

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTICE**

Dated Guwahati, the 1<sup>st</sup> December, 2016

No. HC.V-34/2013(pt-I)/৭৭২/Estt. ## All the Officers and Staff of this Registry are directed to fill up the Personal Data in Part I/Part II portion(s) in the concerned ACR formats, supplied herewith, in order to document the ACR for the year 2016.

All the Officers and Staff are directed to specifically mention their designation with portfolio/ place of posting/ name of the Section/ name of Hon'ble Judge & Officer with whom attached, allotment of duties etc. during the year 2016 in the concerned ACR formats in order to obtain the remarks of the concerned Reporting/Reviewing/Accepting Authorities.

All the Administrative Officer (Judicial)/In-charge of the Section/In charge of Private Secretaries & Court Masters/ other Controlling Officers are directed to circulate the concerned ACR formats amongst the staff working under their control/ in the respective Section in order to fill up the Personal Data in the ACR formats.

All the A.O.(J)/ In-charge of the Section/Officer-on-Special Duty are directed to record their remarks as Reporting Officer in the ACR format of the Grade-III ministerial, Grade-III non-ministerial and Grade-IV staff, who have worked in the respective Section during the year 2016, in the light of the hierarchy issued vide notification dtd. 26.8.2016. All the Joint Registrars/Deputy Registrars/Assistant Registrars are directed to record their remarks as Reporting Officer in the ACRs of the Grade-IV staff, who are directly attached with them. The Reporting Officer can record his/her remarks in the ACRs, if the performance of the concerned Staff has been seen by him/her atleast for 3 (three) months during the year 2016.

The Court Officer No. II is directed to record his remark as Reporting Officer in the ACR for the year 2016 in respect of the Telephone Operator/Electrical Assistant and remaining regular Grade-IV staff except those, who are working in various Sections/attached with Hon'ble Judges and Officers/Guest House in the Registry.

All the Officers/ In-charge of the Section /A.O.(J)/ Controlling Officer are to submit the filled in ACRs (i.e. after filling up the Personal Data and the column for assessment of Reporting Officer, wherever necessary) for the year 2016 in an envelop mentioning the names of the employees, to the Establishment Section by **31.12.2016 positively**, as per time schedule fixed.

Copies of the Notification dtd. 26.8.2016 as well as additional copy of the ACR formats, if required, may be obtained from the High Court website.

If any Officer/Staff does not submit the ACR format after filling up the necessary Self Appraisal Column within the specified time, the blank ACRs (i.e., unfilled Self Appraisal Column) of the concerned Officer/Staff shall be placed before the respective Reporting/Reviewing/Accepting Authority for recording remarks, as per order of Hon'ble the Chief Justice.

sd/r  
**REGISTRAR (ESTT.)**

Memo No. HC.V-34/ 2013(pt-I)/ ৯৭২ ৯ /Estt. Dtd. 1.12.2016

Copy for information and necessary action to :-

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Vigilance/ Admn./Judl.), Gauhati High Court, Guwahati.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The Joint Registrar,....., Gauhati High Court, Guwahati.
5. The Dy. Registrar (.....), Gauhati High Court, Guwahati.
6. The Officer-on-Special Duty, Gauhati High Court, Guwahati.
7. The Assistant Registrar, ....., Gauhati High Court, Guwahati/ In-charge of Private Secretaries, Gauhati High Court, Guwahati with a direction to circulate the ACR formats amongst all the Private Secretaries.
8. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
9. The Special Officer, Translation wing, Gauhati High Court, Guwahati.
10. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
- ✓ 11. The System Analyst, Gauhati High Court, Guwahati with a further direction to upload this in High Court website immediately.
12. The Administrative Officer (Judicial) (.....)/In-charge of Court Masters, Gauhati High Court, Guwahati with a direction to circulate the ACR formats amongst all the Officer/Staff.
13. The Court Officers, Gauhati High Court, Guwahati.
14. CA to the Registrar General/Registrar (Vig.)/Registrar (Admn.), Gauhati High Court, Guwahati.
15. Order File.

  
01/12/2016.  
**REGISTRAR (ESTT.)**

৯৭২  
30/11/16

o/c

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTIFICATION**

Dated Guwahati, the <sup>16</sup> August, 2016

No. HC.V-4/2013/635 /Estt. ## In supersession of earlier order(s), Hon'ble the Chief Justice has been pleased to approve the following hierarchy for documentation of ACRs in respect of the Officers and Staff of the Principal Seat of the Gauhati High Court, with immediate effect and until further order(s).

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
Registrar (Estt.)	Hon'ble the Chief Justice	..	....
Joint Registrar/ Deputy Registrar	Registrar concerned	Registrar General	JAD
Assistant Registrar	Joint Registrar/ Deputy Registrar concerned	Registrar concerned	Registrar General
Secretary to Hon'ble the Chief Justice	Hon'ble the Chief Justice	.....	.....
Sr. Private Secretary/ Private Secretary/Sr. Personal Assistant	Concerned Hon'ble Judge /Officers with whom they are attached	.....	.....
Private Secretary/Senior Personal Assistant on pool/attached with Hon'ble Judges stationed at Outlying Benches.	In-charge of Private Secretary	.....	Registrar General
Finance & Accounts Officer	Joint Registrar (A/Cs)/ Deputy Registrar (Finance)	Registrar (Admn.)	Registrar General
Administrative Officer (Judicial)	Joint Registrar/ Deputy Registrar concerned	Registrar concerned	Registrar General
Court Officer	Deputy Registrar (Admn.)/Asstt. Registrar (Admn)	Registrar (Admn.)	Registrar General
Court Master	Concerned Hon'ble Judge /Officers with whom they are attached	.....	.....
Court Master on pool/attached with Hon'ble Judges stationed at Outlying Benches.	Joint Registrar (Judicial) [In-charge of Court Masters]	Registrar (Judicial)	Registrar General
Grade-III (ministerial) [SJA/JA/Sr. Computer Asstt./Computer Asstt.]	Administrative Officer (Judicial) (concerned Section)/I/c of Section	Registrar concerned	Registrar General
Grade-III (non-ministerial) [Record Assistant/Photocopier Operator/FAX Operator]	Administrative Officer (Judicial) (concerned Section)/I/c of Section	Joint Registrar/ Deputy Registrar (concerned Section)	Registrar concerned
Grade-III (non-ministerial) [Telephone Operator/Electrical Assistant]	Court Officer	Joint Registrar/ Deputy Registrar concerned	Registrar (Admn.)

Head Chauffeur/Chauffeur/ Usher/Usher	Head Chauffeur/ Head	Concerned Hon'ble Judge /Officers with whom they are attached	.....	.....
Head Chauffeurs/Chauffeurs on pool/attached with the Hon'ble Judges' stationed at Outlying Benches	Head Chauffeurs/Chauffeurs on pool/attached with the Hon'ble Judges' stationed at Outlying Benches	In-charge of Vehicle	Joint Registrar (Protocol)/ Deputy Registrar (Protocol)	Registrar (Admn.)
Head Ushers/ Ushers on pool/attached with the Hon'ble Judges' stationed at Outlying Benches	Head Ushers/ Ushers on pool/attached with the Hon'ble Judges' stationed at Outlying Benches	Court Officer	Deputy Registrar (Admn.)/Assistant Registrar (Admn.)	Registrar (Admn.)
Grade-IV staff	Grade-IV staff	AOJ (concerned Section)/ I/c of concerned Section/ Court Officer	Deputy Registrar (Admn.) /Assistant Registrar (Admn.)	Registrar concerned
Grade IV staff attached with Officers	Grade IV staff attached with Officers	Concerned Officer with whom attached	.....	Registrar concerned
Staff of Hon'ble the Chief Justice's Secretariat	Staff of Hon'ble the Chief Justice's Secretariat	Registrar-cum-Principal Secretary to HCJ	.....	Registrar General
Staff of the Bungalow of Hon'ble the Chief Justice	Staff of the Bungalow of Hon'ble the Chief Justice	Secretary to HCJ	Registrar-cum-Principal Secretary to HCJ	Registrar General
Staff of Registrar General's Secretariat	Staff of Registrar General's Secretariat	Registrar General	.....	.....
Staff of the Secretariat of Registrar (Vigilance/Admn./ Judl./Estt.)	Staff of the Secretariat of Registrar (Vigilance/Admn./ Judl./Estt.)	Concerned Registrar	.....	Registrar General
Staff of the Accounts Section	Staff of the Accounts Section	Administrative Officer (Judicial) (Accounts)	Deputy Registrar (Finance)	Registrar General
Staff of the Recruitment Cell	Staff of the Recruitment Cell	Deputy Registrar (Recruitment Cell)/OSD	Joint Registrar (Recruitment)	Registrar (Admn.)
Staff of the Judges' Guest House	Staff of the Judges' Guest House	Concerned Joint Registrar/In-charge of Guest House	.....	Registrar (Admn.)

### Translation Wing

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
Special Officer (Translation Wing)/ Chief Translator	Registrar (Admn.)	Registrar General	JAD
Sr. Gd. Translator/ Jr. Gd. Translator	Special Officer (Translation Wing)	Registrar (Admn.)	Registrar General

### Library Section

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
Librarian-cum-Research Officer	Registrar (Admn.)	Registrar General	JAD
Assistant Librarian/Library Assistant	Librarian-cum-Research Officer	Registrar (Admn.)	Registrar General

### Computer Section

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
System Analyst /Programmer	Registrar (Judl. & IT)	Registrar General	JAD

### Protocol Section

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
Protocol Officer/ Asstt. Protocol Officer/other staff of the Protocol Section	Joint Registrar (Protocol)/ Deputy Registrar (Protocol)	Registrar (Admn.)	Registrar General

The remarks in ACRs in respect of the Judicial Officers of Assam Judicial Service, working in this Registry, shall be documented by the Hon'ble the Chief Justice as per the prescribed format meant for Judicial Officers of Assam Judicial Service.

The ACRs of the Private Secretaries, Court Masters, Head Chauffeurs/Chauffeurs, Head Ushers/Ushers attached with Hon'ble Judges of the Principal Seat of the Gauhati High Court shall be written by the concerned Hon'ble Judge.

The Court Officer shall obtain the views of concerned Hon'ble Judge/Officer before documentation of ACRs in respect of the Grade-IV staff working in the Bungalows/residences of Hon'ble Judges/Officers.

By order,

*Sd/-*  
**REGISTRAR GENERAL**

Memo No. HC.V-4/ 2013/ 635 A /Estt. Dtd. 26.8.2016

Copy for information to :-

1. The Registrar (Vigilance/ Admn./Judl./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Joint Registrar, ....., Gauhati High Court, Guwahati.
4. The Dy. Registrar, ....., Gauhati High Court, Guwahati.
5. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
6. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
7. The Special Officer, Translation wing, Gauhati High Court, Guwahati.
8. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
9. The System Analyst, Gauhati High Court, Guwahati with a direction to upload this notification in the High Court website.
10. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice ....., Gauhati High Court, Guwahati.
11. The Administrative Officer (Judicial) (.....)/In-charge of Court Masters, Gauhati High Court, Guwahati.
12. The Court Officer I & II, Gauhati High Court, Guwahati.
13. CA to the Registrar General/Registrar (Vig./Admn./Judl.), Gauhati High Court, Guwahati.
14. Order File.

*26/8/16*  
**REGISTRAR GENERAL**

*981/12/16*

# **THE GAUHATI HIGH COURT**

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

## **ANNUAL PERFORMANCE APPRAISAL REPORT FOR GAZETTED OFFICERS OF THE GAUHATI HIGH COURT**

[JOINT REGISTRAR/DEPUTY REGISTRAR/ASSISTANT REGISTRAR/SPECIAL OFFICER(TRANSLATION WING)/LIBRARIAN-CUM-RESEARCH OFFICER/SECRETARY TO HCJ/CHIEF TRANSLATOR/SYSTEM ANALYST/FINANCE & ACCOUNTS OFFICER/ADMINISTRATIVE OFFICER(JUDICIAL)/PROTOCOL OFFICER/COURT OFFICER/SENIOR GRADE TRANSLATOR/PROGRAMMER/COURT MASTER/ASSISTANT PROTOCOL OFFICER AND OTHER GAZETTED OFFICERS]

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

Designation \_\_\_\_\_

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

**ANNUAL PERFORMANCE APPRAISAL REPORT  
FOR THE YEAR/PERIOD \_\_\_\_\_**

**PERSONAL DATA**

**PART-I**

1. Name of Officer: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_  
(In words \_\_\_\_\_)
4. Educational Qualification: \_\_\_\_\_
5. Date of continuous appointment to the present post: \_\_\_\_\_
6. Present post and date of appointment thereto:  
Post \_\_\_\_\_ Date \_\_\_\_\_ Section/Court \_\_\_\_\_
7. Period of absence from duty during the year: \_\_\_\_\_  
(Leave/Training)

**PART-II** (To be filled in by the Officer reported upon) [The resume is to be furnished within the space provided limited to 150 words and is required to be signed. Mention any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons.]

Brief description of duties:

Date:

Signature of the Officer reported upon

**PART-III – ASSESSMENT OF THE REPORTING OFFICER:**

**(A) Assessment of Work out put:**

1. Does the Reporting Officer agree with each and every significant statement contained in the resume (Part-II)
2. Accomplishment of work allotted as per subjects allotted:
3. Quality of output:
4. Analytical ability:
5. Overall Grading on “Work Output”

**(B) Assessment of personal attributes:**

1. Attitude to work:
2. Sense of responsibility:
3. Maintenance of Discipline:
4. Communication skills:
5. Capacity to work in team spirit:
6. Capacity to adhere to time-schedule:
7. Inter-personal relations:
8. Overall bearing and personality:
9. Overall Grading on “Personal Attributes”:



**(C) Assessment of function competency:**

1. Knowledge of Rules/Regulations/Procedure in the area of function and ability to apply them correctly.
2. Strategic planning ability:
3. Decision making ability:
4. Coordination ability:
5. Ability to motivate and develop subordinates:
6. Initiative:
7. Overall Grading on "Functional Competency:

**PART-IV GENERAL**

1. (Relations with the public (wherever applicable):
2. State of Health:
3. Integrity:
4. Regularity and Punctuality in attendance:
5. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his /her selection for special assignments, if so please mention these characteristics briefly.
6. Overall Grading: [Outstanding/Very Good/Good/Average/Below average]

Signature of the Reporting Officer:

Name in Block Letters:

Designation:

Date:

**PART-V**

**REMARKS OF THE REVIEWING OFFICER:**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref Part-III and Part IV)

YES / NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

--

3. Overall Grading by the Reviewing Officer: [Outstanding/Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer:

Name in Block Letters

Date:

Designation:

**PART-VI**

**REMARKS OF THE ACCEPTING OFFICER:**

1. Do you agree with the assessment made by the Reporting Officer and Reviewing Officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref Part-III, Part IV and Part-V)

YES / NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

--

3. Overall Grading by the Accepting Officer: [Outstanding/Very Good/Good/Average Below Average]

Signature of the Accepting Authority:

Name in Block Letters

Designation:

Date:

Guidelines regarding filling up of APAR

1. *The columns in the APAR should be filled in with due care and attention and after devoting adequate time.*
2. *Assess the employee on his/her performance in his/her present position and for the period reported upon.*
3. *The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.*
4. *The reporting and reviewing authority should be one under whom the officer/employee has rendered at least three months of continuous service.*
5. *In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.*
6. *If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.*
7. *The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31<sup>st</sup> March. The year of reporting will be 1<sup>st</sup> January to 31<sup>st</sup> December (yearly basis).*
8. *The remarks with substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.*
9. *The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.*

# **THE GAUHATI HIGH COURT**

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

## **ANNUAL PERFORMANCE APPRAISAL REPORT FOR PRIVATE SECRETARY/STENOGRAPHER**

[Senior Private Secretary/Private Secretary/Senior Personal Assistant]

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

### **PERSONAL DATA**

#### **PART-I**

1. Name of Officer: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_  
(In words \_\_\_\_\_)
4. Educational Qualification: \_\_\_\_\_
5. Date of continuous appointment to the present post: \_\_\_\_\_
6. Present post and date of appointment thereto:  
Post \_\_\_\_\_ Date \_\_\_\_\_ Attached with \_\_\_\_\_
7. Period of absence from duty during the year: \_\_\_\_\_  
(Leave/Training)

**PART-II** (To be filled in by the Officer reported upon) [The resume is to be furnished within the space provided limited to 100 words and is required to be signed. Mention any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons.]

- Brief description of duties:

Date:

Signature of the Officer reported upon

**PART-III**

**ASSESSMENT BY THE REPORTING OFFICER**

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with each and every significant statement contained in the resume of the work done by the Officer :
2. State of Health :
3. Regularity & punctuality in attendance :
4. Proficiency and accuracy in stenographic work :
5. Communication skill :
6. Intelligence, keenness & industry :
7. Trustworthiness in handling secret and top secret matters and papers :
8. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc. :
9. General assistance in ensuring the matters requiring attention are not lost sight of :
10. Initiative and tact in dealing with the telephone calls and visitors :
11. Ability to draft notes, letters, minutes, briefs and ability to prepare summary, etc. (in case such items of work have been performed by the Officer) :
12. (a) Has the Officer any special characteristics and/or any outstanding merits or abilities, which would justify his/her selection for special assignments. If so, please mention these characteristics briefly :
- (b) Recommendations regarding suitability for other spheres of work (This should be substantiated) :
13. Has he/she been reprimanded for indifferent work or for other causes during the period under report? If so, brief particulars :
14. General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline, etc. :
15. Integrity :

16. **Grading:** ( An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out)

**Outstanding/Very Good/Good/Average/  
Below Average**

Signature of the Reporting Officer

Name in block letters: .....

Designation:

Date:

PART-IV

REMARKS OF THE REVIEWING OFFICER: (If applicable)

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref Part-II and Part III)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Reviewing Officer: [Outstanding/Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer

Name in Block Letters

Date:

Designation:

PART-V

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Reviewing Officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref Part-II, Part III and Part-IV)

YES	/	NO
-----	---	----

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Accepting Officer: [Outstanding/Very Good/Good/Average Below Average]

Signature of the Accepting Authority:

Name in Block Letters

Designation:

Date:

(7)

Guidelines regarding filling up of APAR

Guidelines regarding filling up of APAR

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. Assess the employee on his/her performance in his/her present position and for the period reported upon.
3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.
4. The reporting and reviewing authority should be one under whom the officer/employee has rendered at least three months of continuous service.
5. In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.
6. If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.
7. The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31<sup>st</sup> March. The year of reporting will be 1<sup>st</sup> January to 31<sup>st</sup> December (yearly basis).
8. The remarks with substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.
9. The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.



# **THE GAUHATI HIGH COURT**

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

## **ANNUAL PERFORMANCE APPRAISAL REPORT FOR MINISTERIAL STAFF (GRADE-III)**

[Senior Judicial Assistant/Asst. Librarian/Jr. Grade Translator/Judicial Assistant/Library Assistant/Sr. Computer Assistant/Computer Assistant and other ministerial staff]

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

### **PERSONAL DATA**

#### **PART-I**

1. Name of Staff: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_  
(In words \_\_\_\_\_)
4. Educational Qualification: \_\_\_\_\_
5. Date of continuous appointment to the present post: \_\_\_\_\_
6. Present post and date of appointment thereto and the section in which he/she is posted during the period:  
Post \_\_\_\_\_ Date \_\_\_\_\_ Section \_\_\_\_\_
7. Period of absence from duty during the year: \_\_\_\_\_  
(Leave/Training)

**PART-II** (To be filled in by the staff reported upon) [The resume is to be furnished within the space provided limited to 100 words and is required to be signed. Mention any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons.]

- Brief description of duties:

Date:

Signature of the staff reported upon

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

1. Regularity & punctuality in attendance :
2. Maintenance of records including files & prescribed registers, etc. :
3. Intelligence, keenness & industry :
4. Energy, promptness and accuracy in dealing with his allotted job :
5. Skill in noting & drafting :
6. Communication skill :
7. Integrity (Tick whichever is applicable) :
  - a) Beyond doubt
  - b) Nothing adverse
  - c) Doubtful
  - d) Lack of integrity (mention in brief)
8. Capacity to work in team spirit :
9. Behaviour towards his/her superiors/colleagues :
10. Is he/she amenable to discipline? :
11. Has he/she done any outstanding work during the period under report which deserves appreciation? :
12. Has he/she been reprimanded for indifferent work during the period under report? If so, brief particulars thereof :
13. Remarks as to defects in his/her character which may militate against his efficiency and suitability :
14. Whether any complaint/departmental enquiry is pending, if so, a brief description thereof :
15. State of Health :
16. General assessment- ( Give an overall assessment of the staff with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties, etc. ) :
17. Grading : **Outstanding/Very Good/Good/Average/  
Below Average**

Date:

Signature with designation of the Reporting Officer

Name:

Designation:

PART-IV

REMARKS OF THE REVIEWING OFFICER:

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon

(Ref Part-II and III)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Reviewing Officer: [Outstanding/Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer:

Name in Block Letters: \_\_\_\_\_

Date:

Designation: \_\_\_\_\_

PART-V

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Accepting Officer with respect to the work output and the various achievements/significant failures of the officer reported upon.

(Ref Part-III, Part IV and Part-V)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Accepting Officer: [Outstanding/Very Good/Good/ Average / Below Average]

Signature of the Accepting Authority:

Name in Block Letters

Date:

Designation:

Guidelines regarding filling up of APAR

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2. Assess the employee on his/her performance in his/her present position and for the period reported upon.
3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.
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5. In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.
6. If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.
7. The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31<sup>st</sup> March. The year of reporting will be 1<sup>st</sup> January to 31<sup>st</sup> December (yearly basis).
8. The remarks with substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.
9. The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.

## **THE GAUHATI HIGH COURT**

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

### **ANNUAL PERFORMANCE APPRAISAL REPORT FOR NON-MINISTERIAL STAFF GRADE-III AND GRADE-IV**

[Telephone Operator/Record Assistant/Electrical Assistant/Fax Operator/Head Usher/Head  
Chauffeur/Chauffeur/Photocopier Operator/Senior Chef/Court Keeper/Usher/Head Lawn Attendant/Court  
Attendant/Chef/Darwan/Lawn Attendant/Farash/Pump Man/Room Attendant/Lift Operator/Sanitation  
Attendant and other non-ministerial Grade-III and Grade-IV staff]

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

#### **PERSONAL DATA**

##### **PART-I**

1. Name of Staff: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_  
(In words \_\_\_\_\_)
4. Educational Qualification: \_\_\_\_\_
5. Date of continuous appointment to the present post: \_\_\_\_\_
6. Present post and date of appointment thereto:  
Post \_\_\_\_\_ Date \_\_\_\_\_
7. Section in which the incumbent is presently working: \_\_\_\_\_
8. Period of absence from duty during the year: \_\_\_\_\_  
(Leave/Training)

PART-II

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

1. Regularity & punctuality in attendance :
2. Intelligence, keenness & industry :
3. Energy, skill, promptness and accuracy :  
in dealing with his allotted job
4. Communication skill :
5. Integrity (Tick whichever is applicable) :
  - a) Beyond doubt
  - b) Nothing adverse
  - c) Doubtful
  - d) Lack of integrity (mention in brief)
6. Capacity to work in team spirit :
7. Behaviour towards his/her superiors/ :  
colleagues
8. Has he/she been reprimanded for :  
indifferent work during the period  
under report? If so, brief particulars  
thereof
9. Whether any complaint/departmental :  
enquiry is pending, if so, a brief  
description thereof
10. State of Health :
11. General assessment- ( Give an overall :  
assessment of the staff with reference  
to any striking qualities not covered by  
the above entries, sense of  
responsibilities in discharging duties,  
etc.)
12. Grading : **Outstanding/Very Good/Good/Average/  
Below Average**

Date:

Signature with designation of the Reporting Officer

Name:

Designation:

**PART-III**

**REMARKS OF THE REVIEWING OFFICER:**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon

(Ref Part-II)

YES / NO

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

[Empty box for reasons]

3. Overall Grading by the Reviewing Officer: [Outstanding/Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer:

Name in Block Letters

Date:

Designation:

**PART-IV**

**REMARKS OF THE ACCEPTING OFFICER:**

1. Do you agree with the assessment made by the Reporting Officer and Reviewing Officer with respect to the work output and the various achievements/significant failures of the officer reported upon

(Ref Part-II and III)

YES / NO

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

[Empty box for reasons]

3. Overall Grading by the Accepting Officer: [Outstanding/Very Good/Good/ Average / Below Average]

Signature of the Accepting Authority:

Name in Block Letters

Designation:

Date:

Guidelines regarding filling up of APAR

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. Assess the employee on his/her performance in his/her present position and for the period reported upon.
3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.
4. The reporting and reviewing authority should be one under whom the officer/employee has rendered at least three months of continuous service.
5. In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.
6. If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.
7. The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31<sup>st</sup> March. The year of reporting will be 1<sup>st</sup> January to 31<sup>st</sup> December (yearly basis).
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9. The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.