

राजस्थान सरकार
निदेशालय, चिकित्सा एवं स्वास्थ्य सेवायें, ई0एस0आई0 योजना,
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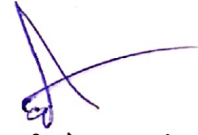
क्रमांक :- प./एस.पी.ए./एसीआर/ईएसआई/20/15

दिनांक:- 02-06-2020

परिपत्र

श्रीमान शासन सचिव महोदय, चिकित्सा एवं स्वास्थ्य सेवाये कराबी योजना, राजस्थान जयपुर द्वारा दिनांक 06.05.2020 को दिये गये निर्देशानुसार विभाग में कार्यरत समस्त चिकित्सकों के वर्ष 2019-20 से वार्षिक कार्य मूल्यांकन प्रतिवेदन ऑनलाईन ही भरे जायेंगे। कर्मचारी राज्य बीमा योजना में कार्यरत समस्त चिकित्सक अपने वर्ष 2019-20 के वार्षिक कार्य मूल्यांकन प्रतिवेदन ऑनलाईन भरना सुनिश्चित करें। यदि किसी चिकित्सक द्वारा वर्ष 2019-20 का वार्षिक कार्य मूल्यांकन प्रतिवेदन ऑफलाईन भरकर प्रस्तुत कर दिया गया है, तो वे भी ऑन लाईन भरना सुनिश्चित करें। अतः यहाँ यह भी उल्लेखनीय है कि वर्ष 2019-20 के वार्षिक कार्य मूल्यांकन ऑफलाईन स्वीकार नहीं किये जायेंगे।

वार्षिक कार्य मूल्यांकन ऑनलाईन प्रक्रिया के लिए User Manual संलग्न किया जा रहा है। किसी भी तरह की तकनीकी सहायता हेतु श्री दिनेश वर्मा सूचना सहायक मो. न. 9660327920 एवं सुश्री जिज्ञासा सोनी सूचना सहायक मो. न. 9694513660 से सहयोग प्राप्त किया जा सकता है। नियमावली की जानकारी हेतु श्री दीनदयाल लखेरा वरिष्ठ सहायक टेलिफोन न. 0141 2223572 मोबाईल नम्बर 9413237833 से सम्पर्क किया जा सकता है।



(डॉ० वी.के. माथुर)
निदेशक एवं पदेन उपसचिव

क्रमांक :- प./एस.पी.ए./एसीआर/ईएसआई/20/15

दिनांक:- 02-06-2020

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. श्रीमान शासन सचिव श्रम, एवं नियोजन विभाग, क.रा.बी.योजना राजस्थान जयपुर।
2. समस्त अधीक्षक कराबी चिकित्सालय एवं समस्त चिकित्सा अधिकारी प्रभारी कराबी औषधालय राजस्थान।
3. पी.ए. सैल इस निदेशालय।
4. संस्थापन शाखा इस निदेशालय। -1
5. रक्षित पत्रावली।



(डॉ० वी.के. माथुर)
निदेशक एवं पदेन उपसचिव



ANNUAL PERFORMANCE APPRAISAL REPORT

**EMPLOYEE STATE INSURANCE
SCHEME
USER MANUAL**

SUPPORTED BY RAJKAJ
(INTEGRATED RAJ E-OFFICE)

Contents

1. Introduction.....	3
2. User Roles.....	3
3. Accessing Raj-Kaj.....	4
4. Fill PAR(Features and Functionality for Reportee / Employee).....	4
5. Features & Functionality for ‘Reporting Officer’/ ‘Reviewing Authority.....	8
6. Features and Functionality for ‘Accepting Authority’	10

1. Introduction

The objective of Annual Performance Appraisal Module of Raj-Kaj (Integrated Raj e-Office) application is to automate the appraisal process for employees belonging to the State Government Departments/Organizations/PSUs.

2. User Roles

Based on the below mentioned user roles and access rights, various actions related to Performance Appraisal will be performed. A description of various roles is as follows:

Sl.	Term	Meaning
1.	Reportee/ Employee	Employee whose performance will be assessed through his Performance Appraisal Report (PAR/ACR).
2.	Reporting Officer	Immediate superior authority of the employee, who is at first level to assess the performance of the employee.
3.	Reviewing Authority	Next higher authority of the Reporting Officer, who is at second level to assess the performance of the employee. A Reporting Officer and Reviewing Authority can be the same officer.
4.	Accepting Authority	Next higher authority of the Reviewing Authority, who is at third level to assess the performance of the employee and who accepts the PAR. A Reviewing Authority and Accepting Authority can be the same officer.
5.	District Collector / Divisional Commissioner	In case of District Level Officers, the concerned District Collector/Divisional Commissioner provides his remarks after the Reporting Officer has drawn the PAR.
6.	Mark To	Dealing official (ACR Cell/PA Section) responsible for maintaining the employee's PAR.
7.	PAR Group	PAR group comprising of employees of ACR Cell formed as per the workflow requirement for processing PAR forms and maintaining the filled PARs.

Pre-requisites	Responsibility
Before an employee can start filling his Annual Performance Appraisal Report (APAR / PAR/ACR), his PAR Hierarchy should be configured and PAR should be initiated	HQ Level (Directorate ESIS)
If the PAR hierarchy of an employee is not configured, then employee should contact the concerned Technical team for configuration of hierarchy and initiation of PAR.	Technical Team

3. Accessing Raj-Kaj

Using the credentials (SSO Username & Password) user is required to login to SSO portal <https://sso.rajasthan.gov.in/signin>, the 'Raj-Kaj' icon will appear as under:



4. Fill PAR (Feature & functionality for Reportee/ Employee)

1. User can access the initiated PAR from his Worklist as follows. Click on Home and then click the Worklist icon or else click Worklist tab displayed Below:

Path:: **Raj-KajWorklist**



- Click on File No. to open the PAR file.

The screenshot shows the 'Worklist' interface with a table of files. The table has columns: File No., Description, From Department, From, Sent / Received Date, Read On, and Quick Actions. The first row is highlighted with a red box around the 'File No.' column. A green box contains the text 'Click on File No. to open the PAR file.' with an arrow pointing to the highlighted file number.

File No.	Description	From Department	From	Sent / Received Date	Read On	Quick Actions
PAR/DoIT & C/2017-43286	PAR(2016 - 2017) for Mr. Arun Chauhan (Additional Director, Technical)	Technical	Mr. Arun Chauhan	13 Nov 2017 02:48 PM	-	🔄 📄 🗑️
F-6/Ref/IT & CD/DoIT & C/Technical/2017-0091		Technical	Sh.Suneel Chhabra	11 May 2017 01:05 PM	-	🔄 📄 🗑️
DoIT & C/2016-38645	Request for Personal Details	Department of Information Technology and Communication	Sh.Akhil Arora	10 Nov 2016 01:19 PM	-	🔄 📄 🗑️
DoIT & C/2016-38629	Request for Personal Details	Planning Department	Sh.Akhil Arora	05 Nov 2016 04:38 PM	-	🔄 📄 🗑️
		Department of Information Technology and	Sh.Akhil Arora	22 Sep 2016 07:06 PM	22 Sep 2016 07:06 PM	🔄 📄 🗑️

- The Reportee Details will be visible in the top section of the File.

The screenshot shows the 'Reportee Details' form. At the bottom, there is a field 'Do you confirm your PAR Period and Hierarchy' with radio buttons for 'Yes' and 'No'. The 'Yes' button is selected and highlighted with a red box. A green box contains the text 'This option will not be available if hierarchy has been created by Self' with an arrow pointing to the 'Yes' button.

Basic Info		Summary	
Performance Appraisal Report (01 Apr 2016 - 29 Jun 2016)			
Part-1			
Reportee Details			
Name	Mr. Arun Chauhan	Employee Id	HJJP198819016881
Designation	Additional Director	Department	Department of Information Technology and Communication
Father's Name	-	Home District	Alwar
Date Of Birth	14 Jul 1966	Date of Joining	23 Apr 1988
Start Date	01 Apr 2016	End Date	29 Jun 2016
Reporting Authority	Sh.Ashutosh M. Deshpande (Technical Director, Information Technology and Communication Department)		
Reviewing Authority	Sh.Ashutosh M. Deshpande (Technical Director, Information Technology and Communication Department)		
Accepting Authority	Sh Rem Charan Sharma (Officer On Special Duty, Department of Information Technology and Communication)		
Do you confirm your PAR Period and Hierarchy * <input checked="" type="radio"/> Yes <input type="radio"/> No Confirm			

- In case a wrong PAR has been initiated, Reportee can reject a wrong PAR. Reportee needs to contact to the Technical team for the same.
- Reportee will fill the following fields in their PAR and click on Save:
 - Period of Absence due to Leave/Training**

a. Period of Absence due to Leave/Training

Reportee will fill details of leaves and trainings undertaken during the appraisal period. Details of Leaves equal to or greater than 15 days should be provided here. Click on Add Row to add further details.

The screenshot shows a table titled 'Period of Absence due to Leave/Training'. The table has columns: Absence reason, From Date, To Date, Remarks, and Delete. The 'Add Row' button is highlighted with a red box.

Absence reason	From Date	To Date	Remarks	Delete
Leave	01-Aug-2015	15-Aug-2015	On PL during this period	🗑️
Add Row				

- b. Self-Appraisal for Key Result Areas in accordance with the Targets
 Reportee will fill his Self-Appraisal within 4000-character limit in this section.

Self-Appraisal for Key Result Areas in accordance with the Targets (Please specify)(Maximum 4000 characters allowed)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)
<p>Worked on the following projects: 1. Integrated Raj-e-office Project - Worked on following modules of the Raj Kaj Project - Leave Management, Performance Appraisal Module 2. Successfully created Organizational hierarchy for following departments - 3. Implemented the developed modules for following departments = Department of IT & Communication, Department of Statistics, Forest Department, RajCOMP Info Services Limited</p>			

- c. Night Stay details (other than Headquarter) and Annual Health Check-Up details
 Reportee will fill the details of any Night Stay undertaken during the Appraisal Period.
 Reportee will upload the Annual Health Check-up Report, if any and as per the Order/Circular of DOP.

Night Stay Other than Headquarter

Night Stay Other than Headquarter * Yes No

Please Specify

Annual Health Check-Up

Have you undertaken Annual Health Check-Up? Yes No

Date of Certificate *

Remarks

Attachment

Attachment(s) *

[Attach File\(s\)](#) [Max: 5 Attachments or 50 MB, Used: 1 Attachment of 14.34 KB]

[Health Checkup Report.pdf](#)

- d. Special work done by the Reportee

Brief description of the special work done by the Reportee (Not more than 150 words)

Received Award of Excellence in the field of eGovernance from the Hon'ble Chief Minister of Rajasthan.

- Click on Save to save the details. Once complete, Click on 'Forward' button at the top of the form.

The screenshot shows a web form for a Performance Appraisal Report (PAR). At the top, there is a navigation bar with buttons: Save, Actions, Forward (highlighted with a red box), Return, Send To, Pendency, View, and Close. Below the navigation bar, the form is divided into two main columns: Basic Info and Summary.

Basic Info:

- Name: [Redacted]
- Designation: Additional Director
- Father's Name: -
- Date Of Birth: 14 Jul 1966
- Start Date: 01 Apr 2016
- Reporting Authority: Sh. Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)
- Reviewing Authority: Sh. Ashutosh M. Deshpandey (Technical Director, Information Technology and Communication Department)

Summary:

- Employee ID: [Redacted]
- Department: Department of Information Technology and Communication
- Home District: Alwar
- Date of Joining: 23 Apr 1988
- End Date: 29 Jun 2016
- Accepting Authority: Sh. Ram Charan Shama (Officer On Special Duty, Department of Information Technology and Communication)

Period of Absence due to Leave/Training:

Absence reason	From Date	To Date	Remarks	Delete
Training	01-Apr-2016	15-Apr-2016	NISG Training, Hyderabad	[Delete icon]

Self-appraisal for Key Result Areas in accordance with the Targets (Please specify)(Maximum 4000 characters allowed)

Key Result Areas	Targets	Actual Achievement	Reasons for not achieving targets and special contribution (if any)

- PAR will be forwarded to the Reporting Officer.

The screenshot shows the same web form as above, but with a 'Message(s)' dialog box open. The dialog box has a close button (X) in the top right corner. It contains the following information:

File Number	Subject	Recipient
PAR/D011 & C/201/-43291	Performance Appraisal Report	Ashutosh Deshpandey(ID)

At the bottom of the dialog box, there are 'Send' and 'Close' buttons. The 'Send' button is highlighted with a blue background.

5. Features and Functionality for ‘Reporting Officer’/ ‘Reviewing Authority’

Any PAR Form which has been submitted to the ‘Reporting Officer’ / ‘Reviewing Authority’ / will be available in their Worklist. Based on their roles, they will fill the relevant Parts (sections) in the Form.

- ‘Reporting Officer’: A ‘Reporting Officer’ is the Immediate superior authority of the Reportee, who is at first level to assess the performance of the Reportee and will fill the relevant Part (section) of the PAR Form and forwards the form to the ‘Reviewing Authority’.
- ‘Reviewing Authority’: A ‘Reviewing Authority’ is the next higher authority of the ‘Reporting Officer’, who is at second level to assess the performance of the employee. Fills the relevant Part (section) of the PAR Form and forwards the form to the Accepting Authority.

Path:: **Raj-Kaj --> Worklist -->Inbox-->Files**

Click on the File No. to open the PAR file.

The screenshot shows the 'Raj-Kaj' Worklist interface. The top navigation bar includes 'Worklist', 'User Manual', 'Files Room', 'Dashboard', 'Knowledge Bank', 'Management Info. System', and 'Applications'. The left sidebar contains a 'Worklist' section with a search filter and a list of folders: 'Inbox', 'Create File', 'Outbox', 'Manage Outward Details', 'Personalised Folders', 'Delegation', 'Initiate Dak', 'Recruitment', and 'My Draft Template'. The main content area displays a table of PAR files with the following columns: File No., Description, From Department, From, Sent / Received Date, Read On, and Quick Actions. The first row is highlighted with a red box, and a green arrow points from a text box to the 'File No.' column.

File No.	Description	From Department	From	Sent / Received Date	Read On	Quick Actions
PAR/DoIT & C/2017-43291	PAR(2016 - 2017) for Mr. Arun Chauhan (Additional Director, Technical)	Technical	Mr. Arun Chauhan	13 Nov 2017 06:30 PM	-	👉👈👍👎
PAR/IT & CD/2017-41658	PAR(2016 - 2017) for Sh. Ramji Lal Ralgar (Informatic Assltant, Block H/Q Office of Analyst cum programmer(Dy Director) DoIT&C, Lolli&C, Indwara, Sirahi)	Office of Analyst cum programmer(Dy Director) DoIT&C, Sirahi	Sh. Surlarshan Singh Deora	11 Oct 2017 07:55 PM	11 Oct 2017 07:56 PM	👉👈👍👎
PAR/DoIT & C/2017-43130	PAR(2016 - 2017) for Mr. Sanjay Kumar Singh (Deputy Registrar, Block H/Q Office of Analyst cum programmer(Dy Director) DoIT&C, Rangarhi, Alwar)	Technical	Sh. Suneel Chhabra	09 Oct 2017 06:33 PM	09 Oct 2017 06:33 PM	👉👈👍👎
PAR/DoIT & C/2017-43130	PAR(2016 - 2017) for Sh. Nitin Verma (Analyst Cum programmer(Dy Director) DoIT&C, Rangarhi, Alwar)	Technical	Sh. Nitin	04 Oct 2017 06:33 PM	04 Oct 2017 06:33 PM	👉👈👍👎

Legends: ■ Physical File ■ Previously Seen File ■ New ■ Other

Click on File No. to open the PAR file.

Once a file is opened, the Authority will perform following actions:

1. Confirm PAR Period and Hierarchy

- a. Select Yes / No against “Do you confirm your PAR Period and Hierarchy?”
 - i. Select ‘Yes’ and proceed to fill the PAR.
 - ii. If not correctly mapped in the PAR channel or PAR Period is incorrect, select ‘No’ and provide remarks and click on Reject to send the file to the Technical Team.

Save Actions Forward Return Send To Pending View Close

Performance Appraisal Report (01 Apr 2016 - 29 Jun 2016) [Instructions](#)

All fields marked with "*" are mandatory.

Part-1

Reportee Details			
Name	Mr. Arun Chauhan	Employee Id	RJJP198819016861
Designation	Additional Director	Department	Department of Information Technology and Communication
Father's Name	-	Home District	Ahmed
Date Of Birth	14 Jul 1966	Date of Joining	23 Apr 1988
Start Date	01 Apr 2016	End Date	29 Jun 2016
Reporting Authority	Sh. Ashulosh M. Deshpande (Technical Director, Information Technology and Communication Department)	Accepting Authority	Sh. Rami Chaitan Sharma (Officer On Special Duty, Department of Information Technology and Communication)
Reviewing Authority	Sh. Ashulosh M. Deshpande (Technical Director, Information Technology and Communication Department)		

Do you confirm your PAR Period and Hierarchy * Yes No

Remarks *

[Reject](#)

2. Fill Part-2 / Part-3/Part-4 of the PAR Form

- a. Based on their roles, Authorities will fill the relevant Parts (sections) in the Form.
 - i. Provide Remarks and Assessment Grade.
 - ii. Forward the application to the next level for verification.

6. Features and Functionality for ‘Accepting Authority’

An ‘Accepting Authority’ is next higher authority of the Reviewing Authority, who is at third level to assess the performance of the employee and accept the PAR. Any PAR Form which has been submitted to the ‘Accepting Authority’ will be available in their Worklist.

Path:: **Raj-Kaj --> Worklist -->Inbox-->Files**

1. An Authority will open the file in his Worklist and fill the relevant Part of the form. After filling the form, Authority will click on Accept PAR. Through this function, the Authority will e-Sign the PAR

Part-4

To be filled by Accepting Authority [Sh.Bhaskar Aatmaram Sawant (Secretary To Government, Department of Personnel)]

Do you agree with Reporting Officer/Reviewing Authority * Yes No

Good work done by the Reportee.

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. * Yes No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. * Yes No

Has any matter come to your knowledge, which gives adverse impression about the integrity of * the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. Yes No

Aggregate Assessment of Accepting Authority * Excellent Very Good Good Satisfactory Unsatisfactory

Is Designation during Appraisal period different? Yes No

Save Accept PAR Reset Reject PAR

Activate Windows
Go to PC settings to activate Windows.

2. A window for providing the OTP received in the Aadhaar linked mobile no. will be opened to e-Sign the PAR. Provide OTP and click on Verify OTP.

Basic Info Summary

To be filled by Accepting Authority [Sh.Bhaskar Aatmaram Sawant (Secretary To Government, Department of Personnel)]

Do you agree with Reporting Officer/Reviewing Authority * Yes No

Good work done by the Reportee.

Do you think that any remarks are adverse? If yes, then provide strong reason in brief. * Yes No

Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. * Yes No

Has any matter come to your knowledge, which gives adverse impression about the integrity of * the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. Yes No

Aggregate Assessment of Accepting Authority * Excellent Very Good Good Satisfactory Unsatisfactory

Is Designation during Appraisal period different? Yes No

Save Accept PAR Reset Reject PAR

Verify OTP

Enter OTP

Verify OTP Close

3. An e-Signed PDF will be created as displayed under. Click on ‘Send to Establishment’ to send the file to the Establishment Section for further processing.

Basic Info		Summary	
Good work done by the Reportee.			
Do you think that any remarks are adverse? If yes, then provide strong reason in brief. *		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is the Reportee sensitive towards people from SC/ST/Helpless/Weaker sections? If no, then provide reason. *		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Has any matter come to your knowledge, which gives adverse impression about the integrity of the Reportee and his capability to deliver the duties in an honest manner? If yes, then provide details. *		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Aggregate Assessment of Accepting Authority *		<input type="radio"/> Excellent <input checked="" type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	
Is Designation during Appraisal period different?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Performance Appraisal Report			
PAR for Smt.SHIWETA FAGFRIA(01-Jan-2018 - 31-Mar-2018)		Accepted and E-Signed By Sh.Bhaskar Atmaram Savant (Secretary To Government, Department of Personnel)	
Send To Establishment		Activate Windows Go to PC settings to activate Windows.	