

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)  
FOR PERSONAL ASSISTANT AND STENOGRAPHER-III  
FROM \_\_\_\_\_ TO \_\_\_\_\_**

**PART -I**

**PERSONAL DATA**

1. Name of the Officer :  
(in capital letters)
2. Whether the Officer reported upon belongs to Scheduled Caste/Tribe/OBC :
3. Unit / Establishment :
4. Date of Birth :
5. Date of initial appointment / grade :
6. Present grade / designation & date of appointment :  
Grade:..... from .....
7. Period of absence from duty (on leave, training etc) during the year  
.....

If the officer has undergone any training, please specify.

**Part-I compiled by** :  
(Name, grade, signature & date)

**Checked by** :  
(Name, grade, signature & date)

**Note : Please do not leave any column blank**



Name and initials of the officer reported upon

**PART -II**

**SELF-APPRAISAL**

(To be filled up by the officer reported upon. No extra sheet to be used for the purpose).

**1. Brief description of duties.**

**2. Brief resume of the work done by you during the period of report, bringing out special achievements, if any. In the event of any shortfall, furnish reasons.**

**3. Please state if the Annual Return for immovable property for the preceding calendar year was filled up by 31<sup>st</sup> January of the succeeding year. If not, indicate the date of filing the same (applicable only in respect of PA):**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Note : Please do not leave any column blank



Name and initials of the officer( reported upon)

**PART-III**

**RATING SHEET**

1.

Name of Reporting Officer	Rank / Designation

2. Length of Service under Reporting Officer :

D	D	M	M	Y	Y	TO	D	D	M	M	Y	Y

3. **Assessment of 'Work Output'** (on a scale of 1-10, weightage to this section will be 40%.)

Attributes	Reporting Officer	Initials of Reporting Officer
i) Accomplishment of work assigned		
ii) Quality of work output		
iii) Accomplishment of tasks other than routine		
<b>Overall Grading on 'Work Output'</b>		

4. **Assessment of 'Personal Attributes'** (On a scale of 1-10, Weightage to this section will be 30%)

Attributes	Reporting Officer	Initials of Reporting Officer
i) Attitude to work		
ii) Sense of responsibility		

Note : Please do not leave any column blank



**Name and initials of the officer( reported upon)**

iii) Trustworthiness in handling confidential matters/documents.		
iv) Communication skills		
v) Amenability to discipline		
vi) Punctuality in attendance		
vii) Capacity to work and submit papers/briefs etc. within the time limit		
viii) Tact in handling phone calls/visitors		
ix) Capacity for effective coordination/liaison.		
x) Inter-personal relations		
<b>Overall Grading on 'Personal Attributes'</b>		

5. **Assessment of 'Functional Competency'** (on a scale of 1-10, weightage to this section will be 30%).

Attributes		Reporting Officer	Initials of Reporting Officer
i)	Knowledge of computer applications		
ii)	Proficiency in stenography		
iii)	Proficiency in typing (both speed and accuracy)		
iv)	Maintenance of engagements schedule		
v)	Ensuring that important matters requiring attention are not lost sight off		
<b>Overall grading on Functional Competency'</b>			

6. **State of Health** :

**Note : Please do not leave any column blank**





<b>Name and initials of the officer( reported upon)</b>
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7. Integrity :  
(The remarks against this column shall be made in one of the three options mentioned below):-
- (i) Beyond Doubt.
  - (ii) Nothing adverse has come to my notice.
  - (iii) Since the integrity of the officer is doubtful, a Secret Note is attached herewith.
8. Aptitude and potential including suitability for other spheres of work :
9. Relations with public (wherever applicable) :
10. Recommended training for further development of the officer reported upon:
11. Details of disciplinary action during the year :
12. Pen picture of Reporting Officer  
[General assessment of the officer reported upon including overall qualities, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading is to be based on addition of the mean value of the mean value of each group of indicators in proportion to the weightage assigned)]

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Date :

Place :

Signature of Reporting Officer \_\_\_\_\_

Tele :

Note : Please do not leave any column blank



भाग -5

PART - 5

1. पुनर्विलोकन अधिकारी की अभियुक्ति :

1. REMARKS OF THE REVIEWING OFFICER

•पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल

Length of service under the Reviewing Officer

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2. क्या आप भाग 3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत है ? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में दिये गये मूल्यांकन से सहमत है? (संदर्भ भाग-3 अ तथा भाग-4(5)(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक/मूल्यांकन से सहमत नहीं है तो कृपया अपना मूल्यांकन इस खंड के लिये दिए गये स्तंभ में दे तथा विसमानता को आद्याक्षर करें) ।

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(5).  
(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.

हां	Yes	नहीं	No
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3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर । कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवर्ती शामिल हो ।

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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Name & initials of the officer

5. प्रतिवेदन के भाग-3 के खंड-अ, खंड-ब तथा खंड-स में दिए गए सरांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण ।

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

पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer

नाम साफ अक्षरों में .....  
Name in Block Letters \_\_\_\_\_

पदनाम: .....  
Designation \_\_\_\_

स्थान:  
Place: \_\_\_\_\_  
दिनांक :  
Date : \_\_\_\_\_

प्रतिवेदन की अवधि में :.....  
During the period of Report - \_\_\_\_\_