

Appellate Tribunal for Electricity
Under Ministry of Power
Core-IV, SCOPE Complex, Lodhi Road,
New Delhi-110003

Annual Performance Appraisal Report (APAR) for
Officials of Appellate Tribunal for Electricity

प्रधान निजी सचिव
Principal Private Secretary

निजी सचिव
Private Secretary

कोर्ट मास्टर
Court Master

निजी सहायक
Personal Assistant

आशुलिपिक ग्रेड 'घ'
Steno Grade "D"

Name of the Officer :

अधिकारी का नाम :

Report for the year/period ending :

को समाप्त होने वाले वर्ष /अवधी के रिपोर्ट

**Form of Annual Performance Appraisal Report of
Principal Private Secretary/Private Secretary/Court Master/
Personal Assistant & Stenographer [Grade 'D']**

Ministry/Department/Office Of :

Report for the year/period ending:

Part I : Personal Data

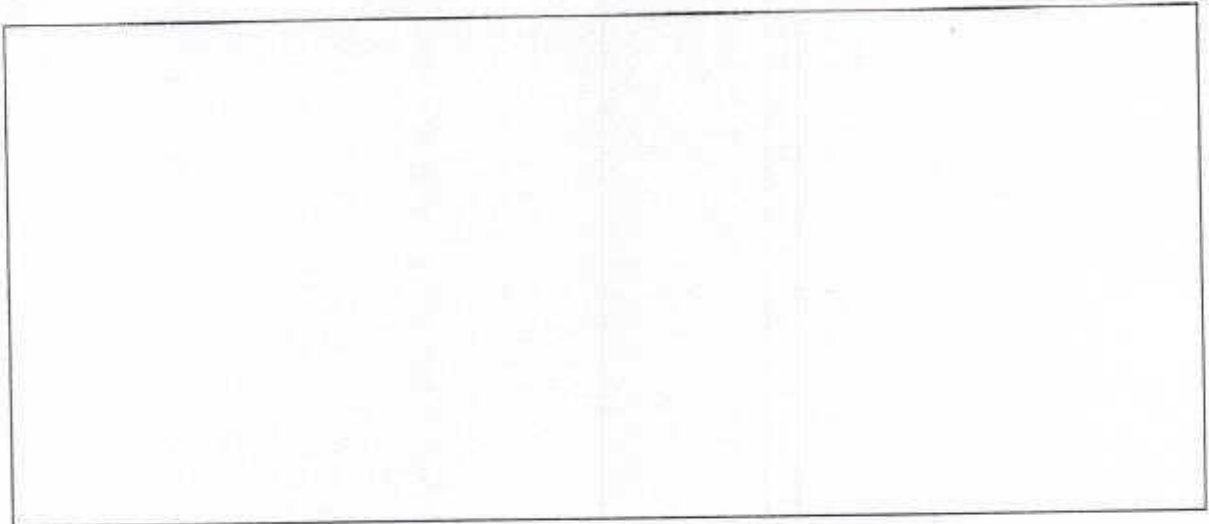
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Officer :
2. Date of Birth :
3. Designation of the post held :
4. Whether the officer belongs to :
Schedule Caste/Schedule Tribe
5. Present Grade :
6. Date of appointment to the present :
grade
7. Name of officers with designations :
with whom employed during the
year and the period served with
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 resume of the work done by the during the year/period fromto.....(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. 31st 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-III : To be filled by Reporting Officer

1. Does the Reporting Officer agree with the statement made in Part II? If no, the extent to disagreement and reasons thereof.

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 filling up the entries.)

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

Sr. no	Details	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Quality of work			
ii)	Level of professional skill			
iii)	Trust worthiness in handling secret and top secret matters and papers			
iv)	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.			
Overall Grading on 'Work Output' [i to iv]/4)				

Assessment of functional competency (weightage to this section would be 40%)

Sr. no	Details	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Intelligence, keenness			
iii)	Maintenance of discipline			
iv)	Sense of responsibility			
v)	Communication skills			
vi)	Ability to work in team			
vii)	Ability to meet deadline			
viii)	Regularity and Punctuality in attendance			
Overall Grading on 'Personal Attributes [i to viii]/8)				

4. Assessment of personal attributes (weightage to this section would be 30%)

Sr. no	Details	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Proficiency and accuracy in Stenographic work			
ii)	Inter-personal relations			
iii)	Coordination ability			
iv)	Effective liaison, Initiative and tact in dealing with telephone calls & visitor			
Overall Grading on 'Functional Competency' [i to iv]/4)				

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

Part -IV: General

1. Relations with the public (wherever applicable)
(please comment on the officer's 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 leaser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section 2, 3 and 4 in Part-III of the Report.

Signature of the Reporting Officer

Place:

Name in Block letters:.....

Designation:.....

Date:

During the period of Report.....

PART-IV: 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-III. In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in Part III and initial your entries.

3. In case of difference of opinion, please give details and reasons for the same.

4. Comments, if any, on the Pen Picture written by the Reporting Officer.

5. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part-III of the Report.

Signature of the Reviewing Officer

Place

Name in Block Letters.....

Date

Designation during the period o Report.....

अनुदेश / INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके कैरियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः यह अधिकारी जिसकी रिपोर्ट लिखी जा रही है और रिपोर्ट लिखे जाने वाले अधिकारी को बड़ी जिम्मेवारी के साथ इस फार्म को भरने की जिम्मेवारी निभानी चाहिए।
The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक बुरे ढूंढने वाली प्रक्रिया नहीं है, बल्कि एक विकासवादी प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी को, उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरूचि अथवा समग्र व्यक्तित्व को चोटित अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
Reporting Officers should realize that the objective is to develop an officer 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 should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा ऊपरी तौर से भरी जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
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. प्रत्येक उत्तर वर्णमालात्मक रूप में दिया जाए। केवल उसे छोड़कर जहाँ संख्यात्मक कोटि दी जानी हो। उपलब्ध करवाया गया उत्तर उत्तर की अपेक्षित लम्बाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादों को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
Every answer shall be given in a narrative form except where numerical gradings 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.
5. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, को वर्ष के शुरू में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेगा। यदि कोई अधिकारी रिपोर्टोपधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के तत्पश्चात् तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।
The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post during the course of the reporting year, such targets/goals shall be set at the time of assumption of the new post. The tasks/targets set should clearly be known and understood by both the officers concerned.
6. यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि यह मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अन्तराल पर निष्पादन का मूल्यांकन करना चाहिए और संवर्धन, सुधारों के माध्यम से सुधारात्मक कदम उठाने चाहिए।
Although performance appraisal 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.
7. प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, चरित्र और सामर्थ्य की भी यथासंभव वास्तविक तस्वीर प्रस्तुत करे।
It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टोपधीन अवधि तक ही सीमित होना चाहिए।
Assessment should be confined to the appraisee's performance during the period of report only.
9. यह उम्मीद की जाती है कि 1 तथा 2 की कोटि भी कोटि का, (किए गए कार्य अथवा गुण अथवा समय रैंक के लिए) लिखित कोटि के माध्यम से चरित्र आकलन में प्रयुक्त रूप से औचित्य ठहराया जाए। इसी प्रकार 9 तथा 10 के रैंक का, किए गए लक्ष्यों के संबंध में औचित्य ठहराया जाए। 1-2 के रैंक और 9-10 के रैंक विरले मामलों में होंगे, अतः उनका औचित्य प्रमाणों से आवश्यकता है। संदिग्धकी रैंक दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपने मतों पर जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में कोटि करनी चाहिए।

It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly any grade of 9 & 10 would be justified with respect to special 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 large population of his/her peers that may be currently working under them.

10. पैनल बनाने/पदोन्नति के लिए औसतन प्राप्तांकों की गणना करने के प्रयोजन से, निम्नलिखित ग्रेडों पर विचार किया जाएगा:-
For purpose of calculating average scores for empanelment/promotion, the following grades will be considered

ए पी ए आर ग्रेड APARs graded	ग्रेडिंग Grading	प्राप्तांक, जिस पर विचार किया जाना है Score to be considered
8 और 10 के बीच Between 8 and 10	उत्कृष्ट Outstanding	9
6 और 8 के बीच Between 6 and 8	बहुत अच्छा Very Good	7
4 और 6 के बीच Between 4 and 6	अच्छा Good	5
4 से नीचे Below 4	.	0

टिप्पणी / NOTE

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए:-

The following procedure should be followed in filling up the item relating to integrity:-

- यदि अधिकारी की सत्यनिष्ठा संदेह से परे है, ऐसे बताया जाए।
If the officer's integrity is beyond doubt, it may be so stated.
- यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए:
If there is any doubt of suspicion, the item should be left blank and action taken as under:

(क) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिखित करने संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।

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 action is 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's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

(ख) यदि, अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रति गोपनीय रिपोर्ट में कर दी जाए।

If, as a result of the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(ग) यदि संदेह की पुष्टि हो जाती है, तथ्य भी लिखित कर दिए जाने चाहिए और ड्यूटी, संबंधित अधिकारी को संसदिता तक दी जाए।

If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.

(घ) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के अवसरों में अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्रवाई की जानी चाहिए।

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.

(गृह मंत्रालय का कार्यालय जयपुर सं. 51/4/84-सं. (क) दिनांक 21-6-1965)
(Ministry of Home Affairs O.M. No.51/4/84-Estt (a) dated 21-6-1965)

CERTIFICATE

Certified that a copy of my APAR for the period 2018-19 have been provided to me in terms of DoPT's O.M. No. 21011/1/2005-Estt.(A) dated 14.05.2009 and O.M. No. 21011/1/2010-Estt(A) dated 13.04.2010. I have nothing to represent.

Signature _____

Name _____

Designation _____

Min./Deptt. _____

Dated: _____

With stamp