

MINISTRY / MISSION / POST.....
NAME OF STATION.....

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – MULTI-TASKING STAFF)**

I do hereby submit my duly filled APAR for the period(DD/MM/YY)to (DD/MM/YY)., to my Reporting Officer, Shri/Smt....., (Name and Designation at the time of reporting), for his/her kind perusal. It is also requested that upon duly reported, the same may be forwarded to Shri/Smt., (Name and Designation at the time of reporting), for review.

* **[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:

RO (name),
designation (current)

Separate copy: VCR Section, MEA, JNB, New Delhi [Separate copy of this page is being sent by email (scanned copy – aovcr@mea.gov.in. 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]

**MINISTRY / MISSION / POST
NAME OF STATION**

Enclosed herewith the duly filled and reported upon APAR in respect of Shri/Smt , (name and designation at the time of reporting), for the period from to for review please. Following the review, the same may be forwarded to APAR section for record.

(name)
Designation
date:

Reviewing Officer (name),
designation

separate copy: VCR Section, MEA, JNB, New Delhi[Separate copy of this page is being sent by email to aovcr@mea.gov.in] for record. Non submission of this page to VCR Section would imply that RO has not forwarded the APAR of the concerned officer after perusal to respective Reviewing Officer]

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(FOR GRADE – MTS)

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				

C. Whether any particular period is to be declared as no-report period* during CFY April 20____ to March 20____.

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

**ANNUAL PERFORMANCE ASSESSMENT REPORT
FOR
MULTI-TASKING STAFF (MTS)**

REPORT FOR THE PERIOD FROM _____ TO _____

Personal Data & Self Appraisal (to be filled by the Officer Reported Upon (ORU))

1. Name: _____ 2. Station of current posting: _____
3. Date of Birth : _____
4. Date of joining MEA: _____
5. Date of Promotion to the present Rank (if any): _____
6. Whether belongs to Schedule Caste/ Scheduled Tribe /OBC: _____
- 7.. Date of Joining the present deployment: _____
8. Period of absence from duty (Leave, Training etc): _____

Sl. No.	From	To	Purpose

9. Details of family members:

Sl. no	Name	Relationship	Age

10. Brief description of Duties performed and any remarkable / good work done during the Period or rewards or commendations received:

Date:
Place:

(Signature of ORU)
Name (in Block Letters):
Designation during the Period of Report:

Part – III
ASSESSMENT OF THE REPORTING OFFICER (RO)

(Please read carefully the instructions given at the end of the form before filling entries)

1. How long has the RO supervised the ORU: From _____ to _____
2. Does the Reporting Officer agree with the statement made in Part – I? If not, the extent of disagreement and reasons thereof:

3. The numerical grading is to be awarded by the Reporting and Reviewing Authority; should be on the scale of 1-10, where 1 refers to the lowest Grade and 10 to the highest. The attribute which is not applicable in respect of the Officer Reported Upon (ORU), should be left blank or marked as 'N/A'.

Sl No	Attributes	Score by RO	Score by RVO	Initial of RVO
1.	Sincerity and hard work i.e. to what extent he/she gives his/her best			
2.	Punctuality (coming to duty on time)			
3.	Devotion to duty			
4.	Turn out: whether dressed neatly and appropriately			
5.	Efficiency in managing general public			
6.	Willingness to take additional responsibility			
7.	Awareness about basic computer operation			
8.	Coordination with colleagues			
9.	Effective and prompt handling of phone calls during or after office hours			
10.	Eagerness and ability to learn on the job			
11.	Attitude towards women & weaker sections			
12.	General politeness in dealing with other staff members and general public			
13.	Readiness to work on holidays, weekends, after office hours, if required			
14.	Promptness in distribution of Dak			
15.	Knowledge, handling of office equipment such as photocopier, fax machine, printers, CCTV etc.			
16.	Prompt handling of all the assigned task			
17.	Awareness of fire safety			
18.	Ability to retain poise under pressure			
19.	Basic knowledge of typing			
20.	Simple writing ability			
TOTAL SCORE				

4. State of Health (*please tick one of the following*): (a) **Excellent**; (b) **Good**; (c) **Average (needs frequent medical consultation or treatment)**; (d) **Poor (needs very frequent medical consultation/treatment affecting work / duty)**

5. Integrity (*please tick one of the following*): (a) **Doubtful (separate note to be attached)**; (b) **Beyond Doubt**; (c) **Have not watched ORU for sufficient time to form a definite judgment but nothing adverse has been reported to me about the ORU**

6. Whether any instance/reports of delinquent behaviour that is unbecoming of a government servant was noticed/reported during the period under report, including:

(a) Unauthorized absence from a duty place, premises or beat during his period of work responsibility: **Yes / No**

(b) Found performing duty under the influence of alcohol/ narcotics substance: **Yes / No**

(c) Found indulging in outside employment: **Yes / No**

(d) Found indulging in incidents of sexual misdemeanor including maintaining inappropriate relationships with women clandestinely: **Yes / No**

(e) Found living beyond means or borrowing inappropriately from different quarters that can not be ordinarily repaid given his / her official remuneration: **Yes / No**

(f) Found maintaining relationships with doubtful characters (agents and touts) connected with consular and visa services: **Yes / No**

(g) Found socializing and maintaining relations with foreign nationals or Indian nationals resident in the host country without reporting: **Yes / No**

(h) Any other (please add):

(If the answer is 'yes' to any of the above, please indicate whether the matter was reported to BOS specially or through periodical security inspection reports): **Yes/No**

7. (For IBAs from MTS cadre only) Whether recommended for further posting in Missions/Posts abroad? **Yes / No**

8. Any specific instance(s) of exemplary courage or good work done by the official during the period reported upon? If yes, please elaborate in a separate Annexure (if needed) in not more than 100 words.

9. General Remarks (if any):

10. **Overall Numerical Grading** : (Total Score: Under 3 in part-III/The number of rows or attributes filled in under 3 in part-III)

Date:

(Signature of the Reporting Officer)

Place:

Name (in Block Letters):

Designation during the period of the Report :

+

Part – IV

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Officer :
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material? **Yes/No**
3. If **No** in 2 above, remarks by the Reviewing Officer to indicate specifically the difference, if any, with the assessment made by the Reporting Officer and the reasons thereof.

4. If the official reported upon (ORU) is a member of SC/ST/OBC, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST/OBC has been fair & just? **Yes/No**; If no, please elaborate:

5. **Overall grading: Outstanding / Very Good / Good / Average**
6. **Overall Numerical Grading :**
(Total Score: Under 3 in part-III/The number of rows or attributes filled in under 3 in part-III)

Date:
Place:

(Signature of the Reviewing Officer)
Name (in Block letters):
Designation during the period of review:

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 of less than 3.9 (overall Grade) would be adequately justified in the picture by way of specific failures and similarly, any Grade of more than 7.9 would be justified with respect to specific accomplishments. Grades of less than 3.9 or more than 7.9 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	9
Between 6 and 7.99	Very Good	7
Between 4 and 5.99	Good	5
3.99and 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 that he has not watched the officers' work for sufficient time to form a definite judgment 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.
