



राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार  
कार्यालय, महानिदेशक (कारागार)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE DIRECTOR GENERAL (PRISONS)**

कारागार मुख्यालय,  
निकट: लाजवन्ती गार्डन चौक,  
जनकपुरी, नई दिल्ली.110064

Prisons Headquarter,  
Near: Lajwanti Garden Chowk,  
Janak Puri, New Delhi-110064

**Annual Performance Assessment Report for officers of the GNCTD  
Stenographers Service**

**Senior Personal Assistant  
Stenographer Gr. II  
Stenographer Gr. III**

Name of Officer \_\_\_\_\_

Report for the year/period \_\_\_\_\_

Department/Directorate of \_\_\_\_\_

**Form**

Annual Performance Assessment Report of Officers of the GNCTD Stenographer Services.

Report for the year/period .....

**PERSONAL DATA**

**PART-1 A**

**(To be filled by the Administrative Section concerned of Department/Directorate)**

1	Name of the Officer	
2	Date of Birth (DD/MM/YYYY)	
3	Designation of post held	
4	Date of continuous appointment in the present grade	Date_____ Grade_____
5	Name of the officer with designation with whom attached during the period under report	
6	Period of absence from duty on leave, training, etc. during the year	

**PART-2**

**(SELF APPRAISAL)**

(To be filled in by the Officer reported upon)

(Please read carefully the instruction before filling the entries)

1. Brief resume of the work done by you during the year/period from \_\_\_\_\_ to \_\_\_\_\_

2. Please also indicate items in which there have been significantly higher achievement and your contribution thereto.
3. Please state, briefly, the shortfalls in your input and reasons thereof, if any.
4. Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e 31 January of the year following the calendar year. If not, the date of filing the return should be given.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the Officer reported upon

**Part 3 – APPRAISAL**

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

2. Numerical grading is to be awarded for each of the attribute 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%)

		Grading
i)	Quality of work	
ii)	Level of professional skill	
iii)	Trust worthiness in handling secret and top secret matters and papers.	
iv)	Maintenance of engagement diary and timely submission of necessary papers for meetings, interview, etc.	
Overall grading on 'Work Output' (I to iv) /4		

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

		Grading
i)	Attitude of work	
ii)	Intelligence, Keeness	
iii)	Maintenance of discipline	
iv)	Sense of responsibility	
v)	Communication skills	
vi)	Ability to work in team	
vii)	Regularity and Punctuality in attendance	
Overall grading on 'Personal Attributes' (i to vii)/7		

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

		Grading
i)	Proficiency and accuracy in Stenographic work	
ii)	Inter-personal relations	
iii)	Coordination ability	
iv)	Effective liaison, initiative and tact in dealing with telephone calls & visitor	
Overall grading on 'functional competency'(I to iv)/4		

Note: The overall grading will be assessed on addition of the mean value of each group of indicators in proportion to weightage assigned.

**GENERAL**

**Part 4**

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training

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

3. State of health

4. Integrity

(Please comment on the integrity on the officer)

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

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

Signature of the Reporting Officer

Name in Block Letters:.....

Place:.....

Designation:.....

Date:.....

(During the period of Report)

## **Guidelines regarding filling up of APAR with numerical grading**

1. The Annual Performance Assessment Report is an important documents, 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 a high sense of responsibility.
2. Reporting Officer 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 fault finding 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 officer 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 or 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 2 of Part-V. 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. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report 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/ goals shall be set at the time of assumption of the new change. The tasks/ targets set should clearly be known and understood by the both the officers concerned.
7. Although performance assessment 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.
8. 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.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. 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 assessment and should be commented upon appropriately.
11. Guidelines regarding filling 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 6 will be rated as 'Good' and given a score of 5.
  - (vi) APARs graded below 4 will be given a score of 'Zero'.

### **Note**

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

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

**( Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-19)**