

## GUIDELINES

- Step-1:** Type URL <https://myportal.optel.co.in> in the address bar.
- Step-2:** Login by using your ERP Login ID and Password.
- Step-3:** Click on Offline Appraisal present in left side panel under Employee Self Service.
- Step-4:** Click on Offline Appraisal Form. An Appraisal Form will open. For filling self appraisal part of the Appraisee.
- Step-5:** Fill up the form including Appraisal Start Date and Appraisal End Date.
- Step-6:** Click on “Submit” Button present in bottom section of the Form. A message will display showing “Your Appraisal has been submitted successfully” and a page showing all your prefilled data with “Print Offline Appraisal” icon. Click on the icon to take a print out of the same.
- Step-7:** You can also View / Print you appraisal by clicking on  
Offline Appraisal → View Appraisals → View / Print (Present in Action column).
- Step-8:** After taking print out of your submitted data, fill your details in Personal Data section in your printed copy manually with signature at the required place.
- Step-9:** Submit the printed copy to your Reporting Officer.

*A. Mahapatra*  
G.M. (HRD), Perf. Appraisal 06.07.2020