

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

NOTICE

Dated Guwahati, the 18th December, 2014

No. HC.V-34/2013(pt-I)/1026/Estt. ## It is for information to all concerned that the ACR in respect of all the Officers and Staff of this Registry for the year 2013 and 2014 will be documented in the newly approved ACR format and hierarchy issued vide Notification No. HC.V-34/2013/656B/Estt. dtd. 5.8.2014.

The formats of the ACRs in respect of (1) Gazetted Officers (2) Private Secretaries (3) Ministerial Staff and (4) Non-ministerial & Grade-IV staff are enclosed herewith.

All the officers and staff (except Grade-III non-ministerial i.e. Record Assistant, Fax Operator, Xerox Machine Operator etc. and Grade-IV staff) are directed to fill up the self appraisal part (i.e. Part-I and Part-II portion) in the concerned ACR format separately for the year 2013 and 2014. They are further directed to specifically mention their designation, place of posting during the reporting year 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/Controlling Officer are directed to circulate the concerned ACR formats amongst the staff working under their control/ in the respective Section except non-ministerial Grade-III and Grade-IV staff in order to fill up the specific self appraisal part.

All the A.O.(J)/In-charge of the Section/ I/c of Guest House/Controlling Officer are further 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 had worked under their control/ in the respective Section/Guest House during the period of 2013 and 2014, in the light of the newly approved hierarchy issued vide notification dtd. 5.8.2014.

The Court Officer-I is directed to record his remark as Reporting Officer in the ACR for the year 2013 and 2014 in respect of the remaining regular Grade-IV staff except those who are working in various Sections in the Registry. He is further directed to obtain the views of concerned Hon'ble Judge/Officer for recording remarks in respect of the Grade-IV staff attached in the Court rooms, Bungalows/residences of Hon'ble Judge/officer.

All the officers/Section-in-charge/A.O.(J)/Controlling Officer are directed to submit the filled in ACRs (i.e. after filling up the self appraisal part and the column for assessment of Reporting Officer, where necessary) for the year 2013 and 2014 in sealed cover with the nos. and names of the employees clearly written on the cover, to the Establishment Section by 3.1.2015.

Additional copy of the ACR format, if required, may be obtained either from the Establishment Section or from the High Court website.


REGISTRAR (ADMN.)

Memo No. HC.V-34/ 2013(pt-I)/1026A-P/Estt. Dtd. 18.12.2014

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,...../In-charge of Private Secretaries, Gauhati High Court, Guwahati with a direction to circulate the ACR format amongst all the Private Secretaries.
5. The Dy. Registrar (_____), Gauhati High Court, Guwahati.
6. Sri Rajneesh Bora, OSD & In charge of High Court Guest House, Gauhati High Court, Guwahati with a direction to circulate the ACR format amongst the Grade-III staff of the Guest House.
7. The Assistant Registrar,, Gauhati High Court, Guwahati.
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.

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 staff/Court Master.
13. The Court Officer I & II, Gauhati High Court, Guwahati.
14. CA to the Registrar General/Registrar (Vig.), Gauhati High Court, Guwahati.
15. P.S. to Registrar (Admn./Judl.), Gauhati High Court, Guwahati.
16. Order File.


18/12/14
REGISTRAR (ADMN.)

17/12/14

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]

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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-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]

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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:

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 31st March. The year of reporting will be 1st January to 31st 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 / Jr. Grade Translator / Junior Administrative Assistant / 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: _____
2 Section
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

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

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~~ ^{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 31st March. The year of reporting will be 1st January to 31st 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

2

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
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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 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
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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:

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]

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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-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
-----	---	----

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:

Guidelines regarding filling up of APAR

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