

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE II OF IFS)

Name of the Officer: _____

Current deployment: _____

Whether this APAR covers entire period of 12 months i.e. April 20__ to March 20__

☐ **If yes,**

Name & Designation of RO	Date of submission to RO

☐ **If no,** details of APAR for partial year is as follows:

Sr. No	From (date) (DD/MM/YY)	To (date) (DD/MM/YY)	Name of RO (Name/designation/ station)
1			
2			
3			

☐ **Whether any particular period is to be declared as no-report period* during CFY __/__/__**
☐ **(DD/MM/YYYY) to __/__/__ (DD/MM/YYYY)**

Sr. No.	From (date) (DD/MM/YY)	To (date) (DD/MM/YY)	Reasons (with proof) for declaring the period as non-report period
1			
2			

[Decision of any period as No-Report Period will be done by NGO Section, as per extant rules and regulations in this regard.]*

UNDERTAKING

It is to certify that the details given above are correct. If there is any discrepancy, NGO Section may decide on the matter and inform me accordingly.

Signature _____

Name & Designation _____

Date _____

PART -II**MINISTRY/MISSION/POST.....****NAME OF STATION.....****Reporting Period: (DD/MM/YYYY) to (DD/MM/YYYY)****(To be filled in by the Officer Reported Upon)**

1. Name of Officer:

2. Date of Birth (DD/MM/YYYY) :

3. Batch:

4. Date of continuous appointment to the present grade:

5. Present post and date of appointment thereto: Post: date:

6. Period of absence from duty (on training, leave etc.) during the year:

7. a) Educational Qualifications:

b) Qualifications in Hindi:

c) Compulsory Foreign Language:

d)

Sl. no	Other Foreign language	Level of competence Beginner/Limited/Fluent

e) List of approved course of training/study including refresher Course and departmental examinations passed (with dates)

Sl. no	Name of the course	Period of the course	remarks

8. Details of family members:

Sl. no	Name	Relationship	Age

Awards/ Honours conferred by the Government:

Date of filing Annual Property Returns:

Details of APARs not written by the officer as Reporting/ Reviewing authority for the previous year (s):

Reporting Officer (Name and Designation)

Reviewing Officer (Name and Designation)

(Signature)

Name

Designation

Date:

(To be filled by the Reporting Officer)

1 Assessment

(General remarks that give an idea of the officer as a Government functionary and as a person. In case the officer has any special qualities and achievements to his / her credit or he / she has any defects that might have persisted despite the officer having been advised to improve himself / herself, the same may also please be indicated). **(For officers posted abroad, specific actions/measures to promote Trade, Tourism and Technology may be mentioned)**

2. State of Health: Excellent/ Good/ Average (*needs frequent medical consultation or treatment*)/ **Poor** (*needs frequent medical consultation or treatment, affecting work*)/ **Any other comment:**

3. Integrity (Please comment on the integrity of the officer. If the officer's integrity is beyond doubt, it may be so stated.)

☐ **Separate note has been sent**

☐ **Beyond doubt**

☐ **Has not watched the officers work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer**

4. Security consciousness

Overall grading: Outstanding / Very Good / Good / Average

(Signature of the Reporting Officer)

Name:

Designation during the time of the Report:

Date:

Current Designation:

Current Station:

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer: months
2. **Do you agree with the assessment made by the Reporting Officer with respect to the various attributes in Part III? Do you agree with the assessment of the Reporting Officer in respect of extraordinary achievements/ significant failures of the Officer Reported Upon?***(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*
3. **In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?**
4. **Assessment by the Reviewing Officer. Comments on officer's contribution towards promotion of Trade, Tourism and Technology may also be recorded. (in about 100 words)**

Overall grading: Outstanding / Very Good / Good / Average

Signature of the Reviewing Officer

Name:

Designation during the time of the Report:

Date:

Current Designation:

Current Station:

INSTRUCTIONS

(Grade II)

- ☐ The Annual Performance Appraisal Report is an important document as 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/Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
- ☐ 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/Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the Officer Reported Upon.
- ☐ The items should be filled in 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 higher authorities.
- ☐ 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.
- ☐ The Reporting Officer shall, in the beginning of the year, assign targets to each of the Officers to whom s/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 charge. The tasks/targets set should clearly be known and understood by the both the officers concerned.
- ☐ 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 interval review the performance and take necessary corrective steps by way of advice, etc.
- ☐ 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.
- ☐ Assessment should be confined to the Appraisee's performance during the period of the report only.
- ☐ Some posts of the same rank may be more exacting than others. 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.
- ☐ To ensure timely submission, the cover page indicates required dates of submission to Reporting Officer/ Reviewing Officer/ NGO Section and the actual dates on which action was taken. These need to be appropriately filled in by the Officer Reported Upon, Reporting Officer and Reviewing Officer. Reasons for delay, if any, should also be clearly specified.
- ☐ APAR will be communicated in full to the Officer Reported Upon. In case he/she wishes to represent against the report, the representation must be made within **fifteen days** of the date of receipt of the APAR.
- ☐ The following procedure should be followed in filling up the column relating to 'Integrity':
 - ☐ If the officer's integrity is beyond doubt, it may be so stated. If there is any doubt of suspicion, the items should be left blank and action taken as under:

- ☐ 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 officers' work for sufficient time to form a definite judgement but has heard nothing against the officer.**
 - ☐ 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.
 - ☐ If the doubts or suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.
 - ☐ 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 period and thereafter action taken as indicated at c) and d) above.
- ☐ The Reporting/ Reviewing officer must comment upon at least 7-10 areas listed below while Assessing the Officer Reported Upon:
- ☐ Personality
 - ☐ Leadership qualities
 - ☐ Crisis management abilities
 - ☐ Institution building
 - ☐ Team building
 - ☐ Range of contacts
 - ☐ Attitude to work / take on additional work
 - ☐ Acumen for political/Commercial/publicity work
 - ☐ Communication skills (oral & written)
 - ☐ Linguistic abilities (ability and willingness to learn languages)
 - ☐ Work Planning abilities
 - ☐ Ability to prioritize
 - ☐ Delegation of work
 - ☐ Sense of responsibility
 - ☐ Sensitivity to local cultural practices
 - ☐ Negotiation skills
 - ☐ Ability to perform under constraints
 - ☐ Ability to anticipate
 - ☐ Adherence to reporting timelines

Please assess the overall performance on the following parameters:

Trade : Officer's contribution in enhancing India's trade & investment;

Tourism: Officer's contribution in encouraging tourism to India;

Technology: Officer's contribution towards collaboration and deployment of new and emerging technologies from abroad.

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