

Guidelines for Custodian

1. Custodian is entrusted with the responsibility of safe keeping the SAR of the Group-“A” Officer after the SAR of the Officers is accepted by the Accepting Authority.
2. In case the Accepting Authority is outside the scope of HRMS, the custodian would scan the physical copy of SAR provided by Accepting Authority to the custodian and upload it to the system. He/ She would also fill up the assessment portion (i.e., Marks given by the Accepting Authority etc.) in the system.
3. In case the employee is on deputation, the total flow of SAR would be offline. In that case the custodian would scan the total SAR and upload the same to the system. He/ She would also fill up the assessment portion (i.e., Marks given by the Reporting, Reviewing and Accepting Authority) in the system. At the time of uploading the SAR by the Custodian, the marks awarded to the Officer Reported Upon by different Authorities shall be entered by the Custodian in the System on an equivalent scale from 1 to 10 as in the online SAR System. If the grading system for the SAR at the post where the Officer Reported Upon is on deputation is in a scale different from the scale followed by the State Government in online system of Self Appraisal Report, the grades shall have to be converted into an equivalent scale from 1 to 10 as in the online SAR system.
4. If there is any requirement of opening any old SAR, a system generated OTP would go to the Custodian’s registered Mobile Number and using it he/ she can open the SAR.
5. If any request for disclosure of SAR of any officer is made to the custodian by the appropriate authority, the custodian would send such SAR to the appropriate authority as directed.