

GOVERNMENT OF GOA
ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR PRIVATE SECRETARY /
PERSONAL ASSISTANT / STENOGRAPHER GRADE I & II

Department/office

Reporting for the year/period ending

Part I – Personal Data

(To be filled by the Administrative Section Concerned of the Department/Office)

1. Name of the Officials :
2. Date of Birth :
3. Designation of the post held :
4. Whether the officer belong to Scheduled Caste/
Scheduled Tribes :
5. Present grade :
6. Date of appointment to the present grade :
7. Name of officers with designations with whom
employed during the year and the period served
with each :
8. Period of absence from duty on leave, training,
etc., during the year :

Part – II – Self Appraisal

(To be filled by the Officer reported upon)

1. Brief description of duties :
2. Brief resume of the work done by you during the
year/period from..... to
..... Bringing out any
special achievements during the year/period In
the event of shortfall in achievements furnish
reasons. (The resume to be furnished within the
space provided should be limited to 100 words
and is required to be signed)

Signature of Official

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 (Col. 2 of Part II) 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. Intelligence, Keenness and industry :



(P.T.O.)

- (This should be Substantiated)

- (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)

- Signature of the Reporting Officer

Place:

Date:

Part IV

COUNTERSIGNATURE BY THE NEXT HIGHER AUTHORITY WITH REMARKS, IF ANY

Signature of Countersigning Officer:

NAME IN BLOCK LETTERS:

Designation:

INSTRUCTIONS

(To be read carefully before filling the entries in the Confidential Report Forms)

1. The confidential Report is an important document. It provided the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer Should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through confidential reports should be used as a tool for human resource development. Reporting Officer should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer/the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon:
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities:
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part IV. The Government shall enter the remarks in the confidential roll of the Reporting Officer:
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', below average' while giving your comments against any of the attributes:
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The Targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.:
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential:
9. Assessment should be confined to the appraisee's performance during the period of report only:
10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately:
11. The column relating to "Public Relations" need be filled in by the Reporting Officer only where the duties of the officer reporting upon are such that he comes in contact with members of the public:

*Note:- The following procedure should be followed in filling up the column relating to integrity:-

- i. If the officer's integrity is beyond doubt, it may be so stated
- ii. If there is any doubt or suspicion, the column should be left blank and action taken as under-
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Reports to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he had heard nothing against the officer, as the case may be:
 - b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report:
 - c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the office concerned:
 - d) If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above:

[G.I.M.H.A. O.M. No. 51/4/64-Estt.(A), dated the 21st June, 1965]

- e) When a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department, i.e. when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for brief period or has been on long leave etc., the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government Servant's integrity, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superiors officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement:

[D.P. & A.R. , O.M. No. 51/4/72-Estt. (A), dated the 20th May, 1972]



GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION
ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR HEAD CLERK / UPPI
DIVISION CLERK/ LOWER DIVISION CLERK

Department/office

Reporting for the year/period ending

Part I – Personal Data

(To be filled by the Administrative Section of the Department/Office)

1. Name of the Officials :
2. Designation/Post Held :
3. Date of Birth :
4. Whether the officer belong to Scheduled Caste/
Scheduled Tribes :
5. Date of continuous appointment to the present
grade :
6. Whether Permanent / Quasi-Permanent or
Temporary :
7. Sections in which served during the year under
report and period of service in each :
8. Period of absence from duty on leave, raining,
etc., during the year :

Section

Period

Part – II – Self Appraisal
(To be filled by the Officer reported upon)

1. Brief description of duties :
2. Brief resume of the work done by you during the
year/period from..... to
..... Bringing out any
special achievements during the year/period In
the event of shortfall in achievements furnish
reasons. (The resume to be furnished within the
space provided should be limited to 100 words
and is required to be signed) :

Signature of G

Part III – Assessment of the Reporting Officer
(Read carefully the instructions given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with the
statement made in Part II :
If not, the extent of disagreement and reasons
therefor :
2. State of Health :
3. General Intelligence and Keenness to learn :
4. Please state briefly the quantum of O and M
aspects of work done in regards to recording,
indexing and weeding out of files, maintenance
of guard files and register, furnishing of returns, :



Part IV - Remarks by Reviewing Officer

1. Length of service under Reviewing Officer :
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant materials? :
3. Do you agree with the assessment of the officer given by the Reporting Officer? :
4. If the officer reported upon is a member of a Schedule Caste/Tribe, Please indicate specifically whether the attitude of the Reporting Officer in Assessing the performance of the S.C/S.T. Officer has been fair and just :
5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading :
6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion? If so, specify :

Signature of the Reviewing Officer

NAME IN BLOCK LETTERS :
Designation during the period of report :

Place:

Date:

Part V

COUNTERSIGNATURE BY THE NEXT HIGHER AUTHORITY WITH REMARKS, IF ANY

Signature of Countersigning Officer

NAME IN BLOCK LETTERS:

Designation:

INSTRUCTIONS

(To be read carefully before filling the entries in the Confidential Report Forms)

1. The confidential Report is an important document. It provided the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer Should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through confidential reports should be used as a tool for human resource development. Reporting Officer should realise that the objective is to develop an officer so that he realises his/her true potential. It is not meant to be a fault finding process but a developmental one. Reporting Officer/the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part IV. The Government shall enter such remarks in the confidential roll of the Reporting Officer.

GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR
MULTI TASKING STAFF

Department / Office : _____

Reporting for the year / period : _____

1. Personal Data

- (a) Name of Official : _____
- (b) Date of Birth : _____
- (c) Post Held : _____
- (d) Date of continuous appointment : _____
to the present post
- (e) SC/ST/OBC/Gen : _____

2. Points Required

- (a) Intelligence : _____
- (b) Amenability to Discipline : _____
- (c) Honesty & Integrity : _____
- (d) Punctuality : _____
- (e) Devotion to Duty : _____
- (f) Relationship with other employees: _____

3. Overall Assessment : _____
(Outstanding/Excellent/Very Good)

Signature of Reporting Officer
With Name & Designation

Signature of Reviewing Officer
With Name & Designation



Signature of Countersigning Officer
With Name & Designation