

GOVERNMENT OF PUDUCHERRY
ANNUAL PERFORMANCE ASSESSMENT REPORT OF STENOGRAPHERS
SENIOR PRIVATE SECRETARY / PRIVATE SECRETARY /
STENOGRAPHER GRADE-I / STENOGRAPHER GRADE-II

Department / Office of.....
Report for the year/ period from.....

PART-1
PERSONAL DATA

(To be filled by the Department / Office)

1. Name of Officer :
2. Date of Birth :

D	D	M	M	Y	Y	Y	Y
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In words
3. Designation/ Post held :
4. Whether the official belongs to SC / ST? :
5. Date of continuous appointment to the present grade : Date.....Grade.....
6. Whether Permanent/ Temporary / *Ad hoc* / Regular? :
7. Name of the Officer with designation with whom attached during the period under report. :
8. Period of absence from duty (on training / leave etc.) during the period. (If he / she has undergone training specify). :

PART-2

(SELF APPRAISAL)

(To be filled in by the Officer reported upon)

(Please read the instructions carefully before filling the entries)

1. Brief resume of the work done by you during the 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 not, the date of filing the return should be given (To be filled if applicable).

Place :

Date :

Signature of Officer reported upon

**PART-3
APPRAISAL**

1. Does the Reporting Officer agree with the statement made in Part-2 ? If not, extend 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 guidelines before filling the entries)

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

	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%)

	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) Regularity and punctuality in attendance	
Overall Grading on "Personal Attributes" [Total (i to vii) / 7]	

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

	Grading
(i) Proficiency and accuracy in Stenographic work	
(ii) Inter-personal relations	
(iii) Co-ordination ability	
(iv) Effective Liaison, Initiative and tact in dealing with telephone calls and visitor	
Overall Grading on 'Functional Competency' [Total (i to iv) / 4]	

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

PART-4**GENERAL**

1. Relations with the public (wherever applicable)
[Please comment on the Officer's accessibilities 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 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-3 of the Report.

Signature of the Reporting Officer

Place :

Date :

Name in Block Letters :

Designation :

(During the period of Report)

GUIDELINES REGARDING FILLING UP OF 'APAR' WITH NUMERICAL GRADING

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 filling out the form with a high sense of responsibility..
2. Reporting Officer 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 with respect 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 charge. The tasks / targets set should clearly be known and understood by both the officers concerned.
6. Although performance appraisal is a year-end exercise, it may be a tool for human resource development. Hence, 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, behaviours 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 attribute or overall grade) would be adequately justified in the pen-picture by way of special failures and similarly any grade of 9 and 10 would be justified with respect to special 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 authority should rate the officer against a large population of his / her peers that may be currently working under them.
10. For purpose of calculating average scores for empanelment / promotion, the following grade 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 filling 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 or 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 APAR 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 follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.
 - (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.

[Ministry of Home Affairs O.M. No. 51/4/64-Estt.(a), dated 21-6-1965 and Ministry of Personnel,
Public Grievances & Pensions (Department of Personnel & Training)
O.M. No. 21011 / 1 / 2005-Estt.(A) (Pt-II), dated 23-7-2009]

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