

**MINISTRY OF STATISTICS & PROGRAMME
IMPLEMENTATION**



ANNUAL PERFORMANCE APPRAISAL REPORT

INDIAN STATISTICAL SERVICE (ISS OFFICERS)

JTS/STS/JAG/JAG(NF)/SAG LEVEL

Name of the ISS Officer: _____

Report for the period : _____

11. Training Programs attended

Date from	Date to	Institute	Subject

12. Awards/Honours (for the period under report)

13. Date of filing the property return for the year ending December _____

Signature on behalf of
Admn/Personnel Deptt.

Date :

PART – I (A)

Declaration by the officer reported upon –

I have gone through the entries made in part-I and state following-

- * Entries in Part-I are correct as per my knowledge
- * Following detail(s) of part-I need(s) revision as per following-

(Signature of officer reported upon)

* Strike out whichever is not applicable.

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ANNUAL PERFORMANCE APPRAISAL REPORT
ISS OFFICERS
JTS/STS/JAG/JAG(NF)/SAG LEVEL

REPORT FOR THE PERIOD _____

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

1. Name of the Officer _____
2. Date of Birth _____
3. Date of Entry in Govt. Service _____
4. Date of Entry in ISS _____
5. Present Post held & present place of posting _____
6. Date of Continuous Appointment to the present grade/post _____
7. Present Basic Pay, Pay Band and Grade Pay _____
8. Academic Qualifications _____
9. Reporting and Reviewing Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

Period	Type	Remarks
On Leave (specify type)		
Others (specify)		

PART-II

SELF APPRAISAL

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

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2. Annual work plan and achievement:

Tasks to be performed	Deliverables ^[1]		Actual Achievement ^[2]
	Initial ^[3]	Mid year ^[4]	

[1] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
 [2] Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.
 [3] Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.
 [4] Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

3. What are the factors that hindered your performance? ⁽⁵⁾

⁽⁵⁾ In case deliverables were not decided within stipulated time, may be mentioned here.

4. Please indicate specific areas in which you feel the need to upgrade your skills through training programs :

5. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a description (within 100 words):

Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Date:

Signature of officer reported upon _____

PART-III (A)

ASSESSMENT

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

2. Please comment on the claim (if made, in item 5 of Part-II) 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 needs as identified by the officer?

PART - III (B)

* 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	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of planned/work allotted as per subjects allotted				
(ii) Quality of work output				
(iii) Analytical ability				
(iv) Accomplishment of exceptional work /unforeseen tasks performed				
Overall average grading on work output [(i+ii+iii+iv)/4]				
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	Reporting Authority	Initial of 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 quality				
(vi) Capacity to work in team spirit				
(vii) Capacity to work in time limit				
(viii) Inter-personal relations				
Overall average Grading on Behavioral competency [(i+ii+.....+viii)/8]				
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	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	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				
Overall average Grading on functional competency [(i+ii+...+v)/5]				
30% of overall average grading of behavioral competency (Say 'C')				

- (d) **Final Grading by Reporting Authority (A+B+C) : =**

- (e) **State of Health :**

- (f) Please comment on the integrity of the officer, keeping in mind both his/her financial integrity and his/her moral integrity:

PART - III (C)

PEN PICTURE OF THE OFFICER

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

AS PERCEIVED BY THE REPORTING OFFICER

5. Recommendation relating to domain assignment (Please tick mark any four).

Survey design and methodology		Programme formulation, monitoring and evaluation	
Field Survey management		Training	
Data Processing		Research	
Analysis and reporting		Interpretation	
Any other field (Specify)			

Signature of Reporting Authority_____

Date :

Name_____

Place:

Designation_____

PART - IV

REVIEW

1. Please record views about the assessment made by the reporting officer and a pen-picture of the Officer reported upon in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and numerical grading in Part-III(B).

<p>REMARKS BY THE REVIEWING OFFICER (indicating whether he agrees or disagrees with the Reporting Officer's pen picture and assessment made by the reporting officer with respect to work output and various attributes including numerical assessment giving specific reasons with disagreement with the Reporting Officer)</p>

2. Recommendation relating to domain assignment (Please tick mark any four).

Survey design and methodology		Programme formulation, monitoring and evaluation	
Field Survey management		Training	
Data Processing		Research	
Analysis and reporting		Interpretation	
Any other field (Specify)			

3. Final Grading by Reviewing Authority (A+B+C) :=

Signature of Reviewing Authority _____

Date :

Name _____

Place:

Designation _____

PART – V

ACCEPTANCE

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1 – 10)

Date :

Signature of Accepting Authority_____

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 Officer.

* I will submit my representation to the APAR Cell, Ministry of Statistics & Programme Implementation, Sardar Patel 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 will be 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.

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 & Programme Implementation, 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