

वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन

प्रशासनिक अधिकारी/ वित्त अधिकारी/ प्रचार अधिकारी/साँख्यकीय अधिकारी/
सहायक विपणन अधिकारी/ सहायक प्रशासनिक अधिकारी/
सहायक पुस्तकालय एवं सूचना अधिकारी/ फार्म प्रबंधक के लिए

ANNUAL PERFORMANCE APPRAISAL REPORT FOR

**ADMINISTRATIVE OFFICER/ FINANCE OFFICER/ PUBLICITY OFFICER/
STATISTICAL OFFICER/ ASSISTANT MARKETING OFFICER/
ASSISTANT ADMINISTRATIVE OFFICER/
ASSISTANT LIBRARY AND INFORMATION OFFICER/ FARM MANAGER**



नारियल विकास बोर्ड

(कृषि मंत्रालय, भारत सरकार), केरा भवन, कोची - 682 011, भारत

COCONUT DEVELOPMENT BOARD

(Ministry of Agriculture, Government of India)
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अधिकारी का नाम Name of the Officer.....

समाप्ति वर्ष/अवधि का प्रतिवेदन Report for the year/period ending

ANNUAL PERFORMANCE APPRAISAL REPORT OF

ADMINISTRATIVE OFFICER/ FINANCE OFFICER/ PUBLICITY OFFICER/ STATISTICAL OFFICER/ ASSISTANT MARKETING OFFICER/ ASSISTANT ADMINISTRATIVE OFFICER/ ASSISTANT LIBRARY AND INFORMATION OFFICER/ FARM MANAGER

Report for the year / Period ending

PERSONAL DATA

PART – 1 A

(To be filled by the Administration Section)

1. Name of the Officer :
2. Date of Birth(DD/MM/YYYY) :
(In words) :
3. Date of entry in Coconut Development Board :
4. Date of continuous appointment to the present grade :
5. Present post and date of appointment thereto :Post
Date
6. Period of absence from duty (on training, leave etc) during the year. If he/she has undergone training, specify :

PART – 1 B

1. Name and designation of the Reporting Officer:
2. Name and designation of the Reviewing Officer:

PART – 2

(SELF APPRAISAL)

(To be filled by the Officer reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief description of duties.

2. Please specify the 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 and your contribution thereto. (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. (To be filled if applicable)

Place:.....

Date:

Signature of the Officer reported upon

PART – 3 (ASSESSMENT BY THE REPORTING OFFICER)

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 guidelines 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)	Initials of Reviewing Authority
1	Accomplishment of planned work/ work allotted as per subjects allotted			
2	Quality of out put			
3	Analytical ability			
4	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)	Initials of Reviewing Authority
1	Attitude to work			
2	Sense of Responsibility			
3	Maintenance of Discipline			
4	Communication skills			
5	Leadership qualities			
6	Capacity to work in team spirit			
7	Capacity to adhere to time-schedule			
8	Inter-personal relations			
9	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)	Initials of Reviewing Authority
1	Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly			
2	Strategic planning ability			
3	Decision making ability			
4	Coordination ability			
5	Ability to motivate and develop subordinates			
6	Initiative			
	Overall Grading on 'Functional Competency'			

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 few 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 strengths , 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 REMARKS OF THE REVIEWING OFFICER:

1. Length of service under the Reviewing Officer

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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 & 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)]

(Incase you do not agree with any of the numerical assessments to the attributes please record your assessment on the column provided for you in that section and initial your entries.)

Yes	No
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3 In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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- 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:.....

Place.....

Date:

Designation:.....

During the period of Report

TIME SCHEDULE FOR PREPARATION/ COMPLETION OF ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

SI No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March (This may be complete even a week earlier)
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April
3	Submission of report by reporting officer to reviewing officer	30 th June
4	Report to be completed by Reviewing Officer and to be sent to the Secretary, Coconut Development Board, Kera Bhavan, Kochi-11.	31 st July
5	Appraisal by accepting authority, wherever provided	31 st August
6	a. Disclosure to the officer reported upon where there is no accepting authority	01 st September
	b. Disclosure to the officer reported upon where there is accepting authority	15 th September
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority	
	a. Where there no accepting authority for APAR	21 st September
	b. Where there is accepting authority for APAR	06 th October
9	Disposal of representation by competent authority	Within one month from the date of receipt of representation.
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11	End of entire process, after which the APAR will be finally taken on record	30 th November

Guidelines regarding filling up of APAR with numerical grading

1. The Annual Performance Assessment Report is an important documents, it provides the basic and vital inputs for assessing the performance of an official and for his/ her further advancement in his/ her career. The official 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. Reporting Officer should realize that the objective is to develop an official 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 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 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 change. The tasks/ targets set should clearly be known and understood by the both the officers concerned.
7. Although performance assessment 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 endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his / her performance, conduct, behaviors and potential.
9. Assessment should be confined to the appraiser'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 assessment 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 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 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.
 - (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 / officials 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 officer/ official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer/ official, as the case may be.
 - (b) If, as a result of follow-up action the doubts or suspicions are cleared, the officer's / 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 officer concerned.
 - (d) 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 further period and thereafter action taken as indicated at (b) and (c) above.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)