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

<table>
<thead>
<tr>
<th>Part – 1</th>
</tr>
</thead>
</table>

(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 ........../....../(यदि 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

5. **उस अधिकारी का नाम और पदनाम जिसके साथ रिपोर्टीं की ओर संबंध हैं।**
   
   Name of Officer with designation with whom attached during the period under report

6. **वर्ष के दौरान छुट्टियों, प्रशिक्षण से अनुपस्थिति की अवधि**
   
   Period of absence from duty on leave, training, etc. during the year
Part 2 – SELF APPRAISAL

(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 मदद दर्शायें, 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 लिये आपके द्वारा किए गए प्रयासों में कमियाँ और उनके कारण, यदि कोई हो, को संशोधन में बताएं।
   Please state, briefly, the shortfalls in your input and reasons therefore, if any.

4. कृपया बताएं कि क्या पूर्वस्थित कलेंडर वर्ष की अच्छी सम्पत्ति संबंधी वार्षिक विवरण नियत तारीख अन्यतम कलेंडर वर्ष के बाद के 31 जानवरी तक दाखिल कर दी गई थी। यदि नहीं, तो विवरण दाखिल करने की तारीख दी जाए ।
   Please state whether the annual return on immoveable 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 जाती है
Signature of the officer reported upon
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.

2. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता की सांख्यिकीय कोटियाँ 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 प्रविधियाँ अर्जणे से पूर्व दिशा-निर्देशों को ध्यानमूर्तक पढ़ें)
(Please read carefully the guidelines before filling the entries)

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

<table>
<thead>
<tr>
<th></th>
<th>Reporting Authority</th>
<th>Reviewing Authority (Ref. para 2 of Part 5)</th>
<th>Initials of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) कार्य की गुणवत्ता</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) व्यवसायिक कौशल का स्तर</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of professional skill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) गृह और परस्पर मामलों और कागजातों पर कार्य करने में विश्वसनीयता</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust worthiness in handling secret matters and papers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv) वित्तीयज्ञ डायरी का रखरखाव और बैठकों, सांस्कृतिक इत्यादि के लिए आवश्यक कागजात प्रस्तुत करना</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;किए गए कार्य&quot; की समग्र कोटि [i to iv]/4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Grading on 'Work Output' [i to iv]/4
(B) Assessment of personal attributes (weightage to this section would be 30%)

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

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

<table>
<thead>
<tr>
<th></th>
<th>Reporting Authority</th>
<th>Reviewing Authority (Ref. para 2 of Part 5)</th>
<th>Initials of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>आशूर्पति कार्य में दस्तावेज और शुद्धता</td>
<td>Proficiency and accuracy in Stenographic work</td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td>अंत-वैज्ञानिक सम्बन्ध</td>
<td>Inter-personal relations</td>
<td></td>
</tr>
<tr>
<td>iii)</td>
<td>समन्वय योग्यता</td>
<td>Coordination ability</td>
<td></td>
</tr>
<tr>
<td>iv)</td>
<td>प्रभावशाली सम्पर्क, पहल और टेलीफोन पर बात करने और आगंतुकों से बात करने में व्यवहार-कृतिता</td>
<td>Effective liaison, Initiative and tact in dealing with telephone calls &amp; visitor</td>
<td></td>
</tr>
<tr>
<td>“कार्यालय के दस्तावेज” की समय कोट्ट प्रति [i से iv] /4</td>
<td>Overall Grading on ‘Functional Competency’ [i to iv] /4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

टिप्पणी: समय कोट्टी दी गई वेटेज के अनुपात में, सूचकों के प्रत्येक समूह के औसत मूल्य के जोड 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.
Part 4

1. Relations with the public (wherever applicable)
   (please comment on the officer’s accessibility to the public and responsiveness to their needs)

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

3. State of Health

4. Integrity (Please comment on the integrity of the officer)

5. 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.


Signature of the Reporting Officer

Place: __________________________

Name in Block letters: __________________________

Designation: __________________________

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

[Blank space]

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)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

[Blank space]

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

[Blank space]
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: ..........................