ANNUAL PERFORMANCE APPRAISAL REPORT

For

Additional Secretary/Director(Res)/Joint Secretary/ Joint Director(Res)/Deputy Secretary/ Deputy Director(Res)/Under Secretary/ Assistant Director(Res)/Software Engineer/ Programmer/Assistant Librarian & Bibliographical Assistant.

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

FORM OF

Annual Performance Appraisal Report (APAR) of Additional Secretary/ Director(Res)/Joint Secretary/Joint Director(Res)/Deputy Secretary/ Deputy Director(Res)/Under Secretary/Assistant Director(Res)/Software Engineer/ Programmer/Assistant Librarian & Bibliographical Assistant

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Officer		
2.	Date of Birth		
3.	Education Qualifications including ..... Professional /Technical Qualifications		
4.	Whether the officer belongs to Scheduled Caste/ Scheduled Tribe.....		
5.	Date of continuous appointment to the present grade	Date.....	Grade.....
6.	Present post and date of appointment thereto	Post.....	Date.....
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

2. Please specify targets/objectives/goals(in quantitative of other terms) of work you set for yourself of that were set for you, eight to ten items of work, in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

3. (a) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

Date .....

Signature of the Officer reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Accomplishment of planned work/ work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/unforeseen tasks performance			
v)	Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to adhere to time-schedule			
viii)	Inter-personal relations			
ix)	Overall bearing and personality			
	Overall Grading on 'Personal Attributes' (Total [i to ix])			

(C) Assessment of functional competency(**Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Knowledge of Rules /Regulations /Procedures in the area of function and ability to apply them correctly			
ii)	Strategic planning ability			
iii)	Decision making ability			
iv)	Coordination ability			
v)	Ability to motivate and develop work culture among subordinates			
vi)	Initiative			
vii)	Proficiency in working on computer			
viii)	Overall Grading on 'Functional Competency' (Total [i to vii])			

PART-4

GENERAL

1. Relations with the public (wherever applicable) –
   (Please comment of the officer's accessibility to the public and responsiveness to their needs).

2. Training:
   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of Health

4. Integrity :
(Please comments on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Grading:
Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

PART-5 REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? (Ref:Part-3 & Part-4(5)) In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, and his/her attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of the report.....

Instructions

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-

(I) If the Officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

CONFIDENTIAL

ANNUAL PERFORMANCE APPRAISAL REPORT

For

PS to SG/Sr.PA/Stenographer & Jr. Stenographer

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

FORM OF

Annual Performance Appraisal Report of PS to SG/Sr.PA/Stenographer & Jr. Stenographer.

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Officer		
2.	Date of Birth		
3.	Education Qualifications including ..... Professional /Technical Qualifications		
4.	Designation of post held.....		
5.	Date of continuous appointment to the present grade	Date.....	Grade.....
6.	Nam e of Officer with designation with whom attached during the period under report	Name of Officer & Date from which attached	
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief resume of the work done by you during the year/period from.....to..... (the resume to be furnished should be limited to 100 words)

2. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

3. Please state, briefly, the shortfalls in your input and reasons therefore, if any.

Date .....

Signature of the Officer reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with the statement made in Part-2? If not, the extent of disagreement and reasons thereof.

2. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Quality of work and level of professional skill			
ii)	Trust worthiness in handling secret and top secret matters and papers			
iii)	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.			
iv)	Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output' (I to iv)				

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Intelligence, keenness			
iii)	Maintenance of Discipline			
iv)	Sense of responsibility			
v)	Communication skills			
vi)	Leadership qualities			
vii)	Ability to work in team			
viii)	Ability to meet deadline			
	Overall Grading on 'Personal Attributes' (Total [i to viii)			

(C) Assessment of functional competency(**Weightage to this Section would be 30%**)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Ability to draft notes, letter minutes, briefs and ability to prepare summary etc.			
ii)	Strategic planning ability			
iii)	Inter-personal relations			
iv)	Coordination ability			
v)	Effective liaison, initiative and tact in dealing with telephone calls & visitor			
vi)	Ability to motivate and develop subordinates			
Overall Grading on 'Functional Competency' (Total [i to vi])				

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

PART-4

GENERAL

1. Relations with the public (wherever applicable) –(Please comment of the officer's accessibility to the public and responsiveness to their needs).

2. Training: (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of Health

4. Integrity : (Please comments on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Grading: Overall numerical grading on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

PART-5 REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

3. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? (Ref:Part-3 & Part-4(5)) In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

4. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, and his/her attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of the report.....

Instructions

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

7. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-

(I) If the Officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

ANNUAL PERFORMANCE APPRAISAL REPORT

For

Section Officer/Sr. Research Assistant/ Assistant/DPA/Storekeeper/Research Assistant/Library Assistant/

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

FORM OF

Annual Performance Appraisal Report of Section Officer/Sr. Research Assistant/ Assistant/ DPA/Storekeeper/Research Assistant/ Library Assistant.

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Officer		
2.	Date of Birth		
3.	Education Qualifications including ..... Professional /Technical Qualifications		
4.	Whether the officer belongs to Scheduled Caste/ Scheduled Tribe.....		
5.	Date of continuous appointment to the present grade	Date.....	Grade.....
6.	Present post and date of appointment thereto	Post.....	Date.....
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

2. Please specify targets/objectives/goals(in quantitative of other terms) of work you set for yourself of that were set for you, eight to ten items of work, in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

3. (a) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

Date .....

Signature of the Officer reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Accomplishment of planned work/ work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/unforeseen tasks performance			
v)	Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to adhere to time-schedule			
viii)	Inter-personal relations			
ix)	Overall bearing and personality			
	Overall Grading on 'Personal Attributes' (Total [i to ix])			

(C) Assessment of functional competency(**Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Knowledge of Rules /Regulations /Procedures in the area of function and ability to apply them correctly			
ii)	Strategic planning ability			
iii)	Decision making ability			
iv)	Coordination ability			
v)	Ability to motivate and develop work culture among subordinates			
vi)	Initiative			
vii)	Proficiency in working on computer			
viii)	Overall Grading on 'Functional Competency' (Total [i to vii])			

PART-4

GENERAL

1. Relations with the public (wherever applicable) –
   (Please comment of the officer's accessibility to the public and responsiveness to their needs).

2. Training:
   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of Health

4. Integrity :
(Please comments on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Grading:
Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

PART-5 REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? (Ref:Part-3 & Part-4(5)) In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, and his/her attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of the report.....

Instructions

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

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5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-

(I) If the Officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

CONFIDENTIAL

ANNUAL PERFORMANCE APPRAISAL REPORT
For
UDC/LDC/Data Entry-cum-DTP Operator

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

FORM OF

Annual Performance Appraisal Report of UDC/LDC/Data Entry-cum-DTP Operator.

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Official		
2.	Date of Birth		
3.	Designation of post held.....		
4.	Education Qualifications including ..... Professional /Technical Qualifications		
5.	Whether the officer belongs to Scheduled Caste/Scheduled Tribe?.....		
6.	Date of continuous appointment to the present grade	Date.....	Grade.....
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

2. Brief resume of the work done by you during the year/period from..... to..... bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume to be furnished should be limited to 100 words).

Date .....

Signature of the Official reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Accomplishment of planned work/ work allotted as per subjects allotted			
ii)	Quality of work			
iii)	Proficiency in typing (speed and accuracy)			
iv)	Proficiency in work, namely maintenance of prescribed registers and charts etc.			
	Overall Grading on 'Work Output' (Total (I to iv)			

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
v)	Analytical ability			
vi)	Ability to work in team			
vii)	Ability to meet deadline			
viii)	Inter-personal relations			
Overall Grading on 'Personal Attributes' (Total [i to viii])				

(C) Assessment of functional competency(**Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Knowledge of Rules /Regulations /Procedures in the area of function and ability to apply them correctly			
ii)	Quality of noting/drafting and maintenance of records			
iii)	Coordination ability			
iv)	Initiative			
v)	Proficiency in working on computer			
vi)	Punctuality			
Overall Grading on 'Functional Competency' (Total [i to vi])				

PART-4

GENERAL

1. Relations with the public (wherever applicable) –
   (Please comment of the officer's accessibility to the public and responsiveness to their needs).

2. Training:
   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of Health

4. Integrity :
(Please comments on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections

6. Grading:
Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

PART-5 REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? (Ref:Part-3 & Part-4(5)) In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, and his/her attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of the report.....

Instructions

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-
    (I) If the Officer's integrity is beyond doubt, it may be so stated.
    (ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

    (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
    (b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
    (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
    (d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

CONFIDENTIAL

ANNUAL PERFORMANCE APPRAISAL REPORT

For

Driver-cum-Mech./Staff Car Driver

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

CONFIDENTIAL

FORM OF

Annual Performance Appraisal Report of Driver-cum-Mechanic/Staff Car Driver

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Official		
2.	Date of Birth		
3.	Pay Band/Grade Pay.....		
4.	Education Qualifications including ..... Technical Qualifications		
5.	Whether the employee belongs to Scheduled Caste/Scheduled Tribe?.....		
6.	Date of continuous appointment to the present grade	Date.....	Grade.....
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

Date .....

Signature of the Official reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Quality of work and level of professional skill			
ii)	Maintenance of log book			
iii)	Day to day care & maintenance of vehicle			
Overall Grading on 'Work Output'				

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col 2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Behaviour and conduct – does he/she show proper courtesy and good manners towards all persons using the Staff Car			
iii)	Maintenance of Discipline			
iv)	Communication skills			
Overall Grading on 'Personal Attributes' (Total [i to iv])				

(C) Assessment of functional competency(**Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Punctuality			
ii)	Economy in expenditure of fuel etc.			
iii)	Adherence to traffic rules & regulations			
iv)	Any event/accident involving the official which requires mention			
Overall Grading on 'Functional Competency' (Total [i to iv])				

PART-4

GENERAL

1. State of Health

2. Integrity :
   (Please comments on the integrity of the employee)

3. Grading:
   Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

CONFIDENTIAL

PART-5 **REMARKS BY REVIEWING OFFICER**

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4?. In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters .....

Designation .....

During the period of the report .....

Instructions

1. The Annual Performance Appraisal Report(APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-

(I) If the Officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should likewise be recorded and duly communicated to the officer concerned.

(d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated in (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them in awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

ANNUAL PERFORMANCE APPRAISAL REPORT

For

Multi Tasking Staff (MTS)

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

FORM OF

Annual Performance Appraisal Report of Multi Tasking Staff (MTS)

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Official		
2.	Date of Birth		
3.	Pay Band/Grade Pay.....		
4.	Education Qualifications including ..... Technical Qualifications		
5.	Division where posted.....		
6.	Whether the employee belongs to Scheduled Caste/Scheduled Tribe?.....		
7.	Date of continuous appointment to the present grade	Date.....	Grade.....
8.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

Date .....

Signature of the Official reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Understands requirement of the job/task			
ii)	Quality of work performed			
iii)	Knowledge of official systems and procedures			
iv)	Knowledge of right/appropriate method of doing the job/task			
Overall Grading on 'Work Output'				

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Behaviour and conduct - does he/she show proper courtesy and good manners towards Seniors & Fellows			
iii)	Maintenance of Discipline			
iv)	Communication skills			
Overall Grading on 'Personal Attributes' (Total [i to iv])				

(C) Assessment of functional competency(**Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Punctuality and Attendance			
ii)	Devotion to duty			
iii)	Efficiency			
Overall Grading on 'Functional Competency' (Total [i to iii])				

PART-4

GENERAL

1. State of Health

2. Integrity :
   (Please comments on the integrity of the employee)

3. Grading:
   Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

PART-5 REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4?. In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of the report.....

Instructions

1. The Annual Performance Appraisal Report(APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-

(I) If the Officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

ANNUAL PERFORMANCE APPRAISAL REPORT

For

Electrician

NAME : _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

FORM OF

Annual Performance Appraisal Report of Electrician

Report for the year/Period ending .....

Part-1

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Official		
2.	Date of Birth		
3.	Pay Band/Grade Pay.....		
4.	Education Qualifications including ..... Technical Qualifications		
5.	Division where posted.....		
6.	Whether the employee belongs to Scheduled Caste/Scheduled Tribe?.....		
7.	Date of continuous appointment to the present grade	Date.....	Grade.....
8.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		

PART-2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties

Date .....

Signature of the Official reported upon

PART-3

(TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Understands requirement of the job/task			
ii)	Quality of work performed			
iii)	Knowledge of official systems and procedures			
iv)	Knowledge of right/appropriate method of doing the job/task			
Overall Grading on 'Work Output'				

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Behaviour and conduct - does he/she show proper courtesy and good manners towards Seniors & Fellows			
iii)	Maintenance of Discipline			
iv)	Communication skills			
Overall Grading on 'Personal Attributes' (Total [i to iv])				

(C) Assessment of functional competency(**Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Punctuality and Attendance			
ii)	Devotion to duty			
iii)	Efficiency			
Overall Grading on 'Functional Competency' (Total [i to iii])				

PART-4

GENERAL

1. State of Health

2. Integrity :
   (Please comments on the integrity of the employee)

3. Grading:
   Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place_____ Name in Block Letters_____

Designation_____

Date_____ During the period of Report_____

PART-5 REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4?. In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that Section and initial your entries.

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in of the Report.

Place :

Date :

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of the report.....

Instructions

1. The Annual Performance Appraisal Report(APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.

3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.

6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraise's performance during the period of report only.

10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

12. The following procedure should be followed in filling up the item relating to integrity:-

(I) If the Officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. **Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading:** Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:

(i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".