



Form of Annual Performance Appraisal Report

Report for the year/Period Ending.....

PART-I

Personal Data

1. Name of the Official
2. Designation
3. ID No
4. Department / Section / Centre etc.
5. Whether the Official belongs to Scheduled Caste/Scheduled Tribe
6. Date of Birth
7. Date of Continuous appointment to the present post
8. Period of absence from duty (on leave, training etc.), during the year. If he/she undergone training specify

PART-II

SELF APPRAISAL

(To be filled by the official Reported upon)

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

1. Brief description of the duties

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

Targets/Objectives/Goals

Achievements

2B. Please state briefly the target set and quantum of work done in respect of recording, indexing and weeding out of files, maintenance of files, Sectional Note Book and other registers, furnishing of O&M and other returns etc.

3A Please state briefly the shortfalls with reference to the targets/objectives referred to the column and also specify constrains, if any, in achieving the targets.

3B Please also indicate items in which there have been significantly, higher achievements and your contribution thereto.

3C Any significant additional achievements apart from those mentioned in Column 2.

3d. Training programme(s) attended.

Signature of the Officer reported upon

Full Name

Designation.....

Date.....

PART-III (To be filled by the Reporting Officer)

- 1 Please state whether you agree with the self-appraisal of the Officer reported upon as mentioned in Part-II. If not, please furnish the factual details.

2 Assessment of work output

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1- 10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 40 percent.**

Sl.No.	Items	Reporting Authority	Reviewing Authority (Refer para 2 of Part-IV)	Initial of Reviewing Authority
(i)	Accomplishment of planned work/work allotted as per subject allotted.			
(ii)	Quality of output			
(iii)	Analytical ability			
(iv)	Accomplishment of exceptional work/unforeseen tasks performed.			
(v)	Overall Grading on 'Work Output'			

3 Assessment of personal attributes

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1- 10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

Sl.No.	Items	Reporting Authority	Reviewing Authority (Refer para 2 of Part-IV)	Initial of Reviewing Authority
(i)	Attitude of 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			
(x)	Overall Grading on 'Personal Attributes'			

4 Assessment of functional competency

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1- 10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

Sl.No.	Items	Reporting Authority	Reviewing Authority (Refer para 2 of Part-IV)	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 subordinates			
(vi)	Initiative			
(vii)	Overall Grading on 'Functional Competency'			

5. Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society (Please comment on his/her understanding of the problems of Scheduled Caste/Scheduled Tribe/Weaker Sections and willingness to deal with them)

6. Attitude & Potential:

(Please indicate three file work from amongst the following for possible specialization and career development of the officer. Please mark 1,2,3 in the three appropriate boxes)

- | | |
|---|-----|
| (i). Analytical Ability | () |
| (ii). Communication Skill | () |
| (iii). Initiate | () |
| (iv). Attitude to work | () |
| (v). Ability to inspire and motivate | () |
| (vi). Supervisory Ability | () |
| (vii). Inter-personal relationship and team-work | () |
| (viii). Personal Administration and Office Management | () |
| (ix). Account Function | () |
| (x). Computerization | () |
| (xi). Any other fields | () |

7. Training

(Please give recommendations for training with a view to further improving the effectiveness and capability of the officer)

8. Attitude towards environment

(a) Please comment on his/her relations with the higher authorities and ability to elicit co-operation from the sub-ordinates.

(b) Please comment on his/her attitude towards redressal of grievances relating to office work.

9. State of health:

10. Integrity:

11. 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.

12. Overall numerical grading on the basis of weightage in para 2,3 and 4 in Part-III of the Report.

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Date.....

Designation

Report for the period

PART-IV REMARKS OF THE REVIEWING OFFICER

1. Length of service of the official 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-III? 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 Part-III and initial you entries.

Yes, I agree.	No, I do not agree. I have recorded my assessments in Part-III
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(Please strike out whichever is not applicable)

3. In case of difference of opinion, please give details and reasons for the same.

4. Comments, if any, on the Pen picture written by the Reporting Officer.

5. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in the Part-III of the Report.

Signature of the Reviewing Officer

Place:.....

Name in Block Letters:

Date:

Designation:

Report for the period:

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 Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. The Performance Appraisal 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 realises 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 higher authorities.
4. Answers 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 authority 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.
5. The Reporting Officer shall, in the beginning of the year set quantitative / physical targets in consultations with each of the Officers with respect to whom he is required to be reported upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
6. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard and 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 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. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.
12. The following procedure should be followed in filling up the column 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 column 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 APAR 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 had 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 APAR.
- (c) If the doubts or suspicions are confirmed, this 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.

13. Guidelines regarding filling up APAR with numerical grading:

- (i) 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 the scale of 1-10, where 1 refers to the lowest grade and 10 to the highest grade.
- (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".

14. **Weightage and Mean:**

Weights have been assigned to work output, personal attributes and functional competency. The overall grade on a score of 110 will be based on 40 % weightage on assessment of work output and 30 % each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(Ministry .of Home Affairs OM No. 51/4/64 Estt (A) dated 23.07.2009 and Department of Personnel and Training OM No. 21011/1/2005-Estt (A) (Pt. II) dated 23.07.2009)