

Annual Confidential Reports Guidelines

- Each Employee to login to HRMS and give self appraisal report and then submit to next higher officer
- After submitting a pdf has to be downloaded and signed pdf has to be submitted to the higher officer
- Reporting officer has to send the ACR to next higher authority duly updating the HRMS system
- The counter signing authority will also update in HRMS.
- The O/o SE has to generate an acknowledgement from HRMS for AE/AEE/DEE and necessary entries into the register and acknowledgement to be pasted in registers.
- For EEs and SEs acknowledgement will be generated by O/o ENC (AW) and sent to the individual through email
- User Manual is appended below.

User Manual for furnishing Annual Confidential Reports

Enter the following address in the web browser (Mozilla FireFox Preferably)

<http://irrigationhrmstg.cgg.gov.in>

The following login screen will be presented in the web browser.

Enter username and password and press Login (button). You will be taken to the screen whose screen shot is provided in next page.

File Edit View History Bookmarks Tools Help

Gmail Extra 37% OFF on Branded... Irrigation HRMS command to take a screen... How to take a Screenshot...

irrigationhrmstg.cgg.gov.in/Logout.do

 **Irrigation & CAD Department**
(Government of Telangana)

PLEASE CONTACT ENGINEER-IN-CHIEF(ADMN.WING) ON PH: 040-23322451 FOR ANY CLARIFICATIONS.

Note-1 Login Credentials :

Username is first five letters of your first name in lowercase followed by DOB in DDMMYY format.
Eg.1) If your first name is Venkat Kumar and DOB is 01/01/1989 then username is venka010189.
2) If your first name is Ravi Kumar and DOB is 01/01/1989 then username is ravi010189.
Default Password is guest and kindly change the password after you login.

LOGIN

Username

Password

LOGIN

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Successfully Logged Out...

Windows Taskbar: 16:23 17-07-2014

This screen contains 7 icons with hot links to the various applications of I&CAD Department.

Click on the icon displaying: Human Resource Management System. You will be presented with the next screen in page 3.

The screenshot displays the 'IRRIGATION PORTAL' for the 'GOVERNMENT OF TELANGANA'. The user is logged in as 'LALITHA PACHHATLA(AEE)' on '2014-07-17 15:31:28.0'. A dropdown menu for 'Select Post Name' is set to 'AEE4'. The portal features seven application icons:

- Human Resource Management System (blue button)
- Prioritized Project Monitoring System (orange button)
- Water Resource Information System (teal button)
- Reservoir Storage Monitoring System (purple button)
- Andhra Pradesh Water Users Association (dark grey button)
- Works Tracking System (green button)
- Canal Network Flow Monitoring System (yellow button)

The browser's taskbar at the bottom shows the time as 15:48 on 17-07-2014.

Click on Self Services Menu Item. The sub-menu items as displayed in next screen shot will get populated.

File Edit View History Bookmarks Tools Help

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irrigationhrmstg.cgg.gov.in/dashBoard.do?mode=unspecified&flag=5

HUMAN RESOURCE MANAGEMENT SYSTEM

Irrigation & CAD Department

My Desk Self Services My Profile Reports Change Password Logout

Welcome to : LALITHA PACHIMATLA(AEE)
Last Login Date : 2014-07-17 15:31:28.0

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15:53 17-07-2014

Select **Annual Confidential Report** (sub-menu item) to browse **the relevant Screen** as depicted in the next screen.

File Edit View History Bookmarks Tools Help

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irrigationhrms@gcg.gov.in/workLoadEntry.do

HUMAN RESOURCE MANAGEMENT SYSTEM

Irrigation & CAD Department

My Desk Self Services My Profile Reports Change Password Logout

Welcome to : LALITHA PACHHATA(AEE)
Last Login Date : 2014-07-17 15:31:28.0

- APR2013-Acquisition
- Edit APR2013-Acquisition
- APR2013-Disposal
- Edit APR2013-Disposal
- Willingness - R&D of Sensors
- Approve - WorkLoad
- My WorkLoad
- ROC-Passport
- Additional Charge Proforma
- AnnualConfidentialReport
- My Boss

Work Load Entry Edit Work Load Entry

Work Load Entry Screen

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a) New Delhi b) Mumbai c) Bangalore

Desktop ? 15:57 17-07-2014

This is the entry screen for the Annual Confidential Report Service for AEE/AE Login: The screen shows the relevant Guidelines.

On the Left Hand Side of the screen, three items – viz : **Guidelines, Self Assessment and Status of ACR** find mention. On clicking **Guidelines** (item) User will be navigated to the screen showing guidelines for online submission of Annual Confidential Report.

Click Self Assessment (item) to navigate to the page showing Self Assessment proforma as shown in the next snapshot.

Alternately, Status of ACR (item) will help the user to navigate to the screen where the status of Annual Confidential Report will be displayed in case the user has already submitted his Self Assessment on-line.



Human Resource Management System :: Mozilla Firefox

History Bookmarks Tools Help

http://192.168.1.100/HRM/annualConfidentialReport.do

HUMAN RESOURCE MANAGEMENT SYSTEM

Irrigation & CAD Department

My Desk Self Assessment My Profile Reports Change Password Logout

Welcome to : LALITHA PALNIPALLA(AEE)
Last Login Date : 2018 07 19 11:54:43.0

Guidelines

Self Assessment

Status of ACR

Important instructions

- 1) The concerned AEE/AE should fill up the self assessment and submit online to the Reporting officer on or before 10th of April.
- 2) AEE/AE can save/Edit/Remove anytime before final submission of Self assessment. Once Submitted then AEE/AE are not allowed to edit the self assessment.

Self Assessment screen will allow the user to furnish the details pertaining to works dealt by him. The user can save the details furnished in this proforma by clicking save as draft (button) below the proforma. If the user is satisfied that all the relevant details have been correctly furnished, he can submit the same to the next higher authority by pressing submitting button.

Pressing Cancel (button) will not save the information furnished in the fields.

The screenshot shows a web browser window displaying the 'Self Assessment' screen of the Irrigation Human Resource Management System. The page has a blue header and a sidebar on the left with navigation options: 'Guidelines', 'Self Assessment', and 'Status of ACH'. The main content area is titled 'Self Assessment' and contains the following fields and sections:

- Unit:** CE, (Projects) Mahabubnagar
- Circle:** Priyadarshini Jurala Project Circle-1, Gadwal
- Division:** PJP QC Division
- Sub-Division:** PJP Quality Control Sub Division No 2 (QC)
- Select Financial Year:** 2014
- Period From:** [Date Picker]
- Period To:** [Date Picker]
- Select Officer:** [-Select-]

1. A brief summary of duties and responsibilities:
[Text Area]

2. Please specify important items of work in order of priority where in quantitative/ physical/ financial targets/ objects/ goals were set for you or set by yourself for the reporting year and achievement made.

S.No	Item of Work	Physical or Financial target/objective/goal	Achievements
1			

[Add Row] [Delete Row]

3 (a). In case of a shortfall of expected quality/quantity of performance, please state the reasons.
[Text Area]

3 (b). Please indicate your contribution in case of significantly higher achievement of target/ goal/ objective.
[Text Area]

4. Date of submission of Annual Property returns: [Date Picker]

[Cancel] [Save as Draft] [Submit]

Once the user saves the ACR information (entered by him in the proforma), he can click **Status of ACR** (button) in the previous screen he will be shown the following screen where he can click the **EditACR** (Link) and view the draft information entered by him as shown in the next screenshot.

Alternately by clicking **DeleteACR**, the information entered by the user can be wiped out / deleted.

The screenshot displays the 'Irrigation Human Resource Management System' interface. The page title is 'Irrigation Human Resource Management System :: Mozilla Firefox'. The browser address bar shows the URL 'http://localhost:8080/irrigationHRMS/'. The page header features the system name 'HUMAN RESOURCE MANAGEMENT SYSTEM' and the department 'Irrigation & C&D Department'. A navigation menu includes 'My Desk', 'Self Services', 'My Profile', 'Reports', 'Change Password', and 'Logout'. A user login message reads 'Welcome to : LALITHA PACHI YATRA(AEE) Last Login Date: 2014-07-19 11:54:44.8'. The sidebar menu on the left contains 'Guide lines', 'Self Assessment', and 'Status of ACR'. The main content area shows a table with columns: S.No, Employee Name, Designation, Due Date, Draft Submitted Date, ACR for Period, ACR Current status, Edit Draft, and Delete Draft. One record is shown for Lalitha Pachi Yatra with a 'Draft' status and 'Edit ACR' and 'Delete ACR' links.

S.No	Employee Name	Designation	Due Date	Draft Submitted Date	ACR for Period	ACR Current status	Edit Draft	Delete Draft
1	LALITHA PACHI YATRA DOE 110091138	AEE				Draft	Edit ACR	Delete ACR

User will be shown the following screen after he clicks **EditACR** (link) in the previous screenshot. (After making necessary modifications/ corrections, if any), if the user is satisfied that all the relevant details have been correctly furnished, he can submit the same to the next higher authority by pressing **submit** (button).

The screenshot shows a web browser window with the URL: localhost:9090/IrrigationHRMS/annual/ConfidentialReport.do?mode=editSelfAssessment&empId=26100&empId=0. The page title is "Irrigation Human Resource Management System". On the left, there is a navigation menu with "Self Assessment" selected. The main content area is titled "Edit Self Assessment Form".

1. A brief summary of duties and responsibilities:
Developing IT Services

3 (a). In case of a shortfall of expected quality/quantity of performance, please state the reasons.
NA

(b). Please indicate your contribution in case of significantly higher achievement of target/ goal/ objective.
NA

4. Date of submission of Annual Property returns: 03-02-2014

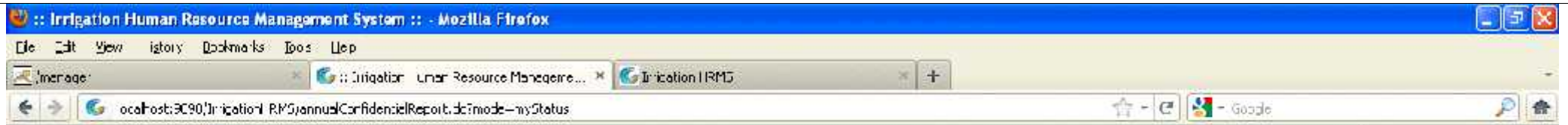
2. Please specify important items of work in order of priority where in quantitative/ physical/ financial targets/ objects/ goals were set for you or set by yourself for the reporting year and achievement made.

S.No.	Item	Financial	Achievement
1	Developing IT Services	Developing IT Services	Developing IT Services
2	Developing IT Services	Developing IT Services	Developing IT Services

Buttons: Add Row, Delete Row, Submit, Close

Footer: Designed and Developed by Centre for Good Governance

As explained earlier, after submitting the ACR, On clicking Status Of ACR (item), the following screen will be displayed



HUMAN RESOURCE MANAGEMENT SYSTEM

Irrigation & CAD Department

[My Desk](#) | [Self Services](#) | [My Profile](#) | [Reports](#) | [Change Password](#) | [Logout](#)

Welcome to : LALITHA PACHIMATLA(AEE)
Last Login Date : 2014-07-19 11:54:44.0

Guidelines	S.No	Employee Name	Designation	Due Date	Submitted Date	ACR for Period	ACR Current status
Self Assessment	1	LALITHA PACHIMATLA	ACC	01-02-2014	2014-07-19 15:32:51.0	2014	Emp_Draf
Status of ACR							

For taking Print

As explained earlier, after submitting the ACR and On clicking Status Of ACR (item), the following screen will be displayed.

clicking **PrintACR** (link) on this screen, will facilitate the user to take a print out. The user can follow the guidelines for further necessary action.

My Desk | Self Services | My Profile | Reports | Change Password | Logout

Welcome to : LALITHA PACHIMATLA(AEE)
Last login Date : 2014-07-14 11:54:44.0

Guidelines	S.No	Employee Name	Designation	Duo Date	Draft Submitted Date	ACR for Period	ACR Current status	Edit Draft	Delete Draft
Self Assessment	1	LALITHA PACHIMATLA DOB:01/09/1988	AEE				Submitted	Print ACR	

The following screen will be shown to the DEE on successful Login and clicking Annual Confidential Report (Sub-Menu) on Self Services (Menu) as already explained in the initial screen shots.

The page shows the necessary Guide lines to be followed by the DEE for further necessary action.

On the Left Hand Side of the screen, five items – viz : **Guidelines, Self Assessment, Status of ACR ,Self Assessment submitted by AEEs and Update Status of ACR** find mention. On clicking **Guidelines** (item) User will be navigated to the screen showing guidelines for online submission of Annual Confidential Report.

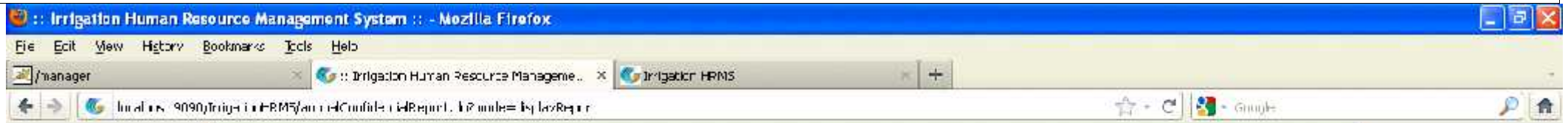
Click Self Assessment (item) to navigate to the page showing Self Assessment proforma as explained in earlier snapshot.

Status of ACR (item) will help the user to navigate to the screen where the status of Annual Confidential Report will be displayed in case the user has already submitted his Self Assessment on-line.



Guidelines	Guidelines
Self Assessment	Important instructions DEE to submit Self assessment 1) The concerned DEE should fill up the self assessment and submit online to the Reporting officer in HC on or before 10th of April. 2) DEE can save/Edit/Remove anytime before final submission of Self assessment. Once Submitted then DEE is not allowed to Edit/Remove the self assessment.
Status of ACR	DEE as a Reporting Officer 1) As a Reporting officer DEE shall take the print out of self assessment of AEE/AFF. Download ACR format from and site. 2) Take the print of ACR both sides of paper, Blank pages are not accepted in ACR. 3) Never fold the ACR. 4) After writing ACR and dispatch to Reviewing officer (Executive Engineer) , DLE Shall update the status of ACR by clicking update status of ACR.
Self Assessment submitted by AEEs	
Update ACR Status	

On clicking the **Self Assessment submitted by AEEs** (item) the user will navigate to the following screen shot where the status of Self Assessment of his AEEs/AEs is displayed.



Guidelines	S.No	Employee Name	Designation	Due Date	Submitted Date	ACR Current status	Status
Self Assessment	1	Ravi Reddy Bessam DOB:12/03/1966	AE				Not Submitted
Status of ACR	2	LALITHA PACHIVAT A TOR:01/09/1988	AEF	03-02-2014	03-02-2014	Final Submit	Print ACR
Self Assessment submitted by AEEs	3	GHOUSE MOHAMMED DOB:18/12/1983	AEE				Not Submitted
Update ACR Status	1						

Update ACR Status: After review of ACR submitted by his AEE, if the DEE is convinced, he can submit the same to his higher authority by pressing **Update ACR Status** (Link) in the **Status** (column) , the DEE will navigate to the next screen (where he can furnish the date of submission to his next higher authority , outward number and click the **submit** (button)).



HUMAN RESOURCE MANAGEMENT SYSTEM

Irrigation & CAD Department

[My Desk](#)

[Self Services](#)

[My Profile](#)

[Reports](#)

[Change Password](#)

[Logout](#)

Welcome to : **GOPALA CHARY AUSULA(DEE)**
 Last Login Date : 2014-07-19 11:54:08.0

Guideline	S.No	Employee Name	Designation	From Date	To Date	Submitted Date	ACR Current status	Status
Self Assessment	1	LALITHA FACHINATLA DOB:01/05/1986	AEE	01/04/2013	31/03/2014	05-03-2014	Emp_Submit	Update ACR Edit
Status of ACR	2	GHOUSE MOHAMMED DOB:23/12/1938	AEE					Not Submitted
Self Assessment submitted by AEEs	3	Ravi Reddy Beesem DOB:12/09/1958	AE					Not Submitted

On pressing **Update ACR Status** (link) in the previous screen, the DEE will navigate to the following screen where he can furnish the date of online submission to his next higher authority , outward number in the **relevant fields** and click the submit (button). The user can follow the guidelines for further necessary action.

The screenshot shows a web browser window titled "Irrigation Human Resource Management System :: Mozilla Firefox". The address bar shows the URL: localhost:9090/irrigation-HRMS/annualConfidentialReport.do. The page header includes the system name "HUMAN RESOURCE MANAGEMENT SYSTEM" and "Irrigation & CAD Department". A navigation menu contains links for "My Desk", "Self Services", "My Profile", "Reports", "Change Password", and "Logout". The user is logged in as "GOPAL CHARY AISHIA (OFF)" with a last login date of "2014-02-19 11:54:05.0".

The main content area displays the "Update ACR Status" form. On the left, there is a vertical menu with the following items: "Guidelines", "Self Assessment", "Status of ACR", "Self Assessment submitted by AFEs", and "Update ACR Status". The form itself is a table with the following data:

Update ACR Status			
Name of the Officer	LALITHA PACHIMATLA	Designation	ABE
Financial Year	2014		
ACR forwarded to reviewing officer on	<input type="text"/>	Sub-Division Outward Number	<input type="text"/>
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>	