RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.
(A Government of Rajasthan Undertaking)
Corporate Identity Number (CIN) - U40102RJ2000SGC016484
Tele Fax: +91-141-2741352 E-mail: hrdrvunl@gmail.com Website: www.rvunl.com

No:RVUN/P&A/OPAR/F. ID.76. April 13, 2015

CIRCULAR

Sub:- Introducing “Online Performance Appraisal Reports” (OPAR) and disclosing OPARs’ gradations to employees concerned.

Performance Appraisal Reports are very important documents not only for employees but for organizations also. That it is significant in building career of each employee and also in achieving progress of every establishment, is a known fact. Under the existing provisions of Service Regulations, annual PARs are treated as confidential documents. However, Hon’ble Supreme Court of India, in the case of “Dev Dutt Vs Union of India” and again in the case of “Sukhdev Singh Vs Union of India”, has held that every entry in the ACR of the public servant, whether it is Poor, Fair, Average, Good or Very Good, must be communicated to him/ her within a reasonable period as it helps in achieving threefold objectives, as detailed hereunder :-

(i) First, the communication of every entry in the ACR to a public servant helps him/her to work harder and achieve more that helps him in improving his work and give better results.

(ii) Second and equally important, on being made aware of the entry in the ACR, the public servant may feel dissatisfied with the same. Communication of the entry enables him/her to make representation for up-gradation of the remarks entered in the ACR.

(iii) Third, communication of every entry in the ACR brings transparency in recording the remarks relating to a public servant and the system becomes more conforming to the principles of natural justice.

The Board of Directors in its 239th meeting held on 18th September, 2014 has, therefore, decided that the procedure of filling, assessing, reviewing & countersigning of APARs as well as disclosing of APARs' Gradations to concerned employees through “Online” process may be initiated for APARs of the financial year 2014-15 (to be filled in the year 2015-16) and onwards. As a first step for achieving this goal, personal data of all those employees who are getting pay in the Grade Pay of Rs. 3600/- or above (excluding Technical Workers), have already been got filled through Online procedure.

For implementing the principle laid down by the Apex Court of India in the aforesaid decisions in its true letter and spirit, the “Online Performance Appraisal Report” (OPAR) System, is now being introduced in the Nigam.

This new OPAR system is being introduced in a time bound manner to make the process of filling up PARs and disclosing of every entry in PARs with full transparency and in a hassle free manner. For this purpose, an automated
IT based mechanism is being adopted to remind those employees who do not submit their OPARs in time. Simultaneously, an auto alert & reminder system has also been got developed to remind about pendency of PARs with concerned officer. Under this quick-response as well as transparent methodology, disclosure of each and every entry, including gradation recorded at every level could be communicated.

Besides, an opportunity will also be available with every employee to submit representation, if willing to do so, against not only “Adverse remarks”, but also against any entry or remark or gradation recorded in the OPAR at any level. Apart from this, provision for making “Second Appeal” before the “Appellate Board” is also being introduced, in case an employee is not satisfied with the decision on the First Appeal submitted by him/ her.

As Performance Appraisal Reports provide basic and vital information related to employees which are used for various purposes, it is expected from every employee that they will undertake the duty of filling-up of “Online Performance Appraisal Report” (OPAR) with full responsibility. Detailed procedure and guidelines for filling-up OPAR for the year 2014-15 (to be filled in 2015-16) and onwards, are enclosed as Annexure- “A”. For APARs of previous years i.e. of 2013-14 (filled in the year 2014-15) and earlier years, instructions issued in the past, shall remain applicable.

Stepwise detail procedure of filling-up of OPARs and reporting/ reviewing/ countersigning of OPARs, is enclosed as power-point presentation file (Annexure-“B”) for making the entire procedure clearly understandable. Technical support for filling-up of OPARs is available on RVUN’s Intranet too, under icon “Intranet Support”.

By Order,

(Alok Sharma)  
Jt. Director (Per. & Admn.)

Encl.: Annexure – “A” & “B”.

Copy to the following for information and necessary action:-

1. Director (Technical/ Projects/ Finance), RVUN, Jaipur.
2. Chief/ Addl./ Dy. Chief Engineer/ SE ( ), RVUN,
3. CCOA/ CAO ( ), RVUN,
4. Company Secretary, RVUN, Jaipur.
5. PS to Principal Secretary (Energy), GoR, Jaipur.
6. DS/ DDP/ AS/ POI/ APO ( ), RVUN,
7. Sr. AO/ AO/ AAO (IA/ ( ), RVUN,
8. PA to CMD, RVUN, Jaipur.
9. AEn (Website Monitoring), RVUN, Jaipur for uploading orders.

(Mohd. Nasir)
Personnel Officer (Estt.-I)
ANNEXURE - "A"

RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.  
(A Government of Rajasthan Undertaking)  
Corporate Identity Number (CIN) - U40102RJ2000SCC016484  
Tele Fax : +91-141-2741352  E-mail : hrdrvunl@gmail.com  Website : www.rvunl.com

Guidelines for filling, reporting, reviewing and countersigning “Online Performance Appraisal Reports” (OPAR) and disclosing OPARs’ gradations to employees concerned

1. Procedure of filling, reporting, reviewing and countersigning “Online Performance Appraisal Report” (OPAR) shall be applicable for the Annual Performance Appraisal Reports of the financial year 2014-15 (to be filled during the year 2015-16) and onwards.

2. OPAR shall apply to all employees of RVUN, who are getting pay in the Grade Pay of Rs. 3600/- or above, except those employees who are :-
   (i) getting pay in the Grade Pay of Rs. 2800/- or below;
   (ii) working on a post of Technical Workers’ cadre;
   (iii) on deputation from RVUN to an outside organization; and
   (iv) on deputation from any outside organization to RVUN.

For filling-up of APARs of those employees upon whom these provisions of OPARs have not been made applicable as well as for APARs of previous years i.e. of 2013-14 (filled in the year 2014-15) and earlier years, instructions issued in the past, shall remain applicable.

3. Period of Reporting :-
   (i) OPARs shall be drawn up for the period covered by the financial year.
   (ii) OPAR shall not be drawn up, if the concerned employee reported upon, has not worked under a Reporting officer for at least three months during the year under report.
   (iii) In case, an employee has worked for three months or more under two or more officers during that financial year, then each of them will report independent OPARs, precisely indicating the period to which it relates. The OPAR(s) for the earlier part(s), of the year, should be filled at the time of transfer or immediately thereafter and should not be deferred till the end of the year.
   (iv) If the Reviewing authority or Countersigning authority is changed in the middle of the year but the Reporting officer remains the same, then there is no need to fill a separate OPAR. However, if for a period under report, there were more than one Reviewing authorities, the last officer will review the OPAR, provided that he/she has supervised work of the employee for at least three
months' period. In case, he/she has not seen work of the employee reported upon, for at least three months, the officer immediately preceding it, would review his/ her OPAR, provided further that he/ she has seen work of that person for at least three months, and so on.

4. **Procedure of Filling-up of OPARs** :-

(i) If an employee is not having RVUN's official mobile number, then he/ she may get an mobile number allotted from the department and till such time he/ she may get his/her own (private) mobile number registered through RVUN's intranet.

(ii) For verification of an employee, Photo of the employee, Signature and Photo ID Card (e.g. PAN Card/ Aadhar Card/ Voter ID/ RVUN's ID) is required to be uploaded, which will be shown at appropriate places in his/ her OPAR. The concerned Reporting officer, on being satisfied with the identity of the employee, shall further proceed to fill-up report in OPAR.

In case Reporting officer/ Reviewing officer/ Countersigning authority found that OPAR of an employee has been wrongly submitted, then he/she may return the same with reasons.

5. **Time Schedule for various stages of OPAR** :-

The Time Schedule for various activities of OPAR shall be as follows:-

<table>
<thead>
<tr>
<th>S. No</th>
<th>Activity</th>
<th>Last date by which activities to be completed every Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submitting OPAR by the concern employee, after filling up Part-I of OPAR on RVUN's Intranet</td>
<td>30th April</td>
</tr>
<tr>
<td>2</td>
<td>Reporting on OPAR by Reporting Officer and onward submission to the Reviewing Officer</td>
<td>20th May</td>
</tr>
<tr>
<td>3</td>
<td>Comments by the Reviewing Officer and onwards submission to Countersigning Authority</td>
<td>10th June</td>
</tr>
<tr>
<td>4</td>
<td>Recording comments on the OPAR by the Countersigning Authority</td>
<td>10th July</td>
</tr>
<tr>
<td>5</td>
<td>First Appeal, if any, by the concerned employee on gradation/entries in his/ her OPAR</td>
<td>25th July</td>
</tr>
<tr>
<td>6</td>
<td>Decision on First Appeal</td>
<td>31st August</td>
</tr>
<tr>
<td>7</td>
<td>Second Appeal to the Appellate Board, if any, against decision of the 1st Appeal</td>
<td>10th September</td>
</tr>
</tbody>
</table>

6. **Levels of Assessment** :-

Assessment in OPAR of each employee will generally be made at three levels, as already notified for each post vide order No. RVUN/P&A/APAR/F.D 31 dated 18.4.2013 (P&A-182).

\(\text{\textcopyright}\, 2013\)
7. Responsibilities of employees, to be reported:

(1) It shall be the responsibility of each employee to fill "Online Performance Appraisal Report" (OPAR) and to submit the same within the prescribed time period after completing Part-I thereof, along with required information/enclosures, if any, to his Reporting Officer through this Online procedure at RVUN’s Intranet.

(2) The time schedule prescribed for filling-up OPARs shall be followed strictly. If the person reported upon does not submit the OPAR after completing its first part within the period prescribed for the purpose, the Reporting officer will write the report without his/ her self-assessment and submit the OPAR to the Reviewing authority for further necessary action.

(3) It should be ensured that exact “starting date” and “end date” are mentioned by the person reported upon, at the appropriate place and not just the year of Report.

(4) A few employees append a number of sheets detailing self-appraisal along with statements, certificates, etc. while submitting the APAR forms, which unnecessarily make APAR forms and APAR dossiers bulky. To overcome it, sufficient space has been provided in the OPAR form, for making necessary entries with regard to self-appraisal.

(5) Every employee is under obligation to furnish information required under various provisions of the RVUN Employees Conduct Regulations, 1976 along with the OPAR, apart from details of immovable properties and children.

8. Responsibilities of the Reporting Officer:

(1) Reporting Officer will first ensure that the person to be reported has actually worked under him/ her for at least three months’ period and only after verifying it, and on being satisfied with correctness and clear visibility of Photograph, Scanned signatures & ID proof, he/ she shall record his/ her opinion within the prescribed time limit.

(2) Adverse entries, if any, should be recorded at point No. 4 and nowhere else. Adverse remarks should be recorded in the OPARs only when the person reported upon, persistently fails to show improvement. While mentioning any faults/ defects, the reporting officer must also give an indication at point No. 3 about efforts made by him for reforms, by way of guidance, admonition, etc. as well as effects of such efforts.

9. Responsibilities of the Reviewing Officer:

(1) While making its remarks under point No. 2 & 3 of Part III of the OPAR form, the authority should exercise positive and independent judgment on the remarks of the Reporting officer and clearly express his agreement or disagreement with those remarks. This is essential especially in cases of change in gradation, where opinion of the higher officer shall be construed as the correct assessment.
(2) Reviewing authority shall verify correctness of remarks of the Reporting officer. If the Reviewing authority is not sufficiently familiar with the work of the person reported upon so as to be able to arrive at the proper and independent judgment of his own, he may make such enquiries as he may consider necessary.

Similarly, when the Reporting officer has recorded "adverse entries", the Reviewing authority may discuss with the Reporting officer about such adverse entries and may, either countersign the report including the adverse entries or modify/expunge the "adverse entries".

10. Responsibilities of the Countersigning authorities:

(1) It is the responsibility of the Countersigning authority to see that the OPAR is filled up by the Reporting and the Reviewing authorities as per the instructions issued in this regard, from time to time.

(2) The Reviewing/Countersigning authorities have a right to down-grade or upgrade the assessment made by the lower officer(s) where it is considered expedient in public interest. However, while doing so, he/she should not only express his/her disagreement with the assessment of the Reporting and/or Reviewing authority explicitly, but should also specifically record reasons for such down-gradation/up-gradation in the OPAR form itself.

11. General Instructions for writing PARs.

(i) Every authority writing the report should first ensure that he/she is competent to write OPAR of that person and should especially check the period under report and satisfy himself/herself that he/she is/was the competent Reporting/Reviewing/Countersigning authority for the concerned person for the period under report.

(ii) In case an employee is transferred/promoted or there is any change in his/her Reporting officer during the course of a year, OPAR for the relevant period should be submitted at the time of transfer/promotion or immediately thereafter and it should not be deferred till end of the year.

(iii) As soon as the Countersigning authority will record its observations in OPAR of an employee, copy of the same will be delivered on the official email ID of the concerned employee, apart from P&A Wing of RVUN, and the employee will be able to view all entries recorded in his/her OPARs at each level.

(iv) The entire process of filling up of OPARs is an irreversible process because on onward submission of OPARs at each level, the same will immediately be forwarded through Intranet to the next authority as well as to P&A Wing of Nigam, thus every employee, Reporting officer, Reviewing officer as well as Countersigning authority should ensure before finally submitting OPARs.
(v) Employees are not entitled for personal hearing at the time of reporting/reviewing/countersigning of OPARs, however, they will have opportunity to make representation(s) against all entries, on disclosing of OPARs to them through this Online system, after completing each step i.e. filling, reporting, reviewing and countersigning of OPARs.

12. Officers competent/incompetent to write PAR

(1) Period less than three months- If the Reporting/Reviewing authority has not supervised the work of an employee reported upon for a period of at least three months, he/she can’t write/review the OPAR of such employee.

(2) Officer under Suspension- If the Reporting/Reviewing/Countersigning authority is under suspension, he/she is not entitled to fill OPARs of employees who have worked under him/her while he/she was on duty.

(3) Employee under suspension/awaiting posting order/on study leave- OPAR of an employee on study leave, awaiting posting orders or placed under suspension for that period, shall not be drawn up.

(4) Retirement of Reporting/Reviewing/Countersigning authority- When the Reporting/Reviewing/Countersigning authority retires/otherwise demits office, he cannot draw up the OPAR or offer comments on the representation submitted against the entry/gradation made by him/her.

(5) In case the supervisory authority is not competent to fill the OPAR as a Reporting officer in respect of an employee for a particular period, the OPAR shall be filled by the Reviewing authority as the Reporting Officer and the Countersigning authority as the Reviewing as well as the Countersigning authority. Similarly, if no officer is competent to review the OPAR of an employee for a particular period, the Countersigning authority will review as well countersign the PAR.

In the same way, in the event of there being no officer competent to write as either a Reporting officer or as a Reviewing authority, the report shall be initiated, reviewed and countersigned by the Countersigning authority.

However, if no officer is competent to write, review, or countersign a OPAR, an entry to that effect shall be made in the OPAR. The Reviewing authority, while acting as a Reporting officer and the Countersigning authority while acting as Reviewing authority, should specifically state the circumstances under which he/she had to do so.

13. Communication of gradations & entries in OPARs and Appeal against the same :-

(1) Under this new OPAR procedure based on online system, every entry in OPAR recorded by the Reporting, Reviewing and Countersigning Authorities shall be communicated to the employee concerned. On filling-up of the OPAR by the Countersigning authority, the same shall
be delivered to the concerned employee at his official email address and thereafter, he/she may submit representation, if any, against any entry/gradation recorded by his/her Reporting/Reviewing/Countersigning authority in his/her OPAR, within the prescribed time period.

(2) An opportunity will be available with every employee to submit representation, if willing to do so, against any entry or remark or gradation recorded in his/her OPAR at any level. However, only those representations which are received from the concerned employee within the prescribed time limit, shall be accepted.

(3) In case an employee is not satisfied with the decision on his/her ‘First Appeal’, then he/she may submit “Second Appeal” before the “Appellate Board”.

(4) Once a final decision is taken by the Appellate Board, no Appeal/review-application shall be entertained against decision of the Appellate Board.

14. Matters of APARs for the year 2013-14 and earlier years, including issues of adverse entries, shall be examined and disposed off in accordance with prevailing instructions/procedure.

15. Provisions of the Information Technology Act, 2000 shall be applicable on every activity carried out through RVUN’s Intranet.

*****
Step 1: Starting the RVUNL site.

1. Open the browser (e.g., Internet Explorer).
2. In the address bar enter the URL www.rvunl.com
3. Click on "Department Login"

Step 2: Enter the Registered Official Mobile Number and click on "Get Password".

Step 3: Enter the password received on the Registered official Mobile number and click on "Login".

Step 4: Click "OPAR" to fill Online Performance Appraisal Report.
Step 5: Fill “Father’s name”

Step 6: Fill Posting details and Reporting officer’s details by click “Fill Information”
Step 7: For filling up details of “Posting” and add respective “Reporting Officer”

Step 1: Click here to “Add posting details”. (see step-8)

Step 2: Click here to “Add Reporting Officer” corresponding to posting detail. (see step-9)
Step 8: Fill information regarding “Posting Details”

- Select “Designation”
- Click here to add “To Date”
- Fill “Post Held”
- Select “Station”
- May attach self appraisal file up to 1MB here
- Click here to “Save”
Step 9: Fill details of Reporting Officers for corresponding duration by clicking respective "Add Reporting officer” button.

### Posting Details During the Reporting Period

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Project Officer</th>
<th>Designation</th>
<th>Post Name</th>
<th>Post Code</th>
<th>Date From</th>
<th>Date To</th>
<th>Duration</th>
<th>No of Reporting Officer Added</th>
<th>Reporting Officer</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KIPS</td>
<td>Assistant Engineer</td>
<td>AEn</td>
<td></td>
<td>01-Apr-2014</td>
<td>13-Jul-2014</td>
<td>104</td>
<td>0</td>
<td>Add Reporting Officer</td>
<td>Edit</td>
</tr>
<tr>
<td>2</td>
<td>JAIPUR</td>
<td>Assistant Engineer</td>
<td>AEn</td>
<td></td>
<td>14-Jul-2014</td>
<td>31-Mar-2015</td>
<td>251</td>
<td>0</td>
<td>Add Reporting Officer</td>
<td>Edit</td>
</tr>
<tr>
<td>3</td>
<td>JAIPUR</td>
<td>Assistant Engineer</td>
<td>AEn</td>
<td></td>
<td>01-Apr-2015</td>
<td>08-Apr-2016</td>
<td>9</td>
<td>0</td>
<td>Add Reporting Officer</td>
<td>Edit</td>
</tr>
</tbody>
</table>

### Reporting Officer Details

- **No Reporting Officer**
  - Add More Reporting Officer

Add "To Date here" and fill Reporting officer mobile no and press enter.

Click here to add "Reporting officer”

This value will change automatically, once you click “Save”
Step 10: After adding all reporting officers respective to posting detail, now click on “Proceed Next”.

Step 11: To edit the statement of “Immovable Property” and “Children”, click on respective “Edit Details”. You can add or delete the property and children details. After completing the details, “Tick” both the check boxes.

[Diagram showing the steps and options for editing]

Tick this box

Tick this box

Click Here to “Edit Property Details”

Click Here to “Edit Children Details”
Step 12: Upload “Photo ID Proof” and press “Update” and then “Send to Reporting Authority” button.

Upload your “Photo ID Proof” & then click “Update”.

Click here to “Submit” otherwise click “cancel” for Editing.
Step 13: If you are reporting/reviewing/countersign authority then do the following steps

Step 1:
Click here for "Reporting/Reviewing/Countersigning OPAR"

Click here to "Send Back" to employee

Click to fill the OPAR and go to step 14.

Click to "Send Back" after typing the reason
Step 14: Click OK if satisfied with uploaded information

To view details of employee click here

Step 1
Click “OK” if satisfied with uploaded information otherwise click on “Cancel” to send back to employee.

Step 15: Fill the OPAR and do as shown in below.

Step 2
After filling OPAR Type mobile no. of reviewing officer and press ENTER key

Step 3
Click here to get password on registered mobile

Step 4
Type password here

Step 5
Click here to Submit
New Registration

For Intranet login press here

Enter Mobile No. & press Get Password

Press New Registration

Fill all the information and press Register

<table>
<thead>
<tr>
<th>New Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Official Mobile Number</td>
</tr>
<tr>
<td>Name (Official, E&amp;M, C&amp;I Personnel) *</td>
</tr>
<tr>
<td>E&amp;M</td>
</tr>
<tr>
<td>Junior Engineer-I</td>
</tr>
<tr>
<td>E-mail (Please Sign Above)</td>
</tr>
<tr>
<td>Register Officer</td>
</tr>
<tr>
<td>Name of Controlling Officer: RAJEEV KUMAR BATRA</td>
</tr>
<tr>
<td>Note: Dispatch No. and Date is Not Required. Please send scanned copy of this letter after signature to <a href="mailto:admin@rvunl.com">admin@rvunl.com</a></td>
</tr>
</tbody>
</table>

Press Print to take printout. Put your & controlling officer’s signature with seal and send scan copy on email D admin@rrvun.com