

DELHI JAL BOARD: GOVT. OF NCT OF DELHI

**ANNUAL PERFORMANCE ASSESSMENT REPORT
FOR OFFICERS OF THE GNCTD
STENOGRAPHER SERVICES**

PRINCIPAL PRIVATE SECRETARY

PRIVATE SECRETARY

PERSONAL ASSISTANT

STENOGRAPHER

Name of Officer.....

Report for the year / period.....

Department.....

FORM

Annual Performance Appraisal Report of Officers of the GNCTD Stenographer Service Report for the year / period ending:

PERSONAL DATA

PART-I

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

1	Name of Officer		
2	Father's Name		
3	Date of Birth		
4	Unique ID (Employee Code)		
5	Contact Number		
6	Designation of post held		
7	Date of continuous appointment in the present grade	Date:	Grade:
8	Name of the officer with designation with whom attached during the period of report		
9	Period of absence from duty (on leave, training etc.) during the year (if he/she has undergone training, specify)		
10	Date of filling the Annual Property Return for the year ending December		

Signature with date (officer reported upon):.....

(Name, Designation and Signature with stamp)

PART-2 - SELF APPRAISAL

1. Brief resume o the work done by you during the 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 reason thereof, if any:

Place.....

Date.....

Signature of 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:

--

2. 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%)

	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 viii)/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 & visitors	
Overall Grading on 'Personal Attributes'(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.

PART-4 - GENERAL

1. Relation with the public (wherever applicable)
(Please comment on the officer's accessibilities 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 (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 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 section A, B and C in Part-3 of the Report:

**Signature of the Reporting Officer with stamp:
Name in Block Letters:
Designation:**

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
------------	-----------

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:.....

INSTURCTIONS

1. The Annual Performance Appraisal Report is an important document, 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 development one. The Reporting Officer should not shy away from reporting Shortcomings in performance, attitudes of overall personality of the officer reported upon.
3. The items should be file with due care and attentions and after devoting adequate time. Any attempt to file the report in a casual or superficial manner will be easily discernible to higher authorities.
4. Every answer shall be given in a narrative form except where numerical gradings is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully an 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 o whom he is required to report upon for completion during the year. In 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 war of advice etc.
7. It should be the endeavour of each appraiser to present the trust possible picture of the appraise in regard to his/her performance, conduct, behaviour an potential.
8. Assessment should be confined to the appraise'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. Grade of 1-2 or 9-10 are expected to be rare occurrences and hence the need o 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 experiment/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 suspicious, 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 suspicious are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - c) If the doubts or suspicious 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 suspicious 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.