

# Upload ACR Process in Manav Sampada

User Manual

Prepared by NIC HP State Unit

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## Login to Manav Sampada

### How to Login

- Open website <https://genpmis.hp.nic.in>
- Select Department: Select Your Department
- Enter Login ID (PMIS Code)
- Enter Password

The screenshot displays the Manav Sampada website for the Department of Personnel, Himachal Pradesh. The header includes navigation links like Home, IT, A-, A, A+, and Download App. A banner promotes the eHRMS MOBILE APP. Below the banner, a section titled 'E Service Book Stages' lists 'Online Service Requests', 'Online Tours', and 'Service Book'. The main content area is divided into two panels. The left panel, 'Notice Board', shows 'Latest 50 Orders of Different Department' with a search bar and a table of orders. The right panel, 'Authorized Login', contains fields for Department, Login ID (Employee Code), Password, and an Expression Result, along with Login and MS Chatbot buttons.

**Notice Board**

Latest 50 Orders of Different Department

Enter Order No. Or Select Date Search

Sr. No.	Dept	Order Date	Order Description (Order No/Year)
1	POL	07/02/2019	3 / 2019-Posting of SHO Barmana
2	HFW	07/02/2019	14703 / 2019-Transfer Order of Dr. Rishi Tandon,MO-ENT, Dr. Vikram Singh,MO-Surgeon,Dr. Karan Singh,MO-Skin,Dr. Manoj Kapoor,MO-Radiologist & Dr. Ravinder Mohan,MO-Medicine
3	HFW	07/02/2019	14716 / 2019-Trf.orders of Smt.Romila&Smt.Urmila,Class-IV
4	HFW	07/02/2019	14715 / 2019-adjustment order of Sh.Mohan Lal,MHW
5	HFW	07/02/2019	14695 / 2019-Adjustment Order of Dr. Anuj

**Authorized Login**

Department \*  
-Select-

Login ID \*  
Enter Employee Code

Password \*  
[Password Field]

Enter Expression Result \*  
1 + 3 = Expression Result

Login MS Chatbot

## Employee Dashboard and Important Links

- Employee Details (Salary Detail, Leave details, Pension/NPS Calculation Sheet as on Date and Pension estimation ) are available on Dashboard

**मानव सम्पदा** Government of Himachal Pradesh  
 A Green Governance Tool for Human Resource & Financial Management  
 Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)  
 Logged As: 10... Assistant Programmer Posted At: Head Office Dummy PMIS Role: General  
[My Profile](#)

**Main Menu**

**Employee Dashboard**

**Personal Information**

Name : VISHAL

Date of Birth : 06 May 1980

Date of Retirement : 31 May 2030

eSalary Code : N.A

Next Increment : N.A

Employee Type : Regular

Designation : Assistant Programmer

Employee Photo

**Form Details (Click To View Form Detail)**

Category	No. of Transactions
Education	0
Training	0
Family	0
Loan	0
Service History	6
Leave Details	0
Departmental Proceeding	0
Nominee	0
Award & Medals	0

Last Service History Updation on Date:04 Sep 2018

**Address Information**

**Know Your Establishment Detail**

## Head office Administrator

### How to Map Reporting/Reviewing Officer Designation Map

#### Initialization → Master for Online ACR → Reporting/Reviewing Officer Designation Map

\*NOTE: - If Acr Mapping is not Done Then, the Drop down for Reporting/Reviewing Officer will be Blank.

Logged As: 1000 Headoffice Administrator, Posted At: PMIS Role:

Initialization

- Headoffice Administrator
- Office Administrator
- Leave and Tour Management
- Change Password
- Finalize Nomination List for HIPA Training
- Update Secretary/HOD Email & Mobile No
- View Wages/Salary/Emoluments/ Grievances
- Create Nodal Officer
- Online Nominations for Training - HIPA Course Dire
- Upload Department Specific Notifications
- Status of IT Activities
- Master for Online ACR
  - ACR - Reporting Reviewing Officer Designation Mapp
  - Set Department ACR Filing Dates
  - Update ACR Period - Employee Level

- Select Designation Which you want to select as Reporting/Reviewing Officer

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Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)

Logged As: 1000 Headoffice Administrator, Posted At: PMIS Role:

Initialization

ACR - Reporting/Reviewing Officer Designation Mapp

Select Designation : -Select- × # Reporting/Reviewing Officer

Mapped as : -Select- × #

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A Green Governance Tool for Human Resource & Financial Management  
Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)  
Logged As: 1000 - Headoffice Administrator, Posted At: PMIS Role:  
Initialization

**ACR - Reporting/Reviewing Officer Designation Mapp**

Select Designation : Senior Programmer x ▾ # Reporting/Reviewing Officer

Mapped as : -Select- x ▲ #

-Select-

Reporting Officer

Reviewing Officer

- Select the Designations who Should Report to Above Selected Designation as Reporting/Reviewing Officer

**मानव सम्पदा** A Green Governance Tool for Human Resource & Financial Management  
Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)  
Logged As: 1000 - Headoffice Administrator, Posted At: PMIS Role:  
Initialization

**ACR - Reporting/Reviewing Officer Designation Mapp**

Select Designation : Senior Programmer x ▾ # Reporting/Reviewing Officer

Mapped as : Reporting Officer x ▾ #

Mapp Designation for which above designation officer works as Reporting / Reviewing Officer

Select All <input type="checkbox"/>	Designation
<input type="checkbox"/>	Programmer
<input type="checkbox"/>	Senior Programmer
<input type="checkbox"/>	project incharge
<input type="checkbox"/>	peon
<input type="checkbox"/>	Dirver
<input type="checkbox"/>	Clerk
<input type="checkbox"/>	Director
<input type="checkbox"/>	District treasury officer
<input type="checkbox"/>	Technical Director
<input type="checkbox"/>	HOD
<input type="checkbox"/>	Section officer
<input type="checkbox"/>	DBA
<input type="checkbox"/>	Assistant Programmer

**Submit**

- Then click on submit button

**मानव सम्पदा** Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management  
Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)  
Logged As: 100 .leadoffice Administrator, Posted At: PMIS Role:  
Initialization

**ACR - Reporting/Reviewing Officer Designation Mapp**

Select Designation : Senior Programmer x # Reporting/Reviewing Officer  
Mapped as : Reporting Officer x #

Mapp Designation for which above designation officer works as Reporting / Reviewing Officer

Select All <input type="checkbox"/>	Designation
<input type="checkbox"/>	Programmer
<input type="checkbox"/>	Senior Programmer
<input type="checkbox"/>	project incharge
<input type="checkbox"/>	peon
<input type="checkbox"/>	Dirver
<input type="checkbox"/>	Clerk
<input type="checkbox"/>	Director
<input checked="" type="checkbox"/>	District treasury officer
<input type="checkbox"/>	Technical Director
<input type="checkbox"/>	HOD
<input type="checkbox"/>	Section officer
<input type="checkbox"/>	DBA
<input checked="" type="checkbox"/>	Assistant Programmer

**Submit**

admis.hp.nic.in says  
Mapping for Reporting Officer Has been Updated Successfully  
**OK**

**ACR - Reporting/Reviewing Officer Designation Mapp**

\* Note: While filling the ACR Please Read all the Pop Messages carefully.

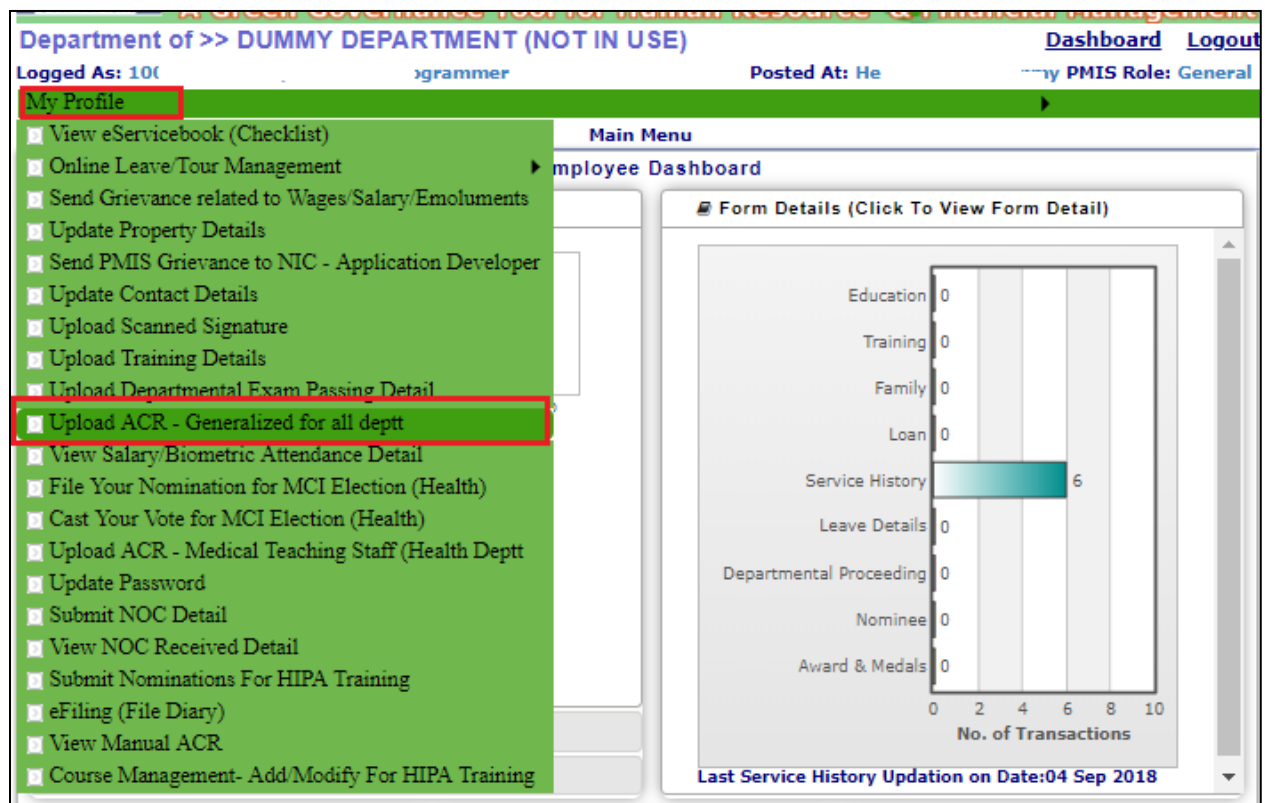
## How to Upload ACR

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.

### 1. How an employee Fill his/her Self-Appraisal Report.

My Profile → Online Upload ACR- Generalized for all departments



- 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.
- If You have not submitted your ACR then Following pop message will appear on the screen



admis.hp.nic.in says

You have not submitted your ACR but you can take action on ACR as Reporting/Reviewing Officer.

OK

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

Employee Code कर्मचारी कोड 10

First Name पहला नाम VISHAL

Middle Name मध्य नाम

- 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 Online ACR**

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

Employee Code कर्मचारी कोड 10

First Name पहला नाम VISHAL

Middle Name मध्य नाम

Last Name अंतिम नाम

Date of Birth जन्म की तारीख 06/05/1977

[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 ( अपना आत्म मूल्यांकन पूरा करने के लिए यहां क्लिक करें) भाग बी - अधिकारी द्वारा रिपोर्ट किए जाने के लिए )

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( (रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( (समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

[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. 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
3. You have to fill all fields giving in this Acr module (part b).No one filed You Left blank.
4. You can also add row after filling the first row, otherwise it will give a message to add row first.
5. 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.)
6. After filling all the fields now click on save button to save the ACR data.
7. 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.
8. 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.

(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

admis.hp.nic.in says  
ACR Detail Is Inserted

**OK**

**Employee Online ACR**

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

- Scroll Down the page and you will see the Saved ACR Details.
- Click here on “View ACR” to see the filled Acr in the form of Pdf file.

Please Specify number of inspections conducted / tours performed (only in case of field officer):  
कृपया किए गए निरीक्षण / यात्रा के निरीक्षण की संख्या निर्दिष्ट करें (केवल फ़िल्ड अधिकारी के मामले में) \*

Sr.No. क्रम संख्या	No. Of inspections / tours expected to be performed in a year एक वर्ष में किए जाने वाले निरीक्षण / पर्यटन की संख्या	No of inspections / tours actually performed with reason of short fall , if any वास्तव में छोटी गिरावट, यदि कोई हो, के कारण प्रदर्शन / पर्यटन का कोई नहीं	
1			<a href="#">Delete</a>

**Add Row** ( पंक्ति सम्मिलित करें )

**Save** ( सम्मिलित / अद्यतन करें )


**ACR Detail Submitted By You. ( आपके द्वारा सबमिट एसीआर विवरण। )**

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked	
<a href="#">2016-2017</a>	FIRST	07/02/2017	07/09/2017			No	<a href="#">View ACR</a>

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

- Screenshot of Pdf File



**ACR REPORT  
HIMACHAL PRADESH**

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**PART -- A**

Department Name:	>> DUMMY DEPARTMENT (NOT IN USE)
Employee Name :	10047>>VISHAL
Designation at the time of ACR submission/Current Designation:	Assistant Programmer / Assistant Programmer
Office Name at the time of ACR Submission/Current Office:	Head Office - Dummy / Head Office - Dummy
Date Of Birth:	06/05/1975
Employee Type:	Non-Gazetted

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ACR Financial Year:	2016-2017
ACR Period:	From 07/02/2017 To 07/09/2017
ACR No:	FIRST
Period of absence on leave during the reporting year/period:	05

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**PART -- B**

**1. A brief summary of duties and responsibilities:**

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

- Click on Blue highlighted year, to Update or to Submit ACR to Reporting Officer

Sr.No. क्रम संख्या	No. Of inspections / tours expected to be performed in a year एक वर्ष में किए जाने वाले निरीक्षण / पर्यटन की संख्या	No of inspections / tours actually performed with reason of short fall , if any वास्तव में छोटी गिरावट, यदि कोई हो, के कारण प्रदर्शन / पर्यटन का कोई नहीं	
1			<a href="#">Delete</a>

( पंक्ति सम्मिलित करें )

( सम्मिलित / अद्यतन करें )

**ACR Detail Submitted By You. ( आपके द्वारा सबमिट एसीआर विवरण। )**

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked
2016-2017	FIRST	07/02/2017	07/09/2017			No <a href="#">View ACR</a>

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( (रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( (समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

- Click on "Submit to the reporting Officer" To submit ACR to Reporting officer.
- You can update the ACR until the Locked Status is no.

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

प्रपया किए गए निरीक्षण / यात्रा के निरीक्षण की संख्या निर्दिष्ट करें (केवल फ़ील्ड अधिकारी के मामले में) \*

Sr.No. क्रम संख्या	No. Of inspections / tours expected to be performed in a year एक वर्ष में किए जाने वाले निरीक्षण / पर्यटन की संख्या	No of inspections / tours actually performed with reason of short fall , if any वास्तव में छोटी गिरावट, यदि कोई हो, के कारण प्रदर्शन / पर्यटन का कोई नहीं	
1	test	test	<a href="#">Delete</a>

[Add Row](#) ( पंक्ति सम्मिलित करें )

[Update](#) ( सम्मिलित / अद्यतन करें )

[Submit To The Reporting Officer](#) ( रिपोर्टिंग अधिकारी को भेजें )

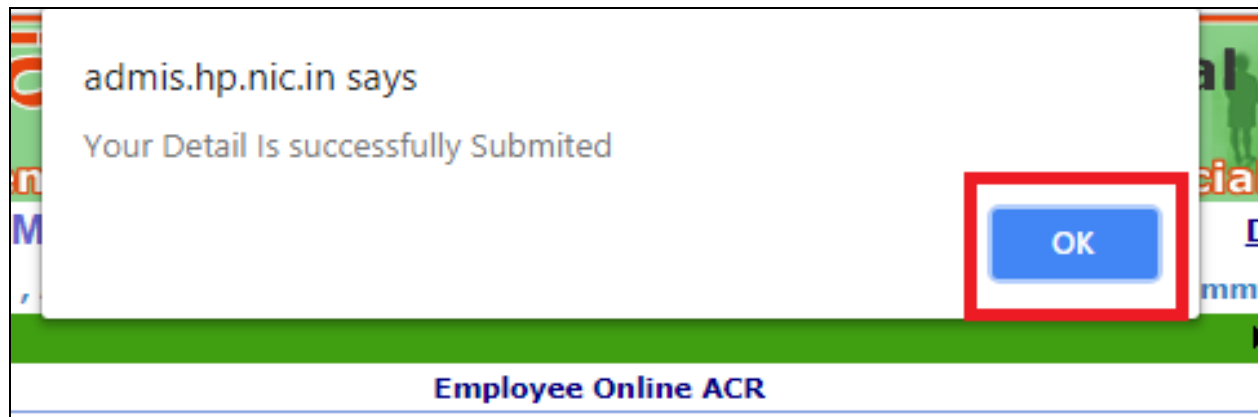
ACR Detail Submitted By You. ( आपके द्वारा सबमिट एसीआर विवरण। )

Year	ACR No.	From Date	To Date	Submission Date	Reporting Detail	Locked	
<a href="#">2016-2017</a>	FIRST	07/02/2017	07/09/2017			No	<a href="#">View ACR</a>

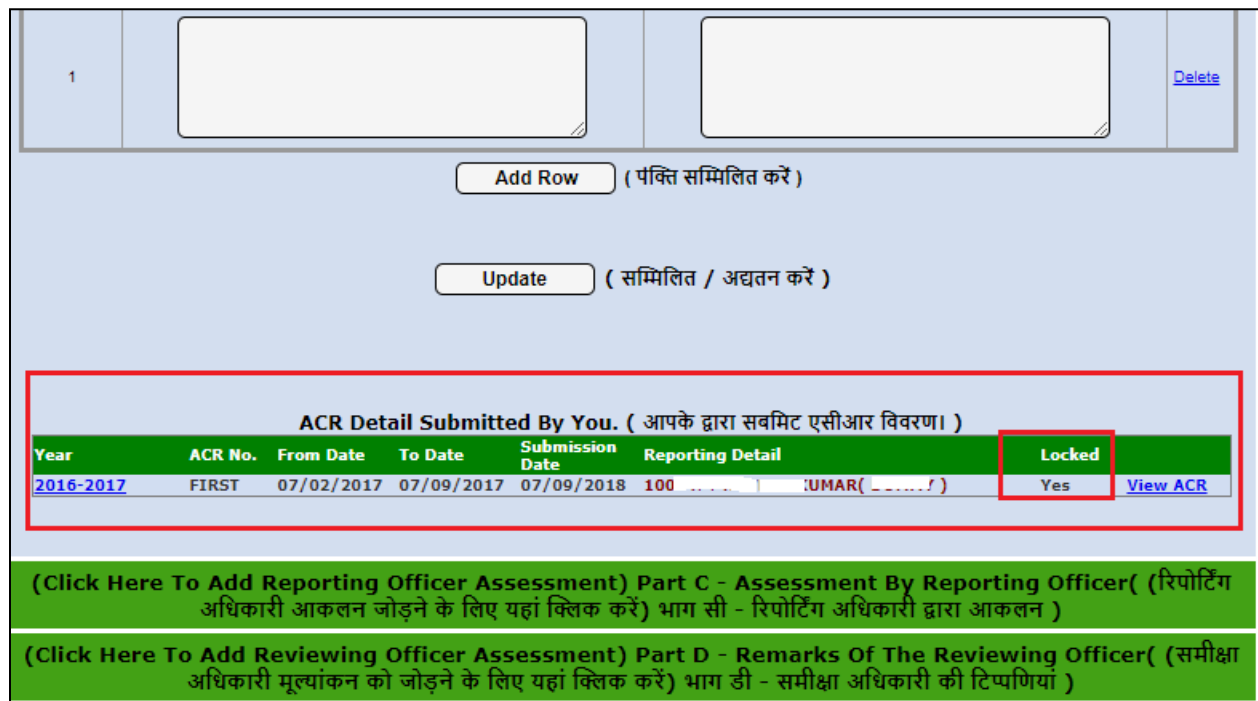
(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

- Fill the Details, and then Click on submit.

<input type="text"/>		<input type="text"/>		<input type="button" value="Add Row"/> ( पंक्ति सम्मिलित करें )									
<input type="button" value="Update"/> ( सम्मिलित / अद्यतन करें )		<input type="button" value="Submit To The Reporting Officer"/> ( रिपोर्टिंग अधिकारी को भेजें )											
<div style="border: 2px solid red; padding: 10px;"> <table> <tr> <td><b>Department Name</b></td> <td><b>Office Name</b></td> <td><b>Officer Name</b></td> </tr> <tr> <td>&gt;&gt; CHHATTISGARH DEPARTMENT (NOT &gt;&gt;)</td> <td>Head Office, Durgam Cheruvu</td> <td>10 CHHATTISGARH DEPARTMENT -- Senic &gt;&gt;</td> </tr> <tr> <td colspan="3"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </td> </tr> </table> </div>					<b>Department Name</b>	<b>Office Name</b>	<b>Officer Name</b>	>> CHHATTISGARH DEPARTMENT (NOT >>)	Head Office, Durgam Cheruvu	10 CHHATTISGARH DEPARTMENT -- Senic >>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
<b>Department Name</b>	<b>Office Name</b>	<b>Officer Name</b>											
>> CHHATTISGARH DEPARTMENT (NOT >>)	Head Office, Durgam Cheruvu	10 CHHATTISGARH DEPARTMENT -- Senic >>											
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>													
ACR Detail Submitted By You. ( आपके द्वारा सबमिट एसीआर विवरण। )													
<b>Year</b>	<b>ACR No.</b>	<b>From Date</b>	<b>To Date</b>	<b>Submission Date</b>	<b>Reporting Detail</b>	<b>Locked</b>							
<a href="#">2016-2017</a>	FIRST	07/02/2017	07/09/2017			No	<a href="#">View ACR</a>						
(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )													
(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )													



- After Submitting the ACR to Reporting Officer, the Locked Status Changed to Yes.



- Now your Acr detail is successfully submitted and now you can check or download your Acr details submitted by you by clicking on the view Acr link button



## 2. How a Reporting Officer assessment the Acr report.

- An employee (Reporting officer) Visits the “Manav Sampada” using his/her credentials and login into the “Manav Sampada” and opens the module Upload ACR.

### My Profile → Online Upload ACR- Generalized for all departments

The screenshot shows the 'Employee Dashboard' with a 'Main Menu' and a list of actions on the right. The 'Personal Information' section displays the following details:

- Name : NAVEEN KUMAR
- Date of Birth : 13 May 1980
- Date of Retirement : 30 Sep 2035
- eSalary Code : 1000000000
- Next Increment : N.A
- Employee Type : Regular
- Designation : Senior Programmer

The 'Form Details' section shows a progress bar for various forms:

- Education: 1
- Training: 1
- Family: 1
- Loan: 0
- Service History: 0

The 'Main Menu' includes: Initialization, EServiceBook Master, EServiceBook Transaction, Reports Queries, Transfer/Promotion, My Profile, and Logout. The 'Form Details' section includes: View eServicebook (Checklist), Online Leave/Tour Management, Send Grievance related to Wages/Salary/Emoluments, Update Property Details, Send PMIS Grievance to NIC - Application Developer, Update Contact Details, Upload Scanned Signature, Upload Training Details, Upload Departmental Exam Passing Detail, Upload ACR - Generalized for all deptt, View Salary/Biometric Attendance Detail, File Your Nomination for MCI Election (Health), and Cast Your Vote for MCI Election (Health).

- Click on the button Click Here To Enable And Get ACR Detail

The screenshot shows the 'Employee Online ACR' form. The 'Part A - Employee Detail (भाग ए - कर्मचारी विवरण)' section contains the following fields:

- Employee Code / कर्मचारी कोड: 1000000000
- First Name / पहला नाम: NAVEEN
- Middle Name / मध्य नाम:
- Last Name / अंतिम नाम: KUMAR
- Date of Birth / जन्म की तारीख: 13/05/1980

Below the fields, there are two buttons: 'Click Here To Enable And Get ACR Detail' (highlighted with a red box) and 'Instruction For How To Fill ACR'.



- 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.
- Click on Highlighted Employee Name to enable part C, then following pop message will appear on the screen.

**Department of >> DUMMY DEPARTMENT (NOT IN USE)** [Dashboard](#) [Logout](#)

logged As: 10004- NAVEEN KUMAR, Senior Programmer Posted At: Head Office - Dummy PMIS Role: Establishment Data Entry

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

**Employee Online ACR**

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

Employee Code  कर्मचारी कोड

First Name  पहला नाम

Last Name  अंतिम नाम

Middle Name  मध्य नाम

Date of Birth  जन्म की तारीख

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

Reporting Assesment From  To

**Reporting List of Employee - (Click on employee name to enable Part--C) ( कर्मचारी की रिपोर्टिंग सूची - (पार्ट - सी सक्षम करने के लिए कर्मचारी नाम पर क्लिक करें ) )**

EMP NAME	DEPT NAME	ACR Year	ACR NO	ACR FROM DATE	ACR TO DATE	SUBMIT DATE
<a href="#">10 AL (Assistant Programmer)</a>	DUMMY-Head Office - Dummy	2016-2017	FIRST	07/02/2017	07/09/2017	07/09/2018

(Click Here To Fill Your Self Appraisal) Part B -To be filled by the Officer Reported Upon ( अपना आत्म मूल्यांकन पूरा करने के लिए यहां क्लिक करें) भाग बी - अधिकारी द्वारा रिपोर्ट किए जाने के लिए )

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

admis.hp.nic.in says

See the report Filled By the Employee on Part-- B And then put your Assessment In Part-- C

[OK](#)

Book Master ▶ EServiceBook Transaction ▶ Reports Queries ▶ Transfer Pro

**Employee Online ACR**

- कर्मचारी कोड

First Name  Middle Name

पहला नाम  मध्य नाम

Last Name  Date of Birth

अंतिम नाम  जन्म की तारीख

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

Reporting Assessment From  To

**Reporting List of Employee - (Click on employee name to enable Part--C) ( कर्मचारी की रिपोर्टिंग सूची - (पार्ट - सी सक्षम करने के लिए कर्मचारी नाम पर क्लिक करें) )**

EMP NAME	DEPT NAME	ACR Year	ACR NO	ACR FROM DATE	ACR TO DATE	SUBMIT DATE
<a href="#">100 HAL</a> (Assistant Programmer)	DUMMY-Head Office - Dummy	2016-2017	FIRST	07/02/2017	07/09/2017	07/09/2018

[\(Click Here To Fill Your Self Appraisal\) Part B -To be filled by the Officer Reported Upon \( अपना आत्म मूल्यांकन पूरा करने के लिए यहां क्लिक करें\) भाग बी - अधिकारी द्वारा रिपोर्ट किए जाने के लिए \)](#)

[\(Click Here To Add Reporting Officer Assessment\) Part C - Assessment By Reporting Officer\( रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें\) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन \)](#)

[\(Click Here To Add Reviewing Officer Assessment\) Part D - Remarks Of The Reviewing Officer\( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें\) भाग डी - समीक्षा अधिकारी की टिप्पणियां \)](#)

- NO. Of Leaves During The Above Period**  
उपरोक्त एपीएआर अवधि में लिए गए अवकाश का विवरण-

**1. A Brief Summary of duties and responsibilities (Not more than 50 words):**  
कर्तव्यों और जिम्मेदारियों का एक संक्षिप्त सारांश (50 से अधिक शब्द नहीं) \*

**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:**  
मात्रात्मक / भौतिक / वित्तीय में प्राथमिकता के क्रम में कार्य के महत्वपूर्ण आइटम निर्दिष्ट करें लक्ष्य / उद्देश्यों / लक्ष्यों को आपके लिए सेट किया गया था या रिपोर्टिंग वर्ष के लिए स्वयं द्वारा निर्धारित किया गया था \*

Sr.No. क्रम संख्या	Item Work आइटम कार्य	Physical or Financial targets/ objectives / goals खारीक या वित्तीय लक्ष्य / उद्देश्यों / लक्ष्यों	Achievements उपलब्धियां	
1	test	testing	test	Delete
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Add Row</div> ( पंक्ति सम्मिलित करें )				

**3. (a)- In case of Shortfall of expected quality / quantity of performance , please state the reason:**  
(टे) - अपेक्षित गुणवत्ता / प्रदर्शन की मात्रा की कमी के मामले में, कृपया कारण बताएं \*

**3. (b) Please Indicate your contribution in case of Significantly higher achievement of the targets / Goals / Objective :**  
(बी) लक्ष्य / लक्ष्य / उद्देश्यों की महत्वपूर्ण उच्च उपलब्धि के मामले में कृपया अपना योगदान इंगित करें \*

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

**Please Specify number of inspections conducted / tours performed (only in case of field officer):**  
कृपया किए गए निरीक्षण / यात्रा के निरीक्षण की संख्या निर्दिष्ट करें (केवल फील्ड अधिकारी के मामले में) \*

Sr.No. क्रम संख्या	No. Of inspections / tours expected to be performed in a year एक वर्ष में किए जाने वाले निरीक्षण / पर्यटन की संख्या	No of inspections / tours actually performed with reason of short fall , if any वास्तव में छोटी गिरावट, यदि कोई हो, के कारण प्रदर्शन / पर्यटन का कोई नहीं	
1	test	test	Delete



- Click on save

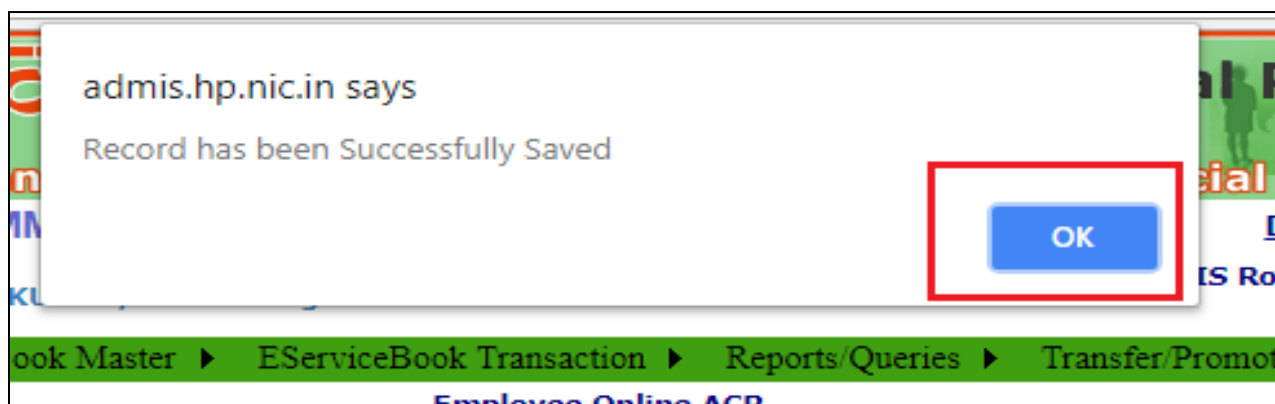
INTEGRITY CERTIFICATE IN RESPECT OF SH./SMT. VISHAL --Assistant Programmer  
SENIORITY NO

J.E.F. 07/02/2017 To 07/09/2017

IT IS CERTIFIED THAT:

- No Vigilance case / cases is / are pending against the above named employee for the period from 07/02/2017 To 07/09/2017 and nor likely to be initiated in the near future.
- No Departmental Case is pending against the above employee in any court of law.
- No Departmental proceeding are contemplated / pending against the above named employee.
- Nothing adverse has been noted against him for the period w.e.f 07/02/2017 To 07/09/2017
- The above named employee is fit for promotion.
- No Prosecution of criminal cases is pending against the above employee.
- Work Conduct and behaviour of the above employee for the period from 07/02/2017 To 07/09/2017 remained satisfactory.
- In Case of doubtful integrity please specify details (in below textbox):

( सम्मिलित / अद्यतन करें )



- After filling the all fields with data you have to press the save button to save the data.
- Scroll Down the page and you will see the Saved ACR Details in a grid And a grid contain the data will be appeared such as.

संयुक्त ग्रेडिंग (0-39: औसत, 40-59: अच्छा, 60-79: बहुत अच्छा, 80-100: उत्कृष्ट)

( सम्मिलित / अद्यतन करें )

List Of Employees Whose ACR Is Reported By You. ( आपके द्वारा रिपोर्ट की गई कर्मचारियों की सूची जिनकी एसीआर रिपोर्ट की गई है। )

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10005 -> RAHUL KUMAR( BUNHW )	2017-2018	FIRST	10007 -> MANGAL SINGH RANA( BUNHW )	12/03/2018	Yes	<a href="#">View ACR</a>
10006 -> VISHAL( BUNHW )	2016-2017	FIRST	10008 -> AMIT KUMAR( BUNHW )	27/03/2018	No	<a href="#">View ACR</a>
10008 -> SHIVANI SHARMA( BUNHW )	2017-2018	FIRST	10013 -> AMIT KUMAR( BUNHW )	27/03/2018	Yes	<a href="#">View ACR</a>

- This Grid contains all Acr record who's Acr is assessment by you as a Reporting officer.

- Click on View ACR to view the pdf.
- 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.

100: Outstanding)

संयुक्त ग्रेडिंग (0-39: औसत, 40-59: अच्छा, 60-79: बहुत अच्छा, 80-100: उत्कृष्ट)

Save (सम्मिलित / अद्यतन करें)

List Of Employees Whose ACR Is Reported By You. (आपके द्वारा रिपोर्ट की गई कर्मचारियों की सूची जिनकी एसीआर रिपोर्ट की गई है।)

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10005>>>RAHUL KUMAR( DUMMY )	2017-2018	FIRST	10007>>>MANGAL SINGH RANA( DUMMY )	12/03/2018	Yes	<a href="#">View ACR</a>
10047>>>VISHAL ( DUMMY )	2016-2017	FIRST			No	<a href="#">View ACR</a>
10019>>>SHIVANI SHARMA( DUMMY )	2017-2018	FIRST	10013>>>AMIT KUMAR( DUMMY )	27/08/2018	Yes	<a href="#">View ACR</a>

- Click on submit to submit the Acr to reviewing officer.

8. In Case of doubtful integrity please specify details (in below textbox):

Update (सम्मिलित / अद्यतन करें) Submit To The Reviewing Officer (समीक्षा अधिकारी को भेजें)

List Of Employees Whose ACR Is Reported By You. (आपके द्वारा रिपोर्ट की गई कर्मचारियों की सूची जिनकी एसीआर रिपोर्ट की गई है।)

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
10005>>>RAHUL KUMAR( DUMMY )	2017-2018	FIRST	10007>>>MANGAL SINGH RANA( DUMMY )	12/03/2018	Yes	<a href="#">View ACR</a>
10047>>>VISHAL ( DUMMY )	2016-2017	FIRST			No	<a href="#">View ACR</a>
10019>>>SHIVANI SHARMA( DUMMY )	2017-2018	FIRST	10013>>>AMIT KUMAR( DUMMY )	27/08/2018	Yes	<a href="#">View ACR</a>

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

- 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.
- After clicking on the above button a panel regarding the Reviewing Detail Will open and you have to choose the officer to whom 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.

- Check the lock status, after submitting the ACR to Reviewing officer Locked Status Changed to yes.
- Now you can see the Acr report of employee which are assessment by you as a Reporting officer by clicking on the View Acr Button.

100:Outstanding)  
संयुक्त ग्रेडिंग (0-39: औसत, 40-59: अच्छा, 60-79: बहुत अच्छा, 80-100: उत्कृष्ट)

Update ( सम्मिलित / अद्यतन करें )

List Of Employees Whose ACR Is Reported By You. ( आपके द्वारा रिपोर्ट की गई कर्मचारियों की सूची जिनकी एसीआर रिपोर्ट की गई है। )

Employee Detail	ACR Year	ACR No.	Reviewing Detail	Reporting Date	Locked	
100 HUL KUMAR( DUMMY )	2017-2018	FIRST	100... TANGAL SINGH RANA( DUMMY )	12/05/2018	Yes	<a href="#">View ACR</a>
100 L( DUMMY )	2016-2017	FIRST	100 3>>A L J KUMAR( DUMMY )	07/09/2018	Yes	<a href="#">View ACR</a>
100 J CHARNIA( DUMMY )	2017-2018	FIRST	100... KUMAR( DUMMY )	27/08/2018	Yes	<a href="#">View ACR</a>

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

- When the Acr is successfully submitted to the reviewing officer then the record which appeared in the **part A** will be automatically disappeared.

Entry

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

Employee Online ACR

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

Employee Code   
कर्मचारी कोड

First Name   
पहला नाम

Middle Name   
मध्य नाम

Last Name   
अंतिम नाम

Date of Birth   
जन्म की तारीख

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



### 3. How a Reviewing Officer Remarks on the Acr report

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

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

**Employee Online ACR**

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

Employee Code कर्मचारी कोड

First Name पहला नाम

Middle Name मध्य नाम

Last Name अंतिम नाम

Date of Birth जन्म की तारीख

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

- Click on the Name of employee to enable Part D

**Part A - Employee Detail ( भाग ए - कर्मचारी विवरण )**

Employee Code कर्मचारी कोड

First Name पहला नाम

Middle Name मध्य नाम

Last Name अंतिम नाम

Date of Birth जन्म की तारीख

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

Reporting Assessment From To

**Reporting List of Employee - (Click on employee name to enable Part--C) ( कर्मचारी की रिपोर्टिंग सूची - (पार्ट - सी सक्षम करने के लिए कर्मचारी नाम पर क्लिक करें) )**

EMP NAME	DEPT NAME	ACR Year	ACR NO	ACR FROM DATE	ACR TO DATE	SUBMIT DATE
<a href="#">100...&gt;&gt;"I-JAL (Assistant Programmer)</a>	DUMMY-Head Office - Dummy	2016-2017	FIRST	07/02/2017	07/09/2017	07/09/2018

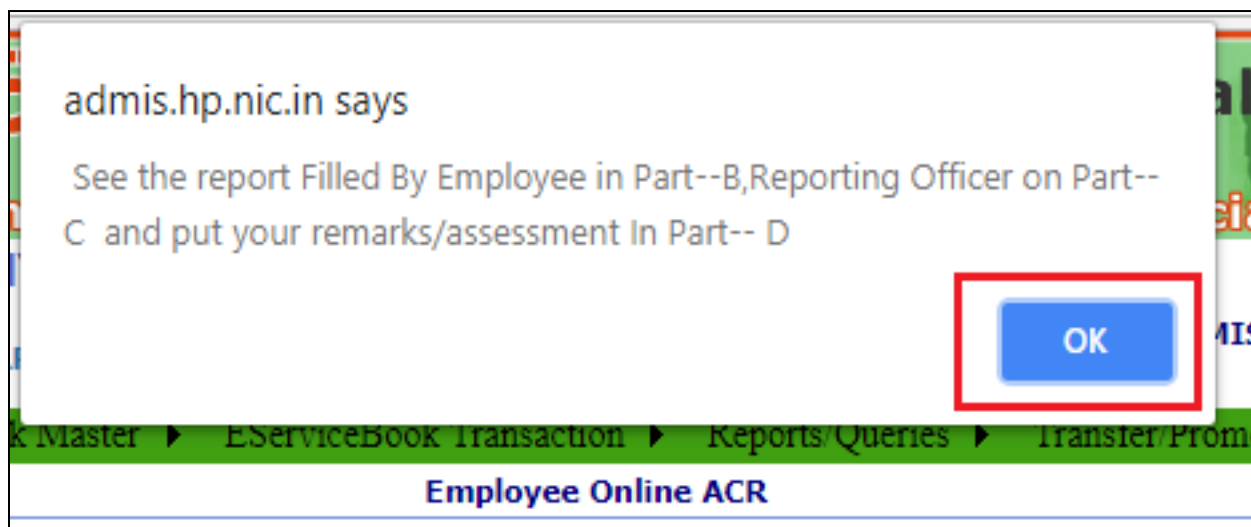
(Click Here To Fill Your Self Appraisal) Part B -To be filled by the Officer Reported Upon ( अपना आत्म मूल्यांकन पूरा करने के लिए यहां क्लिक करें) भाग बी - अधिकारी द्वारा रिपोर्ट किए जाने के लिए )

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

**(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )**



- After Clicking on the name of employee, following pop message will appear



- 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 Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer( (रिपोर्टिंग अधिकारी आकलन जोड़ने के लिए यहां क्लिक करें) भाग सी - रिपोर्टिंग अधिकारी द्वारा आकलन )

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer( (समीक्षा अधिकारी मूल्यांकन को जोड़ने के लिए यहां क्लिक करें) भाग डी - समीक्षा अधिकारी की टिप्पणियां )

You Are Reviewing The ACR Report of VISHAL (Assistant Programmer) for the Year 2016-2017 From 07/02/2017 To 07/09/2017

1.Assessment Of Work Output>>>(Grades should be assigned on a scale of 1-10) कार्य आउटपुट का आकलन >>> (ग्रेड 1-10 के पैमाने पर असाइन किया जाना चाहिए) *		Reviewing Authority प्राधिकरण की समीक्षा
1>>	Accomplishment of Planned Work नियोजित कार्य की पूर्ति	8
2>>	Quality Of Output उत्पत्ति की गुणवत्ता	9

- After filling all the details click on submit button

INTEGRITY CERTIFICATE IN RESPECT OF SH./SMT. **VISHAL** --Assistant Programmer  
SENIORITY NO

W.E.F. **07/02/2017** To **07/09/2017**

IT IS CERTIFIED THAT:

1. No Vigilance case / cases is / are pending against the above named employee for the period from **07/02/2017** To **07/09/2017** and nor likely to be initiated in the near future.
2. No Departmental Case is pending against the above employee in any court of law.
3. No Departmental proceeding are contemplated / pending against the above named employee.
4. Nothing adverse has been noted against him for the period w.e.f **07/02/2017** To **07/09/2017**
5. The above named employee is fit for promotion.
6. No Prosecution of criminal cases is pending against the above employee.
7. Work Conduct and behaviour of the above employee for the period from **07/02/2017** To **07/09/2017** remained satisfactory.
8. In Case of doubtful integrity please specify details (in below textbox):

( सम्मिलित / अद्यतन करें )

List Of Employee Whose ACR Is Reviewed By You. ( आपके द्वारा समीक्षा की गई कर्मचारियों की सूची। )

admis.hp.nic.in says

Your Detail Is successfully Submitted

ok Master ► EServiceBook Transaction ► Reports/Queries ► Transfer/Pro

**Employee Online ACR**

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

mention these characteristics briefly.

क्या अधिकारी किसी विशेष विशेषताओं और / या किसी भी उत्कृष्ट योग्यता या क्षमताओं, जो उनकी प्रगति योग्यता या क्षमताओं का होगा, जो उनकी उन्नति और वारी से उच्च नियुक्ति के लिए विशेष चयन को उचित ठहराएगा? यदि हां, तो इन लक्षणों का संक्षेप में उल्लेख करें

( सम्मिलित / अद्यतन करें )

List Of Employee Whose ACR Is Reviewed By You. ( आपके द्वारा समीक्षा की गई कर्मचारियों की सूची। )

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status	
<a href="#">NAVEEN KUMAR( DUMMY )</a>	2017-2018	FIRST	27/08/2018	10004>>NAVEEN KUMAR( DUMMY )	No	<a href="#">View ACR</a>
<a href="#">VISHAL( DUMMY )</a>	2016-2017	FIRST		10004>>VISHAL KUMAR( DUMMY )	No	<a href="#">View ACR</a>

- 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.

3. No Departmental proceeding are contemplated / pending against the above named employee.

4. Nothing adverse has been noted against him for the period w.e.f 07/02/2017 To 07/09/2017

5. The above named employee is fit for promotion.

6. No Prosecution of criminal cases is pending against the above employee.

7. Work Conduct and behaviour of the above employee for the period from 07/02/2017 To 07/09/2017 remained satisfactory.

8. In Case of doubtful integrity please specify details (in below textbox):

(सम्भलित / अद्यतन करें)  (एसीआर रिपोर्ट सत्यापित करें)

List Of Employee Whose ACR Is Reviewed By You. ( आपके द्वारा समीक्षा की गई कर्मचारियों की सूची। )

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status
1002622SHIVANI SHARMA( DUMMY )	2017-2018	FIRST	27/08/2018	1000422RAVEEN KUMAR( DUMMY )	Yes <a href="#">View ACR</a>
1000422RAVEEN KUMAR( DUMMY )	2016-2017	FIRST	100	KUMAR( DUMMY )	No <a href="#">View ACR</a>

admis.hp.nic.in says

Your Detail Is successfully Verified

ok Master ► EServiceBook Transaction ► Reports/Queries ► Transfer/Pro

Employee Online ACR

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

7. Has the officer any special characteristics and / or any outstanding merits or abilities , which would 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.

क्या अधिकारी किसी विशेष विशेषताओं और / या किसी भी उत्कृष्ट योग्यता या क्षमताओं, जो उनकी प्रगति योग्यता या क्षमताओं का होगा, जो उनकी उन्नति और बारी से उच्च नियुक्ति के लिए विशेष चयन को उचित ठहराएगा? यदि हां, तो इन लक्षणों का संक्षेप में उल्लेख करें

(सम्भलित / अद्यतन करें)  (एसीआर रिपोर्ट सत्यापित करें)

List Of Employee Whose ACR Is Reviewed By You. ( आपके द्वारा समीक्षा की गई कर्मचारियों की सूची। )

Employee Detail	ACR Year	ACR No.	Reviewing Date	Reporting Detail	Reviewing Status
1002622SHIVANI SHARMA( DUMMY )	2017-2018	FIRST	27/08/2018	1000422RAVEEN KUMAR( DUMMY )	Yes <a href="#">View ACR</a>
1000422RAVEEN KUMAR( DUMMY )	2016-2017	FIRST	07/09/2018	1000422RAVEEN KUMAR( DUMMY )	Yes <a href="#">View ACR</a>

### ACR Administrator or Acr Accepting authority

ACR Administrator → Online ACR Reports → ACR- View ACR for Accepting Authority

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management  
Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)  
Logged As: 100 MA, Assistant P Posted At: Head Office PMIS Role: ACR Administrator  
My Profile ACR Administrator  
Online ACR Reports  
Online ACR Report - Teaching Staff  
ACR - Disclose ACR to Employee  
ACR - View ACR for Accepting Authority  
ACR - Employee ACR Submission Status  
ACR - Move Non-Filled OR Blank ACRs  
ACR - Search On Grading Basis  
ACR - Movement Control

Personal Information  
Name : SHARMA

- Fill the details and enter the employee code/name, then Click on Search button.
- Click on the + sign as shown in the following screenshot.

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management  
Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)  
Logged As: 100 SHARMA, Assistant P Posted At: Head Office PMIS Role: ACR Administrator  
My Profile ACR Administrator  
ACR- View ACR for Accepting Authority  
ACR Status  
Select Department: >> DUMMY DEPARTMENT (NOT IN U) #  
Select District: Shimla #  
Select Office: -Select Office-  
Select Designation: -Select Designation-  
Select Employee Type: -Select Employee Type-  
Enter Employee Code / Name: 10^\*\*  
SEARCH  
Name Designation Current Office Date of Birth  
+ 100 SHARMA Assistant Programmer Head Office - Dummy 06/05/1975

- Click on edit to open employee Acr Details and to give grading as Accepting authority.

My Profile > ACR Administrator > ACR- View ACR for Accepting Authority

### ACR Status

Select Department: >> DUMMY DEPARTMENT (NOT IN U) #

Select District: Shimla #

Select Office: -Select Office-

Select Designation: -Select Designation-

Select Employee Type: -Select Employee Type-

Enter Employee Code / Name: 10\*\*\*\*

**SEARCH**

Name	Designation	Current Office	Date of Birth
100**** HAL	Assistant Programmer	Head Office - Dummy	06/05/1975

Year	Action	Status	Grading	Accepting Date	ACR No.	ACR Period	Reporting Officer
2016-2017	<b>Edit</b>		0		FIRST	From 07/02/2017 To 07/09/2017	100**** KUMAR( DI

- Give marks as Accepting Authority, check status as Accept/Reject.
- Give Reason then click on Save.

### Employee ACR Detail

**Employee Detail** 10L\*\*\*\* HAL

**ACR Year** 2016-2017 **ACR No** FIRST

**Reporting Detail** 100\*\*\*\* KUMAR

**Reporting Date** 07/09/2018

**Reviewing Detail** 100\*\*\*\* KUMAR

**Reviewing Date** 07/09/2018

**Combined Grading By Reporting** 64 **Very Good**

**Combined Grading By Reviewing** 64 **Very Good**

**Combined Grading By Accepting** 0

**Status** ☐ Accept ☐ Reject

**Reason / Comment**

**Save** **Close**