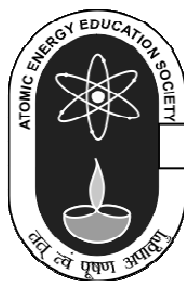


Proforma-I

ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department Of Atomic Energy, Govt. of India)
ANUSHAKTINAGAR, MUMBAI 400 094



ANNUAL PERFORMANCE ASSESSMENT REPORT (PRINCIPALS/VICE PRINCIPALS/HMs)

Name of Officer _____

EMPID _____

Designation _____

School/College _____

Report for the year _____

Report for the year _____

**Annual Performance Assessment Report of Principal/Vice Principal of
AECS/AEJC**

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section of the School / Jr. College)

1. Name of the Officer : _____

2. Date of Birth (DD//YYYY) ____/____/_____
(in words) _____

3. Educational qualification: _____

4. Category (Gen/SC/ST/OBC/PH):

5. Date of continuous appointment to the present grade Date _____
Grade _____

6. Present post and date of appointment thereto Post _____
Date _____

7. Period of absence from duty (on training leave etc.) during the year. If he/she has under gone training specify.

No. of Training days	
No. of Times Leave Availed	
Total EL Availed	
Total HPL Availed	
Total Commuted Leave Availed	
Total EOL Availed	
Total Dies non	
Total LND Availed	
Total Maternity Leave Availed	
Total Paternity Leave Availed	
Child Care Leave Availed	
Adoption leave availed	
EL Balance	

AAO(E) / Head of School

Name of the Officer _____
Report for the period ending _____

PART – 2

SELF ASSESSMENT

(To be filled in by the Officer reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Briefly specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (including board class and home examination results if applicable)

Targets/Objectives/Goals	Achievements

Name of the Officer _____
Report for the period ending _____

3. (A) Please state briefly, the shortfalls with reference to the targets / objectives / goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Place _____
Date _____

Name and Signature of the officer reported upon

Name of the Officer _____
Report for the period ending _____

PART-3

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)

(A) Assessment of work output (weightage to this section will be 40%)

Sl No	Attributes	Assessing Reporting Authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/ unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	40% weightage of overall average grading				

Name of the Officer _____
 Report for the period ending _____

(B) Assessment of personal attributes (weightage to this section will be 30%)

Sl No	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Grade by reviewing authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude of work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Leadership qualities				
vi)	Capacity to work in a team with team spirit				
vii)	Capacity to adhere to time schedule				
viii)	Inter personal relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on 'Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix/9)				
	30% weightage of overall average grading				

Name of the Officer _____
Report for the period ending _____

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

Sl No	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Grade by reviewing authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.				
ii)	Strategic planning ability				
iii)	Decision making ability				
iv)	Coordination ability				
v)	Ability to motivate and develop work culture among subordinates				
vi)	Initiative				
	Overall Average Grading on functional Attributes ⁷ (i+ii+iii+iv+v+vi/6)				
	30% weightage of overall average grading				

Name of the Officer _____
Report for the period ending _____

PART-4

GENERAL REMARKS OF THE REPORTING OFFICER

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 improving the effectiveness and capabilities of officer)

3. State of Health

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

5. Do you agree with the exceptional good work done by the officer as indicated at item 3 (B) in part 2. Yes/No

Name of the Officer _____
Report for the period ending _____

6. Pen Picture by Reporting Officer (in about in 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.

7. Overall numerical grading on the basis of weightage given in Part-3 (A+B+C) of the report

Signature of the Reporting Officer
Name in Block letter _____
Designation _____
During the period of Report _____

Place _____
Date _____

Name of the Officer _____
Report for the period ending _____

PART -5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

2. 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? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the 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.)

3. In case of disagreement including Pen-Picture please specify the reasons. Is there anything you wish to modify or add?

Name of the Officer _____
Report for the period ending _____

4. Overall numerical grading on the basis of weightage given in Part 3 (A+B+C) of the Report.

Signature of the Reviewing Officer

Name in Block letters _____

Designation _____

During the period of Report _____

Place _____

Date _____

Name of the Officer _____
Report for the period ending _____

Overall numerical grading on the basis of weightage given in Part 3 (A+B+C) of the Report.

Signature of the countersigning authority _____

Name in Block letter _____

Designation _____

During the period of Report _____

Place _____

Date _____

FORMAT - I

Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

Name :
Employee No :
CC No :
Designation :
Division :
Report for the period :
Overall grade awarded :
Specific Remarks (if any) :

(Signature of Communicating Authority)

Name in block letters _____

Designation _____

I, _____ (Name, Emp. No.,
C.C.No., Designation (Grade), Divn), hereby confirm that I have been
communicated the overall grading and the relevant remark for the year
_____ on _____ (Date) in respect of APAR.

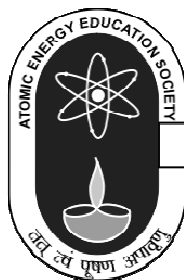
(Signature of the Officer Reported upon)

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and 8 short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”

Proforma-II

ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department Of Atomic Energy, Govt. of India)
ANUSHAKTINAGAR, MUMBAI 400 094



ANNUAL PERFORMANCE ASSESSMENT REPORT (TEACHING STAFF)

Name of Officer _____

EMPID _____

Designation _____

School/College _____

Report for the year _____

Report for the year _____

**Annual Performance Assessment Report of Teaching Staff of
AECS/AEJC**

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section of the School / Jr. College)

1. Name of the Officer : _____

2. Date of Birth (DD//YYYY) ____/____/_____
(in words) _____

3. Educational qualification: _____

4. Category (Gen/SC/ST/OBC/PH):

5. Date of continuous appointment to the present grade Date _____
Grade _____

6. Present post and date of appointment thereto Post _____
Date _____

7. Period of absence from duty (on training leave etc.) during the year. If he/she has under gone training specify.

No. of Training days	
No. of Times Leave Availed	
Total EL Availed	
Total HPL Availed	
Total Commuted Leave Availed	
Total EOL Availed	
Total Dies non	
Total LND Availed	
Total Maternity Leave Availed	
Total Paternity Leave Availed	
Child Care Leave Availed	
Adoption leave availed	
EL Balance	

AAO(E) / Head of School

Name of the Officer _____
Report for the period ending _____

PART – 2

SELF ASSESSMENT

(To be filled in by the Officer reported upon)
(Please read carefully the instructions before filling the entries)

1. Brief description of duties

2. Briefly specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (example Annual action plan for your AECS/AEJC)

Please note that your achievement against expectations will be vital parameter for appraisal. You are therefore, advised to respond, in unambiguous terms on the following.

- i) Targets committed by you at the commencement of the session vis-a-vis job description and expectations.
AND
Targets achieved at the year end.
- ii) The efforts made by you during the year in comparison to the efforts planned and milestones achieved.

Name of the Officer _____
 Report for the period ending _____

Areas for self-appraisal	Target/Objectives/ Goals for the current session	Achievements for the current session
Planning (Annual & Lesson) 1) Frequency & Quality 2) Syllabus completion		
(Teaching-Learning Process (TLP) : Sincerity in adhering to the planning, effectiveness, Remedial measures, use of ICT etc:-) 1) At school Based Examination 2) At Board Examination (Pass % & PI)		
Students' performance : Achievements of students at formative & Summative Assessment		
Assessment : Conduct of Formative & Summative Assessment, Question Paper, Frequency & Quality of evaluation, analysis of pupils performance, diagnosis and remediation etc.		
Reporting To Students, Parents, Subject Committee and Principal etc. Frequency, Quality and impact		
Organization of AECS/AEES Level activities including Club Activities, Role, Contribution and special achievement, if any		
Intra & Inter House Activities: Role & Contribution & special achievement, if any		
Committees : Role & Contribution & Special Achievement, if any.		
Any other area of contribution		

Name of the Officer _____
Report for the period ending _____

3. (A) Please state briefly, the shortfalls with reference to the targets / objectives / goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Place _____
Date _____

Name and Signature of the officer reported upon

Name of the Officer _____
Report for the period ending _____

PART-3

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)

(A) Assessment of work output (weightage to this section will be 40%)

Sl No	Attributes	Assessing Reporting Authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted as per subject allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/ unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	40% weightage of overall average grading				

Name of the Officer _____
 Report for the period ending _____

(B) Assessment of personal attributes (weightage to this section will be 30%)

Sl No	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Grade by reviewing authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude of work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Leadership qualities				
vi)	Capacity to work in a team with team spirit				
vii)	Capacity to adhere to time schedule				
viii)	Inter personal relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on 'Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix/9)				
	30% weightage of overall average grading				

Name of the Officer _____
 Report for the period ending _____

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

Sl No	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Grade by reviewing authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly.				
ii)	Strategic planning ability				
iii)	Decision making ability				
iv)	Coordination ability				
v)	Ability to motivate and develop work culture among subordinates				
vi)	Initiative				
	Overall Average Grading on functional Attributes' (i+ii+iii+iv+v+vi/6)				
	30% weightage of overall average grading				

Name of the Officer _____
Report for the period ending _____

PART-4

GENERAL REMARKS OF THE REPORTING OFFICER

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 improving the effectiveness and capabilities of officer)

3. State of Health

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

5. Do you agree with the exceptional good work done by the officer as indicated at item 3 (B) in part 2. Yes/No

Name of the Officer _____
Report for the period ending _____

6. Pen Picture by Reporting Officer (in about in 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.

7. Overall numerical grading on the basis of weightage given in Part-3 (A+B+C) of part 4 of the report

Signature of the Reporting Officer
Name in Block letter _____
Designation _____
During the period of Report _____

Place _____
Date _____

Name of the Officer _____
Report for the period ending _____

PART -5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

2. 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? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the 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.)

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

Name of the Officer _____
Report for the period ending _____

4. Overall numerical grading on the basis of weightage given in Part 3 (A+B+C) of the Report.

Signature of the Reviewing Officer

Name in Block letters _____

Designation _____

During the period of Report _____

Place _____

Date _____

Name of the Officer _____
Report for the period ending _____

Overall numerical grading on the basis of weightage given in Part 3 (A+B+C) of the Report.

Signature of the countersigning authority _____

Name in Block letter _____

Designation _____

During the period of Report _____

Place _____

Date _____

Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

Name :
Employee No :
CC No :
Designation :
Division :
Report for the period :
Overall grade awarded :
Specific Remarks (if any) :

(Signature of Communicating Authority)

Name in block letters _____
Designation _____

I, _____ (Name, Emp.
No., C.C.No., Designation (Grade), Divn), hereby confirm that I have been
communicated the overall grading and the relevant remark for the year
_____ on _____ (Date) in respect of APAR.

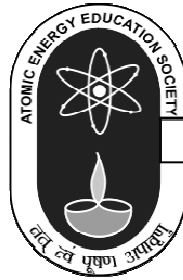
(Signature of the Officer Reported upon)

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and 8 short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”

Proforma-III

ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department Of Atomic Energy, Govt. of India)
ANUSHAKTINAGAR, MUMBAI - 400094



ANNUAL PERFORMANCE ASSESSMENT REPORT

Assistant/Assistant Accountant/Sr.Clerk/Data Processing Assistant

Name of Officer _____

Emp.ID _____

Designation _____

Office _____

Report for the year _____

Report for the year _____

Annual Performance Assessment Report of Assistant / Assistant Accountant / Sr.Clerk /Data Processing Assistant of AEES

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section of the School / Jr. College)

1. Name of the Officer : _____

2. Date of Birth (DD//YYYY) ____/____/_____
(in words) _____

3. Educational qualification: _____

4. Category (Gen/SC/ST/OBC/PH):

5. Date of continuous appointment to the present grade Date _____
Grade _____

6. Present post and date of appointment thereto Post _____
Date _____

7. Period of absence from duty (on training leave etc.) during the year. If he/she has under gone training specify.

No. of Training days	
No. of Times Leave Availed	
Total EL Availed	
Total HPL Availed	
Total Commuted Leave Availed	
Total EOL Availed	
Total Dies non	
Total LND Availed	
Total Maternity Leave Availed	
Total Paternity Leave Availed	
Child Care Leave Availed	
Adoption leave availed	
EL Balance	

AAO(E) / Head of School

PART-2

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each targets.

(Example Annual Action plan for your Division)

Targets/Objectives/Goals	Achievements

- 3.
- (A) Please state briefly, the shortfalls with reference to the targets/ objectives/ goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your Contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature of officer reported upon

PART-3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the instructions before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal attributes'			

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

	Reporting authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Knowledge of Rules/Regulation /Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

PART-4

General

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 further 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 (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

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

Signature of the Reporting Officer

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

PART-5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

--

2. Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A) (iv) and Part-4(5))

(In case you do not agree with any of the numeric assessments of attributes please record your assessments in the column provided for you in that section and

Yes	No
-----	----

initial your entries)

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

--

4. 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 sections.

--

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

Signature of the Reviewing Officer

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

Name :
Employee No. :
C.C.No. :
Designation :
Division :
Report for the period :
Overall grade awarded :
Specific Remarks (if any) :

(Signature of Communication Authority)

Name in Block letters: _____
Designation: _____

I, _____ (Name, Emp.ID, C.C.No., Designation (Grade), Divn.), hereby confirm that I have been communicated the overall grading and the relevant remark for the year _____ on _____ (Date) in respect of APAR.

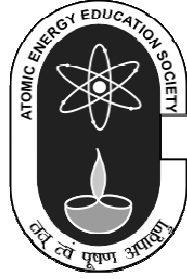
(Signature of the Officer Reported upon)

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and 8 short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”

Proforma - IV

ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department Of Atomic Energy, Govt. of India)
ANUSHAKTINAGAR, MUMBAI - 400094



ANNUAL PERFORMANCE ASSESSMENT REPORT

**UPPER DIVISION CLERK
(OR)
LOWER DIVISION CLERK
(OR)
STORE ATTENDANT**

Name of Officer _____

Emp.ID _____

Designation _____

School/College/Office _____

Report for the year _____

Report for the year/period ending _____

**Annual Performance Appraisal Report of UDC/LDC/STORE
ATTENDANT of School / Jr. College /AEES**

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section of the School / Jr. College)

1. Name of the Officer : _____
2. Date of Birth (DD//YYYY) ____/____/_____
(in words) _____
3. Educational qualification: _____
4. Category (Gen/SC/ST/OBC/PH): _____
5. Date of continuous appointment to the present grade Date _____
Grade _____
6. Present post and date of appointment thereto Post _____
Date _____
7. Period of absence from duty (on training leave etc.) during the year. If he/she has under gone training specify.

No. of Training days	
No. of Times Leave Aailed	
Total EL Aailed	
Total HPL Aailed	
Total Commuted Leave Aailed	
Total EOL Aailed	
Total Dies non	
Total LND Aailed	
Total Maternity Leave Aailed	
Total Paternity Leave Aailed	
Child Care Leave Aailed	
Adoption leave aailed	
EL Balance	

AAO(E) / Head of School

PART-2 - SELF APPRAISAL

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

2. 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)

Place:

Date:

Signature of the officer reported upon

PART 3 – ASSESSMENT BY THE REPORTING OFFICER

1. Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the instructions before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Grades by Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of work			
iii) Proficiency in typing (speed and accuracy)			
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on 'Work Output' (Total [i to iv] /4)			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Grades by Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			
v) Analytical ability			
vi) Ability to work in team			
vii) Ability to meet deadline			
viii) Inter personal relations			
Overall Grading on 'Personal Attributes' [Total (i to viii)/8]			

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

	Grades by Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Knowledge of Rules/ Regulations/Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer			
Overall Grading on 'Functional Competency' (Total [i to iv] /4)			

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 - GENERAL

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

Signature of the Reporting Officer

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

PART-5 REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

--

2. Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & part-4? (Ref: Part-3 and Part-4(5))

(In case you do not agree with any of the numeric assessments of attributes please record your assessments in the column provided for you in that section and initial your entries)

Yes	No
-----	----

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

--

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

--

5. 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 sections.

--

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

Signature of the Reviewing Officer

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

FORMAT - I

Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

Name :
Employee No. :
C.C.No. :
Designation :
Division :
Report for the period :
Overall grade awarded :
Specific Remarks (if any) :

(Signature of Communication Authority)

Name in Block letters: _____

Designation: _____

I, _____ (Name, Emp.ID, C.C.No., Designation (Grade), Divn.), hereby confirm that I have been communicated the overall grading and the relevant remark for the year _____ on _____ (Date) in respect of APAR.

(Signature of the Officer Reported upon)

INSTRUCTIONS

1. The Annual Performance Assessment Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting officer and Revising Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. 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.
3. 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 dissemble to the higher authorities.
4. If the reviewing officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in 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.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In case of an officer taking up a new post in course of the reporting year, such targets/goals shall be set at the time of assumption of new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.
7. 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.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraisee's performance during the period of report only.

10. Some post of the same rank may be more exacting than others. The degree of stress and strains 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. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, the reviewing authorities should rate the officer against the larger population of his/her peers that may be currently working under them.
- iii. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- iv. APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- v. APARs graded between 4 and 6, short of 6 will be rated as 'good' and given a score of 5.
- vi. APARs graded below 4 will be given a score of 'zero'.

Note

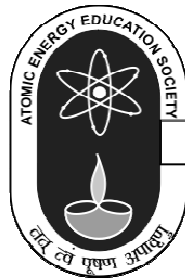
The following procedure should be followed in filling up the item relating to integrity:-

- i. If the officer's integrity is beyond doubt, it may be so stated.

- ii. If there is any doubt/suspicion, the item should left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow-up action the doubts/suspensions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts/suspensions are confirmed the fact should also be recorded and duly communicated to the officer's concerned.
 - (d) If, as a result of the follow-up action, the doubts/suspensions are neither cleared/nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

Proforma-V

ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department Of Atomic Energy, Govt. of India)
ANUSHAKTINAGAR, MUMBAI - 400094



ANNUAL PERFORMANCE ASSESSMENT REPORT

LABORATORY ASSISTANT

Name of Officer _____

Emp.ID _____

Designation _____

School/College/Office _____

Report for the year _____

Report for the year/period ending _____

Annual Performance Appraisal Report of laboratory assistant of School / Jr.Colleges

Report for the year / period ending _____

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section of the School / Jr. College)

1. Name of the Officer : _____
2. Date of Birth (DD//YYYY) ____/____/_____
(in words) _____
3. Educational qualification: _____
4. Category (Gen/SC/ST/OBC/PH): _____
5. Date of continuous appointment to the present grade Date _____
Grade _____
6. Present post and date of appointment thereto Post _____
Date _____
7. Dept. in which at present working : _____
8. Period of absence from duty (on training leave etc.) during the year. If he/she has under gone training specify.

No. of Training days	
No. of Times Leave Availed	
Total EL Availed	
Total HPL Availed	
Total Commuted Leave Availed	
Total EOL Availed	
Total Dies non	
Total LND Availed	
Total Maternity Leave Availed	
Total Paternity Leave Availed	
Child Care Leave Availed	
Adoption leave availed	
EL Balance	

Head of School

PART-2 - SELF APPRAISAL

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

2. 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)

Place:

Date:

Signature of the officer reported upon

PART 3 – ASSESSMENT BY THE REPORTING OFFICER

1. Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the instructions before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Grades by Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of work			
iii) Proficiency in typing (speed and accuracy)			
iv) Proficiency in work, namely maintenance laboratory materials / chemicals / equipment / gadgets / specimens and charts etc.			
Overall Grading on 'Work Output' (Total [i to iv] /4)			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Grades by Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			
v) Analytical ability			
vi) Ability to work in team			
vii) Ability to meet deadline			
viii) Inter personal relations			
ix) Punctuality & Regularity in attendance			
Overall Grading on 'Personal Attributes' [Total (i to ix)/9]			

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

	Grades by Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Knowledge of concerned subject / practical-tests/course of study/ procedures in the area of function and ability to apply them correctly/ popularity among students.			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer			
Overall Grading on 'Functional Competency' (Total [i to iv] /4)			

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 - General

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

Signature of the Reporting Officer

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

PART-5 REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

--

2. Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & part-4? (Ref: Part-3 and Part-4(5))

(In case you do not agree with any of the numeric assessments of attributes please record your assessments in the column provided for you in that section and initial your entries)

Yes	No
-----	----

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

--

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

--

5. 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 sections.

--

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

Signature of the Reviewing Officer

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

FORMAT - I

Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

Name :
Employee No. :
C.C.No. :
Designation :
Division :
Report for the period :
Overall grade awarded :
Specific Remarks (if any) :

(Signature of Communication Authority)

Name in Block letters: _____

Designation: _____

I, _____ (Name,
Emp.ID, C.C.No., Designation (Grade), Divn.), hereby confirm that I have
been communicated the overall grading and the relevant remark for the
year _____ on _____ (Date) in respect of APAR.

(Signature of the Officer Reported upon)

INSTRUCTIONS

1. The Annual Performance Assessment Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting officer and Revising Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. 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.
3. 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 dissemble to the higher authorities.
4. If the reviewing officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in 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.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In case of an officer taking up a new post in course of the reporting year, such targets/goals shall be set at the time of assumption of new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.
7. 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.

8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

9. Assessment should be confined to the appraisee's performance during the period of report only.

10. Some post of the same rank may be more exacting than others. The degree of stress and strains 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.

- ii. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- ii. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, the reviewing authorities should rate the officer against the larger population of his/her peers that may be currently working under them.
- iii. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- iv. APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- v. APARs graded between 4 and 6, short of 6 will be rated as 'good' and given a score of 5.
- vi. APARs graded below 4 will be given a score of 'zero'.

Note

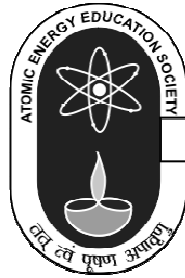
The following procedure should be followed in filling up the item relating to integrity:-

- ii. If the officer's integrity is beyond doubt, it may be so stated.

- ii. If there is any doubt/suspicion, the item should left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow-up action the doubts/suspensions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts/suspensions are confirmed the fact should also be recorded and duly communicated to the officer's concerned.
 - (d) If, as a result of the follow-up action, the doubts/suspensions are neither cleared/nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

Proforma-VI

ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department Of Atomic Energy, Govt. of India)
ANUSHAKTINAGAR, MUMBAI - 400094



ANNUAL PERFORMANCE ASSESSMENT REPORT

MULTI TASKING STAFF

Name of Officer _____

Emp.ID _____

Designation _____

School/College/Office _____

Report for the year _____

Report for the year _____

Annual Performance Assessment Report of Multi Tasking Staff of School /Jr. College/AEES

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section of the School / Jr. College)

1. Name of the Officer : _____

2. Date of Birth (DD//YYYY) ____/____/_____
(in words) _____

3. Educational qualification: _____

4. Category (Gen/SC/ST/OBC/PH):

5. Date of continuous appointment to the present grade Date _____
Grade _____

6. Present post and date of appointment thereto Post _____
Date _____

7. Period of absence from duty (on training leave etc.) during the year. If he/she has under gone training specify.

No. of Training days	
No. of Times Leave Availed	
Total EL Availed	
Total HPL Availed	
Total Commuted Leave Availed	
Total EOL Availed	
Total Dies non	
Total LND Availed	
Total Maternity Leave Availed	
Total Paternity Leave Availed	
Child Care Leave Availed	
Adoption leave availed	
EL Balance	

AAO(E) / Head of School

PART-2: SELF APPRAISAL

(To be filled in by the Officer reported upon)

Brief description of duties/work done by you during the year/period
from _____ to _____

Place:

Date:

Signature of the officer reported upon

PART-3: ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the instructions before filling the entries)

1. Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 0-10, where 0 refers to the lowest grade and 10 to the highest. The reporting officer shall award overall numerical grading for 'Assessment of work' mentioned below.

Assessment of work

X	X applies 10	Tendency to X 8	Normal 6	Tendency to Y 4	Y applies 0	Y
(i) Quality of work and productivity						
Excellent quality of work & highly productive						Poor quality of work and very low product output
(ii) Reliability						
Thoroughly reliable						Unreliable
(iii) Attendance and punctuality						
Very regular and punctual						Highly irregular
(iv) Behaviour						
Well behaved						Improper behaviour
(v) Amenability to discipline						
Highly disciplined						Not amenable to discipline
(vi) Inter personal relations						
Co-operative and cordial						Uncooperative & quarrelsome
(vii) Sense of responsibility						
Highly responsible						Most irresponsible
(viii) Technical knowledge of work						
Exceptionally thorough and update technical knowledge						Restricted or superficial knowledge

Contd...

X	X applies 10	Tendency to X 8	Normal 6	Tendency to Y 4	Y applies 0	Y
(ix) Adaptability for different work assignments						
Enthusiastic and highly adaptive to different types of works						Cannot handle different types of works
(x) Attitude to Safety						
Observance of Safety Rules Meticulously						Negligent towards Safety
Overall Grading [Total (i to x)/10]						

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

3. State of health

4. Integrity (please comment on the integrity of the official)

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

6. Overall numerical grading on the basis of Assessment of Work

7. Based on the above numerical grading, the overall grading of the official, as per assessment is

A1 A2 A3 B+ B C D

Signature of the Reporting Officer

Place: Name in Block letters: _____

Date: Designation: _____

During the period of Report: _____

PART-4 : REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part III? [Ref: Part III (5)]

(In case you do not agree with any of the numeric assessments of attributes please record your assessments in the column provided initial your entries)

Yes	No
-----	----

3. In case of disagreement, please record your remarks

4. Is the attitude of the Reporting Officer fair in assessing the performance of SC/ST officer?

5. Overall numerical grading on the basis of assessment work

6. Depending upon overall numerical grading, assessment of the official's overall worth in this particular grade irrespective of age. (Please initial and put a ring around the appropriate mark below and strike out whatever is not applicable).

- A1 Outstanding
- A2 Tending to Outstanding
- A3 Very Good
- B+ Good
- B Average
- C Poor
- D Unfit

Signature of the Reviewing Officer/Head of the Section

Name in Block Letters: _____

Designation: _____

During the period of Report: _____

Place: _____

Date: _____

FORMAT - I

Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

Name :
Employee No. :
C.C.No. :
Designation :
Division :
Report for the period :
Overall grade awarded :
Specific Remarks (if any) :

(Signature of Communication Authority)

Name in Block letters: _____

Designation: _____

I, _____ (Name, Emp.ID, C.C.No., Designation (Grade), Divn.), hereby confirm that I have been communicated the overall grading and the relevant remark for the year _____ on _____ (Date) in respect of APAR.

(Signature of the Officer Reported upon)

Guidelines / Notes for filling up the Annual Performance Assessment Report (APAR)

1. The Annual Performance Assessment Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting officer and Revising Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. 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.
3. 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.
4. If the reviewing officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 3 of Part IV. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in 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.
6. 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.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

8. Assessment should be confined to the appraisee's performance during the period of report only.

9. Some post of the same rank may be more exacting than others. The degree of stress and strains 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.

10. Guidelines regarding filling up of APAR with numerical grading.

(i) The following table shows the Gradings (G) and required Cumulative Points (p) for that grading.

Grading (G)	Nomenclature	Cumulative points (P)
A1	Outstanding	$10 \geq P \geq 9$
A2	Tending to outstanding	$9 > P \geq 8$
A3	Very Good	$8 > P \geq 7$
B+	Good	$7 > P \geq 6$
B	Average	$6 > P \geq 5$
C	Poor	$5 > P \geq 4$
D	Unfit	$P < 4$

(ii) It is expected that any grading less than 4 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of <4 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should rate the official against a larger population of his/her peers that may be currently working under them.

NOTE:

The following procedure should be followed in filling up the item relation to integrity.

(i) If the official's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt of suspicion, the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has

Not watched the official's work for sufficient time to form a definite judgment or that he has heard nothing against the official, as the case may be.

(b) If, as a result of the follow-up action the doubts or suspicions are cleared, the official's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the official concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the official's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.