

**(CONFIDENTIAL)**

**MINISTRY OF LAW & JUSTICE  
DEPARTMENT OF LEGAL AFFAIRS**

**Annual Performance Assessment Report  
For  
Officers/Officials belonging to General Central Service Cadre**

## PART – I

### Personal Information

1. Report for the Year/Period ending: From  to   
(Date selection box to be provided)

2. Name:

3. Date of Birth:  DD  MM  YYYY

4. Designation:

5. Date of continuous appointment to the present grade:  DD  MM  YYYY

6. Nature of employment:  Permanent  Temporary  Officiating

7. Section in which posted & period: Section  Period: From  to   
(In case more than one section – Creation of multiple ‘add field’ feature to be provided.)

8. Section of which in-charge: Section  Period: From  to   
(In case more than one section – Creation of multiple ‘add field’ feature to be provided.)

9. Period of absence from duty (On leave/Training etc.):

Nature of leave:  From:  to:

(In case more than one leave spell – Creation of multiple ‘add field’ feature to be provided.)

10. Whether the Officer/official belongs to Scheduled Caste/Scheduled Tribe?

Yes  No

**PART – II**  
**Self-Appraisal**

**1. Brief description of duties:**

**2. Categories & total number of references/matters disposed or bills/ordinances drafted/scrutinized during the reporting period:**

S.no.	Category	Total no. of files/references dealt
(i)	Legal referencing	<input type="text"/>
(ii)	Research	<input type="text"/>
(iii)	Drafting pleading/documents	<input type="text"/>
(iv)	Other miscellaneous references/matters dealt, if any	<input type="text"/>

**3. Please provide brief description of any important advice/legislative/litigation matter dealt by you during the reporting period (Attach copies of advice feature to be provided):**

E-Office no./reference no.

Brief description

i)

*(In case more than one reference – Creation of multiple ‘add field’ feature to be provided.)*

**4. Please provide a brief description of work done by you during the reporting period:**

i) Section:  Period: From  to

*(In case of posting in more than one section – Creation of multiple ‘add field’ feature to be provided.)*

- 5. Please provide a brief description of any special tasks/assignments/additional roles & responsibilities handled by you during the reporting period:**

- 6. Please briefly state, the shortfalls or difficulties faced, if any, in achieving the targets/objectives/goals assigned to you:**

- 7. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> Jaunary of the year following the calendar year. If not the date of filing the return should be given.**

- 8. Do you need training in any particular area, please specify:**

**PART –III**  
**Assessment by the Reporting Officer**

1. **Length of service under the reporting officer:** From  to

2. **Does the Reporting Officer agree with the stamen made in Part II of the Assessment Report? If not, then the extent of disagreement and reasons therefor.**

3. **State of Health:**  Healthy  Prone to illness  Unfit

4. **Integrity:**  Beyond doubt  Doubtful

5. **Assessment**

**5.1. Assessment of work output**

S.No.	Parameters	Reporting authority grading	Reviewing authority grading**
1.	Accomplished of planned/allotted work		
2.	Quality of output		
3.	Analytical ability		
4.	Ability to adapt to changes in work environment and work methodologies		
5.	Attention to routine aspects of works such as proper maintenance of office records, guard files, indexing, weeding files and so on		
6.	Ability to undertake legal research, render assistance in legal referencing work		
7.	Capacity for examining files/ references thoroughly and comprehensively		
8.	Ability to prepare notes/drafts in matters involving legal advice, drawing up agreements, draft pleadings in		

	litigation matters, legislative drafting, other general matters		
<b>Overall grading on 'work output'</b>			

### 5.2. Assessment of personal attributes

S.No.	Parameters	Reporting authority grading	Reviewing authority grading**
1.	Attitude towards work		
2.	Sense of responsibility		
3.	Maintenance of discipline		
4.	Communication skills		
5.	Leadership qualities (ability to lead, motivate and inspire others)		
6.	Ability to adhere to time-schedules		
7.	Inter-personal relations		
8.	Punctuality in attendance		
9.	General intelligence & keenness to learn		
<b>Overall Grading On 'Personal Attributes'</b>			

### 5.3. Assessment of functional competency

S.No.	Parameters	Reporting authority grading	Reviewing authority grading**
1.	Knowledge of Law including constitutional law/ parliamentary practice and procedure /Precedents/Case laws/Rules/Codes/Manuals/ Instructions		
2.	Strategic planning ability		
3.	Decision making ability		
4.	Coordination ability		
5.	Ability to take initiatives		
6.	Ability to shoulder additional responsibilities		
<b>Overall Grading on 'Functional Competencies'</b>			

*\*\* (grading of the reviewing authority to be taken as final)*

6. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

7. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.

8. Please comment on the officer's attitude towards scheduled caste/scheduled tribes/weaker sections of society understanding of the problems of the scheduled castes/scheduled tribes and his/her efforts to deal with them.

9. Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries herein.

**10. OVERALL GRADING**

a) Outstanding (8-10)

b) Very Good (6-8)

c) Good (4-6)

d) Average (Below 4)

APAR 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

APAR graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7

APAR graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5

Name of the Reporting Authority:

Designation (During the period of report):

**PART –IV**

**Assessment by the Reviewing Officer**

1. Length of service under the reviewing authority: From  to

2. Is the reviewing authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of officer given by the report authority? (In case of disagreement, please specify reason? Is there anything you wish to modify or add?)

4. General remarks with specific comments given by the reporting authority and remarks about the meritorious work of the officer including the grading?

5. Does the officer have any special characteristics or qualities, and/or any exceptional merits or abilities which would justify selection or special assignment or out of turn promotion? If so, specify.

Nam of Reviewing Authority:

Designation (During the period of report):