apar>. The home screen will be displayed as shown in below.



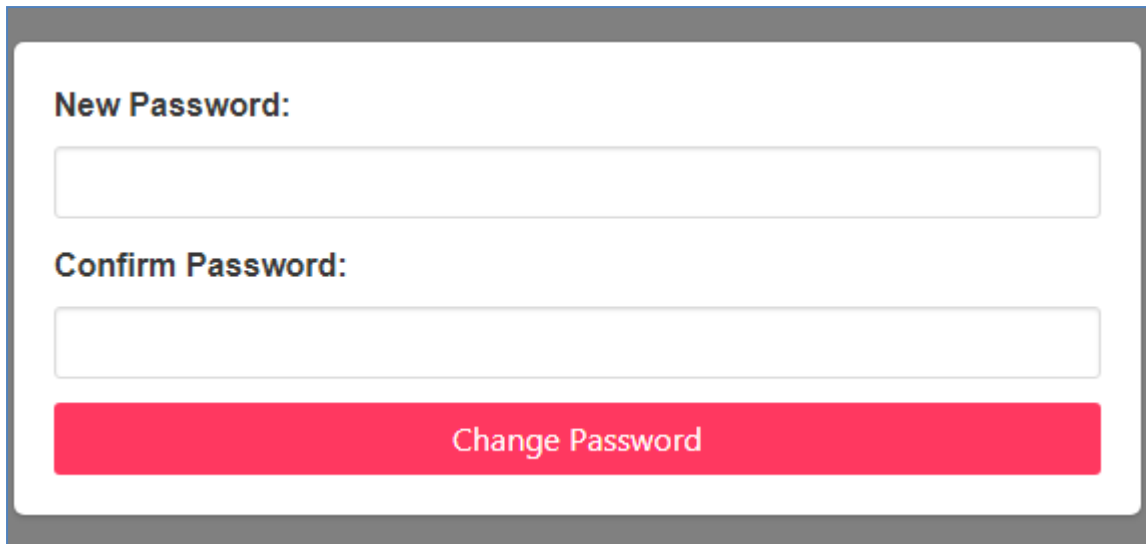
The screenshot shows the login page for the Directorate of Purchase and Stores. The page has a blue header with the Department of Atomic Energy logo and the text "DIRECTORATE OF PURCHASE AND STORES Annual Performance Appraisal Report (APAR)". Below the header is a navigation bar with "Home" and "Help" links. The main content area is a white box with a login form. The form has two input fields: "Enter ICNO/Employee Code" and "Password:". Below the input fields is a blue "Login" button and a red "Forgot Password" button. There are two notes: "Note: 1. Kindly use Mozilla Firefox OR Google Chrome Browser For APAR" and "Note: 2. For first login use ICNO as Password". At the bottom of the form is a link: "Click Here for DATA Admin Portal". The footer of the page says "Developed By Computer Division,IGCAR".

Step 2: Enter username and password and click on login button

Note: For initial login credentials are

username = ICNO
password = ICNO

Step 3: For the first time login, user will be asked to change the password as shown below.



The image shows a user interface for changing a password. It consists of a white rectangular area with a grey border. At the top, the text "New Password:" is followed by a white input field with a thin grey border. Below this, the text "Confirm Password:" is followed by another white input field with a thin grey border. At the bottom of the form is a prominent red button with the white text "Change Password".

Step 4: Set your new password and enter confirm password.

Note: password should be of minimum 5 digits.

Step 5: Click on “Change Password” to change the password initially.

2. How to Raise a DSC Requisition

Step 1: Login to APAR Portal

Step 2: Click on “Digital Signature” Menu in the Main menu



Step 3: The portal navigates to IGCAR DSC portal as shown below. Please verify your personal information and Verification Authority

IGCAR

Digital Signature Certification Portal

Home
APAR-ADMIN SHRI RAHUL MANOHAR BAVKAR ▾ Help

Employee name:	SHRI RAHUL MANOHAR BAVKAR	For Clarifications
IC NO	993	Contact:
Unit:	CPU	1. Jaideep Chakraborty (Ph: 22489)
Verification Authority	Shri. Peter (4606)	2. B.Subba Raju (Ph: 22150)
Current Status	DSC NOT ISSUED! You Can Request For DSC	3. Prasanth Kumar Thandra (Ph:21576)

NEW DSC REQUEST

[DSC Software Instructions & procedure](#)

1	Procedure for Installation of DSC Client Software	DOWNLOAD
2	Download DSC Client Software	DOWNLOAD
3	Download Adobe Acrobat Reader Software	DOWNLOAD

Step 4: At the below screen download the DSC installation manual, DSC client software and install the software as per manual.

Step 5: After installation completes check the healthiness of the client software and DSC server by clicking on the tray icon at the right side of task bar of desktop.

Step 6: Click on the “New DSC Request” button presented on Home Screen.

Step 7: DSC Requisition form will be shown as shown in below.

New DSC Request Form

Common Name	SHRI RAHUL MANOHAR BAVKAR
Employee ICNO	993
Section/Div/unit	CPU
Enter Certificate PIN	<input style="width: 90%;" type="text"/>
(should be 8 - 15 digit & should contain atleast one alphabet, one numeric & one special character)	
Re-Enter Certificate PIN	<input style="width: 90%;" type="text"/>

GENERATE DSC REQUEST
CANCEL

Step 8: Create a Certificate PIN with digits (8-15)

New DSC Request Form

Common Name	SHRI RAHUL MANOHAR BAVKAR
Employee ICNO	993
Section/Div/unit	CPU
Enter Certificate PIN	<input type="password" value="*****"/>
<i>(should be 8 - 15 digit & should contain atleast one alphabet, one numeric & one special character)</i>	
Re-Enter Certificate PIN	<input type="password" value="*****"/>

Note: Keep this confidential, safe & secure.

Step 9: Click on GENERATE DSC REQUEST to generate the requisition. After successful requisition the screen navigates to home with the status as **DSC Request Generated.**

Waiting For Verification! as shown below.

Home		APAR-ADMIN	SHRI RAHUL MANOHAR BAVKAR ▾	Help
Employee name:	SHRI RAHUL MANOHAR BAVKAR	For Clarifications		
IC NO	993	Contact:		
Unit:	CPU	1. Jaideep Chakraborty (Ph: 22489)		
Verification Authority	Shri. Peter (4606)	2. B. Subba Raju (Ph: 22150)		
Current Status	DSC Request Generated. Waiting For Verification!	3. Prasanth Kumar Thandra (Ph:21576)		
<input type="button" value="DOWNLOAD DSC REQUEST"/>				
Note:	<p>1. DSC Request has been submitted successfully. It needs to be approved by verification authority online</p> <p>2. Please Download the DSC Requisition and submit Hard copy to Certification Authority through verification Authority.</p>			

Step 10 : Click on Download DSC Request button to download the Requisition form hard copy. Sign the form and submit it to the corresponding Verification Authority and inform him to approve in online.

Step 11: Please wait until it is approved by verification authority and CA Administrator.

3. How to Activate DSC

Step 1 : Login to APAR Portal

Step 2: Click on Digital Signature Menu in the Main menu

Step 3: After the certificate is generated by CA the status changes to **DSC Generated. Waiting for Activation!** as shown below

Employee name:	SHRI RAHUL MANOHAR BAVKAR	For Clarifications
IC NO	993	Contact:
Unit:	CPU	1. Jaideep Chakraborty (Ph: 22489)
Verification Authority	Shri. Peter (4606)	2. B.Subba Raju (Ph: 22150)
Current Status	DSC Generated. Waiting for Activation!	3. Prasanth Kumar Thandra (Ph:21576)

Note: DSC has been Generated! Please click on Activate DSC for activation.

[ACTIVATE DSC](#) [DSC REVOCATION REQUEST](#)

Step 4: Click on ACTIVATE DSC button to navigate to the activation form as shown in below

[DSC Generate Form](#)

Employee Name	SHRI RAHUL MANOHAR BAVKAR
Employee ICNO	993
Section/Div/unit	CPU
Enter Certificate PIN	<input type="password" value="....."/>

[ACTIVATE DSC](#) [CANCEL](#)

Step 5: Enter the certificate PIN which you have created during the DSC request generation and click on ACTIVATE DSC button.

Employee name:	SHRI RAHUL MANOHAR BAVKAR	For Clarifications
IC NO	993	Contact:
Unit:	CPU	1. Jaideep Chakraborty (Ph: 22489)
Verification Authority	Shri. Peter (4606)	2. B.Subba Raju (Ph: 22150)
Current Status	DSC Activated	3. Prasanth Kumar Thandra (Ph:21576)

CHANGE PIN
DSC REVOCATION REQUEST

Step 6: The status changes to **DSC Activated** as shown above.

4. How to Fill Self Appraisal of APAR online

Step 1 : Login to APAR Portal

Step 2 : The Home page will be displayed which will show the details of the employee as shown below

Step 3 : Click on **My APAR** menu from the main menu bar. The Self Appraisal part of the APAR based on the designation will be displayed as shown below (page 1 & 2).

Emp No : 993								
<p>परमाणु ऊर्जा विभाग क्रय एवं भंडार निदेशालय के अधिकारियों की वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट</p> <p>Annual Performance Appraisal Report for Officers of the Department of Atomic Energy Directorate of Purchase & Stores</p> <p>कनिष्ठ भंडारी Junior Storekeeper</p>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">अधिकारी का नाम</td> <td style="width: 50%;"></td> </tr> <tr> <td>Name of Officer</td> <td>SHRI RAHUL MANOHAR BAVKAR</td> </tr> <tr> <td>को समाप्त वर्ष / अवधि की रिपोर्ट</td> <td></td> </tr> <tr> <td>Report for the Year/period ending</td> <td>01-04-2018 to 31-03-2019</td> </tr> </table>	अधिकारी का नाम		Name of Officer	SHRI RAHUL MANOHAR BAVKAR	को समाप्त वर्ष / अवधि की रिपोर्ट		Report for the Year/period ending	01-04-2018 to 31-03-2019
अधिकारी का नाम								
Name of Officer	SHRI RAHUL MANOHAR BAVKAR							
को समाप्त वर्ष / अवधि की रिपोर्ट								
Report for the Year/period ending	01-04-2018 to 31-03-2019							

प्रपत्र /Form

कनिष्ठ भंडारी के लिए वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट
Annual Performance Appraisal Report for Junior Storekeeper in Directorate of Purchase & Stores, Department of Atomic Energy

को समाप्त वर्ष / अवधि की रिपोर्ट

Report for the Year/period

01-04-2018 to 31-03-2019

वैयक्तिक डाटा /Personal Data

भाग - 1 / Part - 1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाए)

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम **SHRI RAHUL MANOHAR BAVKAR**
Name of the Officer
2. जन्म तिथि (महीना/दिन/वर्ष) **16-11-1971** (शब्दों में) **SIXTEEN NOVEMBER ONE THOUSAND NINE HUNDRED SEVENTY ONE**
Date of the Birth(MM/DD/YYYY) (in words)
3. धारित पद का पदनाम **Junior Storekeeper**
Designation of post held
4. वर्तमान स्तर में निरंतर नियुक्ति दिनांक **14-01-** स्तर **5**
की तारीख **Date: 2005** Level:
5. उस अधिकारी का नाम और पदनाम जिसके साथ रिपोर्टाधीन अवधि के दौरान सम्बद्ध है। **SMT. SHOBHA T ABANAVE**
Name of Officer with designation with whom Attached during the period under report.
6. वर्ष के दौरान ड्यूटी से अनुपस्थिति (छुट्टी प्रशिक्षण आदि पर) की अवधि यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training leave etc.) during the year .If he has undergone any training specify.

प्रशिक्षण दिनों की संख्या / No . of Training days:	
कितनी बार छुट्टी ली गयी / No. of Times Leave availed:	
कुल ली गयी अर्जित छुट्टी / Total EL Availed:	
कुल ली गयी अर्धवेतन छुट्टी / Total HPL Availed:	
कुल ली गयी परिवर्तित छुट्टी / Total Commuted Leave Availed:	
कुल ली गयी असाधारण छुट्टी / Total EOL Availed:	
कुल अकार्य दिवस / Total Dies non:	
कुल ली गयी अदेय छुट्टी / Total LND Availed:	
कुल ली गयी प्रसूति छुट्टी / Total Maternity Leave Availed:	
कुल ली गयी पितृत्व छुट्टी / Total Paternity Leave Availed:	
कुल ली गयी शिशु देखभाल छुट्टी / Child Care Leave Availed:	
कुल ली गयी दत्तक-ग्रहण छुट्टी / Adoption Leave Availed:	
बकाया अर्जित छुट्टी / EL Balance	

Step 4 : The personal data of employee along with the leave details are displayed in page 1 & 2. Please check the personal data and if any deviations found contact your administrator to correct it.

Step 5: The details to be filled will be displayed as text boxes with blue colour border as shown below.

Employee : USHA BALAKRISH
Part-2 SELF APPRAISAL
(उस अधिकारी द्वारा भरा जाए जिसकी रिपोर्ट लिखी जानी है)
To be filled in by the Officer reported upon.
(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण
Brief description of duties. (Max allowed lines are 10 only)

Brief description of duties.
Brief description of duties.
Brief description of duties.
Brief description of duties.
Brief description of duties.
Brief description of duties.
Brief description of duties.

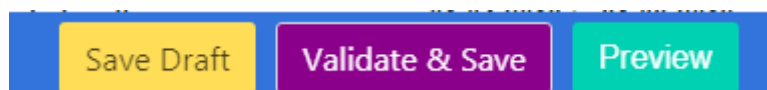
2. 01-04-2018 से 31-03-2019 तक के वर्ष अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार वृत्त (दिया जाने वाला सार वृत्त शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from 01-04-2018 to 31-03-2019
(The resume to be furnished should be limited to 100 words.) (Max allowed lines are 22 only)

Brief resume of the work done by you during the year/period
Brief resume of the work done by you during the year/period
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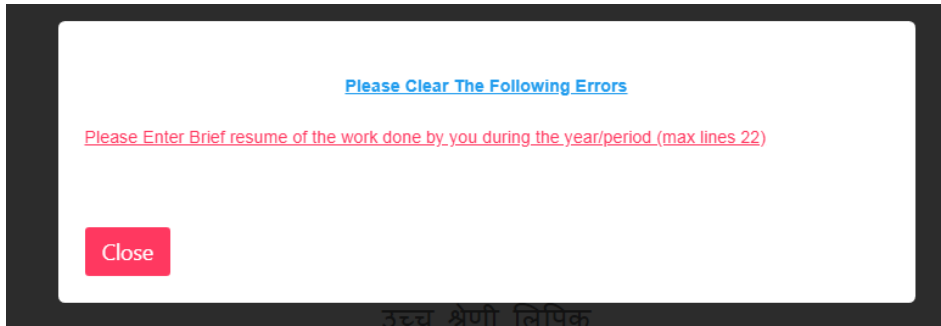
Developed By Computer Save Draft Validate & Save Sign & Lock Preview Time out 3551

Step 6: The validations are shown above the text boxes for example (**Max allowed lines are 10 only**). The software does not allow more than the specified number of lines for a particular text box.

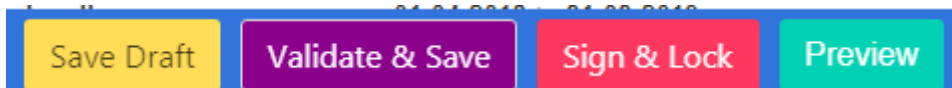
Step 7: The controller operations are provided at the bottom of the screen as shown below.



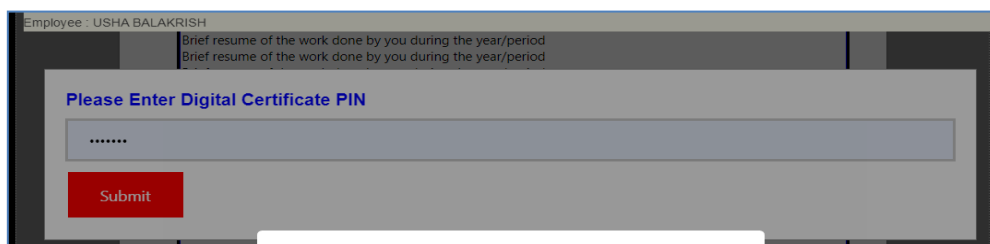
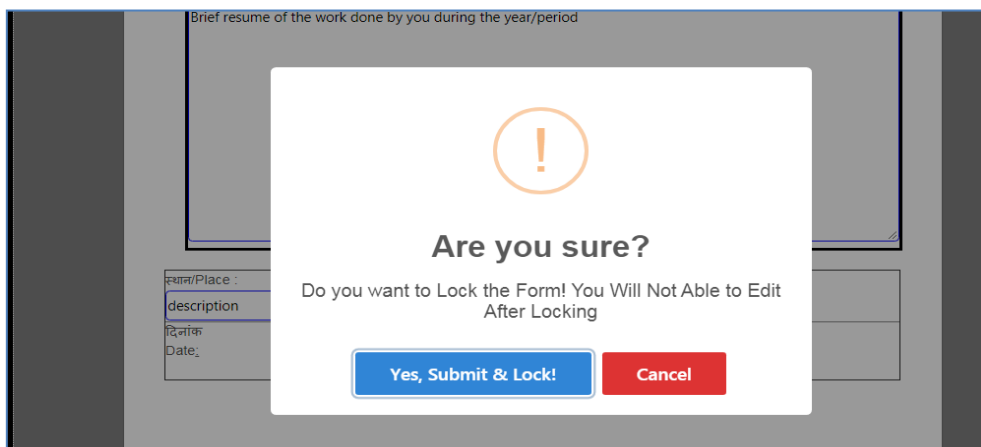
- **Save Draft:-** The option is provided to draft your APAR. during this operation the submitted data does not subject to validations. The completed drafted data will be stored and preserved.
- **Validate & Save:-** The option is provided to finalize the APAR content. During this operation the submitted information is subjected to validation rules as mentioned. If the data satisfies the validations then only the data will be stored and preserved. The validation message screen short is shown below.

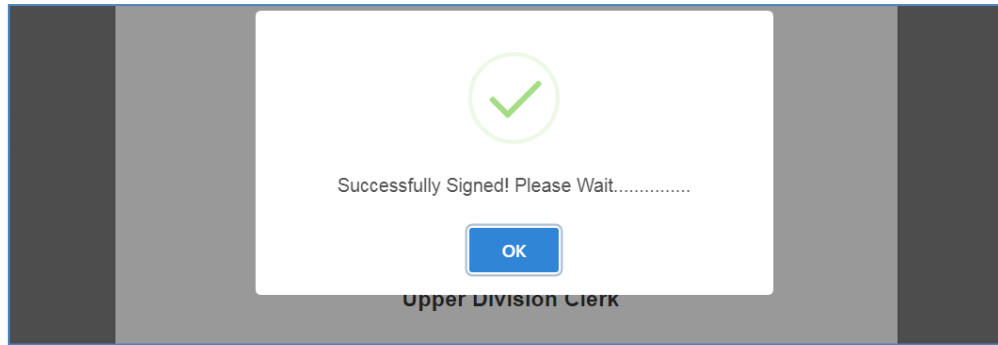


- **Sign & lock:** This control operation will available after successful validation & saving of information as shown in below screen.



This is final operation of submitting the APAR and locking it. After this operation the APAR will be signed digitally with employee DSC and locks it for further processing. During this operation it prompts the user to enter the DSC PIN which has been created during DSC generation process.

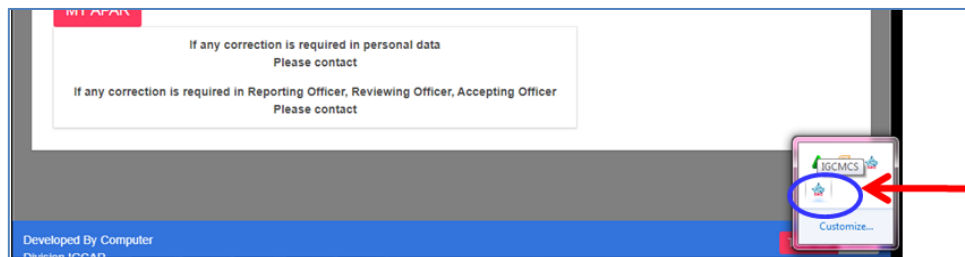




Once the signing process successfully completed it indicates with success message and signed document will be displayed in the screen as shown below.

- **Preview:** This is preview option of the APAR. This provides a final PDF view of your APAR.

Step 8 : Before signing the APAR, the employee has to ensure whether **DSC client software** has been downloaded as well as running currently in the PC.



Step 13: After the employee enter the correct DSC Pin, success message will be prompted and APAR PDF will be generated with digital signature as shown below. Please download and open in Acrobat reader to verify & validate the signature.



3. क) रिपोर्टाधीन अवधि के दौरान कार्यालय में कुल कितने दिन उपस्थित थे।

a) Total No. Of days attended in office during the period under report.

223

ख) रिपोर्टाधीन अवधि के दौरान कुल कार्यदिवस।

b) Total working days during the period under report.

220

दिनांक 08-05-2019

Date:

Signature Not Verified
Digitally signed by B.Subba Raju(C NO.:10138 AND
UNIT:GCAR)
Date: 2019.05.08 11:01:32IST

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon