

DELHI POLLUTION CONTROL COMMITTEE

Annul Performance Appraisal Reports

(Applicable for officers of the level of Personal Assistant/Stenographer)

Annual Performance Appraisal Report for the period from _____ to _____

Section I – Basic Information

[To be filled in by the Administration Division (Personnel)]

1. Name of the officer reported upon (in block letters):

2. Present post:/Grade:

3. Pay Band and Grade Pay:

Pay Band	Grade Pay	Basic Pay	Grade Pay

4. Date of Birth:

5. Date of appointment to the present post/grade:

6. Whether the officer belongs to Scheduled Caste/Scheduled Tribe?

7. Qualifications (Academic/ Professional/ Technical)

8. Division is which working and the duration:

Division	Duration	
	From	To

9. Reporting Authorities:

	Name & Designation	Period worked
Reporting Authority		

10. Period of absence from duty:

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

11. Date of filing the property return for the year ending December:

Date:

Signature on behalf of _____

Admn(Personnel)

Section II – Self Appraisal

1. Brief description of duties:

(Brief resume of the work done by you during the year/period from 01.04.2015 to 31.03.2016 in about 100 words)

2. Please also indicate items in which there have been significantly higher achievements and your contribution thereto (within 100 words):

3. Please state, briefly, the shortfalls in your input and reasons therefor, if any.

4. Training Programmes attended:

Date from	Date to	Institute	Level of participation	Subject

5. Declaration:

Have you filed your immovable property return, as due? If yes, please mention date.	Yes/No	Date
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Signature of officer reported upon _____

Date:

Section III - Appraisal

1. State of Health:

2. Please state whether you agree with the statement made in Section II. If not, the extent of disagreement and reasons thereof.

3. Please comment on the claim (if made) of higher achievements by the officer reported upon.

4. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

5. Training: Please give recommendations for training with a view to effectiveness and capabilities of the officer.

6. Assessment of work output: (Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%).

Indicators	Grading
i. Quality of work	
ii. Level of professional skill	
iii. Trustworthiness in handling secret and top secret matters and papers	
iv. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
Overall Grading on 'Work Output'	

7. Assessment of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%).

Indicators	Grading
i. Attitude to work	
li Intelligence, keenness	
lii Maintenance of discipline	
Iv Sense of responsibility	
V Communication skills	
vi Ability to work in a team	
vii. Ability to meet deadlines	
viii. Regularity and punctuality in attendance	
Overall Grading on Personal Attributes	

8. Assessment of Functional Competency (on a scale of 1-10. Weightage to this Section will be 30%).

Indicators	Grading
i. Proficiency and accuracy in Stenographic work	
ii. Inter-personal relations	
iii. Coordination ability	
iv. Effective liaison, Initiative and tact in dealing with telephone calls and visitor	
Overall Grading on 'Functional competency'	

9. Integrity: Please comment on the integrity of the officer:

10. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards Weaker Sections.

11. Overall grade (on a score of 1-10):

Signature of Reporting Authority _____

Date:

General guidelines for filling up the APAR form

1. Introduction

1.1. The Annual Performance Appraisal Report (APAR) is an important document, which provides the basic and vital inputs for further development of an officer. The officer reported upon and the Reporting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 APAR should be used as a tool for career planning and training, rather than a mere judgmental exercise. The objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

2. Section-I

2.1. This Section should be filled up in the Administration Division (Personnel). Period of report could be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2009-2010. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2009 – 31st March 2010.

2.2. In the table relating to reporting authorities the name and designation of the reporting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

2.3 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Date of filing of property returns should be mentioned in the table for the purpose.

3. Section-II

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2. Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate items in which he/she thinks to have made higher achievements during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency would certainly be an exceptional contribution.

4. Section-III

4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she is in agreement with the higher achievements as mentioned by the officer reported upon.

4.2 This Section then requires the reporting authority to comment on the skill upgradation needs of the officer.

4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the work output, personal attributes and functional competencies.

4.4 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

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

(ii) If there is any doubt or suspicion, the column 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 APAR 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/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) 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 Annual Performance Assessment Reports.

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

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

4.5 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made in earlier part of this section.

4.7 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Numerical Grades:

5.1. At several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. 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 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, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

5.2. 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.

5.3. APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.

5.4. APARs graded between 4 and short of 6 will be rated as 'good' and given a score of 5.

5.5. APARs graded below 4 will be given a score of zero.

6. Weightage & Mean:

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

7. Disclosure:

7.1 The APAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalised.

7.2. Representation: The officer reported upon may have the option to give his comments on the APAR. Such comments may be restricted to the specific factual observations contained in the APAR leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting Authority would have the option to accept them and modify the APAR accordingly. If the comments are not accepted, the views of the Reporting Authority would be communicated with reasons to the officer reported upon.

8. Representation against the adverse remarks:

8.1 The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting authority and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.

8.2. The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decisions of the competent authority by the concerned Section.

9. Schedule for completion of APARs:

9.1 The following schedule should be strictly followed: -

Reporting Year – Financial Year

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned	31 st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by the officer	15 th April

	reported upon	
3.	Completion of report by Reporting Officer and submission to Administrative Officer (P)	30 th June
4.	Disclosure to the officer reported upon	31 st July
5.	Receipt of representation, if any, on the APAR by the officer reported upon	1 st September
6.	Forwarding of representation to the competent authority	15 days from the date of receipt of communication
7.	Disposal of representation by the competent authority	21 st September
8.	Communication of the decision of the competent authority on the representation by the AO (Pers) Division to the officer reported upon.	Within one month from the date of receipt of representation
9.	End of entire APAR process, after which the Reports will be finally taken on record	15 th November

9.2. If the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon. In the month of October, A.O.(P) Section shall bring to the notice of the CCB names of those Reporting Officers who have failed to initiate the APARs even by 30th June. The CCB may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.

9.3. In case the Reporting Officer had forfeited his right to enter any remarks, the APAR format with the self appraisal given by the Officer to be reported upon will be placed in his APAR Dossier.