

DELHI JAL BOARD: GOVT. OF NCT OF DELHI
(For Group A Officers)

APAR for the period from _____ to _____

SECTION-I

Personal Data:-

1. Name of the officer reported upon:
2. Father's Name:
3. Unique ID (Employee Code):
4. Contact No:
5. Date of Birth:
6. Present Pay Level:
7. Present Post held:
8. Date of appointment to present post:
9. Reporting and Reviewing Authorities:-

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		

10. Period and nature of Leave during the period of report:-

11.

(a)	Number of subordinates whose APARs for the previous years were required to be recorded by the officer reported in his capacity as Reporting officer	
(b)	Number of subordinates whose APARs for the previous years have been reported by the officer reported upon, within the time schedule.	

12.

(a)	Number of subordinates whose APARs for the previous years were required to be recorded by the officer reported in his capacity as Reviewing officer	
(b)	Number of subordinates whose APARs for the previous years have been reviewed by the officer reported upon, within the time schedule.	

13. Training Programs attended, if any:

14. Date of filling the Annual Property Return for the year ending December:

15. Awards / Honours, if any:

Date:

Signature _____

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SECTION-II

Self Appraisal

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

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2. Annual work plan and achievement:

Task to be Performed	Actual Achievement

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion, of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and / or reduction in time and costs)? If so, please give a verbal description (Within 100 words):

4. What are the factors that hindered your performance?

5. Declaration:

S. No.	Activity	Detail
1	Number of subordinates whose APARs for previous year which required to be assessed by you as Reporting Officer? (wherever applicable)	Reporting
2	Number of subordinates whose APARs for previous year have been assessed and submitted by you within the stipulated date?	Reporting
3	Reason for delay, if any, in reporting within stipulated date?	Reporting

Date:

Signature of officer reported upon

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SECTION-III

Appraisal-Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details:

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon:

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details:

4. Do you agree with the skill up-gradation and training needs as identified by the officer? Recommendations, if any:

NUMERICAL GRADINGS (S.No.5, S.No.6 and S.No.7)

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:

5. Assessment of work output (This appraisal should rate the officer vis-a-vis his peers and not the general population. Grades 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 planned work/work allotted as per subjects allotted			
ii	Quantity of output			
iii	Analytical ability			
iv	Accomplishment of exceptional work/unforeseen task performed			
	Overall Grading on 'Work Output/			

6. 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	Overall bearing and personality			
iv	Communication skills			
v	Leadership qualities			
vi	Capacity to work in team spirit			
vii	Capacity to work in time limit			
viii	Inter-personal relations			
ix	Maintenance of discipline			
	Overall Grading on Personal Attributes			

7. 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 of laws/rules/ procedures/IT skills and awareness of the local norms in the relevant area and ability to apply them correctly			
ii	Strategic planning ability			
iii	Decision making ability			
iv	Coordination ability			
v	Initiative			
vi	Ability to motivate and develop subordinates/ work in a team			
vii	*			
viii	*			
ix	*			
	Overall Grading on 'Functional competency			

*(Other functional competencies, if any required, specific to be service, to be decided by the Cadre Controlling Authority)

8. Integrity – Please comment on the integrity of the officer:

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9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections:

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10. Relation with the public (if applicable):

11. Training, if any (please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer):

12. State of Health:

13. Overall Grade (on a score of 1-10):

(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.10 and Section I and S. No. 6 (4) of Section-II (Self-appraisal).

Date:
Place:

Signature of the reporting officer with stamp:
Name in block letters: _____
Designation during the period of Report;

SECTION-IV

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? 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 difference of opinion details and reasons for the same may be given:

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4. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards SC, ST and weaker sections. Comments, if any, on the pen pictures written by the Reporting Authority:

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5. Overall grade on a scale of 1-10:

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Date:
Place:

Signature of the reviewing officer with stamp:
Name in block letters: _____
Designation during the period of Report;

DELHI JAL BOARD

**CERTIFICATE FOR DISCLOSURE OF
PERFORMANCE ASSESSMENT REPORT**

1. Name and designation of the officer Reported upon:

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2. Year/Period of Assessment:

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

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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

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Signature of the officer reported upon.....

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

Date: