

Teacher PAR (ACR) 2025-26

Step-by-step User Guide

શિક્ષકનો ખાનગી અહેવાલ — પ્રાથમિક માહિતીથી અંતિમ લોક સુધી
Child Tracking System · Samagra Shiksha, Gujarat

1 Basic Information

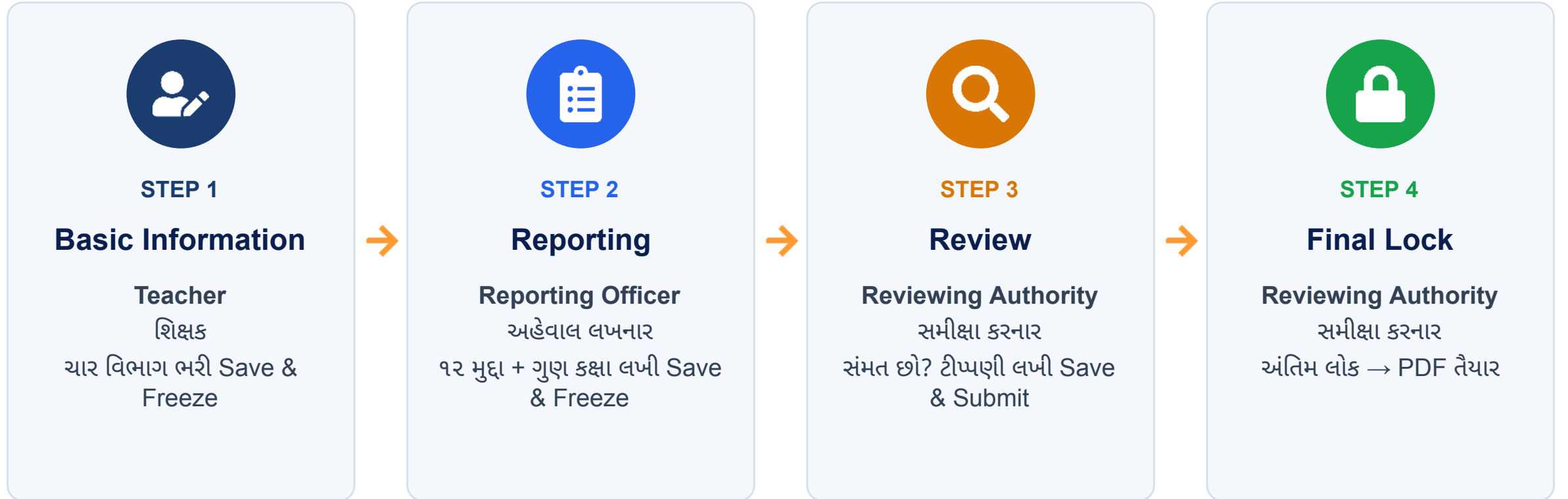
2 Reporting

3 Review

4 Final Lock

The PAR process in 4 steps

ખાનગી અહેવાલની પ્રક્રિયા — દરેક પગલું પૂરું થયા પછી જ આગળનું પગલું ખુલે છે



Reporting Officer / Reviewing Authority can be any teacher (Head Teacher) or officer (AEI, TPEO, DPEO ...). The teacher chooses them in Section 4 of Basic Information.

Where to find PAR in the portal

લોગિન પછી ડાબી બાજુના મેનુમાં PAR ના વિકલ્પો



Teacher login

શિક્ષક લોગિન

- Section 1 · Basic Info → your own PAR
- PAR · Reporting → teachers who chose you as Reporting Officer
- PAR · Review & Final Lock → teachers who chose you as Reviewing Authority



AEI / TPEO login

અધિકારી લોગિન

- PAR · Reporting → PARs you have to evaluate
- PAR · Review & Final Lock → PARs you have to review and lock
- Dashboard shows the pending counts



Step 1 · Basic Information

શિક્ષક દ્વારા પ્રાથમિક માહિતી — 4 વિભાગ ભરી Save & Freeze

Open Basic Information from the dashboard

ડેશબોર્ડ → "Fill Basic Information" અથવા મેનુ → Section 1 · Basic Info

The screenshot shows the 'Child Tracking System' interface. At the top right, it says 'Teacher - 10077268'. The left sidebar has a 'Dashboard' menu item highlighted. Below it are 'Section 1 · Basic Info', 'PAR · Reporting', and 'PAR · Review & Final Lock'. The main content area is titled 'Teacher Dashboard · PAR (ACR) 2025-26' with the subtitle 'ખાનગી અહેવાલ — સ્થિતિ'. It is divided into two columns. The left column, 'My PAR · મારો ખાનગી અહેવાલ', shows a progress bar for 'Basic Information' (Pending - બાકી), 'Reporting' (Awaiting), 'Review' (Awaiting), and 'Final Lock' (Awaiting). The right column, 'PAR given to me · મને સોંપાયેલ', shows counts for 'Pending Reporting' (2), 'Pending Review' (1), and 'Pending Final Lock' (0). A red box highlights the '1 Fill Basic Information · પ્રાથમિક માહિતી ભરો' button at the bottom of the left column. A note at the bottom right of the right column states: 'If another teacher selected you as Reporting Officer / Reviewing Authority, their PAR appears here.'

- 1 Log in with your teacher login and open the Dashboard.
- 2 Click "Fill Basic Information" (or menu Section 1 · Basic Info).
- 3 The right box shows the PARs other teachers gave to you.

નોંધ · Note: The status of your own PAR (Basic → Reporting → Review → Final Lock) is always shown on the dashboard.

Section 1 · Teacher Information

વિભાગ ૧ · શિક્ષક માહિતી — CTS માંથી આપોઆપ આવેલી માહિતી ચકાસો

- 1 Grey boxes (name, school, codes, dates) come from CTS — check them.
- 2 Fill Academic and Additional Qualification.
- 3 Fill Standards & Subjects Taught.

Child Tracking System

Teacher - 10077268

Dashboard

Section 1 · Basic Info

PAR · Reporting

PAR · Review & Final Lock

Teacher PAR · Basic Information

જાનગી સહવાળ — પ્રાથમિક માહિતી (વર્ષ ૨૦૨૫-૨૬)

1. Teacher Information શિક્ષક માહિતી

Full Name પૂર્ણ નામ	Designation હોદ્દો	School Name શાળાનું નામ
SHITALBEN SHASHIKANTBHAI BHATT	Teacher	MACHIYALA NANA PRI. SCH.
UDISE Code	HRPN Number	CTS Teacher Code
24130103801	1100245	10077268
Date of Birth જન્મતારીખ	First Joining Date ખાતામાં દાખલ	Retirement Date સેવાનિવૃત્તિ
02-10-1979	05-02-2001	31-10-2037
Academic Qualification ઉચ્ચશિક્ષણ લાભકારી	Additional Qualification વધારાની લાભકારી	Standards & Subjects Taught ભણાવતા ધોરણ અને વિષય
B.A., PTC	CCC	Std 6-8 · Maths, Science

Grey boxes come from CTS automatically. Fill / check the white boxes. · જો ખાતા CTS માંથી આપોઆપ આવે છે; સફેદ ખાતા ભરો.

નોંધ · Note: If name, school or dates are wrong, get them corrected in the teacher profile first.

Section 2 · Leave & Other

વિભાગ ૨ · રજા અને અન્ય — રજા હોય તો જ પંક્તિ ઉમેરો

Child Tracking System

Teacher · 10077268

Dashboard

Section 1 · Basic Info

PAR · Reporting

PAR · Review & Final Lock

Teacher PAR · Basic Information

વિભાગ ૨ · રજા અને અન્ય

2. Leave & Other રજા અને અન્ય

શું તમે ACR સમયગાળા દરમિયાન પ્રસૂતિ રજા, મેડીકલ રજા, બિન પગારની રજા કે કુરજ મોકુફી હેઠળ હતા? ☒ હા · Yes ☐ ના · No

#	Leave Type · રજાનો પ્રકાર	From · થી	To · સુધી	Days
1	Maternity Leave · પ્રસૂતિ રજા ▼	14-07-2025	09-01-2026	180
Total Leave Days · કુલ રજાના દિવસ				180

+ Add Leave Period

Leave types: Maternity · Medical · Leave Without Pay · Under Suspension. The leave period goes to Section 3 automatically as **NO PAR**.

- 1 Answer હા / ના: were you on leave or under suspension?
- 2 If હા: Add Leave Period, choose the type, From and To dates.
- 3 Types: Maternity · Medical · Leave Without Pay · Under Suspension.

નોંધ · Note: Each leave period is copied to Section 3 automatically and shown as NO PAR.

Section 3 · Schools Worked During the ACR Period

વિભાગ ૩ · 01-04-2025 થી 31-03-2026 દરમિયાન કામ કરેલ શાળાઓ

Child Tracking System

Teacher - 10077268

Dashboard

Section 1 · Basic Info

PAR · Reporting

PAR · Review & Final Lock

Teacher PAR · Basic Information

વિભાગ ૩ · ACR સમયગાળા દરમિયાન કામ કરેલ શાળાઓ

3. Schools Worked At During ACR Period કામ કરેલ શાળાઓ

#	No School	School DISE	School Details	From	To	Days	PAR Status
1	☐	24990100101 ✓	Test School 1 · Taluka · District	01-04-2025	13-07-2025	104	✓ PAR
2	☐	—	Maternity Leave · પ્રસૂતિ રજા (from Sec. 2)	14-07-2025	09-01-2026	180	NO PAR ↓
3	☐	24990100101 ✓	Test School 1 · Taluka · District	10-01-2026	31-03-2026	81	NO PAR ↓
Total Days · કુલ દિવસ						365	

+ Add School Row

+ Add "No School" Row

Enter UDISE → school name fills automatically. Less than 90 days at a school = NO PAR. Click NO PAR to download the NO PAR certificate (PDF).

- 1 Add School Row → type the 11-digit UDISE; the name fills itself.
- 2 Enter From / To dates for each school, in date order.
- 3 Add "No School" Row for a period without any school.
- 4 Total days must reach 365 (leave included).

નોંધ · Note: Less than 90 days at a school = NO PAR. Click NO PAR to download the NO PAR certificate (PDF).

Section 4 · Reporting Officer & Reviewing Authority

વિભાગ ૪ · અહેવાલ લખનાર અને સમીક્ષા કરનાર પસંદ કરો

- 1 Choose Role: HT (any teacher) or AEI / TPEO / DPEO ...
- 2 HT: School DISE → teacher. Officer: District → Block → Officer.
- 3 From / To only inside the PAR periods of Section 3.
- 4 More than one officer? Add one row for each.

Child Tracking System

Teacher - 10077268

Dashboard

Section 1 · Basic Info

PAR · Reporting

PAR · Review & Final Lock

Teacher PAR · Basic Information

વિભાગ ૪ · અહેવાલ લખનાર અને સમીક્ષા કરનાર

4. Reporting Officer & Reviewing Authority અહેવાલ લખનાર અને સમીક્ષા કરનાર

Reporting Officer · અહેવાલ લખનાર

Role	School DISE → Teacher	Code	From	To
HT - Head Teacher ▼	RAMANI REKHABEN S. ▼	10198285	01-04-2025	13-07-2025

Total Days: 104 + Add Reporting Officer

Reviewing Authority · સમીક્ષા કરનાર

Role	District → Block → Officer	Code	From	To
AEI ▼	PARMAR MAVJIBHAI S. ▼	284	01-04-2025	13-07-2025

Dates only within the PAR periods of Section 3. Total days of each = PAR days. Add one row per officer if there were more than one.

નોંધ · Note: Total days of the Reporting Officers, and of the Reviewing Authorities, must each equal the PAR days.

Teacher PAR (ACR) 2025-26 · User Guide · Child Tracking System, Gujarat

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Declaration and Save & Freeze

ઘોષણા ટીક કરો → Save & Freeze · ખરાઈ સબમીશન

Child Tracking System

Teacher · 10077268

Dashboard

Section 1 · Basic Info

PAR · Reporting

PAR · Review & Final Lock

Teacher PAR · Basic Information

ઘોષણા અને સબમીશન

☒ **Declaration / ઘોષણા :** I declare that the details given by me in the basic information section are true and correct as per my best knowledge and record. I'm aware that the information will not be changed once submitted.
હું ઘોષણા કરું છું કે મેં પ્રાથમિક માહિતી વિભાગમાં દર્શાવેલ વિગતો સાચી અને ખરી છે...

× Cancel

✓ Save & Freeze · ખરાઈ સબમીશન

After Save & Freeze સબમીટ પછી

PAR	Reporting Officer	Reviewing Authority	Period	Status
PAR 1	RAMANI REKHABEN S. (HT)	PARMAR MAVJIBHAI S. (AEI)	01-04-2025 to 13-07-2025	Pending Reporting

One PAR is created for every Reporting × Reviewing pair that overlaps 90 days or more. It goes to the Reporting Officer automatically.

- 1 Tick the Declaration · ઘોષણા box.
- 2 Click Save & Freeze · ખરાઈ સબમીશન.
- 3 PARs are created and sent to the Reporting Officer automatically.

નોંધ · Note: After Save & Freeze, Basic Information cannot be changed. One PAR is made for every Reporting × Reviewing pair overlapping 90 days or more.



Step 2 · Reporting

અહેવાલ લખનાર અધિકારી દ્વારા મૂલ્યાંકન

Find the PARs you have to write

મેનુ → PAR · Reporting · મને સોંપાયેલ અહેવાલ

Child Tracking System

AEI - PARMAR MAVJIBHAI

Dashboard

PAR · Reporting

PAR · Review & Final Lock

Visits

PAR — Reporting · Reviewing · Final Lock

ખાનગી અહેવાલ — અહેવાલ લખનાર / સમીક્ષા કરનાર તરીકે મને સોંપાયેલ

Reporting · અહેવાલ લખવો 2

Reviewing & Final Lock · સમીક્ષા 1

#	Teacher · શિક્ષક	School	PAR Period	Reporting Officer	Reviewing Authority	Status	
1	BHATT SHITALBEN 10077268	MACHIYALA NANA PRI.	01-04-2025 to 13-07-2025	RAMANI REKHABEN	PARMAR MAVJIBHAI	Pending Reporting	Evaluate
2	PATEL RAJESHKUMAR 10077301	MACHIYALA NANA PRI.	01-04-2025 to 31-03-2026	RAMANI REKHABEN	PARMAR MAVJIBHAI	Pending Reporting	Evaluate

- 1 Open menu PAR · Reporting (teacher or AEI / TPEO login).
- 2 The Reporting tab lists every teacher who chose you as Reporting Officer.
- 3 Click Evaluate on a teacher with status Pending Reporting.

નોંધ · Note: The PAR period shown is your own Reporting Officer period for that teacher.

Write the evaluation and Save & Freeze

વિભાગ ૨ · ૧૨ મુદ્દા પર મૂલ્યાંકન + ગુણ કક્ષા

- 1 Write your assessment for each of the 12 points.
- 2 Choose the Overall Grade: ઉત્તમ · ઘણી સારી · સારી · ઠીક · સરેરાશથી ઓછી · નબળી.
- 3 Click Save & Freeze · સબમીશન — it goes to the Reviewing Authority.

Child Tracking System

AEI - PARMAR MAVJIBHAI

Dashboard

PAR · Reporting

PAR · Review & Final Lock

Visits

Basic Information
પ્રાથમિક માહિતી

2 Reporting
મૂલ્યાંકન

3 Review
સમીક્ષા

4 Final Lock
અંતિમ સબમીશન

Section 2 · Reporting

મૂલ્યાંકન — BHATT SHITALBEN · PAR 1

ક્રમ	સબમીશન વિગત	મૂલ્યાંકન (write in each box)
૧	Regularity & Time Discipline નિયમિતતા અને સમય પાલન	Always on time; attendance regular.
૨	Teaching method, TLM use, Command over class શીખવવાની પદ્ધતિ, શૈક્ષણિક સાધનોનો ઉપયોગ	Uses TLM and activity-based teaching.
૩	Behaviour & Conduct with Children શિશુઓ સાથેનું વર્તન	Very good, caring.
...	Points 4 to 12	
૧૩	Overall Grade ગુણ કક્ષા	ઘણી સારી ▼

✓ Save & Freeze · સબમીશન

નોંધ · Note: The steps bar on top shows where the PAR is. After Save & Freeze the Reporting cannot be changed.



Step 3 - Review

સમીક્ષા કરનાર સત્તાધિકારી દ્વારા સમીક્ષા

Find the PARs you have to review

મેનુ → PAR · Review & Final Lock

Child Tracking System

AEI - PARMAR MAVJIBHAI

Dashboard

PAR · Reporting

PAR · Review & Final Lock

Visits

PAR — Reporting · Reviewing · Final Lock

ખાનગી અહેવાલ — અહેવાલ લખનાર / સમીક્ષા કરનાર તરીકે મને સોંપાયેલ

Reporting · અહેવાલ લખવો 2

Reviewing & Final Lock · સમીક્ષા 1

#	Teacher · શિક્ષક	School	PAR Period	Reporting Officer	Reviewing Authority	Status	
1	BHATT SHITALBEN 10077268	MACHIYALA NANA PRI.	01-04-2025 to 13-07-2025	RAMANI REKHABEN ✓	PARMAR MAVJIBHAI	Pending Review	Review

- 1 Open menu PAR · Review & Final Lock.
- 2 A PAR appears here only after the Reporting Officer has submitted.
- 3 Click Review on a teacher with status Pending Review.

નોંધ · Note: Reviewing and Final Lock are both done by the Reviewing Authority, on the same page.

Agree or disagree, add remarks, Save & Submit

વિભાગ ૩ · સમીક્ષા

- 1 Read the Reporting Officer's evaluation (read-only).
- 2 Agree? હા → nothing more. ના → write your own assessment for points 1-12 and choose the grade.
- 3 Write your remarks and tick the verification box.
- 4 Click Save & Submit · સબમીશન.

The screenshot displays the 'Child Tracking System' interface. On the left is a dark blue sidebar with a menu containing 'Dashboard', 'PAR · Reporting', 'PAR · Review & Final Lock' (highlighted in orange), and 'Visits'. The top right shows the user 'AEI - PARMAR MAVJIBHAI'. A progress bar at the top has four steps: 'Basic Information' (completed), 'Reporting' (completed), '3 Review સમીક્ષા' (active), and '4 Final Lock અંતિમ સબમીશન'. The main content area is titled 'Section 3 · Review સમીક્ષા'. It contains a message: 'Reporting Officer's evaluation (read-only) is shown above this section. · અહેવાલ સબનારનું મૂલ્યાંકન ઉપર દેખાશે.' Below this is a red-bordered box asking 'Do you agree with the Reporting done by the Reporting Officer?' with the Gujarati text 'અહેવાલ સબનાર અધિકારીએ કરેલ મુલ્યાંકન સાથે સંમત છો?'. There are two radio buttons: 'ના · No' (selected) and 'હા · Yes'. To the right is a field for 'Overall Grade (override) ગુણ કરા' with a dropdown menu showing 'સારી'. Below the red box is a dashed border area with the text: 'If No: write your own assessment for points 1-12 and choose the grade. · ના હોય તો ૧ થી ૧૨ મુદ્દા માટે આપનું મૂલ્યાંકન લખો.' This is followed by a text area for 'Reviewing Officer's Remarks સમીક્ષક અધિકારીની ટીપ્પણી' containing the text 'Overall good performance; needs more focus on results.' Below that is a checkbox 'I have verified the Reporting Officer's evaluation. · મેં ચકાસણી કરી છે.' which is checked. At the bottom right is a red-bordered button labeled '✓ Save & Submit · સબમીશન'.

નોંધ · Note: If you choose ના, your grade becomes the final grade instead of the Reporting Officer's grade.



Step 4 · Final Lock & PDF

સમીક્ષા કરનાર દ્વારા અંતિમ લોક — પછી PDF

Final Lock by the Reviewing Authority

અંતિમ લોક · Final Lock

The screenshot displays the 'Child Tracking System' interface. On the left is a dark blue sidebar with navigation links: 'Dashboard', 'PAR · Reporting', 'PAR · Review & Final Lock' (highlighted in orange), and 'Visits'. The top right of the main area shows the user 'AEI - PARMAR MAVJIBHAI'. Below this is a progress bar with four steps: 'Basic Information' (green checkmark), 'Reporting' (green checkmark), 'Review' (green checkmark), and 'Final Lock' (blue circle with '4'). The 'Final Lock' section has a dark blue header. It contains a green success message: '✓ Section 3 Review submitted on 16 Oct 2026 11:40 AM · by PARMAR MAVJIBHAI (Reviewing Authority)'. Below this is an orange warning box: 'Check everything once more. After Final Lock nobody can change the PAR. · અંતિમ લોક પછી કોઈ ફેરફાર થઈ શકશે નહીં.' At the bottom right of this section is a button labeled 'Final Lock · અંતિમ લોક' with a red border. Below the warning box is a green box with the text 'ACR Finally Submitted' and 'Submitted on 16 Oct 2026 · by PARMAR MAVJIBHAI (Reviewing Authority)', followed by a 'Print / Save PDF' button.

- 1 After Save & Submit, the same page shows the Final Lock button.
- 2 Check everything once more, then click Final Lock · અંતિમ લોક.
- 3 Status becomes "ACR Finally Submitted" with date and name.

નોંધ · Note: After Final Lock nobody can change the PAR — not the teacher, not the officers.

View and download the PAR as PDF

Print / Save PDF — અંતિમ લોક પછી જ

- 1 Teacher: Dashboard → PDF link of the PAR.
- 2 Officers: open the PAR from the list → Print / Save PDF.
- 3 In the print window choose "Save as PDF".

The screenshot displays the 'Child Tracking System' interface. On the left is a dark blue sidebar with a 'Dashboard' link highlighted in orange. Below it are links for 'Section 1 - Basic Info', 'PAR - Reporting', and 'PAR - Review & Final Lock'. The main content area has a top header with 'Child Tracking System' on the left and 'Teacher - 10077268' on the right. Below this is a dark blue banner for 'ખાનગી અહેવાલ (વર્ષ: ૨૦૨૫-૨૬) • PAR 1' with the subtitle 'Annual Confidential Report - Finally Submitted'. A red box highlights a yellow 'Print / Save PDF' button in the top right corner. Below the banner is a progress bar with four steps: 'Basic Information' (marked with a green check), 'Reporting' (marked with a green check), 'Review' (marked with a green check), and 'Final Lock' (marked with a green lock icon). The 'Section 1 - Basic Information' section shows 'Full Name: SHITALBEN S. BHATT' and 'School: MACHIYALA NANA PRI. SCH.'. The 'Section 2 - Reporting' section shows 'Section 3 - Review' and 'Finally Submitted'. A disclaimer at the bottom states: 'All 13 points with the Reporting Officer's and Reviewer's assessment, final grade, remarks and lock details. The PDF ends with: "Disclaimer: This is a System Generated Document, hence no Signature required."'.

નોંધ • Note: The PDF opens only after Final Lock and ends with: "This is a System Generated Document, hence no Signature required."

Important rules to remember

ધ્યાનમાં રાખવાના મુખ્ય નિયમો



ACR period

01-04-2025 to 31-03-2026 — total 365 days in Section 3.



NO PAR

Leave, and schools with less than 90 days, are NO PAR — download the NO PAR certificate.



More than one officer

Add one row per Reporting Officer / Reviewing Authority, with their own dates.



One PAR per pair

Each Reporting × Reviewing pair with 90+ days overlap becomes a separate PAR.



No edit after submit

Save & Freeze, Save & Submit and Final Lock cannot be undone.



PDF

Print / Save PDF opens only after Final Lock.



Need help?

Wrong school / dates / codes → correct them in the teacher profile before Save & Freeze.

For any other problem contact your CRC / BRC or the CTS help desk.

કોઈ મુશ્કેલી હોય તો આપના CRC / BRC અથવા CTS હેલ્પ ડેસ્કનો સંપર્ક કરો.