ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – PSO/SPPS/PPS/PS/PA/Steno)

MINISTRY / MISSION / POST.....

NAME OF STATION.....

I do hereby submit my duly filled APAR for the period …….. to …….……., to my Reporting Officer, Shri/Smt……...……., (Name and Designation at the time of reporting), for his/her kind perusal.

* [***In case of partial period (submitted earlier):*** I would like to confirm that for the period …… to …….. I have submitted my APAR to Shri / Smt …….. (Name and Designation at the time of reporting) on …….. and informed APAR Section.]

* [***In case of partial period (not submitted):*** I would like to confirm that for the period …… to …….. I have not submitted my APAR for the following reasons ….. …….……]

2. I do also hereby confirm that there was no **no-report-period** during the reporting period 2016-17.

* [***In case of no-report-period***: The period from …….……...to……. may be considered as no-report-period because …… …….…..……...…..… …….[reasons for declaring the period as NRP]. *Necessary office order in this regard is enclosed.*]

(name)
Designation
date:

RO (name),
designation (current)

Separate copy: SO, APAR Section [Separate copy of this page is being sent by email (scanned copy – aparsection@mea.gov.in) to SO, APAR Section, MEA for record. Non submission of this page to APAR Section will be treated as non submission of APAR by the ORU]

[* please delete if the statement is not relevant]

Restricted
(when filled)
PART - I

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – PSO/SPPS/PPS/PS/PA/Steno)

Name of the Officer: _____
Current deployment: _____

Whether this APAR covers entire period of 12 months i.e. April 2016 to March 2017

- ***If yes,***

Name & Designation of RO	Date of submission to RO

- ***If no,*** details of APAR for partial year is as follows:

Sr. No	From (date) (DD/MM/YY)	To (date) (DD/MM/YY)	Name of RO (Name/designation/ station)
1			
2			
3			

- ***Whether any particular period is to be declared as <u>no-report period</u>* during CFY 2016-17***

Sr. No.	From (date) (DD/MM/YY)	To (date) (DD/MM/YY)	Reasons (with proof) for declaring the period as non-report period
1			
2			

*[***** Decision of any period as No-Report Period will be done by APAR Section, as per extent rules and regulations in this regard. Please ensure that no-report certificate is received from APAR Section to formalise the same.]*

<u>UNDERTAKING</u>

It is to certify that the details given above are correct. If there is any discrepancy, APAR Section may decide on the matter and inform me accordingly.

Signature _____
Name & Designation _____
Date _____

PART -II

MINISTRY/MISSION/POST.....
NAME OF STATION.....
Reporting Period: ..... (DD/MM/YYYY) to ..... (DD/MM/YYYY)

(To be filled in by the Officer Reported Upon)

1. Name of Officer …….

2. Date of Birth (DD/MM/YYYY) :

3. Date of continuous appointment to the present grade: Date ……
Grade……

4. Present post and date of appointment thereto: Post…….. Date……

5. Period of absence from duty (on training, leave etc.) during the year:

6. (a) Educational Qualifications:

(b) Qualifications in Hindi:

(c) Knowledge of foreign languages and level of competence: (Beginner/Limited/Fluent)

(d) Can the officer make effective use of computer:

(e) list of approved course of training/study including refresher Course and departmental examinations passed (with dates)

7. Details of family members: Name Relationship Age

PART-3: SELF ASSESSMENT
(To be filled in by the Officer reported upon)

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 target. (Example: Annual Action Plan for your Division)

Targets/ Objectives/ Goals	Achievements
1 2 3 4 5 6 7 8 9 10	

1. (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.

3. 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.

Signature of the Officer reported upon
Name:
designation:
Place:
Date:

PART-4
(To be filled in by the Reporting Officer)

1. Numerical grading is to be awarded by Reporting Officer which should be on a scale of 1-10, where 1 refers to the lowest Grade and 10 to the highest.

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

	Score given by Reporting Officer
i)Quality of work	
ii) Trustworthiness in handling secret and top secret matters and papers	
iii) Maintenance of engagement diary and timely submission of necessary papers for meeting, interviews, etc.	
iv) Accomplishment of exceptional work/ unforeseen tasks performed	
Overall Grading on 'Work Output' **[Total (i to iv)/4]**	

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

	Score given by Reporting Officer
i) Attitude to work	
ii) Sense of responsibility	
Iii)Maintenance of discipline	
iv) Communication skills	
v) Leadership qualities	
vi) Capacity to work in team-sprit	
vii) Capacity to adhere to time-schedule	
viii) Regularity and Punctuality in attendance	
ix) Inter-personal relations	
x) Intelligence, keenness and industry	
Overall Grading on 'Personal Attributes' **[Total (I to x)/10]**	

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

	Score given by Reporting Officer
i)Knowledge of rules/Regulations/ Procedures in the area of function and ability to apply them correctly	
ii) Ability to draft notes, letters, minutes, briefs and ability to prepare summary, etc.	
iii) Decision making ability	
iv) Coordination ability	
v) Ability to motivate and develop subordinates	
vi) Initiative	
vii) Effective liaison, and tact in dealing with telephone calls & visitor	
Overall Grading on 'Functional Competency' [Total (i to vii)/7]	

Total score (out of 10) = [40 * A/100] + [30 * B/100] + [30 * C/100] =

PART-5: GENERAL

(To be filled in by the Reporting Officer)

1. Relations with the public/ local Indians in case of Officer posted abroad (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. General appearance (Please comment on the Officer's neatness in appearance)

5. Integrity (Please comment on the integrity of the officer. If the officer's integrity is beyond doubt, it may be so stated.)

6. Sociability: (Please comment on his/her friendliness and hospitality, particularly in the Mission.)

7. Adaptability

(a) Please comment on the extent to which officer and his/her family have been able to adapt to life abroad while preserving their Indian Identity.

(b) Is he/she more suitable for work at Headquarters or abroad?

(b) Does the officer consume alcoholic drinks? If so, is he temperate?

8. Extra-curricular activities: (Does the officer and/or his/her family have a talent or participate in games etc and Indian cultural activities?

9. 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.

10. Illustrate specific reasons why above benchmark grading (i.e., above **Very Good** overall grading) has been given to ORU (in about 100 words) (namely, personality, institution building, ability to work under constraints, ability to anticipate, team building, establishing and maintaining contact, attitude to work, work planning ability, sense of responsibility, etc):

11. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-4 of the Report.

Numerical score:
Overall grading: Outstanding / Very Good / Good / Average

(Signature of the Reporting Officer)
Name:
Designation during the time of the Report:
Date:
Current Designation:
Current Station:

Instructions

Guidelines regarding filing up of APAR with numerical Grading

1. The Annual Performance Appraisal 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 and the Reporting Officer should, therefore, undertake the duty of filing out the form with a high sense of responsibility.

2. General instructions w.r.t to APARs is given in the circular message no Q/APAR/587/1/2017 dated April 5, 2017.

3. 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.

4. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

5. 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. It is expected that any Grading of 1 or 2 (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 & 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.

9. For purpose of calculating average scores for empanelment/promotion, the following grades will be considered.

APARs graded	Grading	Score to be considered
Between 8 and 10	Outstanding	10
Between 6 and 7.9	Very Good	8
Between 4 and 5.9	Good	6
Below 3.9	Average	0

Note:

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

1. If there is any doubt of suspicion, the items should be left blank and action taken as under:

2. 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 officers' work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

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

4. If the doubts or suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.

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

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