F.No.1-132/APAR/2009/DES / 1139

अण्डमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

आर्थिक एवं सांख्यिकी निर्देशालय

DIRECTORATE OF ECONOMICS & STATISTICS

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Port Blair, dated the 6th Nov,2009

CIRCULAR

Sub:- Preparation and Maintenance of Annual Performance Assessment Reports (APAR).

The Department of Personnel & Training vide O.M No.21011/1/2005-Estt(A) (Pt-II) dated 23.7.2009 has issued the decisions of the government regarding maintenance and preparation of Annual Performance Appraisal Reports of the Govt. Servants from the reporting year 2009-10 onwards. Accordingly from the reporting year 2009-10, there will be Annual Performance Assessment Report, instead of Annual Confidential Report, with numerical grading for work output, personnel attributes and functional competency both by the reporting and reviewing officer. The full APAR after it is completed by the reporting and reviewing officer will be communicated to the concerned officer for making any representations against the entries and the final grading within 15 days from the date of receipt of the APAR. The DoPT has further requested to modify the form by making suitable changes as per the decisions conveyed in the said OM.

In the light of these decisions, the existing ACR format has been reviewed. For writing the APARs of Gazetted and Non-Gazetted officers of Statistical cadre in the Administration and making the report more consultative and transparent, two forms have been devised, and the same have been approved by the competent authority. A copy of these forms is enclosed for adoption in writing the APARs of Statistical personnel posted in the Departments/Offices from the reporting year 2009-10.

All Departments are therefore requested to distribute these forms to the concerned statistical staff by 31.3.2010, after filling section I of the form, with the direction to submit self appraisal to their reporting officer by 15.4.2010. The report after completion by the Reporting/Reviewing officer may be sent to this Directorate by 31.7.2010. Reporting will be done by the immediate officers under whom they are posted and will be reviewed by the immediate superior officer to the reporting officer. The contents of this circular may also be brought to the notice of all statistical personnel working in your department.

6.11.09

(Sasikala Viswanathan)
Director of Economics & Statistics.

To

All Heads of Departments/Offices,
A&N Administration,
Port Blair.

Copy to:-

1. All Commissioners/Secretaries.
2. Assistant Secretary, Confidential Cell.
3. SIO, NIC for placing the circular on the Administration's website.
4. Establishment Section, Confidential Cell, DES, Port Blair.
5. Guard File.

ANNUAL PERFORMANCE ASSESSMENT REPORT
ANDAMAN & NICOBAR ADMINISTRATION

(For writing APARs of all Group 'B' Gazetted and Group 'A' Officers of Statistical cadre)

Performance Assessment Report for the period from .....

Section I – Basic Information

(To be filled in by the Administration Division/Personnel Section of the concerned Department)

1. Name of the Officer reported upon :

2. Whether the officer belongs to scheduled Caste/Scheduled Tribe :

3. Date of Birth :

4. Date of entry into service :

5. Present Grade :

6. Present Post :

7. Date of Appointment to Present Post :

8. Reporting and Reviewing Authorities :

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

9. Period of absence on leave etc. :

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

10. Training programs attended :

Date from	Date to	Institute	Subject

11. Awards/Honours/Certificates, if any :

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

Date:

Signature on behalf of .....
Admn/Personnel Section of the Department.

Section II – Self Appraisal
(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Brief description of duties:
(Please specify the objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual work plan and achievement: (in quantitative or other terms)

Tasks to be performed (Mention eight to ten items of work)	(Targets/Objectives/Goals)	Actual Achievement

3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words):

4. What are the factors that hindered your performance and the constraints in achieving the target?

5. Have you filed your immovable property return, as due, if yes, please mention date. :

6. Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority? :

Signature of officer reported upon

Date:

Section III – (TO BE FILLED IN BY THE REPORTING OFFICER)
(Please read carefully the instructions given at the end of the form before filling)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section I. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

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

4. **Assessment of work output (This assessment should rate the officer vis-à-vis his peers 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%).**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work/work allotted			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
	Overall Grading on 'Work Output'			

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

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to Work			
ii.	Sense of responsibility			
iii.	Analytical ability			
iv.	Maintenance of discipline			
v.	Communication skill			
vi.	Leadership Qualities			
vii.	Capacity to work in team spirit			
viii.	Capacity to work in time limit			
ix.	Interpersonal relations			
	Overall Grading on Personal Attitudes			

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

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of Rules/Regulations/procedures/Application methods 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			
	Overall Grading on Functional competency.			

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

8. 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.

9. Recommendation relating to domain assignment :

10. State of Health :

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

Signature of Reporting Authority

Date:.....

Section IV (TO BE FILLED IN BY THE REVIEWING OFFICER)

1. Do you agree with the assessment made by the reporting officer with respect to the work output Personnel attitudes, functional competency and the various remarks in section III?

Yes	No

2. In case of difference of opinion with any of the numerical assessment of attributes. Please give details and reasons for the same.

3. Pen picture by Reviewing 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.

4. Recommendation relating to domain assignment:

5. Overall grade (on a scale of 1-10) :

Signature of Reviewing Authority

Date:.....

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 the Reviewing Officer should therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Annual Performance Assessment through Reports should be used as a tool for human resource development 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 mot 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. Numerical gradings are to be awarded by reporting and reviewing authority for the quality of output, personnel attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, when refers to the lowest grade and to the highest. The guidelines given below shall be kept in mind while awarding numerical gradings.

5. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output and 30% each for assessment of personal attributes and functional competency.

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

7. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be born in mind during assessment and should be commented upon appropriately.

Guidelines regarding filling up of APAR with numerical grading

1. 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 and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

2. APARs graded between 8 and 10 will be read as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

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

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

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

ANNUAL PERFORMANCE ASSESSMENT REPORT
ANDAMAN & NICOBAR ADMINISTRATION

(For writing APARs of all Group 'B' Non-Gazetted and Group 'C' Officers of Statistical cadre)

Performance Assessment Report for the period from .....

Section I – Basic Information

(To be filled in by the Administration Division/Personnel Section of the concerned Department)

1. Name of the Officer reported upon :

2. Whether the officer belongs to scheduled Caste/Scheduled Tribe :

3. Date of Birth :

4. Date of entry into service :

5. Present Grade :

6. Present Post :

7. Date of Appointment to Present Post :

8. Reporting and Reviewing Authorities :

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

9. Period of absence on leave etc. :

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

10. Training programs attended :

Date from	Date to	Institute	Subject

11. Awards/Honours/Certificates, if any :

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

Date:

Signature on behalf of .....
Admn/Personnel Section of the Department.

Section II – Self Appraisal
(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Brief description of duties:
(Please specify the objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual work plan and achievement: (in quantitative or other terms)

Tasks to be performed (Mention eight to ten items of work)	(Targets/Objectives/Goals)	Actual Achievement

3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words):

4. What are the factors that hindered your performance and the constraints in achieving the target?

5. Have you filed your immovable property return, as due, if yes, please mention date. :

:

Signature of officer reported upon

Date:

Section III – (TO BE FILLED IN BY THE REPORTING OFFICER)
(Please read carefully the instructions given at the end of the form before filling)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section I. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

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

4. **Assessment of work output (This assessment should rate the officer vis-à-vis his peers 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%).**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work/work allotted			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
	Overall Grading on 'Work Output'			

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

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to Work			
ii.	Sense of responsibility			
iii.	Analytical ability			
iv.	Punctuality and Maintenance of discipline			
v.	Communication skill			
vi.	Leadership Qualities			
vii.	Capacity to work in team spirit			
viii.	Capacity to work in time limit			
ix.	Interpersonal relations			
	Overall Grading on Personal Attitudes			

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

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of Rules/Regulations/procedures/Application methods 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			
	Overall Grading on Functional competency.			

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

8. 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.

Section IV (TO BE FILLED IN BY THE REVIEWING OFFICER)

1. Do you agree with the assessment made by the reporting officer with respect to the work output Personnel attitudes, functional competency and the various remarks in section III?

Yes	No

2. In case of difference of opinion with any of the numerical assessment of attributes. Please give details and reasons for the same.

3. Pen picture by Reviewing 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.

4. Recommendation relating to domain assignment:

5. Overall grade (on a scale of 1-10) :

Signature of Reviewing Authority

Date:.....

9. Recommendation relating to domain assignment :

10. State of Health :

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

Signature of Reporting Authority

Date:.....

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 the Reviewing Officer should therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Annual Performance Assessment through Reports should be used as a tool for human resource development 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 columns in the APAR 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. Numerical gradings are to be awarded by reporting and reviewing authority for the quality of output, personnel attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where refers to the lowest grade and 10 to the highest. The guidelines given at Annexure I shall be kept in mind while awarding numerical gradings.

5. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

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

7. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be born in mind during assessment and should be commented upon appropriately.

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

1. 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 and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

2. APARs graded between 8 and 10 will be read as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

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

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

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