13 सीजीओ कम्प्लेक्स,
लोधी रोड, नई दिल्ली–3.

संoई–15014 / 1 / APAR Online (E-Mulyankan) / 2022 / स्था–दो / 5396 दिनांक : 27 / 12 / 2022

To

The ADG (APS, North & South),
All Sector IsG (Including NISA Hyd)

Sub: **Implementation of e-APAR (e-Mulyankan) system of Sub-Inspectors & Asstt. Sub-Inspectors in CISF for the APAR period ending on 31.12.2022 & onwards**

It is informed that e-APAR (e-Mulyankan) in respect of Inspector(s) and AC, LR (Who are substantially in the rank of Inspector) has been implemented in the light of direction issued by the Pers. Dte. vide letter No.E-15014/1/APAR Online (E-Mulyankan)/ 2022/CS/143 dated 21.02.2022. Furthermore, MHA has conveyed the decision to complete the APAR filling process in the online mode for the SOs (in all ranks of Inspectors, Sub-Inspectors and Assistant Sub-Inspectors). As such DG CISF has approved to implement the APAR filling process in the online mode through in house e-APAR application (e-Mulyankan) developed by Tech Branch, FHQrs in respect of all Sub-Inspector(s) and Assistant Sub-Inspector(s) for the period ending 31.12.2022 and onwards as being processed in r/o Inspector(s) & AC, LR.

02.   A copy of SOP of the e-APAR application (e-Mulyankan) as well as a short video on creation of workflow prepared by Tech. Branch FHQrs, is enclosed herewith for necessary action.

03.   HQrs Establishment Section, FHQ will be responsible for generation and processing of APAR of the SOs (in all ranks of Inspector, Sub-Inspector and Assistant Sub-Inspector) & Asst. Commandant (Local Rank) posted/attached in FHQrs. With regard to the APAR in respect of CISF Inspectors & AC(LR) away on deputation, scanned copy of physically written APAR may be uploaded in the e-APAR application (e- Mulyankan), on receipt of such APAR from the borrowing Organization.

04.   Circular No.07/2014 dated 11.03.2014 issued by this Directorate containing with regard to writing of APAR may be adhered to strictly. The custodian of e-APARs will be as defined in CISF Establishment Manual-2017.

05.   All concerned are requested to kindly adhere to the channel of rendition for writing of APAR of the SOs (in all ranks of Inspector, Sub-Inspector and Assistant Sub-Inspector) and AC/LR (who are substantially in the rank of Inspector) in CISF contained in the following CISF Circulars :-

S.N	Circular No. & Date	Channel of rendition for writing of APAR of
01	11/2018 dated 08.08.2018	SOs (in all ranks of Inspector, Sub-Inspector and Assistant Sub-Inspector) and AC/LR (who are substantially in the rank of Inspector)

02	13/2019 dated 11.10.2019	SOs posted/attached at CISF Intelligence Training School (CITS), 5th RB Ghaziabad.
03	02/2020 dated 18.02.2020	Fire Cadre SOs.
04	Addendum to CISF Circular No.02/2020 dated 18.02.2020	Inspectors/Fire of CISF FSTI Hyderabad.
05	03/2021 dated 08.02.2021	Inspectors of ADG (South & North) office.
06	CIW Circular No.20/2015 dated 28.12.2015 / any other circular issued by INT branch FHQ from time in this regard.	SOs/AC(LR), CIW.

06.   All concerned are requested that any queries, explanations, etc. pertaining to APAR may be addressed to the Establishment branch, FHQr and any query, glitches etc. pertaining to technical issues in the E-APAR application (E-Mulyankan) may be addressed to Tech. Branch (EDP Cell) FHQrs New Delhi.

07.   This has the approval of DG, CISF.

Encls : As above.

27.12.22

(महेन्द्र कुमार यादव)

सहायक महानिरीक्षक / स्थापना

Internal :-

1.	PS to DG, CISF	: for kind information & necessary action please.
2.	PS to ADG/HQr,	: -do-
3.	PS to IsG (Pers, Adm, Tech & Prov, Trg & Fire)	: -do-
4.	All DIsG/AIsG, FHQrs.	: -do-
5.	All Branches at FHQrs	:
6.	AIG/Tech	: -do-
7.	DC.EDP Cell	: For placing on CISF website.

e-Mulyankan SOP

This system facilitates complete process of Annual Performance Assessment Report through online for SO's & OR's.

This feature can be accessible for all force personnel in e-Sangrahan application as "**CISF APAR NGOs**".

In this system two user roles are defined.

- CUSTODIAN
  - Generates and forwards the APAR to Officer Reported upon.
  - Forwards the APAR to Officer Reported upon for disclosing the assessed APAR.
  - In case of Representation CUSTODIAN has to define Competent Authority.
  - Can upload signed PDF file of self appraisal on behalf of Officer Reported upon.
  - Can force forward a APAR.
- USER
  1. Officer Reported upon.
     a. Has to fill and submit Self Appraisal
  2. Reporting Authority.
     a. Grades the PAR and forwards to Reviewing Authority.
  3. Reviewing Authority.
     a. Views the forwarded PAR from Reporting Authority.
     b. Grades the PAR and forwards to Accepting Authority.
  4. Accepting Authority.
     a. Views the Forwarded PAR from Reviewing Authority.
     b. Finalizes the grading for PAR and forwards to Custodian.
  5. Competent Authority.
     a. Responsible for Reassessing the PAR during Referral and Memorial against Assessment.

Create Workflow:-

Before generating the APAR custodian must update/define workflow of officer reported upon.

To create workflow go to **"Create Workflow"** tab.

Here custodian has to select Reporting, Reviewing and Accepting authorities of Officer reported upon and click on **"Save"** button.

Note:-

1. Custodian can also search any officer reported upon by entering CISF Number.

2. If Reporting, Reviewing and Accepting authorities are not posted in their unit select **"Not in List"** option, further select unit name where they are presently posted.

After updating the workflow Custodian may generate APAR.

Generation of APAR:-

To generate new PAR click on **APAR generation** tab and fill all details i.e

Assessment Year, Force Number, from date, to date, and form type.

There two types of forms are available.

1. Non-Initiating Certificate.
2. APAR FORM

Non-Initiating Certificate:-

NON-INITIATION CERTIFICATE

It is certified that part Annual Performance Assessment Report(APAR) for the period from 2021-10-02 to 2021-12-30 in respect of Shri ~~████████████~~ Rank. INSP/Executive could not be initiated [Due to   ].

SEND NIC TO OFFICER REPORTED UPON

Note:- For NIC reason(due to) must be filled.

APAR FORM:-

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT

CISF No	924400096
Rank	INSP/Executive
Name	MURALEEDHARAN V P
Date of Birth	02-05-1970
Actual Pay Drawn in Pay Band	Basic:78800 Pay Scale:47600-151100
Whether the official belongs to Schedule Caste/Scheduled Tribe/OBC?	General

Date of continuous appointment to the present rank	12/31/2017 📅
Whether officiating/permanent/temporary/ad-hoc?	Permanent
Date of submission of Annual Property Return of Immovable Property(applicable for SI and Above Ranks)	mm/dd/yyyy 📅
Unit(s)/Coy(s)/Contingent(s)/Section(s) in which served during the year under report and period of service in each.	FHQ NEW DELHI
Period of absence from duty on leave, training etc. during the period under report.	(1) 14-08-2021 To 12-09-2021(EL/GH/RH/W/Off/CCL)
Training/Courses undergone during the period under review:	NIL

Medals and commendations received during the period under review:	NIL
Punishments, Warnings etc. awarded during the period under review:	NIL

SEND APAR TO OFFICER REPORTED UPON

Before generating all details should be cross verified.

Note:- Any discrepancy in data, rectify in online PIS then generate APAR Form.

Inbox:-

To fill self appraisal go to **My APAR** tab.

	INBOX				
MY APAR(1)	**ASSESS APAR(0)**				
SENT	SI.No	Apar ID	Assessment Period	Generated On	Action
e-Mudhra(e-Sign) Registration	1	46	01-01-2021 to 02-12-2021	02-12-2021 12:35:45	OPEN
SOP					

Click on **Open** button to see Part-I and fill Part-II

SELF-APRAISAL

1.Brief description of duties:

Type Here

2. Brief resume of the work done by the officer reported upon during the period from 2021-01-01 to 2021-12-02 bringing out any special achievement during the year/period. Particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference. In the event of shortfallin achievement furnish reasns.(The resume to be furnished within the space provided limited to 100 words and is required to be signed incorporating the following data wherever applicable.)

Procurements made through GeM portal(wherever applicable)

(i) Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the cases of the Officer Reported Upon).	0	(i) Total procurement through GeM portal made by him/her during the period of report (in Rs).	0
		(ii))% of procurement through GeM portal as against the budget indicated in the Target.	0
		(iii))Procurements made outside GeM portal and the reasons thereof.	Type Here
		(iv))Steps taken for promotion of GeM in the Ministry/Department/ Division/ Section.	Type Here

Type Here

Place: FHO NEW DELHI

Date: 02-12-2021

(MURALEEDHARAN V P)

| **Reporting Officer** | AC(LR)/Executive NAMAMI SHANKAR MISHRA |

SAVE AS DRAFT   SUBMIT TO REPORTING AUTHORITY

Note:- After filling self appraisal click on **"SUBMIT TO REPORTING AUTHORITY"** button.

Once user submits self appraisal this can be track in **My APAR** under **Sent** Tab.

ASSESS APAR:-

To assess APAR by Reporting, Reviewing and Accepting authority go to **ASSESS APAR** under **INBOX** tab.

Grading should be done accordingly.

Once user submits PAR this can be track in **ASSESS APAR** under **Sent** Tab.

DISCLOSE APAR:-

- Custodian can disclose the PAR after completion of assessment by ACCEPTING AUTHORITY.
- Officer Reported upon can either **ACCEPT** or **Put For Representation** the disclosed APAR.

Force Forward:-

Custodian has rights to force forward any APAR using "**FORCE FORWARD**" option.