

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)  
(FOR GRADE III 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)<br>(DD/MM/YY) | To (date)<br>(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 April 20\_\_ to March 20\_\_.**

| Sr. No. | From (date)<br>(DD/MM/YY) | To (date)<br>(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 extent 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<br>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:

**PART -III**

**CAREER PROFILE AND GROWTH ASPIRATIONS**

(To be filled by Officer Reported Upon. It should include all previous postings and charges, proficiency in foreign languages, training undergone, as well as goals for future growth)

(Signature)

Name

Designation

Date:

**SELF-ASSESSMENT**

**Officer Reported Upon may give a brief description of subjects handled and targets/goals/objectives set in consultation with the Reporting Officer and notable achievements during the period of report, citing the constraints, if any, that stood in the way of achieving objectives. For officers who supervised/handled procurement related tasks, steps taken by the officer for promotion of procurement on GeM and its full implementation in the office during the report period, may be mentioned.**

**(For officers posted abroad, specific actions/measures to promote Trade, Tourism and Technology may be mentioned.)**

(Signature)

Name

Designation

Date:

**PART-IV****□ GENERAL ASSESSMENT**

(To be filled by Reporting Officer)

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. Fractions are not allowed. **Numerical grading, *wherever applicable*, may be awarded having special regard to the utilization of GeM portal for procurement by the ORU. This may be reflected under attribute at S.No. 1 in the table given below)**

| Sl. no  | ATTRIBUTES  | Reporting Authority | Revised Grades by Reviewing Authority | Initial of Reviewing Authority |
|---|---|---------------------|---------------------------------------|--------------------------------|
| (1)   | (2)   | (3)                 | (4)                                   | (5)                            |
| 1   | Quality of output   |                     |                                       |                                |
| 2   | Temperament   |                     |                                       |                                |
| 3   | Resourcefulness; dynamism   |                     |                                       |                                |
| 4   | Ability to judge & decision making  |                     |                                       |                                |
| 5   | Crisis management and ability to work under pressure  |                     |                                       |                                |
| 6   | Communication skills  |                     |                                       |                                |
| 7   | Negotiating skills  |                     |                                       |                                |
| 8   | Coordination and Personnel Management   |                     |                                       |                                |
| 9   | Inter-personal skills + Ability to work in a team   |                     |                                       |                                |
| 10  | Leadership Qualities  |                     |                                       |                                |
| 11  | Strategic planning ability  |                     |                                       |                                |
| 12  | Rapport with GOI Organizations/ Institutions/ Ministries  |                     |                                       |                                |
| 13  | <b>Total (Sl. Nos. 1 to 12)</b>   |                     |                                       |                                |
| <b><u>B. ADDITIONAL ASSESSMENT OF OFFICIALS POSTED ABROAD</u></b> |   |                     |                                       |                                |
|   |   |                     |                                       |                                |
| Sl. no  | ATTRIBUTES  | Reporting Authority | Revised Grades by Reviewing Authority | Initial of Reviewing Authority |
| (1)   | (2)   | (3)                 | (4)                                   | (5)                            |
| 14  | Range and level of contacts   |                     |                                       |                                |
| 15  | Quality and scope of hospitality  |                     |                                       |                                |
| 16  | Handling of local Indian community; helpfulness to visiting Indians. Extent to which the officer has been able to mobilize the Indian community in the country of accreditation for promotion of Indian interests |                     |                                       |                                |
| 17  | Promotion of Trade, Tourism and Technology  |                     |                                       |                                |

|    |   |  |  |  |
|----|---|--|--|--|
| 18 | <b>Total (Sl. Nos. 14 to 17)</b>        |  |  |  |
| 19 | <b>Grand Total (Sl. No. 13 plus 18)</b> |  |  |  |

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**

**F. Contribution towards Trade, Tourism and Technology (Please see Instructions)**

**G. Pen picture by the Reporting Officer (in about 100 words) on the overall qualities of the Officer including areas of strengths and lesser strength, extraordinary achievements, significant failures (Ref Part IV A and B) and attitude towards weaker sections. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report and his/her attitude towards full implementation of GeM in the office may be recorded. Comments on officers contribution towards promotion of Trade, Tourism and Technology may also be recorded.**

**H. Overall percentage of the marks given in A and B of Part IV of the Report.**

For Officers posted at Headquarters  $[(\text{Total at Sl. No.13})/120] \times 100$

For Officers posted Abroad  $[(\text{Total at Sl. No.19})/160] \times 100$

**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 IV? 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. Pen Picture by the Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including areas of strengths and his/her attitude towards weaker sections. Comments on officers contribution towards promotion of Trade, Tourism and Technology may also be recorded.
5. Overall percentage of the marks  
For Officers posted at Headquarters (Total at Sl. 13/120 x 100)  
For Officers posted Abroad (Total at Sl. 19/160 x 100)
6. 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 III)**

- ☐ 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. RO and RVO should not shy away from reporting shortcomings in performance, attitude or overall personality of the ORU.
- ☐ 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. With this objective, the Officer Reported Upon should, in Part-II, clearly specify his career profile and goals for future growth. 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.
- ☐ 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.
- ☐ 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 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.
- ☐ It is expected that any Grading of 1 or 2 would be adequately justified in the pen picture by way of specific failures and similarly, any Grade of 9 & 10 would be justified with respect to specific accomplishments. Grades of 1 or 2 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.
- ☐ 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.

- ☐ For purpose of calculating average scores for empanelment/promotion, the following grades will be considered:

| Grade of the APAR | Grading     | Score to be considered |
|-------------------|-------------|------------------------|
| 80 to 100         | Outstanding | 10                     |
| 60 to 79.9        | Very Good   | 8                      |
| 40 to 59.9        | Good        | 6                      |
| 39.9 and Below    | Average     | 0                      |

- ☐ 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 recording the 'Pen Picture' of 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 the 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 and emerging technologies from abroad.
- ☐ Political Officers – Weekly Reports, Monthly Reports, Annual Political Report
- ☐ Commercial Officers – Monthly Eco & Commercial Reports, Annual Commercial Report
- ☐ HOC – Annual General Report, Monthly Accounts, Understanding of IMAS
- ☐ Consular Officers – Annual Consular Report, Understanding of IVFRT
- ☐ For CGs: HOMs to indicate:
  - ☐ Regularity of reporting
  - ☐ Quality of reporting
  - ☐ Timely submission of complete RG returns

\* \* \* \* \*