ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR HEAD CLERK/ /UPPER DIVISION CLERK/LOWER DIVISION CLERK

-	orting for the year/period ending:	our econont and reasons therefore	ab
	Description making ability	t I – Personal Data	
		istrative section of the Department/Office)	
1	Name of the Official	as the officer(been reprimanded for indifferent work or for	11
2	A PROBLEM SET OF SECTION SET	is the officer peer reprintational for incidences work of for	179
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	1 & Dige Jis Strikken Shorth	
5	Whether Permanent/Quasi-permanent	this equalities of the enthour including areas of all a special	
7	or Temporary Section in which served during the	Americant of work putput (On a scale of 1-16. Wei	
	year under report and period of service in each	på gesttersk	
3	Period of absence from duty on leave, training, etc. during the year	Accomplishment of planned work work allowed a per subjects allowed	
		t II – Self Appraisal	
	Part	t II – Self Appraisal	
		Regulations correctly	
		by the officer reported upon)	
В		by the officer reported upon)	
В	(To be filled	by the officer reported upon)	
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	(To be filled	by the officer reported upon)	A
1	(To be filled trief description of duties:	by the officer reported upon) gradual Library and Providence And to be reported upon)	
B	(To be filled trief description of duties:	by the officer reported upon) vear/period bringing out any special achievements. In the	
B	(To be filled brief description of duties:	by the officer reported upon) vear/period bringing out any special achievements. In the	
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VANEAL PERFORMANCE ASSIBISISTED FILL THAT (APAR) FOR HEAD CLERED

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

1) State whether you agree with the submission of the officer filled out in Part II. If not, the extent of

dis	agreement and reasons therefore:		Anna Paris Cara Paris Cara Cara Cara Cara Cara Cara Cara Car	
			Supris pounding	sy an for admod
		Part I - Persona		
	in Section (Amount Officers) and the man	talimussessive sect	To be filled by the	1
2) Ha	s the officer been reprimanded for indifferen	nt work or for other	cause during the pe	eriod under report?
so	give brief particulars:		hiad be	Designation of
+				
		22	ificer belongste. To Scheduled Tele	Schoduled Cas
At	titude towards SC and ST:		Jasanta odan seon	
		1600	activia-seu Ousses	present grade
				or Temporary
S.	Assessment of work output (On a scale	T		uld be 40%) Initial of Reviewing
No.	20- VARIANCE	Reporting Authority	Reviewing Authority	Authority
1	Accomplishment of planned work/work allotted as per subjects allotted	1548	nee from duty on fr being the year	8 Parjoid of abro limining etc. c
2	Ability to apply the relevant Rules and Regulations correctly	A Mad Triang		1947
3	Capacity for examining cases thoroughly	DEED ZEART BORELS	0.011	
4	Quality of Noting and Drafting		oFdungs:	Brief ausgription
5	Promptness in disposal of work			
	Overall Grading on 'Work Output'			
۸.	ssessment on Personal Attributes (On a sc	pala of 1 10. Weight	taga to this scation	would be 200/)
S.	sessment on 1 ersonal Attributes (On a se	Reporting Authority	Reviewing Authority	Initial of Reviewing
No.	Attitude towards work			Authority
2	Regularity and punctuality in attendance			
3	Maintenance of discipline	A to the same of the	ha mode doma duci. Licercegories humo d	To onero Taridi
4 .	Communication skills		-1130 -3101N 2 - 311	
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Capacity to work in team spirit			
9	Inter-personal relations			
office	Overall Grading on personal attributes	and a		isto:

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

No.	ie Reporting and Reviewing Othogra-	Reporting Authority	Reviewing Authority	Initial of Reviewing
1	Knowledge of Rules/Regulations/			Authority
	Procedures in the area of function.			
2	Strategic planning ability			
3	Decision making ability	A-1		
4	Ability to motivate and develop subordinates	D 4 3 1		
5	Coordination ability	RESECTIONS AND A TRIC	Britingaturo 1014	Overall Grade f
	Overall Grading on functional competency			

20 "Stoughter the A Cornel Submitted by	Dosignation
Schools Case	Ditte
5 Divided constitutive representation	the the
8) Pen Picture by Reporting Officer strength and his attitude towards	r on overall qualities of the officer including areas of strength and I
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No. 1 The sport of the second	
A RESERVE TO THE RESE	
B balled of County from day or	
the same of the sa	
000 410	
9) Overall Grade (9-10: Outstanding	, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)
Supplies of delias	
	Signature of the Reporting Officer
	Name in Block letters:
	Designation:
	Date:
Part	IV - Remarks by Reviewing Officer
Do you agree with the assessment	of the officer given by the Reporting Officer?
A SAME OF THE PARTY OF THE PART	y and supporting Officer:
of depoted in a live entert funde	
of chariton in miner enters have a	
of contour a lever of these beautiful traces	7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

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

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Date:

washing book	you agree with the assessment of the officer given by the Reporting and Reviewing Officer?
	nowledge of RulesRegulations
	COUNTRY BY BY THE STATE OF THE
	rategic planning ability crision making ability
	bility to motivate and develop
	rall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)
V CI	villide nortanitros
	verall Grading on functional
	and the second of the second o
	Signature of the Accepting Officer
	Name in Block letters: 31 to virusial at the
	Designation: Date:
+	
100	cture by Reporting Officer on overall qualities of the officer including areas of strength an
	and his attitude towards weeker section.
	Antennable of week support (On a scale of 1-2). We in a resease this steriow would be at
8	
	Orade (9-10: Outstanding, 7-8: Very Good, 5-6: Good 3-4: Average, 1-2, Poor) and self-
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Signature of the Reviewing Officer are

Name in Block letters:

Designation