दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड
(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.
(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

Format 1

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

CHIEF ENGINEER, SUPERINTENDING ENGINEER GENERAL MANAGER (FIN. & ACCOUNTS), GENERAL MANAGER (HR & ADMIN.)

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
7. Academic and Professional Qualifications:_____.

   _____.
8. Fellowship/ Membership of Professional Bodies/:_____.

   Departmental Exam qualified _____.

   _____.

PART-2

SELF APPRAISAL FOR THE YEAR

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief description of duties of the post:

_____.
_____.
_____.
_____.
_____.
_____.

2.2 Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority wise / in order of importance) that are set for you and your achievements against each targets.

Targets:	Achievements:
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.

2.3 Please comment briefly on your achievements with reference to targets/ objectives referred to in column 2.2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

_____.
_____.
_____.
_____.
_____.
_____.

2.4 Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints, if any, in achieving the targets.

_____.
_____.
_____.
_____.
_____.

2.5 A. Have you filed your immovable property return as due. Yes/ No Date: _____.
If yes, please mention date

B. Have you set the annual work plan for all officers for the Current year, in respect of whom you are the Reporting Authority? Yes/ No

C. Have you written the APAR of all officers in respect of whom you are the Reporting Authority? Yes/ No

2.6 Any other additional and unforeseen assignments carried out/ Initiatives undertaken worth mentioning.

_____.
_____.
_____.
_____.
_____.

(Officer Reported upon Signature with Date)

PART-3

3.0 . Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

_____.

_____.

_____.

_____.

_____.

3.1 Assessment of work output of Reported Officer (weightage 40%) on scale 1-10, see instructions

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Extent of Accomplishment of planned work as per para 2.2 above.			
Ii) Quality of work output			
iii) Accomplishment of additional assignments or unforeseen assignments performed as per para 2.6 above.			
Overall Grading on " work output"			

3.2 Assessment of personal attributes (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility and Initiative taking ability			
(iii) Discipline			
(iv) Communication skills			
(v) Leadership qualities			
(vi) Disposition for team work			
(vii) Capacity to work to time lines			
(viii) Inter-personal relations and relation with clients and customers			
Overall Grading on personal attributes			

3.3 Assessment of Functional Competency (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them effectively.			
(ii) Strategic planning ability			
(iii) Decision making ability			
(iv) Analytical ability			
(v) Coordination ability			
(vi) Ability to motivate and develop subordinates			
Overall Grading on functional competency			

Overall grading of Part-III on scale 1-10.

Grading	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Part 3.1			
Part 3.2			
Part 3.3			
Overall Grading			

PART-4 **GENERAL ATTRIBUTES**

(Weightage not Applicable)

4.1 Integrity : Please comment on integrity of the Officer :

4.2

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
I) State of Health			
ii) Attitudes towards weaker section and SC/ST/OBC			
iii) Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop along he has potential to develop along with training needs.			

4.3 Pen Picture in about 70 words :

_____.

_____.

_____.

_____.

_____.

Date :

Place :

Signature of Reporting Officer

PART-5

REVIEW

I. Length of Service under Reviewing Authority : _____.

II. Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries.

Yes ☐ **No** ☐

III. In case of difference of opinion, details and reasons for the same may be given:

_____.
_____.
_____.
_____.
_____.

IV. Remarks/ observation of the pen Picture by the Reporting Officer:

_____.
_____.
_____.
_____.
_____.

V. Overall Grade on scale 1-10 : _____.

Date :
Place :

Signature of Reviewing Officer

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    - ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

Format 2

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

EXECUTIVE ENGINEER / ASSISTANT ENGINEER

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
7. Academic and Professional Qualifications:_____.

   _____.
8. Fellowship/ Membership of Professional Bodies/:_____.

   Departmental Exam qualified _____.

   _____.

PART-2

SELF APPRAISAL FOR THE YEAR

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief description of duties of the post:

_____.
_____.
_____.
_____.
_____.
_____.

2.2 Please specify the quantitative/physical/ financial targets/objectives (8 to 10 items priority wise / in order of importance) that are set for you and your achievements against each targets.

Targets:	Achievements:
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.

2.3 Please comment briefly on your achievements with reference to targets/ objectives referred to in column 2.2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

_____.
_____.
_____.
_____.
_____.
_____.

2.4 Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints, if any, in achieving the targets.

_____.
_____.
_____.
_____.
_____.

2.5 A. Have you filed your immovable property return as due. Yes/ No Date: _____.
If yes, please mention date

B. Have you set the annual work plan for all officers for the Current year, in respect of whom you are the Reporting Authority? Yes/ No

C. Have you written the APAR of all officers in respect of whom you are the Reporting Authority? Yes/ No

2.6 Any other additional and unforeseen assignments carried out/ Initiatives undertaken worth mentioning.

_____.
_____.
_____.
_____.
_____.

(Officer Reported upon Signature with Date)

PART-3

3.0 Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

_____.

_____.

_____.

_____.

_____.

3.1 Assessment of work output of (weightage 40%) on scale 1-10; see instructions

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Extent of Accomplishment of planned work as per para 2.2 above.			
Ii) Quality of output			
iii) Accomplishment of exceptional work/ unforeseen tasks performed as per para 2.6 above.			
Overall Grading on " Work Output"			

3.2 Assessment of personal attributes (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Initiative, drive and resourcefulness			
(iii) Discipline			
(iv) Communication skills			
(v) Capacity to work in team spirit			

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(vi) Capacity to work to time lines			
(vii) Inter-personal relations and relation with clients and customers			
(viii) Dependability and willingness to take responsibility			
Overall Grading on personal attributes			

3.3 Assessment of Functional Competency (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them effectively.			
(ii) Strategic planning ability			
(iii) Decision making ability			
(iv) Analytical ability			
(v) Coordination ability			
(vi) Ability to motivate and develop subordinates			
(vii) Knowledge and proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques			
(viii) Management organization and supervision of work			
(ix) Promptness in initiating extra substituted items , Finalising measurements, test checks, recording completion certificate, responding to CTE's observation			
Overall Grading on functional competency			

PART-4 **GENERAL ATTRIBUTES**

(Weightage not Applicable)

4.1 Integrity : Please comment on integrity of the Officer :

4.2

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
I) State of Health			
ii) Attitudes towards weaker section and SC/ST/OBC			
iii) Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop along he has potential to develop along with training needs.			

4.3 Pen Picture in about 70 words :

_____.

_____.

_____.

_____.

_____.

Date :

Place :

Signature of Reporting Officer

Overall grading of Part-III on scale 1-10.

Grading	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Part 3.1			
Part 3.2			
Part 3.3			
Overall Grading			

PART-5

REVIEW

I. Length of Service under Reviewing Authority : _____.

II. Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries.

Yes ☐ **No** ☐

III. In case of difference of opinion, details and reasons for the same may be given:

_____.
_____.
_____.
_____.
_____.

IV. Remarks/ observation of the pen Picture by the Reporting Officer:

_____.
_____.
_____.
_____.
_____.

V. Overall Grade on scale 1-10 : _____.

Date :
Place :

Signature of Reviewing Officer

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    - ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

Format 3

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

JUNIOR ENGINEER (ELE)

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
8. Academic and Professional Qualifications:_____.

   _____.
9. Departmental Exam passed:_____.

   _____.

PART-2 **BRIEF DESCRIPTION OF ASSIGNMENTS**

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief resume of work done and achievements with particular mention of the specific tasks and actions assigned to you during the period in about 100 words:

2.2 Any other additional and unforeseen assignments carried out/ Initiatives undertaken worth mentioning.

(Officer Reported upon Signature with Date)

PART-3

3.0 Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

_____.

_____.

_____.

_____.

_____.

3.1 Assessment of work output of (weightage 40%) on scale 1-10; see instructions

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Extent of Accomplishment of planned work as per para 2.1 above.			
Ii) Quality of output			
iii) Accomplishment of exceptional work/ unforeseen tasks performed as per para 2.2 above.			
Overall Grading on " Work Output"			

3.2 Assessment of personal attributes (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility and initiativeness			
(iii) Discipline & punctuality			
(iv) Communication skills			
(v) Capacity to work in team spirit			

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(vi) Capacity to work in time limit			
(vii) Inter-personal relations including clients and customers relation			
Overall Grading on personal attributes			

3.3 Assessment of Functional Competency (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/ Regulations/ Procedures/ Specifications and codes in the area of function and ability to apply them effectively.			
(ii) Planning & Design, estimation, drawing sketching and detailing ability			
(iii) Analysis of Rates, extra substituted items			
(iv) Coordination ability			
(v) Management organization and supervision of work			
(vi) Dependability, intelligence, industry, promptness in carrying out instructions			
Overall Grading on functional competency			

Overall grading of Part-III on scale 1-10.

Grading	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Part 3.1			
Part 3.2			
Part 3.3			
Overall Grading			

PART-4

GENERAL ATTRIBUTES

(Weightage not Applicable)

4.1 Integrity : Please comment on integrity of the Officer :

4.2

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) State of Health			
ii) Aptitude and potential, please mention about the aptitude of the officer and areas in which he has potential to develop along he has potential to develop along with training needs.			

4.3 Pen Picture in about 70 words :

_____.

_____.

_____.

_____.

_____.

Date :

Place :

Signature of Reporting Officer

PART-5

REVIEW

I. Length of Service under Reviewing Authority : _____.

II. Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries.

Yes ☐ **No** ☐

III. In case of difference of opinion, details and reasons for the same may be given:

_____.
_____.
_____.
_____.
_____.

IV. If the officer reported upon is a member of SC/ST/OBC, please indicate specifically whether the attitude of Reporting Officer in assessing the performance of SC/ST/OBC officer has been fair and just:

_____.
_____.
_____.
_____.
_____.

V. Overall Grade on scale 1-10 : _____.

Date :
Place :

Signature of Reviewing Officer

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

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Format 4

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

ACCOUNTS ASSISTANT, LOWER DIVISION CLERK (LDC)

Name of the Officer : _____.

Report for the Year/ Period : _____.

PERSONAL DATA

PART-1A

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.

PART-1B

1. Name and Designation of the Reporting Officer

   _____.

   _____.

2. Name and Designation of the Reviewing Officer

   _____.

   _____.

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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 Grade 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 Grade 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 Initial of reviewing Authority (if authority 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			
ii) 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. Relation 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 improve the effectiveness and capabilities)

3. State of Health

4. Integrity

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

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

Place: _____.

Date: _____.

Signature of the Reporting Officer

Name in Block Letter _____.

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)). [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 qualities of the official including area 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.

Place: _____.

Date: _____.

Signature of the Reviewing Officer

Name in Block Letter _____.

Designation _____.

(During the period of Report)

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Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

Format 5

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

UPPER DIVISION CLERK (UDC)

Name of the Officer : _____.

Report for the Year/ Period : _____.

PERSONAL DATA

PART-1A

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.

PART-1B

1. Name and Designation of the Reporting Officer

   _____.

   _____.

2. Name and Designation of the Reviewing Officer

   _____.

   _____.

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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 Grade 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	Revised Grades by Initial of reviewing Authority (if authority 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			
ii) 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. Relation 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 improve 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, 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.

Place: _____.

Date: _____.

Signature of the Reporting Officer

Name in Block Letter _____.

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)). [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.

Place: _____.

Date: _____.

Signature of the Reviewing Officer

Name in Block Letter _____.

Designation _____.

(During the period of Report)

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    - ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

Format 6

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

DRIVER (LMV/ HMV)

Name of the Officer : _____.

Report for the Year/ Period : _____.

PERSONAL DATA

PART-1A

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Designation of Post held _____.
5. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
6. Name of the Officer with designation _____.

   with whom attached during the period _____.

   under report _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.

PART-1B

1. Name and Designation of the Reporting Officer

   _____.

   _____.

2. Name and Designation of the Reviewing Officer

   _____.

   _____.

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 Grade by Reviewing Authority (If does not agree with column No. 2)	Initial of Reviewing Authority
i) Ability to Drive the vehicle entrusted to him/ her (Faults such as rashness in driving, nervousness, lack of attention/ concentration)			
ii) Eye-sight and presence of mind			
iii) Care of the vehicle			
iv) Proper watch on the requirement of fuels, repairs, etc.			
v) Observance of traffic rules and regulations			
vi) Regular and clean use of uniform, if any			
vii) Knowledge of different places of D. & N. H. and Daman			
Overall Grading on "Work Output" [Total (i to vii) /7]			

(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) 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' [Total (i to vii) / 7]			

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

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)). [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.

Place: _____.

Date: _____.

Signature of the Reviewing Officer

Name in Block Letter _____.

Designation _____.

(During the period of Report)

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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.
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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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11. Guidelines regarding filling up of apar with 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 ouput 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 large 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 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 filing 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 judgement 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)

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(सरकार का उपक्रम)
DNH POWER DISTRIBUTION CORPORATION LTD.
(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

Format 7

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

MANAGER (ACCOUNTS), DEPUTY MANAGER (ACCOUNTS), DEPUTY MANAGER (HR & ADMIN.), ASSTT. MANAGER (HR & ADMIN.)

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
8. Academic and Professional Qualifications:_____.

   _____.
9. Departmental Exam passed:_____.

   _____.

PART-2 **SELF APPRAISAL FOR THE YEAR**

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief description of duties:

_____.
_____.
_____.
_____.
_____.
_____.
_____.

2.2 Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority wise / in order of importance) that are set for you and your achievements against each targets.

Targets:	Achievements:
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.

2.3 Please comment briefly on your achievements with reference to targets/ objectives referred to in column 2.2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

_____.
_____.
_____.
_____.
_____.

2.4 Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints, if any, in achieving the targets.

_____.

_____.

_____.

_____.

_____.

2.5 A. Have you filed your immovable property return as due. Yes/ No Date: _____. If yes, please mention date

B. Have you set the annual work plan for all officers for the Current year, in respect of whom you are the Reporting Authority? Yes/ No

C. Have you written the APAR of all officers in respect of whom you are the Reporting Authority? Yes/ No

(Officer Reported upon Signature with Date)

PART-3

3.0 Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

_____.

_____.

_____.

_____.

_____.

3.1 Assessment of work output of (weightage 40%) on scale 1-10; see instructions

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Extent of Accomplishment of planned work as per para 2.1 above.			
Ii) Quality of output			
iii) Analytical ability			
iii) Accomplishment of exceptional work/ unforeseen tasks performed as per para 2.2 above.			
Overall Grading on " Work Output"			

3.2 Assessment of personal attributes (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility and initiativeness			
(iii) Discipline & punctuality			

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(iv) Communication skills			
(v) Leadership qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to work in time limit			
(viii) Inter-personal relations including clients and customers relation			
(ix) Overall bearing and personality			
Overall Grading on personal attributes			

3.3 Assessment of Functional Competency (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/ Regulations/ Procedures/ Specifications and codes in the area of function and ability to apply them effectively.			
(ii) Strategic planning ability			
(iii) Decision making ability			
(iv) Coordination ability			
(v) Management organization and supervision of work			
(vi) Ability to motivate and develop subordinates			
(vi) Dependability, initiative, intelligence, promptness in carrying out instructions			
Overall Grading on functional competency			

Overall grading of Part-III on scale 1-10.

Grading	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Part 3.1			
Part 3.2			
Part 3.3			
Overall Grading			

PART-4 **GENERAL ATTRIBUTES**

(Weightage not Applicable)

4.1 Integrity : Please comment on integrity of the Officer :

_____.

_____.

_____.

_____.

4.2 Relations with the public (wherever applicable)

(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

_____.

_____.

_____.

_____.

_____.

4.3 Training

(Please give recommendations for training with a view to further improve the effectiveness and capabilities of the Officer)

_____.

_____.

_____.

_____.

_____.

4.4 State of Health

_____.

_____.

_____.

_____.

4.5 Pen Picture in about 70 words :

_____.
_____.
_____.
_____.
_____.
_____.
_____.
_____.
_____.

Date :

Place :

Signature of Reporting Officer

Name in block letters: .....

Designation: .....

(During the period of Report)

PART-5 **REVIEW**

I. Length of Service under Reviewing Authority : _____.

II. Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries.

Yes ☐ **No** ☐

III. In case of difference of opinion, details and reasons for the same may be given:

_____.
_____.
_____.
_____.
_____.

IV. If the officer reported upon is a member of SC/ST/OBC, please indicate specifically whether the attitude of Reporting Officer in assessing the performance of SC/ST/OBC officer has been fair and just:

_____.
_____.
_____.
_____.
_____.

V. Overall Grade on scale 1-10 : _____.

Date :
Place :

Signature of Reviewing Officer

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CIN : U40100DN2012GOI000405

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    - ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

Format 8

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

ASSISTANT MANAGER (ACCOUNTS), DIVISIONAL ACCOUNTANT (COMML.) ACCOUNTANT

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
8. Academic and Professional Qualifications:_____.

   _____.
9. Departmental Exam passed:_____.

   _____.

PART-2 **SELF APPRAISAL FOR THE YEAR**

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief description of duties:

_____.
_____.
_____.
_____.
_____.
_____.
_____.

2.2 Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority wise / in order of importance) that are set for you and your achievements against each targets.

Targets:	Achievements:
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.

2.3 Please state briefly, the target set and the quantum of work done in regard to rendition of monthly accounts, maintenance of guard files and other registers and furnishing of various returns.

_____.
_____.
_____.
_____.
_____.

2.4 Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints, if any, in achieving the targets.

_____.
_____.
_____.
_____.
_____.

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

_____.
_____.
_____.
_____.
_____.

2.6 Any significant additional achievements apart from those mentioned in 2.2.

_____.
_____.
_____.
_____.

2.7 Training programme attended

_____.
_____.
_____.
_____.
_____.

(Officer Reported upon Signature with Date)

PART-3

3.0 Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

_____.

_____.

_____.

_____.

3.1 Assessment of work output of (weightage 40%) on scale 1-10; see instructions

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Extent of Accomplishment of planned work as per para 2.1 above.			
Ii) Quality of output			
iii) Analytical ability			
iii) Accomplishment of exceptional work/ unforeseen tasks performed as per para 2.2 above.			
Overall Grading on " Work Output"			

3.2 Assessment of personal attributes (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of responsibility and initiativeness			
(iii) Discipline & punctuality			
(iv) Communication skills			

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(v) Leadership qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to work in time limit			
(viii) Inter-personal relations including clients and customers relation			
(ix) Overall bearing and personality			
Overall Grading on personal attributes			

3.3 Assessment of Functional Competency (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/ Regulations/ Procedures/ Specifications and codes in the area of function and ability to apply them effectively.			
(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			

Overall grading of Part-III on scale 1-10.

Grading	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Part 3.1			
Part 3.2			
Part 3.3			
Overall Grading			

PART-4 **GENERAL ATTRIBUTES**

(Weightage not Applicable)

4.1 Integrity : Please comment on integrity of the Officer :

_____.
_____.
_____.
_____.

4.2 Relations with the public (wherever applicable)

(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

_____.
_____.
_____.
_____.
_____.

4.3 Training

(Please give recommendations for training with a view to further improve the effectiveness and capabilities of the Officer)

_____.
_____.
_____.
_____.
_____.

4.4 State of Health

_____.
_____.
_____.
_____.

4.5 Aptitude and Potential:

_____.

_____.

_____.

_____.

4.6 Pen Picture in about 70 words :

_____.

_____.

_____.

_____.

_____.

_____.

_____.

_____.

_____.

Date :

Place :

Signature of Reporting Officer

Name in block letters: .....

Designation: .....

(During the period of Report)

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PART-5 **REVIEW**

I. Length of Service under Reviewing Authority : _____.

II. Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries.

Yes ☐ **No** ☐

III. In case of difference of opinion, details and reasons for the same may be given:

_____.
_____.
_____.
_____.
_____.

IV. If the officer reported upon is a member of SC/ST/OBC, please indicate specifically whether the attitude of Reporting Officer in assessing the performance of SC/ST/OBC officer has been fair and just:

_____.
_____.
_____.
_____.
_____.

V. Overall Grade on scale 1-10 : _____.

Date :
Place :

Signature of Reviewing Officer

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    - ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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)

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Format 9

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

COMPANY SECRETARY

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
7. Academic and Professional Qualifications:_____.

   _____.
8. Fellowship/ Membership of Professional Bodies/:_____.

   Departmental Exam qualified _____.

   _____.

PART-2 **SELF APPRAISAL FOR THE YEAR**

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief description of duties of the post:

_____.
_____.
_____.
_____.
_____.
_____.

2.2 Please specify the quantitative/physical/ financial targets/objectives (8 to 10 items priority wise / in order of importance) that are set for you and your achievements against each targets.

Targets:	Achievements:
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.
_____	_____.

2.3 Please comment briefly on your achievements with reference to targets/ objectives referred to in column 2.2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

_____.
_____.
_____.
_____.
_____.
_____.

2.4 Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints, if any, in achieving the targets.

_____.
_____.
_____.
_____.
_____.

2.5 A. Have you filed your immovable property return as due. Yes/ No Date: _____.
If yes, please mention date

B. Have you set the annual work plan for all officers for the Current year, in respect of whom you are the Reporting Authority? Yes/ No

C. Have you written the APAR of all officers in respect of whom you are the Reporting Authority? Yes/ No

2.6 Any other additional and unforeseen assignments carried out/ Initiatives undertaken worth mentioning.

_____.
_____.
_____.
_____.
_____.

(Officer Reported upon Signature with Date)

PART-3

3.0 Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

_____.

_____.

_____.

_____.

_____.

3.1 Assessment of work output of (weightage 40%) on scale 1-10; see instructions

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Extent of Accomplishment of planned work as per para 2.2 above.			
Ii) Quality of output			
iii) Accomplishment of exceptional work/ unforeseen tasks performed as per para 2.6 above.			
Overall Grading on " Work Output"			

3.2 Assessment of personal attributes (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Initiative, drive and resourcefulness			
(iii) Discipline			
(iv) Communication skills			
(v) Capacity to work in team spirit			

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(vi) Capacity to work to time lines			
(vii) Inter-personal relations and relation with clients and customers			
(viii) Dependability and willingness to take responsibility			
Overall Grading on personal attributes			

3.3 Assessment of Functional Competency (Weightage 30%) on scale 1-10; see instructions.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them effectively.			
(ii) Knowledge of Company laws			
(iii) Strategic planning ability			
(iv) Decision making ability			
(v) Analytical ability			
(vi) Coordination ability			
(vii) Ability to motivate and develop subordinates			
(viii) Knowledge and proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques			
(ix) Management organization and supervision of work			
(x) Promptness in initiating extra substituted items , Finalising measurements, test checks, recording completion certificate, responding to CTE's observation			
Overall Grading on functional competency			

Overall grading of Part-III on scale 1-10.

Grading	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
Part 3.1			
Part 3.2			
Part 3.3			
Overall Grading			

PART-4 **GENERAL ATTRIBUTES**

(Weightage not Applicable)

4.1 Integrity : Please comment on integrity of the Officer :

4.2

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
I) State of Health			
ii) Attitudes towards weaker section and SC/ST/OBC			
iii) Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop along he has potential to develop along with training needs.			

4.3 Pen Picture in about 70 words :

_____.

_____.

_____.

_____.

_____.

Date :

Place :

Signature of Reporting Officer

PART-5 **REVIEW**

I. Length of Service under Reviewing Authority : _____.

II. Do you agree with the assessment made by the Reporting officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries.

Yes ☐ **No** ☐

III. In case of difference of opinion, details and reasons for the same may be given:

_____.
_____.
_____.
_____.
_____.

IV. Remarks/ observation of the pen Picture by the Reporting Officer:

_____.
_____.
_____.
_____.
_____.

V. Overall Grade on scale 1-10 : _____.

Date :

Place :

Signature of Reviewing Officer

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    - ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 short of 6 will be rated as "good" and given a score of 5.
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Note

The following procedure should be followed in filing 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 judgement 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)

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CIN : U40100DN2012GOI000405

Format 10

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

LINE INSPECTOR, LINEMAN/ WIREMAN, ASSTT. LINEMAN/ ASSTT. WIREMAN, SWITCH BOARD OPERATOR (SBO), HELPER

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
8. Academic and Professional Qualifications:_____.

   _____.

PART-2 **BRIEF DESCRIPTION OF ASSIGNMENTS**

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

2.1 Brief Description of duties:-

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2.2 Annual work plan and achievement:

Task to be performed	Target set	Actual Achievements

2.3 During the period under report; do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systematic improvements (resulting in significant benefit to the user/stakeholder and/or reduction in time and ease? If so please give a brief description (within 100 words).

2.4 What are the factors that hindered your performance?

2.5 Please indicate specific areas in which you feel the need to upgrade your skills through Training /programmes.

2.6 Whether Annual Immovable Property Return of the previous year submitted by 31 Jan of the following year by the officer ..... **YES / NO**

(Officer Reported upon Signature with Name and Date)

PART-3 **Appraisal**

1.

	Name	Rank /Designation
Reporting Officer		
Reviewing Officer		

2. Length of Service:

	D	D	M	M	Y	Y		D	D	M	M	Y	Y
Reporting Officer							To						
Reviewing Officer													

3. Please state whether you agree with the responses relating to the accomplishments of the Work plan and unforeseen tasks as filled out in Section II. If not, please furnish actual details.

4. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

5. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish actual details.

6. Do you agree with the skill up-gradation needs as identified by the officer? If not, give your Recommendations.

7. **Assessment of work output** (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on scale of 1-10, in whole numbers, with1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%.

Sr No	Attributes	Reporting Authority	Reviewing Authority	Initials of Reviewing officer
(i)	Accomplishment of planned work/work allotted as per subjects allotted			
(ii)	Quality of output			
(iii)	Accomplishment of exceptional work/ unforeseen task / performed			
(iv)	Analytical ability			
	Overall grading on **"Work Output"**			

8. **Assessment of Personal Attributes:** Grades should be assigned on scale of 1-10, in Whole numbers, with 1 referring the lowest grade and 10 to the best grade. Weightage to this section will be 30%.

Sr. No.	Attributes	Reporting Authority	Reviewing Authority	Initials of Reviewing officer
(i)	Attitude to work			
(ii)	Sense of responsibility			
(iii)	Maintenance of discipline			
(iv)	Interpersonal relations			
(v)	Communication skills			
(vi)	Leadership qualifies			
(vii)	Capacity to work In team sprit			
(viii)	Capacity to work in time limit			
(viii)	**Overall grading on "Personal Attributes"**			

9. **Assessment of Functional Competency** Grades should be assigned on scale of 1-10, in whole numbers, with 1 referring the lowest grade and 10 to the best grade. Weightage to this section will be 30%.

Sr. No.	Attributes	Reporting Authority	Reviewing Authority
(i)	Knowledge of rules/regulations/procedures in the area of function and the ability to apply them correctly.		
(ii)	Technical knowledge		
(iii)	Decision making ability		
(iv)	Coordination ability		
(v)	Ability to motivate and develop subordinates.		
	Overall grading on 'Functional Competency'		

10. Integrity: (The remarks against this column shall be made in one of the three option mentioned below:-

(i) Beyond Doubt

(ii) Nothing adverse has come to my notice

(iii) Since the integrity of the officer is doubtful, a secrete note is attached herewith.

11. State of health:

.....

12. Details of Disciplinary Action during the year:-

.....

.....

.....

.....

13 Pen picture of Reporting Officer (in about 100 words) on overall qualities of the officer Including areas of strength and lesser strength and his attitude towards weaker section.

14. Overall Grade (on score of 1-10):

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Date:

(Signature of Reporting Authority)

Name and initials of the officer reported upon

PART- 4 **Review**

1. Do you agree with the assessment made by Reporting Officer with respect to the work output and various attributes in part III? Do you agree with the assessment of the Reporting officer in respect of the extraordinary achievements and/or significant failure of the Officer Reported upon? Is the assessment justified or liberal?
(In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in that section. Otherwise, put a cross across in the column)

Yes / No

2. In case of difference of opinion, details and reasons for the same may be given.

.....

.....

.....

3. Pen picture of Officer (in about 100 words) on overall qualities of the officer including areas of strength and his attitude towards weaker section.

.....

.....

.....

.....

.....

.....

4. Overall Grade (on score of 1-10)

.....

.....

.....

Date:

(Signature of Reviewing Authority)

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PART-5 **RECEIPT**

Contains of the APAR have been communicated to me on _____. As per instruction on the subject, If I wish to represent against the contents of APAR, I have to do so within 15 days.

(Signature of Officer reported upon)

Guidelines regarding filing 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, attitude 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 way 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 tem 2 of part- V. The HR & Admin. Department 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/ she 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 yearend 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 with due care and attention and after devoting adequate time.
    ii. It is expected that any grading of 1 or 2 (against work ouput 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 large 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 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 filing 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 judgement 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.
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    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.

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Format 11

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

FOR

WATCHMAN, PEON

Name of the Officer : _____.

Report for the Year/ Period : _____.

PART-1A **PERSONAL DATA**

(To be filled by the HR & Administration department)

1. Name of the Officer: Smt./Shri _____
2. Date of Joining the Service: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Date of continuous appointment to the present grade:

   Date: _____Grade: _____
5. Present Post and date of posting thereto:

   Post: _____, Date: _____
6. Whether the official belongs to Scheduled Caste / Scheduled Tribe: _____.
7. Period of absence from duty (on training/leave etc.) _____.

   During the period if he has undergone training specify

   _____.
8. Academic and Professional Qualifications:_____.

   _____.

PART-1B

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)

2.1 Brief Description of duties and resume of the work done by you during the period from _____ to _____.

2.2 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.

Place:

Date:

(Officer Reported upon Signature with Name and Date)

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 Grade by Reviewing Authority (If does not agree with column No. 2)	Initial of Reviewing Authority
I) Quality of work			
ii) Does he/ she know the work properly			
iii) Does he/ she maintain the machine/ store/ building properly an regularly			
iv) Does he/ she clean and take care of chart, visual slides, storage items, premises			
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 Grade by Reviewing Authority (If does not agree with column No. 2)	Initial of Reviewing Authority
I) Attitude to work			
ii) Sense of responsibility			
iii) Regularity and Punctuality in attendance			
vi) Maintenance of discipline			
v) Communication skills			
vi) Ability to work in team			
vii) Ability to meet deadline			
viii) Inter-personal relations			
ix) Clean use of uniform			

	Reporting Authority	Revised Grade by Reviewing Authority (If does not agree with column No. 2)	Initial of Reviewing Authority
Overall Grading on ' Personal Attributes' [Total (i to ix) / 9]			

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

	Reporting Authority	Revised Grades by Initial of reviewing Authority (if authority 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			
ii) 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. Relation 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 improve the effectiveness and capabilities)

3. State of Health

4. Integrity

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

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

Place: _____.

Date: _____.

Signature of the Reporting Officer

Name in Block Letter _____.

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)). [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 qualities of the official including area of strength 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.

Place: _____.

Date: _____.

Signature of the Reviewing Officer

Name in Block Letter _____.

Designation _____.

(During the period of Report)

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