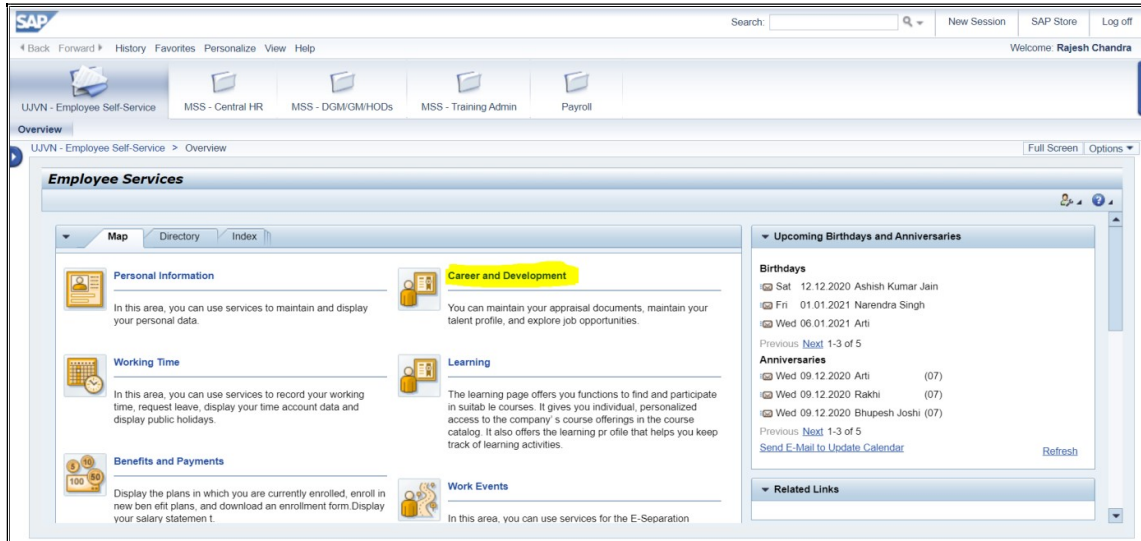
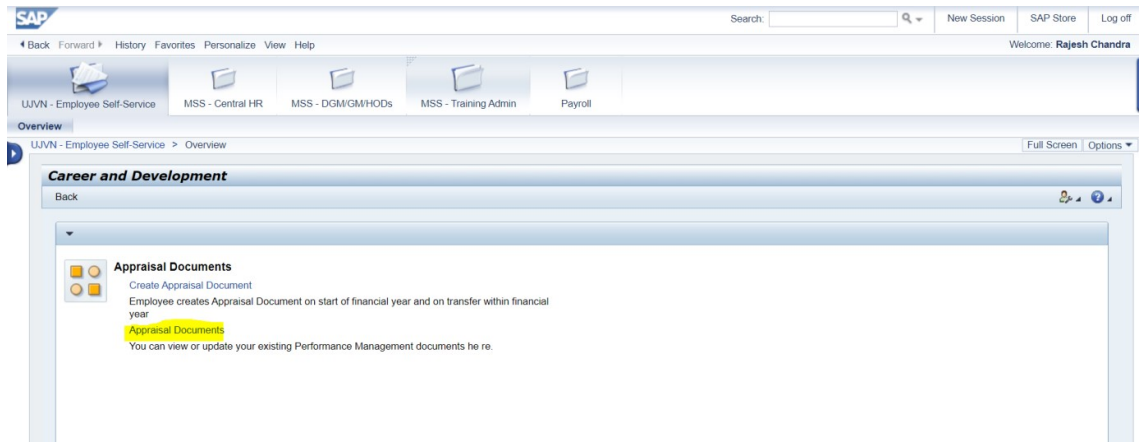


Manual for "Filing Annual Appraisal Document"

1. Login to ESS. Go to Career and Development



2. Click on Appraisal Documents.



3. Click on Appraisal Document Name.

[illegible]

HR Department activates the link for filing Appraisal document. On activation appraisal status & sub-status changed into "In process" & "Pending with Appraisee-Annual Self Input" as shown above. For filing Appraisal document click on Appraisal Document Name.

Note: Appraisee means USER, Appraiser Means Reporting Officer, Reviewer means Reviewing Authority

3.1

"Go to Section 1: By Appraiser". Enter the required details

Appraisal Document for Neetu

Save Print Expand Collapse

Want to continue?

Document

Appraisee

[Continue](#)

Administrative Data

UJVNL- APR- AE or Equivalent to ED Level **Section I : By Appraisee** Section II: By Reporting Officer 13. Annual Work Plan 14. Assessment of Personal Attributes

1 Section I : By Appraisee

1 Section I : By Appraisee

[Description](#)

Section-I (Basic Information) (To be filled by Appraisee)

1.1 1. During Appraisal Period:

[1.1 Description](#)

During Appraisal Period:

[1.1.1 Description](#)

a. Place of Posting & Date:

Details:

Ujjawal Rhawan

[Expand Text Field](#)

4. Go to Annual Work Plan tab. Enter the details.

Appraisal Document

Appraisal Document for Rajesh Chandra

Attachments (0) Save Print Expand Collapse

Administrative Data

UJVNL- APR- AE or Equivalent to ED Level Section I : By Appraisee Section II: By Reporting Officer **13. Annual Work Plan** 14. Assessment of Personal Attributes 15. Training & Development 16. Overall Assessment

Annual Work Plan

Annual Work Plan

Details of Annual Work Plan

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

5. Go to Training & Development. Enter the details.

Appraisal Document

Appraisal Document for Rajesh Chandra

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

Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes | **15. Training & Development** | 16. Overall Assessment | Section III: By Final Authority

	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1	Marks
	10.000	0.000	0.000	

No. of Trainings-Attended	Maximum Marks	Marks by Reporting Officer	Marks by Reviewing Officer 1	Marks

Appraisal Document

Appraisal Document for Rajesh Chandra

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

	No. of Trainings-Nominated	No. of Trainings-Attended	Maximum Marks
2.4.1 Description Self Development	0.000	0.000	5.000

2.4.2 Subordinates' Development

	No. of Sessions Organized	Maximum Marks
2.4.2 Description Subordinates' Development Minimum required sessions on Training/ interaction/ meetings/ guiding/ coaching/ mentoring - 4 sessions during the year	3.000 *	5.000

6. After the details have been entered, Select Submit by Appraisee and Click on Continue.

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 Appraisee

Continue

Administrative Data

UUVNL- APR- AE or Equivalent to ED Level | Section I : By Appraisee | Section II: By Reporting Officer | 13. Annual Work Plan | 14. Assessment of Personal Attributes

3 Section III: By Final Authority

[3 Description](#)

Section III: By Final Authority Assessment by Accepting/ Final Authority

3.1 18. Accepting/ Final Authority Comments

[3.1 Description](#)

18. Accepting / Final Authority will provide detailed & convincing reasons, if he/she gives marks more than 10% or less than -10% as compared to Reviewing Officers.

Your document has been submitted for Annual Feedback. Get in touch with the approvers for Annual Feedback.

Employee can check the status from Appraisal Documents.

[illegible]