

**MINISTRY OF STATISTICS &
PROGRAMME IMPLEMENTATION**



**ANNUAL PERFORMANCE APPRAISAL
REPORT**

**STATISTICAL INVESTIGATOR – GRADE-I
SUBORDINATE STATISTICAL SERVICE (SSS)**

Name of Officer:

Employee Code:

Report for the period:

**MINISTRY OF STATISTICS & PROGRAMME
IMPLEMENTATION**



**ANNUAL PERFORMANCE APPRAISAL REPORT
(STATISTICAL INVESTIGATOR-GRADE – I)**

REPORT FOR THE PERIOD _____

**PART- I
PERSONAL DATA**
(To be filled by Department/Office)

1. Name of the Officer _____
2. Employee Code _____
3. Date of Birth _____
4. Date Of Entry in Govt. service _____
5. Date of Entry in SSS _____
6. Present Post held _____
7. Whether regular or ad-hoc _____
8. Date of Continuous Appointment
to the present grade/post _____
9. Academic Qualification _____
10. Category (Gen/OBC/SC/ST) _____
11. Period of absence from duty
a. Leave- Details _____
12. Deptt/ Division/Office in which
served during the period under report _____
13. Training /etc attended during the period _____
14. Religion _____

Part II
SELF APPRAISAL
 (To be filled by the officer reported upon)

1. Present Place of posting:
2. Place(s) of posting during the year in chronological order:

S. No.	Post Held & Scale/ Grade Pay	Date		Regular or Adhoc (Specify)	Place of Posting	Brief description of Duties performed
		From	To			
1.						
2.						
3.						

3. Developments during last performance year:

- i) Academic Qualification added, if any
(Give details)
- ii) Nature, period, place of training
- iii) Awards/Recognition/Certificates etc.

4. Please indicate the field(s) in which you would like to have training(s)

5. Exceptional work undertaken during the year:

6. Whether any criminal offense/judicial enquiry/police case is pending against you.

7. If yes, give details:

8. Date of filing of Annual Return of Immovable Property:

9. Targets fixed/Achievements during the year:

Targets fixed

Whether fully achieved

If not, give reasons
including constraints

Date:

Name & Signature of the Government Servant

Part III (A)

*Scores must be justified by way of specific successes and failures in pen picture. Any grade against work output, attributes/competencies or overall grade needs to be followed with critical incidents in the pen picture. Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture. (Grade 1-2 is the lowest and the Grade 9-10 is the highest)

(a) ASSESSMENT OF WORK OUTPUT (Weightage for this section will be 40%)

[Please grade on the scale of 1 to 10]

Competencies	Self-assessment	Initial of Govt. Servant	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work allotted						
ii) Quality of work output						
Overall average grading on work output [(i+ii)/2]						
40% of overall average grading (say 'A')						

(b) ASSESSMENT OF BEHAVIORAL COMPETENCY (Weightage for this section will be 30%)

[Please grade on the scale of 1 to 10]

Competencies	Self-assessment	Initial of Govt. Servant	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude towards the job						
ii) Communication Skills						
iii) Managerial Skills						
iv) Interpersonal skills						
v) Adaptability						
vi) Team Spirit						
vii) Sensitivity to local culture						
viii) General discipline and responsibility						
ix) Leadership Skills						
Overall average grading on Behavioral competency [(i+ii+...+ix)/9]						
30% of overall average grading of behavioral competency (say 'B')						

(c)ASSESSMENT OF FUNCTIONAL COMPETENCY (Weightage for this section will be 30%)
[Please grade on the scale of 1 to 10]

Competencies	Self-assessment	Initial of Govt. Servant	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)Functional Knowledge about the job						
ii)Technical expertise						
iii)Ability to compile, analyze data and recognize patterns & errors						
iv) Planning Ability						
v)Ability to take decisions						
vi) Analytical Ability						
Overall average grading on functional competency[(i+ii+... vi)/6]						
30% of overall average grade on functional competency(say 'C')						

(d)Do you agree with the exceptional work done by the Officer as indicated at S.No.5 of Part-II. If yes, please grade him (the mark should not exceed 1), which should be added to the final grading (say 'D')

Reporting Officer	Initial of Reporting Officer	Reviewing Officer	Initial of Reviewing Officer

(e)Final Grading by Reporting Authority (A + B + C + D) =

(f)State of Health:

(g) Please indicate field(s) in which the officers needs training(s) :

(h)Integrity:

Date: Name, Signature & Designation of Reporting Authority

Final Grading by Reviewing Authority(A + B + C + D) =

Date: Name, Signature & Designation of Reviewing Authority

Part –III (B)

PEN PICTURE OF THE OFFICER

(Giving Overall assessment indicating the qualities including areas of strengths & less strengths, state of health and attitude towards weaker sections)

AS PERCEIVED BY THE REPORTING OFFICER

Date :

Name & Signature of Reporting Officer

REMARKS BY THE REVIEWING OFFICER

(indicating whether he agrees or disagrees with the Reporting Officer's pen picture giving specific reasons of disagreement with the Reporting Officer)

Date :

Name & Signature of Reviewing Officer

CERTIFICATE BY THE OFFICER REPORTED UPON FOR HAVING SEEN THE
APAR

This is to certify that I have gone through the assessment given by the Reporting/Reviewing Officers in my APAR for the year _____

*I have no comments to offer.

*I will submit my representation to the APAR Cell, Ministry of Statistics & P.I., S.P. Bhawan, New Delhi within 15 days from today failing which the assessment/grading may be deemed to have been accepted by me.

*Strike out whichever is not applicable

Signature with date _____

Name _____

Designation _____

Place of posting _____

**GUIDELINES REGARDING FILLING UP OF APAR SCORE WITH
NUMERICAL GRADING & PEN PICTURE**

- i) The columns in the APAR should be filled with due care and attention after devoting adequate time.
- ii) It is expected that any grading of 1 or 2 (against work output or behavioral competency/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. Grade 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) APAR 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 the empanelment and promotion.
- iv) APAR graded between 6 and short of 8 will be rated as "*very good*" and will be given a score of 7.
- v) APAR Graded between 4 and short of 6 will be rated as "*good*" and given a score of 5.
- vi) APAR graded below 4 will be given a score of zero.
- vii) The grade point has to be reflected and justified in the pen picture submitted by the reporting officer and validated by the reviewing officer.
- viii) In case the Reported upon officer refuses to note the assessment and sign the certificate, it will be recorded so with certificate by the officer showing the APAR, in presence of two witnesses.

Annexure II

TIME SCHEDULE FOR PREPARATION/COMPLETION OF APAR
(REPORTING YEAR-FINANCIAL YEAR)

S.No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon)	31 st March (This may be completed even a week earlier)
2	Submission of self-appraisal to reporting officer by officer to be reported upon	15 th April
3	Submission of report by reporting officer to reviewing officer	30 th June
4	Report to be completed by Reviewing officer and to be sent to Administration or CR Section/cell	31 st July
5	Disclosure to the officer reported upon	01 st September
6	Receipt of representation, if any, on APAR by the APAR Cell, M/o Statistics & P.I., S.P. Bhawan, New Delhi	15 days from the date of receipt of communication
7	Forwarding of representations to the competent authority	21 st September
8	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
9	Communication of the decision of the competent authority on the representation by the APAR Cell.	15 th November
10	End of entire APAR process, after which the APAR will be finally on record	30 th November