

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

ANNUAL PERFORMANCE APPRAISAL REPORT FOR MINISTERIAL STAFF (GRADE-III) OF
NAGALAND DISTRICT COURT EMPLOYEES

**(UPPER DIVISIONAL ASSISTANT/ ACCOUNTANT/ LOWER DIVISIONAL ASSISTANT/PESKHAR
/BENCH ASSISTANT/ PROTOCOL ASSISTANT/ TYPIST)**

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]

1. Brief description of duties

Date:

Signature of the officer reported upon

PART-III

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

1. Regularity & punctuality in attendance :
2. Maintenance of records including files & prescribed registers etc. :
3. Intelligence, keenness & industry :
4. Energy, promptness and accuracy in dealing with his allotted job :
5. Skill in noting & drafting :
6. Communication skill :
7. Integrity (tick mark whichever is applicable)
a) Beyond doubt
b) Nothing adverse
c) Doubtful
d) Lack of integrity (mention in brief) :
8. Capacity to work in team spirit :
9. Behaviour towards his/her superiors/colleagues :
10. Is he/she amenable to discipline? :
11. Has he/she done any outstanding work during the period under report which deserves appreciation? :
12. Has he/she been reprimanded for indifferent work during the period under report? If so, brief particulars thereof. :
13. Remarks as to defects in his/her character which may militate against his efficiency and suitability. :
14. Whether any complaint/departmental enquiry is pending, if so, a brief description thereof. :
15. State of Health :
16. General assessment- (Give an overall assessment of the officer/staff with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties etc.) :
17. Grading : **Outstanding/Very Good/Good/Satisfactory/Average / Below Average/Poor**

Signature with designation of the Reporting Officer:

Name:

Date:

Designation:

PART-IV

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-II and III)

YES / NO

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

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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-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]

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

Signature of the Accepting Authority:

Name in Block Letters

Date:

Designation:

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.