

TIME BOUND

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT- BRANCH-IV/CONFIDENTIAL CELL
B-WING : 7TH LEVEL : DELHI SECRETARIAT
I.P.ESTATE : NEW DELHI**

No.F.2/1/2010/S.IV/CC/1251-1252

Dated:11/05/2010

To

All Principal Secretaries/Secretaries and
Head of Departments
Government of NCT of Delhi
Delhi/New Delhi.

Subject: Preparation and maintenance of Annual Performance Assessment Reports
(APAR).

Sir/Madam,

Please refer to this department's letter No.F.1/1/2006/S.IV/CC/349 dated 09.02.2010 vide which instructions on preparation and maintenance of Annual Performance Assessment Reports (APAR) were circulated.

In this connection, please find enclosed APAR forms for Grade-I, Grade-II, Grade-III and Grade-IV (DASS) and Stenographer Cadre for initiating Annual Performance Assessment Report for the reporting year 2009-10 onwards.

The entire exercise of completion of APARs shall have to be carried out by the concerned administrative department where DASS/Steno cadre official is posted/drawing salary, before the same is sent to Services Department for custody. Each APAR sent to Services Department for custody shall carry a certificate regarding disclosure of APAR to the concerned official by the department concerned. Specimen of disclosure certificate is also enclosed.

The detailed instructions and APAR forms may also be downloaded from the website of Services Department at <http://services.delhigovt.nic.in/>.

Yours faithfully,

Sd/-

(ALKA DIWAN)

SPL. SECRETARY (SERVICES)

Encl: As above.

No.F.2/1/2010/S.IV/CC/1251-1252

Dated:11/05/2010

Copy forwarded to Staff Officer to Chief Secretary, Government of NCT of Delhi for information.

Sd/-

(ALKA DIWAN)

SPL. SECRETARY (SERVICES)

**CERTIFICATE FOR DISCLOSURE OF
PERFORMANCE ASSESSMENT REPORT**

1. Name and designation of the officer reported upon:

2. Year/Period of Assessment:

3. Date of Disclosure of APAR to the officer reported upon:

4. Whether representation received from the officer reported upon:

Yes	No
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5. If yes, date of disclosure to the officer reported upon after consideration of his/her representation:

Signature of the forwarding authority

Date: _____

Annual Performance Assessment Report
for
Officers of Grade I DASS

Name of Officer _____

Report for the year/period _____

Department /Directorate of

Form

Annual Performance Assessment Report of Officers of Grade I DASS

Report for the year/period

PERSONAL DATA

PART-1A

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

1. Name of Officer.....
2. Date of Birth (DD/MM/YYYY)...../...../.....
(in words).....
3. Date of continuous appointment to the present grade Date.....Grade.....
4. Post held and date of appointment thereto Post.....Date.....
5. Period of absence from duty (on training/ leave etc.)
during the period. If he has undergone training specify)

PART-1 B

1. Name and designation of the Reporting Officer :.....
2. Name and designation of the Reviewing Officer :

PART-2

(SELF APPRAISAL)

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

1. Brief description of duties.

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2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (if applicable). (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 in achieving the targets.

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

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given. (To be filled if applicable)

Place: _____

Date: _____

Signature of officer reported upon

PART-3 (ASSESSMENT BY THE REPORTING OFFICER)

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

(Please read carefully the guidelines before filling the entries)

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initials 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 performed			
Overall Grading on "Work Output"			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initials 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"			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initials 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 subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

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 on the Officer's accessibilities 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 comment 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, extraordinary achievements, significant failures (ref. 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

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

Signature of the Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)

PART-5 (REMARKS OF THE 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 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and Part-4(5))

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 areas of strength and lesser strength and his attitude towards weaker sections.

5. 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 Reviewing Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)

Guidelines regarding filling up of APAR with numerical grading

1. The Annual Performance Assessment Report is an important document, it provides the basic and vital inputs for assessing the performance of an official and for his/ her further advancement in his/ her career. The official 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. Reporting Officer should realize that the objective is to develop an official 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 in performance, attitudes 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-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. 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. Unambiguous and simple language may be used.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer 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 change. The tasks/ targets set should clearly be known and understood by both the officers concerned.
7. Although performance assessment is a year end exercise, 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 appraisee in regard to his / her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during assessment and should be commented upon appropriately.
11. Guidelines regarding filling up of APAR with numerical grading:-
 - (i) The columns in the APAR should be filled in 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 short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - (vi) APARs graded below 4 will be given a score of 'Zero'.

Note

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

- (i) If the officer / officials integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt of 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 either that he has not watched the officer/ official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer/ official, as the case may be.
 - (b) If, as a result of follow-up action the doubts or suspicions are cleared, the officer's / official's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.
 - (d) If as 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.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)

Annual Performance Assessment Report
for
Officers of Grade II DASS

Name of Officer _____

Report for the year/period _____

Department /Directorate of

Form

Annual Performance Assessment Report of Officers of Grade-II DASS

Report for the year/period

PERSONAL DATA

PART-1 A

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

1. Name of Officer.....
2. Date of Birth (DD/MM/YYYY)...../...../.....
(in words).....
3. Date of continuous appointment to the present grade Date.....Grade.....
4. Post held and date of appointment thereto Post.....Date.....
5. Whether the official belongs to Scheduled Caste / Scheduled Tribe ?.....
6. Period of absence from duty (on training/ leave etc.)
during the year. If he has under gone training specify)

PART 1 B

1. Name and designation of the Reporting Officer :.....
2. Name and designation of the Reviewing Officer :

PART- 2 (SELF APPRAISAL)

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

1. Brief description of duties.

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

Place _____

Date _____

Signature of the Officer reported upon

PART-3 (ASSESSMENT BY THE REPORTING OFFICER)

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

(Please read carefully the guidelines before filling the entries)

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

	Numerical Grading by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted (wherever applicable).			
ii) Quality of output			
iii) Proficiency in Typing (Speed and Accuracy) (Wherever applicable)			
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on "Work Output"(Total [i to iv] / 4)			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	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]/8)			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Knowledge of Rules/ regulations/Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer, wherever available			
Overall Grading on 'Functional Competency'(Total [i to iv] / 4)			

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 on the Officer's accessibilities 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 comment on the integrity on 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. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place:.....

Date:.....

Name in Block Letters:.....

Designation:.....
(During the period of Report)

PART-5 REMARKS OF THE 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 and Part4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and 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 The attitude of the Reporting Officer in assessing the performance of SC / ST official.

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

6 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 Reviewing Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)

Guidelines regarding filling up of APAR with numerical grading

1. The Annual Performance Assessment Report is an important documents, it provides the basic and vital inputs for assessing the performance of an official and for his/ her further advancement in his/ her career. The official 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. Reporting Officer should realize that the objective is to develop an official 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 in performance, attitudes 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-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. 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. Unambiguous and simple language may be used.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer 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 change. The tasks/ targets set should clearly be known and understood by the both the officers concerned.
7. Although performance assessment is a year end exercise, 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 appraisee in regard to his / her performance, conduct , behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during assessment and should be commented upon appropriately.
11. Guidelines regarding filling up of APAR with numerical grading:-
 - (i) The columns in the APAR should be filled in 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 short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - (vi) APARs graded below 4 will be given a score of 'Zero'.

Note

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

- (i) If the officer / officials integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt of 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 either that he has not watched the officer/ official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer/ official, as the case may be.
 - (b) If, as a result of follow –up action the doubts or suspicions are cleared, the officer's / official's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.
 - (d) If as 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.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)

Annual Performance Assessment Report
for
Officers of Grade III DASS

Name of Officer _____

Report for the year/period _____

Department /Directorate of

Form

Annual Performance Assessment Report of Officers of Grade-III DASS

Report for the year/period

PERSONAL DATA

PART-1 A

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

1. Name of Officer.....
2. Date of Birth (DD/MM/YYYY)...../...../.....
(in words).....
3. Date of continuous appointment to the present grade Date.....Grade.....
4. Post held and date of appointment thereto Post.....Date.....
5. Whether the official belongs to Scheduled Caste / Scheduled Tribe ?.....
6. Period of absence from duty (on training/ leave etc.)
during the year. If he has under gone training specify)

PART 1 B

1. Name and designation of the Reporting Officer :.....
2. Name and designation of the Reviewing Officer :

PART-2

(SELF APPRAISAL)

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

1. Brief description of duties.

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

Place _____

Date _____

Signature of the Officer reported upon

PART-3 (ASSESSMENT BY THE REPORTING OFFICER)

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

(Please read carefully the guidelines before filling the entries)

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

	Numerical Grading by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted (wherever applicable).			
ii) Quality of work			
iii) Proficiency in Typing (Speed and Accuracy) (Wherever applicable)			
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on "Work Output"(Total [i to iv] / 4)			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	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]/8)			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Knowledge of Rules/ regulations/Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer, wherever available			
Overall Grading on 'Functional Competency'(Total [i to iv] / 4)			

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 on the Officer's accessibilities 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 comment on the integrity on 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. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place:.....

Date:.....

Name in Block Letters:.....

Designation:.....

(During the period of Report)

PART-5 REMARKS OF THE 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 and Part4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and 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 The attitude of the Reporting Officer in assessing the performance of SC / ST official.

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

6 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 Reviewing Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)

Guidelines regarding filling up of APAR with numerical grading

1. The Annual Performance Assessment Report is an important documents, it provides the basic and vital inputs for assessing the performance of an official and for his/ her further advancement in his/ her career. The official 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. Reporting Officer should realize that the objective is to develop an official 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 in performance, attitudes or overall personality of the officer reported upon.
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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-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
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6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer 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 change. The tasks/ targets set should clearly be known and understood by the both the officers concerned.
7. Although performance assessment is a year end exercise, 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 appraisee in regard to his / her performance, conduct , behaviour and potential.
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 - (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 short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - (vi) APARs graded below 4 will be given a score of 'Zero'.

Note

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

- (i) If the officer / officials integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt of 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 either that he has not watched the officer/ official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer/ official, as the case may be.
 - (b) If, as a result of follow –up action the doubts or suspicions are cleared, the officer's / official's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.
 - (d) If as 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.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)

Annual Performance Assessment Report

for

Officers of Grade IV DASS

Name of Official _____

Report for the year/period _____

Department /Directorate of

Form

Annual Performance Assessment Report of Officers of Grade IV DASS

Report for the year/period

PERSONAL DATA

PART-1 A

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

1. Name of Officer.....
2. Date of Birth (DD/MM/YYYY)...../...../.....
(in words).....
3. Date of continuous appointment to the present grade Date.....Grade.....
4. Post held and date of appointment thereto Post.....Date.....
5. Whether the official belongs to Scheduled Caste / Scheduled Tribe ?.....
6. Period of absence from duty (on training/ leave etc.)
during the year. If he has undergone training specify)

PART 1 B

1. Name and designation of the Reporting Officer:.....
2. Name and designation of the Reviewing Officer:

PART-2

(SELF APPRAISAL)

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

Brief description of duties and resume of the work done by you during the period from to(The resume to be furnished should be limited to 100 words)

Place.....

Date.....

Signature of the officer reported upon

PART-3 (ASSESSMENT BY THE REPORTING OFFICER)

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

(Please read carefully the guidelines before filling the entries)

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

	Numerical Grading by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of work			
iii) Proficiency of typing (speed and accuracy) (Wherever applicable)			
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on "Work Output"(Total [i to iv] / 4)			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Ability to work in team			
vi) Ability to meet deadline			
vii) Inter-personal relations			
Overall Grading on "Personal Attributes"(Total [i to vii]/7)			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Knowledge of Rules/ regulations/Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer, wherever available			
Overall Grading on 'Functional Competency'(Total [i to iv] / 4)			

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 on the Officer's accessibilities 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 comment on the integrity on the officer)

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

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

Signature of the Reporting Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)

PART-5 (REMARKS OF THE 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 and Part4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and 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. The attitude of the Reporting Officer in assessing the performance of SC / ST officer.

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

6. 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 Reviewing Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)

Guidelines regarding filling up of APAR with numerical grading

1. The Annual Performance Assessment Report is an important documents, it provides the basic and vital inputs for assessing the performance of an official and for his/ her further advancement in his/ her career. The official 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. Reporting Officer should realize that the objective is to develop an official 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 form reporting shortcomings in performance, attitudes 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-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. 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. Unambiguous and simple language may be used.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer 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 change. The tasks/ targets set should clearly be known and understood by the both the officers concerned.
7. Although performance assessment is a year end exercise, 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 appraisee in regard to his / her performance, conduct , behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during assessment and should be commented upon appropriately.
11. Guidelines regarding filling up of APAR with numerical grading:-
 - (i) The columns in the APAR should be filled in 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 short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - (v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - (vi) APARs graded below 4 will be given a score of 'Zero'.

Note

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

- (i) If the officer / officials integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt of 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 either that he has not watched the officer/ official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer/ official, as the case may be.
 - (b) If, as a result of follow –up action the doubts or suspicions are cleared, the officer's / official's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.
 - (d) If as 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.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)

Annual Performance Assessment Report for Officers of the GNCTD Stenographer Service

**Senior Personal Assistant
Stenographer Gr.II
Stenographer Gr.III**

Name of Officer _____

Report for the year/period _____

Department/Directorate of _____

Form

Annual Performance Assessment Report for Officers of the GNCTD Stenographer Service.

Report for the year/Period ending _____

Personal Data

Part – I

(To be filled by the Administrative Section of the concerned Department/Directorate)

1	Name of the Officer :	
2	Date of Birth (DD/MM/YYYY):	
3	Designation of Post held	
4	Date of continuous appointment in the present grade	Date _____ Grade _____
5	Name of the Officer with designation with whom attached during the period under report	
6	Period of absence from duty on leave, training, etc. during the year	

Part 2 – SELF APPRAISAL

(To be filled in by the Officer reported upon)

(Please read carefully the instruction 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 thereof, if any.
4. Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Place :.....

Date :.....

Signature of the officer reported upon

Part 3 – APPRAISAL

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 for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

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

	Grading
i) Quality of work	
ii) Level of professional skill	
iii) Trust worthiness in handling secret and top secret matters and papers	
iv) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
Overall Grading on 'Work Output' (i to iv) /4	

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Grading
i) Attitude to work	
ii) Intelligence, keenness	
iii) Maintenance of discipline	
iv) Sense of responsibility	
v) Communication skills	
vi) Ability to work in team	
vii) Regularity and Punctuality in attendance	
Overall Grading on 'Personal Attributes' (i to vii) /7	

(C) Assessment of functional competency (weightage to this section would be 30%)

	Grading
i) Proficiency and accuracy in Stenographic work	
ii) Inter-personal relations	
iii) Coordination ability	
iv) Effective Liaison, Initiative and tact in dealing with telephone calls & visitor	
Overall Grading on 'functional Competency' (i to iv) /4	

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

GENERAL

Part 4

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

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

3. State of Health

4. Integrity (Please comment 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 strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

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

Signature of the Reporting Officer

Place : _____

Name in Block letters: _____

Date : _____

Designation: _____
(During the period of Report)

INSTRUCTIONS

1. The Annual Performance Appraisal Report is an important document, it provides the basis 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 should, therefore, undertake the duty of filing out the form with a high sense of responsibility.
2. 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 should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filed 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. Every answer shall be given in a narrative form except where numerical gradings is to be awarded. 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. Unambiguous and simple language may be used.
5. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers to whom he is required to report upon for completion during the year. In the case of an officer 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 change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
6. Although performance appraisal is a year-end exercise, 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.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviors and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly and grade of 9 & 10 would be justified with respect to special 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 large population of his/her peers that may be currently working under them.

10. For Purpose of calculating average scores for expanelment/promotion, the following grade will be considered

APARs graded	Grading	Score to be considered
Between 8 and 10	Outstanding	9
Between 6 and 8	Very Good	7
Between 4 and 6	Good	5
Below 4		0

NOTE

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 of 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 either 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, the fact should also be recorded and duty communicated to the officer concerned.
 - d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched be watched for a further period and thereafter action taken as indicated at b) and c) above.

(Ministry of Home Affairs O.M.No.51/4/84-Estt. (a) dated 21-6-1965)