



वार्षिक निष्पादन मूल्यांकन रिपोर्ट
वरिष्ठ खण्डीय लेखाधिकारी/खण्डीय लेखाधिकारी (ग्रेड- I)/
खण्डीय लेखाधिकारी (ग्रेड- II)/खण्डीय लेखाकार

Annual Performance Appraisal Report For
Sr. Divisional Accounts Officer/Divisional Accounts Officer Grade-I)/
Divisional Accounts Officer (Grade-II) / Divisional Accountant

श्री/Shri

पदनाम /Designation

..... से तक

From to

कार्यालय महालेखाकार (लेखा एवं हकदारी),
उत्तराखण्ड, देहरादून
Office of the Accountant General (Accounts & Entitlement)
Uttarakhand, Dehradun

विशिष्ट पहचान संख्या
Unique Identity Number_-----

वार्षिक निष्पादन मूल्यांकन रिपोर्ट
वरिष्ठ खण्डीय लेखाधिकारी / खण्डीय लेखाधिकारी ग्रेड I /
खण्डीय लेखाधिकारी ग्रेड II / खण्डीय लेखाकार
ANNUAL PERFORMANCE APPRAISAL REPORT FOR
SR. DIVISIONAL ACCOUNTS OFFICER/DIVISIONAL ACCOUNS OFFICER GR-I/
DIVISIONAL ACCOUNS OFFICER GR-II/ DIVISIONAL ACCOUNTANT

Shri

Designation

From..... to.....

कार्यालय महालेखाकार (ले0 एवं हक0)
उत्तराखंड देहरादून
Office of the Accountant General (A&E)
Uttarakhand, Dehradun

विशिष्ट पहचान संख्या
Unique Identity Number_-----

श्री/ Shri

पदनाम/Designation

से/From..... तक/to.....

Division Name

.....
.....
.....

वार्षिक निष्पादन मूल्यांकन रिपोर्ट
वरिष्ठ खण्डीय लेखाधिकारी / खण्डीय लेखाधिकारी ग्रेड I /
खण्डीय लेखाधिकारी ग्रेड II / खण्डीय लेखाकार
ANNUAL PERFORMANCE APPRAISAL REPORT FOR
SR. DIVISIONAL ACCOUNTS OFFICER/DIVISIONAL ACCOONS OFFICER GR-I/
DIVISIONAL ACCOONS OFFICER GR-II/ DIVISIONAL ACCOUNTANT

..... से..... तक
 Report for the period from..... to.....

भाग 1/PART-I

व्यक्तिगत विवरण/PERSONAL DATA

(कार्यालय के सम्बन्धित प्रशासनिक अनुभाग द्वारा भरे जाने हेतु)
 (To be filled by the Administrative Section concerned of the Office)

1.	अधिकारी का नाम साफ /Name of the Officer (साफ अक्षरों में) (in capital letters)	
2.	अधिकारी की पहचान संख्या Employee I.D.	
3.	पदनाम Designation	
4.	क्या अधिकारी अनुसूचित जाति/अनुसूचित जनजाति का है Whether the Officer belongs to Scheduled caste/Scheduled Tribe ?	
5.	जन्मतिथि /Date of Birth	
6.	शैक्षणिक अर्हताएं, वृत्तिक और तकनीकी अर्हताओं के साथ Educational qualifications including Professional and technical qualifications	
7.	पास की गई विभागीय परीक्षाएं Departmental Examination passed	
8.	वर्तमान ग्रेड में सतत् नियुक्ति की तिथि Date of continuous appointment to the present grade	
9.	वर्तमान पद एवं उसकी नियुक्ति की तिथि Present post and date of appointment thereto	
10.	यदि अधिकारी प्रतिनियुक्ति पर है, तो मूल पद If the officer is a Deputationist, the parent post	
11.	वर्ष के दौरान (छुट्टी एवं प्रशिक्षण आदि के कारण) ड्यूटी से अनुपस्थिति की अवधि यदि प्रशिक्षण लिया हो तो उसका विवरण दें Period of absence from duty (On leave, training etc.) during the year.If he has gone under training please specify	

Statement to be attached with APAR of DA/DAO for the year.....

(Self Appraisal targets for the Sl. No. 2A of Part-II)

Sl No	Month/ year	Monthly Account submitted vide letter No & Date	Form 51 submitted vide letter No & Date	Reconciliation Quarterly done up to vide letter No & Date	Objection of Accounts, if any, complied vide letter No & date	Heavy Cash Balance at the end of the month
1	April.....					
2	May.....					
3	June.....					
4	July.....					
5	August.....					
6	September.....					
7	October.....					
8	November.....					
9	December.....					
10	January.....					
11	February.....					
12	March.....					

Signature of the DA/DAO

Name of DA/DAO

ID No

Name of Division

भाग दो/PART-II

स्वमूल्यांकन/ SELF APPRAISAL

(जिस अधिकारी की रिपोर्ट लिखी जानी है उसके द्वारा भरे जाने हेतु)

(To be Filled by the Official Reported Upon)

कृपया प्रविष्टियों को भरने से पहले फार्म के अन्त में दिये गये अनुदेशों को ध्यान से पढ़ लें

(Please read carefully the instructions given at the end of the form before filling the entries)

1. कर्तव्यों (ड्यूटियों) का संक्षिप्त विवरण
Brief description of the duties.

(2क) कार्य के जो लक्ष्य/उद्देश्य/ध्येय परिणामात्मक या अन्य रूप में आपने स्वयं अपने लिये निर्धारित किये थे या आप के लिये निर्धारित किये गये थे, उन्हें बताएं। कार्य की आठ/ दस मर्दें प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य से प्राप्त आपकी अपनी उपलब्धि बताएं

2A. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you. Eight of ten items of work in the order of priority & your achievement against each target.

लक्ष्य/उद्देश्य/ध्येय Targets/objectives/goals

उपलब्धियां Achievements

(2ख) कृपया संक्षेप में सूचित करें— निर्धारित लक्ष्य तथा मासिक लेखा प्रस्तुतीकरण के सम्बन्ध में कृत कार्य य परिमाण, गार्ड फाईल का अनुरक्षण एवं अन्य रजिस्ट्रों तथा विभिन्न विवरणियों का प्रस्तुतीकरण

2B. Please state briefly, the target set and quantum of work done in regard to rendition of monthly account, maintenance of guard files & other registers, Furnishing of various returns.

(3क) कृपया कालम 2 में उल्लिखित लक्ष्यों/उद्देश्यों के सन्दर्भ में कमियों का संक्षेप में उल्लेख करें। कृपया लक्ष्यों की प्राप्ति में यदि कोई बाधाएं रही हों तो उन्हें स्पष्ट करें।

3A. Please state briefly the shortfalls with reference to the targets/objectives referred to the column 2. Please specify constraints, if any, in achieving the targets.

(3ख) कृपया उन मदों का भी उल्लेख करें जिनमें महत्वपूर्ण उपलब्धियाँ रही हों और उसके प्रति अपना योगदान बताएं।

3B. Please also indicate items in which there have been significantly, higher achievement and your contribution thereto.

(3ग) कालम 2 में उल्लिखित उपलब्धियों के अतिरिक्त अन्य कोई महत्वपूर्ण उपलब्धि

3C. Any significant additional achievement apart from those mentioned in column 2.

(3घ) प्रशिक्षण कार्यक्रम जिनमें शामिल हुए हों

3D. Training Programme attended.

हस्ताक्षर

Signature of the Official reported upon

पूरा नाम /Full Name

पदनाम /Designation

तिथि /Date

भाग तीन/PART-III

(रिपोर्ट लिखने वाले अधिकारी द्वारा भरे जाने के लिए)

(To be Filled by Reporting Officer)

1. कृपया खण्ड दो में अधिकारी के स्वमूल्यांकन से स्वीकृति का विवरण दें। यदि नहीं, तो तथ्यपूर्ण विवरण प्रस्तुत करें।
Please state whether you agree with the self-appraisal of the Officer reported upon as mentioned in Part II. If not, please furnish the factual details.

2. निष्पादित कार्य का मूल्यांकन

Assessment of work output

रिपोर्ट लिखने वाले एवं समीक्षा करने वाले अधिकारी 1 से 10 तक अंकीय श्रेणी नियत करेंगे, जहाँ 1 न्यूनतम एवं 10 अधिकतम श्रेणी को उल्लिखित करेगा। इस खण्ड का महत्व 40 प्रतिशत होगा।

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10(One-Ten), where 1 refers to the lowest and 10 to the highest grade, **Weightage to this Section would be 40 percent.**

क्र०सं० Sl No.	म्द Items	रिपोर्टिंग अधिकारी Repoting Authority	समीक्षा अधिकारी (खण्ड 4 के पैरा 2 का उल्लेख) Reviewing Authority (Refer Para 2 of Part- IV)	समीक्षा अधिकारी के आद्यक्षर Initial of Reviewing Authority
(i)	आवंटित विषय के अनुसार आयोजनाबद्ध कार्य/आवंटित कार्य की प्रवीणता Acomplisemnt of planned work/work allotted as per subject allotted			
(ii)	कार्य निष्पादन की कोटि Quality of output			
(iii)	विश्लेषण की योग्यता Analytical ability			
(iv)	अपवादी कार्य/निष्पादित अप्रत्याशित कार्य प्रवीणता Acomplisemnt of exceptional work/ unforeseen task performed			
(v)	निष्पादित कार्य पर सम्पूर्ण श्रेणी निर्धारण Overall Grading on 'Work Output'			

3. व्यक्तिगत गुणों का मूल्यांकन /Assessment of personal attributes

रिपोर्ट लिखने वाले एवं समीक्षा करने वाले अधिकारी 1 से 10 तक अंकीय श्रेणी नियत करेंगे, जहाँ 1 न्यूनतम एवं 10 अधिकतम श्रेणी को उल्लिखित करेगा। इस खण्ड का महत्व 30 प्रतिशत होगा।

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10(One-Ten), where 1 refers to the lowest and 10 to the highest grade, **Weightage to this Section would be 30 percent.**

क्र०सं० Sl No.	मद Items	रिपोर्टिंग अधिकारी Reporting Authority	समीक्षा अधिकारी (खण्ड 4 के पैरा 2 का उल्लेख) Reviewing Authority (Refer Para 2 of Part-IV)	समीक्षा अधिकारी के आद्यक्षर Initial of Reviewing Authority
(i)	कार्य के प्रति अभिवृत्ति Attitude to work			
(ii)	उत्तरदायित्व का बोध Sense of responsibility			
(iii)	अनुशासन को बनाये रखना Maintenance of Discipline			
(iv)	पत्र व्यवहार में कुशलता Communication skill			
(v)	नेतृत्व में विशेषता Leadership qualities			
(vi)	टीम भावना में कार्य की क्षमता Capacity to work in team spirit			
(vii)	समय सूची पर जमे रहने की क्षमता Capacity to adhere to time- schedule			
(viii)	अन्तर्व्यक्तिक सम्बन्ध Inter-personal relations			
(ix)	सम्पूर्ण व्यक्तित्व एवं धारण क्षमता Overall bearing and personality			
(x)	व्यक्तिगत गुणों की सम्पूर्ण श्रेणी Overall Grading on "Personal Attributes"			

4. कार्य की सक्षमता का मूल्यांकन

Assessment of functional competency

रिपोर्ट लिखने वाले एवं समीक्षा करने वाले अधिकारी 1 से 10 तक अंकीय श्रेणी नियत करेंगे, जहाँ 1 न्यूनतम एवं 10 अधिकतम श्रेणी को उल्लिखित करेगा। इस खण्ड का महत्व 30 प्रतिशत होगा।

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10(One-Ten), where 1 refers to the lowest and 10 to the highest grade, **Weightage to this Section would be 30 percent.**

क्र०सं० Sl No.	मद Items	रिपोर्टिंग अधिकारी Reporting Authority	समीक्षा अधिकारी (खण्ड 4 के पैरा 2 का उल्लेख) Reviewing Authority (Refer Para 2 of Part-IV)	समीक्षा अधिकारी के आद्यक्षर Initial of Reviewing Authority
(i)	नियमों, विनियमों तथा कार्य विधियों के कृत्य एवं उनको उचित प्रकार से लागू करने की क्षमता Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly			
(ii)	कार्यनीति योजना की क्षमता Strategic planning ability			
(iii)	निर्णय लेने की क्षमता Decision making ability			
(iv)	समन्वयक की क्षमता Coordination ability			
(v)	अधीनस्थों के विकास एवं अभिप्रेरण की क्षमता Ability to motivate and develop subordinates			
(vi)	पहल करने की क्षमता Initiative			
(vii)	कार्य की सक्षमता पर सम्पूर्ण श्रेणी Overall Grading on "Functional Competency"			

5. अनुसूचित जातियों/अनुसूचित जनजातियों/समाज के कमजोर वर्गों के प्रति दृष्टिकोण
Attitudes towards schedules castes/schedule tribes/weaker section of society
(कृपया अनुसूचित जातियों/अनुसूचित जनजातियों/समाज के कमजोर वर्गों की समस्याओं को समझने की अधिकारी की भावना तथा उन्हें दूर करने की तत्परता पर टिप्पणी दें) ।
(please comment on his/her understanding of the problems of the schedules castes/schedule tribes/weaker section & willingness to deal with them)

6. प्रशिक्षण/Training :
कृपया अधिकारी की प्रभावित और कार्य क्षमताओं में और अधिक सुधार की दृष्टि से उसके प्रशिक्षण के लिए संस्तुति करें ।
Please give recommendation for training with a view to further improving and effectiveness and capabilities of the officer.

7. स्वास्थ्य की स्थिति/ State of Health:

8. सत्यनिष्ठा/ Integrity:
(कृपया अनुदेशों के नीचे दी गई टिप्पणी देखें)
(Please see note below the instructions)

9. रिपोर्टिंग अधिकारी द्वारा अधिकारी के सम्पूर्ण गुणों (क्षमता के क्षेत्र व कम क्षमता, अतिरिक्त उपलब्धियाँ, महत्वपूर्ण चूक व कमजोर वर्गों के प्रति दृष्टिकोण) पर 100 शब्दों का उल्लेख ।
Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the official including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

10. रिपोर्ट के खण्ड 3 के पैरा 2, 3 एवं 4 के महत्व के आधार पर सम्पूर्ण अंकीय श्रेणी
Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part – III of the Report.

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान/Place..... नाम (साफ अक्षरों में)
Name in Block Letters.....

तिथि/Date..... रिपोर्ट की अवधि में पदनाम
Designation.....

भाग चार – पुनरीक्षण की अभियुक्तियाँ
PART-IV REMARKS OF THE REVIEWING OFFICER

1. पुनरीक्षण अधिकारी के अधीन की गई सेवा की अवधि
Length of services under the Reviewing Officer
2. क्या आप रिपोर्ट लिखने वाले अधिकारी के मूल्यांकन से एवं खण्ड 3 में दिये गये विभिन्न विशेषताओं एवं किये गये कार्य से सहमत हैं। यदि आप किसी भी अंकीय मूल्यांकन/ विशेषता से असहमत हों तो कृपया खण्ड 3 में आपके लिए उपलब्ध कॉलम में अपना मूल्यांकन अभिलिखित करें और अपनी प्रविष्टियों पर आद्यक्षर करें।
Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-III? In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in Part III and initial your entries.

हाँ मैं सहमत हूँ Yes, I agree	नहीं मैं सहमत नहीं हूँ। मैंने अपना मूल्यांकन खण्ड 3 में अभिलिखित कर दिया है। No, I do not agree. I have recorded my assessment in Part III
----------------------------------	---

(कृपया, जो लागू न हो उसे हटा दें)

(Please strike which is not applicable)

3. विचारों की विभिन्नता की स्थिति में कृपया विवरण एवं कारण दें।
In case of difference of opinion, please give details and reasons for the same.

4. रिपोर्ट लिखने वाले अधिकारी के मूल्यांकन पर टिप्पणी करें, यदि कोई हो।
Comments, if any, on the Pen Picture written by the Reporting Officer.

5. रिपोर्ट के लिए खण्ड 3 के पैरा 2, 3 एवं 4 के महत्व के आधार पर सम्पूर्ण अंकीय श्रेणी
Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part III of the Report.

पुनरीक्षण अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान/Place.....

नाम (साफ अक्षरों में)

Name in Block Letters.....

तिथि/Date.....

रिपोर्ट की अवधि में पदनाम

Designation.....

INSTRUCTIONS

- 1 The Annual Performance Appraisal Report (APAR) is an important document. It provides 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 Authority, the Reviewing Authority and the Accepting Authority should; therefore, undertake the duty of filling out the form with a high sense of responsibility.
- 2 The performance Appraisal should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realises true potential. It is not meant to be fault finding process but a development one. The Reporting officer and 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 casual or superficial manner will be easily discernible to higher authorities.
- 4 Answers 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 authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'very good', 'Good', 'Average', 'Below Average', while giving your comments.
- 5 The Reporting Officer shall, in the beginning, of the year set quantitative/physical targets in consultations with each of the officers with respect to whom he is required reported upon. Performance appraisal should be joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year. In case of an officer taking up a new assignment in the course of a reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
- 6 The targets should be clearly known and understood by both the officers concerned. While- fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature of the area of the work of the officer to be reported upon.
- 7 Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
- 8 It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard and 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 post of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should be deal with these and other aspects relevant to the attributes.
12. The following procedure should be followed in filing 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 APAR to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify integrity or to record the secret note, the reporting officer should state that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer as the case may be.
 - (b) If as result of follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.
 - (c) If the doubts and suspicion are confirmed, this fact should also be recorded and communicated to the officer concerned.
 - (d) If as a result of 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.
13. Guidelines regarding filling up APAR with numerical grading:
 - (i) Numerical grading are to be awarded by reporting and reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on the scale of 1-10, where 1 refers to the lowest grade and 10 to the highest grade.
 - (ii) It is expected that any grading 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by the way of specific failures and similarly, any grade of 1 to 10 would be justifies '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) APAR graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculation average score for empanelment/promotion.
 - (iv) APAR graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.
 - (v) APAR graded between 4 and 6 will be rated as "Good" and will be given a score of 5.
 - (vi) APAR graded below 4 will be given a score of "Zero".

14. Weightage and Mean:

Weights have been assigned to work output, personal attributes and functional competency. The overall grade on a score of 1-10 will be based on 40% weightage of assessment of work output and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators In proportion to weightage assigned.

(Ministry of home Affairs OM No. 51/4/64 Estt(A) dated 23.07.2009 and Department of Personnel and Training OM No. 21011/1/2005-Estt(A)(Pt II) dated 23.07.2009)