No.A-42011/104/2010-Ad.II
Government of India
Ministry of Corporate Affairs
5th Floor, “A” Wing, Shastri Bhavan,
New Delhi, the 6th May, 2011

OFFICE MEMORANDUM

Subject: Forwarding of proforma Annual Performance Assessment Reports (APAR) proforma for officers of Stenographer Grades in the filed offices of the Ministry of Corporate Affairs – Reg.

The undersigned is directed to refer to this Ministry’s OM No. A-12011/104/2010-Ad.II dated 11.2.2011 forwarding therewith proforma of Annual Performance Assessment Reports (APAR) for all Group “B” and “C” posts in the Ministry from 2009-10 onwards.

2. The proforma in respect of officers of Stenographer Grades has been revised in accordance with the DoPT’s instructions and is enclosed herewith for use in future.

3. It is requested that the same may be circulated to all officers of Stenographer Grades. Those officers who have completed their APAR forms in the format circulated with OM dated 11.2.2011 need not write it again. The officers who write their APARs after the date of issue of this OM, will write their APARs in enclosed proforma.

(R.K. Pandey)
Under Secretary to the Govt. of India
Ph.: 23383507

To
All RDs.

Copy to: E-gov. for placing on website. (miscellaneous)
Annual Performance Appraisal Report for officers of the Stenographer Grades in the field offices of the Ministry of Corporate Affairs

Name of Officer ____________________

Report for the year/period ending ________________
संज्ञात्मक/उपभोग

Ministry/Department of: ..................................................

प्रथम /Form

<table>
<thead>
<tr>
<th>को समाप्त होने वाले वर्ष/अंक का रिपोर्ट</th>
</tr>
</thead>
</table>

प्राप्तिक तथ्य

Personal Data

भाग - 1

Part – 1

(संवात्मक/उपभोगकालक्रम के संबन्धित प्राप्तिक अनुभव द्वारा भाग 2)

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

<table>
<thead>
<tr>
<th>स्थान 1</th>
</tr>
</thead>
</table>
| अधिकारी का नाम | .................................................................
| Name of the officer | .................................................................

<table>
<thead>
<tr>
<th>स्थान 2</th>
</tr>
</thead>
</table>
| जन्म सिद्धि: दिनांक/वर्ष | .........../...........(दिनांक में) ...........
| Date of birth (DD/MM/YYYY) | .........../...........(in words) ...........

<table>
<thead>
<tr>
<th>स्थान 3</th>
</tr>
</thead>
</table>
| पदचिह्न पद का पदचिह्न | .................................................................
| Designation of post held | .................................................................

<table>
<thead>
<tr>
<th>स्थान 4</th>
</tr>
</thead>
</table>
| जिसमें हैट से निवृत्त नियुक्ति की तारीख | .................................................................
| Date of continuous appointment in the present grade | .................................................................

<table>
<thead>
<tr>
<th>स्थान 5</th>
</tr>
</thead>
</table>
| उपाधिकारी का नाम और पदनाम जिसके साथ रिपोर्टपीढ़ा अधिक के दौरान सम्बद्ध है | .................................................................
| Name of Officer with designation with whom attached during the period under report | .................................................................

<table>
<thead>
<tr>
<th>स्थान 6</th>
</tr>
</thead>
</table>
| वर्ष के दौरान अन्य पहलार्जों उल्लिखित पर जाने के कारण इको निकाले अधिक की अनुभव | .................................................................
| Period of absence from duty on leave, training, etc. during the year | .................................................................

2
भाग-2 — राय-मूल्यांकन

Part 2 — SELF APPRAISAL

(इस अधिकारी द्वारा अर्थात, जिसकी रिपोर्ट लिखी जानी है।)

(To be filled in by the Officer reported upon)

(कृपया प्रतिष्ठित मार्ग से पहले अनुदेशों को लक्ष्यपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. ........................ से ........................ तक अपने/अपनी के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त रूप से वर्णन

(Brief resume of the work done by you during the year/period from ........................ to ........................

(The resume to be furnished should be limited to 100 words)

2. कृपया दें दर्शाये, कि जिनसे मददगति स्वरूप उपलब्धियाँ स्थायी हों और उनसे आपका कार्य संबंधी रहा।

Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

3. कृपया कार्य के करने के लिए आपके द्वारा किए गए प्रदानों में कामिनी और उनके कारण, यदि कोई हो, उन का संदर्भ अद्यावधि में दर्शाए।

Please state, briefly, the shortfalls in your input and reasons therefore, if any.

4. कृपया बताएं कि क्या पूर्वस्तरी कैडेंटियर कॉर्स की अपने संपूर्ण संपत्ति संबंधी शार्टकॉप सन्तोषीय मित्रों विभीषित दर्शन अंग्रेज़ी कॉर्स के बाद के 31 अगस्त तक दाखिल कर दी गई थी। यदि नहीं, तो विभीषित दाखिल (करने की तारीख दे जाए।)

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 following the calendar year. If not, the date of filing the return should be given.

स्थान / Place:

दिनांक / Date:

(इस अधिकारी के हस्ताक्षर जिसकी रिपोर्ट लिखी जानी है)

Signature of the officer reported upon

3
1. **Part 3 - APPRAISAL**

   Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

2. **Part 3 - APPRAISAL**

   Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 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%)

<table>
<thead>
<tr>
<th></th>
<th>कोटि / Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) कार्य की गुणवत्ता</td>
<td>Quality of work</td>
</tr>
<tr>
<td>ii) व्यवसायिक स्तर</td>
<td>Level of professional skill</td>
</tr>
<tr>
<td>iii) मूल्य और परम्परागत मामलों और कर्मरतों पर कार्य करने में प्रशंसनीयता</td>
<td>Trust worthiness in handling secret and top secret matters and papers</td>
</tr>
<tr>
<td>iv) बिन्दुस्थित अवधि का स्वरूपकार कार्य और मैत्रीस्वरूप, सहकारक इवैडेंस के लिए आवश्यक  कर्मगत प्रस्तुत करना</td>
<td>Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.</td>
</tr>
</tbody>
</table>

"कितना गए कार्य" की समग्र कोटि [i से iv] / 4

Overall Grading on 'Work Output' [1 to iv] / 4
(B) Assessment of personal attributes (weightage to this section would be 30%)

<table>
<thead>
<tr>
<th>i)</th>
<th>कार्य के प्रति अभिव्यक्ति</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii)</td>
<td>बुद्धिमत्ता, उदयुक्तता</td>
</tr>
<tr>
<td>iii)</td>
<td>अनुशासन बनाए रखना</td>
</tr>
<tr>
<td>iv)</td>
<td>जिम्मेदारी का बेहतर</td>
</tr>
<tr>
<td>v)</td>
<td>सम्बंधों के साधन</td>
</tr>
<tr>
<td>vi)</td>
<td>दास में कार्य करने की संगति</td>
</tr>
<tr>
<td>vii)</td>
<td>समय-सीमा का पालन करने की संगति</td>
</tr>
<tr>
<td>viii)</td>
<td>हासिल में नियमितता व नियम पालनी</td>
</tr>
</tbody>
</table>

**Overall Grading on ‘Personal Attributes’ [i to viii] /8**

(C) Assessment of functional competency (weightage to this section would be 30%)

<table>
<thead>
<tr>
<th>i)</th>
<th>आधुनिक कार्य में दक्षता और सुदृढ़ता</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii)</td>
<td>अंतर-वैज्ञानिक संबंधता</td>
</tr>
<tr>
<td>iii)</td>
<td>समय-सीमा साधनता</td>
</tr>
<tr>
<td>iv)</td>
<td>प्रभावशाली सम्पर्क, पहलवानी तथा तेजीशक्ति पर बल करने और अनुमोदकों से बल करने में तेजीशक्ति</td>
</tr>
</tbody>
</table>

**Overall Grading on ‘Functional Competency’ [i to iv] /4**

**Note:** The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.
भाग-4
Part 4

1. उत्तर से संबंध (अगली लाइन हो)
   Relations with the public (wherever applicable)
   (दूसरा उत्तर की अवधिता का दृष्टि और उनके आस्थाधारियों के प्रति उनकी अनुकूलता पर रिपोर्ट की)
   (please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कुछ अधिकारी की अंतिम भारतीय सरकार और समाजशीक्षा को बढ़ाने के मद्देनज़र प्रशिक्षण की सिफारिश की)
   Training (Please give recommendations for training with a view to future improving the effectiveness and
   capabilities of the officer)

3. स्वास्थ्य की सिफारिश
   State of health

4. सच्चाई (अधिकारी के सर्वश्रेष्ठ पर रिपोर्ट की)
   Integrity (Please comment on the integrity of the officer)

5. रिपोर्ट किया गया अधिकारी के सूचित मुख्य और सूचित मूल्य, विशेष अनुदान अवधितपत्र, महत्वपूर्ण क्षेत्र और व्यवस्था
   को दृष्टि रेखा सहित उनके समस्त शृंखला के विषय में पीरित के अंकानुसार (रणनीति 100 स्कोर के)
   Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of
   strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker
   sections.

6. रिपोर्ट के भाग-3 में खाली के, और न में ही न हो लेखाही के अनुसार पर 10 के तौर पर सरकार सत्यन्यासी कोटि
   Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-III of the Report.

रिपोर्ट किये वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान / Place: ..........................
Name in Block letters: ..........................
Designation: ..........................

दिवस / Date: ..........................
During the period of Report: ..........................

रिपोर्ट स्वीकारने वाले अधिकारी के हस्ताक्षर
Signature of the Accepting Authority
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 requested upon, the Reporting Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Officers should sign in all the positions in which they have a role or have a position in which they have a responsibility. If any officer is found to have signed in a position where he/she does not have a role or responsibility, or if any officer is found to have signed in a position where he/she has a role or responsibility, the officer should be brought to the notice of the Reporting Officer. The Reporting Officers should realize that the objective is to develop an officer so that he/she realizes 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, attitude or overall personality of the officer reported upon.

3. The terms 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. The Annual Performance Appraisal Report is a report which should be filled up in a professional manner. It should be filled up in a manner which reflects the true picture of the officer's performance. The report should be filled up in a manner which indicates the strengths and weaknesses of the officer.

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 should be set at the time of assumption of the new post. 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 endeavour of each appraisee 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. The annual report should be signed by the appraisee. The report should be signed by the appraisee in the presence of the Reporting Officer. The report should be signed by the appraisee in the presence of the Reporting Officer in the presence of the Reporting Officer.