

**OFFICE OF THE
Principal District & Sessions Judge/Principal Judge Family
Court/District & Sessions Judge/Chief Judicial Magistrate/Civil
Judge(Jr. Dvn)/JMFC**

**ANNUAL PERFORMANCE APPRISAL REPORT FOR GAZETTED OFFICERS OF
NAGALAND DISTRICT COURT EMPLOYEES**

***(CHIEF ADMINISTRATIVE OFFICER/ SHERISTADAR /SUPERINTENDENT
/ASSISTANT SUPERINTENDENT/PROTOCOL OFFICER & OTHER GAZETTED
OFFICERS)***

Name of the Officer : _____

Designation : _____

Report for the year/period from _____ to _____

ANNUAL PERFORMANCE APPRAISAL REPORT
FOR THE YEAR/PERIOD

PERSONAL DATA

PART-I

1. Name of Officer: _____
2. Designation: _____
2. Date of birth (DD/MM/YYYY) _____
(In words _____)
3. Educational Qualification: _____
4. Date of continuous appointment to the present post: _____
5. Present post and date of appointment thereto:
Post _____ Date _____
6. Period of absence from duty during the year: _____
(Leave /Training)

PART-II (To be filled in by the Officer reported upon – [The resume to be furnished with the space provided limited to 150 words and is required to be signed) Mention any special achievements during the year/period. In the event of shortfall in achievement furnish reasons.]

1. Brief description of duties:

Date

Signature of the Officer reported upon.

PART-III – ASSESSMENT OF THE REPORTING OFFICER:

(A) Assessment of Work output:

1. Does the Reporting Officer agree with each and every significant statement contained in the resume (Part-II)
2. Accomplishment of work allotted as per subjects allotted:
3. Quality of output:
4. Analytical ability:
5. **Overall Grading on “Work Output”**

(B) Assessment of personal attributes:

1. Attitude to work:
2. Sense of responsibility:
3. Maintenance of Discipline:
4. Communication skills:
5. Capacity to work in team spirit:
6. Capacity to adhere to time-schedule:
7. Inter-personal relations:
8. Overall bearing and personality:
9. **Overall Grading on “Personal Attributes”:**

(C) Assessment of function competency:

1. Knowledge of Rules/Regulations/Procedure in the area of function and ability to apply them correctly.
2. Strategic planning ability:
3. Decision making ability:
4. Coordination ability:
5. Ability to motivate and develop subordinates:
6. Initiative:

7. Overall Grading on "Functional Competency":

PART-IV GENERAL

1. (Relations with the public (wherever applicable):
2. State of Health:
3. Integrity:
4. Regularity and Punctuality in attendance:
5. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his /her selection for special assignments, if so please mention these characteristics briefly.

6. Overall Grading: **[Outstanding/Very Good/Good/Average/Below average]**

Signature of the Reporting Officer:

Name in Block Letters:

Designation:

Date:

PART-V

REMARKS OF THE REVIEWING OFFICER:

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon
(Ref Part-III and Part IV)

YES / NO

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Reviewing Officer: **[Outstanding/Very Good/ Good/ Average/ Below Average]**

Signature of the Reviewing Officer:

Name in Block Letters

Date:

Designation:

PART-VI

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Accepting Officer with respect to the work output and the various achievements/significant failures of the officer reported upon
(Ref Part-III, Part IV and Part-V)

YES / NO

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Accepting Officer: **[Outstanding/Very Good/Good/Average Below Average]**

Signature of the Accepting Authority:

Name in Block Letters

Designation:

Date:

Guidelines regarding filling up of APAR

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
2. Assess the employee on his/her performance in his/her present position and for the period reported upon.
3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.
4. The reporting and reviewing authority should be one under whom the officer/employee has rendered at least three months of continuous service.
5. In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.
6. If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.
7. The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31st March. The year of reporting will be 1st January to 31st December (yearly basis).
8. The remarks with substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.
9. The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.