

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)  
(FOR GRADE – I OF IFS (B), JUNIOR SCALE, SENIOR SCALE, JAG)

Name of the Officer: \_\_\_\_\_  
Current deployment: \_\_\_\_\_

**Whether this APAR covers entire period of 12 months i.e. \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YY) to \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YY).**

**A. If yes,**

Name & Designation of RO	Date of submission to RO	Name & Designation of RVO

**B. 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)	Name of RVO (Name/designation/ station)
1				
2				
3				

**1. Whether any particular period is to be declared as no-report period\* during CFY \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YY) to \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YY).**

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 \_\_\_\_\_

MINISTRY / MISSION / POST.....

NAME OF STATION .....

Reporting period: ..... (DD/MM/YYYY) to ..... (DD/MM/YYYY)

**BASIC INFORMATION**

1. Name of the Officer Reported Upon :
2. Year of allotment / Batch :
3. Date of Birth :
4. Date of continuous appointment to the present Grade      Date      Grade
5. Present post and date of appointment thereto      Date      Post
6. Educational Qualification
7. Knowledge of Hindi
8. Compulsory Foreign Language
9. Knowledge of other Foreign Language(s)
10. Period of absence from duty (on leave, training etc.) during the period of the report :
11. Date of filing Annual Property Returns :

## 12. Details of family members

Sl no	Name	<u>Relationship</u>	<u>Age</u>

## 13. Details of training programme attended during the reporting period

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

**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 those officers who handled procurement related tasks during the report period, work done with regard to procurement planned and made through GeM portal may be mentioned.**(For officers posted abroad, specific actions/measures to promote Trade, Tourism and Technology may be mentioned.)**

**(Signature)**

Name

Designation:

Date:

**PART-V****C. 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. Do not use fractions. 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 attributes at S.No 1 and 2 in the table given below)

Sl. No.	ATTRIBUTES	Reporting Authority	Revised Grades by Reviewing Authority (If not in agreement with Col. 3)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)	(5)
1.	Quality of output			
2.	Knowledge of functions & related instructions			
3.	Analytical ability			
4.	Decision making ability			
5.	Planning, organizational and coordination abilities			
6.	Writing skills			
7.	Oral communication and presentation skills			
8.	IT skills and usage			
9.	Temperament			
10.	Resourcefulness, initiative and dynamism			
11.	Intelligence, tact and pragmatism			
12.	Sense of responsibility			
13.	Capacity for crisis management & reliability under pressure			
14.	Willingness to learn and adapt			
15.	Knowledge of and interest in international developments			
16.	Amenability to discipline			
17.	Inter-personal skills and ability to work in a team			
18.	Management of subordinate staff			
19.	Sensitivity to protocol and etiquette			
20.	Rapport with GOI Organizations/ Institutions/ Ministries			
21.	<b>Total (S. 1 to 20)</b>			

<b>B. ADDITIONAL ASSESSMENT OF OFFICIALS POSTED ABROAD</b>				
<b>S.No.</b>	<b>ATTRIBUTES</b>	<b>Reporting Authority</b>	<b>Revised Grades by Reviewing Authority (If not in agreement with Col. 3)</b>	<b>Initial of Reviewing Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
22.	Adaptation to life abroad			
23.	Range of Contacts			
24.	Knowledge of country of posting related to area of work			
25.	Handling of local Indian community/Helpfulness to visiting Indians			
26.	Maintaining interest in India and developments in India			
27.	Quality and scope of hospitality			
28.	Promotion of Trade, Tourism and Technology			
29.	<b>Total (Sl. Nos. 22 to 28)</b>			
30.	<b>Grand Total (Sl. No. 21 plus 29)</b>			

**C. Working knowledge of language of country of posting:**

Good/Very Good/Excellent

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

**E. Integrity**(Please comment on the integrity of the officer. If the Officer's integrity is beyond doubt, it may be so stated. Please attach a secret note if required. Please see para 9 in the instructions section for further details):

- (a) **Separate note has been sent**
- (b) **Beyond doubt**
- (c) **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**

**F. Security consciousness:**

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

**H. 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 V 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, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may be recorded”. Comments on officer’s contribution towards promotion of Trade, Tourism and Technology may also be recorded.**

**I. Overall percentage of the marks given in A and B of Part V of the Report.**

For Officers posted at Headquarters [ $\{(Total\ at\ Sl.\ No.21)/200\} \times 100$ ]

For Officers posted Abroad [ $\{(Total\ at\ Sl.\ No.\ 30)/270\} \times 100$ ]

**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 V? 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 officer's contribution towards promotion of Trade, Tourism and Technology may also be recorded.**

**5. Overall percentage of the marks given in A and B of Part V of the Report by the Reviewing Officer**

For Officers posted at Headquarters (Total at Sl. 21/200 x 100)

For Officers posted Abroad (Total at Sl. 30/270 x 100)

**Overall grading: Outstanding / Very Good / Good / Average**

**Signature of the Reviewing Officer:**

**Name:**

**(Designation During the period of the Report):**

**Date:**

**Current Designation:**

**Current Station:**



## INSTRUCTIONS

1. 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.
2. General instructions w.r.t to APARs is given in the annual APAR circular issued by CNV Division. (available on MEA intranet).
3. 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.
4. 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. Assessment should be confined to the appraisee's performance during the period of the report only.
5. 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.
6. 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.
7. 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.
8. 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

9. The following procedure should be followed in filling up the column relating to 'Integrity':
  - i. If the officer's integrity is **beyond doubt**, it may be so stated.
  - ii. If there is any doubt or 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 APAR 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 **s/he has not watched the officer's work for sufficient time to form a definite judgment or that s/he has heard nothing against the officer**, as the case may be.

- b) 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 APAR.
- c) If the doubts or suspicions are confirmed, this fact should be recorded and duly 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.

10. The Reporting/ Reviewing officer must comment upon at least 7-10 areas listed below while recording the 'Pen Picture' of the Officer Reported Upon:

- i. Personality
- ii. Leadership qualities
- iii. Crisis management abilities
- iv. Institution building
- v. Team building
- vi. Range of contacts
- vii. Attitude to work / take on additional work
- viii. Acumen for political/Commercial/publicity work
- ix. Communication skills (oral & written)
- x. Linguistic abilities (ability and willingness to learn languages)
- xi. Work Planning abilities
- xii. Ability to prioritize
- xiii. Delegation of work
- xiv. Sense of responsibility
- xv. Sensitivity to local cultural practices
- xvi. Negotiation skills
- xvii. Ability to perform under constraints
- xviii. Ability to anticipate
- xix. Adherence to the reporting timelines
  - 1. Political Officers – Weekly Reports, Monthly Reports, Annual Political Report
  - 2. Commercial Officers – Monthly Eco & Commercial Reports, Annual Commercial Report
  - 3. HOC – Annual General Report, Monthly Accounts, Understanding of IMAS
  - 4. Consular Officers – Annual Consular Report, Understanding of IVFRT
  - 5. For CGs: HOMs to indicate: a) Regularity of reporting; b) Quality of reporting; and c) Timely submission of complete RG returns
- xx. 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.

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