

वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन

उच्च श्रेणी लिपिक / अवर श्रेणी लिपिक के लिए

**ANNUAL PERFORMANCE APPRAISAL REPORT**

**FOR**

**UPPER DIVISION CLERK / LOWER DIVISION CLERK**



**नारियल विकास बोर्ड**

(कृषि मंत्रालय, भारत सरकार), केरा भवन, कोची - ६८२ ०११, भारत

**COCONUT DEVELOPMENT BOARD**

(Ministry of Agriculture, Government of India)

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

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

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

# ANNUAL PERFORMANCE APPRAISAL REPORT OF

## UPPER DIVISION CLERK/ LOWER DIVISION CLERK

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. Designation of post held :
3. Whether the officer belongs to Scheduled Caste/  
Scheduled Tribe ?
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 APPRISAL)**

(To be filled by the Officer reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

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

Place:.....

Date:.....

Signature of the Officer Reported Upon

**PART – 3 (ASSESSMENT BY THE REPORTING OFFICER)**

(Please read carefully the guidelines before filling the entries.)

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.

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

Sl. No.		Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5
1	Accomplishment of planned work/ work allotted as per subjects allotted			
2	Quality of work			
3	Proficiency in typing (speed and accuracy)			
4	Proficiency in work, namely maintenance of prescribed registers and charts etc.			
	<b>Overall Grading on "Work Output" (Total 1 to 4 /4)</b>			

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

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5
1	Attitude to work			
2	Sense of Responsibility			
3	Maintenance of Discipline			
4	Communication skills			
5	Analytical Ability			
6	Ability to work in team			
7	Ability to meet deadline			
8	Inter-personal relations			
	<b>Overall Grading on "Personal Attributes" (Total 1 to 8 /8)</b>			

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

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5
1	Knowledge of rules/ Regulations/ Procedures in the area of function and ability to apply them correctly			
2	Coordination ability			
3	Initiative			
4	Proficiency in working on computer			
	<b>Overall Grading on 'Functional Competency' (Total 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:.....

**PART – 5 REMARKS OF THE REVIEWING OFFICER:**

1. Length of service under the Reviewing Officer

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? (Ref. Part 3 & Part 4(5))  
In case 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.

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC/ST officer



5. 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.

6. 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:.....

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 appraise 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)**