NO. A-12011/1/2011-Ad.II

Government of India
Ministry of Corporate Affairs

5th Floor, 'A’ Wing, Shastri Bhavan,
New Delhi, the 11th February, 2011

OFFICE MEMORANDUM

Subject: Forwarding of Annual Performance Assessment Reports (APAR) proforma for Group ‘B’ and ‘C’ posts in the MCA – Preparation and maintenance thereof-Reg

The undersigned is directed to draw your attention to the DOPT’s OM No. 21011/1/2005-Estt.(A) (Pt.II) dated 23.7.2009 wherein instructions on preparation/maintenance of APARs in a revised format have been issued and to forward herewith proforma of APAR for all Group ‘B’ and ‘C’ posts in the MCA from 2009-10 onwards.

2. It is requested that the same may be circulated to all Group ‘B’ and ‘C’ officers. The APARs of 2009-2010, in the revised format, may be completed before 31-3-2011 and a report of the ‘completion status of APARs in the region’, may be sent to Ministry, before 30-4-2011.

Where APARs already completed in old format for 2009-2010

3. In all cases, where APARs have already been completed in old format, due to delay in finalization of new format, the APARs for 2009-2010 are required to be re-written in this new format, to ensure uniformity and compliance of DOPT guidelines. In such cases, while completing APARs in this new format, the officer concerned, the reporting officer and the reviewing officer may keep in view their assessment/reporting/reviewing comments in the old format APAR/CR for 2009-2010, so that contents of both old format APAR/CR and this new APAR are not dissimilar to such an extent that it may create problems or alter the assessment of the officer for service benefits for which APARs are seen. Till the completion of APARs of all B and C officers for 2009-2010 in this new format, no fresh DPCs/Screening Committee meetings may be planned. However, past DPCs, who have relied on old format APARs for year 2009-2010, shall not be re-opened to the disadvantage of the officer.

Time bound completion of APARs

4. The decisions of NFU, NFSG, MACP, ACP, Promotions, Confirmations, etc. are getting delayed in all the grades, both in the Ministry as well as in the RD offices, only because of non-availability of relevant period APARs. The time schedule for completion of APARs as given in DOPT rules (www.persmin.nic.in)(circulars>establishment>ACR) may please be adhered. If any controlling officer is delaying his report/review, the same may be commented in his APARs.

(R.K. Pandey)

Under Secretary to the Govt. of India

To

1. All 6 RDs
2. MCA website ('Employees Corner' under 'Miscellaneous' for placing this letter and APAR proforma)
Annual Performance Appraisal Report
For
Group B and Group C posts
in
Ministry of Corporate Affairs

Name of the officer ..........................................................

Report for the year/period ending......................................
Ministry/Department of .................................................................

Form

Annual Performance Appraisal Report of Senior Technical Assistant/Investigation Officer/Company Prosecutor/Superintendent-Cum-Accountant/Junior Technical Assistant/Statistical Assistant/Hindi Officer/Senior Hindi Translator/Junior Hindi Translator/Legal Assistant/Senior Legal Assistant/Junior Legal Assistant/Superintendent Grade - I/ Superintendent Grade - II/ Steno Grade - II/Office Superintendent

Report of the year/period ending....................................................

PERSONAL DATA

Part-1

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

1. Name of the Officer ........................................................................

2. Date of Birth (DD/MM/YY) .............................................. (in words) ..................................................

3. Date of Continuous appointment to the present Grade

   Date ...................... Grade ..............................

4. Present post and date of appointment thereto

   Post ......................... Date .............................

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

   ........................................................................

   ........................................................................

   ........................................................................
PART-2

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. विभिन्न गर्भवा संख्याण

Brief description of duties

2. कार्य के जो लक्ष्य/उद्देश्य/योजना अपने स्वयं अपने लिए निर्धारित किये हॉ, तथा आपके लिए निर्धारित किये गये हॉ उन (परिणाम/राजा या अन्य रूप में) कार्य के जात-दस्त में प्रायोजितकता के आधार पर बनाए और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताए। (उदाहरण के लिए आपके प्रभाव के लिए योग्य कार्यों का योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

<table>
<thead>
<tr>
<th>लक्ष्य/उद्देश्य/योजना</th>
<th>उपलब्धि</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targets/Objectives/Goals</td>
<td>Achievements</td>
</tr>
</tbody>
</table>
3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 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 following the calendar year. If not, the date of filing 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 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (weightage to this Section would be 40%)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority (ReferPara 2 of Part-5)</th>
<th>Reviewing Authority Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Accomplishment of planned work/work allotted as per subjects allotted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Quality of output</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Analytical ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Accomplishment of exceptional work/unforeseen tasks performed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(B) Assessment of personal attributes (weightage to this Section would be 30%)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority (Refer Para 2 of Part-5)</th>
<th>Reviewing Authority Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Attitude to work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Sense of responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Maintenance of Discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) Communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) Leadership qualities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi) Capacity to work in team spirit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii) Capacity to adhere to time-schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii) Inter-personal relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Overall bearing and personality</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Grading on ‘Personal Attributes’
## अधिकारिक साक्षरता का मूल्यांकन (इस भाग के भार 30% होगा)

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

<table>
<thead>
<tr>
<th>प्रतिदिन उपाधिकारी</th>
<th>पुनर्विद्वान प्राधिकारी</th>
<th>प्रधानमंत्री प्राधिकारी के स्वर्ण पत्र (का घेरा है)</th>
<th>प्रधान कर्मी</th>
<th>प्रधान कर्मी के प्रतिदिन विद्वान प्राधिकारी के स्वर्ण पत्र (का घेरा है)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Authority</td>
<td>Reviewing Authority (Refer Part 2 of Part 5)</td>
<td>Initial of Reviewing Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. नियमावली/नियमतः/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सहित प्रदर्शन की आतिशीर्षी
   Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly.

2. नीतिक विचार/ विचार/ विचारा/ विचार का क्षमता
   Strategic planning ability

3. निर्णय लेने की क्षमता
   Decision making ability

4. समन्वय क्षमता
   Coordination ability

5. अधिकार का प्रेरित, एवं विकसित करने की क्षमता
   Ability to motivate and develop subordinates

6. प्रयास, संकल्प
   Initiative

### प्रकाशिक विश्वासपूर्वक प्रमाणित एवं पुनर्विद्वान अभिप्रेत अवधिकार

Overall Grading on ‘Functional Competency’

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### सामान्य

#### GENERAL

1. अधिकारी के साथ भाषीदारी (आधार में प्रश्न)
   Relations with the public (wherever applicable)
   (यहाँ से अधिकारी का जनता के साथ भाषात्मक एवं अधिकारी पर कृपया दिया जाए)

   (Please comment on the Officer’s accessibility to the public and responsiveness to their needs.)

2. प्रशिक्षण
   Training
   (यहाँ अधिकारी के प्रशिक्षण के कार्यक्रमों से और अधिकारी सूची और प्रशिक्षण के कृपया दिया कार्य के लिए सुझाव दीजिए)

   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer.)

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5
3. स्वास्थ्य की रियात

State of health

4. तत्वनिष्ठता

Integrity

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामान्य क्षेत्र एवं क्रम के साध्य क्षेत्र,

वातावरण, प्रतिबद्धता, महत्वपूर्ण असफलताओं (संदर्भ: भाग 2 का 3(3) एवं 3(4)) एवं अन्य तात्कालिक एवं अन्य संबंधित विषयों के प्रति अभिवृत्ति शामिल हो।

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 (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के प्रति अ, ब तथा त में दिए गए भारतीय द्वारा आधार पर कृपया भिड़े लक्ष्यताक वर्गीकरण।

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

स्थान:

Place: ........................................

नाम साफ अक्षरों में:

Name in Block Letters: ........................................

पदनाम:

Designation: ........................................

प्रतिवेदन के अवधि में:

During the period of Report: ........................................

प्रतिवेदन अधिकारी के हस्ताक्षर

Signature of the Reporting Officer

दिनांक:

Date: ........................................
1. Remarks of the Reviewing Officer:

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-3 & 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))

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
| ![Box](image)

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 area of strengths and lesser strength and his attitude towards weaker sections.
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

Name in Block Letters: .................................................................
Designation: ..............................................................................
During the period of Report: .........................................................
Guidelines regarding filing up of APAR with numerical grading

(i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (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 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) APARs 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 empanelment/promotion.

(iv) APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.

(v) APARs graded between 4 and 6 short of 8 will be rated as “Good” and given a score of 5.

(vi) APARs graded below 4 will be given a score of “Zero”