

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**FOOD ANALYST/CHEMIST OF FOOD LABORATORY**

**DEPARMENT OF FOOD SAFETY**

**GOVERNMENT OF NCT OF DELHI**

**NAME OF THE OFFICER: .....**

**DESIGNATION:.....**

**REPORT FOR THE  
YEAR/PERIOD:.....**

# **ANNUAL PERFORMANCE ASSESSMENT REPORT**

## **PART-1**

### **PERSONAL DATA**

(To be filled by the Department/Office)

1. Reporting Period From \_\_\_\_\_ To \_\_\_\_\_
2. Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Designation \_\_\_\_\_
5. Qualification \_\_\_\_\_
6. Scale of Pay
  - i) Basic Pay \_\_\_\_\_
  - ii) Grade Pay \_\_\_\_\_
  - iii) Pay Band \_\_\_\_\_
7. Date of continuous appointment to the Present grade/post \_\_\_\_\_
8. Period of absence from duty \_\_\_\_\_

Date:

Signature & Stamp of Head of Office

## **PART-1B**

1. Name and Designation of the reporting Officer :
2. Name and Designation of reviewing Officer :

## **PART -2**

### **SELF APPRAISAL**

(To be filled by the officer concerned)

1. Brief description of duties

Date:

Signature of Officer reported upon

## **PART-3**

### **ASSESSMENT BY THE REPORTING OFFICER**

**Numerical grading is to be awarded by 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.**

**(a) Assessment of work output (weightage to this Section would be 40%)**

	Grading by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.1)	Initials of Reviewing Authority
i) Accomplishment of analytical work			
ii) Quality of output			
iii) Analytical ability			
iv) Proficiency in work/unforeseen tasks performed			
Overall average grading on "Work Output" (i+....iv)/4			

**(b) Assessment of personal attributes (weightage to this Section would be 30%)**

	Grading by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.1)	Initials of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Capacity to work in team spirit			
vi) Ability to meet deadline			
Inter-personal relation			
Overall average grading on "personal attributes" {(i to vii)/7}}			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.1)	Initials of Reviewing Authority
i) Knowledge of technical analytical work/procedures			
ii) Strategic analytical ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall average grading on personal attributes {(i+....+vi)/6}			

**PART-4**

**GENERAL**

i)Relation with Staff:

ii) State of health: (Summary of Medical Report to be attached)

iii) Integrity:

iv) Pen Picture by Reporting Officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievement, significant failures and attitude towards the weaker sections)

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V) Overall numerical grading on the basis of weightage given in section a, b & c in Part-3 of the Report.

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Dated:

Signature of the Reporting Officer

Name in Block Letters:.....

Designation:.....

**PART-5**  
**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 attributes in Part-3 & 4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3 a and Part 3b) (In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes

No

2. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?
3. Pen Picture by the Reviewing Officer. Please comment on the overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section a, b and c in Part-3 of the Report.

Signature of the Reviewing Officer

Dated:

Name in Block Letters:.....

Designation:.....

### **Guidelines regarding filling up of APAR with numerical grading**

1. The Annual Performance Assessment Report is an important document, it provides the basic and vital inputs for assessing the performance of an official and for his/her further advancement in his/her career. The official reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Reporting Officer should realize that the objective is to develop an official so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by both the officers concerned.
7. Although performance assessment is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during assessment and should be commented upon appropriately.
11. Guidelines regarding filling up of APAR with numerical grading:-
  - i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
  - ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failure and similarly a grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
  - iii) APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
  - iv) APARs graded between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
  - v) APARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
  - vi) APARs graded below 4 will be given a score of 'Zero'.

#### **Note**

The following procedure should be followed in filling up the item relating to integrity:-

- (i) If the officer/officials integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt of suspicion, the item should be left blank and action taken as under:
  - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer/official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer/official, as the case may be.
  - b) If, as a result of follow-up action the doubts or suspicions are cleared, the officer's/official's integrity should be certified and an entry made accordingly in the Confidential Report.
  - c) If the doubts or suspicions are confirmed, the fact should also be recorded and duly communicated to the officer concerned.
  - d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

**(Ministry of Home Affairs O.M. No. 51/4/84-Estt.(a) dated 21-06-1965)**

## **PERFORMANCE ASSESSMENT REPORT**

1. Name and  
designation of the  
officer reported upon:

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2. Year/ Period of Assessment:

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3. Date of Disclosure of  
APAR to the officer  
reported upon:

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4. Whether  
representation received from  
the officer reported upon:

Yes	No
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5. If yes. date of disclosure to the  
officer reported upon after  
consideration of his/her  
representation:

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Signature of the forwarding authority  
Name & Designation/Seal  
Date.....