

**ARUNACHAL PRADESH INFORMATION COMMISSION,
ITANAGAR.**

ANNUAL PERFORMANCE APPRAISAL REPORT

FOR

Upper Division Clerk

&

Lower Division Clerk

Name of the Official :

Designation :

Report for the Year/Period Ending :

Annual Performance Appraisal Report of **Upper Division Clerk/ Lower Division Clerk** of Arunachal Pradesh Information Commission, Itanagar.

Report for the Year/Period:

PERSONAL DATA

Part-1A

(To be filled by the Administrative Section Concerned of the Ministry/Department/Office)

- 1 Name of the official :
- 2 Date of Birth (DD/MM/YYYY)
(In words) :
- 3 Designation of post held :
- 4 Whether the officer/official belongs to
Scheduled Caste/ Scheduled Tribe? :
- 5 Date of Continuous Appointment in the Date :
- 6 Grade :
- 7 Period of Absence from duty on leave,
training etc. during the year :

Part-1B

1. Name & Designation of the Reporting
Officer :
2. Name & Designation of the Reviewing
Officer :

Signature of Officer of APAR Branch/Section

Part-2

SELF-APPRAISAL

(To be filled by the Officer/Official reported upon)
(Please read carefully the instruction before filling the entries)

1. Brief Description of Duties

2. 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)

Place:

Date:

Signature of the Officer/Official reported upon

Part-3

ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

1. 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 %)

		Grades Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col. 2)	Initial Reviewing Authority
1	2	3	4	5
1	Accomplishment of planned work/work as per subjects allotted			
2	Quality of output			
3	Proficiency in typing (Speed and Accuracy)			
4	Proficiency in work namely maintenance of prescribed registers and charts etc.			
	Overall Grading on work Output [Total of 1 to 4]			

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

		Grades Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col. 2)	Initial Reviewing Authority
1	2	3	4	5
1	Attitude to work			
2	Sense of responsibility			
3	Maintenance of discipline			
4	Communication skills			
5	Analytical ability			
6	Ability to work in team			
7	Ability to meet deadline			
8	Inter personal relations			
	Overall Grading on 'Personal attributes' (Total [1 to 9])			

(C) Assessment of functional competency (Weightage to this section be 30%)

		Grades by reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col. 2)	Initial of Reviewing Authority
1	2	3	4	4
1	Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly			
2	Coordination ability			
3	Initiative			
4	Proficiency in working on computer			
	Overall Grading on Functional Competency (Total 1 to 4)			

Notes: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

Part-4

GENERAL

1. Relation with the public (whether applicable)
(Please comment on the officer's accessibility to the public and responsiveness to the 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 office including the area of strengths and lesser strength extraordinary achievements, significant failures and attitude towards weaker section.

6. Overall numerical grading in the basis of weightage given in section A, B and C in part-III of the Report.

Place:

Signature of the Reporting Officer

Name in Block letters
Date:
Designation
During the period of Report

Part-5

REMARKS OF THE REVIEWING OFFICER

1. 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 and Part-4 (Ref: 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 of 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. The attitude of the Reporting Officer in assessing the performance of SC/ST Officer.

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5. Pen picture by Reviewing Officer 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.

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

Place: Itanagar

Signature of the Reviewing Officer

Name in Block letters
Date:
Designation
During the period of Report
