



# **ANNUAL PERFORMANCE APPRAISAL REPORT**

**FOR**

**OFFICERS/OFFICIALS OF THE**

**PLANNING & STATISTICAL CADRE**

**Govt. of NCT of Delhi**

**NAME OF OFFICER : .....**

**REPORT FOR THE YEAR/PERIOD ENDING :.....**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**PLANNING DEPARTMENT**

**Annual Performance Appraisal Report (APAR) for Officers/Officials of  
Planning & Statistical Cadre**

**Report for the period** \_\_\_\_\_

**PART – 1**

PERSONAL DATA

(To be filled by the Department/Office/Officer)

1. Name of the Officer : .....
2. Date of Birth : .....
4. Present Post held with Pay Scale & Grade Pay : .....
5. Whether regular or ad-hoc : .....
6. Date of Continuous Appointment to the present grade/post : .....
7. Academic Qualification : .....
8. Period of absence from duty  
a) Leave- Details : .....  
: .....  
: .....  
: .....
9. Deptt/Division /Office in which served during the period under report : .....
10. Training /etc attended during the period : .....
11. Please indicates the field(s) in which you would like to have training(s):  
.....
12. Date of filling of Annual Return of Immovable Property: .....

## **PART – 2**

### **SELF APPRAISAL**

(To be filled in by the Officer reported upon)

1. Brief description of duties:

2. Targets fixed /Achievements during the year:

<b>Targets fixed</b>	<b>Whether fully achieved</b>	<b>If not, give reasons, including constraints</b>

Date .....

Signature of Officer reported upon

### PART – 3

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%)

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/ work allotted as per subjects allotted				
ii) Quality of output				
iii) Analytical ability				
iv) Accomplishment of exceptional work/unforeseen tasks performed				
<b>Overall average grading on work output {(i+... +iv)/4}</b>				
<b>40% of overall average grading (say 'A')</b>				

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

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work				
ii) Sense of responsibility				
iii) Maintenance of Discipline				
iv) Communication skills				
v) Leadership qualities				
vi) Capacity to work in team spirit				
vii) Capacity to adhere to time-schedule				
viii) Inter-personal relations				
ix) Overall bearing and personality				
<b>Overall average grading on personal attributes {(i+...+ ix)/9}</b>				
<b>30% of overall average grading of personal attributes (say 'B')</b>				

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

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly				
ii) Strategic planning ability				
iii) Decision making ability				
iv) Coordination ability				
v) Ability to motivate and develop subordinates				
vi) Initiative				
<b>Overall average grading on functional competency {(i+...+vi)/6}</b>				
<b>30% of overall average grading (say 'C')</b>				

## **PART –4**

### **GENERAL**

1. Relations with public (wherever applicable)  
(Please comment on the Officers accessibility to the public and responsiveness to their needs)

2. State of health

3. Integrity  
(Please comment on the integrity of the Officer)

4. 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) & 3(C) of Part – 3) 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 : .....

Name in Block Letters : .....

Date : .....

Designation : .....

During the period of Report .....

## PART – 5

### 1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

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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(4))

(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
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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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 attitude towards weaker sections.

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

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Signature of the Reviewing Officer

Place : .....

Name in Block Letters : .....

Date : .....

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 in 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 between 4 and 6 short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”.

### **Guidelines regarding the colour scheme to be used by different grades of Planning & Statistical Cadre while filling up their APAR form**

- |     |             |   |                        |
|-----|-------------|---|------------------------|
| (1) | Light Green | - | Gazetted Officers      |
| (2) | White       | - | Non- Gazetted Officers |

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