

MINISTRY OF STATISTICS & PROGRAMME  
IMPLEMENTATION



FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) OF  
MULTI TASK STAFF (MTS)

Report for the period : \_\_\_\_\_

|    |  |   |  |
|----|--|---|--|
| 1. | Name in full   | : |  |
| 2. | Scale of pay   | : |  |
| 3. | Date of Birth  | : |  |
| 4. | Total Service  | : |  |
| 5. | Unit to which attached   | : |  |
| 6. | Educational Qualifications   | : |  |
| 7. | Period of absence from duty on leave etc. during the year  | : |  |
| 8. | <b>Observation on :</b>  |   |  |
|    | i) Intelligence  | : |  |
|    | ii) Energy and reliability   | : |  |
|    | iii) Punctuality in attendance   | : |  |
|    | iv) Behaviour  | : |  |
|    | v) Amenable to discipline  | : |  |
|    | vi) Knowledge and Ability  | : |  |
| 9. | Has he been responsible for any outstanding Work during the period under review meeting Special commendation? If so, what? | : |  |

|     |  |   |  |
|-----|--|---|--|
| 10. | Has he been reprimanded for indifferen work of for any other Causes? If so, brief particulars may be given | : |  |
| 11. | Integrity (Please comment on the integrity of the official)  | : |  |
| 12. | Remarks of the controlling Officer   | : |  |

Signature of the Reporting Officer :

Designation :

Date :