Annual Performance Appraisal Report
for
Officers of the Central Secretariat Service

Section Officer & Assistant

Name of Officer: ________________________________

Report for the year/period ending: ________________________________
Ministry/Department of LEGAL AFFAIRS

Form

Annual Performance Appraisal Report of Section Officer & Assistant of the Central Secretariat Service

Report for the year/period ending

PERSONAL DATA

1. Officer's Name
   Name of Officer

2. Date of Birth
   Date of Birth (DD/MM/YYYY)       (In words)

3. Date of continuous appointment to the present grade
   Date                             Grade

4. Present post and date of appointment thereto
   Post                             Date

5. Period of absence from duty (on training leave etc.) during the year if he has undergone training, specify.
**PART-2**

Brief description of duties

2. Specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

<table>
<thead>
<tr>
<th>लक्ष्य/उद्देश्य/मौलिकानांक</th>
<th>उपलब्धियाँ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targets/Objectives/Goals</td>
<td>Achievements</td>
</tr>
</tbody>
</table>
(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereeto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अवल संपूर्ण वार्षिक विवरण संग्रहित तारीख अर्थात् कैलेंडर वर्ष से उत्तर्वर्ती वर्ष को 31 जनवरी तक दर्ज कर दी गई थी। यदि नहीं तो विवरण दर्ज करने की तारीख दी जाए।

Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.
**PART-3**

**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.**

(Kindly refer to the guidelines before filling the entries)

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

<table>
<thead>
<tr>
<th>Part</th>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Accomplishment of planned work/work allotted as per subjects allotted</td>
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<td></td>
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<tr>
<td>ii) Quality of output</td>
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</tr>
<tr>
<td>iii) Analytical ability</td>
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<td></td>
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</tr>
<tr>
<td>iv) Accomplishment of exceptional work/unforeseen tasks performed</td>
<td></td>
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<tr>
<td>Overall Grading on ‘Work Output’</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Part</th>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Attitude to work</td>
<td></td>
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<tr>
<td>ii) Sense of responsibility</td>
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<tr>
<td>iii) Maintenance of discipline</td>
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<tr>
<td>iv) Communication skills</td>
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<td></td>
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<tr>
<td>v) Leadership qualities</td>
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<tr>
<td>vi) Capacity to work in team spirit</td>
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<tr>
<td>vii) Capacity to adhere to time-schedule</td>
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<tr>
<td>viii) Inter-personal relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall bearing and personality</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Grading on ‘Personal Attributes’**
Assessment of functional competency (weightage to this Section would be 30%)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority (Refer Para 2 of Part-5)</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function</td>
<td>Function</td>
<td>Function</td>
</tr>
<tr>
<td>i) नियम/विनियम/कार्य एवं संस्थापक के क्षेत्र में प्रक्रियाएं एवं उनके साथी प्रयोग की जानकारी</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly. |
| ii) नीतिबद्ध योजना बनाने की क्षमता |
Strategic planning ability |
| iii) निर्णय लेने की क्षमता |
Decision making ability |
| iv) समन्वय क्षमता |
Coordination ability |
| v) अध्यक्षता की प्रेरित एवं विकसित करने की क्षमता |
Ability to motivate and develop subordinates |
| vi) पदल शक्तिः |
Initiative |

प्रकारात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण

Overall Grading on "Functional Competency"

भाग - 4  सामान्य
PART-4  GENERAL

1. जनता के साथ भागिदारी (जहाँ भी प्रयोज्य)
Relations with the public (wherever applicable)
(जनता की आस्था जनों का अवलोकन एवं अधिकार का अभिमान पर ध्यान दिया जाएगा है)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण
Training
(इसका अधिकारी की प्रभावित एवं वार्ड क्षमताओं के और अधिक सुधार और वृद्धि करने की सुविधा से उसके प्रशिक्षण के लिए संबंधित करें)
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)
3. शास्त्रीय की रिचिति  
State of health

4. सच्चाहिता  
Integrity  
(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विवेदनाओं की तस्कियाँ (सामान्य 100 शब्दों में), जिसमे सामान्य क्षेत्र एवं कम सामान्य क्षेत्र,  
असाधारण उल्लेखित्य, महत्वपूर्ण उल्लेखित्य (संदर्भ: भाग-2 का 3(A) एवं 3(B)) एवं दुर्लभ वागन के प्रति अभिवृद्धि शामिल है।  
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: 3(A) & 3(B) of Part-2) and  
attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ऊं, व तथा स में दिए गए भारत के आधार पर कुल सिलाइ उन्नत अन्वेषण वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

स्थान:  
Place: .................................

दिनांक:  
Date: .................................

नाम साफ अक्षरों में:  
Name in Block Letters:.................................

पदनाम:  
Designation: .................................

प्रतिवेदन की उद्देश्य में:  
During the period of Report: .................................

Signature of the Reporting Officer
REMARKS OF THE REVIEWING OFFICER:

Length of service under the Reviewing Officer

- Length of service: 

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref Part-3(A)(iv) and Part-4(5))

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

| Yes | No |

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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