



ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
IN RESPECT OF SENIOR PRIVATE SECRETARY/STENO-II/STENO-III

PERIOD: FROM _____ **TO** _____

Customs Excise & Service Tax, Appellate Tribunal

Name _____

Designation _____

APAR period _____



Rewards/Punishments received during the period under report

Date:

Place :

Signature of Admn Section:

Compiled by:

①

PART II - SELF APPRAISAL

1. Brief Description of duties

(Objectives of the position you hold and the tasks you are required to perform.)

2. During the period under report, please mention your work output including any exceptional contribution

Date of filing the property return for the year ending December

Have you completed APARs of the Officers/Officials working under you in respect of the previous year within stipulated time?

Name _____

Designation _____

APAR period _____

PART III - REMARKS OF THE REPORTING OFFICER

1. NUMERICAL GRADING

A. ASSESSMET OF WORK OUTPUT (weightage to this section is 40%)

	Reporting Authority (A)
i) Accomplishment of planned work/work allotted	
ii) Quality of output	
iii) Accomplishment of exceptional work	
Overall Grading-Total Score('e.g. for WorkOutput;(X);Average Score= $X/3=Y$; Weigthage 40%= $Y \times 0.4$) = A	

B. ASSESSMENT OF PERSONAL ATTRIBUTES

(weightage to this section is 30%)

	Reporting Authority (B)
i) Attitude to work/ Sense of responsibility	
ii) Amenability to Discipline	
iii) Punctuality in attendance	
iv) Communication skills	
v) Initiative/Drive	
vi) Capacity to prioritize & work in time limit/Promptness	
vii) Inter-personal relations	
Overall Grading-Total scalre (X);Average Score= $X/7=Y$;Weightage 30%= $Y \times 0.3 = B$	

(C) ASSESSMENT OF FUNCTIONAL COMPETENCY
(weightage to this section would be 30%)

	Reporting Authority (C)
i) Knowledge of shorthand and transcription (both speed and accuracy) and computers	
ii) Knowledge of Rules, Regulations and procedures	
iii) Tact and courteousness while dealing with visitors/Phone calls	
iv) Ability to draft notes, letter, minutes, briefs and to prepare summary etc. (in case such items of work have been performed by the officer)	
v) Intelligence & Keeness to learn	
vi) Ability to organize superior officer's official affairs and engagements	
vii) Trust worthiness in handling secret & top secret matters and papers.	
viii) Maintenance of Diary/Register	
Overall Grading on 'Functional Competency Total Score(X) Average Score= $X/6=Y$ Weightage 30%= $Y \times 0.3=C$	

Customs, Excise & Service Tax, Appellate Tribunal

Name

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Overall Numerical grading on the basis of weightage given in 1 (A+B+C) above (On a score of 1-10)

2. Pen picture by Reporting Officer. Please comment on the overall qualities of the officer including areas of strengths and lesser strengths.

3.

Attitude towards SC/ST/Weaker sections of Society

4. State of Health

5. Integrity (please see note attached at the end of this form)

Signature of Reporting Authority-----
(With office seal)

Date:

Place :

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic 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 filling out the form with a high sense of responsibility.
2. Performance appraisal through confidential reports should be used as a tool for human resource development. 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 fault-finding process but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. All items should be filled 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. If the reviewing officer is satisfied that the reporting officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part IV. The government shall enter the remarks in the confidential roll of the reporting officer.
5. Every answer shall be given in a narrative form. 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. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
6. The reporting officer shall, in the beginning of the year, assign targets to each of the officers with respect 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 reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.
7. 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.
8. It should be the endeavourer of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.
9. Assessment should be confined to the appraisee's performance during the period report only.
10. Some posts of the same rank may be more exacting than other. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. The item relating to 'public relations' need to be filled in the reporting officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

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 or 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 suspicion 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, this fact should also be recorded and duly 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 for a further period and thereafter action taken as indicated as (b) and (c) above.

(Ministry of Home Affairs O.M. No.51/4/64 - Estt.(A) dated 21-06-1965)

Annexure-I

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled 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 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.