

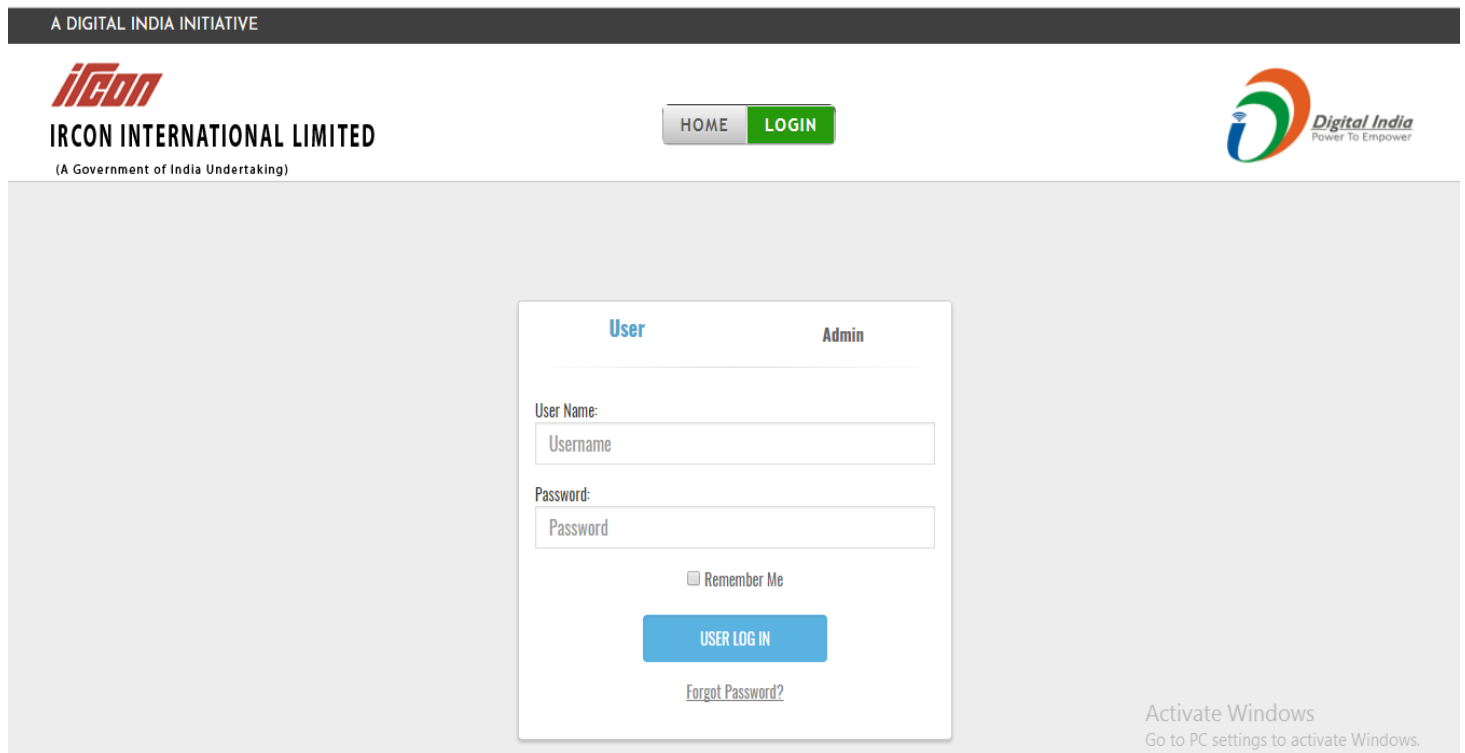
Instructions for submission & approval of KRAs in E-PMS

Common instructions for all employees and Project Heads/Deptt. Heads :

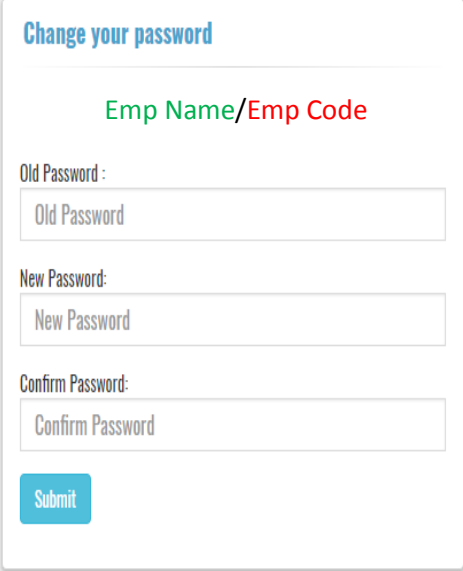
1. Open the link epms.ircon.org in browser and click on **login** button on the home page.



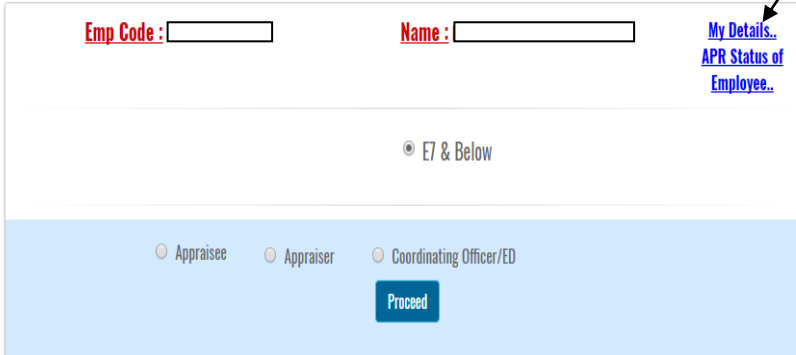
2. Following login screen will appear. Enter your username and password. Initially user name and password will be new employee code.



- After logging in with new employee code, system will ask to reset password, which can be alphabetical/numeric/alphanumeric. Save the new password and login again with username (new emp. Code) and recently set password.



All employees are requested to update their E Mail IDs after logging in and selecting 'My Details' option.



PERSONAL DATA ENTRY (MASTER ENTRY)

First Name: Last Name: Emp. Code:

Category: SC ST OBC GEN Designation:

Level: Grade:

Date of Birth: Date of Joining IRCON:

Project/Unit: Department:

Passport No.: Valid Upto:

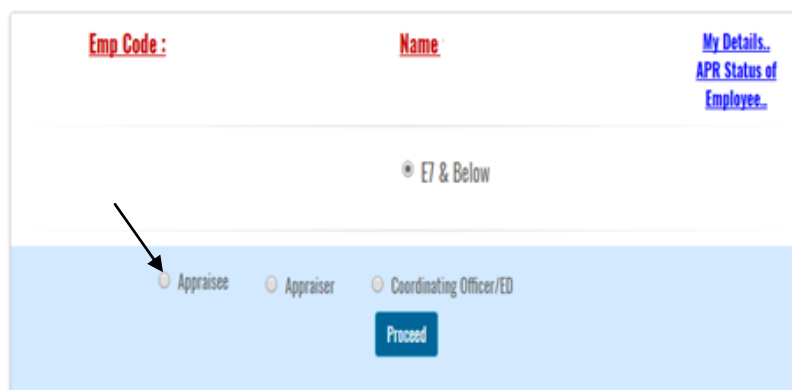
Designation Name: Email Id:

SUBMIT

Activate Windows
Go to PC settings to activate Windows.

INSTRUCTIONS for employees for submission of KRAs:

1. Login with the New employee code and recently set password, following screen will appear. Click on 'Appraisee' and then 'proceed'.



2. Click on 'Year' and select the relevant financial year. On selecting financial year, your basic details will appear and rest of the details have to be filled manually. All the details have to be filled appropriately. However, passport details and date of filing IPR has to be entered by all Executives (E1 & above).

After filling all details, click on 'submit' button and then click on 'Next'.

ANNUAL PERFORMANCE REPORT (APR)

FOR E1-E4

Year

From Date

To Date

First Name:

Last Name:

Emp. Code:

For New Posting

(For New Posting in same fin year click here other wise click on Employee Code link in Grid.)

PERSONAL DATA (PART - I)

Category:

SC ST OBC GEN

Project/Unit:

From Date:

To Date:

Activ
Go to

Designation:

Grade:

Pay Scale:

Level:

Date of Birth

Discipline:

Date of Joining IRCON:

Date of Joining Present Posting:

Academic Qualification:

Professional Qualification:

Passport No.:

Valid Upto

Activ
Go to

Designation of Appraiser:

Name of Appraiser:

Designation of Coordinating Officer/ED:

Name of Coordinating Officer/ED:

Brief Description of Duties:

Date of filing of Property Return:

Any award or punishment during the year:

SUBMIT

Activ
Go to f

Detail of leave availed during the year (except Casual Leave (CL))

Details of leave availed during the year (except Casual Leave (CL))

BACK

NEXT


3. Following screen will appear for entering KRAs to be set for the financial year. Column no. 2, 3 & 4 have to be filled for KRAs, targeted time and assigning weightage to KRAs. Following steps have to be followed:
 - i. Enter KRA in column 2 and then enter the target time and weightage. Click on 'Save' button and the KRA will be displayed.
 - ii. Follow the same process for entering another KRAs and click on 'Save' to submit all KRAs.
 - iii. After entering all KRAs, go through them carefully before final submission and if required, click on 'edit' or 'delete' button to change/delete any KRA.
 - iv. After filling all KRAs, 'Print' option is there to print/save a copy of KRAs entered.

Emp Code: Name Designation:

Year: 2017-18

PERFORMANCE PLANNING / YEAR END REVIEW (PART-II)

(Col. 2 - 4 to be filled at the beginning while setting KRAs and signed by both Appraisee and Appraiser, Col.5 to be filled at end of the year by Appraiser and Col. 6 & 7 by the Appraiser while finalisingj APR. No enclosure to be attached)

S No.	Key Result Areas	Targets	Max. Marks (Weightage)	Achievements against Targets by Appraiser (col.3)	Marks by Appraiser	Achievements by Appraiser(%)	Marks_by Reviewing committee	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SAVE
 Sum of Max marks should be equal to 65!		Total	0 / 65					Print..

BACK NEXT

Activate Window
Go to PC settings to ac

4. After entering KRAs, your screen will appear like this:

S No.	Key Result Areas	Targets	Max. Marks (Weightage)	Achievements against Targets by Appraiser (col.3)	Marks by Appraiser	Achievements by Appraiser(%)	Marks_by Reviewing committee	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SAVE
1	Target 1	complete	20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Delete
2	Target 2	Complete	20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Delete
3	Target 3	Done	25.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit Delete
		Total	65.00 / 65					Print..

BACK NEXT

Activate Window
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Now click on 'Next' button for final submission of KRAs to appraiser for approval. After clicking on Next button, following screen will appear.



Your Key Result Areas have been saved and sent to Appraiser for approval.



Activate Windows
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For posting in more than one project/deptt, multiple APARs are to be made for which the option of 'For New Posting' is to be selected and the newly created APAR is to be submitted in similar manner specifying the dates of working in that posting, as explained above.

ANNUAL PERFORMANCE REPORT (APR)

FOR E1-E4

Year

--SELECT--

From Date

E.G 01 JAN 2010

To Date

E.G 01 JAN 2010

First Name:

Last Name:

Emp. Code:

For New Posting

(For New Posting in same fin year click here other wise click on Employee Code link in Grid.)

PERSONAL DATA (PART - I)

Category:

SC ST OBC GEN

Project/Unit:

IT SECTION, CORP. OFFICE

From Date:

01 APR 2017

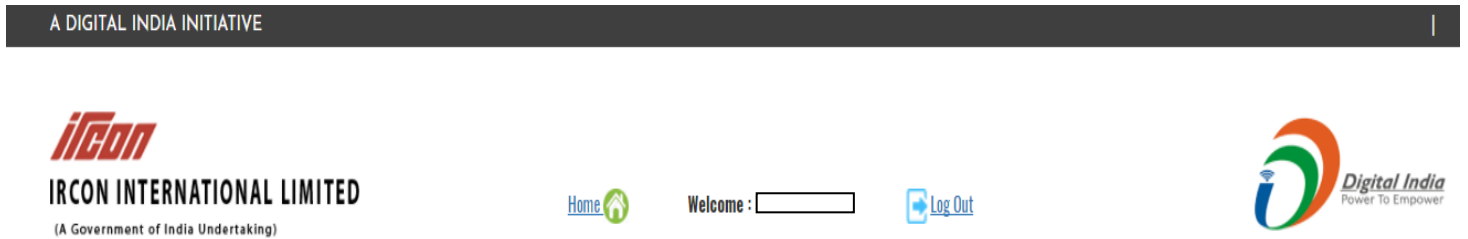
To Date:

31 MAR 2018

Activ
Go to

INSTRUCTIONS FOR APPRAISER (Project Head/Departmental Head) for approval of KRAs:

1. Enter your username and password. Initially user name and password will be new employee code and after logging in with new employee code, system will ask to reset password, which can be alphabetical/numeric/alphanumeric. Save the new password and login again with username (new emp. Code) and recently set password.
2. For E8 & above level Officers, following screen will appear:



Emp Code : Name : [My Details..](#)
[APR Status of Employee..](#)

E8 & Above E7 & Below

Appraiser Reporting Authority Reviewing Authority Accepting Authority

Click on E7 & below and then click on 'Appraiser'

Emp Code : Name : [My Details..](#)
[APR Status of Employee..](#)

E8 & Above E7 & Below

Appraiser Coordinating Officer/ED

For E7 & below level Officers (who are PH/FH), following screen will appear:

Emp Code : Name : [My Details..](#)
[APR Status of Employee..](#)

E7 & Below

Appraisee
 Appraiser
 Coordinating Officer/ED
 Reviewer
 Accepting Authority

Click on 'Appraiser' and then 'Proceed'.

3. Following screen will appear:

APPRAISEE DETAILS

FINANCIAL YEAR:

2017-18

Other than Representation Representation

S No	Emp Code (Old/New)	Name	Part	Designation	Department	Project/Unit	KRA Status	Final Submission	Final Submission (By You)
1	1234	ABC	Part-I	MANAGER-IT	IT	IT Section, Corp. Office	KRA Submitted	Final submission pending by Appraiser	Pending

On selecting Financial year, the list of employees who are to be appraised by you will be displayed. On clicking the employee code of appraisee in the list, the screen of basic details of appraisee will appear as under:

ANNUAL PERFORMANCE REPORT (APR)

JOB CODE

Year: 2017-18
From Date: 01 APR 2017
To Date: 31 MAR 2018
First Name: [] Last Name: [] Emp. Code: []

For New Posting: (For New Posting in some fin year click here other wise click on Employee Code link in Grid.)

S.No	Emp Code (Old/New)	Name	Project/Unit	Approval Received
1	1	1	IT Section, Corp. Office	No

PERSONAL DATA (PART - I)

Category: SC ST OBC
Project/Unit: IT SECTION, CORP OFFICE
From Date: GEN 01 APR 2017
To Date: 31 MAR 2018
Designation: MANAGER, IT
Grade: MA
Pay Scale: 25100-54500
Level: MA
Date of Birth: 16 DEC 1972
Discipline: IT
Date of Joining IRCON: 12 MAY 2003
Date of Joining Present Posting: 01 JAN 2018
Academic Qualification: 12TH, B.COM
Professional Qualification: B.TECH
Passport No: P1245678
Valid Upto: 01 JAN 2024
Designation of Approver: C.M.F.A.
Name of Approver: RAJANT SINGH
Designation of Coordinating Officer/ED: C.M.F.
Name of Coordinating Officer/ED: []
Brief Description of Duties: SRSRSD
Date of filing of Property Return: 01 JAN 2018
Any award or punishment during the year: NIL

Details of leave availed during the year (except Casual Leave (CL))

Details of leave availed during the year (except Casual Leave (CL))

BACK NEXT

- Click on 'Next' button and following screen will appear:

S No.	Key Result Areas	Targests	Max. Marks (Weightage)	Achievements against Targets by Appraisee (col.3)	Marks by Appraiser	Achievements by Appraiser(%)	Marks_by Reviewing committee	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Target 1	By the end of year	20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approve Reject
2	Target 2	By the end of year	20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approve Reject
3	Target 3	On quarterly basis	25.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approve Reject
ADD YOUR COMMENTS		SEND MESSAGE						
Total			65.00 / 65		0.00			Print..

BACK NEXT

Activate Window
Go to PC settings to a

- Appraiser have to approve or reject KRAs of employee by clicking 'Approve' or 'Reject' button. KRAs, which will be approved, will appear in green color and rejected KRAs will appear in red color. In case any KRA is rejected, the mail alert may be sent to appraisee by adding comments and clicking on SEND MESSAGE. Once all KRAs will be approved, the automatic mail alert will be sent to appraisee on registered mail id. After approving all KRAs click on Next button to submit.

S No.	Key Result Areas	Targests	Max. Marks (Weightage)	Achievements against Targets by Appraisee (col.3)	Marks by Appraiser	Achievements by Appraiser(%)	Marks_by Reviewing committee	Action
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1 √	Target 1	complete	20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approve Reject
2 √	Target 2	Complete	20.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approve Reject
3 X	Target 3	Done	25.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Approve Reject
ADD YOUR COMMENTS		SEND MESSAGE						
Total			65.00 / 65		0.00			Print..

BACK NEXT

Activate Window
Go to PC settings to a

6. Following screen will appear which will confirm the final approval of KRAs.



IRCON INTERNATIONAL LIMITED

(A Government of India Undertaking)



Welcome :



Key Result Areas have been checked and approved.
Next level process will start at year ending..



Same steps may be repeated for approval of KRAs of other employees.