

## FREQUENTLY ASKED QUESTIONS ON EPAR

**Q1: What should I do when my ERP portal shows that my EPAR flow is pending for approval, whereas Performance Appraisal Cell confirms that it is not being displayed at their end?**

**Ans.:** Sometimes due to wrong appraisal flow application process or due to system error, either the EPAR flow does not appear or not properly displayed at PA Cell Manager's end. In case your appraisal flow status shows to be pending at PA Cell Manager for 7 days or more, you should contact PA Cell Manager to know the actual status of the Appraisal flow and after getting confirmed, initiate a fresh appraisal flow (please do not resend the old flow) for approval by PA Cell.

**Q2: When part EPAR is required to be submitted?**

**Ans.:** Whenever there is a change of Reporting Officer of the Appraisee (due to transfer or retirement) or transfer of Appraisee or promotion of the Appraisee (from the post of Dy. Manager to Manager or Dy.General Manager to General Manager, not required for other promotions), the Appraisee should submit part reports.

**Q3: Where do I search for the Appraisal Flow when it is sent back from Reporting Officer?**

**Ans.:** You get a notification in the Home Page of ERP Portal "**Appraisal Sent Back to Appraisee**". When you click on this Notification, you can view the remarks of the Reporting Officer. You can send it back to the Reporting Officer after giving your comments and then clicking on Accept / Reassign as the case may be.

**Q4: Whether part report is required to be submitted in case there is a change of Reviewing Officer / Accepting Officer?**

**Ans.:** No. As long as the Reporting Officer remains same, there is no need for part report.

**Q5: Who shall review/accept my EPAR when I submit part reports with different Reporting Officers?**

**Ans.:** Example:

**EPAR (Part-1) 1<sup>st</sup> April – 18<sup>th</sup> Aug)**

Reporting Officer: Mr.X

Reviewing Officer: Mr.Y (the Officer who was holding that position on 18<sup>th</sup> Aug)

Accepting Officer: Mr.Z (the Officer who was holding that position on 18<sup>th</sup> Aug)

**EPAR (Part-2) 19<sup>th</sup> Aug – 31<sup>st</sup> Mar)**

Reporting Officer: Mr.P

Reviewing Officer: Mr.Q (the Officer who was holding that position on 31<sup>st</sup> Mar)

Accepting Officer: Mr.R (the Officer who was holding that position on 31<sup>st</sup> Mar)

**Q6: How should I submit my appraisal report in case my Reporting Officer or Reviewing Officer or Accepting Officer retires?**

**Ans.:** If the Reporting Officer is retiring in the current appraisal period, for which online flow is not yet set (online appraisal flows are set for immediate past appraisal period), appraisal report is to be accessed online at <https://myportal.optcl.co.in> and necessary self appraisal entries to be made by the Appraisee. A print out of the report is to be taken and after due signature by the Appraisee, it is to be submitted to the Reporting Officer for his assessment. Within one month of retirement, the Reporting Officer should forward the appraisal report to the Reviewing Officer who in turn sends it to the Accepting Officer after due review and assessment. Finally the EPAR is submitted in complete shape to the Performance Appraisal Cell after final assessment by Accepting Officer.

In case of retirement of Reviewing Officer / Accepting Officer in the current appraisal period, when the Reporting Officer still continues, there is no need to go for hard copy appraisal report.

**Q7: In case of my transfer, in which part of my EPAR should I add my transit period?**

**Ans.:** Add the transit period to the period of your new place of posting.

For example:

**EPAR (Part 1) – 1<sup>st</sup> April – 21<sup>st</sup> October** (for old place of posting)

Transit period – 22<sup>nd</sup> October to 26<sup>th</sup> October. Actual date of joining at new place of posting is 27<sup>th</sup> October.

**EPAR (Part 2) – 22<sup>nd</sup> October – 31<sup>st</sup> March** (for new place of posting)

**Q8: In case my Reporting Officer is junior to me, to whom should I set as my Reporting Officer?**

**Ans.:** For EPAR purpose, you may set the next level officer as Reporting Officer. For example, if your SDO is junior to you, you may set your Divisional Head as your Reporting Officer.

**Q9: As Reviewing / Accepting Officer, I have seen the work of the Appraisee for less than three months, but the Appraisal Period of the Appraisee is more than three months. Should it be Remarks or No Remarks period as far as my assessment is concerned?**

**Ans.:** In such a case, the Reporting Officer, under whom the Appraisee has worked for more than three months should evaluate as per set procedure. But if Reviewing Officer or Accepting Officer or both, has / have not seen the work of the Appraisee for three months or more, he should select “**NO**” in Remarks option of confidential section of the Appraisal. In this instant case, the Grading given by the Reporting Officer shall be treated as final Grading. If the Reviewing Officer has seen him working for more than

three months and hence has given Grading but Accepting Officer has given No remarks as he has not seen his work for three months or more, then the Reviewing Officer's Grading shall be treated as the final Grading.

**Q10. By mistake I have entered a wrong day as Appraisal Start Day / Appraisal End Day and have submitted my appraisal application. How to correct it?**

**Ans.:** In such a case, speak to PA Cell Manager to correct the date.

**Q11. I have entered a wrong name as my Reporting / Reviewing / Accepting Officer and have submitted my flow by mistake. How to correct it?**

**Ans.:** In such a case, speak to PA Cell Manager to correct the entry.

**Q12. By mistake, I have submitted two EPAR flows for the same period. How to rectify?**

**Ans.:** Speak to PA Cell Manager to reject the extra flow submitted by you.

**Q13. How do I proceed as Reporting / Reviewing / Accepting Officer for No Remarks period of an Appraisee?**

**Ans:** Select **No** in the Remarks area in Confidential section of the report and then click on **Submit**. You should not enter any Grading for a No Remarks period.

**Q.14. I am relieved from the office on 12.05.2019 after I got my transfer order. Before I joined the new place of posting, I remained on leave, which has been sanctioned by competent authority. I joined my new place of posting on 17.08.2019. How should I set my Appraisal Flow?**

**Ans:** When a period of the year is not covered by the Report (here due to leave availed in the intermittent period), a certificate citing the reasons duly signed by the present Reporting / Reviewing Officer is to be submitted to the Performance Appraisal Cell for record. In the instant case, the Reporting Officer / Reviewing Officer of the new place of posting should furnish a certificate for the gap period. Thus, two Appraisal Reports - one for 1<sup>st</sup> April 2019 to 12<sup>th</sup> May 2019 and another for 17.08.2019 to 31.03.2020 are to be submitted.