SAFDARJANG HOSPITAL & VMMC

Annual Performance Appraisal Report
For
Group A & B Non – Medical Gazetted Officers

Name of Officer _____

Report for the year/period ending _____

मंत्रालय/विभाग
Ministry/Department----------

प्रपत्र
Form

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the Year/period ending ----------

वैयक्तिक ब्यौरे
PERSONAL DATA

भाग-1
PART – I

1. अधिकारी का नाम
   Name of Officer----------
2. जन्म की तारीख/दिन/माह/वर्ष (शब्दो में)
   Date of Birth..... .(in words).....
3. सरकारी सेवा में नियुक्ति की तारीख
   Date of joining Government Service:.....
4- वर्तमान पद तथा वेतनमान
   Present post & Scale of pay
5- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख
   Date of continuous appointment to present post.
6. वर्ष में कार्य से अनुपस्थिति की अवधि
   अ. छुटटी ब. प्रशिक्षण/सम्मेलन/कार्यशाला स.. अन्य तो उसका विवरण दें ।
   period of absence from duty A. Leave
   B.Training/conference/workshop c. any other If yes specify.
7. अचल संपति वार्षिक विवरणी की दर्ज की गई की तारीख
   Date of filing property return.

भाग-2 जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए
PART-2 (To be filed in by the officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filing the entries)

1. किये गये कार्यों के संक्षिप्त विवरण
Brief description of duty:

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किये हो, या आपके लिए निर्धारित किये गये हो उन (परिणाम /मात्रा या अन्य रूप में) कार्यों की आठ-दस मदें प्राथमिकता के आधार पर बनाएं और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals, (in quantitative or other terms) of work you set for yourself Or that were set for you, eight to ten items of work in the order of priority and Your achievement against each target (Example Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियां Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें । यदि लक्ष्यों की प्राप्ति में कोई बाधाए रही हो तो वे बताएं)

(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints if any, in achieving the targets

(ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही है और उनमें अपने योगदान का भी उल्लेख करें । Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलैण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात कैलैण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी । यदि नही तो विवरण दर्ज कराने की तारीख दी जाए । 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.

दिनांक
Date

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of Officer reported upon

भाग 3

PART-3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निपरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जा 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है ।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refer to the lowe grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)

(Please read carefully the guidelines before filing the entries).

(अ)कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40 प्रतिशत होगा)

(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुर्नविलोकन प्राधिकारी (संदर्भ भाग 5 का पैरा 2) Reviewing Authority (Refer Para 2 of Para-5)	पुनार्वलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य i) Accomplishment of planned work/work allotted as per subjects allotted			
2) कार्य निष्पादन की कोटि ii) Quality of output			
3) विश्लेषणात्मक योग्यता iii) Analytical ability			
4) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य iv) Accomplishment of exceptional work/unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30 प्रतिशत होगा)

(B) Assessment of personal attributes (weightage to this Section would be30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुर्नविलोकन प्राधिकारी (संदर्भ भाग 5 का पैरा 2) Reviewing Authority (Refer Para 2 of Para-5)	पुनार्वलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1) कार्य की अभिवृत्ति Attitude to work			
2) जिम्मेदारी का बोध Sense of responsibility			
3) अनुशासन का अनुरक्षण Maintenance of Discipline			
4) संप्रेषण क्षमताएं Communication Skills			
5) नेतृत्व गुण Leadership qualities			
6) दल की भवना में कार्य करने की क्षमता Capacity to work in team spirit			
7) समय सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
8) परस्पर व्यक्तिगत संबंध Inter-personal relations			
9) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			

(स) सप्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30 प्रतिशत होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग 5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनार्वलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग की जानकारी i) Knowledge of Rules/ Regulations/Procedures in the area of function and ability to apply them correctly.			
2) नीतिबद्ध योजना बनाने की क्षमता ii) Strategic Planning ability			
3) निर्णय लेने की क्षमता iii) Decision making ability			
4) समन्वय क्षमता iv) Co-ordination ability			
5) अधीनस्थ को प्रेरित पूर्व विकसित करने की क्षमता v) Ability to motivate and develop subordinates			
6) पहल शक्ति vi) Initiative			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण **Overall Grading on Functional Competency**			

भाग -4 सामान्य

PART-4 GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

1. Relations with the public (wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकार्य पर कृपया टिप्पणी दें)
(Please comment on the Officers accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

2. Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें।)
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer.

3. स्वास्थ्य की स्थिति
3. State of Health

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)
4. Integrity
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में) जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियों, महत्वपूर्ण असफलताओं (संदर्भ भाग-2 का 3(अ) एवं 3(ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो)
5. 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(B) of Part 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग 3 के खंड अ, ब तथा स में दिए गए सारांश के आधार पर कुल मिलाक संख्यात्मक वर्गीकरण ।
6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

स्थान:
Place: _____

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer
नाम साफ अक्षरों में .....
Name in Block Letters _____
पदनाम: .....
Designation

दिनांक :
Date : _____

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

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

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 स्तंम्भ में दें 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

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते है?

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

4. पुर्नाविलोकन 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 वर्गो 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.

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 -_____

CERTIFICATE

1. I _____ Reviewing Officer of the officer reported upon as per DoP&T OM No.21011/1/2005-Estt.(A) (Pt-II), dated 14th May,2009 has supplied a copy of APAR for the period _____ to _____ to _____ for his/her information and to make a representation, if any, against the entires and final grading within 15 days.

2. The representation of the officer reported upon alongwith comments of Reporting Officer and the comments of the undersigned in my capacity as Reviewing Officer are enclosed.

3. The officer reported upon has not submitted any representation with in 15 days of communication.

Signature of the Reviewing Officer

Name in Block letter _____

Designation _____

Date _____

Period of Report _____

- Strike out whichever is not applicable.

Guidelines regarding filling up of APAR with numerical grading

1. The Annual Performance Assessment Report is an important document, it provides the basic and vital inputs for assessing the performance of an official and for his/ her further advancement in his/ her career. The official reported upon , the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Reporting Officer should realize that the objective is to develop an official 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 and the Reviewing Officer should not shy away form reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

3. 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. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he / she shall record a remark to that effect in item 2 of Part-V. The Government shall enter the remarks in the APAR of the Reporting Officer.

5. Every answer shall be given in a narrative form except where numerical grading 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.

6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/ goals shall be set at the time of assumption of the new change. The tasks/ targets set should clearly be known and understood by both the officers concerned.

7. Although performance assessment 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.

8. 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.

9. Assessment should be confined to the appraisee's performance during the period of report only.

10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during assessment 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 in 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 larger 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 6 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'.

Note

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 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/ official's work for sufficient time to form a definite judgment 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's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are 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.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)