



TEA BOARD

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

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

GROUP 'C' POST

NAME OF THE OFFICER : _____

DESIGNATION : _____

REPORT FOR THE
YEAR/PERIOD FROM : _____

TEA BOARD

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(For Group 'C' 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
(Personal Statement by the official reported upon)

Please give a brief description of duties allotted to you during the period : (Around 100 words in item wise)

(A) Annual work plan and achievement :

Sl no.	Duties / Objectives/ Goals	Actual Achievement/contribution

Please indicate areas in which you feel the need to upgrade your skills through training

Place:

Signature of the official reported upon

Name:-----

Date:

Designation:

PART – III
(Assessment by the Reporting Officer)

(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			
ix)	Application of relevant rules.			
Overall Grading on 'personal attributes'				

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

Sl.No.	Details	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)	Proficiency and accuracy in assigned work.			
iii)	Intelligence , Keeness, Industry and decision-making ability,			
iv)	Maintenance of diaries/registers/files/records and timely submission of necessary papers & files			
v)	Ability to draft notes/ letters/ minutes/ briefs, summarize the details etc. (wherever applicable)			
vi)	General assistance in ensuring that matters requiring attention are not lost sight of.			
vii)	Co-ordination ability			
viii)	Ability to motivate, guide and develop others			
ix)	Relations with stake holders (wherever applicable)			
x)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on 'functional competency'				

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. *

* 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:

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(5) Integrity

(6) Training – Please detail the areas in which the official reported upon needs training for up-grading the skills for further improvement in the work area.

(7) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 1, 2 & 3 of Part-III) and attitude towards the weaker sections and relations with public – wherever is applicable.) Recommendations regarding suitability for other spheres of work may also be indicated in relevant cases.

(8) Overall numerical grading on the basis of weightage given in Part-III of the Report.

Place:

Signature of the Reporting Officer

Date :

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 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 lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section in Part-III of the report.

Signature of the Reviewing Officer

Place:

Name in Block Letters : _____

Date :

Designation: _____

PART – IV

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.