

SECTION-II

Self Appraisal

(to be filled in by the officer reported upon)

1. Brief description of duties (add extra page, if required):

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2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target:

Task to be performed	Actual Achievements

APAR format for Group "C"

3 (A). Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets:

(B). Please also indicate items in which there have been significantly higher achievements and your contribution thereto:

Date:

Signature of officer reported upon

SECTION-III

Appraisal – By Reporting Authority

NUMERICAL GRADINGS (Part A, Part B and Part C below)

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. Numerical grading, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly 'under Assessment of Functional Competency.

- (A) Appraisal of work output (Numerical Grading should be assigned on a scale of 1-10. with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%):

S.No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Accomplishment of work allotted			
ii	Quantity of output			
iii	Analytical ability			
iv	Accomplishment of exceptional work/unforeseen task performed			
	Overall Grading on 'Work Output/			

- (B) Appraisal of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%):

S.No.		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 work within time limit			
viii	Inter-personal relations			
	Overall Grading on Personal Attributes			

APAR format for Group "C"

(C) Appraisal of Functional Competency (on a scale of 1-10, Weightage to this Section will be 30%):

S.No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Knowledge in the area of work			
ii	Ability to understand instructions and follow them			
iii	Efficiency and effectiveness in the area of work			
iv	Initiative			
v	Attitude to learn new work			
	Overall Grading on 'Functional competency			

SECTION-IV- GENERAL

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 further improving the effectiveness and capabilities of the Officer):

3. State of Health:

4. Integrity:

5. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas 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 Part A, B and C in Section-III of the Report:

(Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at S.No.8 and Section I and S. No. 5 of Section-II).

**Signature of the Reporting Officer with stamp:
Name in block letters:
Designation during the period of Report:**

Place:

Date:

SECTION-V

REVIEW

1. Length of service under the Reviewing Officer:

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2. Do you agree with the appraisal made by the reporting officer with respect to the work output and the various attributes in section III and Section-IV? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon?

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. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribes, please indicate specifically whether the attitude of the reporting officer in assessing the performance of the Scheduled Caste / Scheduled Tribe officer has been fair and just. (This column may be included in the APAR forms of officers holding posts in Level 8 and below in Pay Matrix):

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

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(Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at S.No.8 of Section I and S. No.5 of Section-II.).

Signature of the Reviewing Officer with stamp:

Name in block letters:

Designation during the period of Report:

Place:

Date:

DELHI JAL BOARD

**CERTIFICATE FOR DISCLOSURE OF
PERFORMANCE ASSESSMENT REPORT**

1. Name and designation of the officer Reported upon:

2. Year/Period of Assessment:

3. Date of Disclosure of APAR to the Officer reported upon:

4. Whether representation received from the officer reported upon:

YES	NO
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5. If yes, date of disclosure to the officer reported upon after consideration of his/her representation

Signature of the officer reported upon.....

Signature of the forwarding authority with stamp.....

Date:.....