Annual Performance Appraisal Report
for
Officers of the Central Secretariat Service

Deputy Secretary

Name of Officer

Report for the year/period ending
Annual Performance Appraisal Report of Deputy Secretary of the Central Secretariat Service

PART-1

1. Name of Officer

2. Date of Birth(DD/MM/YYYY) : / / (in words)..................................................

3. Date of continuous appointment to the present grade

4. Present post and date of appointment there to

5. Period of absence from duty (on training leave etc.) during the year. If he has under gone training, specify.
PART-2

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. कितने गये कार्यों का संशोधन
   Brief description of duties

2. कार्य के जो लक्ष्य/उद्देश्य/घोष आपने स्वयं अपने लिए निर्धारित किये गये हों या आपके लिये निर्धारित किये गये हो उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस मद्दत प्राथमिकता के आधार पर बनाएं और हरेंक लक्ष्य के वृत्ति से अपनी उपलब्धि बताएं। (उदाहरण के लिए आपके प्रभाग के लिए बार्धिक कार्य योजना)
   Please specify targets/objectives/goals(in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

<table>
<thead>
<tr>
<th>लक्ष्य/उद्देश्य/घोष</th>
<th>उपलब्धि/गतिविधियाँ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targets/Objectives/Goals</td>
<td>Achievements</td>
</tr>
</tbody>
</table>
3. (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) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st Janury 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) Assessment of work output (weightage to this Section would be 40%)

<table>
<thead>
<tr>
<th>Numerical grading</th>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) शिखरित कार्य की परिपुर्वता/विषय के आधार पर आवश्यक किया गया कार्य</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>2) कार्य-निष्पदन की कोटि</td>
<td>रिपोर्टिंग अर्थलीकरण</td>
<td>रिपोर्टिंग अर्थलीकरण</td>
<td>रिपोर्टिंग अर्थलीकरण</td>
</tr>
<tr>
<td>3) विश्लेषणस्तर योग्यता</td>
<td>अध्यात्मिक क्षमता</td>
<td>अध्यात्मिक क्षमता</td>
<td>अध्यात्मिक क्षमता</td>
</tr>
<tr>
<td>4) अवलोकनस्तर कार्य की परिपुर्वता किये गए अप्रत्याशित कार्य</td>
<td>अप्रत्याशित कार्य</td>
<td>अप्रत्याशित कार्य</td>
<td>अप्रत्याशित कार्य</td>
</tr>
<tr>
<td>निर्माण कार्य पर कुल मिलाकर श्रेणीकरण</td>
<td>अग्रणी विभाग के आधार पर अध्यात्मिक क्षमता</td>
<td>अग्रणी विभाग के आधार पर अध्यात्मिक क्षमता</td>
<td>अग्रणी विभाग के आधार पर अध्यात्मिक क्षमता</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) कार्य की अर्थव्यूँति</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>2) निष्पदन का बोध</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>3) अनुसरण का अनुसरण</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>4) व्यवहार क्षमता</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>5) नेतृत्व पूर्ण</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>6) दल की भावना में कार्य करने की क्षमता</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>7) समय सारणी का अनुसरण करने की क्षमता</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>8) व्यवस्थापन संबंध</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
<tr>
<td>9) संयुक्त विभागों पर कुल मिलाकर क्षमीकरण</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
<td>पुनरीतिकण प्राधिकारी</td>
</tr>
</tbody>
</table>

Overall Grading on 'Personal Attributes'
(C) 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 |

<table>
<thead>
<tr>
<th>प्रतिवेदन प्राधिकारी Reporting Authority</th>
<th>पुनिवेशक प्राधिकारी ('संबंध भाग-5 का पैरा -2') Reviewing Authority (Refer Para 2 of Part-5)</th>
<th>प्रतिवेदन प्राधिकारी के आदेशक Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Authority: Acrich Tfkil:FT 4-Icq-4ich-1 (1ITT 1-TR 30% lhir)</td>
<td>Reviewing Authority: Acrich Tfkil:FT 4-Icq-4ich-1 (1ITT 1-TR 30% lhir)</td>
<td>Initial of Reviewing Authority: Acrich Tfkil:FT 4-Icq-4ich-1 (1ITT 1-TR 30% lhir)</td>
</tr>
</tbody>
</table>

**PART-4**

**सामान्य**

**GENERAL**

1. **Relations with the public (wherever applicable)**

   (जनता की आवश्यकताओं का उलटतामिल एवं अधिकारियों तक अधिकार पर कृपया दिशानित करें)

   (Please comment on the Officers accessibility to the public and responsiveness to their needs)

2. **Training**

   (कृपया अधिकारियों को प्रभावित एवं कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की युनिट से उनके प्रशिक्षण के लिए सिफारिशों करें)

   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)
3. स्वास्थ्य की स्थिति
State of health

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

5. प्रतिबन्ध अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में),
जिसमें सामान्य क्षेत्र एवं कम सामान्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ
भाग-2 का 3(अ) एवं 3(ब) एवं दुर्भिक्ष वर्गों के प्रति अभिव्वति शामिल हो।
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.

6. प्रतिबन्ध के भाग-3 के खंड अ, ब तथा स में दिए गए, भारांश के आधार पर कुल मिलाकर
संक्षेपतम चर्चा करना।
Overall numerical grading on the basis of weightage given in Section A,B and C in Part-3 of
the Report.

प्रतिबन्धन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:
Place............................

नाम साफ अक्षरों में:
Name in Block Letters:.............................

पदनाम:
Designation:.................................

प्रतिबन्धन की अवधि में:
During the period of Report:..........................
### Remarks of the Reviewing Officer:

Length of service under the Reviewing Officer

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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)

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)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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 section.
5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report

Signature of the Reviewing Officer

Name in Block Letters: ____________________________

Designation: ____________________________

During the period of Report: ____________________________
Guidelines regarding filling 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 rate 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 below 4 will be given a score of "Zero".

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

(1) Green- JS/SAG Level & above

(2) Yellow- Director

(3) Blue- Deputy Secretary

(4) Pink- Under Secretary

(5) White- Section Officer & Assistant