

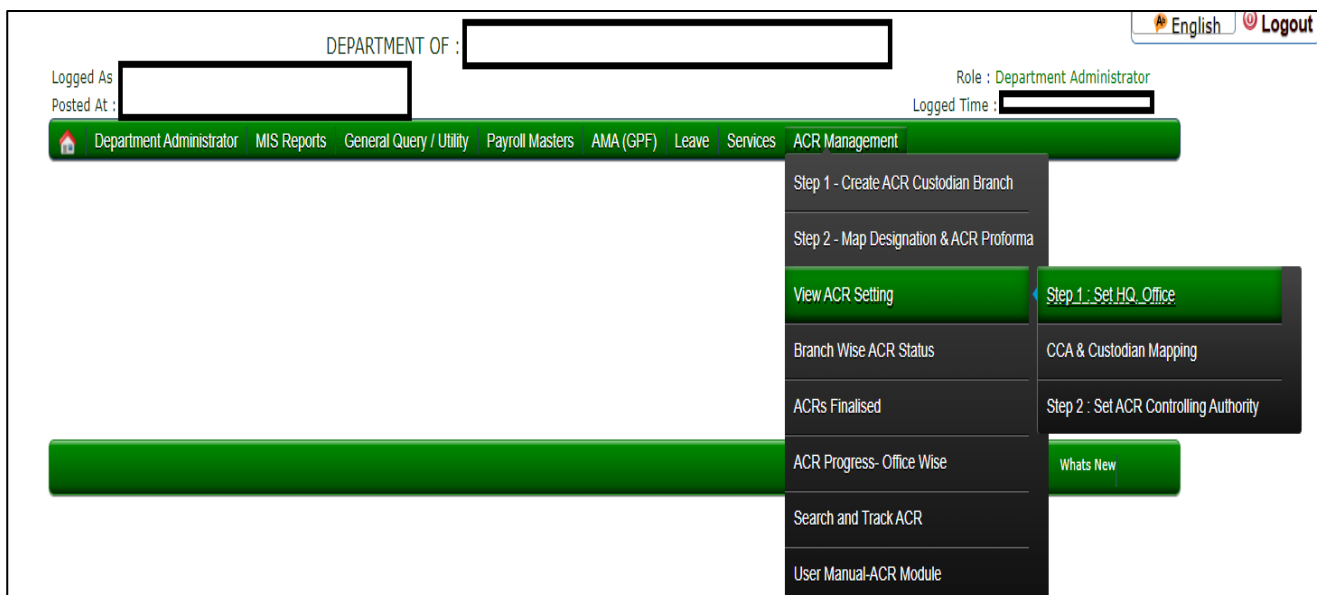
PRINTING & DOWNLOADING PROCESS OF ACRs IN iHRMS

In iHRMS, there is a special arrangement for the printing of finalized ACRs and an authority is required for the viewing and downloading of the ACRs. Earlier the creator of the ACR (identified as Custodian) was given the responsibility to create/initialize the ACR but afterward, the same authority is given to Cadre Controlling Officer (CCA) who should be some Senior Officer from the department/office.

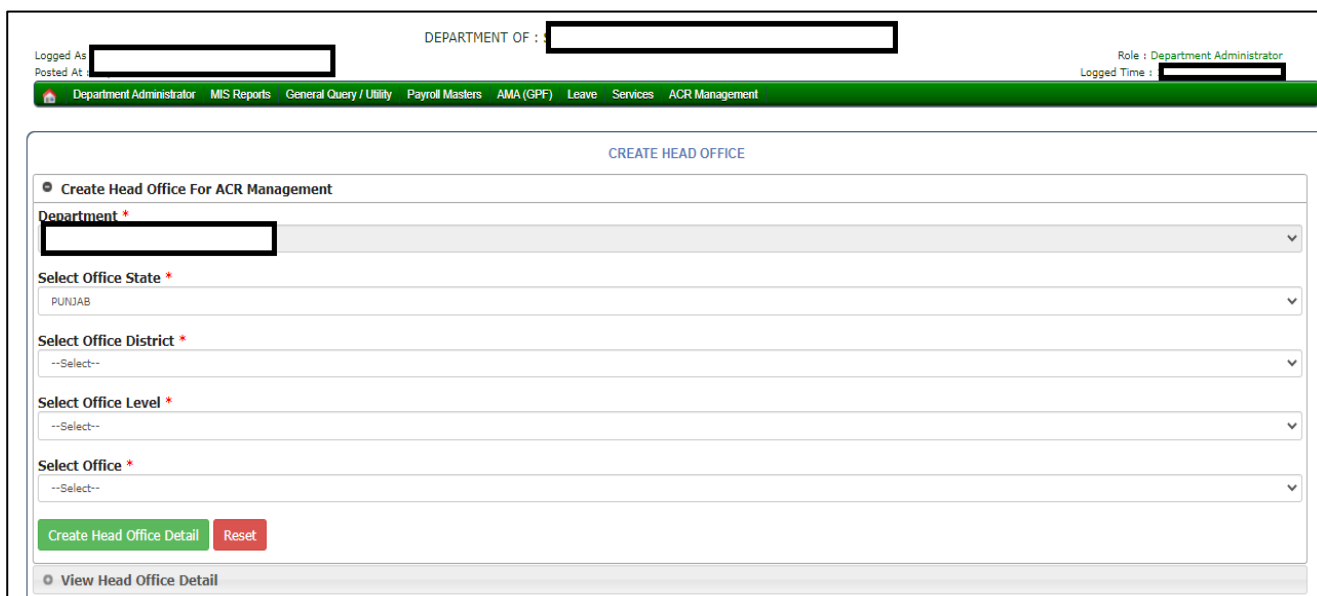
It may be noted that ACRs will be shown for those employees whose ACR has filled and evaluated completely by all concerned Assessment Authorities that is DC / Reporting /Reviewing / Accepting Authorities and the ACR is marked to Custodian. It may be noted that the final grading will be shown only when evaluation is done by minimum two Assessing authorities or the evaluation is directly done by the accepting authority.

The CCA will be created by Department Administrator as per the process explained below:

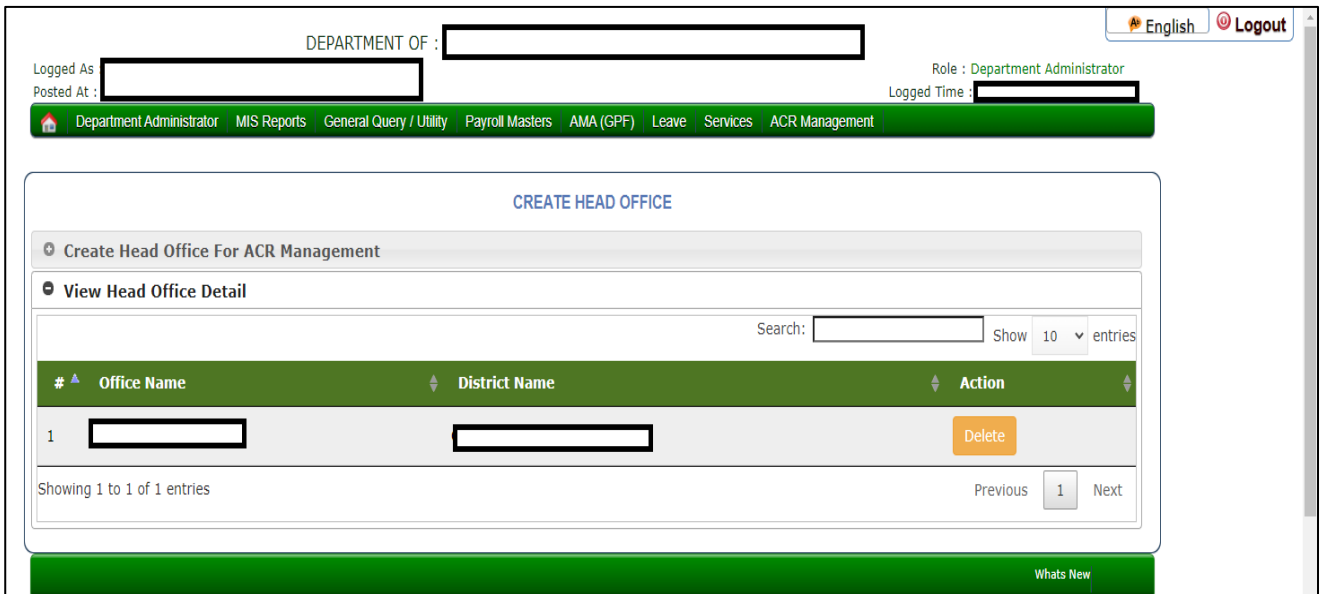
1. Login from department administrator and select ACR Management→View ACR Setting→Set HQ Office as shown in the following screen:



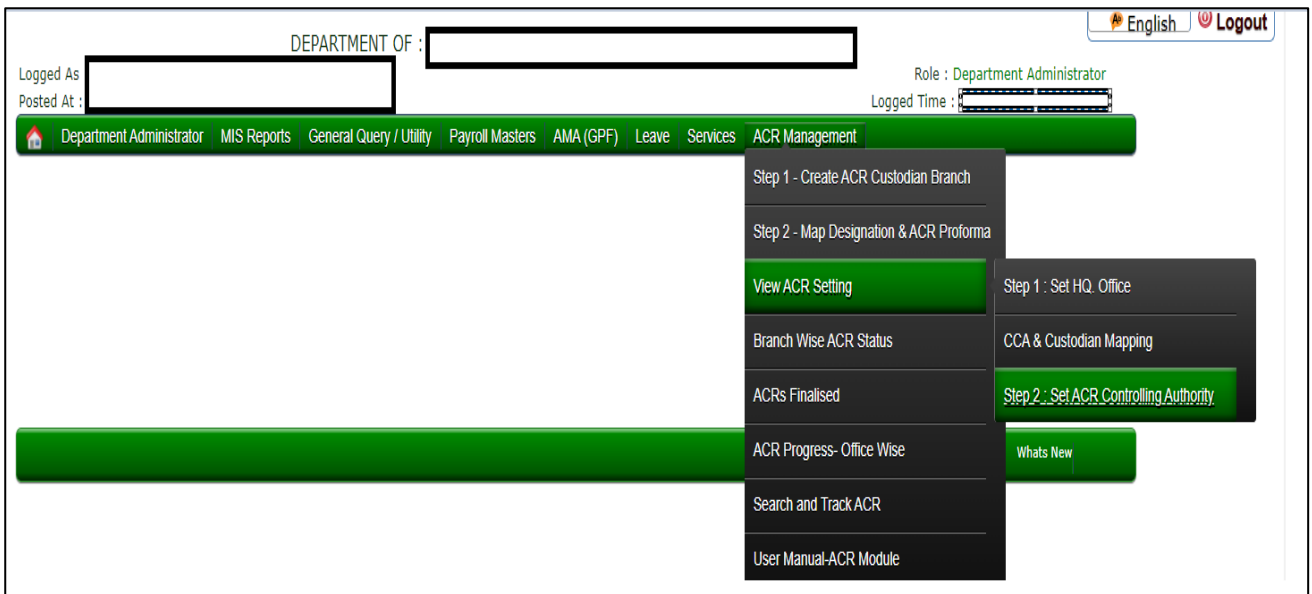
This will open the following screen where the details are to be entered as per the screen below.



In case it is already filled, then the same will be shown for viewing. For the sake of security, the details are not shown explicitly.



After the above step, then select the menu ACR Management → View ACR Setting → Set ACR Controlling Authority as shown below:



While setting CCA, the CCA can be given permission based upon designations or service cadre beside Service Group. Further the CCA can be created as per the need at Head Office/Field Office or All Offices in the Department. See the screens below:

SET ACR CADRE CONTROLLING AUTHORITY

● Create New ACR Cadre Controlling Authority

Enter ACR Cadre Controlling Authority Branch Name *

ACR Cadre Controlling Authority Name / Code * Help

Permission Criteria Given to Controlling Authority for Manage / View ACR

Permission Given to for *

Head Office Field office All Office

Select Designation *

Designation List

Search:

- ACFA
- ADDITIONAL CAR SUPERVISOR
- ADDITIONAL CEO
- ADDITIONAL CHIEF ELECTORAL OFFICER
- ADDITIONAL CHIEF SECRETARY
- ADDITIONAL COMMISSIONER
- ADDITIONAL DEPUTY COMMISSIONER
- ADDITIONAL DEPUTY COMMISSIONER-DEVELOPMENT
- ADDITIONAL DEPUTY DIRECTOR

Select Service Cadre *

Service Cadre List

Search:

- Ministerial
- IAS
- PCS

Select Class / Group *

Class / Group List

Search:

- GROUP-A

SET ACR CADRE CONTROLLING AUTHORITY

● Create New ACR Cadre Controlling Authority

Enter ACR Cadre Controlling Authority Branch Name *

ACR Cadre Controlling Authority Name / Code * Help

Permission Criteria Given to Controlling Authority for Manage / View ACR

Permission Given to for *

Head Office Field office All Office

Select Designation *

Designation List

Search:

- ADDITIONAL COMMISSIONER
- ADDITIONAL DEPUTY COMMISSIONER
- ADDITIONAL DEPUTY COMMISSIONER-DEVELOPMENT
- ADDITIONAL DEPUTY DIRECTOR
- ADDITIONAL DIRECTOR
- ADDITIONAL DIRECTOR OF FACTORIES
- ADDITIONAL DIRECTOR OF INDUSTRIES
- ADDITIONAL DIRECTOR TREASURY AND ACCOUNTS
- ADDITIONAL EXCISE AND TAXATION COMMISSIONER
- ADDITIONAL JOINT SECRETARY TO THE GOVT

Select Service Cadre *

Service Cadre List

Search:

- Ministerial
- IAS
- PCS

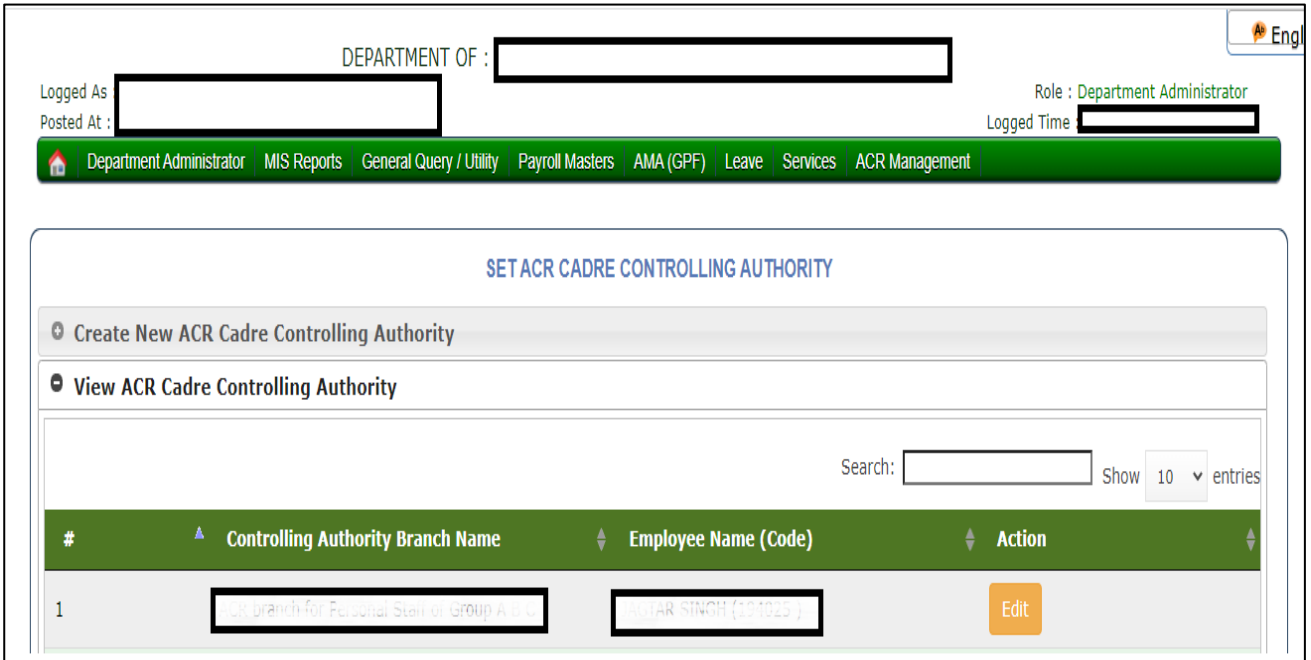
Select Class / Group *

Class / Group List

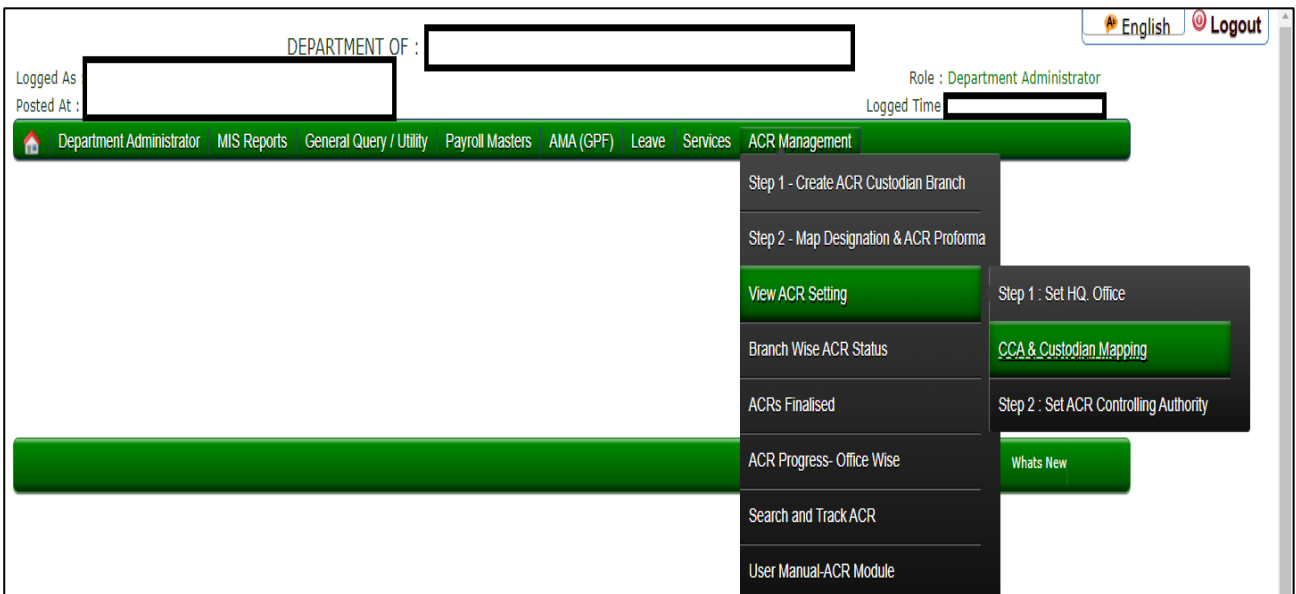
Search:

- GROUP-A
- GROUP-B
- GROUP-C
- GROUP-D

And if any CCA is created already then select View ACR Cadre Controlling Authority as shown below:



After the creation of CCA, the custodians available in Department which have been created earlier can be mapped with the CCA as per the selection of menu ACR Management → View ACR Setting → CCA & Custodian Mapping option. See the screen below:



Upon selecting the menu, the following screen will be opened where the mapping of CCA and Custodian(s) can be done. If there are more than one CCA, then custodians created in the department can be mapped to any CCA. If required, all the custodians can be mapped to any single CCA or as desired. See the screen below:

MAPPING OF ACR CUSTODIAN BRANCH WITH CADRE CONTROLLING AUTHORITY (CCA)

Update Mapping

Select Custodian Branch * Select Cadre Controlling Authority (CCA) *

ALL Under Secretary for Admin right for all groups , CCA Head : BALJIT KAUR(186839)

Designation Mapping

Mapped Designation List of Custodian Branch * **Mapped Designation of CCA Branch ***

Search:

Designation List of Custodian Branch	Mapped Designation of CCA Branch
<input checked="" type="checkbox"/> CLERK	ASSISTANT LIBRARIAN
<input checked="" type="checkbox"/> DEPUTY SECRETARY	ASSISTANT REGISTRAR
<input checked="" type="checkbox"/> DRIVER	BHEESTY
<input checked="" type="checkbox"/> JUNIOR ASSISTANT	BOOK BINDER
<input checked="" type="checkbox"/> JUNIOR SCALE STENOGRAPHER	BRADMA OPERATOR
<input checked="" type="checkbox"/> LAW OFFICER	CALLER
<input checked="" type="checkbox"/> LIBRARIAN	CANNER
<input checked="" type="checkbox"/> PERSONAL ASSISTANT	CARE TAKER
<input checked="" type="checkbox"/> PRIVATE SECRETARY	CEO
	CHAIRMAN
	CHAIRPERSON

Service Cadre Mapping

Mapped Service Cadre List of Custodian Branch * **Mapped Service Cadre of CCA Branch ***

No Record Found No Record Found

MAPPING OF ACR CUSTODIAN BRANCH WITH CADRE CONTROLLING AUTHORITY (CCA)

Update Mapping

Select Custodian Branch * Select Cadre Controlling Authority (CCA) *

ALL [Redacted]

Designation Mapping

Mapped Designation List of Custodian Branch * **Mapped Designation of CCA Branch ***

Search:

Mapped Designation List of Custodian Branch	Mapped Designation of CCA Branch
<input checked="" type="checkbox"/> LAW OFFICER	ASSISTANT DIVISIONAL MANAGER-ADM
<input checked="" type="checkbox"/> LIBRARIAN	ASSISTANT EXCISE AND TAXATION COMMISSIONER
<input checked="" type="checkbox"/> PERSONAL ASSISTANT	ASSISTANT LIBRARIAN
<input checked="" type="checkbox"/> PRIVATE SECRETARY	ASSISTANT REGISTRAR
<input checked="" type="checkbox"/> SECRETARY TO MINISTER	BHEESTY
<input checked="" type="checkbox"/> SENIOR ASSISTANT	BOOK BINDER
<input checked="" type="checkbox"/> SENIOR SCALE STENOGRAPHER	BRADMA OPERATOR
<input checked="" type="checkbox"/> SPECIAL SECRETARY TO MINISTER	CALLER
<input checked="" type="checkbox"/> STAFF CAR SUPERVISOR	CANNER
<input checked="" type="checkbox"/> STENO TYPIST	CARE TAKER
	CEO

Service Cadre Mapping

Mapped Service Cadre List of Custodian Branch * **Mapped Service Cadre of CCA Branch ***

No Record Found No Record Found

If required, the existing mapping of custodian with CCA can be deleted as shown below by selecting the option 'Delete Mapping'

DEPARTMENT OF : SECRETARY GENERAL ADMINISTRATION, PUNJAB

Logged As : [Redacted] Role : Department Administrator
 Posted At : [Redacted] Logged Time : [Redacted]

Department Administrator MIS Reports General Query / Utility Payroll Masters AMA (GPF) Leave Services ACR Management

MAPPING OF ACR CUSTODIAN BRANCH WITH CADRE CONTROLLING AUTHORITY (CCA)

Update Mapping

View Mapping Of Custodian Branch With CCA

Search: [] EXCEL PDF CSV PRINT Show 10 entries

#	Custodian Branch	CCA Branch	Mapped Designation	Mapped Service Cadre	Action
1	[Redacted]	[Redacted]	Z	0	Delete Mapping
2	[Redacted]	[Redacted]	Z	0	Delete Mapping

If required then any particular designation mapped under CCA & Custodian can also be deleted as shown below:

DEPARTMENT OF : SECRETARY GENERAL ADMINISTRATION, PUNJAB

Logged As : [Redacted] Role : Department Administrator
 Posted At : [Redacted] Logged Time : [Redacted]

Department Administrator MIS Reports General Query / Utility Payroll Masters AMA (GPF) Leave Services ACR Management

MAPPING OF ACR CUSTODIAN BRANCH WITH CADRE CONTROLLING AUTHORITY (CCA)

Update Mapping

View Mapping Of Custodian Branch With CCA

Search: [] EXCEL PDF CSV PRINT Show 10 entries

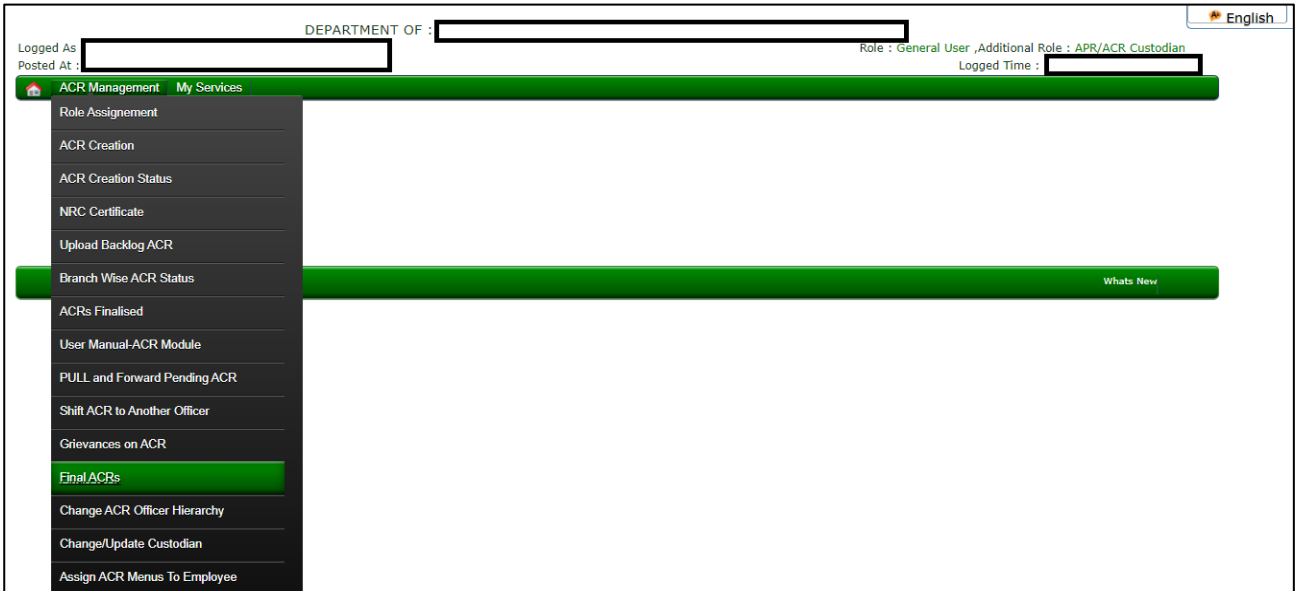
#	Custodian Branch	Mapped Service Cadre	Action
1	ACR Branch for Group B C :		Delete Mapping
2	[Redacted]		Delete Mapping
3	[Redacted]		Delete Mapping
4	[Redacted]		Delete Mapping
5	[Redacted]		Delete Mapping
6	[Redacted]		Delete Mapping

View Mapping

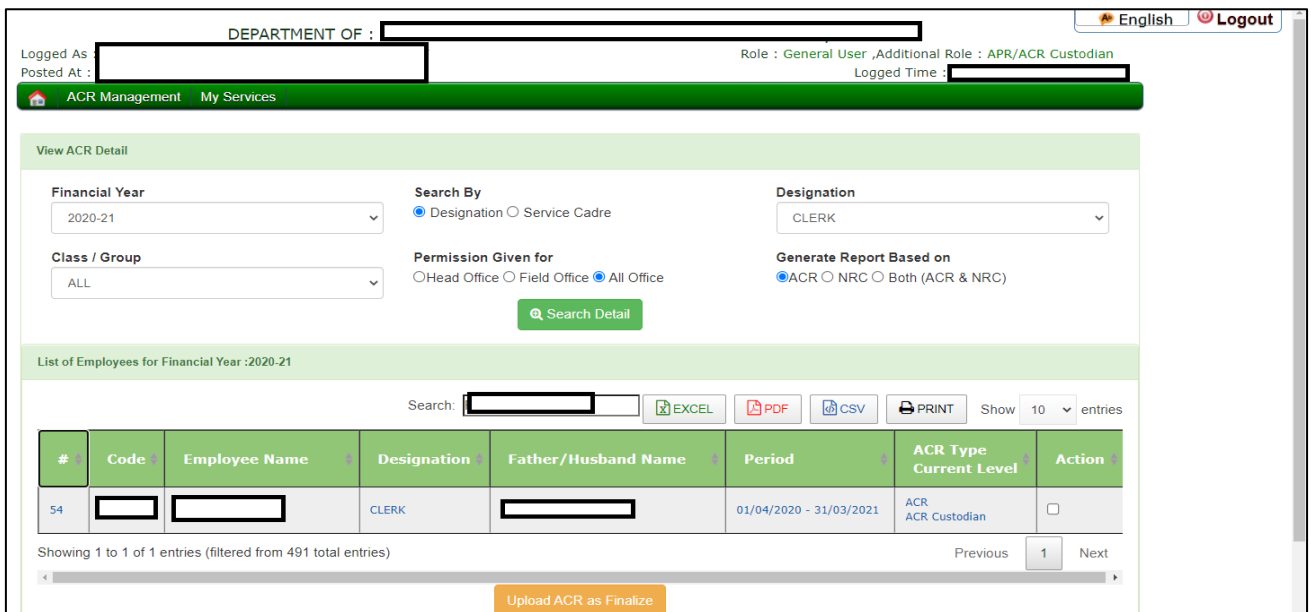
#	Designation	Action
1	CLERK	Delete
2	JUNIOR ASSISTANT	Delete
3	LIBRARIAN	Delete
4	SENIOR ASSISTANT	Delete
5	TELEPHONE OPERATOR	Delete
6	TELEPHONE ATTENDANT	Delete
7	TELEPHONE SUPERVISOR	Delete

How to Print the ACRs

Once the CCA and custodian mapping is done then CCA may login with his/her credentials which are his employee code and password which is with him/her. After login select ACR Management → Final ACRs option as shown below:



It may be noted that finalized ACRs are available in the system in data form and needs to be converted and uploaded in PDF format in the system so that these may be printed finally. To do so then CCA will select the designations / service cadre and all the employees under that designation and service cadre will be shown along with Action button to upload the ACR. Either one or more than one or all employees shown as per the selection of designation/cadre will be uploaded and then can be downloaded. See the subsequent screen where ACR of one employee is ready to upload.



And upon uploading, the PDF file of ACR will be available for printing as PDF as shown below:

DEPARTMENT OF [REDACTED] English Logout

Logged As : [REDACTED] Role : General User ,Additional Role : APR/ACR Custodian
 Posted At : [REDACTED] Logged Time : [REDACTED]

ACR Management My Services

View ACR Detail

Financial Year: 2020-21
 Search By: Designation Service Cadre
 Designation: MEDICAL OFFICER
 Class / Group: ALL
 Permission Given for: Head Office Field Office All Office
 Generate Report Based on: ACR NRC Both (ACR & NRC)

Search Detail

List of Employees for Financial Year :2020-21

Search: anita EXCEL PDF CSV PRINT Show 10 entries

#	Code	Employee Name	Designation	Father/Husband Name	Period	ACR Type Current Level	Action
1	[REDACTED]	[REDACTED]	MEDICAL OFFICER	[REDACTED]	01/04/2020 - 31/03/2021	ACR ACR Custodian	[REDACTED]

Showing 1 to 1 of 1 entries (filtered from 37 total entries) Previous 1 Next

Upload ACR as Finalize

Note (1) It may be the case that for a particular employee or number of employees, even after selecting proper designation/service cadre, are not shown/visible to the CCA, then there may be issue with the Parent department entry of the employee which needs to be updated by Office concerned by using option of 'Service Book related various updation'.

Note (2): If employee's ACR is initiated by another department custodian (where employee is posted) then that employee ACR will have to be pulled to Establishment CCA account by following the procedure defined below:

Login as ACR Creator/Custodian and select option 'Create update custodian'. See the screen below where this option is displayed:

DEPARTMENT OF : [REDACTED] English Logout

Logged As : [REDACTED] Role : General User ,Additional Role : APR/ACR Custodian
 Posted At : [REDACTED] Logged Time : [REDACTED]

ACR Management My Services

- Role Assignment
- ACR Creation
- ACR Creation Status
- NRC Certificate
- Upload Backlog ACR
- Branch Wise ACR Status Whats New
- ACRs Finalised
- User Manual-ACR Module
- PULL and Forward Pending ACR
- Shift ACR to Another Officer
- Grievances on ACR
- Final ACRs
- Change ACR Officer Hierarchy
- Change/Update Custodian
- Assign ACR Menus To Employee

Provide the parameters asked and pull the ACR of those employees whose ACR is created by the department where employee is posted. See the screen below:

DEPARTMENT OF : [REDACTED]

Logged As : [REDACTED] Role : General User ,Additional Role : APR/ACR Custodian
 Posted At : [REDACTED] Logged Time : [REDACTED]

ACR Management My Services

PULL ACR FROM OTHER CUSTODIAN

Financial Year: 2020-21 Search By: Designation Service Cadre Designation: MEDICAL OFFICER

Search: [REDACTED] Show 10 entries

LIST OF EMPLOYEES WHOSE ACR IS CREATED BY OTHER DEPARTMENT CUSTODIAN

Sr.No.	Employee Detail <input type="checkbox"/> Select All	Detail During ACR Period Designation / Office	From Date	To Date	Current Custodian Custodian Department	Current Level
1	<input type="checkbox"/> [REDACTED]	[REDACTED]	01/04/2020	31/03/2021	[REDACTED]	ACR Custodian

Showing 1 to 1 of 1 entries (filtered from 96 total entries) Previous 1 Next

Reason / Remarks to Update ACR Custodian Detail *

After pulling the ACRs of the employee from the department where the employee is posted, these will be shown to CCA by following the steps as mentioned above already.