

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

___/___/___(DD/MM/YY) to ___/___/___(DD/MM/YY)
Annual Performance Appraisal Report(APAR)
(FOR GRADE – PS/PA/Steno)

	Parts	Details	To be filled by	Last date for submission	Date of submission with Initials of concerned Officer
For Complete Reporting Period APARs					
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	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		

____/____/____(DD/MM/YY) to ____/____/____(DD/MM/YY)
ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – PS/PA/Steno)

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 – PS/PA/Steno)

Name of the Officer: _____

Current deployment: _____

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

- **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. Please ensure that no-report certificate is received from VCR Section to formalise the same.]*

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 _____

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. 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) Qualifications 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)

Targets/ Objectives/ Goals	Achievements

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.

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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 Officer reported upon

Name:

Designation:

Place:

Date:

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

1. Assessment of work output, personal attributes and functional competence. Please give numerical score between 1 to 10 for each attribute (1 being the lowest and 10 being the highest). Please do not use fractions.

Sl. No.	Attributes	Grading by RO (in a scale of 1-10)
	1	2
1.	Ability to draft notes, letters, briefs, summaries and handling FRs etc.	
2.	Ability to meet deadline	
3.	Proficiency and accuracy in Stenographic Work	
4.	Organising meetings and ensuring proper arrangements	
5.	Communication skills	
6.	Maintenance of database contacts	
7.	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
8.	Effective liaison, initiative and tact in dealing with telephone calls and visitors	
9.	Awareness of distinction of handling classified communications	
10.	Knowledge of IT Security and operation of e-grams, satellite phones, etc.	
11.	Knowledge and willingness to learn operation of programmes, i.e., excel sheet, VIMAN, Libre Office, Libre Calc, etc.	
12.	Awareness of rules and regulations	
13.	Proficiency in maintaining prescribed registers	
14.	Protocol and etiquette and cleanliness	
15.	Ability to coordinate with other Sections/Divisions/Wings/Agencies at Hqrs/Missions abroad	
16.	Ability to work as a team	
17.	Willingness and commitment to work	
18.	Amenability to discipline	
19.	Regularity and punctuality in attendance	
20.	Overall bearing and personality	
	Total score	

21	Total score divided by 20 (Overall numerical grading)	
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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.

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.	Is the ORU a constructive team player?		
2.	Is the ORU reluctant to handle work in addition to his/her assigned role?		
3.	Does the ORU show unwillingness to come to office to attend to urgent work in public interest?		
4.	Has ORU delayed action on assigned work, esp. typing or doing tasks with lots of errors repeatedly despite warnings?		
5.	Has any verbal or written warning been communicated to the ORU for any act of unbecoming of a government servant during 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 boxes)*

- | | | |
|---|---|--|
| <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 on 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}*

(VIII). Is the ORU more suitable for work at Headquarters or abroad?

(IX). **Extra-curricular activities:** *(Does the ORU 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 Para 1 of Part IV)	
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4. 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)

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 grading 8 and above or below 4. In the absence of any justification, the competent authority would have the discretion to discard the grading given by RO.)

(Signature of the Reporting 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.
