



**GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING (DGT)**

..... Institute/DGT (HQ)

**FORM OF CONFIDENTIAL REPORT OF DIRECTOR/JOINT DIR./DY. DIR./ASSISTANT
DIR. & TRAINING OFFICER**

Report for the year/period ending: to

Name of the Officer

Designation

**GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING (DGT)**

..... Institute/DGT (HQ)

FORM OF CONFIDENTIAL REPORT OF DIRECTOR/JOINT DIR./DY. DIR./ASSISTANT DIR. & TRAINING OFFICER

Report for the year/period ending: to

**PART -I
PERSONAL DATA**

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

1. Name of Officer :
2. Date of Birth (DD/IUM/YYYY) :/...../.....
3. (a) Academic Qualification :
- (b) Technical Qualification :
4. (a) Date of continuous appointment to the Present grade
 Date Grade
- (b) Present post and date of appointment there to.
 Date Grade

5 Name & Designation of Reporting/Reviewing Authorities:

Reporting Authority		
Reviewing Authority		

6. Period of absence from duty (on training/leave etc.) during the year. If he/she has undergone training, specify.

Sl. No.	From	To	No. of days	Nature of Absence

PART-2 – SELF APPRAISAL

(To be filled in by the Officer reported upon)

(please write within) the space provide, DO NOT ADD SEPARATE SHEETS)

1. Brief description of duties:

a)

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you and your achievement against each target. (Example: Annual Action Plan for your Division)

Target/Objectives/Goals	Achievements

3. (A) Please state briefly, the shortfalls with reference to the Targets/Objectives/Goals referred to in items 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.

4. Please state whether the Annual Return on Immovable Property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year. If not, the date of filling the return should be given.

Date:

Signature of Officer reported upon

PART – 3

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a Scale of I to 10, where I 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%)

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority* (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work allotted as per subject allotted				
ii) Quality of output				
iii) Analytical ability				
iv) Accomplishment of exceptional work/unforeseen tasks				
Overall Grading on 'Work Output' Average = (i+ii+iii+iv) / 4)				
(A) Weightage (40% of average)				

**Please fill and initial only in case of disagreement with the assessment of Reporting Officer.*

(B) Assessment of Personal Attributes (Weightage to this Section would be 30%)

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority* (Refer Para 2 of Part-5)	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) Inter-personal relations				
viii) Overall bearing and personality				
Overall grading on 'Personal Attributes' Average : (sum of i to viii) / 8				
(B) Weightage (30% of average)				

**Please fill and initial only in case of disagreement with the assessment of Reporting Officer.*

(C) Assessment of functional competency (Weightage to this Section would be 30%)

	Reporting Authority	Initial of Reporting Authority	Reviewing Authority* (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly.				
ii) Strategic planning ability				
iii) Decision making ability				
iv) Coordination ability				
v) Ability to motivate and develop subordinates				
vi) Initiative				
Overall Grading on 'Functional Competency' Average = (sum of i to vi) /6				
(C) Weightage (30% of average)				

**Please fill and initial only in case of disagreement with the assessment of Reporting Officer.*

**PART-4
GENERAL**

(To be filled by the Reporting Officer)

1. Relation with the Public and attitude towards members of SC/ST and their problems:

(wherever applicable)

(Please comment on the Officer's accessibility to the public, responsiveness to their needs and attitude to members of SC/ST and their problems)

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 strength and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) 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. (Part 3 (A)+(B)+(C))

Signature of the Reporting Officer

Place:

Name in Block Letters:

Date:

Designation:

During the period of Report:

SEAL/STAMP

PART-5
REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

Period from	To	Total Period

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-4? Do you agree with the assessment of Reporting Officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(a)(iv) and Part-4(5))

(In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer - Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section-B and Section-C in Part-3 of the Report. (Part 3 (A)+(B)+(C))

Signature of the Reviewing Officer

Place:

Name in Block Letters:

Designation:

Dated:

During the period of Report:

SEAL/STAMP

**MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING**

File No.

Date:

CERTIFICATE FOR DISCLOSURE OF APAR

1	Name of the officer reported upon		
2	Year/Period of Assessment		
3	Date of disclosure of APAR to the officer reported upon.		
4	Whether comments received from the officer reported upon.	—	No
5	If yes, date of disclosure to the officer reported upon after consideration of his comments.	N.A.	
6	Whether the officer has made representation to the Referral Board.	—	No
7	If yes, the date of communication of final report after consideration by the Referral Board.	N.A.	

Signature of the forwarding authority

Date:

SEAL / STAMP

INSTRUCTIONS

1. The Annual Performance Appraisal 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. Reporting Officer should realise that the objective is to develop an officer so that he/ she realises his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The 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. Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases would be chosen carefully and 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 the officers 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 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 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 way of advice etc.
7. It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regular to his/her performance, conduct, behavior and potential.
8. Assessment should be confined to the appraiser's performance during the period of report only.
9. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the 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.

Contd....

10. For purpose of calculating average scores for empanelment/ promotion, the following grades 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 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 suspicions 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, 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 suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(Ministry of Home Affairs O.M.No.51/4/84-Estt(a) dated 21.06.1965

Time Schedule for preparation/completion of APAR:

Sl. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned.	31st March
2.	Submission of Self appraisal to reporting officer by the officer to be reported upon.	15th April
3.	Submission of report by Reporting Officer to Reviewing Officer.	30th June
4.	Report to be completed by Reviewing Officer and to be sent to Admn. Section.	31st July