

**MINISTRY OF STATISTICS & PROGRAMME
IMPLEMENTATION**



ANNUAL PERFORMANCE APPRAISAL REPORT

**SENIOR STATISTICAL OFFICER
SUBORDINATE STATISTICAL SERVICE (SSS)**

Name of the Officer :

Employee Code :

Report for the period:

MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION



ANNUAL PERFORMANCE APPRAISAL REPORT SENIOR STATISTICAL OFFICER SUBORDINATE STATISTICAL SERVICE (SSS)

Report for the period: _____ to _____

PART- I

PERSONAL DATA

(To be filled in by Department/Office)

1. Name of the officer:
2. Employee Code:
3. Date of Birth:
4. Date of Entry in Govt. Service:
5. Date of Entry in SSS:
6. Present Post held:
7. Whether regular or ad-hoc:
8. Date of Continuous Appointment to the present grade/post:
9. Academic Qualifications:
10. Period of absence from duty :
(a) Leave-details
11. Deptt./Division/Office in which served during the period under report :
12. Training Programs attended during the period :
13. Religion :

PART- II

SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Present Place of Posting:

2. Place(s) of posting during the year in chronological order:

S. No.	Post held & Scale/ Grade Pay	Date		Regular or Adhoc (Specify)	Place of Posting	Brief description of duties performed
		From	To			
2.						
3.						

-: 3 :-

3. Development during last performance year:

i) Academic Qualification added, if any (Give details):

ii) Nature, period, place of training:

iii) Awards/Recognition/Certificates etc.:

4. Please indicate the field(s) in which you would like to have training(s):

5. Exceptional work undertaken during the year:

6. Whether any criminal offense/judicial enquiry/police case is pending against you:

7. If yes, give details:

8. Date of filing of Immovable Property Return (IPR):

9. Targets fixed/Achievements during the year:

<u>S.No.</u>	<u>Targets fixed</u>	<u>Whether fully achieved</u>	<u>If not, give reasons, including constraints</u>

Date :

Name & Signature of the officer reported upon

Place :

PART - III (A)

ASSESSMENT

* Scores must be justified by way of specific successes and failures in pen picture. Any grade against work output, attributes/competencies or overall grade needs to be followed with critical incidents in the pen picture. Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture. (Grade 1-2 is the lowest and the Grade 9-10 is the highest)

(a) **ASSESSMENT OF WORK OUTPUT** (Weightage for this Section will be 40%).
[Please grade on the scale of 1 to 10]

Competencies	Self-Assessment	Initial of Govt. Servant	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of planned work allotted						
(ii) Quality of work output						
(iii) Accomplishment of exceptional work/unforeseen tasks performed						
Overall average grading on work output [(i+ii+iii)/3]						
40% of overall average grading (Say 'A')						

**(b) ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage for this Section will be 30%).
[Please grade on the scale of 1 to 10]**

Competencies	Self-Assessment	Initial of Govt. Servant	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude towards the job						
(ii) Communication Skills						
(iii) Managerial Skills						
(iv) Interpersonal Skills						
(v) Adaptability						
(vi) Team Spirit						
(vii) Sensitivity to local culture & environment						
(viii) General discipline and responsibility						
ix) Leadership Skills						
Overall average grading on Behavioural competency [(i+ii+...+ix)/9]						
30% of overall average grading of Behavioural competency (say 'B')						

(c) ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage for this Section will be 30%)
[Please grade on the scale of 1 to 10]

Competencies	Self-Assessment	Initial of Govt. Servant	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Functional Knowledge about the job						
(ii) Technical expertise						
(iii) Ability to compile, analyse data and recognise patterns & errors						
(iv) Planning Ability						
(v) Ability to take decisions						
(vi) Analytical Ability						
Overall average grading on functional competency [(i+ii+...+vi)/6]						
30% of overall average grade on functional competency (say 'C')						

- (d) Final Grading by Reporting Authority (A+B+C): =
- (e) State of Health:
- (f) Please indicate field(s) in which the officer needs training(s):
- (g) Integrity:

PART - III (B)

PEN PICTURE OF THE OFFICER

(Giving Overall assessment indicating the qualities including areas of strengths & lesser strengths, state of health and attitude towards weaker sections)

AS PERCEIVED BY THE REPORTING OFFICER

Date :

Place :

Name, Signature & Designation
of Reporting Authority
(with Seal)

PART – IV

REVIEW

1. Please record views about the assessment made by the reporting officer and a pen-picture of the Officer reported upon in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and numerical grading in Part-III(B).

REMARKS BY THE REVIEWING OFFICER

(indicating whether he agrees or disagrees with the Reporting Officer's pen picture giving specific reasons of Disagreement with the Reporting Officer)

2. Final Grading by Reviewing Authority (A+B+C) : =

Date :

Place :

Name, Signature & Designation
of Reviewing Authority
(with Seal)

CERTIFICATE BY THE OFFICER REPORTED UPON FOR HAVING SEEN THE APAR

This is to certify that I have gone through the assessment given by the Reporting/Reviewing Officers in my APAR for the year _____ to _____.

- * I have no comments to Officer.
- * I will submit my representation to the APAR Cell, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi within 15 days from today failing which the assessment/grading may be deemed to have been accepted by me.
- * **Strike out whichever is not applicable**

Signature with date

Name:

Designation:

Place of posting:

GUIDELINES REGARDING FILLING UP OF APAR SCORE WITH NUMERICAL GRADING & PEN PICTURE

- i) The columns in the APAR should be filled with due care and attention after devoting adequate time.
- ii) It is expected that any grading of 1 or 2 (against work output or behavioral competency/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. Grade 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) APAR 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 the empanelment and promotion.
- iv) APAR graded between 6 and short of 8 will be rated as “*very good*” and will be given a score of 7.
- v) APAR graded between 4 and short of 6 will be rated as “*good*” and will be given a score of 5.
- vi) APAR graded below 4 will be given a score of zero.
- vii) The grade point has to be reflected and justified in the pen picture submitted by the reporting officer and validated by the reviewing officer.
- viii) In case the Reported upon officer refuses to note the assessment and sign the certificate, it will be recorded so with certificate by the officer showing the APAR, in presence of two witnesses.

TIME SCHEDULE FOR PREPARATION/COMPLETION OF APAR
(REPORTING YEAR – FINANCIAL YEAR)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon)	31 st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon	15 th April
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing officer and to be sent to Administration or CR Section/cell	31 st July
5.	Disclosure to the officer reported upon	01 st September
6.	Receipt of representation, if any, on APAR by the APAR cell, M/o Statistics & Programme Implementation, S.P.Bhawan, New Delhi	15 days from the date of receipt of communication
7.	Forwarding of representations to the competent authority	21 st September
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
10.	End of entire APAR process, after which the APAR will be finally on record	30 th November

**MINISTRY OF STATISTICS & PROGRAMME
IMPLEMENTATION**



ANNUAL PERFORMANCE APPRAISAL REPORT

**JUNIOR STATISTICAL OFFICER
SUBORDINATE STATISTICAL SERVICE (SSS)**

Name of the Officer :

Employee Code :

Report for the period:

MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION



ANNUAL PERFORMANCE APPRAISAL REPORT JUNIOR STATISTICAL OFFICER SUBORDINATE STATISTICAL SERVICE (SSS)

Report for the period: _____ to _____

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(To be filled in by Department/Office)

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9. Academic Qualifications:
10. Period of absence from duty :
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PART- II

SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Present Place of Posting:

2. Place(s) of posting during the year in chronological order:

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5. Exceptional work undertaken during the year:

6. Whether any criminal offense/judicial enquiry/police case is pending against you:

7. If yes, give details:

8. Date of filing of Immovable Property Return (IPR):

9. Targets fixed/Achievements during the year:

<u>S.No.</u>	<u>Targets fixed</u>	<u>Whether fully achieved</u>	<u>If not, give reasons, including constraints</u>

Date :

Name & Signature of the officer reported upon

Place :

PART - III (A)

ASSESSMENT

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PEN PICTURE OF THE OFFICER

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AS PERCEIVED BY THE REPORTING OFFICER

Date :

Place :

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