

**ANNUAL PERFORMANCE ASSESSMENT REPORT FOR GROUP 'B' NON GAZETED
AND GROUP 'C' CATEGORIES (TECHNICAL / SCIENTIFIC/ DRAWING , STORE KEEPING
AND OTHER CADRES FOR THE PERIOD
FROM TO**

PART-I

1. Name in full :
(In Block letter)
2. Whether the Officer reported upon belongs to Scheduled Caste/Tribe :
3. Unit/Establishment
SP Subject/ Discipline :
4. Date of Birth :
5. Qualifications
(a) Academic :
(b) Professional/Technical :
(c) Training :

6. Date of entry into continuous Government Service:

7. Permanent appointment held:

Grade : From

8. Details of appointment held during the year:-

Post	From	To	Pay Band	Grade Pay

9. Period of absence from duty during the year

	Part-I Completed By	Part-I Checked by
Signature		
Name		
Designation		
Date		

Name and initials of the officer reported upon

Part-II – Self Appraisal

1. **Brief Description of duties:-**
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2.

Task to be performed	Target set for the year	Actual Achievements

Name and initials of the officer reported upon

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).

4. What are the factors that hindered your performance?

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

6. whether Annual Immovable Property Return of the previous year submitted by 31 Jan of the following year by the officer

YES/NO

Date:

(Signature of officer reported upon)

Name and initials of the officer reported upon

Part III: Appraisal

	Name	Rank/ Designation
Reporting Officer		
Reviewing Officer		

2. Length of Service

	D	D	M	M	Y	Y	TO	D	D	M	M	Y	Y
Reporting Officer													
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.

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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, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%.

Srl 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 tasks 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%

Srl 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			
Overall grading on "Personal Attributes"				

Name and initials of the officer reported upon

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%

Srl 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: :

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(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)

Date:

(Signature of Reporting Authority)

Name and initials of the officer reported upon

Part IV: Review

1. Do you agree with the assessment made by Reporting Officer with respect to the work out put 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 difference of opinion, details and reasons for the same may be given.

4. 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)

Name and initials of the officer reported upon

PART-V

RECEIPT

Contents 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.

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Signature of Officer reported upon