

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR PERSONAL ASSISTANT (PA), PRIVATE SECRETARY (PS),
SENIOR STENOGRAPHER, JUNIOR STENOGRAPHER, STENOGRAPHER GRADE- III**

Name of Office/ College: _____

Report for the Calendar Year : 1st January to 31st December, _____

**PART- I
PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Office/College)

1.	Name of the Officer (in CAPITAL letters)	:	
2.	Date of Birth (DD/MM/YYYY)	:	
	(In words)		
3.	Designation of post held	:	
4.	Date of continuous appointment in the present grade/PML	Date:	Grade/PML:
5.	Name of Officer with designation with whom attached during the period under report	Name of Officer & Date from which attached	
6.	Whether the officer belongs to SC/ST?	:	
7.	Period of absence from duty on leave, training, etc. during the year	:	

**PART- II
SELF APPRAISAL
TO BE FILLED IN BY THE OFFICER REPORTED UPON**
(Please read carefully the instructions before filling the entries)

1. Brief resume of the work done by you during the year/period from..... to
(The resume to be furnished should be limited to 100 words)

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

3. Please state briefly, the shortfalls in your input and reasons thereof, if any:

4. 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 yes, the date of filing the return should be given.

5. Please attach Annual Health Checkup Report of University's M. O. for the assessment year:

Dated:

Signature of officer reported upon

Place:

**PART- III
APPRAISAL**

1. Does the Reporting Officer agree with the statement made in Part-2? If not, the extent of disagreement and reasons thereof:

2. Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the instructions before filling the entries)

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

Particular	Grading
i) Quality of work	
ii) Level of professional skill	
iii) Trust worthiness in handling secret and top-secret matters and papers	
iv) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
Overall Grading on ‘Work Output’ [Total (i to iv)/4]	

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

Particular	Grading
i) Attitude to work	
ii) Intelligence, keenness	
iii) Maintenance of Discipline	
iv) Sense of responsibility	
v) Communication skills	
vi) Ability to work in team	
vii) Ability to meet deadline	
viii) Regularity and Punctuality in attendance	
Overall Grading on ‘Personal Attributes’ (Total [i to viii]/8)	

(C) Assessment of functional competency (weightage to this Section would be 30%)

Particular	Grading
i) Proficiency and accuracy in Stenographic work	
ii) Inter-personal relations	
iii) Coordination ability	
iv) Effective liaison, initiative and tact in dealing with telephone calls & visitor	
Overall Grading on ‘Functional Competency’ [Total (i to iv)/4]	

Note: *The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.*

**PART- IV
GENERAL**

1. Relations with the public (wherever applicable):
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training:
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

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 and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in **PART- III** of the Report:

--

Date:

Signature of the Reporting Officer

Place:

Name in Block Letters:

Designation:

During the period of Report:

PART- V
REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer:

--

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in **PART- III & PART- IV**? Do you agree with the assessment of Reporting Officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref: **PART- III(A)(IV)** and **PART- IV(5)**] (In case you do not agree with any of the numerical assessments of attributes, please record your assessments in 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 Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his/her attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in Section- A, Section- B and Section- C in **PART- III** of the Report.

Date:

Signature of the Reviewing Officer

Place:

Name in Block Letters:

Designation:

During the period of Report:

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, the Reporting Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. 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.
5. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
6. Although performance appraisal is a year-end exercise, in order that it may be 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.
7. 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.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. 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 similarity, 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 rate the officer against a larger population of his/her peers that may be currently working under them.
10. 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 8	Very Good	7
Between 4 and 6	Good	5
Below 4	-	0

NOTE

The following procedure should be followed in filing up the item relating to integrity-

- i) If the officer's integrity is beyond doubt, it may be so stated.
- ii) If there is any doubt of 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 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 officer's work for sufficient time to form a definite judgment or that 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 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 further period and thereafter action taken as indicated at (b) and (c) above.

Time Schedule for Preparation/Recording/Completion

Annual Performance Appraisal Report (APAR) (Other than Teachers of HQ/ Colleges/ KVKs/ AICRPs/ MTTCs/ VTCs of CAU, Imphal)

Reporting Year – Calendar Year (1st January to 31st December, _____)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given) after completion of Part-I by the concerned office/section, if applicable.	31 st December (This may be completed even a week earlier.)
2.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15 th January
3.	Forwarding of report by Reporting Officer to Reviewing Officer.	31 st March
4.	Forwarding of report by Reviewing Officer to Administration or APAR Section/Cell or Accepting Authority, wherever provided.	30 th April
5.	Appraisal by Accepting Authority, wherever provided.	31 st May
6.	(a) Disclosure to the officer reported upon where there is no Accepting Authority. (b) Disclosure to the officer reported upon where there is Accepting Authority.	1 st June 15 th June
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representations to the Competent Authority: (a) Where there is no Accepting Authority for APAR (b) Where there is Accepting Authority for APAR.	21 st June 6 th July
9.	Disposal of representation by the Competent Authority.	Within one month from the date of receipt of representation
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell/Section.	15 th August
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st August