



TEA BOARD

**(Ministry of Commerce & Industry, Dept of Commerce)
14 BTM Sarani, Kolkata 700001**

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

GROUP 'A' & "B" POST

NAME OF THE OFFICER : _____

DESIGNATION : _____

**REPORT FOR THE
YEAR/PERIOD FROM** : _____

TEA BOARD

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

(For Group 'A' & "B" Post)

PART – I

(To be filled by the Office)

1. Reporting period From _____ To _____
2. Name _____
3. Date of Birth _____
4. Designation _____
5. Qualification _____
6. Scale of Pay
 - i) Basic Pay _____
 - ii) Grade Pay _____
 - iii) Pay Band _____
7. First Post & Date of Entry into Tea Board _____
8. Name of present post & Date from held _____
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)

Training	_____
Leave	_____

Date:

Signature & Stamp of Head of Office

PART – II

SELF APPRAISAL

(To be filled by the person concerned)

1. Academic and Professional Qualifications

Sl.No.	Exam./Professional qualifications	When completed	Duration	Div./Grade % of marks.
i)				
ii)				

2. Qualification acquired during the reporting period, if any.

Sl.No.	Exam/Professional Qualification	Institution from which acquired	Duration of the course
i)			
ii)			

3. Details of Training Programme/Seminar etc., attended

Sl.No.	Name of programme	Name of institution	Date from	Date to
i)				
ii)				

(A) **Brief description of duties :**

(Objective of the position you hold and the tasks you are required to perform, in about 100 words)

(B) Annual work plan and achievement :

Sl.No.	Tasks to be performed	Actual Achievements/Contributions

(C) Please state briefly the shortfalls with reference to the targets/objectives/goals referred at (B) above. Please specify the constraints, if any, in achieving the targets.

(D) During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words)

(E) Please indicate specific areas in which you feel the need to upgrade your skills through training programmes :

For the current assignment :

For your future career :

(F) Please state whether annual return on immovable property for the preceding calendar year as on 31st Decmber has been submitted within the prescribed date i.e., 31st January of the year following the calendar year. The date of filing of the return should be given.

Yes/No	Date:
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(G) Declaration

	Yes / No	If No, Remarks
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority ?		
Any pending ACRs of subordinates (reporting/reviewing) during the reporting/reviewing period along with no. and reasons thereof.		

Date:

(Signature of officer reported upon)

PART – III

(Assessment by the Reporting Officer)

Numerical grading is to be awarded by reporting and reviewing authority, which should be on a scale of 1-10, where 1, refers to the lowest grade and 10 to the highest. *

** Please read the guidelines before filling the entries)

(1) Assessment of work output (weightage to this Section would be 40%)

		Reporting Authority**	Reviewing Authority**	Initial of Reviewing Authority
i)	Accomplishment of planned work / work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on 'Work Output'				

(2) Assessment of personal attributes (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
Overall Grading on 'personal attributes'				

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

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii)	Strategic planning ability			
iii)	Decision-making ability			
iv)	Co-ordination ability			
v)	Ability to motivate, guide and develop subordinates			
vi)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on 'functional competency'				

* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)

(4) State of health of the officer reported upon:

(5) Integrity

(6) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and weakness , extraordinary achievements, significant failures and attitude towards the weaker sections and relations with stakeholder – wherever is applicable.)

(7) Overall numerical grading on the basis of weightage given in section 1, 2, & 3 in Part-III of the Report.

Place:

Date :

Signature of the Reporting Officer

Name in Block Letters : _____

Designation: _____

PART – IV

Remarks by Reviewing Officer

1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III ? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III)

(In case you do not agree with any of the numerical a assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)

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. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and weakness and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section 1,2 & 3 in Part-III of the report.

Signature of the Reviewing Officer

Place:

Name in Block Letters : _____

Date :

Designation: _____

PART – V

Remarks of the Accepting Officer

Signature of the Accepting Officer

Place:

Name in Block Letters: _____

Date:

Designation: _____

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (Against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARS graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs grade below 4 will be given a score of zero.
- (vii) For the grade below 4, necessary warning notice may be issued to all such cases with a copy to their PR File and a note on their respective Service Book. This will help the subordinates to know themselves and also to improve in future.