

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 STENOGRAPHER GRADE-
I/II/III OF NAGALAND DISTRICT COURT EMPLOYEES

Report for the year/period from _____ to _____

PERSONAL DATA

PART-I

1. Name of the Officer: _____
2. Designation: _____
3. Date of birth(DD/MM/YY) _____
(In words _____)
4. Educational Qualification: _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto:
Post _____ Date _____
7. 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 100 words and is required to be signed) mention any special achievement during the year/ period. In the event of shortfall in achievement furnish reasons]

8. Brief description of duties

--	--

Date:

Signature of the officer reported upon

PART-III: ASSESSMENT OF THE REPORTING OFFICER

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

1. Does the Reporting Officer agree with each and every significant statement contained in the resume of the work done by the Officer:
2. State of Health:
3. Regularity and Punctuality in attendance:
4. Proficiency and accuracy in stenographic work:
5. Communication skill
6. Intelligence, keenness and industry
7. Trustworthiness in handling secret and top secret matters and papers:
8. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.
9. General assistance in ensuring the matters requiring attention are not lost sight of:
10. Initiative and tact in dealing with the telephone calls and visitors:
11. Ability to draft notes, letters, minutes, briefs and ability to prepare summary etc. (in case such items of work have been performed by the officer).
12. (a) 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:

(b) Recommendations regarding suitability for other spheres of work.
(This should be substantiated).
13. Has he/she been reprimanded for indifferent work or for other causes during the period under report? If so give, brief particulars.

14. General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline etc.

15. Integrity

16. **Grading:** (An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out). **Outstanding/Very Good/Good/ Average/ Below Average**

Signature of the Reporting Officer

Name in Block letters:.....

Designation :

Date:

PART-IV

REMARKS OF THE REVIEWING OFFICER: (If applicable)

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-II and Part III)

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-V

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-II, 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 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

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.*