

No.22/1/2016-CS-II(A)
Ministry of Personnel & Training
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: the 18th July, 2016.

OFFICE MEMORANDUM

Subject: Modification in APAR Proforma of CSSS personnel -reg.

The undersigned is directed to say that the matter regarding reporting/reviewing of APARs of CSSS officials has been reviewed in this Division. This Division proposes to make some changes with respect to the channel of reporting/reviewing of APARs as under:

- (i) APARs of Private Secretaries/Personal Assistants/Stenographers Grade 'D' be reported by the senior most CSSS officer in-charge of the office where the officer reported upon is posted. The senior most officer in respect of the office of Secretary/Special Secretary/equivalent rank Officer/Additional Secretary and equivalent rank officers would be PSO/Sr. PPS. The APARs reported by the PSO/Sr. PPS would thereafter be reviewed by the concerned Secretary/Special Secretary/Additional Secretary.
- (ii) APARs of the Private Secretaries and Stenographers Grade 'D' posted in the office of Joint Secretary and equivalent Officer be reported by the PPS in-charge of the office. The APARs reported by the PPS would thereafter be reviewed by the concerned Joint Secretary.
- (iii) APARs of the PSO/Sr. PPS/PPS will be reported by the Officer with whom they are posted. There will not be any Reviewing Authority in their case.
- (iv) In case of Private Secretaries/Personal Assistants/Stenographers Grade 'D' posted with Directors/Dy. Secretaries/Under Secretaries/Desk Officers, the APARs will continue to be written/reported by the concerned Officer and there will not be any Reviewing Authority in their case too. Part 5 of the APAR Proforma will not, therefore, be applicable in their case.

2. In view of above, APAR form of the Private Secretaries/Personal Assistants/Stenographers Grade 'D' of CSSS are proposed to be revised accordingly. The draft proposed APAR form in respect of these officials is enclosed herewith for information of all concerned. All stakeholders, Ministries/Departments are requested to offer their comments/views, if any, in this regard latest by **05th August, 2016**. Comments may also be sent at the email address kameshwar.mishra@nic.in.

Encl.: As above.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax: 24623157

To
All Ministries/Departments of the Government of India.

Copy to:

1. ADG (M&C), Press Information Bureau, DoP&T, North Block, New Delhi.
2. NIC, DoP&T with the request to place the above said O.M. along with its enclosures on the website of this Department on the homepage for 15 days (What's New?).

केन्द्रीय सचिवालय आशुलिपिक सेवा के अधिकारियों की वार्षिक
कार्यनिष्पादन मूल्यांकन रिपोर्ट

Annual Performance Appraisal Report For
Officers of the Central Secretariat Stenographer Service

निजी सचिव
Private Secretary
वैयक्तिक सहायक
Personal Assistant
आशुलिपिक ग्रेड 'घ'
Steno Grade 'D'

अधिकारी का नाम

Name of Officer

..... को समाप्त होने वाले वर्ष/अवधि की रिपोर्ट

Report for the year/period ending

Ministry/Department of.....

प्रपत्र /Form

केन्द्रीय सचिवालय आशुलिपिक सेवा के निजी सचिव, वैयक्तिक सहायक और आशुलिपिक ग्रेड 'घ' की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

Annual Performance Appraisal Report of Private Secretary, Personal Assistant and Steno Grade "D" of the Central Secretariat Stenographer Services

..... को समाप्त होने वाले वर्ष/अवधि की रिपोर्ट
Report for the year/period ending

वैयक्तिक तथ्य
Personal Data

भाग- I

Part - 1

(मंत्रालय/विभाग/कार्यालय के सम्बन्धित प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled by the Administrative Section of the concerned Ministry/Department/Office)

1.	अधिकारी का नाम Name of the officer		
2.	जन्म तिथि: दिन/माह/वर्ष/...../.....(शब्दों में) Date of birth (DD/MM/YYYY)/...../..... (in words)		
3.	धारित पद का पदनाम Designation of post held		
4.	वर्तमान ग्रेड में निरंतर नियुक्ति की तारीख Date of continuous appointment in the present grade	दिनांक Date	ग्रेड Grade
5.	उस अधिकारी का नाम और पदनाम जिसके साथ रिपोर्टाधीन अवधि के दौरान सम्बद्ध हैं। Name of Officer with designation with whom attached during the period under report	अधिकारी का नाम, और तारीख, जिससे संबद्ध रहे Name of Officer & Date from which attached	
6.	वर्ष के दौरान छुट्टी प्रशिक्षण इत्यादि पर रहने के कारण इयूटी से अनुपस्थिति की अवधि Period of absence from duty on leave, training, etc. during the year		

भाग-2 - स्व-मूल्यांकन

Part 2 - SELF APPRAISAL

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)
(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. से तक वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्यों का संक्षिप्त वृत्त
(संक्षिप्त वृत्त 100 शब्दों तक सीमित होना चाहिए)
Brief resume of the work done by you during the year/period from to
(The resume to be furnished should be limited to 100 words)

2. कृपया वे मदें दर्शाएँ, जिनमें महत्वपूर्ण उच्चतर उपलब्धियाँ रही हों और उनमें आपका क्या योगदान रहा।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
3. कृपया कार्यों को करने के लिए आपके द्वारा किए गए प्रयत्नों में कमियों और उनके कारण, यदि कोई हो, को संक्षेप में बताएं।
Please state, briefly, the shortfalls in your input and reasons therefore, if any.
4. कृपया बताएं कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल सम्पत्ति संबंधी वार्षिक विवरणी नियत तारीख अर्थात् कलैण्डर वर्ष के बाद के 31 जनवरी तक दाखिल कर दी गई थी। यदि नहीं, तो विवरणी दाखिल 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.

स्थान / Place :

दिनांक / Date :

उस अधिकारी के हस्ताक्षर जिसकी रिपोर्ट लिखी जानी है
Signature of the officer reported upon

भाग 3 - मूल्यांकन
Part 3 – APPRAISAL

1. क्या रिपोर्ट लिखने वाला अधिकारी भाग-2 में दिए गए विवरण से सहमत है? यदि नहीं, तो असहमति किस सीमा तक है और इसके क्या कारण हैं?
Does the Reporting Officer agree with the statement made in part 2 ? If not, the extent of disagreement and reasons thereof.

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2. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता की सांख्यिकीय कोटि का निर्धारण किया जाएगा जोकि 1-10 पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम कोटि से और 10 का तात्पर्य उच्चतम कोटि से है।
Numerical grading is to be awarded for each of the attribute by the 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.

(कृपया प्रविष्टियां भरने से पूर्व दिशा-निर्देशों को ध्यानपूर्वक पढ़ें)
(Please read carefully the guidelines before filling the entries)

(क) किए गए कार्य का मूल्यांकन (इस खण्ड की तरजीह 40 प्रतिशत होगी)
(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Ref. para 2 of Part 5)	Initials of Reviewing Authority
i) कार्य की गुणवत्ता Quality of work			
ii) व्यवसायिक कौशल का स्तर Level of professional skill			
iii) गुप्त और परमगुप्त मामलों और कागजातों पर कार्य करने में विश्वसनीयता Trust worthiness in handling secret and top secret matters and papers			
iv) विनियोजन डायरी का रखरखाव और बैठकों, साक्षात्कार इत्यादि के लिए आवश्यक कागजात प्रस्तुत करना Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.			
“किए गए कार्य” की समग्र कोटि [i से iv] /4) Overall Grading on ‘Work Output’ [i to iv] /4)			

(ख) वैयक्तिक गुणों का मूल्यांकन (इस खण्ड की तरजीह 30 प्रतिशत होगी)

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

	Reporting Authority	Reviewing Authority (Ref. para 2 of Part 5)	Initials of Reviewing Authority
i) कार्य के प्रति अभिरुचि Attitude to work			
ii) बुद्धिमत्ता, उत्सुकता Intelligence, keenness			
iii) अनुशासन बनाए रखना Maintenance of discipline			
iv) जिम्मेदारी का बोध Sense of responsibility			
v) सम्प्रेषण कौशल Communication skills			
vi) दल में कार्य करने की योग्यता Ability to work in team			
vii) समय-सीमा का पालन करने की योग्यता Ability to meet deadline			
viii) हाजिरी में नियमितता और समय पाबंदी Regularity and Punctuality in attendance			
“वैयक्तिक गुणों” की समग्र कोटि [i से viii] /8 Overall Grading on ‘Personal Attributes’ [i to viii] /8)			

(ग) कार्यात्मक दक्षता का मूल्यांकन (इस खण्ड की तरजीह 30 प्रतिशत होगी)

(C) Assessment of functional competency (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority (Ref. para 2 of Part 5)	Initials of Reviewing Authority
i) आशुलिपि कार्य में दक्षता और शुद्धता Proficiency and accuracy in Stenographic work			
ii) अंतःवैयक्तिक सम्बंध Inter-personal relations			
iii) समन्वय योग्यता Coordination ability			
iv) प्रभावकारी सम्पर्क, पहल और टेलीफोन पर बात करने और आगंतुकों से बात करने में व्यवहार-कुशलता Effective liaison, Initiative and tact in dealing with telephone calls & visitor			
“कार्यात्मक दक्षता” की समग्र कोटि [i से iv] /4 Overall Grading on ‘Functional Competency’ [i to iv] /4)			

टिप्पणी: समग्र कोटि दी गई वेटेज के अनुपात में, सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगी ।

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य / GENERAL

भाग-4

Part 4

1. जनता से संपर्क (जहां कहीं लागू हो)

Relations with the public (wherever applicable)

(कृपया जनता की अधिकारी तक पहुँच और उनकी आवश्यकताओं के प्रति उसकी अनुक्रियाशीलता पर टिप्पणी करें)

(please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की भावी प्रभावोत्पादकता और सामर्थ्यता को बढ़ाने के मद्देनजर प्रशिक्षण की सिफारिश करें)

Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा (अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)

Integrity (Please comment on the integrity of the officer)

5. रिपोर्ट लिखने वाले अधिकारी द्वारा अधिकारी के वृहद गुणों और कम गुणों, असाधारण उपलब्धियों, महत्वपूर्ण कमियाँ और कमजोर वर्गों के प्रति रवैये सहित उसके समग्र गुणों के सम्बन्ध में चरित्र का आकलन (लगभग 100 शब्दों में)

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 and attitude towards weaker sections.

6. रिपोर्ट के भाग-3 में खण्ड क, ख और ग में दी गई तरजीह के आधार पर 10 के पैमाने पर समग्र सांख्यिकीय कोटि

Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-III of the Report.

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर

Signature of the Reporting Officer

स्थान / Place :

साफ अक्षरों में नाम :

Name in Block letters:

पदनाम :

Designation:

दिनांक / Date :

रिपोर्ट की अवधि :

During the period of Report:

PART 5 (To be in Hindi also)

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part 3 and Part 4? Do you agree with the assessment of Reporting Officer in respect of extra-ordinary achievements / significant failures of the officer reported upon? (Ref. Part 2 (2.) and Part 4 (5.)).

(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 that section and initial your entries)

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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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

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5. Overall numerical grading on the basis of weightage given in Sections A, B and C of para 2 of Part 3.

Signature of the Reviewing Officer

Place :

Name in Block letters:

Designation:

Date :

During the period of Report: