



सत्यमेव जयते

# ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

FOR

OFFICER/OFFICIALS OF THE

PLANNING & STATISTICAL CADRE  
GOVT OF NCT OF DELHI

NAME OF THE OFFICER: \_\_\_\_\_

POST HELD: \_\_\_\_\_

DATE OF BIRTH:   -   -

REPORT FOR THE YEAR:     -

PERIOD: FROM \_\_\_\_\_ TO \_\_\_\_\_

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) FOR OFFICER/OFFICIALS OF**  
**PLANNING AND STATISTICAL CADRE**

Report for the Period: FROM \_\_\_\_\_ TO \_\_\_\_\_

Department/Directorate of: \_\_\_\_\_

**PART - 1**  
**PERSONAL DATA**

(TO BE FILLED BY THE DEPARTMENT/OFFICE/OFFICER)

1.	<b>Name of the Officer</b>	
2.	<b>Date of Birth</b>	DD MM YYYY <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3.	<b>Present Post held with Pay Scale and Grade pay</b>	
4.	<b>Whether Regular or ad-hoc</b>	
5.	<b>Date of Continuous Appointment to the present grade/post</b>	DD MM YYYY <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
6.	<b>Academic Qualification</b>	
7.	<b>Present Address</b>	PIN- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8.	<b>Mobile Number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
9.	<b>E-mail Address</b>	
10.	<b>Period of absence from duty</b>	
11.	<b>Deptt./Division/Office in which served During the period under report</b>	
12.	<b>Training etc. attended during the period</b>	
13.	<b>Please indicate the field(s) in which you would like to have training(s):</b>	
14.	<b>Date of filling of Annual Return of Immovable Property</b>	

**PART – 2**

**SELF APPRAISAL**

(To Be Filled In By the Officer Reported Upon)

1. Brief Description of Duties:

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2. Target Fix / Achievement During the Year:

<b>Target Fixed</b>	<b>Whether Fully Achieved</b>	<b>If, Not, Give reason, including constraints</b>

3. Details of Statistical Work:

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Date: .....

**SIGNATURE OF OFFICER/OFFICIAL REPORTED UPON**

**PART – 3**

Numerical grading is to be awarded by Reporting & Reviewing Authority which should be on a scale of 1-10, where 1 refer to lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

**(A). Assessment of work output (weightage of this section would be 40%)**

S. No	Areas	Reporting Authority	Initials of Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Accomplishment of planned work/ work allotted as per subjects allotted				
ii.	Quality of Output				
iii.	Analytical Ability				
iv.	Accomplishment of exceptional work/unforeseen tasks performed				
<b>Overall average grading on work output <math>\{(i+...+iv)/4\}</math></b>					
<b>40% of overall average grading (say 'A')</b>					

**(B). Assessment of Personal Attributes (weightage of this section would be 30%)**

S. No	Areas	Reporting Authority	Initials of Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Attitude to work				
ii.	Sense of Responsibility				
iii.	Maintenance of Discipline				
iv.	Communication Skills				
v.	Leadership Qualities				
vi.	Capacity of work in team spirit				
vii.	Capacity of adhere to time-schedule				
viii.	Inter-personal relations				
ix.	Overall bearing and personality				
<b>Overall average grading on personal Attributes <math>\{(i+...+ix)/9\}</math></b>					
<b>30% of overall average grading of personal Attributes (say 'B')</b>					

**(C). Assessment of Functional Competency (weightage of this section would be 30%)**

S. No	Areas	Reporting Authority	Initials of Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly				
ii.	Strategic planning ability				
iii.	Decision Making ability				
iv.	Coordination ability				
v.	Ability to motivate and develop Subordinates				
vi.	Initiative				
<b>Overall average grading on Functional Competency <math>\{(i+...+vi)/6\}</math></b>					
<b>30% of overall average grading (say 'C')</b>					

**PART - 4**

**GENERAL**

1. Relations with public (wherever applicable)  
(Please comment on the Officers accessibility to the public and responsiveness to their needs)

2. State of Health

3. Integrity  
(Please comment on the integrity of the Officer)

4. 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 (ref 3(A), 3(8) & 3(C) of Part - 3) and attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section A, Band C in Part - 3 of the Report.

**Signature of Reporting Officer**

**Name in Block Letter** .....

**Designation:** .....

**Period of Report:** .....

Place: .....

Date: .....

**PART – 5**

1. REMARKS OF REVIEWING OFFICER

(Length of Service under 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(4))

(In case you do not agree with any of the numerical assessments of 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 reason. 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.

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5. Overall numerical grading on the basis on weight are given in Section –A, B and C in Part-3 of the Report.

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**Signature of Reviewing Officer**

Place: .....

Date: .....

**Name in Block Letter** .....

**Designation:** .....

**Period of Report:** .....

**CERTIFICATE FOR DISCLOSURE**

**OF ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)**

- 1. Name and Designation of the Officer/Official Reported Upon
  
- 2. Year/Period of Assessment
  
- 3. Date of Disclosure of APAR to the Officer reported upon:
  
- 4. Whether representation received From the officer reported upon: 

YES	NO
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- 5. If yes, date of disclosure to the officer Reported upon after consideration of His/her representation:

Signature of Officer/Official Reported Upon

Date: .....

**Signature of the Forwarding Authority  
Name & Designation/Seal**

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**GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING**

- 1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- 2. 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 in the officer against a larger population of his/her peers that may be currently working under them.
- 3. APARs graded between Sand 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment /promotion.
- 4. APARs graded between 6 and short of Swill be rated as "Very Good" and will be given a score of 7.
- 5. APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- 6. APARs graded below 4 will be given a score of "Zero".