

PERFORMANCE APPRAISAL REPORT **DIGIGOV**

DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION



राज-काज

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1. Introduction

The objective of Annual Performance Appraisal Module of DigiGOV (Integrated Raj e-Office) application is to automate the appraisal process for employees belonging to the State Government Departments/Organizations/PSUs.

2. User Roles

Based on the below mentioned user roles and access rights, various actions related to Performance Appraisal will be performed. A description of various roles is as follows:

Sl.	Term	Meaning
1.	Reportee	Employee whose performance will be assessed through his Performance Appraisal Report (PAR/ACR).
2.	Reporting Officer	Immediate superior authority of the employee, who is at first level to Assess the performance of the employee.
3.	Reviewing Authority	Next higher authority of the Reporting Officer, who is at second level to Assess the performance of the employee.
		A Reporting Officer and Reviewing Authority can be the same officer.
4.	Accepting Authority	Next higher authority of the Reviewing Authority, who is at third level to assess the performance of the employee and who accepts the PAR.
		A Reviewing Authority and Accepting Authority can be the same officer.
5.	District Collector / Divisional Commissioner	In case of District Level Officers, the concerned District Collector/Divisional Commissioner provides his remarks after the Reporting Officer has drawn the PAR.
6.	Mark To	Dealing official (Establishment Section/ACR Cell) responsible for maintaining the employee's PAR.
7.	PAR Group	PAR group comprising of employees of ACR Cell formed as per the workflow requirement for processing PAR forms and maintaining the filled PARs.

Pre-requisites

Before an employee can start filling his Annual Performance Appraisal Report (APAR / PAR/ACR), his PAR Hierarchy should be configured and PAR should be initiated.

If the PAR hierarchy of an employee is not configured, then employee may either create PAR Hierarchy by himself (permissible only for employees of selected Departments/Services, e.g. RAS officers) or contact the concerned Establishment Section for configuration of hierarchy and initiation of PAR.

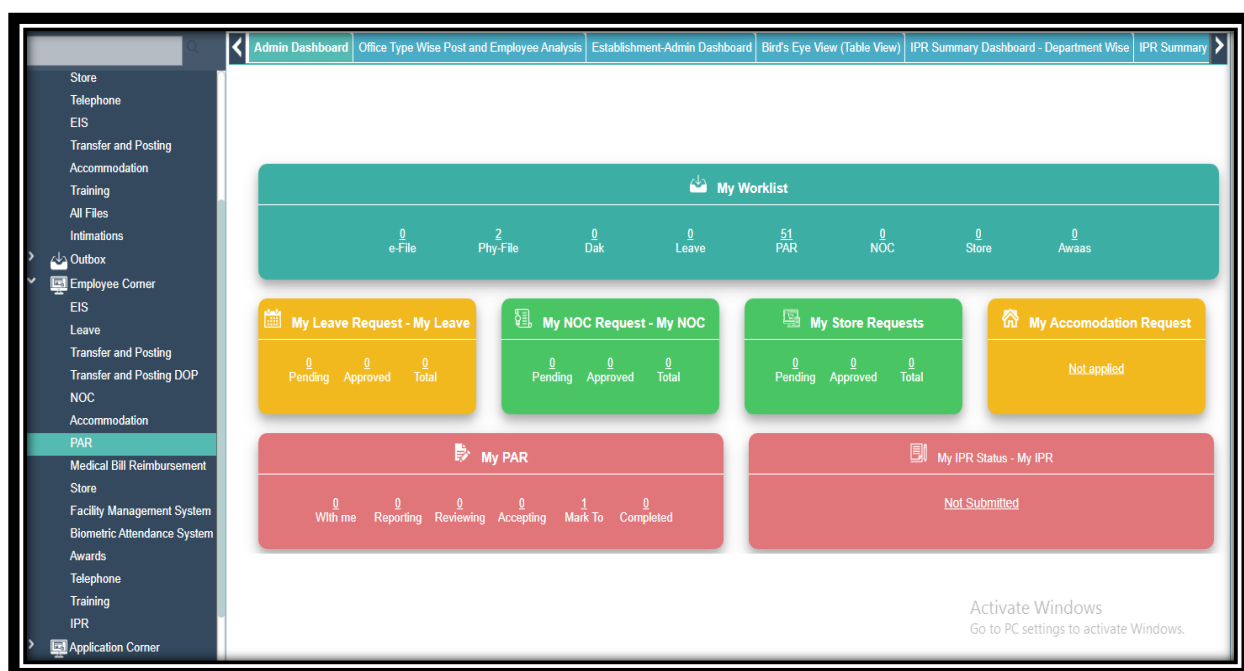
3. Accessing DigiGOV

Using the credentials (SSO Username & Password) user is required to login to SSO portal <https://sso.rajasthan.gov.in/signin>, the „DigiGOV” icon will appear as under:



4. Features and Functionality for Reportee / Employee

On clicking RajKaj, Reportee reaches the Home page as under. Click on the Employee Corner > PAR as shown below:



Path:: **RajKaj->Employee Corner->PAR (PAR/ACR)**

Store

Telephone

EIS

Transfer and Posting

Accommodation

Training

All Files

Intimations

> Outbox

Employee Corner

EIS

Leave

Transfer and Posting

Transfer and Posting DOP

NOC

Accommodation

PAR

Medical Bill Reimbursement

Store

Facility Management System

Biometric Attendance System

Awards

Telephone

Training

IPR

> Application Corner

Track PAR

Performance Appraisal Report (PAR/ACR)

Manage Performance Appraisal Hierarchy - Self

Name

Sh. GHANSHYAM SONI (Section Officer, A-1/ACR Cell)

PAR Status

Please Select

Financial Year

2020-2021

Start Date

01-Apr-2020

End Date

31-Mar-2021

Search

Reset

Name	Current Designation	Posted Department	Status	Financial Year	Start Date	End Date	Employee Id	View Details
Sh. GHANSHYAM SONI	Section Officer		Hierarchy not Confirmed	2020-2021	01 Apr 2020	30 Jun 2020	RJJ1995190072	View

Create New Hierarchy

Update Hierarchy

Activate Windows
Go to PC settings to activate Windows.

Following functions need to be performed in order to fill the PAR form:

- **Step 1: Manage Appraisal Hierarchy - Self:** Configure the PAR Period and Appraisal Hierarchy as per the prescribed channel for drawing and submission of Annual Performance Appraisal Report issued by the Appointing Department of the Reportee.
- Step 2:** After Hierarchy configuration PAR send to Establishment for hierarchy confirmation after confirmation PAR Initiated and reaches the worklist of the Reportee

Configure Appraisal Hierarchy

The Appraisal Hierarchy represents the flow of the PAR form and comprises of „Reporting Officer“, „Reviewing Authority“, „Accepting Authority“ and „Mark To Authorities“.

The Appraisal Hierarchy can be configured by the Establishment Section or by employee through the Manage Appraisal Hierarchy page.

For Establishment Section	For Reportee
Path to Configure the Appraisal Hierarchy	Path to Configure the Appraisal Hierarchy
Path:: RajKaj-> Application Corner-> PAR-> Manage Appraisal Hierarchy	Path:: RajKaj-> Employee Corner->PAR-> Performance Appraisal Report(PAR/ACR)

The “Manage Appraisal Hierarchy” screen will be displayed where the status of PAR of the Reportee/s can be seen and create/update/delete hierarchy. The Establishment user / Reportee can set the Appraisal Hierarchy, update the hierarchy and view the status of past PARs (PARs which have been processed through DigiGOV) of the Reportee through this page.

Create New Hierarchy

1. By default, PAR details of the current Financial Year will be visible in the lower section of the page. Select one of the displayed records and click on “Create New Hierarchy”.
2. User can also view status of his PAR/s of a Financial Year from the upper section of the Manage Appraisal Hierarchy – Self page. Select “Financial Year” and click on Search. Status of all PARs of the selected Financial Year will be displayed.

If the Reportee is creating his hierarchy for for self – Rajkaj→Employee Corner→ PAR→Manage Performance Appraisal Hierarchy - Self

Manage Performance Appraisal Hierarchy - Self

Name: Sh. GHANSHYAM SONI (Section Officer, A-1/ACR Cell)

PAR Status: Please Select

Financial Year: 2020-2021

Start Date: 01-Apr-2020

End Date: 31-Mar-2021

[Search](#) [Reset](#)

Name	Current Designation	Posted Department	Status	Financial Year	Start Date	End Date	Employee Id	View Details
Sh. GHANSHYAM SONI	Section Officer		Hierarchy not Confirmed	2020-2021	01 Apr 2020	30 Jun 2020	RJJP1995190072	View

[Create New Hierarchy](#) [Update Hierarchy](#)

1. Select the record and click on Create New Hierarchy.
2. Provide Start Date and End Date of the Appraisal Period. This period should be greater than or equal to 90 days and should be within the appraisal period.
3. Tick mark against “Is District/Divisional level appraisal applicable?”, if applicable.
4. By default, the current Department and Designation of the employee will be displayed in the Reportee Details. The employee can change his department and designation according to the Appraisal period.
5. Select the respective authorities, i.e., Reporting, Reviewing, Accepting Authorities (Divisional Commissioner/District Collector, if applicable) as per the prescribed channel for drawing and submission of Annual Performance Appraisal Report issued by your Department, from time to time.

For Mark to Group, click on the group icon to select the applicable Mark to group. After clicking on group button of Mark to Group field:

Configure Appraisal Hierarchy

All fields marked with * are mandatory.

Reportee Details

Name	Sh Akhil Arora	Employee Id	RJUD190337012115
Designation	Principal Secretary To Government	Department	Information Technology and Communication Department
Service Type	All India Services	Cadre	Indian Administrative Service
Date Of Birth	04 Feb 1968	Is Gazetted	Yes
Father's Name *	zsMDnsldkn	Home District *	Please Select
Home State *	Rajasthan		

Note: Kindly verify whether above details are correct. If not please contact Establishment

Start Date * 01-Apr-2020 End Date *

Assessment Duration (In Days)

Appraisal Hierarchy

Is District/Divisional level appraisal applicable? ☐

Reportee Details

Sr.No.	Employee Name	Department	Designation	Employee Id
1	Akhil Arora	Information Technology and Communication Department Search	Principal Secretary To Governm	RJUD190337012115

Reporting Authority * Type 4 or more characters for sugges

Reviewing Authority * Type 4 or more characters for sugges

Accepting Authority * Type 4 or more characters for sugges

MarkTo Authority * Map Group

[Configure Appraisal Hierarchy](#) [Close](#)

Is Authority Designation during Appraisal period(Current Designation)? ☒ Yes ☐ No

Is Authority Designation during Appraisal period(Current Designation)? ☒ Yes ☐ No

Is Authority Designation during Appraisal period(Current Designation)? ☒ Yes ☐ No

Click on
Group
icon to select

Select on search
button
to search
Reporting/Reviewing

Select relevant
options to select
the the-then

Map Group

Search Group

Group Name

[Search](#) [Reset](#)

Select	Group Name	Department
<input type="radio"/>	DOP_PAR_Cell	Department of Personnel

[Select](#)

Screen for configuration of Appraisal Hierarchy will be opened as Above.

1. Provide Start Date and End Date of the Appraisal Period. This period should be greater than or equal to 90 days and should be within the appraisal period.
2. Tick mark against “Is District/Divisional level appraisal applicable?”, if applicable.
3. By default, the current Department and Designation of the employee will be displayed in the Reportee Details. The employee can change his department and designation according to the Appraisal period.
4. Select the respective authorities, i.e., Reporting, Reviewing, Accepting Authorities (Divisional Commissioner/District Collector, if applicable) as per the prescribed channel for drawing and submission of Annual Performance Appraisal Report issued by your Department, from time to time.
5. For Mark to Group, click on the group icon to select the applicable Mark to group. After clicking on group button of Mark to Group field:

Configure Appraisal Hierarchy

All fields marked with * are mandatory.

Reportee Details

Name	Sr. PREM SINGH VERMA	Employee Id	RJJP19021000633
Designation	Section Officer	Department	Department of Personnel
Service Type	State Services	Cadre	Rajasthan Secretariat Service
Date Of Birth	08 Apr 1983	Is Gazetted	No
Father's Name	Ghan Singh Verma	Home District	Banswara
Home State	Rajasthan		

Note: Kindly verify whether above details are correct. If not please contact Establishment

Start Date * 01-Apr-2018 End Date *

Assessment Duration (in Days)

Appraisal Hierarchy

Is District/Divisional level appraisal applicable? ☐

Reportee Details

Sr.No.	Employee Name	Department	Designation	Employee Id
1	PREM SINGH VERMA	Department of Personnel	Section Officer	RJJP19021000633

Reporting Authority * Ardhana Sharma (CLERK GRADE-10) Yes No

Reviewing Authority * Buneel Chhabra (Additional Director) Yes No

Accepting Authority * Bhaskar Atmaram Savant (Secretary) Yes No

Mark To Authority * [Group](#) [Search](#)

Click on group icon to search the Mark to Group

The- Then Designation of the Authorities (At the time of PAR duration)

Click on Search icon to Search the Reporting/Reviewing/Accepting Authority

6. Search Screen for searching and mapping the respective authority will be displayed as under: After all the Authorities have been searched and mapped, click on Configure Appraisal Hierarchy. Once Appraisal Hierarchy has been configured, user will initiate the PAR from the same screen. He can initiate PAR later also.

Map Group

Search Group

Group Name

Select	Group Name	Department
<input type="radio"/>	DOP PAR Cell	Department of Personnel

Update Appraisal Hierarchy

1. Employee will be able to update his Appraisal Hierarchy from the Manage Performance Appraisal Hierarchy – Self screen. Appraisal Hierarchy can be updated by the employee only for those PARs, where status is “PAR Not Initiated”.

Search Employee for Performance Appraisal Report

Appointing Department * Department of Personnel
Service Type Please Select
Designation Type 3 or more characters for :
PAR Status PAR Not Initiated
Start Date 01-Apr-2017
Employee Id

Posted Department * Department of Personnel
Cadre
Name
Financial Year 2017-2018
End Date 31-Mar-2018

Search Reset

<input checked="" type="checkbox"/>	Name	Current Designation	Department	Status	Start Date	End Date	Employee Id	View
<input checked="" type="checkbox"/>	Sh. MOHAN SINGH NAHAR	Deputy Director	Department of Personnel	PAR Not Initiated	01 Apr 2017	30 Jun 2017	RJAL201502027283	View

Create New Hierarchy Update Hierarchy Initiate PAR Reject Initiate Manual PAR Confirm Hierarchy & Initiate PAR

2. Select the PAR Status as “PAR Not Initiated” and select the “Financial Year” and click on “Search”. The record will be displayed in the lower section of the page. Select the record and click on “Update Hierarchy”.
3. The “Configure Appraisal Hierarchy” Screen will be displayed. The user can then update the PAR period and hierarchy and click on Update to save the hierarchy. User can update the hierarchy as many times till the PAR is initiated.

Initiate PAR

1. Once PAR Hierarchy is configured, user will Initiate the PAR. Path to Initiate PAR is as follows:

Reportee Details

Sr.No.	Employee Name	Department	Designation	Employee Id
1	GHANSHYAM SONI	Department of Personnel Search	Section Officer	RJJ199519007292

[Employee/Reportee & Current Designation Previous Hierarchy](#)

Is District/Divisional level appraisal applicable? ☐

Reporting Authority *

Reviewing Authority *

Accepting Authority *

MarkTo Authority *

[General Hierarchy Guidelines](#)

Is Authority Designation during Appraisal period(Current Designation)? ☒ Yes ☐ No

Is Authority Designation during Appraisal period(Current Designation)? ☒ Yes ☐ No

Is Authority Designation during Appraisal period(Current Designation)? ☒ Yes ☐ No

Activate Windows
Go to PC settings to activate Windows

[Configure Appraisal Hierarchy](#) [Close](#)

2. Select the record with status “PAR Not Initiated” and click on “Configure Appraisal Hierarchy”. PAR send to Establishment for hierarchy confirmation
3. After confirmation of Hierarchy, Status of the PAR will be changed to PAR Initiated. Initiated PAR will be available in the Reportee's Worklist.

Fill PAR

1. User can access the initiated PAR from his Worklist as follows. Click on Home and then click the Worklist icon or else click Worklist tab displayed above:

Path:: **RajKaj->Worklist->Inbox->PAR**

2. Click on File No. to open the PAR file.

3. The Reportee Details will be visible in the top section of the File. In case, PAR form has been pushed by the Establishment Section, Reportee will get the option to confirm the PAR Period and Reporting Hierarchy. In case, PAR has been initiated by the Reportee himself, confirm PAR option will not be available to him.

Basic Info		Summary	
Performance Appraisal Report (01 Oct 2015 - 31 Dec 2015)			
All fields marked with "*" are mandatory			
Part- 1			
Reportee Details			
Name	Dr Niraj Kumar Pawan	Employee Id	RJKA200326000138
Designation	Others	Posted Department	Department of Personnel
Posted Office	Department of Personnel	Location	Jaipur
Father's Name	Niraj Kumar	Home District	Alwar, Rajasthan
Date Of Birth	27 Aug 1979	Date of Joining	01 Sep 2003
Start Date	01 Oct 2015	End Date	31 Dec 2015
Reporting Authority	Sh. PREM SINGH VERMA (Section Officer, A-3/Enquiry)	Accepting Authority	Sh. Akhil Arora (Principal Secretary To Government, Information Technology and Communication Department)
Reviewing Authority	Sh. Suneel Chhabra (Additional Director(For Higher Studies), Department of Information Technology and Communication)		
Do you confirm your PAR period and hierarchy? *			
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Confirm			

4. In case a wrong PAR has been initiated, Establishment Section of the Reportee can reject a wrong PAR. Reportee needs to contact their Establishment Section for the same.

5. Reportee will fill the following fields in their PAR and click on Save:

a. Period of Absence due to Leave/Training

Reportee will fill details of leaves and trainings undertaken during the appraisal period.

Details of Leaves equal to or greater than 15 days should be provided here. Click on Add Row to add further details.

Period of Absence due to Leave/Training				
Please select Leave/Training Dates between appraisal period.				
Add Row				
Absence reason	From Date	To Date	Remarks	Delete
Leave	02-Dec-2015	04-Dec-2015	Sick Leave	
Training	08-Oct-2015	13-Oct-2015	SSL Training	

- b. Self-Appraisal for Key Result Areas in accordance with the Targets
Reportee will fill his Self-Appraisal within 4000-character limit in this section.

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)
<p>Worked on the below points:</p> <ol style="list-style-type: none">1. Conducted Covid awareness workshops2. Prepared IPR submission reports3. Par Submission reports			

- c. Night Stay details (other than Headquarter) and Annual Health Check-Up details Reportee will fill the details of any Night Stay undertaken during the Appraisal Period. Reportee will upload the Annual Health Check-up Report, if any and as per the Order/Circular of DOP.

Night Stay Other than Headquarter	
Night Stay Other than Headquarter *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please Specify (Maximum 500 characters allowed)	Stayed in Udaipur guesthouse
Annual Health Check-Up	
If your age is 50 years or above, please provide Medical Certificate at least once in a period of 3 years.	
Have you undertaken Annual Health Check-Up? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Remarks	Date of Certificate * 05-Aug-2021
total health check up	
Attachment	Attachment(s) *
	Attach File(s) (Max: 5 Attachments or 50 MB)

- . Special work done by the Reportee

Brief description of the special work done by the Reportee (Not more than 150 words)
<p>Covid 19 Awareness workshops</p> <p>Health Check up camp at Udaipur</p>

6. For PARs of the period 2017-18, Property details which have been filled by the Reportee through the IPR Module will be automatically filled and displayed in the Property Return Details section.

Property Return Details

[Add Details](#)

Name of District, Sub-Division, Tehsil and village in which property is situated	Name and details of property Housing and other buildings	Present Value(In Rupees)	If not in own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchases, lease, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks	Action
No record found							

Save E-Sign Reset

1. Click on Save to save the details. Once complete, Click on „E-Sign“ button at the bottom of the form.
2. Once reportee clicks on E-sign, PAR draft will open where he needs to click on E-Sign PAR button. Once he clicks on E Sign PAR a pop up window will open to enter the OTP recieved on Adhaar registered number
3. Once the OTP is entered, we will receive a pop that will forward the PAR to Reporting Authority. We need to Click on Send Button.

Save Actions Forward Return Send To Pending View Close

Basic Info

Message(s)

File Number	Subject	Recipient
PAR/DoIT & C/2017-43291	Performance Appraisal Report	Ashutosh Deshpandey(TD)

Send Close

Designation
Father's Name
Date Of Birth
Start Date
Reporting Authority
Reviewing Authority

Summary

Period of Absence due to Leave/Training

Absence reason	From Date	To Date	Remarks	Delete
Training	01-Apr-2016	15-Apr-2016	NISG Training, Hyderabad	

[Add Row](#)

PAR will be forwarded to the Reporting Office.

View and e Sign – PAR file

1. Once the Mark to Authority clicks on Send to Reportee, the file is sent to the Reportee for final acceptance.
2. If the Reportee is happy with the grading he can accept the grading and click on View and eSign PAR.

Basic Info		Summary	
ok			
Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Aggregate Assessment of Accepting Authority *		<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	
Date	17 Jul 2020	Authority Name	Mr. Akhil Yadav (Informatic Assistant(Te...
Do you agree with your Grading? *		<input checked="" type="radio"/> Yes <input type="radio"/> No	
E-Sign PDF			
Reportee Level	PAR for Sh.Mithlesh Kumar(01 Apr 2020 - 31 Jul 2020)		
Reporting Level	PAR for Sh.Mithlesh Kumar(01 Apr 2020 - 31 Jul 2020)		
Reviewing Level	PAR for Sh.Mithlesh Kumar(01 Apr 2020 - 31 Jul 2020)		
Accepting Level	PAR for Sh.Mithlesh Kumar(01 Apr 2020 - 31 Jul 2020)		
PAR Consolidated Draft	PAR for Sh.Mithlesh Kumar(01 Apr 2020 - 31 Jul 2020)		
<div>View & eSign PAR</div>			

E-Sign PAR

E-Sign PAR Cancel

Verify OTP

Enter OTP

Verify OTP Close

सेवा का नाम: Other Services

1. नाम:- Sh.Mithlesh Kumar पुत्र पुत्री पति श्री :- manu tharma

2. जन्म तिथि :- 18-Nov-1991 गृह जिल्ला:- Barmer, Rajasthan

3. (i) समीक्षाधीन अवधि के दौरान पद :- Hon'ble Chief Minister
(ii) समीक्षाधीन अवधि के दौरान स्थान :- Department of Information Technology and Communication, Department of Information Technology and Communication, Jaipur

4. प्रतिवेदक अधिकारी के अधीन की गई सेवा अवधि दिनांक :- 01 Apr 2020 से दिनांक :- 31 Jul 2020 तक

5. अवकाश प्रशिक्षण के दौरान अनुपस्थिति की कालावधि

अवकाश के दौरान अनुपस्थिति की कालावधि

क्र.सं.	दिनांक से	दिनांक तक	अभ्युक्ति
1	03 Jul 2020	06 Jul 2020	sick leave

प्रशिक्षण के दौरान अनुपस्थिति की कालावधि

क्र.सं.	दिनांक से	दिनांक तक	अभ्युक्ति

Once E signed, pdf is downloaded. Then reportee will click on Return to Establishment.

The PAR file will be sent back to the Mark to Authority and the same will maintain the Dossier for the same.

5. Support

For SSO related issues, contact: Email: helpdesk.sso@rajasthan.gov.in Ph: (0141) 5153222 (Ext. 23717)		For any application related issues, contact: Email: support.eoffice@rajasthan.gov.in Toll-Free Number: 1800-180-6127 Ph: (0141) 5153222 (Ext. 22281),21335		
For clarification (if any) and to finalize the implementation modalities, following officers may be contacted:				
Sl.	Name	Designation	Mobile No	E-mail ID
1.				
2.				
3.				

Information Technology and Communication Department