

**ANNUAL
PERFORMANCE ASSESSMENT REPORT**

(APAR)

FOR

ALL NAGALAND GOVT.SERVANTS

For the year/period.....

Annual Performance Assessment Report for the period from _____ to _____

Section I - Basic Information

(To be filled in by the Administration Department/HoD/Head of Office)

1. Name of the officer reported upon :
2. Name of Department and Branch :
3. Service :
4. Date of Birth :
5. Date of entry into Government Service :
6. Present post :
7. Date of appointment to the present post :
8. Reporting, Reviewing & Accepting Authorities :

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

8. Period of Absence :

	Period	Type	Remarks
On leave			
Others			

9. Training Programme (s) Attended :

Date (from)	Date (to)	Institute	Subject

10. Awards/Honours :

Date :

Signature on behalf of
Administration Department/HoD/Head of Office

3. What are the reasons for not achieving specific targets, if any? Give details of factors that hindered your performance?

4. Please indicate specific areas in which you feel the need to upgrade your skills through Training programme (s).

(i) For the current assignment :

(ii) For your future career :

5. Please specify the number of tours/inspections performed by you during the period under report.
(Applicable only in the case of field officers)

No. of inspection/tours expected to be
Performed in a year

No. of inspections/tours actually
performed with reasons for shortfall, if any

Date:

Signature of the officer reported upon

5. Integrity.

6. State of Health

Section – IV – Assessment

(This assessment should rate the officer vis-à-vis his peers and not the general population. The reporting officer will assess the officer by assigning grades on a scale of **1 to 10**, with **1** referring to the lowest grade and **10** to the best grade)

1. Assessment of work output (weightage to this section would be 40%)(4x10)

Sl. No.	Assessment	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work/work allotted as per subjects allotted.			
2	Quality of output			
3	Analytical ability			
4	Accomplishment of exceptional work/unforeseen tasks performed			
Total (1)				

2. Assessment of personal attributes

Sl. No.	Assessment	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work , sense of responsibility & maintenance of discipline			
2	Leadership qualities, capacity to work in team spirit and capacity to work in time limit			
3	Communication skills and Inter-personal relations			
Total (2)				

3. Assessment of functional competency

Sl. No.	Assessment	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
2	Strategic planning ability & Decision making ability.			
3	Co-ordination ability & Ability to motivate and develop subordinates			

Total (3)

Overall Grade on a Scale of 1 to 10 ((Total (1) + Total (2)+Total (3))/10			
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Date :**Signature of Reporting Authority**

Assessment by the Deputy Commissioner of the District.

1. Participation and attendance in DPDB. Contributions towards adding value to the deliberations / performance of the DPDB may be specifically mentioned.

2. Physical availability in Station :
during the reporting period
(in percentage)

100	90	80	70	60	50	40
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3. Performance of the Officer both regulatory, developmental activities and his contribution towards the overall development of the District.

4. Brief Comment on the public perception of the officer, bringing out specific appreciation/complaints by public.

Date:

Signature of Deputy Commissioner

Guidelines for filling up of Annual Performance Assessment Report with numerical grading.

1. Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reporting upon. These should be on a scale of 1- 10,where 1 refers to the lowest grade and 10 to the highest.
2. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
3. 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 and 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and the reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
4. APARs graded between 8 and 10 will be rated as ‘outstanding’.
5. APARs graded between 6 and short of 8 will be rated as ‘very Good.’
6. APARs graded between 4 and 6 short of 6 will be rated as ‘Good’ .
7. APARs graded below 4 will be rated as ‘Fair/Poor’
8. The Columns provided in Section- IV for the Reviewing Authority for recording his/her assessment is not mandatory. In case the Reviewing Authority does not agree with any of the numerical assessment of attributes given by the Reporting Authority, only then assessment of the Reviewing Authority may be recorded in the Columns provided in that Section along with initial.
9. There should be more openness in the system of assessment. The APAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the cadre controlling authority/custodian of APARs.

Time Schedule for preparing/completing of APAR
(Reporting year-Financial year)

S.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 completed 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 Administration or CR Section/Cell or accepting authority, wherever provided.	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. (b) Disclosure to the Officer reported upon where there is accepting authority	01 st September 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 is no accepting authority for APAR (b) where there is accepting authority for APAR	21 st September 06 th October
9.	Disposal of representation by the 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 the entire APAR process, after which the APAR will be finally taken on record.	30 th November

