

User Manual

FCI HRMS

Module Name: Performance Management System

Version: 2.0



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1. Introduction

The HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Performance Management System processes identified and documented in System Requirement Specification document in the form of a user manual.

1.1. Objective

The following objectives shall be fulfilled with the user manual

- Serve as a standard document for FCI employees to gain experience in adopting the Performance Management processes in HRMS
- Provide comprehensive details about working on different Performance Management processes and managing exceptions and alerts as per different processes.
- Reveal the user experience for working with the Performance Management processes and act as a reference for users to reinforce working tactics with the Performance Management process area as per requirement.

1.2. Target Audience

- FCI Officers and FCI Employees

2. Overview

Performance management is completely policy driven, and most likely a compliance requirement for promotions, special increments etc. since APAR (Annual Performance Assessment Report) is not directly linked to job performance. Annual Performance Assessment Reports are done usually using 2 different formats, for managers (Cat I & II) and non-managers (Cat III, APAR Performa III) respectively. While Manager Appraisal is driven by self-appraisal and broadly touches up on larger objectives of FCI and integrity aspects, the non-Manager appraisal is driven by rating of Individual attributes by the Reporting Officer, i.e., ratings of specified skills that are needed to perform their tasks and compliance to minimum performance standards set. The existing PAR is questionnaire based leading to a final grading based on a 5 point scale for Managers (Outstanding, Very Good, Good, Fair, Poor) & 4 point scale for non-Managers (Very Good, Good, Fair, Poor) respectively and both lead to generating a final score (number).

Performance management will be integrated with the SPARROW system which is developed for Category I and II employees. Though HRMS Performance management will be implemented for category I, II, III and IV employees, however for

- Category I and II APAR process will be run in SPARROW.
- Category III and IV APAR process will be run in HRMS application.

Category I and II APAR ratings will be saved in HRMS application for future reference purpose.

3. Getting Started

3.1. Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

Browsers Supported: IE 9, 10+, Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, and Safari 4+ on Mac 10.5.7+

Minimum Software Requirements: IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

Minimum Hardware Requirements: CPUs- Intel i3, RAM- 8GB, Disk Storage- 164GB (64GB for File Storage, 100GB for database storage)

3.2. Know Your Icons

Table 3.1 reflects the set of icons that have been used in HRMS application

Icons	Descriptions
	It will allow editing a record.
	It will allow reviewing the submitted record/request.
	It will allow approving the submitted record/request.
	It will allow viewing the details of the record/request in readable form.
	It will allow processing a request like Annual Increment of the employee.
	It will allow defining the employee compensation i.e. salary break-up of new joined employee's.
	It will allow viewing the uploaded document.

Table 3.1 Icons

3.3. User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3.2 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee Self Service		Manager Self Service		
	View	Add*	View	Add/Edit	Approval
HRMS Admin	Yes	Yes	Yes	Yes	No
Employee (ESS)	Yes	Yes	No	No	No
Manager (MSS)	No	No	Yes	Yes	Yes**
Competent Authority	No	No	Yes	No	Yes

Table 3.2: User Profile and Permissions

***(Add permission also provides an additional permission of Edit to update records by resubmission)**

**** (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)**

Table 3.3 defines the provision of different roles assigned as per the permissible architecture of HRMS application. A user role basically describes the user access of what the user can navigate around in the HRMS application. The user permissions as described in Table 3.2 combines with

Performance Management System User Manual Version 2.0

user roles to allow the user to “navigate” and “perform” the nature of processes as per the delegated power.

User Profile	Employee Self Service			Manager Self Service		
	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)*	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

Table 3.3 User Profile and Roles

*(For some process, the manager can initiate a transaction from the MSS on behalf of the employee but not based on grounds of request)

3.4. Accessing the system / System Organization and Navigation (Login, ESS and MSS)

- User shall access the HRMS application as per the shared website address (<https://www.hrmsfci.in/login>) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 3-1

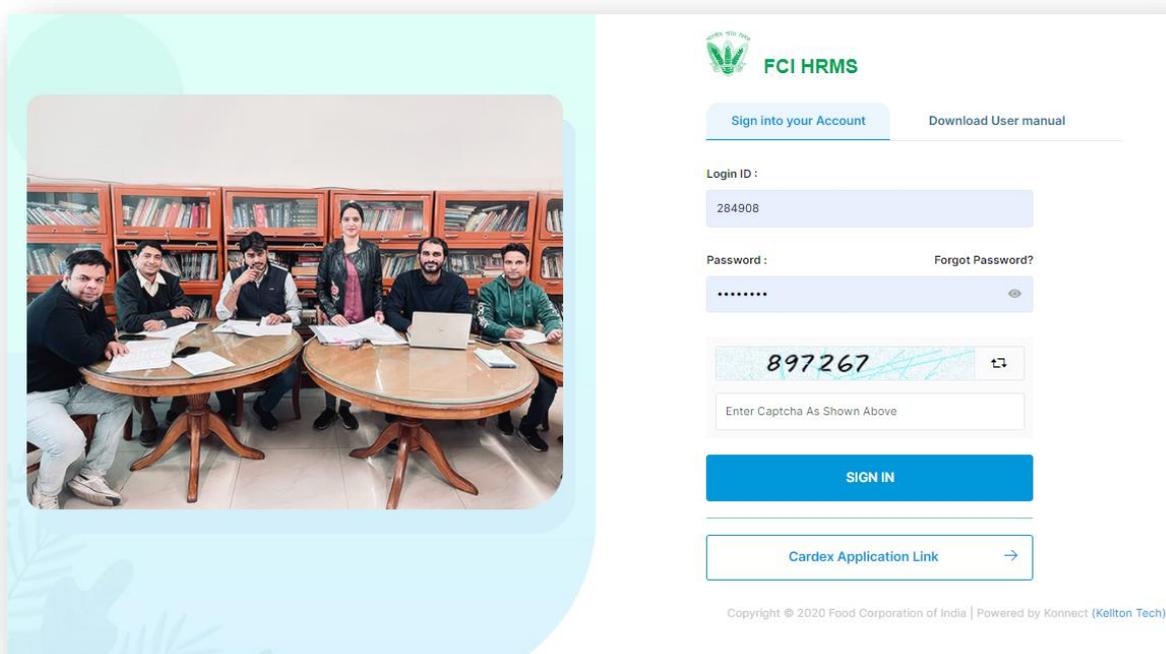


Figure 3.1 Login Screen

- Enter Login credentials, Captcha (Enter number here as shown in Figure 3.1) and Click on **SIGN IN** to Log in to the system.
- Post Login, employee will land on the Home Page as shown in Figure 3.2

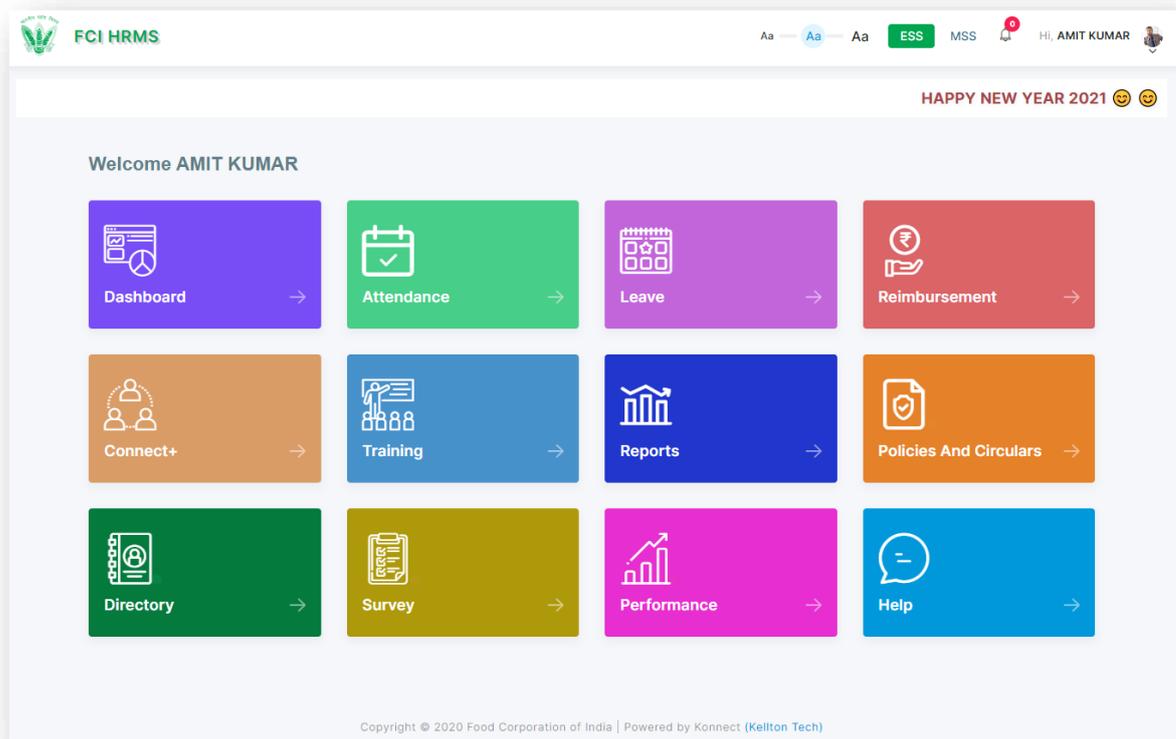


Figure 3.2 Home Page

- Based on the user credentials and permissions assigned to the employee, an employee shall be able to access the Employee Self Service by clicking the **Dashboard** link as shown in Figure 3.2 to land on the ESS – Employee Dashboard as shown in Figure 3.3.

Employee Self Service (ESS) - Employee Dashboard

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMITABH KUMAR

E-Notice

- WFH Implementation
- Work from home
- Leave Encashment Policy Details
- Introduction to encashment of leave
- test

My Pending Requests

REQUEST ID	REQUEST NAME
CCS91	CPF Composite Claim Request
CCS89	CPF Composite Claim Request
CCS90	CPF Composite Claim Request
CCS88	CPF Composite Claim Request
CCS85	CPF Composite Claim Request

My Time | My Team | Reimbursements & Claims | Policies & Circulars | Leaves

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 Absent	2 Absent	3 Absent	4 Absent	5 Absent	6 Week-Off
7 Week-Off	8 Absent	9 Absent	10 Absent	11 Absent	12 Absent	13 Week-Off
14 Week-Off	15 Absent	16 Absent	17 Absent	18 Absent	19 Absent	20 Week-Off
21 Week-Off	22 Absent	23 Absent	24 Absent	25 Absent	26	27
28	1	2	3	4	5	6

Legends

- Leave
- Today
- Absence
- Weekends
- Attendance
- Holiday
- Late Coming

Upcoming Holiday

26 FEB Hazarat Ali's Birthday

Attendance

Last In/Out Time

Check In	Check Out
05:53:00	07:53:00
16 December, 2020	16 December, 2020

Happy Birthday!!

- HUKUM CHAND MEENA**
Assistant Grade - II
- GEORGE MINJ**
Manager

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Figure 3.3 ESS - Employee Dashboard

- If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the **MSS** link on the top right corner of the HRMS application as shown in Figure 3.2, the employee with the permissions of a manager shall navigate to the MSS – Manager Dashboard as shown in Figure 3.4.

Manager Self Service (MSS Manager Dashboard)

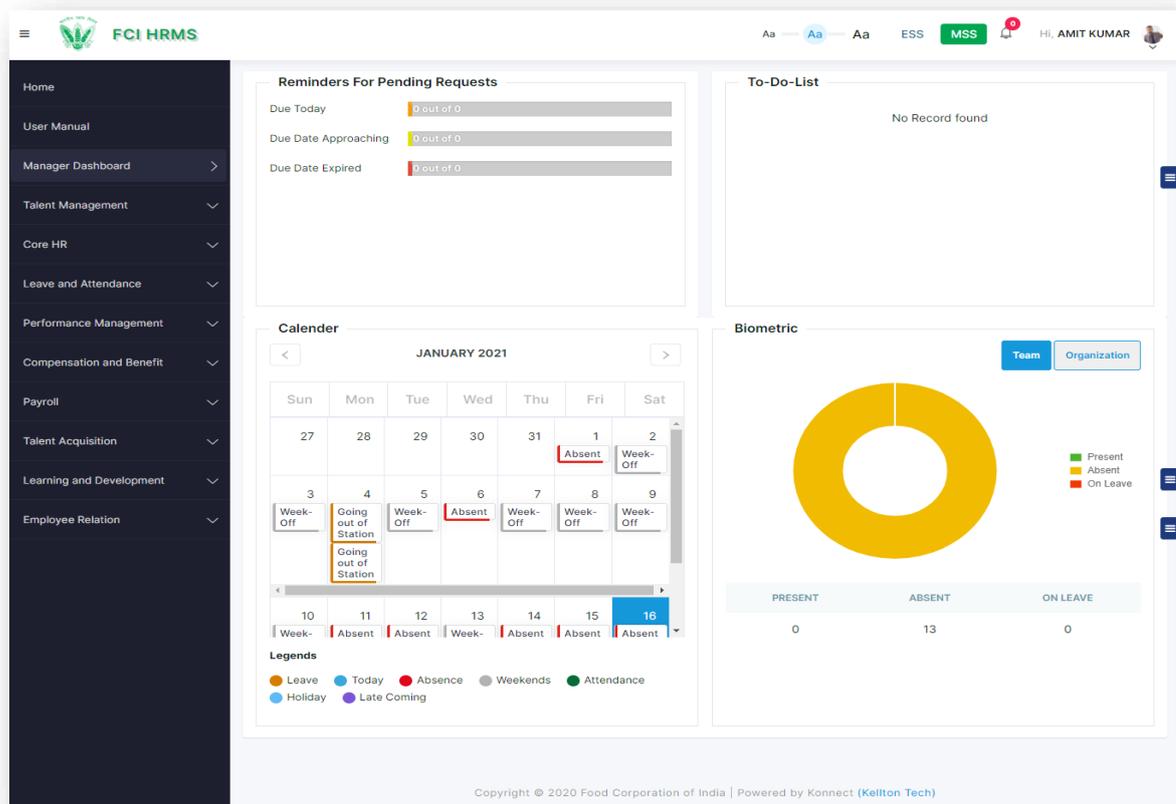


Figure 3.4 Manager Dashboard

3.5. Exiting the System

When the employee would like to exit from the HRMS application, then employee shall click on **Sign Out** to log out of the system as shown in Figure 3.5

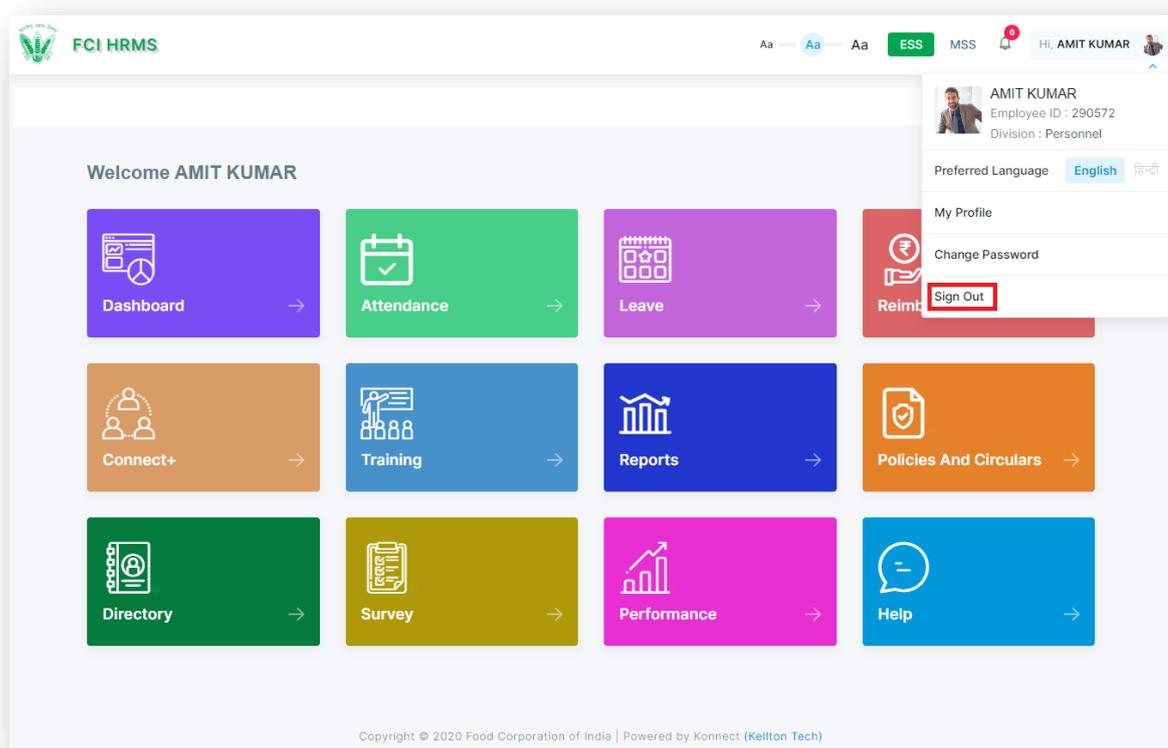


Figure 3.5 : Sign Out

- The user shall navigate to Login Page as shown in Figure 3.5 on successful log out.
- An employee shall automatically logout from the application if it remains idle due to inactivity for a longer period of time (approx. 20 minutes)

3.6. HRMS Login Configuration

HRMS Login are handled using OAuth 2.0 protocol. The user credentials entered by user is passed on internet to HRMS System for validation and after successful validation a token is generated and shared to the application to use it at the time of every new server interaction to validate the user credentials. The login activity has few timeout settings as illustrated below.

- **Access token Lifespan** – These is the setting for capturing the lifespan of Access token before it gets expired. Before access token gets expired a refresh process is triggered to get the new access token to keep the session alive until user logout of the session. Default is set to 1 hour.
- **SSO Session Idle** - These is the setting for time a user session can be idle before it gets expired. Default is set to 1 hour.

These are timeout settings implemented at Key cloak IAM interface.

4. Using the System

Performance management is completely policy driven, and most likely a compliance requirement for promotions, special increments etc. since APAR (Annual Performance Assessment Report) is not directly linked to job performance. Annual Performance Assessment Reports are done usually

using 2 different formats, for managers (Cat I & II) and non-managers (Cat III, APAR Performa III) respectively. While Manager Appraisal is driven by self-appraisal and broadly touches up on larger objectives of FCI and integrity aspects, the non-Manager appraisal is driven by rating of Individual attributes by the Reporting Officer, i.e., ratings of specified skills that are needed to perform their tasks and compliance to minimum performance standards set. The existing PAR is questionnaire based leading to a final grading based on a 5 point scale for Managers (Outstanding, Very Good, Good, Fair, Poor) & 4 point scale for non-Managers (Very Good, Good, Fair, Poor) respectively and both lead to generating a final score (number).

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Category I and II APAR ratings will be saved in HRMS application for future reference purpose.

4.1. Annual Assessment

The CR cell of FCI keeps track and maintains a repository of APARs for all employees at respective offices. The performance assessment starts with the distribution of a pre-defined performance assessment report template, as per which an employee fills the IPR under Annual Assessment form and then the form is passed on to a number of reporting, reviewing and accepting authorities for final ratings that are recorded.

4.1.1. Navigation

Left Navigation: Performance Management >>Annual Assessment

4.1.2. Landing Page

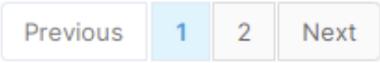
Employee shall traverse the navigation as mentioned in Section 4.1.1. to reach the Annual Assessment Landing Page as shown in Figure 4-1

The screenshot shows the 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM' interface. The left navigation menu is expanded to show 'Performance Management' (1) and 'Annual Assessment' (2). The main content area displays a 'Property Listing' table with filters for Year and Status, and a 'Get Results' button. The table contains one entry for NEHA SHARMA, Technical Assistant Grade - II, with Employee Number 278239, Year 2020, and Status Pending. The table also includes a search bar, an 'Export to: Excel' button, and pagination controls (Previous, 1, Next).

Figure 4-1: Annual Assessment

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.

- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to edit an existing record in the table as mentioned in Section 4.1.3 – Edit Annual Assessment.

4.1.3. Edit Annual Assessment

Click on  to open Edit Annual Assessment popup as shown in Figure 4-2



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Aa — Aa — Aa **ESS** Hi, KAVITA KUMARI

- Home
- User Manual
- Video Tutorial
- My Dashboard
- Directory
- Core HR
- Compensation and Benefits
- Performance Management
- Leave Management
- Payroll
- Employee Relations
- Talent Management
- Learning and Development
- Connect + new
- Policies and Circulars
- Retirement Benefit Calculator

Immovable Property Declaration

statement of immovable property since appointment till the year of assessment

Name of the officer (in full and service to which he/she belongs) KAVITA KUMARI	Present Pay 34350
Present post held Technical Assistant Grade - II	Date of birth 22/04/1988

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Name of district , sub-division, Taluk and village in which property is situated

Name And Details Of Property , Housing, & Other Present Building, Land Value

Name and details of property , Housing, & other present building, land value

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant

In case owned/acquired or inherited in the name of dependent/blood relation indicate his/her relationship with the Govt. servant

How Acquired Whether By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

How acquired whether by purchase, lease, mortgage , inheritance, gift or otherwise date of acquisition and name with details of person from whom acquired.

Annual Income From The Property

Annual income from the property

Remarks

Remarks

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assess The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

In case where it is possible to assess the value accurately the approximate value in relation to present conditions my be indicated

NOTE: Inapplicable Clause To Be Struck Out

NOTE: Included Short Term Lease Also

Supportive Document

Upload Document Upload

Submit
Cancel

Figure 4-2: Edit Annual Assessment

Enter the details and click on Submit such that a success message will be shown in the Annual Assessment Landing Page for updating the existing record.

Success! Record has been submitted successfully

4.1.4. Reporting Annual Assessment

On Submitting the record, the record will move to the Reporting Officer as shown in the figure 4-3.

Figure 4-3: Annual Assessment Review

Click on to open the Review form as shown in Figure 4-6

Figure 4-4 Annual Assessment Reporting Officer Review (Instruction Page)

Employee will click on the button and will land on the figure 4-5.



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, ANUJ PANWAR

Immovable Property Declaration

STATEMENT OF IMMOVABLE PROPERTY SINCE APPOINTMENT TILL THE YEAR OF ASSESSMENT

Name of the officer(in full and service to which he/she belongs) NEHA SHARMA	Present Pay 34350
Present post held Technical Assistant Grade - II	Date of birth 19/08/1990

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Name And Details Of Property , Housing, & Other Present Building, Land Value

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

How Acquired Wheather By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Annual Income From The Property

4000

Remarks

ok

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the FCI staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assesse The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

NOTE:Inapplicable Clause To Be Struck Out

NOTE:Included Short Term Lease Also

Next Back

Figure 4-5 Annual Assessment Reporting Officer Review (Employee Property View)

Employee will click on the  button and will land on the figure 4-6.



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS HI: ANUJ PANWAR

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Performance Management
- Category-III APAR
- Appeal
- Reporting Officer
- Reviewing Officer
- Accepting Officer
- Cat-IV
- Admin
- Leave and Attendance
- Core HR
- Compensation and Benefit
- Employee Relation

Annual Performance Assessment Report

PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2020 To 01/02/2020

PART - I

Employee Number 278239 Name NEHA SHARMA Designation Technical Assistant Grade - II Date Of Birth 19/08/1990 Name(Father/Husband) SATISH SHARMA Nature of Duties NA Whether belong to SC/ST: NA	Date of initial appointment 29/12/2012 Promotion with date and post from which promoted if any NA Qualifications Graduation Degree Additional qualifications acquired during the period under review NA
---	--

PART - II

1. INTELLIGENCE: (Leave or comprehension, Critical Analysis Crisp and Logical thinking)
 Very Good Good Fair Poor
2. CONDUCT AND BEHAVIOUR : (Towards his superiors, juniors and colleagues)
 Very Good Good Fair Unsatisfactory
3. JOB KNOWLEDGE : (Knowledge and skill, their utilisation, efforts for his improvement by learning)
 Very Good Good Fair Poor
4. QUALITY OF WORK : (Accuracy, Thoroughness, Constructive imagination and Systematic work)
 Very Good Good Fair Poor
5. PROMPTNESS IN WORK : (Quickness in putting up work to the superiors)
 Extremely Fast Rapid Usually in Time Slow
6. SKILL IN NOTING AND DRAFTING : (Objectivity, Understanding and Preparation of cases)(for Assistants only)
 Very Good Good Fair Poor
7. Proficiency in stenography and Typing (For PAs and Typists only)
 Very Good Good Fair Inadequate
8. SMARTNESS (Self-presentation, appearance and behaviour for Public Relation to Staff Receptionists)
 Very Impressive Smart Average Lethargic
9. Regularity and Punctuality (Attendance , Observance of time Schedule etc.)
 Very Good Good Fair Poor
10. INTEGRITY (Honesty, Frankness, Directness and Intellectual Honesty)
 Very Good Good Fair Poor
11. Dependability and Trust Worthiness (With respect to judgement, promptness and accuracy which minimum follow up)
 Trust Worthy Generally Dependable Requires Constant Supervision Careless
12. Power of Expression (Written and verbal presentation of issue unambiguous terms)
 Very Good Good Fair Poor
- 12A. POWER OF EXPRESSION IN HINDI
 Very Good Good Fair Poor
13. Maintenance of Registers, Diaries and submission of paper etc. (For Typist/ Assistants and PAs only)
 Very Good Good Fair Poor
14. INITIATIVE : (Self-starting & resourcefulness)
 Self-Starting Moderately Self-Propelling A Routine Worker Wants To Be Guided At Each Step
15. POTENTIAL FOR DEVELOPMENT
 Very High Good Fair Limited
16. General Remarks And Overall Assessment
General remarks and overall assessment

17. The Assessee Has Worked Under The Reporting Officer From
05/01/2021 To 01/02/2021

Signature of the reporting officer

Name
ANUJ PANWAR
Designation
Manager
Date
21/01/2021

Figure 4-6 Annual Assessment Reporting Officer Review (Grading)

Enter the details and click on such that a success message will be shown.

The success message shall be displayed as:

Success! Record has been submitted successfully

4.1.5. Reviewing Annual Assessment

Click on to open the Review form as shown in Figure 4-6

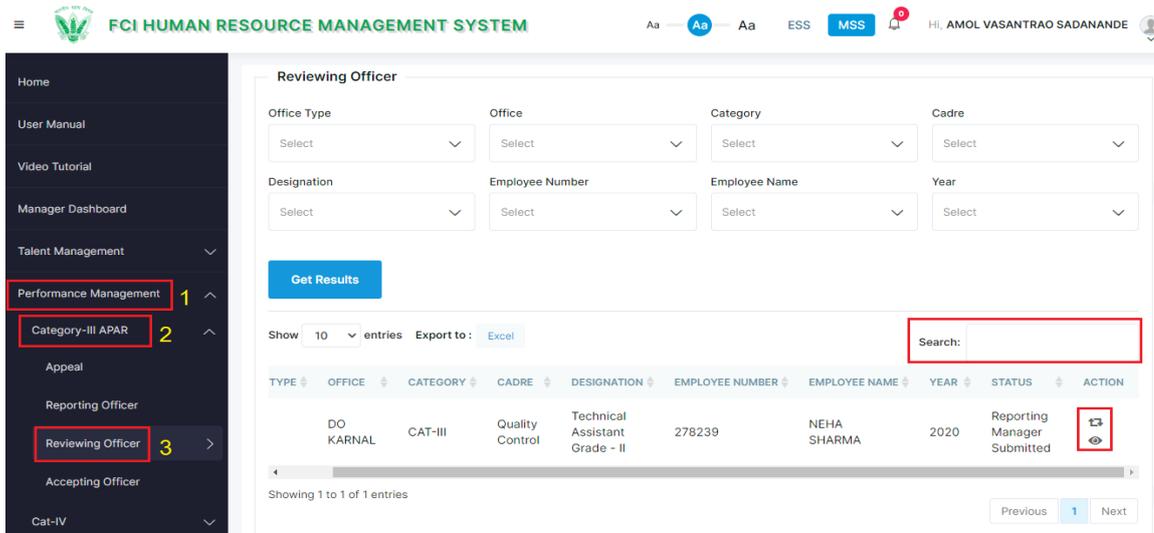


Figure 4-7 Reviewing Annual Assessment Reviewing Officer Landing

On clicking the screen shall be displayed as figure 4-8.

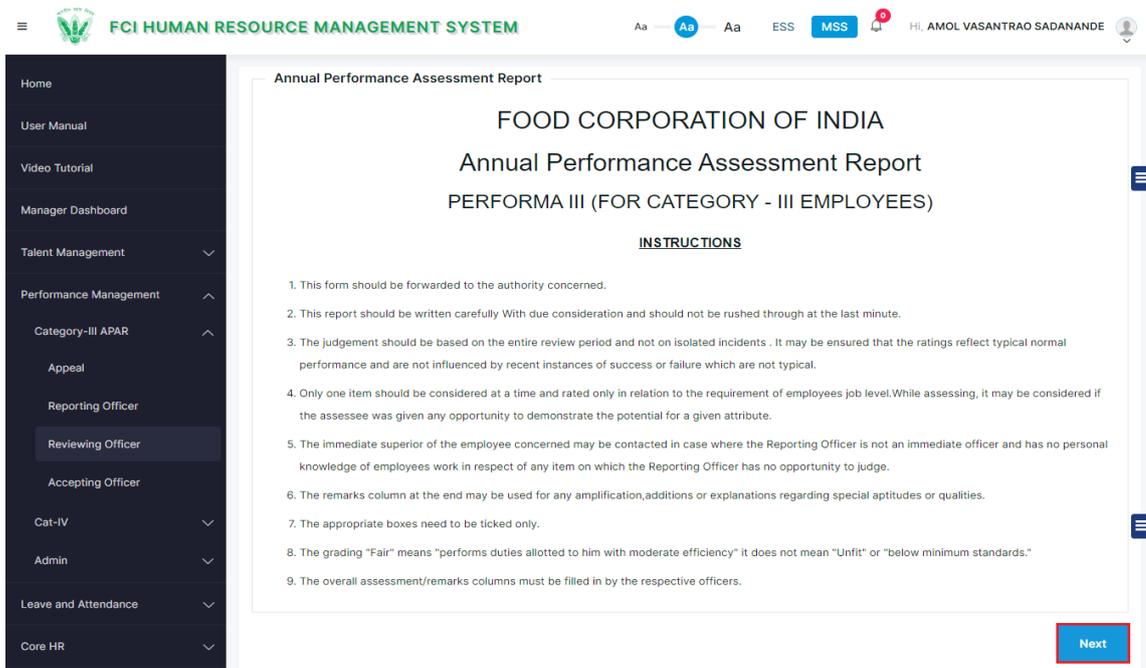


Figure 4-8 Reviewing Annual Assessment Reviewing Officer Review (Instruction Page)

Employee will click on the  button and will land on the figure 4-9.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMOL VASANTRAO SADANANDE

Immovable Property Declaration

STATEMENT OF IMMOVABLE PROPERTY SINCE APPOINTMENT TILL THE YEAR OF ASSESSMENT

Name of the officer (in full and service to which he/she belongs) NEHA SHARMA Present post held Technical Assistant Grade - II	Present Pay 34350 Date of birth 19/08/1990
---	---

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Name And Details Of Property , Housing, & Other Present Building, Land Value

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

How Acquired Whether By Purchase, Lease, Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Annual Income From The Property

4000

Remarks

ok

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the FCI staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assesse The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

NOTE: Inapplicable Clause To Be Struck Out

NOTE: Included Short Term Lease Also

[Next](#) [Back](#)

Figure 4-9 Reviewing Annual Assessment Reviewing Officer Review (Employee Property Page)

Employee will click on the [Next](#) button and will land on the figure 4-10.



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMOL VASANTRAO SADANANDE

Annual Performance Assessment Report

PERFORMA III (FOR CATEGORY - III EMPLOYEES)

Annual Performance Assessment Report From 01/01/2020 To 01/02/2020

PART - I

<p>Employee Number 278239</p> <p>Name NEHA SHARMA</p> <p>Designation Technical Assistant Grade - II</p> <p>Date Of Birth 19/08/1990</p> <p>Name(Father/Husband) SATISH SHARMA</p> <p>Nature of Duties NA</p> <p>Whether belong to SC/ST: NA</p>	<p>Date of initial appointment 29/12/2012</p> <p>Promotion with date and post from which promoted if any NA</p> <p>Qualifications Graduation Degree</p> <p>Additional qualifications acquired during the period under review NA</p>
--	---

PART - II

- 1. INTELLIGENCE: (Leave or comprehension, Critical Analysis Crasp and Logical thinking)**
Good
- 2. CONDUCT AND BEHAVIOUR : (Towards his superiors, juniors and colleagues)**
Good
- 3. JOB KNOWLEDGE : (Knowledge and skill, their utilisation, efforts for his improvement by learning)**
Fair
- 4. QUALITY OF WORK : (Accuracy, Thoroughness Constructive Imagination and Systematic work)**
Good
- 5. PROMPTNESS IN WORK : (Quickness in putting up work to the superiors)**
Usually in time
- 6. SKILL IN NOTING AND DRAFTING : (Objectivity, Understanding and Preparation of cases)(for Assistants only)**
Fair
- 7. Proficiency in stenography and Typing(For PAs and Typists only)**
Fair
- 8. SMARTNESS (Self-presentation, appearance and behaviour for Public Relation to Staff Receptionists)**
Average
- 9. Regularity and Punctuality (Attendance , Observance of time Schedule etc.)**
Fair
- 10. INTEGRITY (Honesty, Frankness, Directness and Intellectual Honesty)**
Fair
- 11. Dependability and Trust Worthiness (With respect to judgement, promptness and accuracy which minimum follow up)**
Generally dependable
- 12. Power of Expression (Written and verbal presentation of issue unambiguous terms)**
Fair
- 12A. POWER OF EXPRESSION IN HINDI**
Fair
- 13. Maintenance of Registers, Diaries and submission of paper etc. (For Typist/ Assistants and PAs only)**
Fair
- 14. INITIATIVE : (Self-starting & resourcefulness)**
Moderately self-propelling
- 15. POTENTIAL FOR DEVELOPMENT**
Fair
- 16. General Remarks And Overall Assessment**
good
- 17. The Assessee Has Worked Under The Reporting Officer From**
05/01/2021
To
01/02/2021

Signature of the reporting officer

Name
ANUJ PANWAR

Designation
Manager

Date
21/01/2021

[Back](#) [Next](#)

Figure 4-10 Reviewing Annual Assessment Reviewing Officer Review (Reporting Officer Grading View)

Employee will click on the [Next](#) button and will land on the figure 4-11.



Figure 4-11 Reviewing Annual Assessment Reviewing Officer Review Page (Grading)

Enter the details and click on **Submit** such that a success message will be shown.

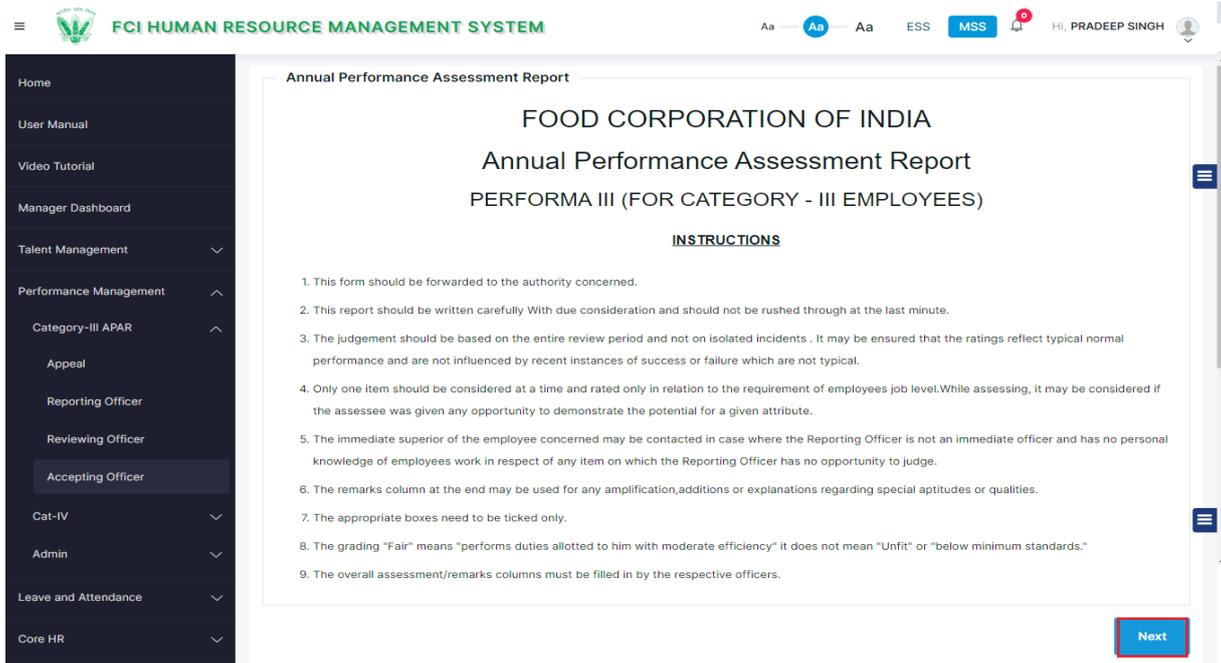
The success message shall be displayed as:



4.1.6. Accepting Annual Assessment

Click on to open the Review form as shown in Figure 4-6

Figure 4-12 Accepting Annual Assessment Review (Landing page)



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Annual Performance Assessment Report

FOOD CORPORATION OF INDIA

Annual Performance Assessment Report
PERFORMA III (FOR CATEGORY - III EMPLOYEES)

INSTRUCTIONS

1. This form should be forwarded to the authority concerned.
2. This report should be written carefully With due consideration and should not be rushed through at the last minute.
3. The judgement should be based on the entire review period and not on isolated incidents . It may be ensured that the ratings reflect typical normal performance and are not influenced by recent instances of success or failure which are not typical.
4. Only one item should be considered at a time and rated only in relation to the requirement of employees job level.While assessing, it may be considered if the assessee was given any opportunity to demonstrate the potential for a given attribute.
5. The immediate superior of the employee concerned may be contacted in case where the Reporting Officer is not an immediate officer and has no personal knowledge of employees work in respect of any item on which the Reporting Officer has no opportunity to judge.
6. The remarks column at the end may be used for any amplification,additions or explanations regarding special aptitudes or qualities.
7. The appropriate boxes need to be ticked only.
8. The grading "Fair" means "performs duties allotted to him with moderate efficiency" it does not mean "Unfit" or "below minimum standards."
9. The overall assessment/remarks columns must be filled in by the respective officers.

Next

Figure 4-13 Accepting Annual Assessment Review (Instruction page)

Employee will click on the  button and will land on the figure 4-14.



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS Hi, PRADEEP SINGH

Immovable Property Declaration

statement of immovable property since appointment till the year of assessment

Name of the officer(In full and service to which he/she belongs) NEHA SHARMA Present post held Technical Assistant Grade - II	Present Pay 34350 Date of birth 19/08/1990
--	---

Name Of District , Sub-Division, Taluk And Village In Which Property Is Situated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Name And Details Of Property , Housing, & Other Present Building, Land Value

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

In Case Owned/Acquired Or Inherited In The Name Of Dependent/Blood Relation Indicate His/Her Relationship With The Govt. Servant

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

How Acquired Wheather By Purchase, Lease,Mortgage , Inheritance, Gift Or Otherwise Date Of Acquisition And Name With Details Of Person From Whom Acquired.

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

Annual Income From The Property

4000

Remarks

ok

Note: The declaration form is required to be filled in and submitted by every employee of the corporation under regulation 48 of the staff regulations on first appointment to the service and thereafter at the interval of every 12 months giving particulars of all immovable property on acquired or inherited by him or held by him on lease or mortgage either in his own name or any member of his family or in the name of any other person.

Signature :
Date : 21/01/2021

In Case Where It Is Possible To Assesse The Value Accurately The Approximate Value In Relation To Present Conditions My Be Indicated

Street
74 /, Uttam Manek Chambers, Kazi Sayed St, Masjid Bunder (west)
City
Mumbai
State Full

NOTE:Inapplicable Clause To Be Struck Out

NOTE:Included Short Term Lease Also

Next **Back**

Figure 4-14 Accepting Annual Assessment Review (Employee Property View)

Employee will click on the  button and will land on the figure 4-15.



Annual Performance Assessment Report

PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2020 To 01/02/2020

PART - I

<p>Employee Number 278239</p> <p>Name NEHA SHARMA</p> <p>Designation Technical Assistant Grade - II</p> <p>Date Of Birth 19/08/1990</p> <p>Name(Father/Husband) SATISH SHARMA</p> <p>Nature of Duties NA</p> <p>Whether belong to SC/ST: NA</p>	<p>Date of initial appointment 29/12/2012</p> <p>Promotion with date and post from which promoted if any NA</p> <p>Qualifications Graduation Degree</p> <p>Additional qualifications acquired during the period under review NA</p>
---	---

PART - II

- 1. INTELLIGENCE: (Leave or comprehension, Critical Analysis Crasp and Logical thinking)**
Good
- 2. CONDUCT AND BEHAVIOUR : (Towards his superiors, Juniors and colleagues)**
Good
- 3. JOB KNOWLEDGE : (Knowledge and skill, their utilisation, efforts for his improvement by learning)**
Fair
- 4. QUALITY OF WORK : (Accuracy, Thoroughness Constructive imagination and Systematic work)**
Good
- 5. PROMPTNESS IN WORK : (Quickness in putting up work to the superiors)**
Usually in time
- 6. SKILL IN NOTING AND DRAFTING : (Objectivity, Understanding and Preparation of cases) (for Assistants only)**
Fair
- 7. Proficiency in stenography and Typing (For PAs and Typists only)**
Fair
- 8. SMARTNESS (Self-presentation, appearance and behaviour for Public Relation to Staff Receptionists)**
Average
- 9. Regularity and Punctuality (Attendance , Observance of time Schedule etc.)**
Fair
- 10. INTEGRITY (Honesty, Frankness, Directness and Intellectual Honesty)**
Fair
- 11. Dependability and Trust Worthiness (With respect to judgement, promptness and accuracy which minimum follow up)**
Generally dependable
- 12. Power of Expression (Written and verbal presentation of issue unambiguous terms)**
Fair
- 12A. POWER OF EXPRESSION IN HINDI**
Fair
- 13. Maintenance of Registers, Diaries and submission of paper etc. (For Typist/ Assistants and PAs only)**
Fair
- 14. INITIATIVE : (Self-starting & resourcefulness)**
Moderately self-propelling
- 15. POTENTIAL FOR DEVELOPMENT**
Fair
- 16. General Remarks And Overall Assessment**
good
- 17. The Assessee Has Worked Under The Reporting Officer From**
05/01/2021
To
01/02/2021

Signature of the reporting officer

Name
ANUJ PANWAR

Designation
Manager

Date
21/01/2021

[Back](#) [Next](#)

Figure 4-15 Accepting Annual Assessment Review (Reporting Officer Grading View)

Employee will click on the [Next](#) button and will land on the figure 4-16.



Figure 4-16 Accepting Annual Assessment Review (Reviewing Officer Grading View)

Employee will click on the **Next** button and will land on the figure 4-17.

Figure 4-17 Accepting Annual Assessment Review (Final Grading)

Enter the details and click on **Submit** such that a success message will be shown.

The success message shall be displayed as:



4.2. My APAR

As the accepting officer, accepts the review remarks of the reporting and reviewing officer for that particular CAT-III employee, the employee shall be able to accept or reject the remarks.

4.2.1. Navigation

Left Navigation: Performance Management >> My APAR

4.2.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.2.1. to reach the My APAR Landing Page as shown in Figure 4-18

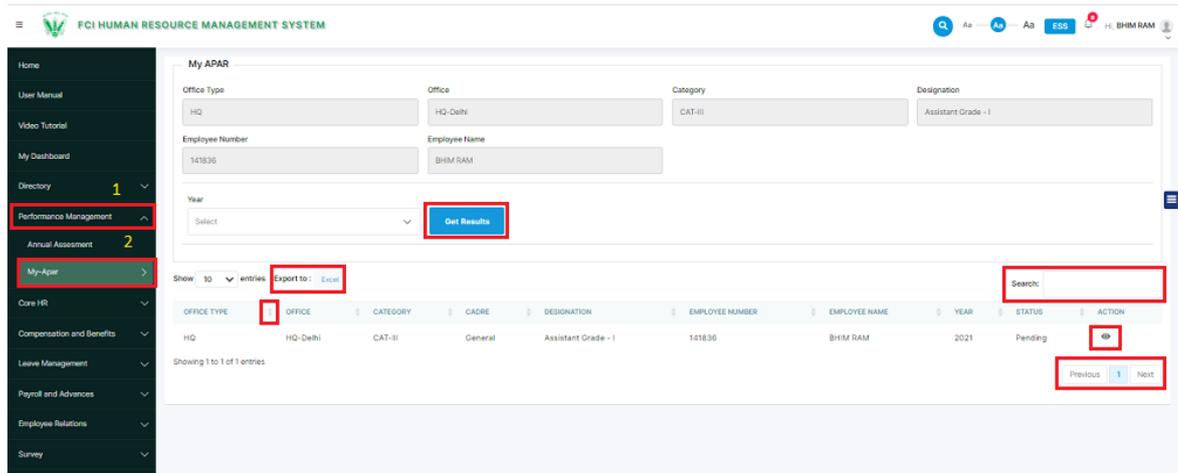


Figure 4-18 My APAR

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

Click on  to take the particular step on the APAR report as shown in figure 4-19.

PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2021 To 31/12/2021

PART - I

Employee Number 141836 Name BISHU RAM Designation Assistant Grade - I Assistant Grade - I Date Of Birth 10/05/1971 Name (Father/Husband) HARI RAM Nature Of Duties NA Whether Belong To SC/ST? NA	Date Of Initial Appointment 05/04/1995 Promotion With Date And Post From Which Promoted If Any NA Qualifications NA Additional Qualifications Acquired During The Period Under Review NA
---	---

PART - II

Reporting Officer

1. INTELLIGENCE: (Leave Or Comprehension, Critical Analysis Crisp And Logical Thinking) Very Good 2. CONDUCT AND BEHAVIOUR: (Towards His Superiors, Juniors And Colleagues) Very Good 3. JOB KNOWLEDGE: (Knowledge And Skill, Their Utilisation, Efforts For His Improvement By Learning) Very Good 4. QUALITY OF WORK: (Accuracy, Thoroughness Constructive Imagination And Systematic Work) Very Good 5. PROMPTNESS IN WORK: (Quickness In Putting Up Work To The Superiors) Extremely Fast 6. SKILL IN NOTING AND DRAFTING: (Objectivity, Understanding And Preparation Of Cases) (For Assistants Only) Very Good 7. Proficiency In Stenography And Typing (For PAs And Typists Only) Very Good 8. SMARTNESS (Self-Presentation, Appearance And Behaviour For Public Relation To Staff Receptionists) Very Impressive 9. Regularity And Punctuality (Attendance, Observance Of Time Schedule Etc.) Very Good 10. INTEGRITY (Honesty, Frankness, Directness And Intellectual Honesty) Very Good	11. Dependability And Trust Worthiness (With Respect To Judgement, Promptness And Accuracy Which Minimum Follow Up) Trust worthy 12. Power Of Expression (Written And Verbal Presentation Of Issue Unambiguous Terms) Very Good 12A. POWER OF EXPRESSION IN HINDI Very Good 13. Maintenance Of Registers, Diaries And Submission Of Paper Etc. (For Typist/ Assistants And PAs Only) Very Good 14. INITIATIVE: (Self-Starting & Resourcefulness) Self-starting 15. POTENTIAL FOR DEVELOPMENT Very High 16. General Remarks And Overall Assessment Srgt 17. The Assessee Has Worked Under The Reporting Officer From 24/02/2021 To 01/02/2021
--	---

Signature Of The Reporting Officer) Name PARMANAND	Designation Manager Date 15/06/2021
--	--

PERFORMA - III
(To be filled in by the Reviewing Officer)

Reviewing Officer

1. Do You Agree With The Attributes Assessment Of The Reporting Officer ? owdwe 2. Your Views Regarding Overall Assessment Very Good	3. The Assessee Has Worked Under The Reporting Officer From From 24/02/2021 3. The Assessee Has Worked Under The Reporting Officer From To 31/12/2021
---	--

Signature Of The Reviewing Officer Name GAJENDRA SINGH RAWAT	Designation Assistant General Manager Date 15/06/2021
--	--

PERFORMA - IV

Accepting Officer

1. Overall Grading Very Good	2. Remarks Of The Accepting Authority df
---------------------------------	---

Signature Of The Accepting Officer Name MUKESH DWIVEDI	Designation Deputy General Manager Date 15/06/2021
--	---

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Figure 4-19 My APAR(Appeal/Reject)

On clicking  button, the employee will accept the remarks and the APAR for that particular employee will be closed.

On clicking  button, the employee will be able to appeal for that particular report.

4.2.3. Represent

Employee shall traverse the navigation as **Performance Management>>My APAR** to reach the My APAR Landing Page as shown in Figure 4-20.

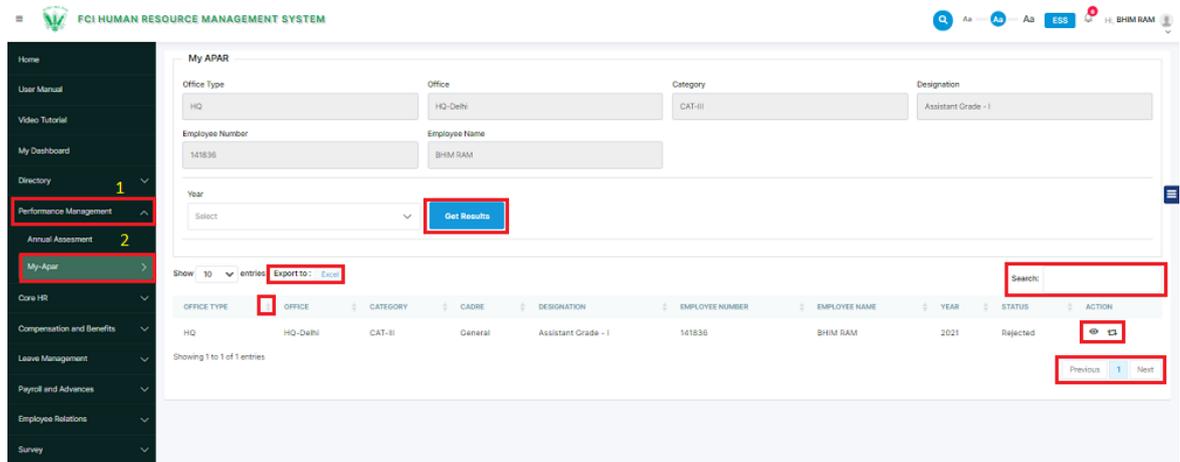


Figure 4-20 My APAR

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

Click on to add the Represent on the APAR report as shown in figure 4-21.



PERFORMA III (FOR CATEGORY - III EMPLOYEES)
Annual Performance Assessment Report From 01/01/2021 To 31/12/2021

PART - I

Employee Number 141836 Name BIRAJ RAM Designation Assistant Grade - I Date Of Birth 10/05/1971 Name (Father/Husband) HARI RAM Nature Of Duties NA Whether Belong To SC/ST? NA	Date Of Initial Appointment 05/04/1995 Promotion With Date And Post From Which Promoted If Any NA Qualifications NA Additional Qualifications Acquired During The Period Under Review NA
--	---

PART - II

Reporting Officer

1. INTELLIGENCE: (Leave Or Comprehension, Critical Analysis Crisp And Logical Thinking) Very Good 2. CONDUCT AND BEHAVIOUR: (Towards His Superiors, Juniors And Colleagues) Very Good 3. JOB KNOWLEDGE: (Knowledge And Skill, Their Utilisation, Efforts For His Improvement By Learning) Very Good 4. QUALITY OF WORK: (Accuracy, Thoroughness Constructive Imagination And Systematic Work) Very Good 5. PROMPTNESS IN WORK: (Quickness In Putting Up Work To The Superiors) Extremely Fast 6. SKILL IN NOTING AND DRAFTING: (Objectivity, Understanding And Preparation Of Cases) (For Assistants Only) Very Good 7. Proficiency In Stenography And Typing (For PAs And Typists Only) Very Good 8. SMARTNESS (Self-Presentation, Appearance And Behaviour For Public Relation To Staff Receptionists) Very Impressive 9. Regularity And Punctuality (Attendance, Observance Of Time Schedule Etc.) Very Good 10. INTEGRITY (Honesty, Frankness, Directness And Intellectual Honesty) Very Good	11. Dependability And Trust Worthiness (With Respect To Judgement, Promptness And Accuracy Which Minimum Follow Up) Trust worthy 12. Power Of Expression (Written And Verbal Presentation Of Issue Unambiguous Terms) Very Good 12A. POWER OF EXPRESSION IN HINDI Very Good 13. Maintenance Of Registers, Diaries And Submission Of Paper Etc. (For Typist/ Assistants And PAs Only) Very Good 14. INITIATIVE: (Self-Starting & Resourcefulness) Self-starting 15. POTENTIAL FOR DEVELOPMENT Very High 16. General Remarks And Overall Assessment srgt 17. The Assessee Has Worked Under The Reporting Officer From 24/02/2021 To 01/02/2021
--	---

Signature Of The Reporting Officer) Name PARMANAND	Designation Manager Date 15/06/2021
--	--

PERFORMA - III
(To be filled in by the Reviewing Officer)

Reviewing Officer

1. Do You Agree With The Attributes Assessment Of The Reporting Officer ? awdwa 2. Your Views Regarding Overall Assessment Very Good	3. The Assessee Has Worked Under The Reporting Officer From From 24/02/2021 3. The Assessee Has Worked Under The Reporting Officer From To 31/12/2021
---	--

Signature Of The Reviewing Officer Name GAJENDRA SINGH RAWAT	Designation Assistant General Manager Date 15/06/2021
--	--

PERFORMA - IV

Accepting Officer

1. Overall Grading Very Good	2. Remarks Of The Accepting Authority df
---------------------------------	---

Signature Of The Accepting Officer Name MUKEESH DWIVEDI	Designation Deputy General Manager Date 15/06/2021
---	---

Employee Apar Status

Employee Status Rejected

Remarks *

Remarks

Date
15/06/2021

Supportive Document
Upload Document Upload

Appeal Cancel

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Figure 4-21 Represent

The employee will add the remarks and click on the button.

The success message shall be displayed as:



On clicking the represent request will be send to the Reporting officer of the accepting officer to take the official steps over that represent.

4.3. Probation Flow

As the employee completes it 10 months of probation, the Reporting Officer of that particular employee will be able to raise a request by adding the remarks for the employee in regards of their service in the probation period.

4.3.1. Navigation

Left Navigation: MSS>> Performance Management >> Probation CAT-III APAR >> Reporting Officer

4.3.2. Reporting Officer

Employee shall traverse the navigation as mentioned in Section 4.3.1. to reach the Reporting Officer Landing Page as shown in Figure 4-22

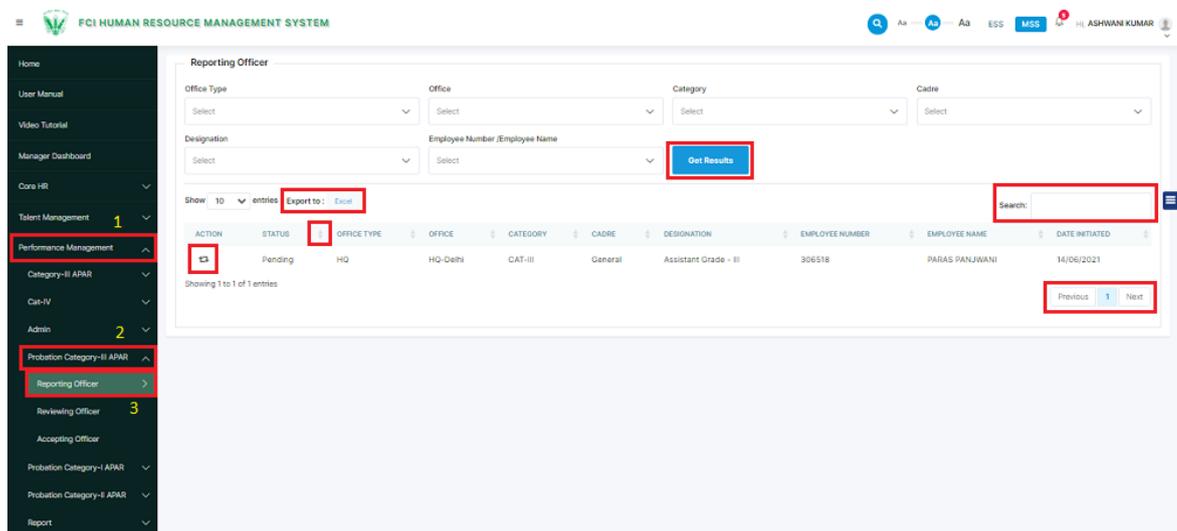


Figure 4-22 Reporting Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records.

The reporting officer will click on the  icon to initiate the request

4.3.3. Reporting Officer Remarks

On clicking the  icon reporting officer will add the remarks as shown in figure 4-232.

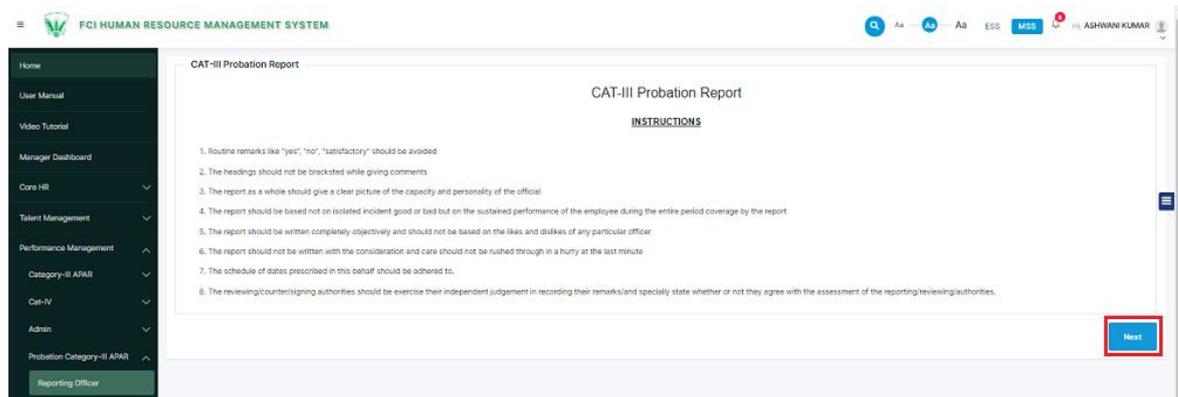


Figure 4-23 CAT-III Probation Report (Instruction Screen)

Employee will click on the  button and will land on the figure 4-24.

The reporting officer will add the remarks and click  on the button. On clicking the success message will be displayed on the Reporting Officer screen.

The success message will be displayed as:



4.3.4. Reviewing Officer

Employee shall traverse the navigation as **MSS>> Performance Management >> Probation CAT-III APAR >> Reviewing Officer** to reach the Reviewing Officer Landing Page as shown in Figure 4-25

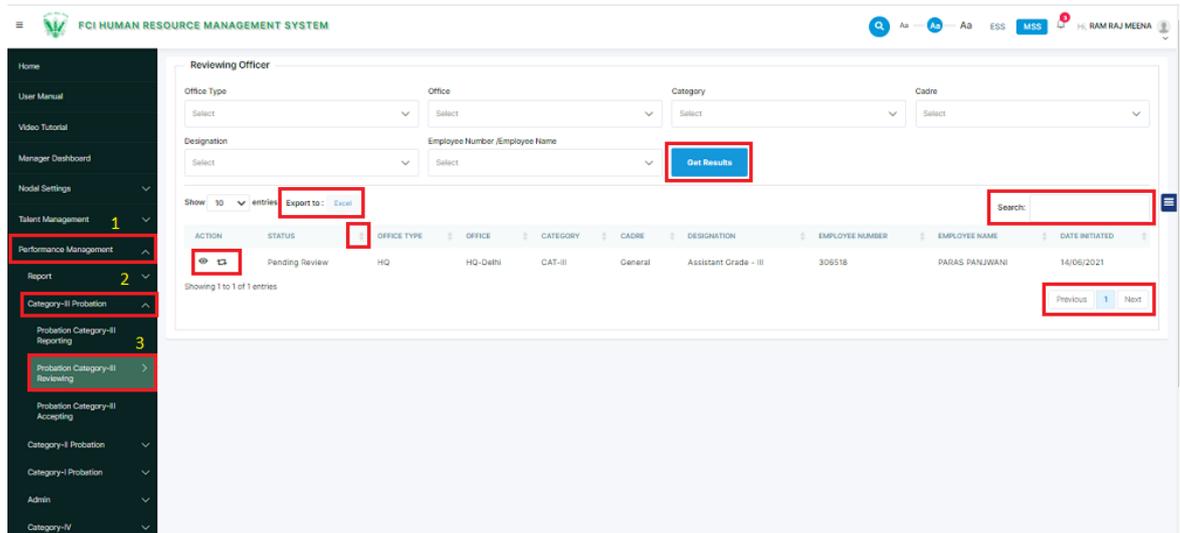


Figure 4-25 Reviewing Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records.

The reviewing officer will click on the  icon to review the request.

4.3.5. Reviewing Officer Remarks

On clicking the  icon reporting officer will add the remarks as shown in figure 4-26.

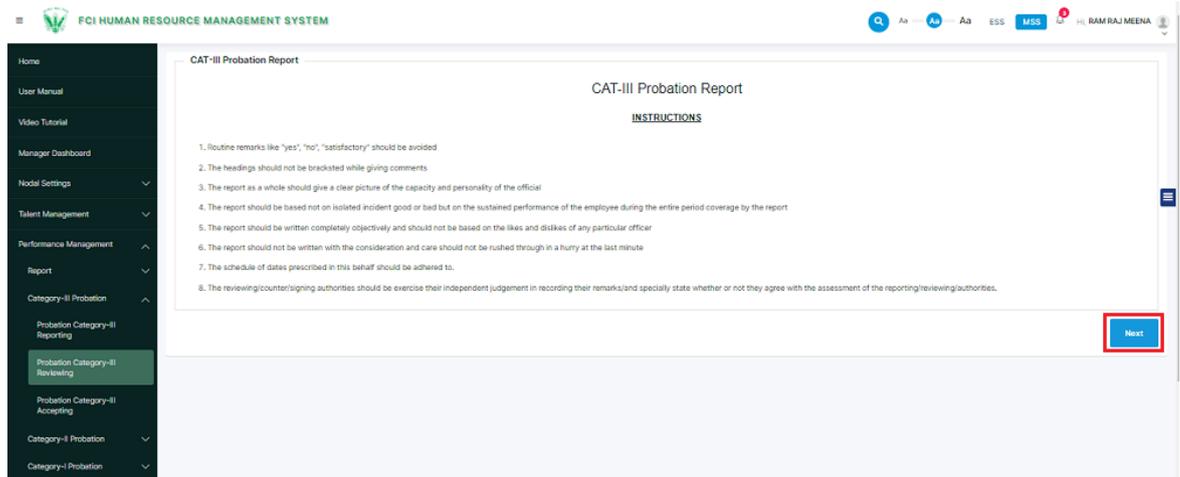


Figure 4-26 CAT-III Probation Report (Instruction Screen)

Employee will click on the [Next](#) button and will land on the figure 4-27.

Performance Management System User Manual Version 2.0



Figure 4-27 CAT-III Probation Report (Reporting Officer Remarks Screen)

Employee will click on the  button and will land on the figure 4-28.



Figure 4-28 CAT-III Probation Report (Reviewing Officer Remarks Screen)

The reviewing officer will add the remarks and click on the **Submit** button. On submitting the success message shall be displayed on the Reviewing officer screen.

The screen shall be displayed as:



4.3.6. Accepting Officer

Employee shall traverse the navigation as **MSS>> Performance Management >> Probation CAT-III APAR >> Accepting Officer** to reach the Accepting Officer Landing Page as shown in Figure 4-29.

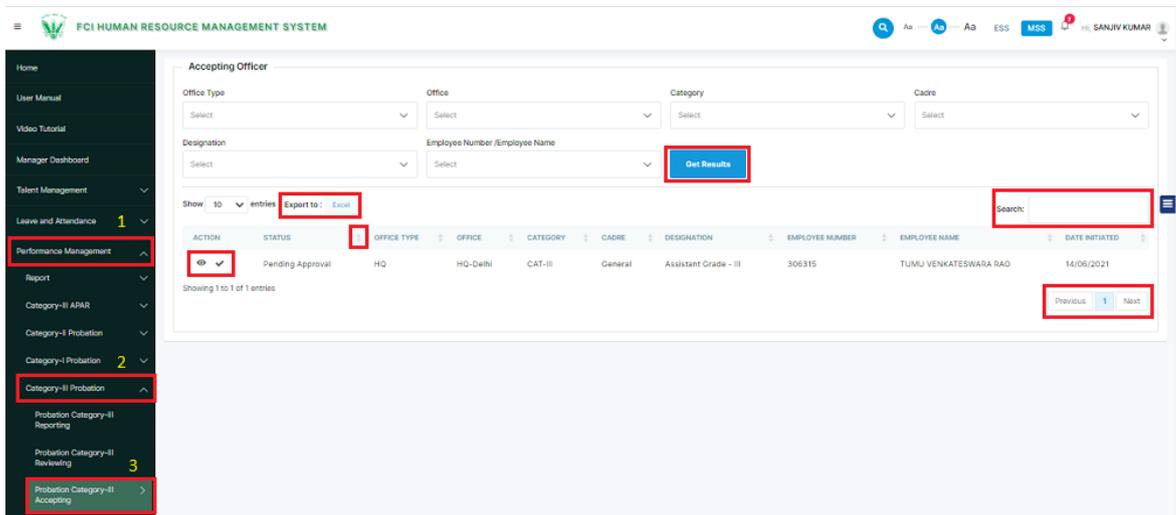


Figure 4-29 Reviewing Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.

- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records.

The reviewing officer will click on the icon to review the request.

4.3.7. Accepting Officer Remarks

On clicking the icon reporting officer will add the remarks as shown in figure 4-30.

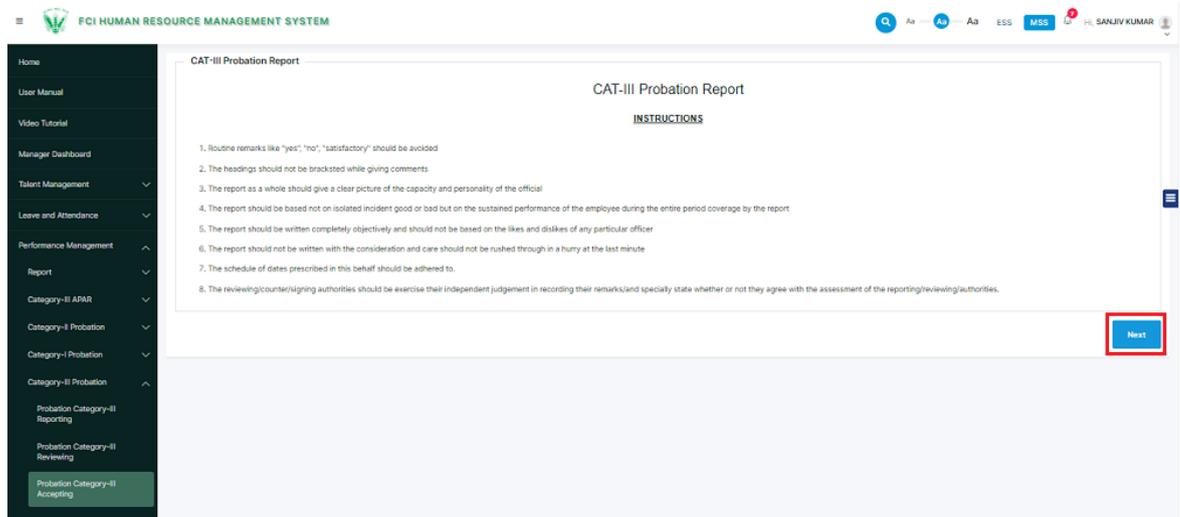
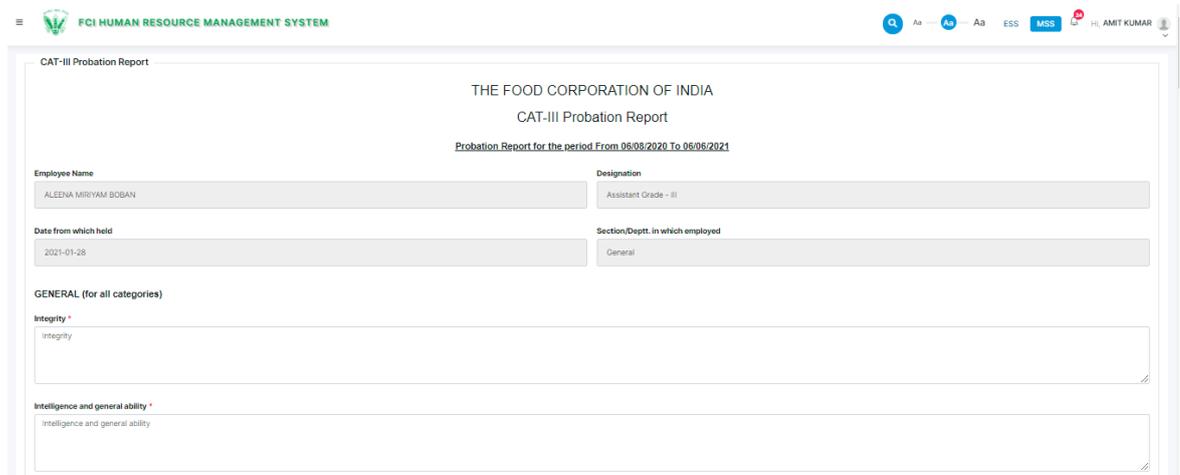


Figure 4-30 CAT-III Probation Report (Instruction Screen)

Employee will click on the button and will land on the figure 4-31.



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Initiative and resourcefulness *

Initiative and resourcefulness

Devotion to duty and industry *

Devotion to duty and industry

Promptness and accuracy in doing work *

Promptness and accuracy in doing work

Reliability *

Reliability

Punctuality *

Punctuality

Amenability to discipline *

Amenability to discipline

Temperament and relation with fellow employees *

Temperament and relation with fellow employees

For Assistants Etc.

Submission of cases in proper order (referencing and page numbering of notes etc.)

Submission of cases in proper order (referencing and page numbering of notes etc.)

Maintenance of reference books files papers etc. in tidy condition

Maintenance of reference books files papers etc. in tidy condition

Skill in noting and drafting

Skill in noting and drafting

Ability to handle intricate cases

Ability to handle intricate cases

For PAs & Stenographer

Speed and accuracy in shorthand and transcription

Speed and accuracy in shorthand and transcription

Speed and accuracy in typewriting

Speed and accuracy in typewriting

Trustworthiness in secret and confidential matters

Trustworthiness in secret and confidential matters

General usefulness to the officer

General usefulness to the officer

Initiative and tact in dealing with phone calls and visitors

Initiative and tact in dealing with phone calls and visitors

For Clerks/Typists

Speed and accuracy in work

Speed and accuracy in work

Maintenance of Registers, Diaries etc. in proper

Maintenance of Registers, Diaries etc. in proper

Submission of returns in time

Submission of returns in time

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For Receptionist

Does/he/she appear smart and show courtesy and good manners towards visitors?
Does/he/she appear smart and show courtesy and good manners towards visitors?

Is/he/she tactful in dealing with telephone calls and visitors?
Is/he/she tactful in dealing with telephone calls and visitors?

For Library Assistants

Trustworthiness in handling the books of the Corporation
Trustworthiness in handling the books of the Corporation

Keeping of book Etc. in tidy condition
Keeping of book Etc. in tidy condition

Specific (for all categories)

Knowledge of procedures and regulation
Knowledge of procedures and regulation

Aptitude for particulars type of work
Aptitude for particulars type of work

specialy good work done during the year
specialy good work done during the year

Correctional

Defects noticed if any
Defects noticed if any

Action taken by the reporting officer to guide
Action taken by the reporting officer to guide

Action taken by the reporting officer to guide
Action taken by the reporting officer to guide

Suitability for the present job
Suitability for the present job

Fitness for promotion to next higher grade.
Fitness for promotion to next higher grade.

Is he/she good material for development ? (i.e can he/she considered for accelerated promotion ?)
Is he/she good material for development ? (i.e can he/she considered for accelerated promotion ?)

General Remarks *

Signature of the reporting officer

Name
AMIT KUMAR

Designation
Assistant General Manager

Date
17/06/2021

[Back](#) [Submit](#)

Figure 4-31 CAT-III Probation Report (Reporting Officer Remarks Screen)

Employee will click on the [Next](#) button and will land on the figure 4-32.

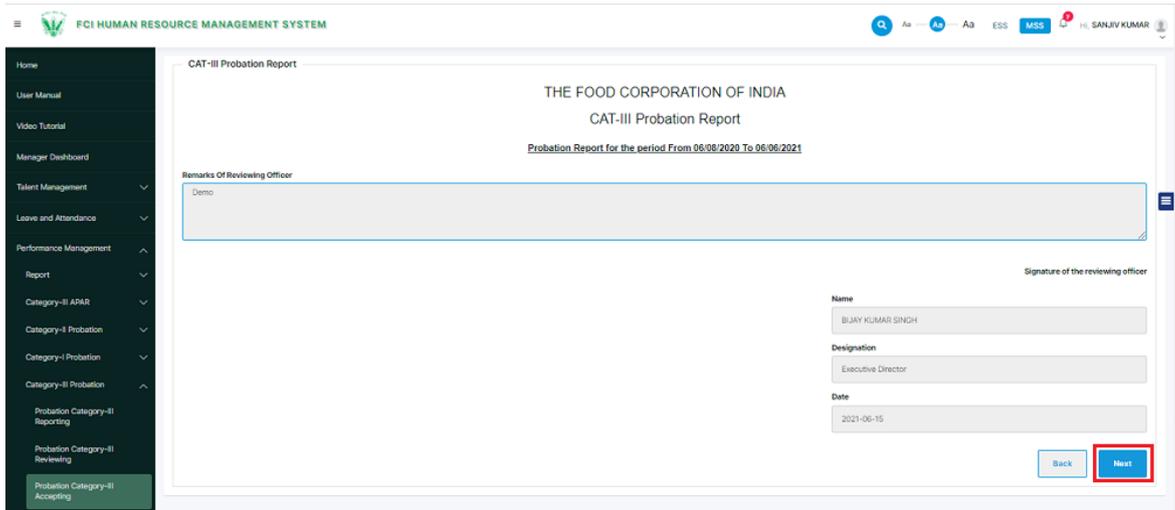


Figure 4-32 CAT-III Probation Report (Reviewing Officer Remarks Screen)

Employee will click on the **Next** button and will land on the figure 4-33.



Figure 4-33 CAT-III Probation Report (Accepting Officer Remarks Screen)

The accepting officer will add the remarks and click on the **Submit** button. On submitting the success message shall be displayed on the Accepting officer screen.

The screen shall be displayed as:



4.4. CAT-IV Special Report

In case of the Category-IV employees, as there is no yearly APAR but a special report can be generated by the Reporting officer of that particular employee in some significant cases like promotion.

4.4.1. Navigation

Left Navigation: MSS>> Performance Management >> Category-IV>>Category-IV Special Report

4.4.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.4.1. to reach the Reporting Officer Landing Page as shown in Figure 4-34.

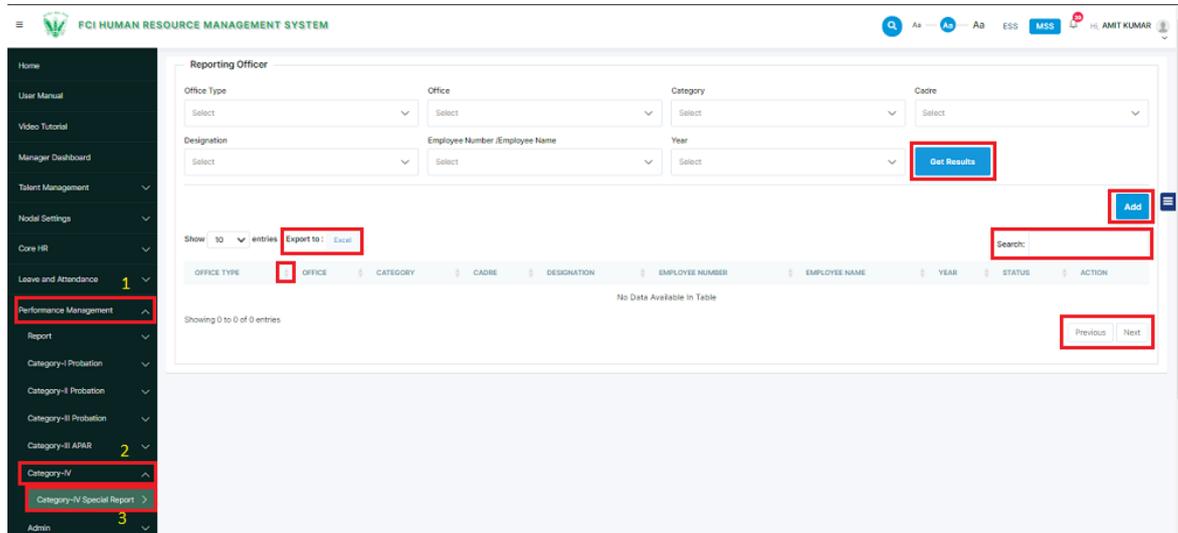


Figure 4-34 Reporting Officer

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **Sort** to sort the table records in ascending order or descending order of entries.
- Click on **Previous 1 2 Next** to navigate table records

Click on **Add** to generate the special report as shown in figure 4-35.

Figure 4-35 Special Report

Reporting officer will search for that Category-IV employee and add the relevant remarks and click on the **Submit** button.

On clicking the success message will be displayed as:



4.5. Employee Probation (Confirmation)

As soon as the accepting officer will submit the remarks for the probationary employee, that particular request will be transferred to the Manager (Personnel) of that particular office to raise that request for the approval and letter generation.

4.5.1. Navigation

Left Navigation: MSS>> Core HR >> Employee Probation >> Employee Probation

4.5.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.5.1. to reach the Reporting Officer Landing Page as shown in Figure 4-36.

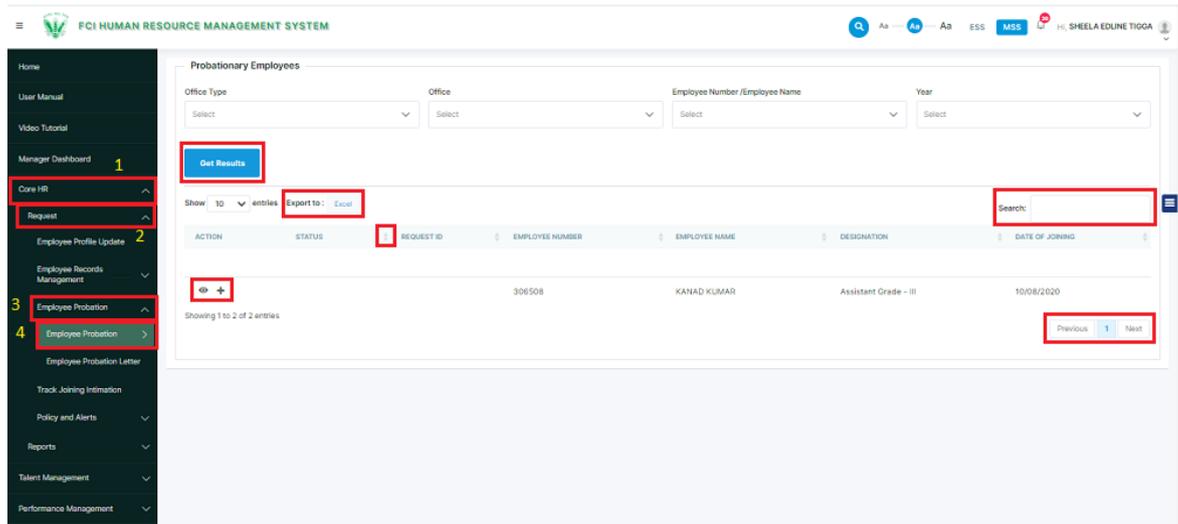


Figure 4-36 Probationary Employee

HRMS Employee shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records.

The manager personnel will click on the **+** icon to initiate the request

4.5.3. Request for probationary employee

On clicking the **+** icon, the request will be initiated as shown in figure 4-37.

Figure 4-37 Add Probationary Employee

On adding the remarks, the manager (personnel) shall add the remarks and click on the **Submit** button.

On clicking the submit button the success message shall be displayed as:



4.5.4. Dispatch Request for probationary employee-Landing

The submitted request will be listed in the Dispatcher’s landing screen as shown in figure 4.38

ACTION	STATUS	REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	DATE OF JOINING
	Pending Review	1	306508	KANAD KUMAR	Assistant Grade - III	10/08/2020

Figure 4-38 Probationary Employee Dispatcher Landing

Click on to land on dispatch the request as shown in figure 4.39

4.5.5. Dispatch Request for probationary employee

Figure 4-39 Probationary Employee Dispatch request

Dispatcher shall be able to perform the following activities from the dispatch screen.

- Click on **View Action History** to view the action.
- **Add Reviewer** link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer].**
- Click on **Dispatch** to review the request and a success message will be displayed.

The success message will be displayed as:



4.5.6. Review Request for probationary employee-Landing

The submitted request will be listed in the Reviewer’s landing screen as shown in figure 4.40.

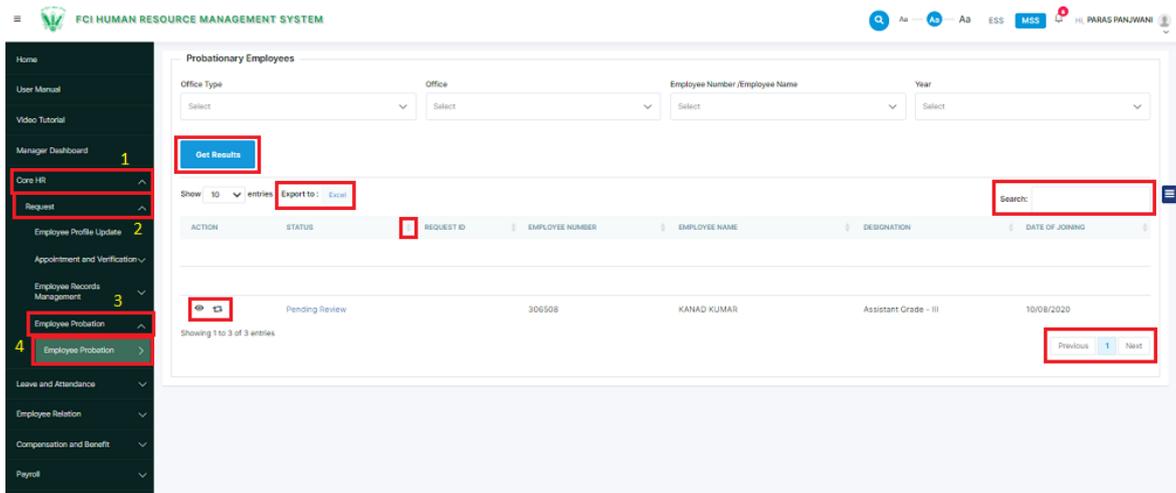


Figure 4-40 Probationary Employee Reviewer Landing

Click on to land on dispatch the request as shown in figure 4.41

4.5.7. Review Request for probationary employee

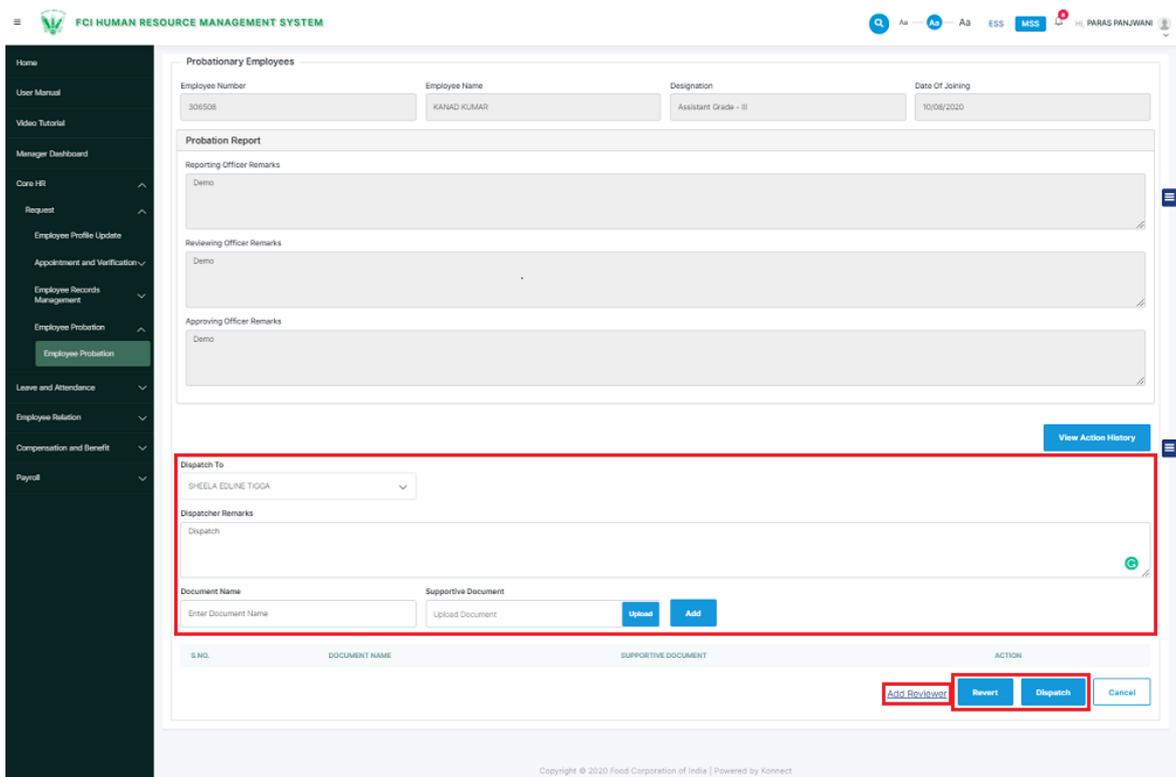


Figure 4-41 Probationary Employee Review request.

Reviewer shall be able to perform the following activities from the Review Page.

- Click on to view the action taken on the request.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- [Selective Revert](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.2 for Selective Revert]**

- Click on  to review the request.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

The success message will be displayed as:



4.5.8. Approve Request for probationary employee-Landing

The submitted request will be listed in the Approver's landing screen as shown in figure 4.42.

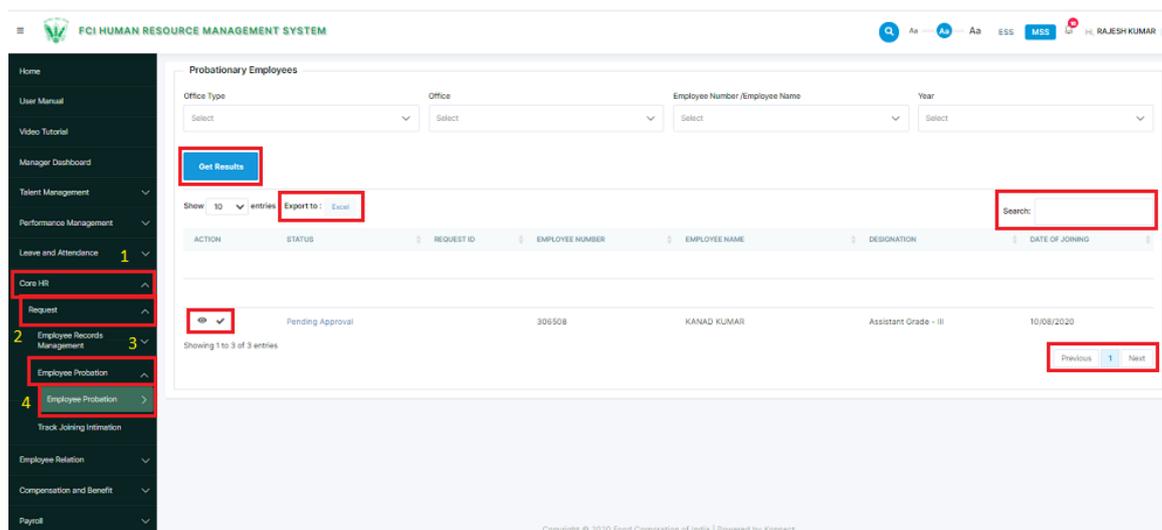


Figure 4-42 Probationary Employee Approver Landing

Click on  to land on dispatch the request as shown in figure 4.43

4.5.9. Approve Request for probationary employee

Figure 4-43 Probationary Employee Approve request.

Approver shall be able to perform the following activities from the Approval Page.

- Click on  to view the action taken on the request.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- [Selective Revert](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.2 for Selective Revert]**
- Click on  to approve the request.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success message will be displayed as:

Success! Request has been approved successfully.

NOTE: File shall be forwarded to the concerned Reviewing / Competent Authority as per the delegation of power defined in DOP master. DOP master is the dynamic process to configure the file movement.

4.5.10. Employee Probation Letter Landing

On the approving of the request, the request shall be displayed to the manager (Personnel) for the generation of the letter as shown in the figure 4-44.

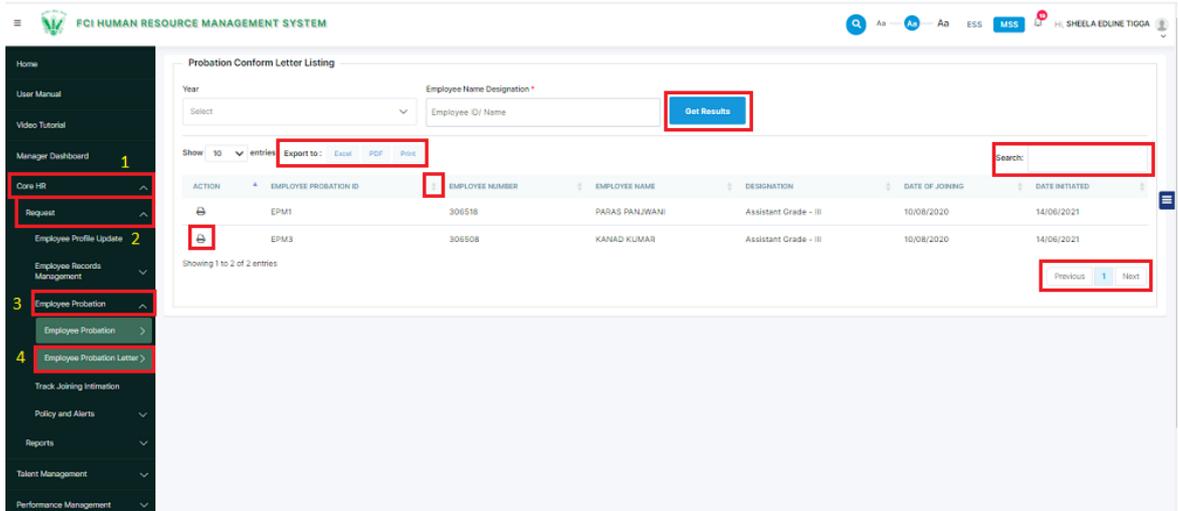


Figure 4-44 Probation Employee Letter Listing

On clicking the  icon, manager shall be able to generate the letter

4.5.11. Employee Probation Letter Generation

On clicking  manager will land on the letter screen as shown in figure 4-45.

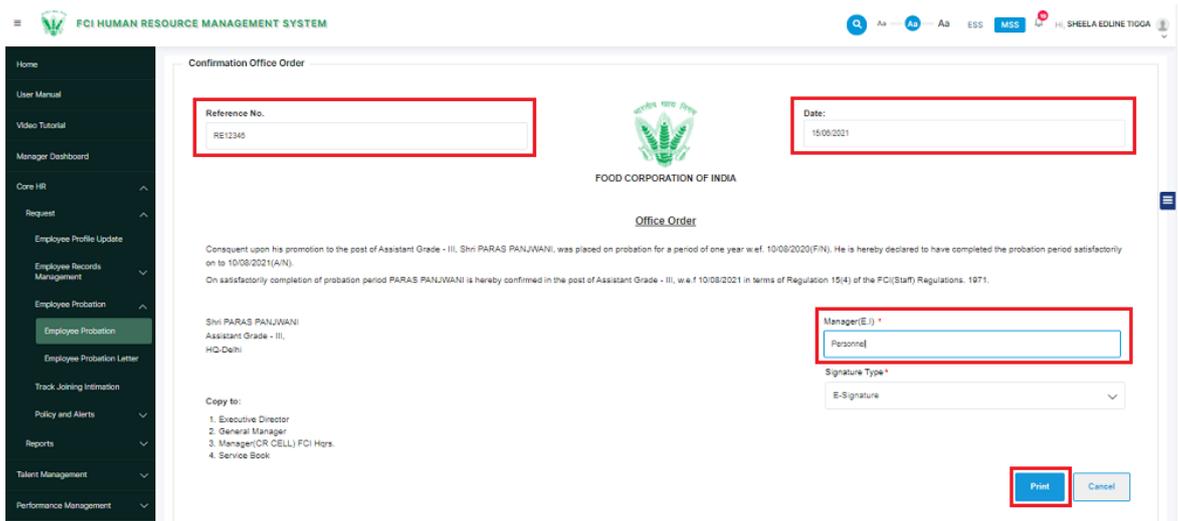


Figure 4-45 Generate Office Order

On filling the relevant information, the manager shall click on the  button. On clicking the manager will be redirected to the Aadhaar screen as shown in the figure 4-46.



You are currently using C-DAC eSign Service and have been redirected from

Figure 4-46 Aadhaar Information

Manager shall update the required fields and click on the “Submit” button.

On clicking the success message shall be displayed as:



4.6. Define Probation Workflow

In case any of the probationary employees have wrong reporting, reviewing or accepting officer allocated there in the workflow, the correct one can be added or updated using this process.

4.6.1. Navigation

Left Navigation: MSS>>Nodal Settings>>Processes>>Probation Period Workflow

4.6.2. Landing Page

Employee shall traverse the navigation as mentioned in Section 4.6.1. to reach the Nodal Officer Landing Page as shown in Figure 4-47.

ACTION	OFFICE TYPE	OFFICE	EMPLOYEE NUMBER	EMPLOYEE NAME	DATE OF JOINING
	DO	DO GURDASPUR	306034	REKHA RANI	27/08/2021
	DO	DO RAICHUR	306001	G MADHUKUMAR	27/08/2021
	DO	DO COIMBATORE	305986	ANILA K DANIEL	27/08/2021
	DO	DO FAIZABAD	106073	RAJNISH KUMAR	01/09/2021
	DO	DO MIDNAPORE	306376	ANI SMITHA KINDO	01/09/2021
	HQ	HQ-Delhi	124556	JYOTSNA BARUA	14/09/2021
	RO	RO GUWAHATI	155654	VIJAY KUMAR	07/09/2021
	RO	RO SHIMLA	306297	POOJA GUPTA	14/09/2021
	RO	RO DELHI	144783	RAHUL VERMA	14/09/2021

Figure 4-47 Probation Workflow

HRMS Employee shall be able to perform the following activities from the landing page:



- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records

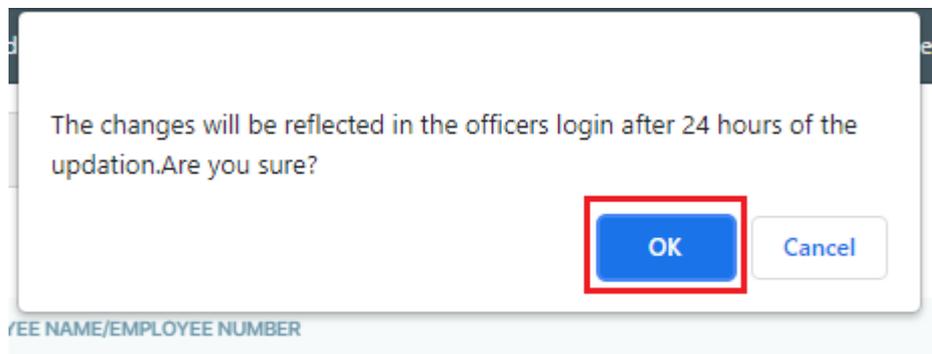
Click on **Add** to initiate the request as shown in figure 4-48.

The screenshot displays the 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM' interface. The main content area is titled 'Define Workflow For Probation/APAR Period'. It contains several input fields for 'Office Type', 'Office', 'Employee Number /Employee Name', 'Category', 'Designation', 'Division', 'Section', and 'Joining Date'. Below these fields is a 'Reporting Officer' section with an 'Employee Name' field and a table showing a list of reporting officers. The table has columns for 'ACTION', 'EMPLOYEE NAME/EMPLOYEE NUMBER', 'FROM DATE', 'TO DATE', and 'VIEW'. One entry is visible for 'PARDEEP SINGROHA' with employee number '276540', from date '27/02/2021', and to date '01/08/2021'. There is an 'Add' button next to the 'To Date' field in the 'Reporting Officer' section.

Figure 4-48 Define Probation Workflow

Nodal officer will update or add the reporting, reviewing or accepting officer and click on the **Submit** button.

On submitting the request alert message will be displayed as a pop-up will the important message that “The changes will be reflected in the officer’s login after 24 hours of the updation.”



No data available in table

Figure 4-49 Alert Message

On clicking the success message will be displayed as:



5. Common Functionalities

5.1.1. Add Reviewer

Add reviewer is the functionality by which the competent authority can add an officer in case of additional recommendations or remarks while processing the requests initiated, either by an employee or on administrative grounds. The benefit of this functionality is

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that within a fixed delegation of power FCI users of personnel division account division and vigilance division Leave can assign a request for clarifications to the needful authority.

To add an additional reviewer click on [Add Reviewer](#) link as shown below

The screenshot shows the 'Leave Approval Request' interface. On the left is a navigation menu with options like Home, User Manual, Video Tutorial, Manager Dashboard, Compensation and Benefit, Payroll, Leave and Attendance, Request, Leave Encashment Approval, and Employee Relation. The main content area displays the leave request details, including Leave ID (LA2867), Leave Type (HPL/Medical Leave), From Date (08/02/2021), To Date (12/02/2021), and Session (Full Day). There is a 'View Action History' button and an 'Add Reviewer' button highlighted with a red box. Below the details is a section for 'Approver Remarks' and 'Supportive Document' with an 'Upload' button. At the bottom right, there are buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'.

Figure 5-50: Initiate Add Reviewer

As the user clicks on Add Reviewer link as shown in Figure 5-47, then the user will navigate to the add reviewer detail page as shown in Figure 5-48

The screenshot shows the 'Add Reviewer' page. It features a table with columns: S.NO., DATE OF ACTION, VERSION, STATUS, EMPLOYEE NAME, DESIGNATION, DIVISION, AUTHORITY, and REMARKS. The table contains five entries. Below the table, there is a form to add a new reviewer with fields for OFFICE TYPE (HQ), OFFICE (HQ-DWR), EMPLOYEE LIST (NAVNEET SANDHU - 275851), DIVISION (Personnel), SECTION (RPI), DESIGNATION (Assistant General Manager), and REASON (Demo). The 'Add' button is highlighted with a red box.

S.NO.	DATE OF ACTION	VERSION	STATUS	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS
1	03/03/2021 10:00:49 AM	1	Initiated	SHANTA XESS	Manager	Sales	Initiator	Request initiated
2	03/03/2021 11:23:58 AM	1	Reviewed	ARUN KUMAR	Assistant General Manager	Legal	Reviewer	may be approved
3	04/03/2021 11:20:44 AM	1	Dispatched	KAPIL KAUSHIK	Assistant Grade - III	Other	Reviewer	Submitted Medical Leave for approval please.
4	05/03/2021 1:41:22 PM	1	Reviewed	NEELAM KUMARI	Manager	Personnel	Reviewer	The employee after availing MCL w.e.f. 08.02.2021 to 12.02.2021(05 days) has resumed her duties on 15.02.2020(F/N). Joining Report and Medical & Fitness Certificate uploaded. For approval please
5		1	Pending Approval	ARUN KUMAR, AMITABH KUMAR	Assistant General Manager	Personnel	Approver	N/A

Figure 5-51: Add Reviewer

Enter the details of the concerned authority for clarification/recommendations and click



on button to add the concerned authority as an additional reviewer. On addition the competent authority for the application will receive a success message as shown in Figure 5-49

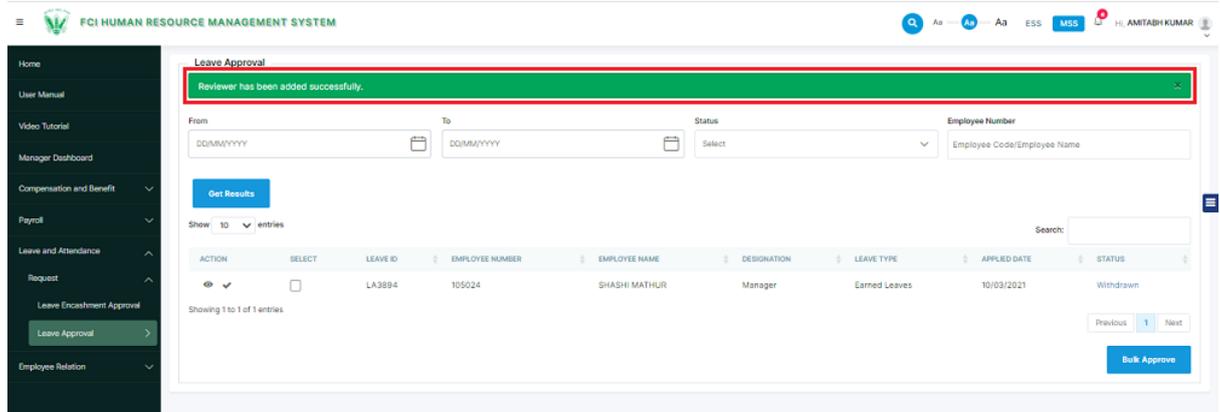


Figure 5-52: Reviewer Added Successfully

The success message will be displayed as:



The concerned authority who has been added as an additional reviewer will receive the access and permissions of a reviewing authority for that particular request. Hence the additional reviewer will be able to either review or revert the request, such that on desired action the authority who added the additional reviewer will receive the decision along with recommendations which will get recorded in the action history for further perusal.

5.1.2. Selective Revert

Selective revert is the functionality by which competent authority can send back (Revert) the request to a specific authority who has already taken an action and is a part of the application review and approval process as per DoP. However, any authority who have been added as an additional reviewer will not able to perform this action. To revert the application to a previous authority click on select click on the Selective Revert link as shown below.

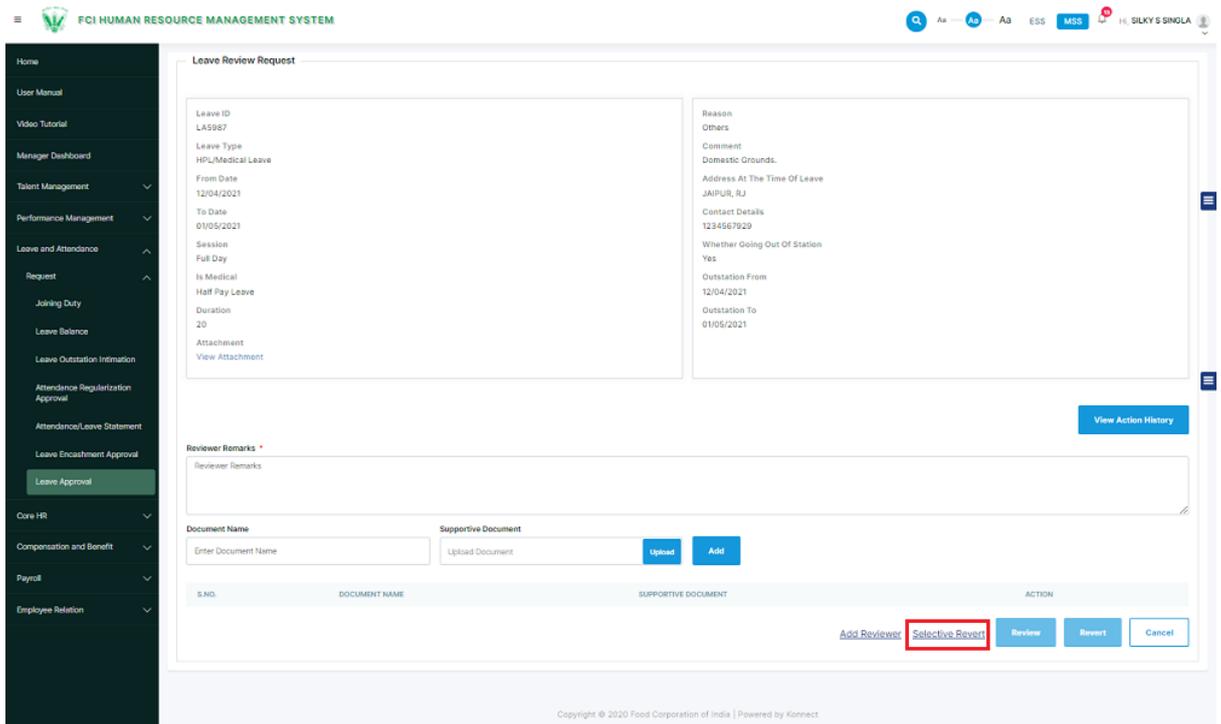


Figure 5-53: Initiate Selective Revert

The reviewing or approving authority will select the concerned user to whom the request is to be reverted as shown in Figure 5-51 and provide the remarks to justify the selective

revert and click on  button.

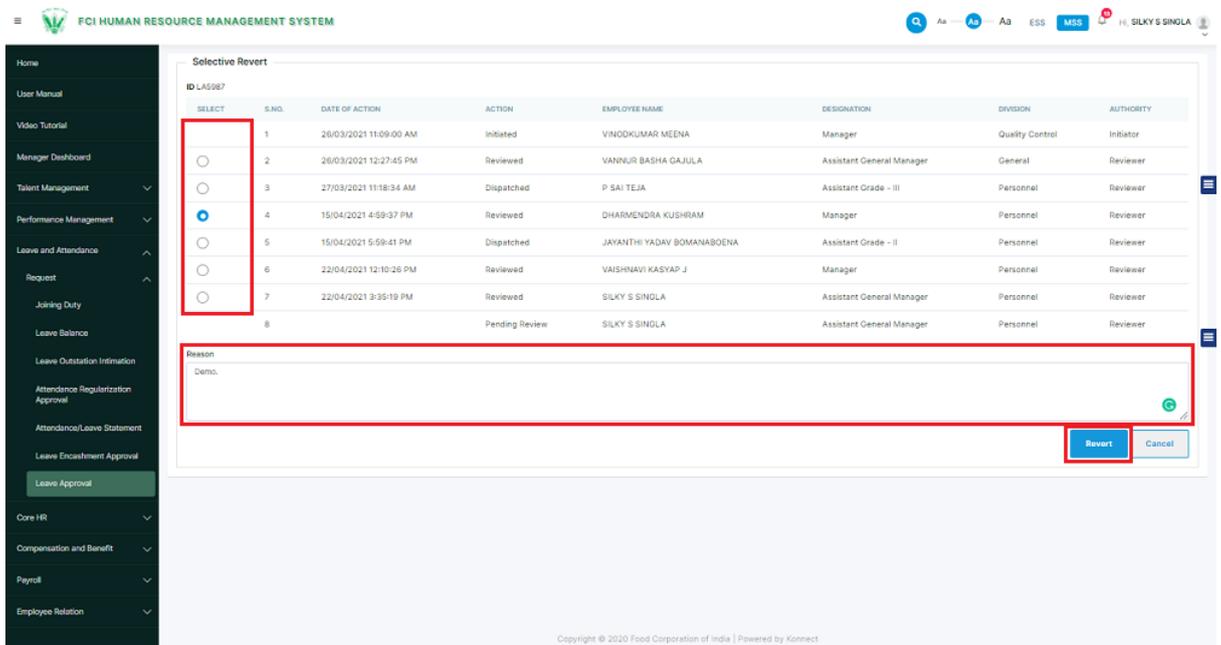


Figure 5-54: Selective Revert

On Click of revert the reviewing or approving authority will navigate to the landing page along with a success message as shown in Figure 4-52. Hence the application will be

pending for review with the selected authority for further perusal which will also reflect in action history.

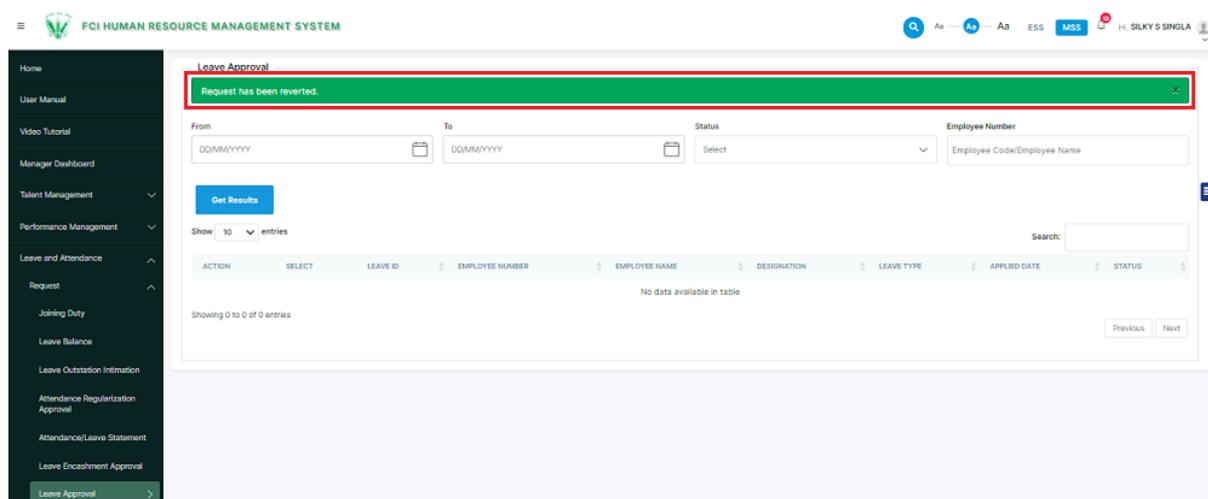


Figure 5-55: Selective Revert Successful

The success message will be displayed as:



6. Troubleshooting and Support

6.1. Error Messages

In reference to standard error messages that may appear in the application with respect to user and internet settings, the following status codes may reflect:

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 OK	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested
9	301 Moved Permanently	The requested page has moved to a new url.



10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.
13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.
20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
21	500 Internal Server Error	The request was not completed. The server met an unexpected condition.
22	501 Not Implemented	The request was not completed. The server did not support the functionality required.
23	502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
24	503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
25	504 Gateway Timeout	The gateway has timed out.
26	505 HTTP Version Not Supported	The server does not support the "http protocol" version.

Table 6.1: HTTP Status Error Codes

6.2. Frequently Asked Question

This section shall address some of the frequently asked questions which may arise in the HRMS application under different circumstances as mentioned in Table 5-2

S.No	Circumstance	Next Step
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1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in



9	Unable to open HRMS application in web browser	<p>Please note that the HRMS application is compatible with the following browsers only:</p> <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
10	Unable to install the HRMS mobile application in Android/iOS mobile	<p>Please note that the HRMS application is compatible with the following mobile OS versions:</p> <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above • IOS 12 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	<p>The issue that the intended information is not available for data entry might be because:</p> <ul style="list-style-type: none"> • Permission or Role not assigned for the employee. • Information has not been migrated into the HRMS application • Information has been modified after scheduled maintenance of HRMS application <p>Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
12	Information visibility as per organization hierarchy	<p>Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.</p> <p>Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
13	I am unable to generate an eSign or apply digital signature as a competent authority	<p>Please send an email along with the employee number, employee name and office to hrmssupport.fci@gov.in as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.</p>



14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to “Default”. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the “Attendance Regularization” feature via which attendance can be modified to “Present Status” based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
16	The leave details in the HRMS application is incorrect	There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the “Leave Updation” process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in
19	I have setup a new DOP, but it is not reflecting in the system.	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
20	I have lost/damaged my mobile or PC.	In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to hrmssupport.fci@gov.in , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 6.2: Troubleshooting and Next Steps

- Issues identified and formally received shall be addressed swiftly as per the support matrix.
- Corrections and improvements to the HRMS application shall be disbursed based on application updates which shall be performed during system maintenance, to ensure employees can work during the operating hours.



- HRMS mobile application shall receive regular updates only in the event of any reported issues which have been fixed.

7. 6 Helpdesk

Please contact us on: support-hrms@kelltontech.com for more information/help.