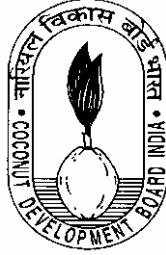


# वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन

अध्यक्ष के निजी सचिव / आशुलिपिक ग्रेड- I एवं II /  
कनिष्ठ आशुलिपिक के लिए

## ANNUAL PERFORMANCE APPRAISAL REPORT FOR PS TO CHAIRMAN/STENOGRAPHER GR. I & II/ JUNIOR STENOGRAPHER



### नारियल विकास बोर्ड

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

### COCONUT DEVELOPMENT BOARD

(Ministry of Agriculture, Government of India)

Kera Bhavan, SRVHS Road, Kochi - 682 011, India

Email: [cdbkochi@gmail.com](mailto:cdbkochi@gmail.com), Web: [www.coconutboard.nic.in](http://www.coconutboard.nic.in)

अधिकारी का नाम Name of the Officer.....

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

# ANNUAL PERFORMANCE APPRAISAL REPORT OF

## PS TO CHAIRMAN/ STENOGRAPHER GR. I & II/ JUNIOR STENOGRAPHER

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. Name of the officer with designation with whom attached during the period under report :
7. Period of absence from duty (on training, leave etc) during the year. If he/she has undergone training, specify :

**PART – 2**

**(SELF APPRAISAL)**

(To be filled by the Officer reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief resume of work done by you during the year/ period from ..... To ..... (The resume to be furnished should be limited to 100 words)

2. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

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

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

Place:.....

Date:.....

Signature of the Officer Reported Upon

**PART – 3**

**APPRAISAL**

1. Does the Reporting agree with the statement made in part 2 ? If not, the extent of disagreement and reasons thereof.

--

2. Numerical grading is to be awarded for each of the attribute by the reporting 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 filing the entries)

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

		Grading
1	Quality of work	
2	Level of professional skill	
3	Trust worthiness in handling secret and top secret matters and papers	
4	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.	
	<b>Overall Grading on "Work Output" (Total of 1 to 4/4)</b>	

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

		Grading
1	Attitude to work	
2	Intelligence, keenness	
3	Maintenance of Discipline	
4	Sense of responsibility	
5	Communication skills	
6	Ability to work in team	
7	Ability to meet deadline	
8	Regularity and Punctuality in attendance	
	<b>Overall Grading on "Personal Attributes" (Total of 1 to 8/8)</b>	

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

		<b>Grading</b>
1	Proficiency and accuracy in Stenographic work	
2	Inter[personal relations	
3	Coordination ability	
4	Effective liaison, Initiative and tact in dealing with telephone calls & visitor	
	<b>Overall Grading on "Functional Competency" (Total of 1 to 4/4)</b>	

**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 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.....

**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 <sup>st</sup> 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 <sup>th</sup> April
3	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4	Report to be completed by Reviewing Officer and to be sent to the Secretary, Coconut Development Board, Kera Bhavan, Kochi-11.	31 <sup>st</sup> July
5	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6	a. Disclosure to the officer reported upon where there is no accepting authority	01 <sup>st</sup> September
	b. Disclosure to the officer reported upon where there is accepting authority	15 <sup>th</sup> 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 <sup>st</sup> September
	b. Where there is accepting authority for APAR	06 <sup>th</sup> 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 <sup>th</sup> November
11	End of entire process, after which the APAR will be finally taken on record	30 <sup>th</sup> 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 form 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 actionist 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)**