

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR OFFICE SUPERINTENDENT (OUTSIDE SECRETARIAT)

Department/Office: _____

Reporting for the year/period ending: _____

Part I – Personal Data

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

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/ Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Section in which served during the year under report and period of service in each	
8	Period of absence from duty on leave, training, etc. during the year	

Part II – Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

2. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (Resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words).

3. What are the factors that hinder your performance?

4. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment	
For your future career	

5. Are you entrusted with the work of maintaining Public Grievance register, if so, is it maintained up to date?

(a) How promptly you have disposed the Grievance?

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(b) Give Example of few Cases:

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6. Have you been advised during the year to improve your quality of work by your superior?

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7. Date of filing your Immovable Property Returns. _____

Date

Signature of the officer

Part III - Appraisal

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

1) Please state whether you agree with the responses relating to submission of the officer filled out in Part II. If not, please furnish factual details:

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

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

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4) Do you agree with the skill up-gradation needs as identified by the officer?

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Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work or given task			
2	Quality of output			
	Overall Grading on 'Work Output'			

Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work			
2	Sense of responsibility			
3	Overall bearing and personality			
4	Communication skills			
5	Ability in discussion and conversation			
6	Moral courage and willingness to take a professional stand			
7	Leadership quality			
8	Capacity to work in time limit			
9	Punctuality of Officer			
10	Ability and temperament of the officer to deal with his colleagues, superiors and the public			
	Overall Grading on personal attributes			

Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of laws/rules /procedures/IT skills			
2	Decision making ability			
3	Initiative			
4	Coordination ability			
5	Ability to motivate and develop subordinates/work in a team			
6	Ability and promptness in shouldering responsibility and giving free, frank and honest opinion/taking decisions			
7	Are his proposals/decisions consistently sound and well thought of?			
	Overall Grading on functional competency			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer. Please comment (in about 30 words) on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker sections:

9) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reporting Officer

Name in Block letters:

Designation:

Date:

Part IV – Review

- 1) Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS/officer reported upon? (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).

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

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- 3) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

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Signature of the Reviewing Officer

Name in Block letters:

Designation:

Date:

Part V – Acceptance

- 1) Do you agree with the remarks of the Reporting/Reviewing Authorities?

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- 2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

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Signature of the Accepting Officer

Name in Block letters:

Designation:

Date: