

Name: _____
Period of APAR: _____

ANNUAL PERFORMANCE APPRAISAL REPORT FOR INDIAN CORPORATE LAW SERVICE OFFICERS

Performance Appraisal Report for the period from _____ to _____

PART I: PERSONAL DATA

(To be filled by the Administration Division/Personnel Department)

1.	Name of the officer	
2.	Office of posting during the period of report	
3.	Year of Joining Group 'A' Service	
4.	Whether the officer belongs to 'Scheduled Caste' or 'Scheduled Tribe'? If so, please state whether SC or ST	
5.	Date of Birth	
6.	Educational Qualification	
7.	Present Grade	
8.	Date of Continuous Appointment to the Present Grade	
9.	Present Post (Designation)	
10.	Date of Appointment to Present Post	
11.	Name of Reporting, Reviewing and Accepting Authorities	
	Authority	Name and Designation
	Reporting Authority	Period worked
	Reviewing Authority	
	Accepting Authority	

Name: _____
Period of APAR: _____

12. Period of absence.

Particulars	Period	Type	Remarks
On leave (Specify type)			
Others (Specify)			

13. Training Programmes attended:

From	To	Institute	Subject/Programme

14. Awards/ Honours, if any:

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15. Date of filing the property return (IPR) for the year ending December:

Should be linked to IPR module of SPARROW

Date:

**Signature on behalf of
Administration/Personnel Department**

Name: _____

Period of APAR: _____

PART II:

SELF-APPRAISAL

(Please see Para 3 of the instructions for filling up of APAR, available at the Home Page)

1. What language can you use professionally?

i) Write as well as Speak			
ii) Speak only			
iii) Write only			

2. Brief description of duties:

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

Name: _____

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3. Annual work plan and achievement:

(Please specify the quantitative/physical target/objective, 8-10 items priority wise in order of importance set for you or that were set by you and your achievement against these targets/tasks)

Tasks to be performed	Deliverable@		Actual Achievement #

@Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

#Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

4. Factors, if any, that hindered your performance?

Name: _____
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5. Any exceptional contribution or major systemic improvement made during the period of the report.

[Empty box for response]

6. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For present assignment:

For long term career development:

[Empty box for response]

Name: _____

Period of APAR: _____

7. Declaration:

Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting Authority?	Yes/ No	Date: _____
Have you undergone the prescribed medical checkup (for officers of and above the age of 40 years)? If yes, please mention date and attach a copy of the Report in "Reference Upload" column below.	Yes/ No	Date: _____
Whether APARs of the previous year in respect of subordinates staff working under you have been completed and forwarded within the prescribed time frame? If not, reasons therefore.	Yes/No	Reasons:

8. Please state briefly your participation in seminars etc. and also publication of papers during the reporting period.

Reference upload:

Browse

Date:

Place:

Signature of the Officer Reported Upon:

Name:

Designation:

PART III:

APPRAISAL

1. Please state whether you agree with the self-appraisal of the officer reported upon as filled out in Part II. If not, give details of and reasons for the disagreement.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

Name: _____

Period of APAR: _____

4. Do you agree with the skill up-gradation needs as identified by the officer reported upon?

5. Integrity:

(Please see Para 4.5 of the instructions for filling up of APAR, available at the Home Page)

6. Pen Picture by Reporting Authority:

(Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his/her attitude towards weaker sections)

Name: _____

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7. Assessment of work output:

(This assessment should rate the officer vis-à-vis his/her peers and not the general population. Grades should be assigned on a scale of 1-10. Weightage to this section will be 40%).

SN	Parameter	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Accomplishment of planned work			
ii)	Quality of output			
iii)	Accomplishment of exceptional work/unforeseen tasks performed			
iv)	Adherence to the time limit in disposal of work			
Overall average grading on 'Work Output'				
40% of overall average grading on Work Output (Say 'A')				

8. Assessment of personal attributes:

(This assessment should rate the officer vis-à-vis his/her peers and not the general population. Grades should be assigned on a scale of 1-10. Weightage to this section will be 30%)

SN	Parameter	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Overall bearing and personality			
iv)	Communication skills			
v)	Moral courage and willingness to take a professional stand			
vi)	Leadership qualities			
vii)	Punctuality			
Overall average grading on 'Personal Attributes'				
30% of overall average grading on Personal Attributes (Say 'B')				

Name: _____

Period of APAR: _____

9. Assessment of functional competency:

(This assessment should rate the officer vis-à-vis a larger population of his/her peers. Grades should be assigned on a scale of 1-10. Weightage to this section will be 30%)

SN	Parameter	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Laws/Rules/Procedures/IT Skills and awareness of the local norms in the relevant area			
ii)	Strategic planning ability			
iii)	Decision making ability			
iv)	Initiative			
v)	Coordination ability			
vi)	Ability to motivate and develop subordinates/work in a team			
vii)	Delegation of work			
Overall average grading on 'Functional Competency'				
30% of overall average grading on Functional Competency (Say 'C')				

10. Overall Grading by Reporting Authority i.e. 'A'+ 'B'+ 'C' of item number 7, 8, and 9 of Part III (on a scale of 1-10):

(Grading would be adequately justified in the Pen Picture at Serial No. 6)

Date:

Place:

Signature of the Reporting Authority

Name:

Designation:

PART IV:

REVIEW

1. Do you agree with the assessment made by the Reporting Authority with respect to the work output and the various attributes in Part III? Besides, his assessment in respect of extraordinary achievements and /or significant failures of the officer reported upon?

(In case you do not agree with any of the numerical assessment of attributes please record your assessments in the column provided in Part III).

Yes, I agree	No, I have recorded my assessment in Part III
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2. In case of differences of opinion details and reasons for the same may be given.

3. Are you satisfied that the Reporting Authority has made his/her report with care and attention and after taking into account all the relevant material?

4. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections (Pen Picture).

5. Overall Grading by Reviewing Authority i.e. 'A'+ 'B'+ 'C' of item number 7, 8, and 9 of Part III (on a scale of 1-10):

(Grading would be adequately justified in the Pen Picture at Serial No. 4)

Date:
Place:

Signature of the Reviewing Authority
Name:
Designation:

Part V: ACCEPTANCE

1. Do you agree with the remarks of the Reporting / Reviewing Authorities?

Yes

No

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grading by the Accepting Authority (on a scale of 1-10):

Date:
Place:

Signature of the Accepting Authority
Name:
Designation: