

No. AR-102/2009 /116

**GOVERNMENT OF ARUNACHAL PRADESH
MINISTRY OF PERSONNEL, ADMINISTRATIVE REFORMS & TRAINING
DEPARTMENT OF ADMINISTRATIVE REFORMS
CIVIL SECRETARIAT,-OLD DC OFFICE-C SECTOR
ITANAGAR.**

Dated Itanagar, the 30th July, 2010.

OFFICE MEMORANDUM

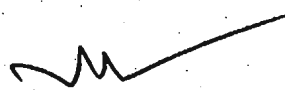
Subject :- Maintenance and Preparation of Annual Performance Appraisal Report of the Arunachal Pradesh Secretariat Stenographers Service and other PS/SPA/PA etc.

The undersigned is directed to invite the attention of all the Departments/Cadre Controlling Authorities of the Arunachal Pradesh Secretariat Service to this Department's Office Memorandum No. AR-19/2009 dated 9th September, 2009 on the subject referred to above and to say that the guidelines shall be applicable to all officers and staff of the Arunachal Pradesh Secretariat Stenographers Service Cadre and all other Private Secretary/Senior Personal Assistant/Personal Assistants for Annual Performance Appraisal Report has not been circulated so far due to non-finalization of the format. Most of the departments have already been completed the process of finalization of the ACR with the existing format. So it is not feasible to reopen and complete the process within the prescribed time frame. Therefore, compliance of the revised format is mandatory from the reporting year 2010-11 onwards only.

The revised format along with guidelines is circulated herewith for information and initiating the reports in new format from the reporting year 2010-11. The section where the ACR is maintained shall print adequate blank format of Annual Performance Appraisal Reports and issue to the concerned authority within the time schedule vide this department's Office memorandum No. 19/2009 dated 23.4.2009. The section concerned shall strictly adhere the rules and regulation in force regarding maintenance of the Annual Performance Appraisal Report (APAR).

Therefore, all the Ministries/Departments/Sections/Offices under the Government of Arunachal Pradesh are hereby requested to bring the above decision to the notice of all concerned for strict implementation/compliance.

Sd/- T. Bam
Chief Secretary to the
Government of Arunachal Pradesh.



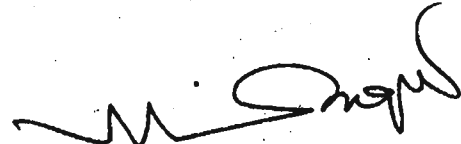
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Memo No. AR- 102/2009 / 116

Dated Itanagar, the ____ the Aug, 2010.

Copy to:-

1. The Secretary to the Governor, Arunachal Pradesh, Itanagar.
2. The Secretary to the Chief Minister, Arunachal Pradesh, Itanagar.
3. The PS to Speaker/Deputy Speaker, Legislative Assembly, Itanagar.
4. The PS to all Ministers, Arunachal Pradesh, Itanagar.
5. The PS to Chief Secretary, Government of Arunachal Pradesh, Itanagar.
6. The Secretary (Personnel), Government of Arunachal Pradesh, Itanagar.
7. The Secretary (SAD), Government of Arunachal Pradesh, Itanagar.
8. All Commissioners, Secretaries, Joint Secretaries/Deputy Secretaries/Under Secretaries to the Government of Arunachal Pradesh, Itanagar.
9. The Director Printing, Government of Arunachal Pradesh, Naharlagun for publication in their Arunachal Pradesh Gazettee.
10. All Section Officers, Arunachal Pradesh Civil Secretariat, Itanagar.
11. Office Copy.



(Mari Angu)
Under Secretary to the
Government of Arunachal Pradesh.

Annual Performance appraisal Report For

Officers of the Arunachal Pradesh Secretariat Stenographer Service

**Private Secretary
&**

**Personal Assistant
&
Senior Personal Assistant**

Name of Officer.....
.....

Report for the year/period ending.....

Ministry/Department of.....



Form

Annual Performance Appraisal Report of Private Secretary, Senior Personal Assistant and Personal Assistant of the Arunachal Pradesh Secretariat Service

Report for the year/period ending.....

Personal Data

Part-1

(To be filled by the Administrative section of the concerned Ministry/Department /office)

1	Name of the officer.....		
2.	Date of birth (DD/MM/YYYY)...../...../..... (In words).....		
3.	Designation of post held.....		
4	Date of continuous appointment in the present grade	Date.....	Grade.....
5.	Name of officer with designation with whom attached during the period under report	Name of officer & Date from which attached	
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 instructions before filling the entries)**

1. 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. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
3. Please state, briefly, the shortfalls in your input and reasons therefore, if any.
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 filling 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 reasons thereof.

- 2. Numerical grading is to be awarded for each of the attribute by the Reporting authority which should be a scale of 1-10, where 1 refers to the lowest grade ad 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weight age 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, interviews , etc.	
Overall Grading on 'Work Output' [i to iv] /4)	



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

	Grading
i) Attitude to work	
ii) Intelligence, keenness	
iii) Maintenance of discipline	
iv) Sense of responsibility	
v) communication skills	
vi) Ability to work in team	
vii) Ability to meet deadline	
viii) Regularity and punctuality in attendance	
Overall Grading on 'Personal Attributes' [i to viii]/8)	

(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 based on addition of the mean value of each group of indicators in proportion to weight age assigned.

GENERAL

PART-4

1. Relation with the public (whether applicable)

(Please comment on the officer's accessibility to the public and responsiveness to the 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 of the Officer)

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

6. Overall numerical grading on the basis of weight age in section A, B & C in part-3 of the Report

Signature of the Reporting Officer

Place:-.....

Name in Block letters:-.....

Date:-.....

Designation:-.....

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



INSTRUCTIONS

1. The Annual Performance Appraisal Report is an important document; it provides the basis and vital input for assessing the performance of an officer and for his /her further advancement in his/her career. The officer reported upon, The Reporting, officer and reviewing officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Reporting officers should realize that the objective is to develop an offer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a development ail one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcoming 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. Every answer shall be given in a narrative where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrase should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
5. The Reporting Officer shall, in 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 target/goal shall be set at the time of the new change. The task/target set should clearly be known and understood by the both the officers concern.
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 ness 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
9. It is expected that any grading of 1 & 2 (against work output or attribute or overall grade) would be adequately justified in the pen picture by way of special failures and similarly any grade of 9 & 10 would be justified with respect to special 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 large population of his/her peers that may be currently working under them.
10. For purpose of calculating average scores for empanelment/promotion, the following grades will be considered.

APARs graded	Grading	Score to be considered
Between 8 and 10	Outstanding	9
Between 6 and 8	Very Good	7
Between 4 and 6	Good	5
Below 4		0



NOTE:

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

- i) If the officer'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 officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - b) If, as a result of the follow-up action the doubts or suspicions are cleared, the officer'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