



उत्तर प्रदेश पावर कारपोरेशन लिमिटेड

(उपरो सरकार का उपक्रम)

14 - अशोक मार्ग, शक्ति भवन, लखनऊ।

U.P. POWER CORPORATION LIMITED

(CIN : U32201UP1999SGC024928)



संख्या: 1800-गोपन-06/पाकालि/25-05-सा0गो0/2020

दिनांक: 03, मई, 2025

प्रबन्ध निदेशक, पूर्वांचल विद्युत वितरण निगम लिमिटेड, वाराणसी /
 प्रबन्ध निदेशक, मध्यांचल विद्युत वितरण निगम लिमिटेड, लखनऊ /
 प्रबन्ध निदेशक, दक्षिणांचल विद्युत वितरण निगम लिमिटेड, आगरा /
 प्रबन्ध निदेशक, पश्चिमांचल विद्युत वितरण निगम लिमिटेड, मेरठ /
 प्रबन्ध निदेशक, केस्को, कानपुर/
 प्रबन्ध निदेशक, उत्तर प्रदेश पावर ट्रांसमिशन कारपोरेशन लि०, लखनऊ /
 मुख्य अभियंता (हाईडल), उत्तर प्रदेश पावर कारपोरेशन लिमिटेड, लखनऊ।

अति महत्वपूर्ण

अनुस्मारक

विषय:- अभियन्ता / गैर - अभियन्ता अधिकारियों एवं अवर अभियंताओं की प्रतिवेदन वर्ष 2024 - 25 की वार्षिक गोपनीय आख्यायें ई०आर०पी० पर ऑनलाइन भरे जाने के सम्बन्ध में।

महोदया/महोदय,

उत्तर प्रदेश पावर कारपोरेशन लिमिटेड एवं सहयोगी वितरण निगमों व उत्तर प्रदेश पावर ट्रांसमिशन कारपोरेशन लि० में कार्यरत अभियंता/गैर-अभियन्ता अधिकारियों एवं अवर अभियंताओं की वार्षिक गोपनीय आख्याओं को ई०आर०पी० पर ऑनलाइन किये जाने के सम्बन्ध में कारपोरेशन के आदेश संख्या-450-गोपन-06/पाकालि/25-05-सा0गो0/2020 दिनांक 27.03.2025 द्वारा विस्तृत निर्देश निर्गत किये गये हैं।

ई०आर०पी० पर वार्षिक गोपनीय आख्याओं को भरे जाने के सम्बन्ध में पुनः निम्नवत निर्देशित किया जाता है:-

1. सभी कार्मिकों के ESS portal पर ACR Application Tab में प्रतिवेदन वर्ष 2024-25 की वार्षिक गोपनीय आख्या प्रपत्र Generate कर दिये गये हैं। यदि, किसी कार्मिक की Hierarchy अथवा Time-period ई०आर०पी० पर गलत प्रदर्शित हो रहा है, तो उक्त कार्मिक अपने DDO/Discom Admin/ACR Admin से सम्पर्क कर (ई-मेल के माध्यम से) अपनी Hierarchy/ Time-period को आगामी 03 दिन में सही करा लें एवं Hierarchy सही कराने के उपरान्त ही वार्षिक गोपनीय आख्या प्रपत्र भरें।
2. किसी भी परिस्थिति में कार्मिक त्रुटिपूर्ण Hierarchy अथवा गलत Time-period की वार्षिक गोपनीय आख्या सवांकन प्रपत्र ई०आर०पी० पर Save अथवा ऑनलाइन प्रस्तुत नहीं करेंगे, क्योंकि गलत Hierarchy पर Template Save किये जाने के उपरान्त Hierarchy में संशोधन बिना ACR Template Delete किये संभव नहीं होगा।
3. प्रतिवेदन वर्ष 2024-25 में प्रविष्टिकर्ता अधिकारियों के स्थानान्तरण/सेवानिवृत्त पर आंशिक अवधियों की वार्षिक गोपनीय आख्यायें, जो पूर्व में प्रेषित की जा चुकी हैं व प्रविष्टिकर्ता अधिकारियों द्वारा मूल्यांकन किये जाने के उपरान्त प्रचलन में हैं अथवा कारपोरेशन मुख्यालय को प्राप्त हो चुकी हैं, उन वार्षिक गोपनीय आख्याओं को छोड़कर प्रतिवेदन वर्ष की शेष अवधि की वार्षिक गोपनीय आख्याओं को ई०आर०पी० में भरा जाना सुनिश्चित किया जायेगा। यह स्पष्ट किया जाता है कि आदेश निर्गमन दिनांक 27.03.2025 के उपरान्त Manual भरी जाने वाली वार्षिक गोपनीय आख्यायें अस्वीकृत कर दी जायेंगी।
4. प्रतिवेदन वर्ष 2023-24 एवं उससे पूर्व के वर्षों की लंबित वार्षिक गोपनीय आख्यायें पूर्ववत्

व्यवस्थानुसार ही भरी जायेंगी।

5. कर्मिकों द्वारा ई०आर०पी पर वार्षिक गोपनीय आख्याये सुगमतापूर्वक भरे जाने हेतु विस्तृत दिशानिर्देश (User Manual) इस आशय से पुनः संलग्न है कि उक्त दिशानिर्देशों के अनुसार ही ई०आर०पी० पर ऑनलाइन वार्षिक गोपनीय आख्या भरे जाने की कार्यवाही करें।
6. कर्मिकों द्वारा प्रतिवेदन वर्ष 2024-25 में ई०आर०पी पर वार्षिक गोपनीय आख्याये भरे जाने हेतु संशोधित Timelines कारपोरेशन आदेश संख्या-1503-गोपन-06/पाकालि/25-05-सा०गो०/2020 दिनांक 15.04.2025 द्वारा निम्नवत निर्धारित की गयी है:-

प्रतिवेदी द्वारा स्वांकन भरने हेतु	प्रतिवेदक अधिकारी द्वारा मूल्यांकन	समीक्षक अधिकारी द्वारा मूल्यांकन	सहसमीक्षक अधिकारी द्वारा मूल्यांकन	अन्तिम अधिकारी द्वारा मूल्यांकन
15 मई	25 मई	05 जून	15 जून	25 जून

उपरोक्त के अनुसार सभी कर्मिकों एवं प्रविष्टिकर्ता अधिकारियों यथा प्रतिवेदक, समीक्षक/सहसमीक्षक, अन्तिम अधिकारियों को यह निर्देशित किया जाता है कि प्रत्येक दशा में उक्त निर्धारित समय-सारिणी का कड़ाई से अनुपालन सुनिश्चित किया जाये।

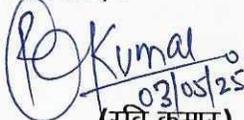
संलग्नक - User Manual.

निदेशक (का०प्र० एव प्रशा०)

संख्या: 1800-गोपन-06/पाकालि/25-05-सा०गो०/2020 तददिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- (1) निजी सचिव, अध्यक्ष, उत्तर प्रदेश पावर कारपोरेशन लि०, लखनऊ।
- (2) निजी सचिव, प्रबंध निदेशक, उत्तर प्रदेश पावर कारपोरेशन लि०, लखनऊ।
- (3) निजी सचिव, प्रबंध निदेशक, उत्तर प्रदेश पावर ट्रांसमिशन कारपोरेशन लि०, लखनऊ।
- (4) निजी सचिव, निदेशक(का०प्र० एवं प्रशा०) / निदेशक (वाणिज्य) / निदेशक (वितरण)/ निदेशक (पारिषण)/ निदेशक (वित्त)/ निदेशक (तकनीकी)/ निदेशक (कारपोरेट प्लानिंग)/ निदेशक (कार्य एवं परियोजना)/निदेशक (ऑपरेशन), उ०प्र० पावर कारपोरेशन लि० / उ०प्र० पावर ट्रांसमिशन कारपोरेशन लि०, लखनऊ।
- (5) निजी सचिव, निदेशक(का०प्र० एवं प्रशा०), मध्यांचल वि०वि०नि०लि, लखनऊ /पूर्वांचल वि०वि०नि०लि, वाराणसी/ पश्चिमांचल वि०वि०नि०लि, मेरठ/ दक्षिणांचल वि०वि०नि०लि, आगरा / केस्को, कानपुर।
- (6) अध्यक्ष, विद्युत सेवा आयोग, एस०एल०डी०सी प्रांगण, विभूति खंड, गोमतीनगर, लखनऊ।
- (7) समस्त मुख्य अभियंता (स्तर 1/स्तर 2), उत्तर प्रदेश पावर कारपोरेशन लि०/ उत्तर प्रदेश पावर ट्रांसमिशन कारपोरेशन लि०, लखनऊ।
- (8) समस्त अधीक्षण अभियंता/अधिशिषी अभियंता/सहायक अभियंता/अवर अभियंता, उत्तर प्रदेश पावर कारपोरेशन लि०/ उत्तर प्रदेश पावर ट्रांसमिशन कारपोरेशन लि०, लखनऊ।
- (9) महाप्रबन्धक (लेखा प्रशासन)/उप-महाप्रबन्धक (लेखा-प्रशासन)/समस्त मुख्य लेखाधिकारी/समस्त उप मुख्य लेखाधिकारी /समस्त लेखाधिकारी/ समस्त सहायक लेखाधिकारीगण, उ०प्र० पावर कारपोरेशन लि० /उ०प्र० पावर ट्रांसमिशन कारपोरेशन लि०, लखनऊ।
- (10) महाप्रबन्धक (औद्योगिक सम्बन्ध), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
- (11) कारपोरेशन मुख्यालय शक्ति भवन/ शक्ति भवन विस्तार के समस्त अधिकारीगण/अनुभाग/शिविर।
- (12) समस्त नामित Discom ACR Admin/Transco ACR Admin/Master ACR Admins को इस आशय से प्रेषित कि उपरोक्त आदेश का कड़ाई से अनुपालन सुनिश्चित करें।
- (13) अधिशिषी अभियन्ता (वेबसाइट), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ को समस्त अधिकारियों को सञ्चानार्थ प्रेषित किये जाने हेतु उ०प्र०पा०का०लि० की वेबसाइट www.uppcl.org पर अपलोड किये जाने हेतु प्रेषित है।


03/05/25
(रवि कुमार)
उपसचिव (गोपन)

संलग्नक - 1

(ई०आर०पी पर
वार्षिक गोपनीय आख्याओ
को भरे जाने हेतु MANUAL)



PROJECT SAKSHAM

END USER DOCUMENT

ANNUAL CONFIDENTIALITY REVIEW



Table of Contents

1 DOCUMENT CONTROL..... 3

DOCUMENT HISTORY3

DISTRIBUTION3

USER ROLES – POSTS USING PROCESS EXPLAINED IN MANUAL3

OVERVIEW.....3

MENU PATH3

2 USER MANUAL STEPS 4

INITIATOR4

Employee Self Service4

Reporting Officer 11

Reviewing Officer 16

Final Authority Officer.....21

Admin 26



1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UPPCL portal.

Changes to this document will be recorded below and must be published to all interested parties.

DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V0.1	11.06.2024	Anjali Priya Sakshi Singh	Initial Submission

DISTRIBUTION

Date	Type of Users	Purpose

USER ROLES – POSTS USING PROCESS EXPLAINED IN MANUAL

Date	Roles	Posts	Purpose

OVERVIEW

The UPPCL and its DISCOM employees have their annual appraisal process ACR, Annual Confidential Report.

MENU PATH

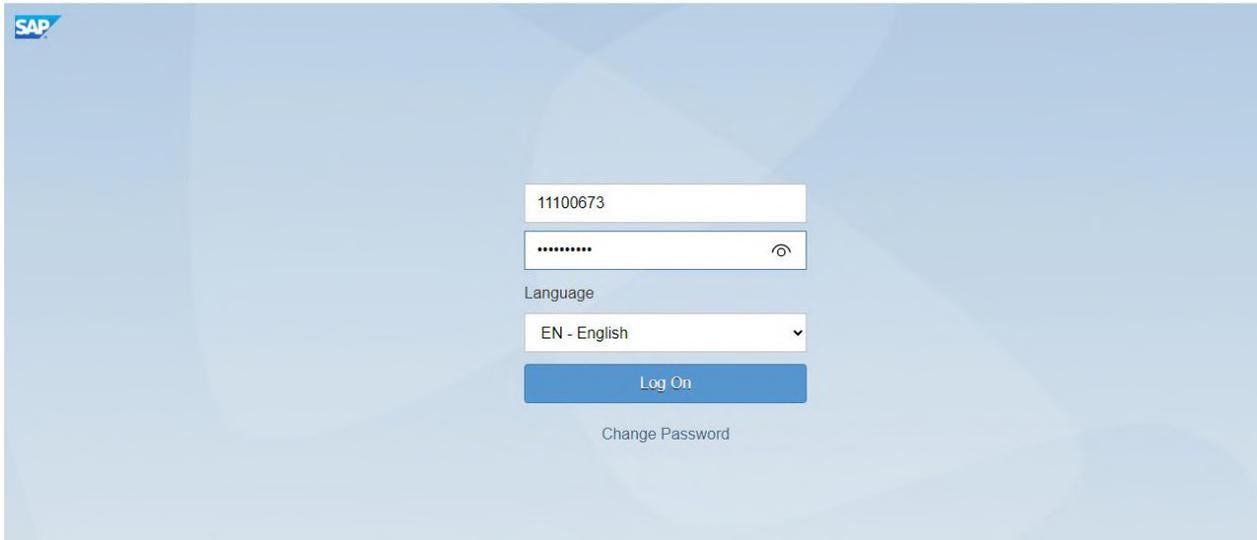
Use the Fiori portal.

2 USER MANUAL STEPS

There are 5 set of users working on ACR workflow viz. Initiator (Employee), Reporting Officer, Reviewer/Co-reviewer, Final Authority & ACR Admin Dept. The navigation for all of them is placed in below sections.

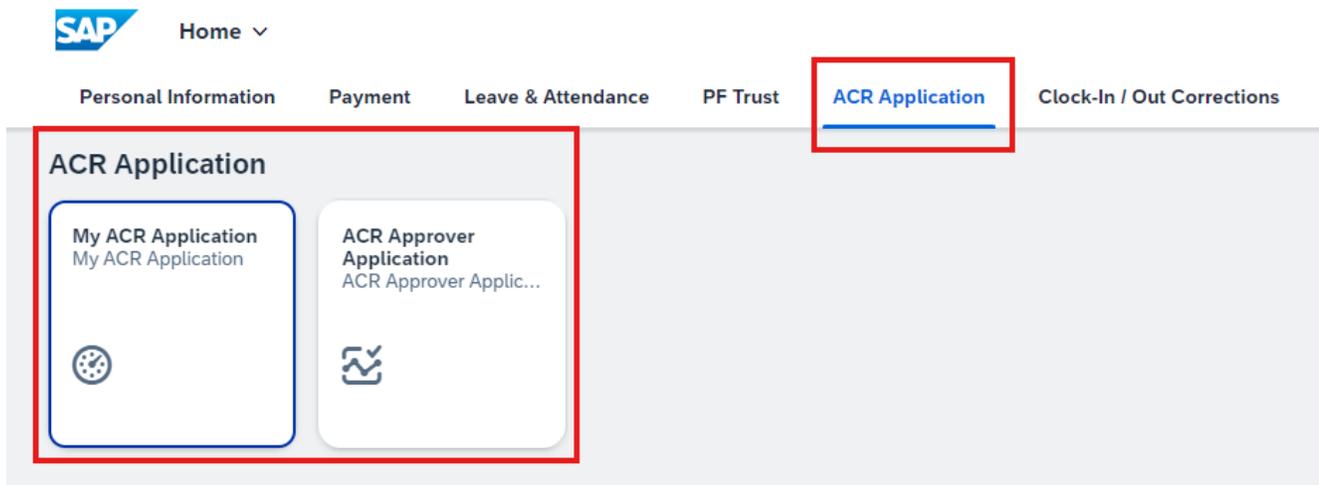
INITIATOR

Step1: Initiator login to their own Fiori portal.



The screenshot shows the SAP Fiori login interface. At the top left is the SAP logo. The main area contains a login form with the following elements: a text input field containing the number '11100673', a password input field with masked characters and an eye icon, a 'Language' dropdown menu currently set to 'EN - English', and a blue 'Log On' button. Below the button is a link for 'Change Password'.

Step 2: Under ACR Application, click on “MY ACR Application”



The screenshot displays the SAP Fiori application menu. At the top left is the SAP logo and a 'Home' dropdown. The menu includes 'Personal Information', 'Payment', 'Leave & Attendance', 'PF Trust', 'ACR Application', and 'Clock-In / Out Corrections'. The 'ACR Application' menu item is highlighted with a red box. Below the menu, the 'ACR Application' section is expanded, showing two tiles: 'My ACR Application' (with a gear icon) and 'ACR Approver Application' (with a checkmark icon). Both tiles are enclosed in a red border.

Step 3: Click on “ACR Form Number”. For the Initiator the ACR Template will already be created.

< **SAP** ACR Application ▾

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PVVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Form Number	Start Date	End Date	Status	Pending with ID	Pending With	Creation Date	Download File
<input checked="" type="radio"/> 000000000571	01.04.2024	31.03.2025	ACR Form Created	00000000		05.12.2024	Download File
<input type="radio"/> 000000000570	01.04.2024	31.03.2025	Completed	00000000		03.12.2024	Download File

NOTE: In case if Initiator found that hierarchy is not correct, it is required to communicate with DISCOM Nodal. Once the hierarchy is updated then initiator must contact ACR Admin to generate new ACR template.

- If Initiator don't find ACR Form Number in My ACR application, then it is required to communicate with Discom Admin.
- There can be Multiple Reviewing and Final Authority Officers.
- If multiple requests are generated and forwarded to reporting officer and in case one template hierarchy is wrong, all requests will delete, and process will start as new.

Step 4: There are four Tabs (ACR Details, Section KPI/Objectives, Details of Duties, Other Details)

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PVVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Details Section KPI/Objectives Details of Duties Other Details

ACR Details

ACR Form No.: 000000000571 Assessment Period: 01.04.2024 to 31.03.2025
 Creation Date: 05.12.2024 Status: ACR Form Created

ACR approval hierarchy

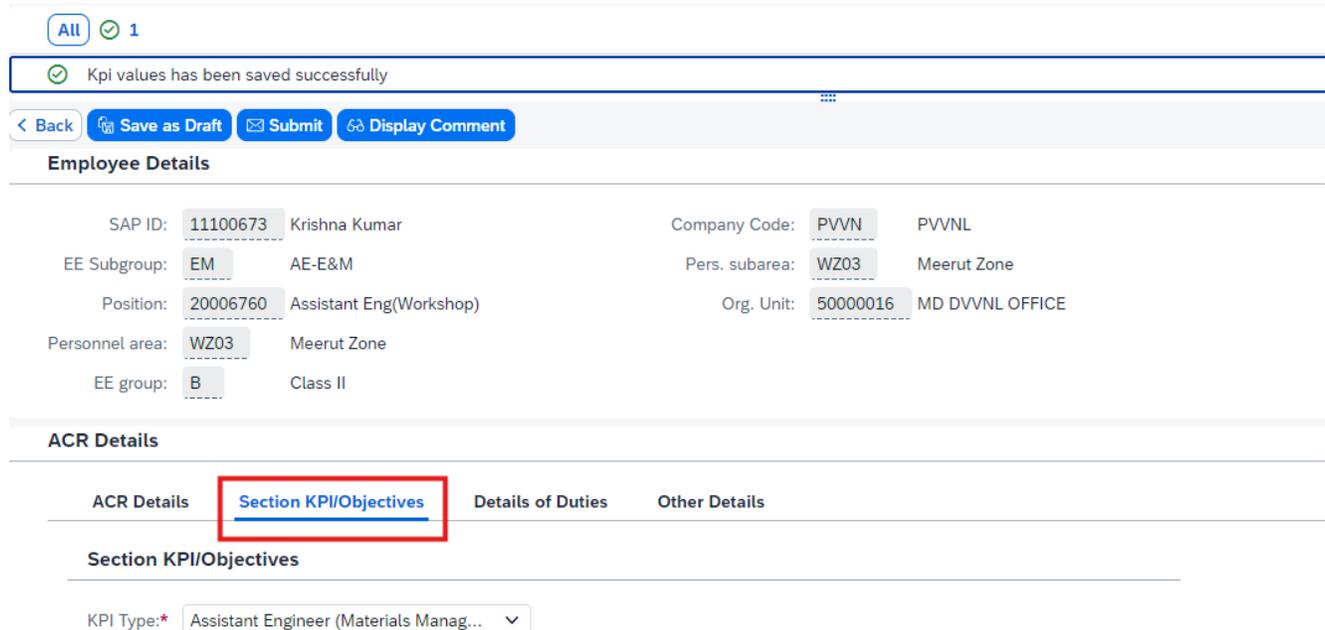
Officer's name (In hierarchy)	Designation	SAP ID	Period	Role in ACR hierarchy
<input type="radio"/> Anil .	EE-E&M/DS	1110...	01.04.2024-31.03.2...	Reporting Officer
<input type="radio"/> Sohan Kumar	SE-E&M/JS	1110...	01.04.2024-31.03.2...	Reviewing Officer
<input type="radio"/> Sohan Ram	CE-Lv1-E&M	1110...	01.04.2024-31.03.2...	Final Authority Officer

If the Reporting officer of the employee change in between the session, he/She should contact Discom Nodal for hierarchy update then contact to ACR Admin for creation of ACR Template

Step 5: Then Go to tab “Section KPI/Objectives”, select designation from the drop down. New page will open as per Designation selection.

In case Initiator select wrong designation he/she will be responsible for selection of KPI.

NOTE: All Fields are mandatory.



The screenshot shows a web application interface for creating an ACR. At the top, there is a navigation bar with 'All' and '1' indicators. Below it, a success message states 'Kpi values has been saved successfully'. The main content area is divided into two sections: 'Employee Details' and 'ACR Details'. The 'Employee Details' section contains the following information:

SAP ID:	11100673	Krishna Kumar	Company Code:	PVVN	PVVNL
EE Subgroup:	EM	AE-E&M	Pers. subarea:	WZ03	Meerut Zone
Position:	20006760	Assistant Eng(Workshop)	Org. Unit:	50000016	MD DVVNL OFFICE
Personnel area:	WZ03	Meerut Zone			
EE group:	B	Class II			

The 'ACR Details' section has three tabs: 'ACR Details', 'Section KPI/Objectives', and 'Details of Duties'. The 'Section KPI/Objectives' tab is currently selected and highlighted with a red box. Below the tabs, there is a dropdown menu for 'KPI Type:*' with the value 'Assistant Engineer (Materials Manag...)' selected.

Step 6: After selecting designation from the KPI type, new page will open, Initiator needs to fill all fields. Before clicking on ‘Save as Draft’, it is mandatory to click on “Validate KPI Details” tab to check if all fields are filled.

Step 7: After Validation, User can click on “Save as Draft button” to forward your KPI.

NOTE: There are attachment field options available as per KPI requirements.



All 1

Kpi values has been validated successfully

< Back Save as Draft Validate KPI Details

(Key Performance Indicators)

From: 01.04.2024 To: 31.03.2025

1).

* प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
Scheduling and successful implementation of annual supply calendar based on the requirements from the store circles. (Yes/No)	Yes

2).

As per the annual requirement of material received from Store Circles :-

प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
(A) Notice inviting Tenders completed within 15 Days(in No.)	1
Notice inviting Tenders completed within 15-30 Days (in No.)	1
(C) Notice inviting Tenders completed after 30 Days (in No.)	1

3).

Opening of the Part-1 (Technical Evaluation) of Tender before Purchase Committee/Authority designated for opening of Bill Bid :-

प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
(A) Proposals Submitted within 15 Days (in No.)	1
(B) Proposals Submitted within 15-30 Days (in No.)	1
(C) Proposals Submitted after 30 Days (in No.) (With Reason)	1

(C) Proposals Submitted after 30 Days (in No.) (With Reason)	1
--	---

4).

Action taken on Post Delivery Materials Sampling Work :-

प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
(A) Failed Report Received from Store Circles (in No.)	1
(B) Action Taken (in No.)	1
(C) Pending for Action (in No.) (With Reason)	1

5).

Approval of Guaranteed Technical Particulars (GTP) :-

प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
(A) Completed within 15 Days (in No.)	1
(B) Completed within 15-30 Days (in No.)	1
(C) Completed after 30 Days (in No.) (With Reason)	1

6) WHAT TRAINING DO YOU REQUIRE TO IMPROVE YOUR WORK :-

S.No.	* Training Requirements
1	Please provide training on work related activities
2	Please provide training on work related activities
3	Please provide training on work related activities
4	Please provide training on work related activities
5	Please provide training on work related activities

7) DETAILS OF ANY OUTSTANDING ACIEVEMENT OR INNOVATIVE WORK EXECUTED DURING THE REPORTING PERIOD:-

I have done better supply in comparison to previous year, completed all PWT in given timeline.

8) REASONS FOR SHORTFALL IN TARGETS OR CHALLENGES FACED :-

There are more power consumption than transformer capacity.



Step 8: Initiator will go to the tab “Details of Duties” and give work details.

< **SAP** ACR Application ▾

[Back](#) [Save as Draft](#) [Submit](#) [Display Comment](#)

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVN PVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Details Section KPI/Objectives **Details of Duties** Other Details

Details of duties of the post during the period under review

1.Assigned Work:* A and T loss to be finalized with high priority.

2.Assigned Work:* Line loss to be controlled properly

Step 9: Initiator needs to fill training details and its completion status in “Other Details”

ACR Details

ACR Details Section KPI/Objectives Details of Duties **Other Details**

Other Details

Other Details	APR Status	APR Submission...	Earned Leave ...	Training Details	Training Completion Status
<input type="radio"/>	Submitted	05.12.2024	3.00	yes	yes

Step 10: After Completing all the details Initiator can click on “Submit” button to forward your KPI.

ACR Application

[Back](#)
[Save as Draft](#)
[Submit](#)
[Display Comment](#)

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PVVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

[ACR Details](#)
[Section KPI/Objectives](#)
[Details of Duties](#)
[Other Details](#)

Section KPI/Objectives

KPI Type: Assistant Engineer (Materials Manag... [View KPI Details](#))

Step 11: Click on ‘Submit’ button. After clicking, a pop-up will open where Initiator will click on ‘Yes’. The request will then be sent to Reporting Officer’s ID.

Step 12: Now request has been sent to Reporting Officer’s id.

ACR Application

[All](#) 1

Request No. 00000000571 has been sent to approver successfully

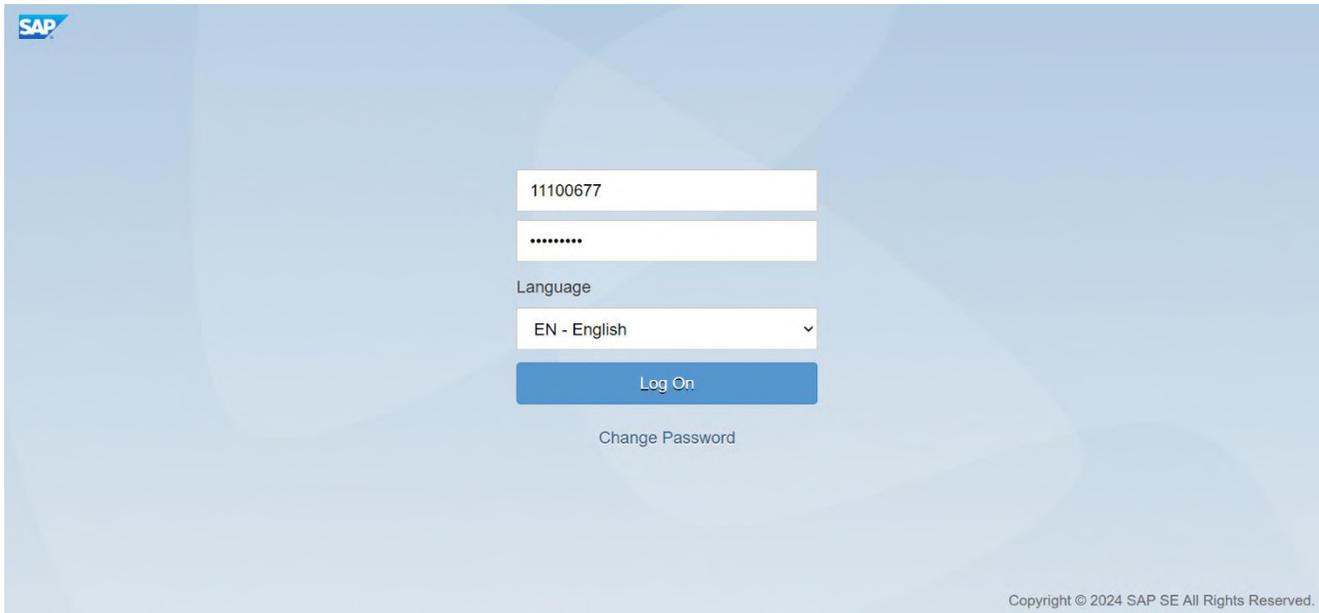
Code: PVVN PVVNL
 Area: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Form Number	Start Date	End Date	Status	Pending with ID	Pending With	Creation Date	Download File
00000000571	01.04.2024	31.03.2025	Waiting for Approval	11100677	Anil .	05.12.2024	Download File

REPORTING OFFICER'S SCREEN

Step 1: Login to Reporting Officer's Fiori.

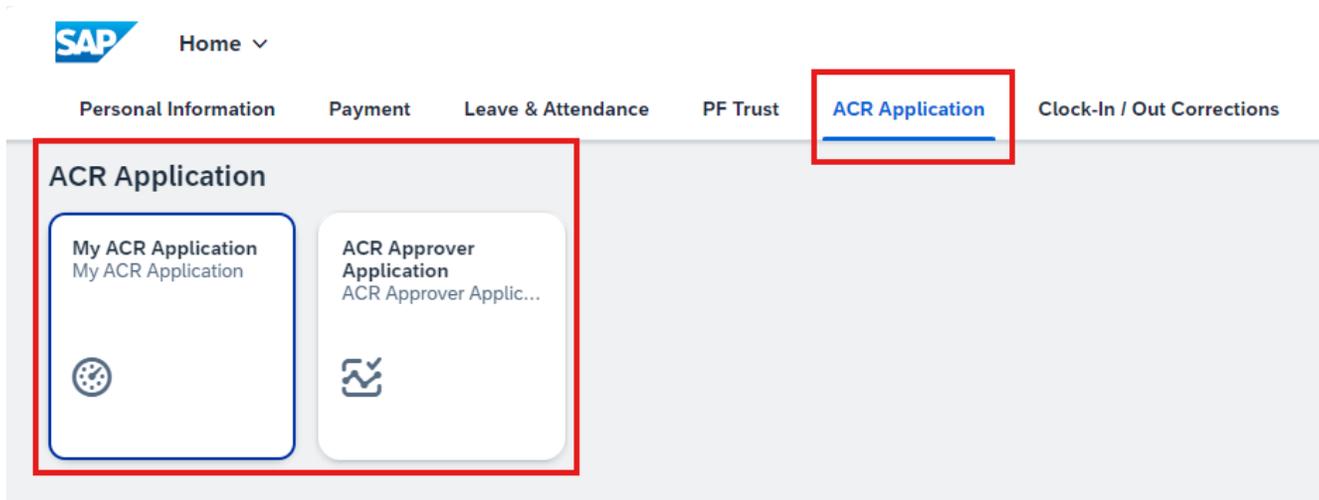


The screenshot shows the SAP Fiori login interface for a Reporting Officer. It features a SAP logo in the top left corner. The main area contains a login form with the following elements:

- A text input field containing the user ID: 11100677
- A password input field with masked characters (dots)
- A "Language" dropdown menu currently set to "EN - English"
- A blue "Log On" button
- A "Change Password" link below the login button

At the bottom right of the screen, the text "Copyright © 2024 SAP SE All Rights Reserved." is visible.

Go to: ACR Application → ACR Approver Application.



The screenshot displays the SAP Fiori Home dashboard. At the top left is the SAP logo and a "Home" dropdown menu. Below this is a horizontal navigation bar with several menu items: "Personal Information", "Payment", "Leave & Attendance", "PF Trust", "ACR Application", and "Clock-In / Out Corrections". The "ACR Application" menu item is highlighted with a red box. Below the navigation bar, there is a main content area with a red border. This area is titled "ACR Application" and contains two application tiles:

- My ACR Application**: A tile with a gear icon and the text "My ACR Application".
- ACR Approver Application**: A tile with a checkmark icon and the text "ACR Approver Application" and "ACR Approver Applic...".



Step 2: Click on “ACR Form Number”.

< **SAP** ACR Approver Application

ACR Details

Pending Request

ACR Form Number	Start Date	End Date	SAP ID	Name of the Employee	Designation	Status	Creation Date	Download File
000000000571	01.04....	31.03....	11100673	Krishna Kumar	AE-E&M	Waiting for Approval	05.12.2024	Download File

Step 3: There are 4 Additional Tabs (Integrity, Reporting Officer Comment, Overall Grading & Other Details)

< **SAP** ACR Approver Application

< Back Save as Draft Submit Display Comment

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PVVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Details Section KPI/Objectives Details of Duties Integrity Reporting Officer Comment Overall Grading Other Details

Reporting Officer Comment

Serial No.	Work	Feedback
1	क्या प्रतिवेदी द्वारा भाग-1 स्वमूल्यांकन में इंगित तथ्य सही भरे गए हैं ? पुष्टि करते हुए कृपया (10-30) शब्दों में टिप्पणी करें।	Yes



Reporting officer will go to “section KPI/Objectives” tab, then click on “view KPI Details” tab, KPI will be visible.

< **SAP** ACR Approver Application ▾

< Back Save as Draft Submit Display Comment

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PNVN PNVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OF
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Details **Section KPI/Objectives** Details of Duties Integrity Reporting Officer Comment

Section KPI/Objectives

KPI Type:* Assistant Engineer (Materials Manag... ▾ **View KPI Details**

Reporting Officer can see the KPI of Initiator

< **SAP** ACR Approver Application ▾ Q 8

< Back

(Key Performance Indicators)

From: 01.04.2024 To: 31.03.2025

1).

* प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
Scheduling and successful implementation of annual supply calendar based on the requirements from the store circles. (Yes/No)	Yes

2).

As per the annual requirement of material received from Store Circles :-

प्रदत्त कार्य का विवरण	* कृत कार्य का विवरण
(A) Notice inviting Tenders completed within 15 Days(in No.)	1
Notice inviting Tenders completed within 15-30 Days (in No.)	1
(C) Notice inviting Tenders completed after 30 Days (in No.)	1

3).

Opening of the Part-1 (Technical Evaluation) of Tender before Purchase Committee/Authority designated for opening of Bill Bid :-

Step 4: After seeing all the details, click on “Back” button for options- Integrity, Reporting Officer Comment, Overall Grading & Other Details

Go to “Integrity” tab

Reporting Officer will go to “Integrity” tab and Give Integrity Note.

- In Integrity tab there are 3 options.
 1. Certified
 2. Withheld
 3. Not Certified
- Certify Integrity Note is compulsory for Withheld and Not certified.

ACR Details

ACR Details Section KPI/Objectives Details of Duties **Integrity** Reporting Officer Comment Overall Grading

Integrity

Integrity Details

Approver Id	Approver Name	Approver Role	* Certify Integrity	Certify Integrity Note
11100677	Anil .	Reporting Officer	Certified ▾	Ok

Step 5: Go to “Overall Grading” tab and give comment.

1. It is mandatory to give Overall Grading, comment & Personal Mail ID.
2. If user’s Mail ID is maintained in PA30, info type → 105 & sub type → MAIL, then mail ID will reflect automatically, and Reporting Officer can also maintain Mail ID Manually.

3

ACR Details

ACR Details Section KPI/Objectives Details of Duties Integrity Reporting Officer Comment **Overall Grading**

Overall Grading

Rating

Approver ID	Approver Name	Approver Role	* ACR Grading	Comment	* Personal Email Id
11100677	Anil .	Reporting ...	Good ▾	Ok	ANIL@GMAIL.COM

Step 6: Then go to “Reporting Officer Comment” Tab and give feedback. All fields are mandatory to fill.

ACR Details

ACR Details Section KPI/Objectives Details of Duties Integrity **Reporting Officer Comment** Overall Grading

Reporting Officer Comment

Serial No.	Work	Feedback
1	क्या प्रतिवेदी द्वारा भाग-1 स्वमूल्यांकन में इंगित तथ्य सही भरे गए हैं ? पुष्टि करते हुए कृपया (10-30) शब्दों में टिप्पणी करें।	Yes

Step 7: Then click on “Submit”. Request will send to Next Reviewing Officer’s ID.

< ACR Application ▾

< Back Save as Draft **Submit** Display Comment

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PNVN PNVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Details **Section KPI/Objectives** Details of Duties Other Details

Section KPI/Objectives

KPI Type:* Assistant Engineer (Materials Manag... ▾ View KPI Details

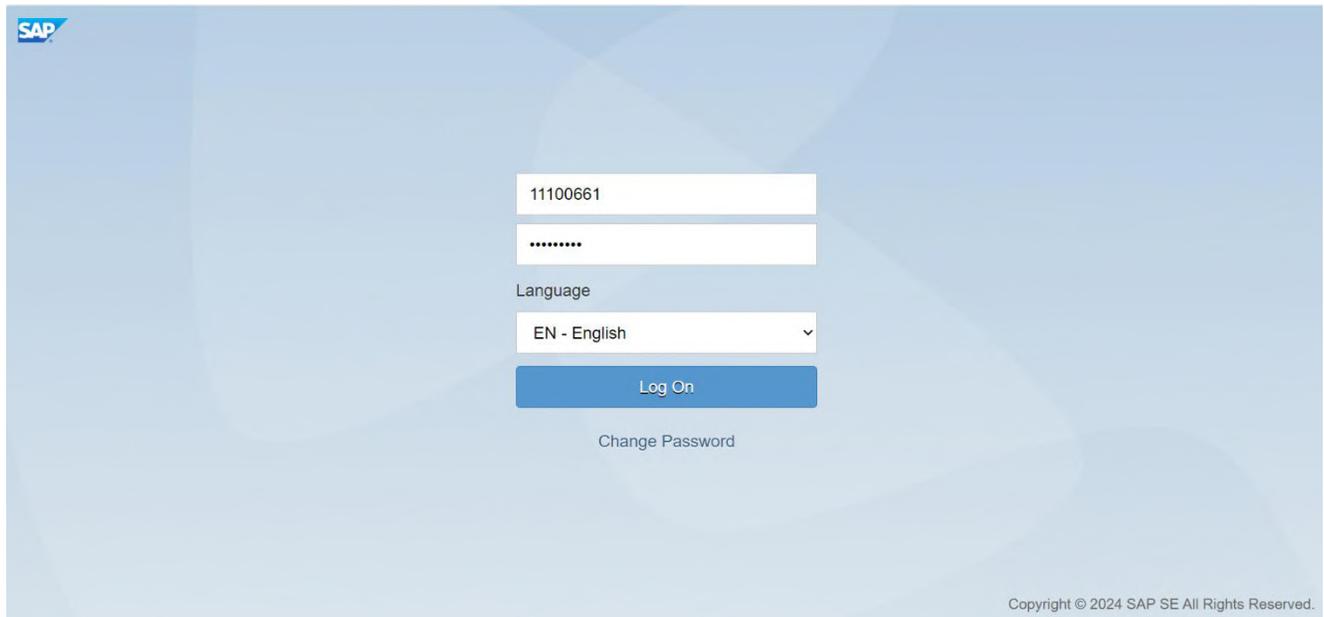
< ACR Approver Application ▾

✓ 1

All ✓ 1 ✪ ✕
 ✓ Request No. 00000000571 has been approved successfully

Reviewing / CO-Reviewing Officer's Screen

Step 1: Login to Reviewing / CO-Reviewing Officer's Fiori.

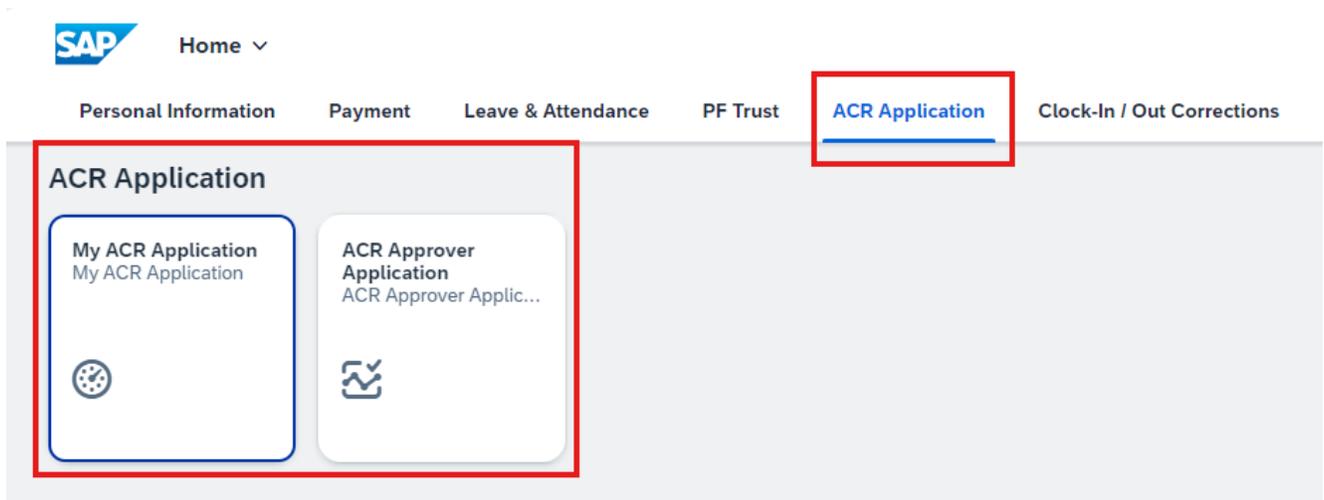


The screenshot shows the SAP Fiori login interface. It features a central login form with the following elements:

- Username:** A text input field containing the value "11100661".
- Password:** A text input field with masked characters "*****".
- Language:** A dropdown menu currently set to "EN - English".
- Log On:** A blue button to submit the login credentials.
- Change Password:** A link below the Log On button.

The SAP logo is visible in the top left corner, and the copyright notice "Copyright © 2024 SAP SE All Rights Reserved." is at the bottom right.

Go to: ACR Application → ACR Approver Application



The screenshot displays the SAP Fiori Home dashboard. The navigation bar at the top includes the following menu items:

- Personal Information
- Payment
- Leave & Attendance
- PF Trust
- ACR Application** (highlighted with a red box)
- Clock-In / Out Corrections

The main content area shows a section titled "ACR Application" (also highlighted with a red box). This section contains two application tiles:

- My ACR Application:** A tile with a gear icon and the text "My ACR Application".
- ACR Approver Application:** A tile with a checkmark icon and the text "ACR Approver Application".



Step 2: After clicking on “ACR Approver Application”, next screen will open. Click on “ACR Form Number”.

< **SAP** ACR Approver Application ▾

ACR Details

Pending Request

ACR Form Number	Start Date	End Date	SAP ID	Name of the Employee	Designation	Status	Creation Date	Download File
<input type="radio"/> 00000000571	01.04....	31.03....	11100673	Krishna Kumar	AE-E&M	Waiting for Approval	05.12.2024	Download File
<input type="radio"/>								
<input type="radio"/>								

Note - “Integrity, Overall Grading, and Officer’s Comment Review” tabs will be available to Reviewing Officer to provide their inputs. Reviewing Officer can see all Comments and Section KPI/Objectives.

< **SAP** ACR Approver Application ▾

[Back](#) [Save as Draft](#) [Submit](#) [Display Comment](#)

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PNVNL
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

[ACR Details](#) [Section KPI/Objectives](#) [Details of Duties](#) [Integrity](#) [Reporting Officer Comment](#) [Overall Grading](#)

ACR Details

ACR Form No.: 00000000571 Assessment Period: 01.04.2024 to: 31.03.2025

ACR Details

< [Officer's Comment Review](#) [Other Details](#)

ACR Details

Step 3: Go to “Integrity” Tab select Option from drop box from ‘Integrity’.

In Integrity tab there are 3 options.

1. Certified
2. Withheld
3. Not Certified

- Certify Integrity Note is compulsory for Withheld and Not certified.
- Reporting Officer’s inputs will be visible to Reviewing Officer. Reviewing officer will provide their inputs

ACR Details

ACR Details	Section KPI/Objectives	Details of Duties	Integrity	Reporting Officer Comment	Overall Grading
-------------	------------------------	-------------------	-----------	---------------------------	-----------------

Integrity

Integrity Details

Approver Id	Approver Name	Approver Role	* Certify Integrity	Certify Integrity Note
11100677	Anil .	Reporting Officer	Certified	Ok
11100661	Sohan Kumar	Reviewing Officer	Certified	Ok
11100681	Sohan Ram	Final Authority Officer		

Step 4: Go to “Overall Grading”. Give Comment and Personal Mail ID.

- Overall Grading is mandatory to fill.
- If Reviewing Officer’s Mail ID is maintained in PA30, Info type → 105 & Sub type → MAIL. Then the mail ID will reflect automatically and Reviewing officer can also maintain Mail ID manually.

ACR Details

ACR Details	Section KPI/Objectives	Details of Duties	Integrity	Reporting Officer Comment	Overall Grading	>
-------------	------------------------	-------------------	-----------	---------------------------	-----------------	---

Overall Grading

Rating

Approver ID	Approver Name	Approver Role	* ACR Grading	Comment	* Personal Email Id
11100677	Anil .	Reporting ...	Good	Ok	ANIL@GMAIL.COM
11100661	Sohan Kumar	Reviewing ...	Good	Ok	sohan@gmail.com

Step 5: Go to “Officer’s comment Review” Tab

- In Officer’s Comment Review tab. There are 2 options.
 1. Yes
 2. No
- Reviewing Officer is required to select any one of the above options
- Comment is compulsory for option ‘NO’. For ‘Yes’ it is not compulsory.
- Reviewing officer will mention if they agree with Reporting Officer Grading Comment, then click on Submit button.

ACR Details

< **Officer’s Comment Review** Other Details

Officer’s Comment Review

Comment Review

Officer’s Name	* Do you agree with Grading/Comment of Reporting and Reviewing officer	Comment
Sohan Kumar	Yes	ok

Step 6: Click on “SUBMIT”. Request will be sent to Final Authority Officer.

<  ACR Approver Application ▾

1

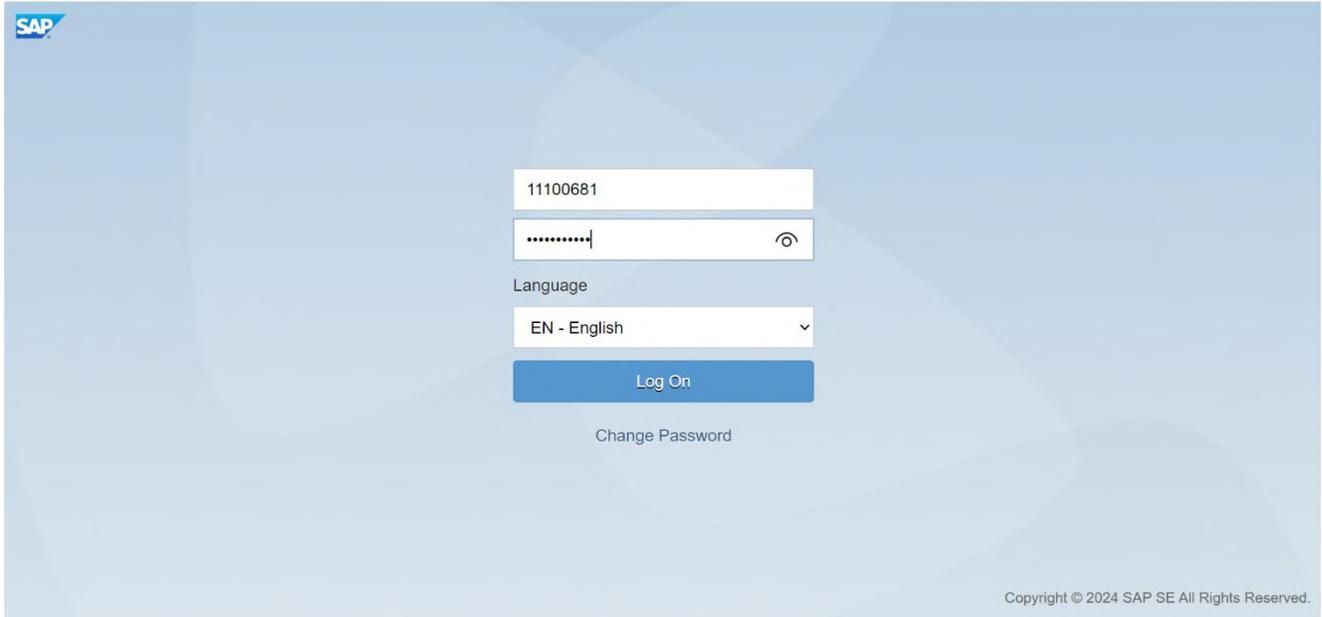
All 1

Request No. 00000000571 has been approved successfully

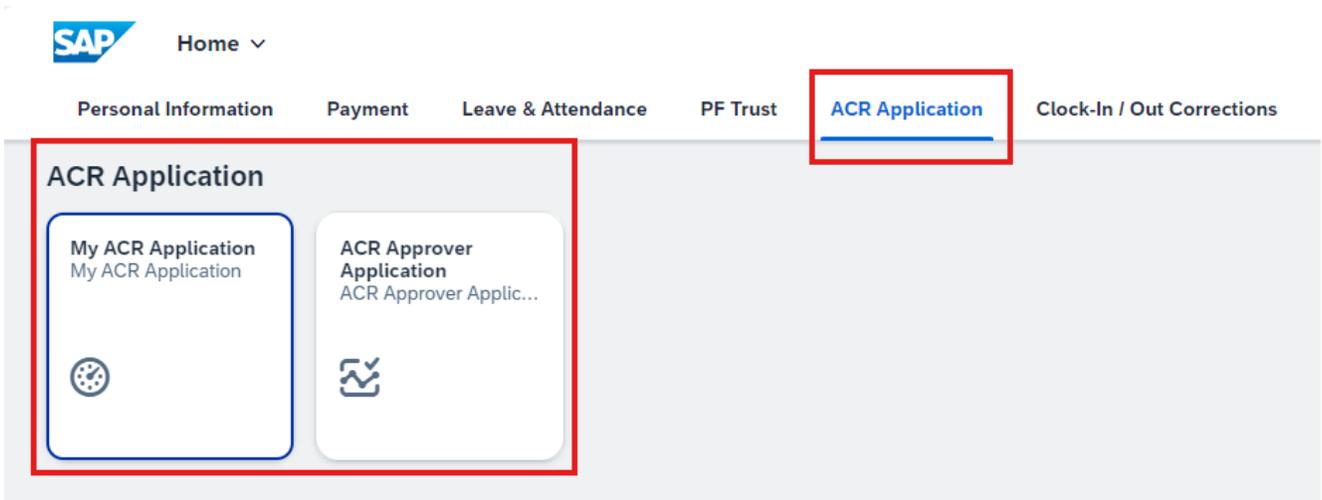
Signature Status

Final Authority Officer

Step 1: Final Authority Officer will login Fiori.



Go to: ACR Application → ACR Approver Application





Step 2: After clicking on ACR Approver Application Next screen will open. Click on “ACR Form Number”.

< **SAP** ACR Approver Application ▾

ACR Details

Pending Request

ACR Form Number	Start Date	End Date	SAP ID	Name of the Employee	Designation	Status	Creation Date	Download File
<input type="radio"/> 000000000571	01.04....	31.03....	11100673	Krishna Kumar	AE-E&M	Waiting for Approval	05.12.2024	Download File
<input type="radio"/>								
<input type="radio"/>								

Note: - “Integrity, Overall Grading, and Officer’s Comment Review” tabs will be available to Final Authority Officer to provide their inputs. Final Authority Officer can see all Comments and Section KPI/Objectives.

< **SAP** ACR Approver Application ▾

Back Save as Draft Submit Display Comment

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PVVN
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVN OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

[ACR Details](#) Section KPI/Objectives Details of Duties **Integrity** Reporting Officer Comment **Overall Grading**

ACR Details

ACR Form No.: 000000000571 Assessment Period: 01.04.2024 to: 31.03.2025

ACR Details

< **Officer’s Comment Review** Other Details

ACR Details



Step 3: Go to “Integrity” Tab select Option from drop box from ‘Integrity’.

- In Integrity tab there are 3 options.
 1. Certified
 2. Withheld
 3. Not Certified
- Final Authority Officer is required to select any one of the above options
- Certify Integrity Note is compulsory for options ‘Withheld’ and ‘Not certified’. In case of ‘Certified’ it can be left blank.

ACR Details

ACR Details	Section KPI/Objectives	Details of Duties	Integrity	Reporting Officer Comment	Overall Grading
-------------	------------------------	-------------------	-----------	---------------------------	-----------------

Integrity

Integrity Details

	Approver Id	Approver Name	Approver Role	* Certify Integrity	Certify Integrity Note
<input type="radio"/>	11100677	Anil .	Reporting Officer	Certified	Ok
<input type="radio"/>	11100661	Sohan Kumar	Reviewing Officer	Certified	Ok
<input type="radio"/>	11100681	Sohan Ram	Final Authority Officer	Certified <input type="button" value="v"/>	Ok

Step 4: Go to “Overall Grading” tab, Give Comment and Personal Email ID.

NOTE: - Final Authority can see all Comments and Section KPI/Objectives.

- In Overall Grading tab, Comment and Personal Email ID is Mandatory fields to fill.
- If Final Authority Officer’s Mail ID is maintained in PA30 (Info type – 105, Sub type – MAIL). Then the mail ID will reflect automatically, and Final Authority Officer can also maintain Mail ID manually.

ACR Details Section KPI/Objectives Details of Duties Integrity Reporting Officer Comment **Overall Grading**

Overall Grading

Rating

Approvers	Approver ID	Approver Name	Approver Role	* ACR Grading	Comment	* Personal Email Id
<input type="radio"/>	11100677	Anil .	Reporting ...	Good	Ok	ANIL@GMAIL.COM
<input type="radio"/>	11100661	Sohan Kumar	Reviewing ...	Good	Ok	SOHAN@GMAIL.COM
<input type="radio"/>	11100681	Sohan Ram	Final Autho...	Good <input type="button" value="v"/>	Ok	soram@gmail.com

Step 5: Go to “Officer’s comment Review” Tab.

- In Officer’s Comment Review tab there are 2 options.
 1. Yes
 2. No
- Final Authority Officer is required to select any one of the above options
- Comment is compulsory for option ‘NO’. For ‘Yes’ it is not compulsory.
- Final Authority officer will mention if they agree with Reporting Officer Grading Comment, then click on Submit button.

ACR Details

< **Officer’s Comment Review** Other Details

Officer’s Comment Review

Comment Review

Officer’s Name	* Do you agree with Grading/Comment of Reporting and Reviewing officer	Comment
Sohan Kumar	Yes	Ok
Sohan Ram	Yes <input type="button" value="v"/>	Ok



Step 6: Then click on “Submit”. Request has been approved successfully.

< **SAP** ACR Approver Application ▾

✔ 1

All ✔ 1

✔ Request No. 00000000571 has been approved successfully

Signature	Status
-----------	--------

ACR Admin Screen

Step 1: ACR Admin Screen:

- After Final Authority Officer approve the ACR, the ACR status is 'pending with admin'.
- Admin will go to TCODE: - "ZHR_ACR_DB", click on 'ACR Admin Report'

ACR Dashboard

ACR Dashboard

Annual Confidentiality Report(ACR) Dashboard

Data Admin Maintenance	ACR Role Maintenance
ACR Date Setting	ACR Approver Maintenance
Four Level Approval Maintenance	ACR Approval Exception
Employee ACR Approval Hierarchy	ACR Exception Report
ACR Template Creation	ACR Trend Report
ACR Admin Report	ACR History
Manual Remarks Entry	Approver Separation Case

STEP 2: Admin will Select the request number with status 'Pending with Admin' and click on 'Approve' tab.

System Help

ACR Admin Report

Download Pdf Approve Auto Forward Release PDF Refresh

Request ...	Personnel Numb...	Appraisee Name	Appraisee Position	Status	Begin Date	End Date	Company Co...	Payroll Ar...	Employee Gro...
571	11100673	Krishna Kumar	AE-E&M	Pending with Admin	01.04.2024	31.03.2025	PVNV	SG	B
570	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVNV	SG	B
569	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVNV	SG	B
568	11100672	Suman .	CE-Lv1-E&M	Waiting for Approval	01.04.2024	31.03.2025	PUVV	E0	A
567	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVNV	SG	B
566	11100322	Charan Singh	CE-Lv1-E&M	ACR Form Created	01.04.2024	31.03.2025	PVNV	W5	A
565	11100322	Charan Singh	CE-Lv1-E&M	Completed	01.04.2024	31.03.2025	PVNV	W5	A
564	11100318	Pushkal Roy	AE-E&M	ACR Form Created	01.07.2024	30.09.2024	PUVV	E2	B

Step 3: Status will be 'Completed'.

System Help

ACR Admin Report

Download Pdf Approve Auto Forward Release PDF Refresh

Request ...	Personnel Numb...	Appraisee Name	Appraisee Position	Status	Begin Date	End Date	Company Co...	Payroll
571	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVVN	SG
570	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVVN	SG
569	11100673	Krishna Kumar	AE-E&M		01.04.2024	31.03.2025	PVVN	SG
568	11100672	Suman .	CE-Lv1-E&M	Waiting for Approval	01.04.2024	31.03.2025	PUVV	E0
567	11100673	Krishna Kumar	AE-E&M		01.04.2024	31.03.2025	PVVN	SG
566	11100322	Charan Singh	CE-Lv1-E&M	ACR Form Created	01.04.2024	31.03.2025	PVVN	W5
565	11100322	Charan Singh	CE-Lv1-E&M		01.04.2024	31.03.2025	PVVN	W5
564	11100318	Pushkal Roy	AE-E&M	ACR Form Created	01.07.2024	30.09.2024	PUVV	E2
563	11100318	Pushkal Roy	AE-E&M	ACR Form Created	01.04.2024	30.06.2024	PUVV	E2
562	11100318	Pushkal Roy	AE-E&M		01.07.2024	30.09.2024	PUVV	E2

Step 4: After approving, the ACR Admin will click on 'Release PDF' post which the Initiator will be able to download the ACR request form from Fiori portal.

ACR Admin Report

Download Pdf Approve Auto Forward Release PDF Refresh

Request ...	Personnel Numb...	Appraisee Name	Appraisee Position	Status	Begin Date	End Date	Company Co...	Payroll Ar...	Employ
571	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVVN	SG	B
570	11100673	Krishna Kumar	AE-E&M	Completed	01.04.2024	31.03.2025	PVVN	SG	B
569	11100673	Krishna Kumar	AE-E&M		01.04.2024	31.03.2025	PVVN	SG	B
568	11100672	Suman .	CE-Lv1-E&M	Waiting for Approval	01.04.2024	31.03.2025	PUVV	E0	A
567	11100673	Krishna Kumar	AE-E&M		01.04.2024	31.03.2025	PVVN	SG	B
566	11100322	Charan Singh	CE-Lv1-E&M	ACR Form Created	01.04.2024	31.03.2025	PVVN	W5	A
565	11100322	Charan Singh	CE-Lv1-E&M		01.04.2024	31.03.2025	PVVN	W5	A
564	11100318	Pushkal Roy	AE-E&M	ACR Form Created	01.07.2024	30.09.2024	PUVV	E2	B
563	11100318	Pushkal Roy	AE-E&M	ACR Form Created	01.04.2024	30.06.2024	PUVV	E2	B
562	11100318	Pushkal Roy	AE-E&M		01.07.2024	30.09.2024	PUVV	E2	B
561	11100318	Pushkal Roy	AE-E&M		01.04.2024	30.06.2024	PUVV	E2	B
560	11100321	Dharampal Singh	SE-E&M/JS	ACR Form Created	01.04.2024	31.03.2025	PVVN	W5	A
559	11100322	Charan Singh	CE-Lv1-E&M		01.04.2024	31.03.2025	PVVN	W5	A
558	11100321	Dharampal Singh	SE-E&M/JS		01.04.2024	31.03.2025	PVVN	W5	A
557	11100321	Dharampal Singh	SE-E&M/JS		23.08.2024	31.03.2025	PVVN	W5	A
556	11100310	Sudhir Dubey	EE-E&M/DS	ACR Form Created	20.10.2024	31.03.2025	MVNN	C2	A
555	11100310	Sudhir Dubey	EE-E&M/DS	ACR Form Created	01.04.2024	10.10.2024	MVNN	C2	A
554	11100310	Sudhir Dubey	EE-E&M/DS		01.10.2024	31.03.2025	MVNN	C2	A
553	11100310	Sudhir Dubey	EE-E&M/DS		01.04.2024	30.09.2024	MVNN	C2	A
552	16700006	Kamal	EE-E&M/DS	ACR Form Created	01.04.2025	31.03.2026	PVVN	W6	A
551	16700006	Kamal	EE-E&M/DS	ACR Form Created	01.08.2024	31.12.2024	PVVN	W6	A
550	16700006	Kamal	EE-E&M/DS	ACR Form Created	01.04.2024	31.07.2024	PVVN	W6	A

Released Successfully.

SAP



Step 5: Status will be 'Completed'. Initiator can download ACR Form from Fiori portal.

< **SAP** ACR Application ▾

Employee Details

SAP ID: 11100673 Krishna Kumar Company Code: PVVN PVVN
 EE Subgroup: EM AE-E&M Pers. subarea: WZ03 Meerut Zone
 Position: 20006760 Assistant Eng(Workshop) Org. Unit: 50000016 MD DVVNL OFFICE
 Personnel area: WZ03 Meerut Zone
 EE group: B Class II

ACR Details

ACR Form Number	Start Date	End Date	Status	Pending with ID	Pending With	Creation Date	Download File
00000000571	01.04.2024	31.03.2025	Completed	00000000		05.12.2024	Download File