

**Annual Performance Assessment Report for Officers of the GNCTD
Stenographer Service**

**Senior Personal Assistant
Stenographer Gr.II
Stenographer Gr.III**

Name of Officer_____

Report for the year/period _____

Department/Directorate of _____

Form

Annual Performance Assessment Report for Officers of the GNCTD Stenographer Service.

Report for the year/Period ending _____

Personal Data

Part – I

(To be filled by the Administrative Section of the concerned Department/Directorate)

1	Name of the Officer :	
2	Date of Birth (DD/MM/YYYY):	
3	Designation of Post held	
4	Date of continuous appointment in the present grade	Date _____ Grade _____
5	Name of the Officer with designation with whom attached during the period under report	
6	Period of absence from duty on leave, training, etc. during the year	

Part 2 – SELF APPRAISAL

(To be filled in by the Officer reported upon)

(Please read carefully the instruction before filling the entries)

1. Brief resume of the work done by you during the year/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 immoveable 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.

Place :.....

Date :.....

Signature of the officer reported upon

Part 3 – APPRAISAL

1. Does the Reporting Officer agree with the statement made in part 2 ? If not, the extent of disagreement and reasons thereof.

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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' (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' (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) Coordination ability	
iv) Effective Liaison, Initiative and tact in dealing with telephone calls & visitor	
Overall Grading on 'functional Competency' (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.

GENERAL

Part 4

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 future 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 and attitude towards weaker sections.

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

Signature of the Reporting Officer

Place : _____

Name in Block letters:_____

Date : _____

Designation:_____

(During the period of Report)

INSTRUCTIONS

1. The Annual Performance Appraisal Report is an important document, it provides the basis and vital inputs for assessing the performance of an officer and for his/her further advancement in his /her career. The officer reported upon, the Reporting Officer should, therefore, undertake the duty of filing out the form with a high sense of responsibility.
2. Reporting Officers 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 filed 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 ratings 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 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 change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development; 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, behaviors 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 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly and grade of 9 & 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 and reviewing authorities 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 expanelment/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 of 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 Confidential Report 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 the follow-up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty 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 be watched for a further period and thereafter action taken as indicated at b) and c) above.

(Ministry of Home Affairs O.M.No.51/4/84-Estt. (a) dated 21-6-1965)