

**Annual Performance Appraisal Report (APAR) for Officials of the
Department of Atomic Energy
(For Work Assistants / Hospital Work Assistants)**

Report for the year / period from to

PART I : PERSONAL DATA

(To be filled by the Divisional Staff and the official concerned)

Name :	
Division :	
Permanent	Temporary
Comp. Code No. :	Employee No. :
Date of Birth :	Date of Entry in BARC :
Present Grade :	Date of Appt. in Present Grade :
Pay in Pay Band :	Date of acquiring Present Pay :
Grade Pay :	
Whether belongs to Scheduled Caste / Scheduled Tribe :	

Educational Qualifications	Year	Experience before joining BARC / DAE year/s
1. Qualification at the time of joining :		
2. Additional Qualifications (with date of acquiring it) :		

Leave Record (other than Casual Leave)	
With prior permission days onoccasions
Without prior permission (Other than medical) days onoccasions
Without prior permission (Medical) days onoccasions

PART II : SELF APPRAISAL

(To be filled by the Official reported upon)

1. Brief description of duties / work done by you during the year / period from
to

Place:

Signature of the official reported upon

Date :

PART III : ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

1. Numerical grading is assigned for each of the attributes on a scale of 0-10, where 0 refers to the lowest grade and 10 to the highest. The reporting officer shall award overall numerical grading for 'Assessment of work' mentioned below

Assessment of Work						
X	X app- lies 10	Tend- ency to X 8	Nor- mal 6	Tend- ency to Y 4	Y app- lies 0	Y
(i) Quality of work and productivity						
Excellent quality of work & highly productive						Poor quality of work and very low product output
(ii) Reliability						
Thoroughly reliable						Unreliable
(iii) Attendance and punctuality						
Very Regular and punctual						Highly irregular
(iv) Behaviour						
Well behaved						Improper behaviour
(v) Amenability to discipline						
Highly disciplined						Not amenable to discipline
(vi) Inter personal relations						
Co-operative and cordial						Uncooperative & quarrelsome
(vii) Sense of responsibility						
Highly responsible						Most irresponsible
(viii) Technical knowledge of work						
Exceptionally thorough and update technical knowledge						Restricted or superficial knowledge
(ix) Adaptability for different work assignments						
Enthusiastic and highly adaptive to different types of works						Cannot handle different types of works
(x) Attitude to Safety						
Obedience of Safety Rules Meticulously						Negligent towards Safety
Overall Grading [Total (i to x)/10]						

2. Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the official)

3. State of health

4. Integrity (Please comment on the integrity of the official)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the official including area of strengths and less strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall numerical grading on the basis of Assessment of Work

7. Based on the above numerical grading, the overall grading of the official, as per assessment is :

A1 A2 A3 B+ B C D

Signature of the Reporting Officer

Place : Name in Block letters :

Date : Designation:

During the period of Report :

PART IV : REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part III? (Ref. Part III (5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in column and initial your entries.)

3. In case of disagreement, please record your remarks.

4. Is the attitude of the Reporting Officer fair in assessing the performance of SC/ST Official?

5. Overall numerical grading on the basis of Assessment of work

6. Depending upon overall numerical grading, assessment of the official's overall worth in this particular grade irrespective of age. (Please initial and put a ring around the appropriate mark below and strike out whatever is not applicable).

- A1 Outstanding
- A2 Tending to Outstanding
- A3 Very Good
- B+ Good
- B Average
- C Poor
- D Unfit

Signature of the Reviewing Officer / Head of the Section / Division

Place : Name in Block letters :

Date : Designation:

During the period of Report :

एपीएआर ग्रेडिंग का संचार एवं स्वीकृति
(एपीएआर डोजियर में भरा जाए)
Communication and acceptance of the APAR Grading
(To be filed in the APAR Dossier)

नाम/Name :
कर्मचारी सं./Employee No. :
संगणक सं. सं./ C.C.No. :
पदनाम/Designation :
प्रभाग/Division :
रिपोर्ट की अवधि/Report for the period :
समग्र ग्रेड/Overall grade awarded :
विशिष्ट अभ्यक्तियां/ (यदि हो)/Specific Remarks (if any) :

(सूचना देने वाले प्राधिकारी के हस्ताक्षर)
(Signature of Communicating Authority)
नाम साफ अक्षरों में/Name in block letters
पदनाम/ Designation

मैं ----- (नाम, कर्मचारी संख्या, संगणक सं. संख्या., पदनाम (ग्रेड), प्रभाग) एतद्वारा पुष्टि करता हूँ कि वर्ष ----- के लिए एपीएआर के संबंध में समग्र ग्रेड और संबंधित अभ्यक्तियां मुझे दिनांक ----- को सूचित कर दी गई हैं।

I, ----- (Name, Emp. No., C.C. No., Designation (Grade), Divn.), hereby confirm that I have been communicated the overall grading and the relevant remark for the year ----- on----- (Date) in respect of APAR.

(रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर)
(Signature of the Officer Reported upon)

Request for Final Assessment Sheet (To be filed in the CR Dossier)

Name :
Employee No :
Designation :
Division :
Report for the period :

I, (Name, Emp. No., Grade, Division), am not in agreement with the overall grading and the relevant remark in my APAR as communicated to me.

I request the Accepting Authority to kindly provide me the final Assessment Sheet for the purpose of making a representation on the same. On receipt of the same, I will submit a representation and request the Competent Authority to kindly review my case.

(Signature of the Official reported upon)

Communication of Attributes and Markings to Official
Final Assessment Sheet (Period)

To
Name of the Official Reported upon : Designation :

Employee No. : Division :

	Attribute	Final Marking (Out of 10)	Specific Remarks
(A)	Assessment of work output		
(i)	Quality of work and productivity		
(ii)	Work output		
(iii)	Upkeep of equipment / area		
(iv)	Initiative and drive		
(v)	Attitude to Safety		
(B)	Assessment of personal attributes and functional competency		
(i)	Attendance and punctuality		
(ii)	Maintenance of discipline		
(iii)	Inter personal relations		
(iv)	Team spirit		
(v)	Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly		
(vi)	Technical knowledge		
(vii)	Leadership qualities		

Overall Grading :

(Signature of Communicating Officer)

Acknowledgement Received copy
(Official Reported upon)

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 (i.e. to official to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	1 st June
2.	Submission of self-appraisal to Reporting Officer by official to be reported upon	5 th July
3.	Submission of report by Assessing Officer to Reviewing Officer & Head of the Division	15 th July
4.	Disclosure to the official reported upon	31 st July
5.	Receipt of representation, if any on APAR	15 days from the date of receipt of communication (15 th August)
6.	Forwarding of representations to the competent authority	1 st September
7.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
8.	Communication of the decision of the competent authority on the representation	1 st October
9.	End of entire APAR process, after which the APAR will be finally taken on record.	1 st October

- Note:**
1. If the date mentioned above happens to be holiday, the next working day shall be considered as the date for completion of the activity
 2. For technicians who are in zone of the consideration for promotion, the process should be completed within 15 days i.e. 15th July

Guidelines / Notes for filling up the Annual Performance Assessment Report (APAR)

- 1 The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an official and for his / her further advancement in his / her career. The official reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with high sense of responsibility.
- 2 Reporting Officers should realize that the objective is to develop an official so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the official 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 superficial manner will be easily discernible to the higher authorities.
- 4 If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 3 of Part IV. The Government shall enter the remarks in the APAR of the Reporting Officer.
- 5 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 should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
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 endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only
9. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
10. Guidelines regarding filing up of APAR with numerical grading

- (i) The following table shows the Gradings (G) and required Cumulative Points (P) for that grading.

Grading (G)	Nomenclature	Cumulative points (P)
A1	Outstanding	$10 \geq P \geq 9$
A2	Tending to Outstanding	$9 > P \geq 8$
A3	Very Good	$8 > P \geq 7$
B+	Good	$7 > P \geq 6$
B	Average	$6 > P \geq 5$
C	Poor	$5 > P \geq 4$
D	Unfit	$P < 4$

- (ii) It is expected that any grading less than 4 (against work output or 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. Grades of <4 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should rate the official against a larger population of his/her peers that may be currently working under them.

NOTE:

The following procedure should be followed in filling up the item relating to integrity:-

(i) If the official'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 official's work for sufficient time to form a definite judgment or that he has heard nothing against the official, as the case may be.
- (b) If, as a result of the follow-up action the doubts or suspicions are cleared, the official'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 official concerned.
- (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the official's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.