

**Ministry of External Affairs
(CNV&I Division)**

___/___/___(DD/MM/YY) to ___/___/___(DD/MM/YY)
Annual Performance Appraisal Report(APAR)
(FOR GRADE – JSA/SSA)

	Parts	Details	To be filled by	Last date for submission	Date of Submission with Initials of Concerned officer
	APAR for the complete Reporting Period				
1.	Part I	APAR period	ORU	15/04/20__	
2.	Part II	Personal attributes	ORU	15/04/20__	
3.	Part III	Self appraisal	ORU	15/04/20__	
4.	Part IV	Assessment by RO	RO	30/06/20__	
5.	Part V	Assessment by RvO	RvO	31/07/20__	
<u>For APARs of Part period:</u>					
Parts			Last date for submission		
(I) Parts I, II & III			Within 15 days' of last date of APAR period		
(ii) Assessment by RO (Part IV)			Within 2 months of submission by ORU		
(iii) Assessment by RvO (Part V)			Within 1 month of submission by RO		

____/____/____(DD/MM/YY) to ____/____/____(DD/MM/YY)
PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – JSA/SSA)

MINISTRY / MISSION / POST.....

NAME OF STATION.....

I do hereby submit my duly filled APAR for the period to,
to my Reporting Officer, Shri/Smt....., (Name and Designation
at the time of reporting), for his/her kind perusal.

* [***In case of partial period (submitted earlier)***]: I would like to confirm that for the
period to I have submitted my APAR to Shri /
Smt (Name and Designation at the time of reporting)
on and informed VCR Section.]

* [***In case of partial period (not submitted)***]: I would like to confirm that for the
period to I have not submitted my APAR for the following
reasons]

2. I do also hereby confirm that there was no **no-report-period** during the
reporting period ____/____/____(DD/MM/YY) to ____/____/____(DD/MM/YY).

* [***In case of no-report-period***]: The period fromto..... may
be considered as no-report-period
because
....[reasons for declaring the period as NRP]. *Necessary office order in this regard is
enclosed.*

(Name)
(Designation)
(Date of Birth)
(Date)

RO (Name),
Designation (Current)

Separate copy: VCR Section, MEA, JNB [Separate copy of this page is being sent by
email (scanned copy – aovcr@mea.gov.in for record. Non submission of this page to
VCR Section will be treated as non submission of APAR by the ORU]

[* please delete if the statement is not relevant]

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – JSA/SSA)

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/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 VCR 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, VCR 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)

(To be filled in by the Officer Reported Upon)

1. Name of Officer

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

3. Date of joining Government service (in MEA):

4. Date of continuous appointment to the present grade: Date
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)Qualification in Hindi:

c)Knowledge of foreign languages and level of competence:
(Beginner/Limited/Fluent)

d)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

(Signature)

Name

Designation

Date:

PART-III: SELF APPRAISAL
(To be filled in by the Officer reported upon)

1. Brief description of duties

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2. 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). For those Govt. servants who handled procurement related tasks during the report period, work done with regard to procurement planned and made through GeM portal may be mentioned.

Targets/ Objectives/ Goals	Achievements
<i>Procurement made through GeM portal (wherever applicable).(Those officials who did not handle any procurement related tasks during this period may mention 'Not Applicable')</i>	
<i>(i)Total budget allocated for procurement by the Ministry/Deptt./ Division/ Section in Rupees (as may be applicable in case of the ORU)</i>	<i>(I) Total procurement through GeM portal made by him/ her during the period of report (in Rs) (ii) % of procurement through GeM portal as against the budget indicated in the Target. (iii) Procurements made outside GeM portal and the reasons therefor. (iv) Steps taken for promotion of GeM in the Ministry/ Deptt/ Section</i>

3. 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.

4. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

5. 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.

Signature of the ORU:

Name:

Designation:

Place:

Date:

PART-IV
(To be filled in by the Reporting Officer)

1. Assessment of work output, personal attributes and functional competence. Numerical Grading is to be awarded by the 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. 8 and 12 in the table given below.

Sl. No.	Attributes	Grading by RO (on a scale of 1-10)	Revised Grading by RvO(if not in agreement with col. 2 (on a scale of 1-10))	Initials of the Reviewing Authority
	1	2	3	4
1.	Regularity and punctuality in attendance			
2.	Maintenance of Discipline			
3.	Attitude and commitment towards work			
4.	Capacity to adhere to time schedule			
5.	Ability to work as a team			
6.	Ability to coordinate with other Sections/Divisions/Wings/Agencies at Hqrs/Missions abroad			
7.	Ensure proper diary/despatch of communication and handling of paper seals			
8	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
9	Willingness to take additional responsibility			
10	Keenness to learn and improve performance			
11	Security consciousness and knowledge of IT security			
12	Quality of Output			
13	Protocol, etiquette and cleanliness			
14	Accomplishment of planned work/Prioritisation of allotted work			
15	Proficiency in typing (speed and accuracy)			
16	Promptness in handling allotted work			
17	Proficiency in working on computer			
18	Ability to work under constraints, crisis management			
19	Maintenance of prescribed registers and charts			

20	Overall bearing and personality			
	Total score			
21	Total score divided by 20 (Overall numerical grading)			

2. Pen-picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths, extraordinary achievements, significant failures 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 also be recorded.

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3. GENERAL REMARKS BY RO

(I). Whether any instance/reports of undesirable/ delinquent behaviour that is unbecoming of a government servant was noticed/reported during the period under report, including: (Please tick the appropriate boxes)

	Details	Yes	No
1.	Does the ORU carry out instructions in a timely manner?		
2.	Is the ORU a constructive team player?		
3.	Does the ORU have to be frequently reminded about any assigned task?		
4.	Does the ORU show unwillingness to come to office to attend to urgent work in public interest?		
5.	Is the ORU reluctant to handle work in addition to his/her assigned role?		
6.	Has the ORU exhibited casual approach in handling financial proposals?		
7.	Has any verbal or written warning been communicated to the ORU for any act of unbecoming of a government servant during the report period?		

Any Other (Please add):

(II). **Training** (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer) *(Please tick one or more appropriate box)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Office Procedure | <input type="checkbox"/> Administration | <input type="checkbox"/> Establishment |
| <input type="checkbox"/> Accounts & IMAS | <input type="checkbox"/> Passport & PRIDE | <input type="checkbox"/> Visa & IVFRT |

Any other (please specify):

(III). **State of Health:** *(Please tick the appropriate box)*

- ☐ Excellent
- ☐ Good
- ☐ Poor *(needs frequent medical consultation or treatment affecting work)*

Any other comment:

(IV). **General Appearance** (Please comment on the Officer's neatness in appearance) *(Please tick the appropriate box)*

- ☐ Neat and appropriately dressed for various official occasions
- ☐ Not dressed appropriately

Any other comment:

(V) **Integrity** (Please comment on the integrity of the officer. If the officer's integrity is beyond doubt, it may be so stated.) *(Please tick the appropriate box)*

- ☐ Beyond doubt
- ☐ Separate note has been sent
- ☐ Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer

(VI). **Sociability:** (Please comment ORU's friendliness and hospitality, particularly in the Mission.):

(VII). **Adaptability:** (Please comment on the extent to which ORU and his/her family have been able to adapt to life abroad while preserving their Indian Identity){*Applicable only for Missions/Posts abroad*}

IX. **Extra-curricular activities:** (Does the officer and/or his/her family have a talent to participate in extra-curricular and Indian cultural activities?)

Overall Numerical Grading (As in S.No. 21 of Para 1 of Part IV)	
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OVERALL GRADING	Outstanding (8-10)	Very Good (6-7.99)	Good (4-5.99)	Average (below 4)
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5. Justification by RO for gradings of 8 and above (Outstanding) or below 4(Average) by mentioning specific achievements or failures. (ROs may please note that as per DOPT instructions it is mandatory to give reasons for 8 and above or below 4 grading. In the absence of any justification, the competent authority would have the discretion to discard the grading given by RO.)

10

Designation during the time of the Report:

Date:

Current Designation:

Current Station

PART-V

(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 work output and the various attributes in Part-IV? Do you agree with the assessment of 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 assessments on the column provided for you in that section and initial your entries):*

YES	NO
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer: Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and his/her attitude towards weaker sections (if any)

Overall Numerical Grading by RvO	
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5. Tick the box in accordance with the numerical grading:

OVERALL GRADING	Outstanding (8-10)	Very Good (6-7.99)	Good (4-5.99)	Average (below 4)

Signature of the Reviewing Officer

Name:

Designation during the time of the Report:

Date:

Current Designation:

Current Station:

Instructions

1. The Annual Performance Appraisal Report is an important document, 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 and the Reporting Officer should, therefore, undertake the duty of filing 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 intervals 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.
5. It is expected that any Grading less than 3.99 (overall Grade) would be adequately justified in the pen picture by way of specific failures and similarly, any Grade more than 7.99 would be justified with respect to specific accomplishments. Grades of less than 3.99 or more than 7.99 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.
6. For purpose of calculating average scores for empanelment/promotion, the following grades will be considered.

APARs graded	Grading	Score to be considered
Between 8 and 10	Outstanding	10
Between 6 and 7.9	Very Good	8
Between 4 and 5.9	Good	6
3.9 and Below	Average	0

7. 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) 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.**
 - 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 Confidential Report.
 - c) If the doubts or suspicions are confirmed, the fact should also 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 period and thereafter action taken as indicated at b) and c) above.
