

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR MULTI TASKING STAFF

Department/Office: _____

Reporting for the year/period ending: _____

Part I - Personal Data

(To be filled by the Administrative section of the Department/Office)

| | | |
|---|--|--|
| 1 | Name of the Official | |
| 2 | Designation/post held | |
| 3 | Date of Birth (DD/MM/YYYY) | |
| 4 | Whether the officer belongs to Scheduled Caste/Scheduled Tribes? | |
| 5 | Date of continuous appointment to the present grade | |
| 6 | Whether Permanent/Quasi-permanent or Temporary | |
| 7 | Section in which served during the year under report and period of service in each | |
| 8 | Period of absence from duty on leave, training, etc. during the year | |

Part II – Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

2. Details of courses under iGOT Karmayogi portal

| No. of courses completed on iGOT portal | | |
|---|---------------------|--------------------------------|
| Name of the course | Duration of courses | Certificates attached (Yes/No) |
| | | |

Date:

Signature of the Officer

Part III - Appraisal

(To be filled by the Administrative section of the Department/Office)

1) State whether you agree with the submission of the officer filled out in Part II. If not, the extent of disagreement and reasons therefore:

2) Has the officer been reprimanded for indifferent work or for other cause during the period under report? If so, give brief particulars:

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3) Attitude towards SC and ST:

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Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)

| S. No. | | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|--------|---|---------------------|---------------------|--------------------------------|
| 1 | Accomplishment of work allotted | | | |
| 2 | Quality of output | | | |
| | Overall Grading on 'Work Output' | | | |

Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)

| S. No. | | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|--------|---|---------------------|---------------------|--------------------------------|
| 1 | Attitude towards work | | | |
| 2 | Regularity and punctuality in attendance | | | |
| 3 | Maintenance of discipline | | | |
| 4 | Communication skills | | | |
| 5 | Temperament | | | |
| 6 | Sense of responsibility | | | |
| 7 | Capacity to work in time limit | | | |
| 8 | Capacity to work in team spirit | | | |
| 9 | Inter-personal relations | | | |
| | Overall Grading on personal attributes | | | |

Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)

| S. No. | | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|--------|---|---------------------|---------------------|--------------------------------|
| 1 | Knowledge of organisational structure of relevant field | | | |
| 2 | Co-ordination ability | | | |
| | Overall Grading on functional competency | | | |

7) Comment on Integrity of the Officer:

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8) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

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9) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reporting Officer

Name in Block letters:

Designation:

Date:

Part IV – Remarks by Reviewing Officer

1) Do you agree with the assessment of the officer given by the Reporting Officer?

2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Reviewing Officer

Name in Block letters:

Designation:

Date:

Part V – Countersign/Remarks by Accepting Officer

1) Do you agree with the assessment of the officer given by the Reporting and Reviewing Officer?

2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Accepting Officer

Name in Block letters:

Designation:

Date:

