



No. Estt/HRMS Online/2019-20/eACR

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CIRCULAR

In continuation of efforts towards digitization of HR processes in the Corporation, a new module **e-ACR** is incorporated into HRMS portal. This would facilitate processing of Annual Confidential Reports (ACR) of Group C and D employees through HRMS, akin to APARs for Group A and B employees. Hence, it will help to do away with the manual process of ACRs.

The new system will go live on 01.05.2020 and ACR for assessment Year 2019-20 of all Group C and D employee shall be filled using eACR module only. No manual ACR in respect of Group C and D cadres shall be accepted.

The module is designed for management and automation of process of ACR from the initiation stages, such as setting of KPAs for Self- Appraisal by the individuals (only if Group C official is Warehouse Manager) and assessment by Reporting, Reviewing and Countersigning/Final Accepting Authority (wherever applicable). The flow of assessing authorities involved in different formats of e-ACR is appended at **Appendix A**.

The very idea of incorporating this module is to make Appraisal process of the corporation paperless so as to ensure transparency, encourage accountability, create a better outcome for everyone and efficiency for ready access of ACR by the authorized officer, preventing loss of ACR in transition, non-recording of proper remarks with date including adverse remarks by Reporting authorities etc. All these issues have been addressed in e-ACR module. **Also, for each region, Nodal Officer of e-APAR has to be nominated for e-ACR module as well who will be trained to implement online e-ACR in their respective regions.**

Following salient aspects are enumerated below for attention and adherence by concerned authority while assessing performance of subordinates:-

- (a) If "Integrity" of any official is found "doubtful" by the Reporting Officer, necessary comments should be written in the textbox and a secret note to support the remarks has to be attached along with the ACR. Since the column of "Integrity" is of the utmost importance, due diligence be exercised by the Reporting Officers while filling up this column.

- (b) It has been noticed that in respect of "Group C and D" employees, even after mentioning / recording 'Adverse Remarks' while filling up ACRs, the Reporting Officers finally rate the same employee in "Good or Very Good" category, which is contradictory in nature. Reporting Officer should ensure that the assessment is unbiased, transparent and befitting the professional conduct of the employee being reported upon.
- (c) To ensure fair and justified evaluation, entries based on mere suspicion may be avoided. Documentary evidence should also be attached for any adverse entry recorded in e-ACR.

The user manual for newly incorporated module is made available on the portal for reference and better appreciation of the module.

Hindi version of the circular will follow.

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Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All RMs for circulation to all concerned.
3. GGM(MIS), CWC, CO, New Delhi – for updating this on CWC website
4. Sr. PA to Chairman, PPS to MD, SAM to Dir(Pers), PS to Dir(MCP), PS to CVO, CWC, CO, New Delhi

THE FLOW OF ASSESSING AUTHORITIES INVOLVED IN ASSESSING DIFFERENT FORMATS OF e-ACR

1. e-ACR for PA, Steno (One level)



2. e-ACR for Group D (Three levels)



3. e-ACR for Driver (Two levels)



4. e-ACR for TA/JTA (Three levels)



5. e-ACR for JS,HT,WA-I,II (Three levels)



6. e-ACR for Electrical Mistry (Three levels)



7. e-ACR for Warehouse Manager (Four levels):-

