Annual Performance Appraisal Report For Officers of the Central Secretariat Clerical Service

Upper Division Clerk

Lower Division Clerk

Name of Officer

Report for the year/period ending
Ministry/Department of.................................................................

प्रपत्र / Form

केन्द्रीय सचिवालय सिफारिशी सेवा के उपर श्रेणी सिफारिश और अवर श्रेणी सिफारिश की वार्षिक कार्य निर्मित अनुसार रिपोर्ट

Annual Performance Appraisal Report of Upper Division Clerk and Lower Division Clerk of the Central Secretariat Clerical Services

को समास वर्ष/अवधि की रिपोर्ट

Report for the year/period .................................................................

दैनिक तथ्य

Personal Data

भाग – 1

Part – 1

(संग्रहयोग्यता/विभाग/कार्यालय के संबंधित प्रशासनिक अनुमान द्वारा भरा जाना है)

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

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<tr>
<th>नं.</th>
<th>विवरण</th>
<th>जवाब</th>
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<tbody>
<tr>
<td>1</td>
<td>अधिकारी का नाम</td>
<td>Name of the officer</td>
</tr>
<tr>
<td>2</td>
<td>जन्म तिथि (दिन / महीना / वर्ष) ..................................................... (यदि स्थायी)</td>
<td>Date of birth (DD/MM/YYYY) ..................................................... (in words)</td>
</tr>
<tr>
<td>3</td>
<td>भारतीय पद</td>
<td>Designation of post held</td>
</tr>
<tr>
<td>4</td>
<td>क्या अधिकारी अनुसूचित जाति/जनजाति का है?</td>
<td>Whether the officer belongs to Scheduled Caste / Scheduled Tribe?</td>
</tr>
<tr>
<td>5</td>
<td>दर्जनाल से सत्ता नियुक्ति की तारीख</td>
<td>Date of continuous appointment in the present grade</td>
</tr>
<tr>
<td>6</td>
<td>वर्ष के दौरान छुट्टी, प्रशिक्षण इत्यादि के कारण इन्फूट्ड से अनुपस्थिति की अवधि</td>
<td>Period of absence from duty on leave, training, etc. during the year</td>
</tr>
</tbody>
</table>

2
Part- 2 – SELF APPRAISAL

(Усама официаріа дхарава ягэў, зісках рэчыво пішы і ёкі сяты) (To be filled in by the Officer reported upon)
(Купяча прынцыпіяў вас таларэ се палаты апнуцьшыя коль дэявыяй пашырэнка пакладць)
(Please read carefully the instructions before filling the entries)

1. Калінаўныя ка сябытэнця дыярэна
Brief description of duties

2. .................................. Се .................................. тка кё варстве/прычыне кё дзяўяна ясаке дхарава кім гэта калінаўныя сябытэнця саран-прыма
(дзяўяна варва саран-прыма 100 шуткі се апшычы не ішы)
Brief resume of the work done by you during the year/period from .................................. to ..................................
(The resume to be furnished should be limited to 100 words)

Сутяна / Place :
Днінаш / Date :

Апішыяра, кісакс рэчыво пішы і ёкі, каустасар
Signature of the officer reported upon
Part 3 - ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

1. द्वारा प्रभावी गुणविशेषता के लिए अधिकारी दी जानी चाहिए जो कि 1 से 10 तक के दैनिक नमूना पदः इसमें 1 का तत्त्वांग नमूना ग्रेड से और 10 का तत्त्वांग उच्चतम ग्रेड से है।
   Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) कार्य निष्पादन का मूल्यांकन (इस वंड के तरीके 40% होगी)
   (A) Assessment of work output (weightage to this Section would be 40%)

<table>
<thead>
<tr>
<th>रिपोर्ट सिद्धान्त वाले अधिकारी द्वारा दिया गया ग्रेड</th>
<th>समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि संशोधन 2 से सहमत नहीं है)</th>
<th>समीक्षा अधिकारी का आवश्यकता</th>
<th>आवश्यकता</th>
</tr>
</thead>
<tbody>
<tr>
<td>ग्रेड द्वारा रिपोर्ट वाले अधिकारी द्वारा दिया गया ग्रेड</td>
<td>रिपोर्ट वाले अधिकारी द्वारा संशोधित ग्रेड (यदि संशोधन 2 से सहमत नहीं है)</td>
<td>समीक्षा अधिकारी का आवश्यकता</td>
<td>आवश्यकता</td>
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<th>3</th>
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<tbody>
<tr>
<td>i) योजनाबद्ध कार्यः कार्यक्रम के अनुसार कार्ययोजनाओं का पूरा करना</td>
<td></td>
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<tr>
<td>ii) अधिकारी के नियुक्ति पर अनुसार कार्ययोजनाओं का पूरा करना</td>
<td></td>
<td></td>
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<tr>
<td>iii) उपयोगकर्ता नियुक्ति पर अनुसार कार्ययोजनाओं का पूरा करना</td>
<td></td>
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<tr>
<td>iv) उपयोगकर्ता नियुक्ति पर अनुसार कार्ययोजनाओं का पूरा करना</td>
<td></td>
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<tr>
<td>v) उपयोगकर्ता नियुक्ति पर अनुसार कार्ययोजनाओं का पूरा करना</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Overall Grading on &quot;Work Output&quot; (Total [i to iv]/4)</td>
<td>Overall Grading on &quot;Work Output&quot; (Total [i to iv]/4)</td>
<td>Overall Grading on &quot;Work Output&quot; (Total [i to iv]/4)</td>
<td>Overall Grading on &quot;Work Output&quot; (Total [i to iv]/4)</td>
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(B) Assessment of personal attributes (weightage to this section would be 30%)

<table>
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<tr>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>i) कार्य के प्रति अभिलाषा</td>
<td>रिपोर्ट सिक्के वाले अधिकारी द्वारा दिया गया ग्रेड</td>
<td>समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि सत्त्कार 2 से सहमत नहीं है)</td>
<td>समीक्षा अधिकारी का आयोजक मूल मूल्यांकन (यदि सत्त्कार 2 से सहमत नहीं है)</td>
</tr>
<tr>
<td>ii) उद्देश्याधिकृत दिशा में सहमता</td>
<td>Reporting authority</td>
<td>Revised Grades by Reviewing Authority (if doesn’t agree with col.2)</td>
<td>Initial of Reviewing Authority</td>
</tr>
<tr>
<td>iii) अनुशासन बनाने अभिलाषा</td>
<td>Communication skills</td>
<td></td>
<td></td>
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<tr>
<td>iv) संदेश दिशा</td>
<td>Analytical ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) विश्लेषणात्मक योगदान</td>
<td>Ability to work in team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi) टीम में कार्य करने का योगदान</td>
<td>Ability to meet deadline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| vii) समय-सीमा का पालन करने का योगदान | ?

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

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>i) क्रम-वात के क्षेत्र में नियम/निर्देशांक/ पद्धतियों का नियमात्मक समाधान और इसे सही तरीके से सहमत करने की क्षमता</td>
<td>रिपोर्ट सिक्के वाले अधिकारी द्वारा दिया गया ग्रेड</td>
<td>समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि सत्त्कार 2 से सहमत नहीं है)</td>
<td>समीक्षा अधिकारी का आयोजक मूल मूल्यांकन (यदि सत्त्कार 2 से सहमत नहीं है)</td>
</tr>
<tr>
<td>ii) समस्या का योगदान</td>
<td>Reporting authority</td>
<td>Revised Grades by Reviewing Authority (if doesn’t agree with col.2)</td>
<td>Initial of Reviewing Authority</td>
</tr>
<tr>
<td>iii) संचालन की क्षमता</td>
<td>Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly</td>
<td></td>
<td></td>
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<tr>
<td>iv) पहल</td>
<td>Coordination ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) उद्देश्याधिकृत</td>
<td>Initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi) प्रक्रिया पर कार्य करने में प्राचीनता</td>
<td>Proficiency in working on computer</td>
<td></td>
<td></td>
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</table>

'क्रम-वात क्षेत्र' पर सम्पूर्ण ग्रेड (सम्मान [i] से iv) [4]

Overall Grading on ‘Functional Competency’ (Total [i] to iv) [4]

दृष्टिकोण: सम्मान ग्रेडिंग, निर्धारित की गई सत्त्कार के अनुसार में प्रक्रिया के पद्धतियों  के प्राचीनता के मापदंड मान के बाहर पर अभावित होने।

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

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

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

3. State of Health

4. Integrity (Please comment on the integrity of the officer)

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

6. Signature of Reporting Officer  
   Reporting Officer

   Name in Block letters: ........................................
   Designation: ..................................................
   During the period of Report: ................................
भाग – 5 समीक्षा अधिकारी द्वारा अस्वीकृति

Part – 5 REMARKS OF THE REVIEWING OFFICER

1. समीक्षा अधिकारी के तहत सेवाकाल

Length of service under the Reviewing Officer

2. कृपया आप कार्य निपटान और भाग-3 तथा भाग-4 में दिलचस्प गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मुद्दों के सहजता है? (संदर्भ : भाग 3 और भाग 4 (5)) (कृपया आप गुणों/विशेषताओं के संबंध में आपके मुद्दों का सामना करे और क्या आप आपके प्रतियोगियों की प्रति अस्वीकृति करते हैं)

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? (Ref: Part 3 & Part 4 (5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

3. आस्था की स्थिति में कार्य किया जाएगा। कृपया ऐसा कुछ करें जिससे आप संयोजन करना अस्वीकृत करते हैं?

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

4. आ.जा./अ.ज.आ. अधिकारी के कार्य निपटान का मुद्दों का संबंध में रिपोर्ट लिखने वाले अधिकारी की अस्वीकृति

The attitude of the Reporting Officer in assessing the performance of SC/ST officer

5. समीक्षा अधिकारी द्वारा लिखा पिच्च। (लगभग 100 शब्दों में) कृपया क्षमाओं और समझदार क्षमाओं के क्षेत्र और कमजोर बनाए रखने के प्रति असमंतर समेत अधिकारी के सामने गुणों पर टिप्पणी करें।

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

6. रिपोर्ट के भाग-3 में खंड-क, खंड-च और खंड-ग में दी गई स्थिति के आधार पर समय अधिक वेंडिंग

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

स्थान / Place: .................................

दिनांक / Date: .................................

समीक्षा अधिकारी का हस्ताक्षर

Signature of the Reviewing Officer

नाम छापै अवस्था में: .................................

Name in Block letters: .................................

पद/दशा: .................................

Designation: .................................

रिपोर्ट की आधारी के दौरान: .................................

During the period of Report: .................................
**INSTRUCTIONS**

1. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

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

3. Any item shall be given 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.

4. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers. The targets shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.

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

6. Reporting Officers should be the first to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.

7. All remarks should be based on actual observations and not on hearsay or reports.

8. The Appraisal Officer should be clear about the terms and conditions under which he/she has to conduct the appraisal.

9. It should be the end of each period to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.

10. Assessment should be confined to the appraiser’s performance during the period of report only.

11. Some post of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. 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) The numerical grading should be done on a scale of 5 (excellent) to 1 (poor), with 3.5 as the mid-point. The criteria for grading should be:

- **5 (Outstanding)**: Exceptional performance, above and beyond the call of duty.
- **4 (Excellent)**: Outstanding performance, consistently above average.
- **3 (Good)**: Average performance, meets the job requirements.
- **2 (Fair)**: Performance is satisfactory but has some scope for improvement.
- **1 (Poor)**: Performance is below average and requires significant improvement.

(iii) APARs should be prepared by the immediate superior of the employee, and the next level superior should review and sign the APAR.

(iv) APARs should be submitted to the competent authority for approval.

(v) The APARs should be kept confidential and used only for personnel management purposes.

(vi) The APARs should be reviewed and updated annually, and any discrepancies should be addressed promptly.

(vii) The APARs should be stored properly and accessed only by authorized personnel.

(viii) The APARs should be used as a tool for developmental feedback and career planning.

(ix) The APARs should be made available for review by the employee upon request.

(x) The APARs should be kept for a period of 5 years after the employee's retirement.

12. Reporting of irregularities

(i) The employee should report any irregularities or instances of nepotism or favoritism to the competent authority.

(ii) The report should be made in writing and should include details of the incident, the persons involved, and any relevant evidence.

(iii) The report should be filed within 10 days of the occurrence of the incident.

(iv) The report should be kept confidential and used only for the purpose of investigation.

(v) The report should be reviewed by the competent authority and the findings should be communicated to the employee.

(vi) The employee should be given an opportunity to respond to the findings before a final decision is made.

(vii) The employee should be given a copy of the final decision and the reasons for the decision should be provided.

(viii) If the employee is dissatisfied with the decision, he/she should have the right to appeal to the higher authority.

(ix) The appeal should be made in writing and should include details of the employee's objections and the desired outcome.

(x) The appeal should be filed within 15 days of the receipt of the final decision.

(xi) The appeal should be reviewed by the higher authority and the findings should be communicated to the employee.

(xii) The employee should be given an opportunity to respond to the findings before a final decision is made.

(xiii) The employee should be given a copy of the final decision and the reasons for the decision should be provided.

(xiv) If the employee is dissatisfied with the decision, he/she should have the right to seek legal recourse.

13. Conclusion

The APARs should be used as a tool for developmental feedback and career planning. The employee should be encouraged to participate in the preparation of the APAR and to provide feedback on the performance of the immediate superior.

The competent authority should ensure that the APARs are used for the purpose of development and not as a tool for punishment or retaliation.

The APARs should be stored properly and accessed only by authorized personnel.

The APARs should be available for review by the employee upon request.

The APARs should be kept for a period of 5 years after the employee's retirement.

The employee should have the right to appeal against any decision regarding the APAR.

The appeal should be reviewed by the higher authority and the findings should be communicated to the employee.

The employee should be given an opportunity to respond to the findings before a final decision is made.

The employee should be given a copy of the final decision and the reasons for the decision should be provided.

If the employee is dissatisfied with the decision, he/she should have the right to seek legal recourse.

* (Ministry of Home Affairs O.M. No.51/84-Ext.(a) dated 21-6-1966)