

**ANNUAL PERFORMANCE ASSESEMENT REPORT OF STAFF CAR DRIVER FOR THE YEAR/PERIOD \_\_\_\_\_**

- | Reported | Not reported |
|----------|--------------|
|----------|--------------|

a) Minor

9	Has he been responsible for any outstanding work during the period under review Meriting special commendation? If so what?	
10	Has he been reprimanded for indifferent work for other cases? If so, brief particulars may be given.	
11	Assessment of Integrity	
12	(if any adverse has come to your notice please specify it also)	
13	Remarks of the controlling officer. (Overall Numerical grading)	

Signature of the Reporting Officer  
Name in Block Letters  
Designation

**CERTIFICATE FOR DISCLOSURE OF**  
**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

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.....



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

- (i) The columns in the APAR should be filled 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 failures and similarly, any 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 grade below 4 will be given a score of zero.