GOVERNMENT OF N.C.T. OF DELHI DEPARTMENT OF FOOD SAFETY 8TH FLOOR, MAYUR BHAWAN, CONNAUGHT PLACE, NEW DELHI – 110001

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ANNUAL PERFORMANCE ASSESEMENT REPORT OF STAFF CAR DRIVER FOR THE YEAR/PERIOD_____

1. Name in Full :-

2.	Date	of Birth:-				
3.	Scale of Pay:-					
4.	Present Pay:-					
5.	Total Service:-					
6.	Date of Continuous appt. to the Present Post:-					
7.	Educational & Technical Qualification:-					
8.	Obse	ervations On:- (Numerical grading is to be awarded b	y Reporting Authority * which should			
	on s	cale of 1-10 where 1 refers to the lowest grade $\&$ 10	to the highest)			
	I.	Intelligence	:			
	II.	State of Health(summary of medical report to be	attached) :			
	III.	Energy and Liability	:			
	IV.	Punctual attendance	:			
	٧.	Behaviour- does he show proper courtesy &	:			
		Good manners towards all persons using the sta	ff car			
	VI.	Amenability to discipline	:			
	VII.	Technical knowledge and ability	:			
	VIII.	Does he keep the car clean & tidy?	:			
	IX.	Is he economical in the use of petrol, lubricating	Oil etc? :			
	Χ.	Is he capable of attending to petty repairs to the	car? :			
	XI. Does he take timely action for getting proper		:			
		entries in the log book?				
	XII. Adherence to the traffic regulations and civil laws :					
	XIII. Number of accidents, if any:- (put √ in appropriate column)					
		Reported	Not reported			
	a) Minor b) N		b) Major			
		as he been responsible for any outstanding work du	_			
9		the period under review Meriting special commendation? If so what?				
	30	o what:				
10	Has he been reprimanded for indifferent work for other					
	cases? If so, brief particulars may be given.					
1	1 Assessment of Integrity					
1	i) (i	f any adverse has come to your notice please specify	it			
1.	also)					

Signature of the Reporting Officer Name in Block Letters Designation

Remarks of the controlling officer. (Overall Numerical grading)

CERTIFICATE FOR DISCLOSURE OF PERFORMANCE ASSESSMENT REPORT

				-
1. Name and				
designation of the				
officer reported upon:				
2 V+/ 0				
2. Year/ Period of Assessment:				
3. Date of Disclosure of				
APAR to the officer				•
reported upon:				
4. Whether	Yes			
representation received from	res		No	
the officer reported upon:				
5. If yes. date of disclosure to				
the officer reported upon		l .		
after consideration of his/her				
representation:	,			
20				
	Signa Name	ture of the forwarding a & Designation/Seal	authority	
	Date.	d Designation/Seal		

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.