

# USER MANUAL

## RNT/आस्थापना Est/Processing Officer)(Desk 1)

For Government Officers/Employees – Group C

### **Online E CR Application**

This software is designed to streamline and digitize the performance appraisal process for Group C employees in government departments. It ensures transparency, accountability, timely submissions, and structured evaluations, aligned with government HR protocols.

<https://mahaecr.in> या संकेतस्तळावर जाऊन "Department Login" या बटणावर क्लिक करावे.

wardhardc@gmail.com 07152-240533 जिल्हाधिकारी कार्यालय, सिव्हिल लाईन्स, सेवाग्राम रोड वर्धा 442001

Department Login User Login

कर्मचाऱ्यांची कामगिरी मूल्यांकन प्रणाली (महसूल विभाग, वर्धा)

Home GR About Contact

For Government Officers/Employees – Group B (Non-Gazetted) & Group C

# Performance Appraisal Report (PAR) Software

This software is designed to streamline and digitize the performance appraisal process for Group B (Non-Gazetted) and Group C employees in government departments. It ensures transparency, accountability, timely submissions, and structured evaluations, aligned with government HR protocols.

Load More

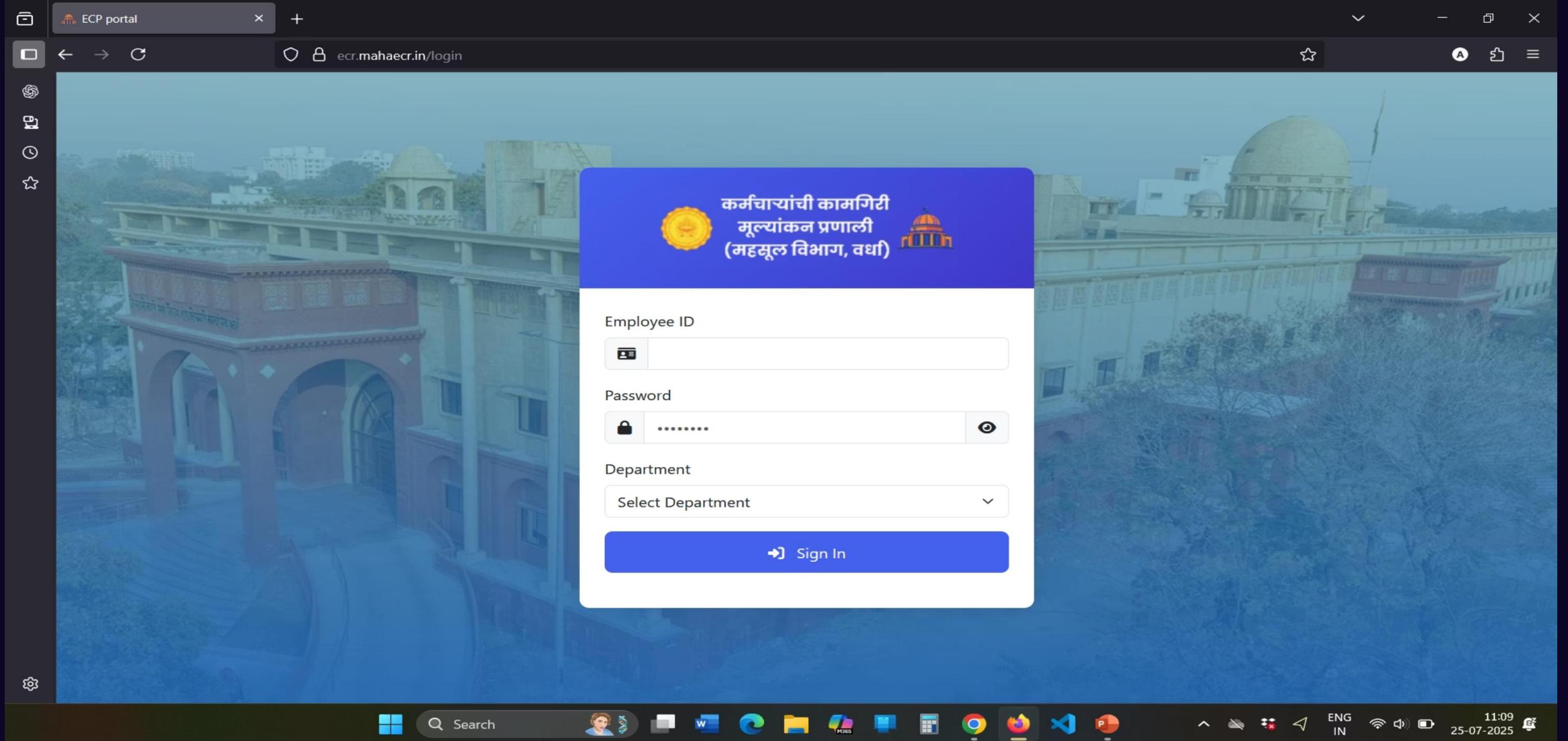
Welcome to **Our Website!**  
Welcome to Collector Office Wardha

Made with GAMMA

# Step 1

कर्मचाऱ्यांची  -

# 1. आपण आपले सेवार्थ आयडी आणि पासवर्ड प्रविष्ट करून आपले विभाग निवडावे व लॉगिन करावे.



ECP portal

ecr.mahaecr.in/login

कर्मचाऱ्यांची कामगिरी  
मूल्यांकन प्रणाली  
(महसूल विभाग, वर्धा)

Employee ID

Password

Department

Select Department

Sign In

11:09  
25-07-2025



# 3. "Add Employee" बटणावर क्लिक करून कर्मचाऱ्यांची माहिती प्रविष्ट करावी.

ECR Portal

Dashboard

Employee

Evaluation

Evaluation (Up to 3 Months)

Done Evaluation

Old Evaluation

Reports

Change Password

## Employee List

[Dashboard](#) / Employee List

Sandeep Amarsingh Daberao

Department: Select the department. Tahsil: Select the tahsil. Designation: Select the designation. Sevaarth ID: Select the sevaarth id.

All Employees 0 records

Export All to Excel + Add Employee

Show 25 entries Search:

Sr. No.	Tahsil	Sevaarth Id	Employee Name	Designation	Created Date	Actions
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

# 4. फॉर्म पूर्णपणे भरून झाल्यानंतर Save या बटणावर क्लिक करून कर्मचाऱ्याची नोंदणी पूर्ण करावी

**ECR Portal**

- Dashboard
- Employee
- Evaluation
- Evaluation (Up to 3 Months)
- Done Evaluation
- Old Evaluation
- Reports
- Change Password

**Employee**

Dashboard

Department:

All Employees

Show

Sr. No

No of

Show

Export All to Excel

+ Add Employee

Search:

Created Date	Actions
--------------	---------

**Add Employee**

Sevaarth ID \*  Good!

First Name \*

Middle Name

Last Name \*

Email \*  Email is available!

Phone \*  Phone number is available!

Date of Birth \*

Date of Appointment \*

Department \*

Role \*

Designation \*

Tahsil \*

Avatar

Sandeep Amarsingh Daberao



# 5. खालील स्क्रीनच्या डाव्या बाजूला असलेल्या "Evaluation" या टॅबवर क्लिक करावे.

**ECR Portal**

- Dashboard
- Employee
- Evaluation**
- Evaluation (Up to 3 Months)
- Done Evaluation
- Old Evaluation
- Reports
- Change Password

## Employee List

[Dashboard](#) / Employee List

Sandeep Amarsingh Daberao

Department: Select the department. Tahsil: Select the tahsil. Designation: Select the designation. Sevaarth ID: Select the sevaarth id.

All Employees 1 records [Export All to Excel](#) [+ Add Employee](#)

Show  entries Search:

Sr. No.	Tahsil	Sevaarth Id	Employee Name	Designation	Created Date	Actions
1	Wardha	ABCD123	PRAVIN RAMESH GEDAM	Employee	25-07-2025	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

# 6. पुढील स्क्रीनवर "Add New Evaluation" या बटणावर क्लिक करून पुढील प्रक्रिया करावी.

The screenshot displays the ECR Portal dashboard. On the left is a dark sidebar with navigation options: ECR Portal, Dashboard, Employee, Evaluation (selected), Evaluation (Up to 3 Months), Done Evaluation, Old Evaluation, Reports, and Change Password. The main content area is titled 'Dashboard' and shows the user 'Sandeep Amarsingh Daberao'. Below this is a section for 'Employee Appraisals' which contains a table with columns: Sr. No., Tahsil, Sevaarth ID, Employee Name, Created On, Designation, Self Eval Date, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A blue button labeled '+ Add New Evaluation' is located in the top right corner of the appraisals section and is highlighted with a red rectangular box.

# 7. कृपया, आपल्याला मूल्यांकन फॉर्म प्रदर्शित झाल्यानंतर मूल्यमापन कालावधी व कर्मचार्याचा सेवार्थ आयडी टाकून इतर माहिती भरावी.

ECR Portal

Dashboard

Employee

Evaluation

Evaluation (Up to 3 Months)

Done Evaluation

Old Evaluation

Reports

Change Password

Dashboard

Sandeep Amarsingh Daberao

परिशिष्ट - अ  
प्रपत्र - २

“गट-ब (अराजपत्रित) आणि गट-क” मधील शासकीय अधिकारी / कर्मचारी यांच्यासाठी कार्यमूल्यांकन अहवाल  
Performance Appraisal Report for Group “Group B (Non Gazetted) and Group C” Government Officers / Employees

मूल्यमापन अहवालाचा कालावधी - (Appraisal report for the period) from 01/04/2024 to 31/03/2025 Tenure.: 11 month(s) and 30 day(s)

भाग 1 ( Section -१)

आस्थापना शाखेने भरावयाची माहिती (To be filled in by Establishment section)

Employee: ABCD123- PRAVIN RAMESH GEDAM  
Department: TAHSIL OFFICE

Designation: Talathi  
Tahsil: Wardha  
2. संवर्ग (Cadre): C

3. जन्म दिनांक (Date of Birth): 15/05/1985  
4. सध्याचे पद (Present Post): Talathi

5. सध्याच्या पदावर नियुक्तीचा दिनांक (Date of Appointment)  
6. प्रशासकीय विभाग / कार्यालय (Administrative Dept / Office)

# 8. संपूर्ण माहिती भरून झाल्यानंतर, लाल रंगाने अधोरेखित केलेल्या चेकबॉक्सला निवडून Submit बटणावर क्लिक करून अर्ज सेव्ह करून घ्यावा.

(specify) such as absconding, unauthorized absence, etc.)

9. प्रतिवेदन काळात घेतलेल्या प्रशिक्षणाचा तपशील (Details of training undergone during period under report)

क्र.	पासून (From)	पर्यंत (To)	संस्था (Institute)	विषय (Subject)	क्रिया (Action)
1	dd/mm/yyyy	dd/mm/yyyy			Delete

Add Row

10. मागील वर्षाच्या दि. ३१ मार्च अखेरचे वार्षिक मालमत्ता विवरणपत्र संबंधित प्राधिकाऱ्याकडे सादर केल्याचा दिनांक (Date of filling Assets and Liability statement of previous year to concerned authority.)

01/04/2025

मी वर दिलेली माहिती खरी व अचूक आहे असे घोषित करतो / करते.  
(I declare that the above information is true and correct to the best of my knowledge.)

दिनांक (Date)  
25/07/2025

ठिकाण (Place)  
Wardha

सबमिट करा (Submit)

Signature valid  
Digitally Sign By : Sandeep Amarsingh Daberao  
Date : 2025-07-25 07:51:13 + 05:30  
आस्थापना /संस्करि अधिकारी यांचे नाव पदनाम व स्वाक्षरी  
(Name, Designation & Signature of Officer)

7:00

5G .ll .ll 75

< CP-MAHECR-S

Friday 11 July

Your Registration  
with the ECR portal  
is completed, your  
username Pratik7667 &  
Password is 123456

7:17 pm

8. कार्माच्याला त्यांचा User Name  
आणि Password sms द्वारे Mobile  
no. वर प्राप्त होईल.

□

□

□

□

□

धन्यवाद□

