

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

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. Brief resume of the work done during the year/period bringing out any special achievements. In the event of shortfall in achievements furnish reasons.

3. Details of Courses under iGOT Karmayogi portal

No. of Courses completed on iGOT portal		
Name of the course	Duration of courses	Certificates attached (Yes/No)

Date:

Signature of the Officer

Part III - Appraisal

(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 disagreement and reasons therefore:

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- 2) Has the officer been reprimanded for indifferent work or for other cause during the period under report? If so, give brief particulars:

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- 3) Attitude towards SC and ST:

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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/work allotted as per subjects allotted			
2	Ability to apply the relevant Rules and Regulations correctly			
3	Capacity for examining cases thoroughly			
4	Quality of Noting and Drafting			
5	Promptness in disposal of work			
	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 towards work			
2	Regularity and punctuality in attendance			
3	Maintenance of discipline			
4	Communication skills			
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Capacity to work in team spirit			
9	Inter-personal relations			
	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 Rules/Regulations/Procedures in the area of function			
2	Strategic planning ability			
3	Decision making ability			
4	Ability to motivate and develop subordinates			
5	Co-ordination ability			
	Overall Grading on functional competency			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

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 – Remarks by Reviewing Officer

1) Do you agree with the assessment of the officer given by the Reporting Officer?

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

Signature of the Reviewing Officer

Name in Block letters:

Designation:

Date:

Part V – Countersign/Remarks by Accepting Officer

1) Do you agree with the assessment of the officer given by the Reporting and Reviewing Officer?

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

Signature of the Accepting Officer

Name in Block letters:

Designation:

Date: