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

	orting for the year/period ending:	For your industrations
	strong for the year period chang.	
5	Covered to the late of I -	Personal Data
	(To be filled by the Administra	tive section of the Department/Office)
1	Name of the Official	(n) How enoughly you have disposed the Guevance
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	(b) Give Example of few Casasses
4	Whether the officer belongs to Scheduled Caste/ Scheduled Tribes?	
5	Date of continuous appointment to the present grade	liave you boot advised during the year to remove yo
6	Whether Permanent/Quasi-permanent or Temporary	reserved to the second state of the second s
7	Section in which served during the year under report and period of service in each	Date of filing your foundvable Property Renama
8	Period of absence from duty on leave, training, etc. during the year	
#19 -5	(To be filled by the Brief description of duties:	
% 9	(To be filled by the	- Self Appraisal he officer reported upon)
ta 9	(To be filled by the	he officer reported upon)
9 5	(To be filled by the	he officer reported upon)
18 P 85	(To be filled by the Brief description of duties:	he officer reported upon)
9 P as 5	(To be filled by the Brief description of duties:	he officer reported upon)
18 9 5	(To be filled by the Brief description of duties:	he officer reported upon)
10 9 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	(To be filled by the Brief description of duties:	he officer reported upon)
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5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	During the period under report, do you beli successful completion of an extraordina (Resulting in significant benefits to the pub	eve that you have made any exceptional contribution, rily challenging task or major systemic improver lic and/or reduction in time and costs)? If so, please gi
30 9 5	During the period under report, do you beli successful completion of an extraordina (Resulting in significant benefits to the pub	eve that you have made any exceptional contribution, rily challenging task or major systemic improver lic and/or reduction in time and costs)? If so, please gi
20 9 5	During the period under report, do you beli successful completion of an extraordina (Resulting in significant benefits to the pub verbal description (within 100 words).	eve that you have made any exceptional contribution, rily challenging task or major systemic improventic and/or reduction in time and costs)? If so, please g
in 9	During the period under report, do you beli successful completion of an extraordina (Resulting in significant benefits to the pub verbal description (within 100 words).	eve that you have made any exceptional contribution rily challenging task or major systemic improved lic and/or reduction in time and costs)? If so, please g
30 9 5	During the period under report, do you beli successful completion of an extraordina (Resulting in significant benefits to the pub verbal description (within 100 words).	eve that you have made any exceptional contribution, rily challenging task or major systemic improver lic and/or reduction in time and costs)? If so, please gi

4.	Please indicate specific areas in which you to programs:	eel the need to		skills through trainin
	For the current assignment	CATWELLIA W	SIGN DESIGNATION OF THE PROPERTY OF THE PROPER	
	For your future career	a der	strongs to white as yeared ened ending	opertine For the year p
5.	Are you entrusted with the work of maintaining date?	Public Grievar		
	(a) How promptly you have disposed the Grieva	nnce?	en berginer. Sin	i Name of the Office
Ħ			blari	2 Designation/post
	(b) Give Example of few Cases:		YYYYMM	3 Date of Birth IDS
		Ne.	er belongs to Scheittlied 1 mb	4 Wijethor the office Schoolwich Chater
6.	Have you been advised during the year to impro	ve your quality	of work by your	superior?
		ero li the mon	an Quan-penna	6 Whether Permane
7.	Date of filing your Immovable Property Returns			7 Section in which under record and p
Date		Sign	nature of the of	ficer
	Part III -		ng the year	training, etc. duri
1)]] [Please state whether you agree with the responses II. If not, please furnish factual details:	relating to sub	mission of the o	ther filled out in Par
		8		
2) [Please comment on the claim (if made) of exception	onal contribution	n by the officer	reported upon.
	Signal Signal Name			
L L	Date Date	SERVICE DE L'ANDRE		
3) I f [Has the officer reported upon met with any sign furnish factual details.			
Jest Jest	that you have made any exceptional contribution, challenging task or major systemic improver	virge la testes	air to mousie	more leitersystem
4) I	Do you agree with the skill up-gradation needs as	identified by the	e officer?	(Resulting in signeral description
			-	
	Assessment of work output (On a scale of 1-	10. Weightage		
S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work or given task	your performan	otors that hinder	What are the fa
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.	Firmy of fluor with respect to the workford at	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work	cienticant fail	piture atmembrasi	extraordinary ach
2	Sense of responsibility	erical assessmen	any of the man	do not agree with
3	Overall bearing and personality			babiverg naulos
4	Communication skills	meal Cato		
5	Ability in discussion and conversation			
6	Moral courage and willingness to take a professional stand	tails and reasons	ce of opinion de	In case of differen
7	Leadership quality			
8	Capacity to work in time limit			
9	Punctuality of Officer	ij-8: Very Good	The Chaterachina	O when I the one
10	Ability and temperament of the officer to deal with his colleagues, superiors and the public		Minimus (2017, 40)	Overall Grade (9-
1	Overall Grading on personal attributes			

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

S. No.	In Block letters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of laws/rules /procedures/IT skills	Date	- residency	Addioncy
2	Decision making ability			
3	Initiative	Part V - A		9.2
4	Coordination ability	the Reporting/Re	the remarks of	Do you agree with
5	Ability to motivate and develop subordinates/work in a team	Approximated sp	en) saterna	
6	Ability and promptness in shouldering responsibility and giving free, frank and honest opinion/taking decisions	7-8: Very Good	(0: Outstanding	Overall Grade (9-
7	Are his proposals/decisions consistenly sound and well thought of?			
	Overall Grading on functional competency			

(Comment on Integrity of the Officer:
	Date:
P	en Picture by Reporting Officer. Please comment (in about 30 words) on overall qualities of the officencluding areas of strength and lesser strength and his attitude towards weaker sections:

Signature of the Reporting Officer Name in Block letters: Designation:

Cove Pie Press, Panali Goa 1525/20,000 - 1/2021

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). In case of difference of opinion details and reasons for the same may be given. 3) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor) with his colleagues, superiors and the public Overall Grading on personal auxibutes Signature of the Reviewing Officer Name in Block letters: Astroctor Designation: Date: lawsinies (procedures iT skalls Decision making shiller or make 10 Part V - Acceptance 1) Do you agree with the remarks of the Reporting/Reviewing Authorities? vidids noticalizated ? Ability to motivate and develor 2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor) Are his proposale decisions certaisterly sound the trionnels liew bus Signature of the Accepting Officer Name in Block letters: Designation: Date: Per Preser by Reporting Officer. Please comment (in about 30 words) on overall qualities of the officer including areas of strength and leaser strength and his mithide towards weaker sections:

Overall Grade (9-10: Destending, 7-8 very Good, 5-tr. Good, 3-4; Average, 1-2; Peor)