

FAQ of SAR

- 1) What are the duties of Cadre Controlling Authorities in the perspective of online SAR through HRMS?

Ans.: The Cadre Controlling Authority (Appointing Authority) will determine the Nodal Officer(s) and Custodian(s) in respect of a particular Cadre and Group of employees. First he/she will create codes of the Nodal Officer(s) and Custodian(s) in the HRMS system by setting the parameters of the group of Officers Reported Upon for which such Nodal Officer/Custodian will function. Then he/she will create the User Role in the HRMS system and tag the particular code created for that particular user.

- 2) Who is a Nodal Officer?

Ans.: Nodal Officer is a Group 'A' Officer who is entrusted by the Cadre Controlling Authority (Appointing Authority) with the work of approving the hierarchy of SAR sent by the Officers in respect of whom he acts as Nodal Officer or create the hierarchy in case the Officer cannot create his hierarchy himself /herself. He is also responsible for generating/approving the Not Required Certificate in case the Officer need not submit SAR for a particular period. He/she will also have the capacity to transmit the SAR from one authority to another if so required.

- 3) Who is a Custodian?

Ans.: Custodian is a Group 'A' Officer who is entrusted by the Cadre Controlling Authority (Appointing Authority) with the work of keeping custody of SARs. After acceptance by the Accepting Authority the SAR of the Officers (for whom he/she assigned with the work of Custodian) will automatically be available to the Custodian. He can view those SARs, if required, by using OTP sent to his/her registered mobile number. If any manual SAR comes to him/her in respect of officers on deputation or due to the fact that the Accepting Officer is outside HRMS, he/she would scan and upload the copy of manual SAR and put the marks in the respective fields as given in the manual SAR. He/she will also be responsible for disclosure of SAR to the authorities as directed by the Cadre Controlling Authority.

- 4) Who would create the Nodal Officer and Custodian in the HRMS system for a particular Cadre and Group of Officers?

Ans.: The Cadre Controlling Authority from his/her Appointing Authority (AA) role would create the Nodal Officer and Custodian code and user in the HRMS system for a particular Cadre and Group of Officers.

- 5) What is "Employee tagging" for Nodal Officer or Custodian?

Ans.: The initial duty of Nodal Officer/Custodian is to tag the officers based on parameters set by the Cadre Controlling Authority. Employee tagging, creates the direct link between the Officers reported upon and the Nodal Officer/Custodian. After tagging each Officer must be approved. Otherwise this link would not work for.

- 6) What are the functions of the Officer Reported Upon in case of hierarchy creation?

Ans.: The Officer reported upon may create his hierarchy for flow of SAR for a particular period in the HRMS system by mentioning the Unique Id of the Reporting Officer, Reviewing Officer and Accepting Officer. He /She may also generate the Not Required Certificate in case he/she need not submit SAR for a particular period. After creation of his/her hierarchy or Not Required Certificate, that should be forwarded to the Nodal Officer for approval. If

the Officer is unable to create his hierarchy/ generate the Not Required Certificate, he/she may request the Nodal Officer to create the same in the system.

- 7) What are the meanings of 'Inside HRMS', 'Outside HRMS' or 'Dispensed with' as is mentioned in the hierarchy beside 'Hierarchy Role' column?

Ans.: 'Inside HRMS' means the Reporting/Reviewing/Accepting Officer has an HRMS Unique Id and has the facility of valid ESE in respect of such Unique Id.

'Outside HRMS' means the Reporting/Reviewing/Accepting Officer does not have any HRMS Unique Id. For example in case of Finance Officer of any Municipality, his/her Reporting Officer is the Chairman of that municipality who does not have any HRMS Unique Id. Hence Reporting Officer in this case would be 'Outside HRMS'.

'Dispensed with' implies that the particular Reporting/Reviewing/Accepting Officer role is not needed in the system. In case the option 'Dispensed with' is selected for any Role, the SAR would flow to the next level of hierarchy. For example Reviewing Officer role for the post Internal Audit Officer has been dispensed with. So the SAR flows directly to the Accepting Officer from the Reporting Officer.

- 8) How the Unique Id of the Reporting/Reviewing/Accepting Officer can be found out?

Ans.: A link named 'Employee search' has already been provided to the Employee ESE, Nodal officer log in and Custodian log in. This link helps to find out Unique Id by searching through Name of the Officer.

- 9) What would be the process of flow of SAR in case the employee is on deputation?

Ans.: In case of Officers on deputation, two situations may arise-

- i) The Officer reported upon, does not have any Unique Id- The total flow of SAR would be offline and Out of HRMS system. It would be send to the Custodian manually and when his/her Unique Id would be created it would be uploaded into the system and marks would be given by the Custodian accordingly.
- ii) The Officer reported upon, has a Unique Id- The Officer reported upon would create the hierarchy by mentioning the Reporting Officer as Outside HRMS (if he/she does not have any HRMS Unique Id) and when the Hierarchy is approved by the Nodal Officer, he/she initiate the SAR in the HRMS system, get a Print of the report and submit it manually to his/her reporting Officer.

- 10) What is the additional responsibility of the Reviewing/Accepting Authority if the Previous Authority is outside HRMS?

Ans.: If the Previous Authority of the Reviewing/Accepting Authority is outside HRMS, then the next Authority would scan the previous portions of SAR and upload it into the system and also fill up the marks in the relevant fields as given by that previous authority.

- 11) What is 'Year of Allotment'?

Ans.: In case of constituted Service cadres, the 'Batch Year' of the Officers is considered as 'Year of Allotment'. In case of other cadres, the Year of appointment to the Gr-"A" post may be considered as 'Year of Allotment'.

- 12) What is 'Service Specific Code'?

Ans.: In case of some constituted cadres there are some cadre specific codes. For example- for the Officers belonging to the Cadre WBCS (Exe) there is specific code for each Officer. They would fill up the field for "**Service specific Code (If Any)**". But this is a non-mandatory field, if there is no such code for any officer; he/she need not to fill it up.

13) What if the Reporting Officer is not satisfied with the Statement of Attendance as filled up by the Officer reported upon in Part-IB?

Ans.: The Reporting Officer would go to the Part III (Reporting Officer) point No 4 and mark the field "Do you agree with the Appraisal of Attendance as recorded in Part I B" as 'No'. Then the Statement of Attendance as filled up by the Officer Reported upon becomes modifiable by the Reporting Officer.

14) What if the Accepting Officer or Reviewing Officer does not agree with the Reporting Officer in respect of marks given?

Ans.: The marks given by the Reporting Officer would automatically populate in the fields of marks for the Reviewing Officer and if he wants he may change the marks given against any/all of the attributes but in any case he cannot change the marks given by the Reporting Officer. The same logic would be applicable if Accepting Officer does not agree with the marks given by Reporting/Reviewing Officer. However for future reference, the marks given by the Higher Authority in the hierarchy would be considered.

15) What if the Reporting Officer wants to send back the SAR to the Officer reported upon? What if the Reviewing/Accepting Officer wants it to return it to the Previous Authority?

Ans.: If the Reporting Officer wants to send the SAR to the Officer Concerned for some correction or modification, he/she may send back the SAR to the Officer by clicking on 'Send for Revision'. The same functionality would be available to the Reviewing/Accepting Officer to return the SAR to the previous level in the hierarchy.

16) What if the SAR lies with Reporting/Reviewing/Accepting Officer for a considerable period of time?

Ans.: In that case the Officer Reported upon may contact Nodal Officer and the Nodal Officer after getting required permission from the relevant authority may transmit that SAR from one authority to another.

17) What if the SAR is to be disclosed to the Officer Reported upon?

Ans.: The Custodian as per the direction of the of the Cadre Controlling Authority may disclose the SAR by sending it to the Officer concerned to whom the SAR is required to be disclosed.

18) If the Officer Reported upon fills up the Hierarchy or SAR partly and saves it, then afterwards where from he/she would access such Hierarchy or SAR?

Ans.: The Officer Reported upon will access such Hierarchy or SAR from the menu 'My Inbox' → 'Inbox'.

19) Where from the Reporting/Reviewing/Accepting Officer will access the SAR of the Officer reported upon that will be sent to him/her?

Ans.: The Reporting/Reviewing/Accepting Officer will access the SAR of the Officer reported upon from the menu 'Inbox for SAR'.