

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

**NOTIFICATION**

**Dated Guwahati, the 5<sup>th</sup> August, 2014**

**No. HC.V-34/2013/ 656<sub>B</sub> /Estt. ##** In supersession of all previous order(s), Hon'ble the Chief Justice has been pleased to approve 4 (four) separate Performance Appraisal Formats for the Gazetted Officers, Private Secretaries, ministerial staff and non-ministerial & Grade-IV staff as well as the following hierarchy for documentation of ACRs in respect of the employees of the Principal Seat and the Outlying Benches of the Gauhati High Court, with immediate effect and until further order(s).

**For Principal Seat**

<b><u>Officers/staff</u></b>	<b><u>Reporting Authority</u></b>	<b><u>Reviewing Authority</u></b>	<b><u>Accepting Authority</u></b>
Joint Registrar	Registrar (Vig./Judl./Admn.)	Registrar General	JAD
Deputy Registrar	Registrar (Vig./Judl./Admn.)	Registrar General	JAD
Assistant Registrar	Joint Registrar (concerned Section)	Registrar General	JAD
Secretary to HCJ	Hon'ble the Chief Justice	.....	.....
Librarian-cum-Research Officer	Registrar (Admn.)	Registrar General	JAD
Special Officer (Translation Wing)	Registrar (Admn.)	Registrar General	JAD
System Analyst	Registrar (Judl. & IT)	Registrar General	JAD
Programmer	Registrar (Judl. & IT)	Registrar General	JAD
Sr. Private Secretary/Private Secretary/Sr. Personal Assistant	Concerned Hon'ble Judge/Officers with whom they are attached	.....	.....
P.S./Stenographers on pool	In-charge of Stenographers	Registrar (Admn.)	Registrar General
Administrative Officer (Judicial)	Joint Registrar/Deputy Registrar (concerned Section)	Registrar (Vig./Judl./Admn.)	Registrar General
Court Officer	Deputy Registrar (Admn.)/Asstt. Registrar (Admn.)	Registrar (Admn.)	Registrar General
Protocol Officer/Asstt. Protocol Officer	Deputy Registrar (concerned Section)	Registrar (Admn.)	Registrar General
Court Master	In-charge of Court Masters	Joint Registrar (Judicial)	Registrar (Judicial)
Grade-III (ministerial)	Administrative Officer (Judicial) (concerned Section)	Joint Registrar/Deputy Registrar (concerned Section)	Registrar (Admn.)
Grade-III (non-ministerial)	Administrative Officer (Judicial) (concerned Section)	Joint Registrar/Deputy Registrar (concerned Section)	Registrar (Admn.)
Grade-IV	I/c of concerned Section/ Court Officer	Deputy Registrar (Admn.)/Assistant	Registrar (Admn.)

		Registrar (concerned Section)	
Staff of Hon'ble the Chief Justice's Secretariat	Registrar-cum-Principal Secretary to HCJ	.....	Registrar General
Staff of Registrar General's Secretariat	Registrar General	.....	....
Staff of the Secretariat of Registrar (Vigilance/Admn./Judl.)	Concerned Registrar	.....	Registrar General
Staff of the Computer Section	System Analyst	Joint Registrar (Admn.)/Deputy Registrar (Admn.)	Registrar (Admn.)
Staff of the Library Section	Librarian-cum-Research Officer	Joint Registrar (Admn.)/Deputy Registrar (Admn.)	Registrar (Admn.)
Staff of the Translation Wing	Special Officer (Translation Wing)	Joint Registrar (Admn.)/Deputy Registrar (Admn.)	Registrar (Admn.)
Staff of the Accounts Section	Administrative Officer (Judicial) (Accounts)	Deputy Registrar (Finance)	Registrar General
Staff of the Recruitment Cell	Deputy Registrar (Recruitment Cell)	Joint Registrar (Recruitment)	Registrar (Admn.)

The remarks in ACR 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.

**For Outlying Bench**

Officers/staff	Reporting Authority	Reviewing Authority	Accepting Authority
Registrar/Joint Registrar	Portfolio Judge	JAD	Hon'ble the Chief Justice
Deputy Registrar	Registrar/Joint Registrar	Portfolio Judge	JAD
Assistant Registrar	Registrar/Joint Registrar	Portfolio Judge	JAD
Librarian-cum-Research Officer/ Librarian	Registrar/Joint Registrar	Portfolio Judge	JAD
System Analyst	Registrar/Joint Registrar	Portfolio Judge	JAD
Private Secretary/Sr. Personal Assistant	Concerned Hon'ble Judge/Officer with whom they are attached	...	....
P.S./Stenographers on pool	I/c of Stenographers/ Joint Registrar	Registrar	Registrar General
Administrative Officer (Judicial)/ Court Officer	Deputy Registrar (concerned Section)	Registrar/Joint Registrar	Registrar General
Court Master	Assistant Registrar	Deputy Registrar	Registrar/ Joint Registrar
Grade-III (ministerial & Non-ministerial)	Administrative Officer (Judicial) (concerned Section)	Deputy Registrar	Registrar/Joint Registrar
Grade-IV	Court Officer	Deputy Registrar	Registrar/Joint Registrar

Further, the Officer/staff attached in Court Rooms, Bungalows and residences shall always be assessed by the Hon'ble Judge/Officer with whom such staff are attached. The views of the Hon'ble Judges shall be obtained through the respective Private Secretaries.

The ACR of the Private Secretaries attached to Hon'ble Judge/Officer shall be written by the concerned Hon'ble Judge/Officer.

Quarterly Appraisal Report shall be given by the immediate Superior Officer in the concerned Section, to the Reporting Officer and the Reporting Officer will take note of the Quarterly Appraisal Report, while making the ACR report.

The formats of ACR may be seen in the High Court website and in the High Court Notice Board.

By order,

Sd/-R. Duarah  
**REGISTRAR (ADMN.)**

**Memo No. HC.V-34/ 2013/ 656 /Estt. Dtd. 5.8.2014**

**Copy for information 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 Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl with a direction to initiate the process for documentation of ACRs of the employees of the respective Benches as per the aforesaid hierarchy and formats.
5. The Joint Registrar,...../In-charge of Private Secretaries, Gauhati High Court, Guwahati/Joint Registrar, Itanagar Permanent Bench, Naharlagun with a direction to initiate the process for documentation of ACRs of the employees of the Itanagar Bench as per the aforesaid hierarchy and formats.
6. The Dy. Registrar (.....), Gauhati High Court, Guwahati.
7. Sri R. A. Tapadar, OSD, Gauhati High Court, Guwahati.
8. Sri Rajneesh Bora, OSD, Gauhati High Court, Guwahati.
9. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
10. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
11. The Special Officer, Translation wing, Gauhati High Court, Guwahati.
12. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
- ✓ 13. The System Analyst, Gauhati High Court, Guwahati. He is directed to upload this notification in the High Court website.
14. The Pvt. Secretary to Hon'ble Mr. Justice ....., Gauhati High Court, Guwahati.
15. The Administrative Officer (Judicial) (.....)/In-charge of Court Masters, Gauhati High Court, Guwahati.
16. The President, Gauhati High Court (Principal Seat) Employees' Association, Guwahati.
17. The Court Officer I & II, Gauhati High Court, Guwahati.
18. The Court Manager, Gauhati High Court, Guwahati.
19. CA to the Registrar General/Registrar (Vig.), Gauhati High Court, Guwahati.
20. P.S. to Registrar (Admn./Judl.), Gauhati High Court, Guwahati.
21. Notice Board (Old/New Block).
22. Order File.

  
**REGISTRAR (ADMN.)**

5/8/14

# **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  
SECY TO HCJ /LIBRARIAN-CUM-R.O./SPECIAL OFFICER (TRANSLATION)/  
CHIEF TRANSLATOR/ SUPERINTENDENT/SYSTEM ANALYST / COURT  
OFFICER / PROTOCOL OFFICER & 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: \_\_\_\_\_

2. Date of birth (DD/MM/YYYY) \_\_\_\_\_

(In words \_\_\_\_\_)

3. Educational Qualification: \_\_\_\_\_

4. Date of continuous appointment to the present post: \_\_\_\_\_  
*and Section.*

5. Present post and date of appointment thereto:

Post \_\_\_\_\_ Date \_\_\_\_\_

6. Period of absence from duty during the year: \_\_\_\_\_  
(Leave /Training)

**PART-II** (To be filled in by the Officer reported upon – *[The resume to be furnished with 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.]*

1. 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 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
----------

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

**ANNUAL PERFORMANCE APPRISAL REPORT  
FOR PRIVATE SECRETARY/ STENOGRAPHER**

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

**PERSONAL DATA**

**PART-I**

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

**PART-II** *(To be filled in by the Officer reported upon) [The resume to be furnished with 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.]*

1. Brief description of duties:

Date:

Signature of the Officer reported upon

### PART-III: ASSESSMENT OF 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 and Punctuality in attendance:
4. Proficiency and accuracy in stenographic work:
5. Communication skill
6. Intelligence, keenness and 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 give, 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
----------

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-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:

**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 APPRISAL REPORT FOR MINISTERIAL STAFF (GRADE-III)

[Senior Administrative Assistant Programmer/Jr. Grade Translator /Junior  
Administrative Assistant/Asstt. Protocol Officer / Library Assistant /Sr. Grade Typist/  
Typist/Computer Operator etc.]

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

### PERSONAL DATA

#### PART-I

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

**PART-II** (To be filled in by the Officer reported upon) [*To be filled in by the Officer reported upon) [The resume to be furnished with 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.]*

1. Brief description of duties:

Date:

Signature of the Officer reported upon

**PART-III**

**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 mark 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 officer/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/Satisfactory/Average / Below Average/Poor**

Signature with designation of the Reporting Officer:

Name:

Designation:

Date:



**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
----------

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

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.*

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

**Annual Performance Appraisal Report  
Non-Ministerial Staff Grade-III and Grade-IV**

[Record Arranger/Fax Operator/Telex Operator/Head Usher/Usher & others]

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

**PERSONAL DATA**

**PART-I**

1. Name of Officer: \_\_\_\_\_
2. Designation: \_\_\_\_\_
2. Date of birth (DD/MM/YYYY) \_\_\_\_\_  
(In words \_\_\_\_\_)
3. Educational Qualification: \_\_\_\_\_
4. Date of continuous appointment to the present post: \_\_\_\_\_
5. Present post and date of appointment thereto:  
Post \_\_\_\_\_ Date \_\_\_\_\_
6. Section in which the incumbent is presently working: \_\_\_\_\_
7. 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 mark 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 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”/“Satisfactory”/“Average”/“Below Average”/“Poor”**

Signature with designation of the Reporting Officer:

Name:

Date:

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]

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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 ACCFECTING 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-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]

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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: