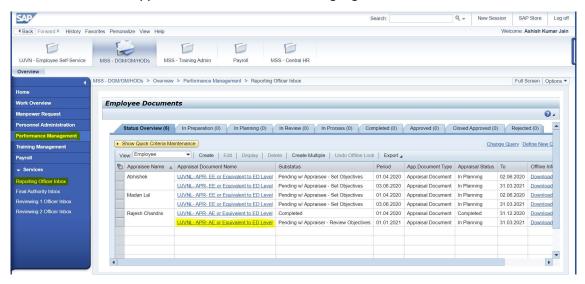
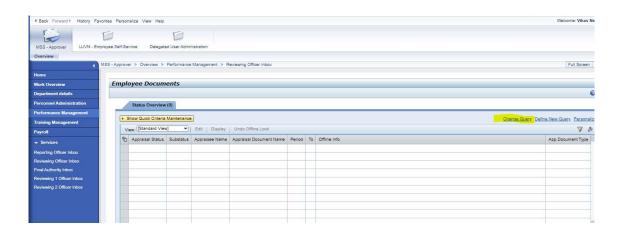
## User Manual for Approval of Annual Work Plan

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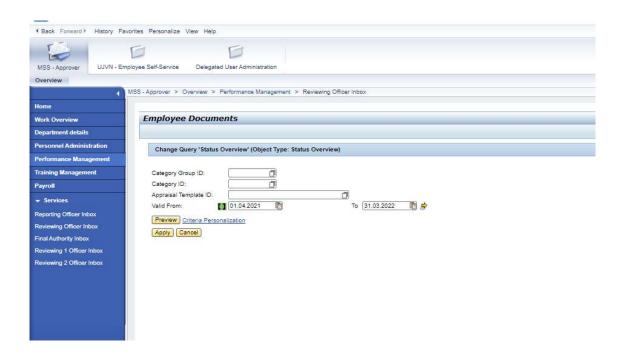
- 1. <u>Login to ESS. Go to MSS on ESS Portal then click on —Performance Management then Click Reporting Officer /Reviewing officer Inbox (As the case may be).</u>
- 2. Click on the Appraisal Document Name as highlighted.



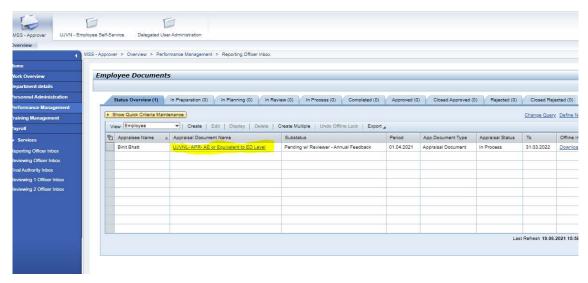
2.1 If no data is displayed in above screen as mentioned below, then Click Change query option as highlighted below:



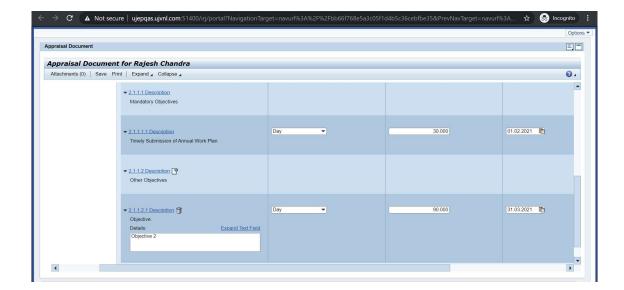
2.3 After Clicking Change query button. Enter validity i.e From 01.04.2021 To 31.03.22 as shown below:



2.4 Click Apply button, You will find the submitted request in the Appraisal Documents where you can approve the targets. Click on Appraisal Document Name as Highlighted below.



3. Review the Appraisal document and make the changes as required.



**4.** After the document has been reviewed/changed, Click on **Approved by Reporting Officer**. You can also Send it back to the appraisee for any corrections by clicking in **Send Back for Correction to Appraisee**.



In the similar way as explained above, reviewing officer has to approve the Appraisal documents.

Note. 1. If Reviewing Officer & Reporting Officer are same then no need to approve submitted request twice.