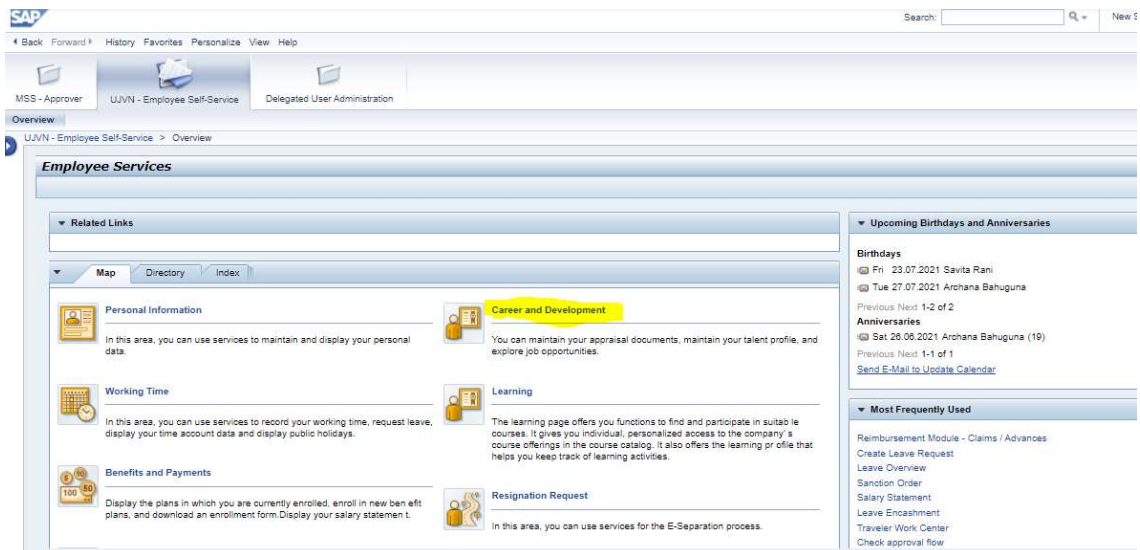
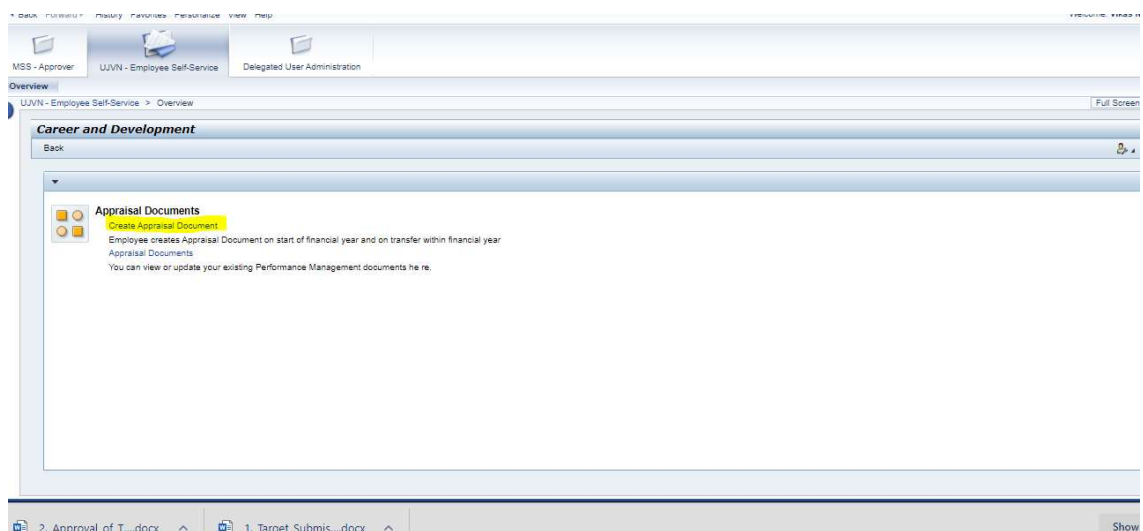


## Annual Work Plan Submission Manual Upto DGM Levels

1. Login to ESS. Go to Career and Development.



2. Click on Create Appraisal Document.



3. Click on Create Button.

[illegible]

4. Enter the Validity Start Date i.e 01.04.2021, FB No of Reporting Officer, Reviewing Officer, Reviewing Officer 2 if any and Final Authority. Click on Submit.

A screenshot of a web form titled "Appraisal Document Successfully Created". The form contains several input fields with pre-filled values: "Validity Start Date" (01.04.2021), "Validity End Date" (31.03.2021), "Reporting Officer" (930505), "Reviewing Officer 1" (930165), "Reviewing Officer 2" (0000000), and "Final Authority" (930165). Each field has a small calendar icon to its right. Below the fields is a yellow "Submit" button. Underneath the form is a "Note" section with two bullet points: "1. Record Once Created cannot be deleted" and "2. In case of tranfer kindly create new reocrd".

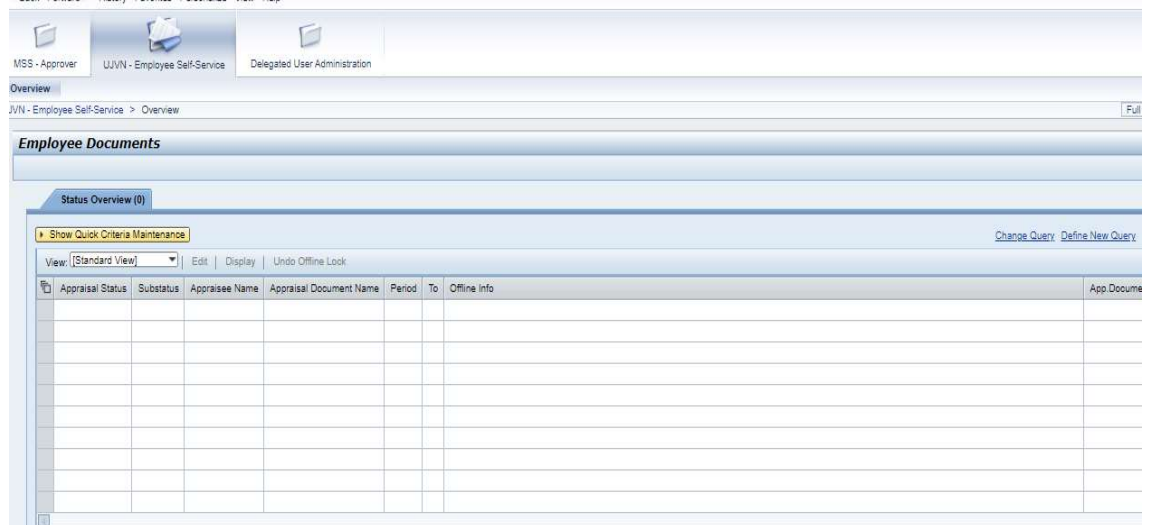
You will get the message "Appraisal Document Successfully Created"

A screenshot of a web page showing a green checkmark icon and the text "Appraisal Document Successfully Created." Below this is a form with the same fields as the previous screenshot, but with different values: "Validity Start Date" (01.01.2021), "Validity End Date" (31.03.2021), "Reporting Officer" (00930505), "Reviewing Officer 1" (00930165), "Reviewing Officer 2" (00000000), and "Final Authority" (00930165). A yellow "Submit" button is present. Below the form is a "Note" section with two bullet points: "1. Record Once Created cannot be deleted" and "2. In case of tranfer kindly create new reocrd".

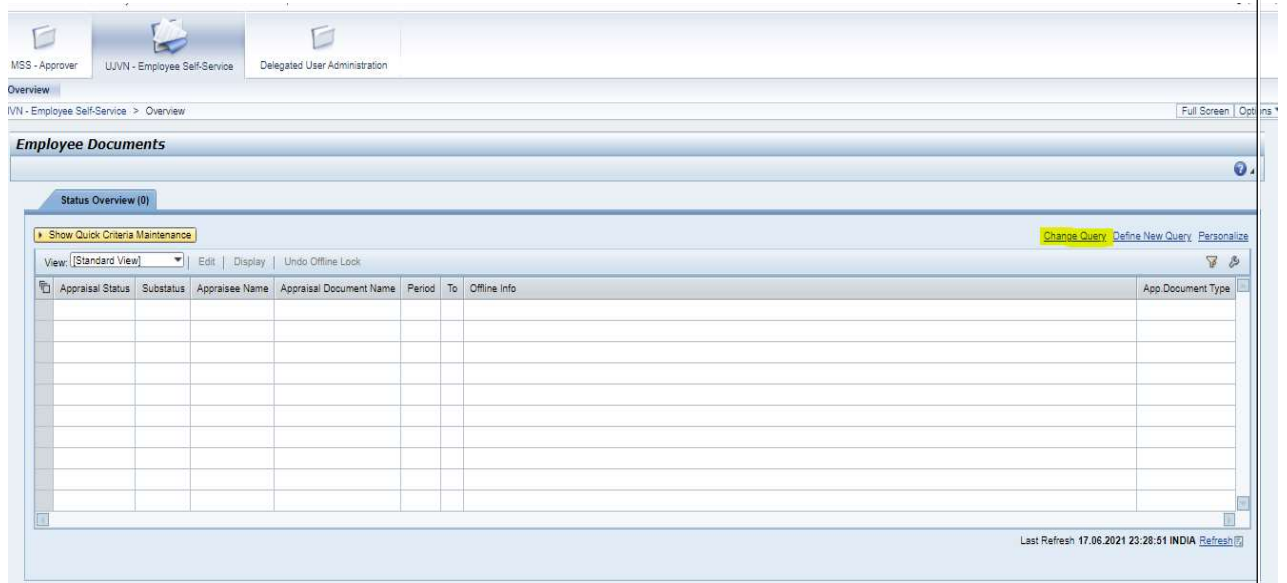
5. Click on Appraisal Documents.



### 5.1 If no data showing in above screen as mentioned below:



Then Click Change query option as highlighted below:



After Clicking Change query button. Enter validity i.e From 01.04.2021 To 31.03.22 as shown below

The screenshot shows the 'Employee Documents' interface. At the top, there are three tabs: 'MSS - Approver', 'UJVN - Employee Self-Service', and 'Delegated User Administration'. Below these is an 'Overview' section with a breadcrumb 'UJVN - Employee Self-Service > Overview'. The main content area is titled 'Employee Documents' and contains a 'Change Query 'Status Overview' (Object Type: Status Overview)' dialog box. This dialog box has the following fields: 'Category Group ID', 'Category ID', 'Appraisal Template ID', 'Valid From' (set to 01.04.2021), and 'To' (set to 31.03.2022). There are also buttons for 'Preview', 'Criteria Personalization', 'Apply', and 'Cancel'.

Click Apply button, You will find the submitted request in the Appraisal Documents where you can fill the targets. Click on Appraisal Document Name.

The screenshot shows the 'Employee Documents' interface with the 'Status Overview (2)' table. The table has the following columns: 'Appraisal Status', 'Substatus', 'Appraiser Name', 'Appraisal Document Name', 'Period', 'To', 'Offline Info', and 'App.Document Type'. There are two rows of data:

Appraisal Status	Substatus	Appraiser Name	Appraisal Document Name	Period	To	Offline Info	App.Document Type
Completed	Completed	Rajesh Chandra	<a href="#">UJVN - APR- AE or Equivalent to ED Level</a>	01.04.2020	31.12.2020	<a href="#">Download not permitted</a>	Appraisal Document
In Planning	Pending w/ Appraiser - Set Objectives	Rajesh Chandra	<a href="#">UJVN - APR- AE or Equivalent to ED Level</a>	01.01.2021	31.03.2021	<a href="#">Download not permitted</a>	Appraisal Document

At the bottom right of the table, there is a 'Last Refresh' timestamp: '07.12.2020 11:21:26 INDIA' and a 'Refresh' button.

6. Go to Annual Work Plan Tab. And fill in the targets.

Appraisal Document

**Appraisal Document for Rajesh Chandra**

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☒ Save and Exit Document

☐ Submit by Appraiser

Continue

Administrative Data

UJVNL- APR- AE or Equivalent to ED Level | Section I : By Appraiser | Section II: By Reporting Officer | **13. Annual Work Plan**

2.1 13. Annual Work Plan

2.1 13. Annual Work Plan

2.1.1 Description of Annual Work Plan

	Unit of Measurements	Target Planned-Numbers/Quantity	Target Planned-Completion Date

6.1 Click on Highlighted button to generate New Row as shown in below screen.

Appraisal Document

**Appraisal Document for Vikas Negi**

Attachments (0) | Save | Print | Expand | Collapse

How do you want to continue?

☒ Save and Exit Document

☐ Submit by Appraiser

Continue

Administrative Data

UJVNL- APR- AE or Equivalent to ED Level | Section I : By Appraiser | Section II: By Reporting Officer | **2.1.13. Annual Work Plan**

2.1.13. Annual Work Plan

2.1.1 Description of Annual Work Plan

	Unit of Measurements	Target Planned-Numbers/Quantity	Target Planned-Completion Date
2.1.1 Description Description of Annual Work Plan / Objectives			
2.1.1.1 Description Mandatory Objectives			
2.1.1.1.1 Description Timely Submission of Annual Work Plan	No value		
2.1.1.2 Description Other Objectives			

After Clicking description tab, below screen will appear. Enter the annual work plan targets

The screenshot shows a web application titled "Appraisal Document for Vikas Negi". Below the title bar, there are links for "Attachments (0)", "Save", "Print", "Expand", and "Collapse". The main content area displays a table titled "2.1.1 Description of Annual Work Plan". The table has four columns: "Description of Annual Work Plan / Objectives", "Unit of Measurements", "Target Planned-Numbers/Quantity", and "Target Planned-Completion Date". The table contains several rows, including "Description of Annual Work Plan / Objectives", "Mandatory Objectives", "Timely Submission of Annual Work Plan", and "Other Objectives". The "Unit of Measurements" column has a dropdown menu with "No value" selected. The "Target Planned-Numbers/Quantity" and "Target Planned-Completion Date" columns have input fields. A "Expand Text Field" link is visible next to the "Objective" row.

Note: ***If User wants to fill unit of measurement "As & When Required" then there is no need to fill "Target Planned" & "Target Planned Completion date field" As printable report automatically fill these field as "timely"***

7. After the targets are filled, click on Submit by Appraiser.

The screenshot shows a web application titled "Appraisal Document for Rajesh Chandra". Below the title bar, there are links for "Attachments (0)", "Save", "Print", "Expand", and "Collapse". The main content area displays a section titled "13. Annual Work Plan". On the left, there is a "How do you want to continue?" section with two radio buttons: "Save and Exit Document" and "Submit by Appraiser". The "Submit by Appraiser" button is highlighted. Below this, there is a "Continue" button. The main content area shows a table titled "2.1.13. Annual Work Plan" with columns for "Unit of Measurements", "Target Planned-Numbers/Quantity", and "Target Planned-Completion Date". The table is currently empty.

7.1 For Printable Report , user has to click on print option as highlighted below:





**Note :** 1. *In case of Transfer of Employee, Reporting Officer, Reviewing Officer & Final Authority during financial year 1<sup>st</sup> April 21 to 31<sup>st</sup> March 22 . Users have to resubmit their annual work Plan on their ESS system by creating new appraisal document & adopting procedure as mentioned above. In this case user has to only change their validity start date for example If Reporting officer or reviewing officer or final authority of any user( as the case may be) gets transfer on 1 July 2021 then on submitting new Annual work plan , user has to enter new validity start date i.e 01 July 2021 & follow rest of the procedure as already explained above*

Validity Start Date: 01.07.2021

Validity End Date: 31.03.2022

\* Reporting Officer: 90049

\* Reviewing Officer 1: 90049

Reviewing Officer 2: 00000000

\* Final Authority: 90609

Submit

Note :  
1. Record Once Created cannot be deleted  
2. In case of tranfer kindly create new record

Appraisal document will automatically bifurcates into two parts i.e 01 April 2021 to 30 June 2021 & 1<sup>st</sup> July 2021 to 31 March 2022 .

2. New Annual Work Plan Form will be created in the event of any change (due Transfer/retirement/Resignation/death/Dismissal ) in Reporting Officer, Reviewing Office & Final Authority. Procedure for creating separate form has already been explained above.