

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

**FORM OF CONFIDENTIAL REPORT OF INSTRUCTORS (STENOGRAPHY & LANGUAGE)**

1. Period of Report from \_\_\_\_\_ To \_\_\_\_\_
2. Name in Full
3. Date of birth
4. Date of appointment as Stenography/Language Instructor
5. Trade in which qualified
6. Service in the Department \_\_\_\_\_ Years \_\_\_\_\_ Months

**A. Teaching abilities.**

1. Does he/she keep his technical knowledge up-to-date
2. Does he/she prepare Lesson plan or uses old notes & Text Books.
3. Does he/she maintain proper timing & Accent at the time of dictation
4. Does he/she maintain the attendance Register & Progress Card properly
5. Does he/she check and correct the note book of trainees properly
6. Does he/she use correct technique of imparting theoretical instructions
7. Does he/she ensure that typing machine is being handled properly by the trainees
8. Does he/she pay individual attention to the trainees

**B. GENERAL ABILITIES**

1. Ability to control, maintain order
2. Behavior towards superiors
3. Behavior towards colleagues
4. Behavior towards trainees
5. Punctuality
6. Alertness and interest in work

**C. LEAVE**

1. No. of times taken the leave
2. Whether leave was got sanctioned before hand or not.
3. What were the grounds for taking leave
4. Remarks about taking leave.

**D. GENERAL REMARKS**

1. Has he/she been responsible for any outstanding work during the period under report, If so what.
2. Has he/she been reprimanded for indifferent work or other causes during the period under report. If so give brief particulars.
3. Integrity
4. Whether he/she is fit for promotion

# NUMERICAL ASSESSMENT

(To be filled by Reporting and Reviewing Officers)

Name of the Officer reported upon \_\_\_\_\_

Report for the period \_\_\_\_\_

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.

(please read carefully the guidelines before filling the entries)

	Reporting Officer	Reviewing Officer (Revised Grades , if does not agree with column No.2)	Initials of Reviewing officer
[A] Assessment of work output (weightage to this section would be 40%)			
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			
Overall Grading on "work output"			
[B] Assessment of Personal attributes (weightage to this section would be 30%)			
1] Attitude to work.			
2] Sense of responsibility			
3] Maintenance of Discipline			
4] Communication Skills			
5] Leadership qualities			
6] Capacity to work in team spirit.			
7] Capacity to adhere to time-schedule			
8] Inter-personal relations			
9] Overall bearing and personality			
Overall Grading on "Personal Attribute"			
[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Knowledge of Rules/ Regulations/ procedures in the area of function and ability to apply them correctly.			
2] Strategic Planning ability.			
3] Decision making ability			
4] Coordination ability			
5] Ability to motivate and develop subordinates			
6] Initiative			
Overall Grading on "Functional Competency"			

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

[D] Overall Numerical Grading on the basis of weightage given in Section A,B and C

Date:- \_\_\_\_\_

Signature of the Reporting Officer  
Name  
Designation

## REMARK OF REVIEWING OFFICER

1. Length of service of assessee under the Reviewing authority from the period under report :-
2. State of health :-
3. Do you agree with the assessment of the officer given by the reporting Officer? Is there anything you wish to modify or add? :-
4. General remarks :-
5. Final average Grading (on scale of 1-10) :-

Date:-

Signature of Reviewing Officer

Name

## Designation

# INSTRUCTIONS

1. The APAR is an important document. It provides the basis 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 Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through APAR should be used as a tool for human resource development. Reporting Officer 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 fault-finding process. Instead, it is intended to be a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns 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 Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect . The Controlling Authority shall enter the remarks in the dossier of the Reporting Authority.
5. Every answer shall be given in a alpha / numeric form. The space provided indicates the desired length of the answer. No additional paper will be attached/pasted. Words and phrases should be chosen carefully and should accurately reflect the intention of authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average' and 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect to whom he is required to report upon. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment. The targets should be clearly known and understood by both the officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it maybe tool for human resource development, the Reporting Officer and the Officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
8. It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some posts of the same rank may be more exacting than other. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal 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 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 large 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 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.

## 12. 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 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/official's work for sufficient time to form a definite judgement 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 integrity should be certified and an entry made accordingly in the APAR.
  - (c) If the doubts or suspicions ore 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.

### Time Schedule for preparation/completion of APAR (Reporting Year – Financial Year)

S.No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned	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 <sup>th</sup> 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	31 st July