ANNUAL PERFORMANCE APPRAISAL REPORT
For
Officers of the Indian Telecommunication Service
Indian P&T Accounts and Finance Service
Indian P&T Building Works
(JTS, STS AND JUNIOR ADMINISTRATIVE GRADE)
भाग - 1
PART-1

(मंत्रालय/विभाग के संबंधित प्रशासनिक अनुभव का आधार भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम
   Name of Officer

2. जन्म की तारीख (दिन/गां/वर्ष)
   Date of Birth (DD/MM/YYYY)

3. वर्तमान क्रेडिट में लगाया गया नियुक्तियों का तारीख का दिन
   Date of continuous appointment to the present grade

4. वर्तमान पद तथा उस पर नियुक्तियों की तारीख
   Present post and date of appointment thereto

5. वर्ष में कार्य से अनुपस्थिति की अवधि (प्रशिक्षण, अवसर या इत्यादि दौरान) दौरान अधिकारी ने प्रशिक्षण लिया है या उसका निर्धारण नहीं है।
   Period of absence from duty (on training, leave etc.) during the year. If he has undergone training, specify.
PART-2

To be filled in by the Officer reported upon

(Read instructions before filling the entries)

1. Brief description of duties

<table>
<thead>
<tr>
<th>Targets/Objectives/Goals</th>
<th>Achievements</th>
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3. (a) क्षेत्र में 2 में तथा मंडल उद्योगों/प्रयोजनों की प्राप्ति में राहि कदमों का संलेख में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बदलाव रही हो तो वे बताएं।

(A) 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.

(b) क्षेत्र के सदस्यों को भी जरूरत करें किनारे कटाक्षी प्रक्रियाओं पर है और उनमें अपने योगदान का भी उल्लेख करें।

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

4. कृपया उल्लेख करें कि क्या पृथक्कृत कैंपनिंग वर्ग के अधिक सार्वजनिक विकास के लिए निर्दिष्ट तरीके अर्धान्त कैंपनिंग वर्ग से उत्तरधारी वर्ग को 31 जनवरी के तक दर्ज कर दी गई थी। यदि नहीं तो विवरण दर्ज करने की तारीख दी जाए।

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.

Date: ........................................

Signature of officer reported upon
PART-3

Sanskaran samikshan ka vitaran par purnamikshan prapikshdik kinya avan han 10 1-10 ke dharrke par howna thakhe, jahan 1 sabse kam vichar ki 10 uttaran vichar ki utthar thakhe hain.

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.

(Pradnya pradhikar to bahana se kahane visheshdik ka varnna ke saath)

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
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</thead>
<tbody>
<tr>
<td>i) Purnamikshadik karya ke paripurnaikshadik ke amakar par aabartit karya</td>
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<td>ii) Karya nisahana ki koshtriya</td>
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<td>iii) Vicharanjank dashvada</td>
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<tr>
<td>iv) Vicharanjank karya ke paripurnaikshadik viyade karya vyavasthit karya</td>
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</table>

Overall Grading on 'Work Output'

(B) Assessment of personal attributes (weightage to this Section would be 30%)

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Overall Grading on 'Personal Attributes'

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<table>
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<th>Initial of Reviewing Authority</th>
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(2) Assessment of functional competency (weightage to this Section would be 30%)

- Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.
- Strategic planning ability
- Decision making ability
- Coordination ability
- Ability to motivate and develop subordinates
- Initiative

Overall grading on "Functional Competency"

PART-4

1. Relations with the public (wherever applicable)

2. Training
3. **State of health**

4. **Integrity**
   (Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.


**Signature of the Reporting Officer**

**Name in Block Letters:**

**Designation:**

**During the period of Report:**
PART-6

1. Remarks of the Reviewing Officer:

Length of service under the Reviewing Officer

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A) & Part-4(E))

In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.

Yes  No

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.
CERTIFICATE

(To be filled up by the Incharge entrusted with the responsibility of maintenance of Circle copy of APAR in the Field unit/Circle/Distt.)

This is to certify that this APAR (earlier ACR) for the period __________ has been disclosed to the officer reported upon and all actions in compliance to the DOP&T O.M. No. 21011/1/2005- Estt.(A) (Pt.III) dated 14th May, 2009 in connection with the Annual Performance Appraisal Report of the officer have been completed.

Signature of the Incharge entrusted with the responsibility of maintenance of APAR in the Field unit/Circle/Distt.

______________________________

Name of the officer: ____________________________

Designation: ____________________________

Office: ____________________________

(Note: It must be ensured that while sending the DOT copy of APAR certificate must be duly filled up. In the absence of this certificate the APAR will not be accepted by DOT).
Guidelines regarding filing up of APAR with numerical grading

(i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should site the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".

Guidelines regarding the colour scheme to be used by different grades of Officers in DOT while filing up their APAR form

1. Green - SAG Level & above
2. Yellow - JTS, STS & JAG
3. White - Gr 'B'

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