Annual Performance Appraisal Report

for

Officers of the Central Secretariat Official Language Service

Deputy Director (Official Language)
FORM

Annual Performance Appraisal Report of Officers of the Central Secretariat Official Language Service

Report for the year/period ending

वैयक्तिक ब्यौरे

PERSONAL DATA

Name of Officer:

Date of Birth (DD/MM/YYYY) (In words):

Date of continuous appointment to the present grade:

Present post and date of appointment there:

Period of absence from duty (on training leave etc.) during the year, if he has undergone training specify.
To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. विवरण विवरण

Brief description of duties

<table>
<thead>
<tr>
<th>लक्ष्य/उद्देश्य/द्वे</th>
<th>उपलब्धियाः</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targets/Objectives/Goals</td>
<td>Achievements</td>
</tr>
</tbody>
</table>
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.

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

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
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.

Please read carefully the guidelines before filling the entries

(A) कार्य निष्ठावान का मूल्यांकन (इस भाग का मार 40% होगा)

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

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) अनुवाद कार्य/Translation work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Knowledge &amp; Comprehension of Hindi and English language and ability to translating for language to the other.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Capability of effecting qualitative improvement in the process of vetting of translation doing the translators working under him.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Ability in preparation of speeches, articles etc. for Minister &amp; Senior Officers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) राजनीति नीति का आवेदन/implementation of the Official Language Policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) General awareness of the official language policy of the government.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Ability shown in watching and ensuring the implementation of the statutory and administrative requirement regarding the use of Hindi in Official work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Preparation and production of help and reference material/literature for facilitating the use of Hindi literature for facilitating the use of Hindi in Noting and Drafting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### iii) मैटिंग और सम्मेलनों/Meetings and Conferences

क्र. राज्य सरकार कार्यवाही में सचिव, डिप्लोमा समितियाँ आदि समितियों की मैटिंगों का हस्ताक्षर करने की क्षमता।

(1) क्षमता करने के लिए कार्य समितियों के कार्य समिति कार्य करने में
- सहयोग और कार्य करने की क्षमता।
- अनुशस्त्रीय चलनों/निर्देशों पर अनुशस्त्रीय चलने का कार्य करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।

(2) अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।
- अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।

अनुशस्त्रीय कार्य के पश्चात् परिवर्तन करने की क्षमता।

*Overall grading on work output.*

(B) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भाग 30% होगा)

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

<table>
<thead>
<tr>
<th>व्यक्तिगत विशेषता</th>
<th>पुनरीलोकण प्राधिकारी</th>
<th>पुनरीलोकण प्राधिकारी</th>
<th>पुनरीलोकण प्राधिकारी</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Authority</td>
<td>Reviewing Authority</td>
<td>Initial of Reviewing Authority</td>
<td></td>
</tr>
<tr>
<td>विश्लेषणात्मक योग्यता</td>
<td>कार्यकृति</td>
<td>कार्यकृति</td>
<td>कार्यकृति</td>
</tr>
<tr>
<td>Analytical ability</td>
<td>Attitude to work</td>
<td>Sense of responsibility</td>
<td>Maintenance of Discipline</td>
</tr>
<tr>
<td>कार्य की आभूषणितिः</td>
<td>कार्य की आभूषणितिः</td>
<td>कार्य की आभूषणितिः</td>
<td>कार्य की आभूषणितिः</td>
</tr>
<tr>
<td>Communication skills</td>
<td>Communication skills</td>
<td>Communication skills</td>
<td>Communication skills</td>
</tr>
</tbody>
</table>

5
<table>
<thead>
<tr>
<th></th>
<th>Reporting Authority</th>
<th>Reviewing Authority (Para 2 of Part-5)</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Leadership qualities</td>
<td>Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Capacity to work in team spirit</td>
<td>Strategic planning ability</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Capacity to adhere to a new schedule</td>
<td>Decision making ability</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Inter-personal relations</td>
<td>Coordination ability</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Overall bearing and personality</td>
<td>Ability to motivate and develop subordinates</td>
<td></td>
</tr>
</tbody>
</table>

(C) Assessment of personal attributes (weightage to this Section would be 30%)
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 (ref. 3(A) & 3(B) of Part-2) and attitude towards weaker sections.


Signature of the Reporting Officer:
REMARKS OF THE REVIEWING OFFICER

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-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) (iv) and Part-4 (5) (In case you do not agree with any of the numerical assessments of attributes please record your assessment on 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 strenghts and lesser strength and his attitude towards weaker sections.
Overall numerical grading on the basis of weightage
Section A, B and C in Part-5 of the Report.

Please

Date

Signature of the Reviewing Officer

Place

Designation

During the period of Report


Section C in Part 3 of the Report.
Guidelines regarding filling up of APAR with numerical grading

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

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 rate the officer against a larger population of his/her peers that may be currently working under them.

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.

APARs graded between 4 and 6 and short of 8 will be rated as “Very Good” and will be given a score of 5.

APARs graded below 4 will be given a score of “Zero”.

Guidelines regarding the colour scheme to be used by different grades of CCS while filling up their APAR form

<table>
<thead>
<tr>
<th>Colour</th>
<th>Official Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>Director (Official language)</td>
</tr>
<tr>
<td>Blue</td>
<td>Joint Director (Official language)</td>
</tr>
<tr>
<td>Pink</td>
<td>Deputy Director (Official language)</td>
</tr>
<tr>
<td>White</td>
<td>Junior Hindi Translator/Senior Hindi Translator/Assistant Director (Official language)</td>
</tr>
</tbody>
</table>