

**INDIAN COUNCIL FOR CULTURAL RELATIONS**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

FOR

**DIRECTORS**

**SR. PROGRAMME DIRECTORS**

**PROGRAMME DIRECTORS**

**PROGRAMME OFFICERS**

Name of Officer .....

Report for the period .....

<b>Requirement to be fulfilled</b>	<b>Actual date of action</b>	<b>Remarks, if any, in case of delay</b>
Submission to Reporting Officer (To be done by April 30)		
Submission to Reviewing Officer (To be done by May 31)		
Forwarding to APAR Cell (To be done by June 30)		

**INDIAN COUNCIL FOR CULTURAL RELATIONS**

**Annual Performance Assessment Report for Directors/ Sr. Programme  
Directors/ Programme Directors/ Programme Officers**

Report for the year/ period ending .....

**PART – I**

**BASIC INFORMATION**

1. Name of Officer :
2. Year of appointment in the Council :
3. Date of Birth :
4. Date of Continuous appointment to present Grade : Date Grade
5. Present Post and date of appointment thereto : Date Post
6. Educational Qualification :
7. Period of absence from duty (on leave, Training etc.) during the period of the report :
8. Date of filling Annual Property Returns :
9. Details of family members :
  
10. Reporting Officer (Name and Designation) :
11. Reviewing Officer (Name and Designation) :

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**PART – II**

**CAREER PROFILE AND GROWTH ASPIRATIONS**

(To be filled by Officer Reported Upon. It should include all previous postings and charges, proficiency in foreign languages, training undergone, as well as goals for future growth).

(Signature)

Name:

Designation:

Date:

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**PART – III**

**SELF-ASSESSMENT**

(Officer Reported Upon may give a brief description of subjects handled and targets/ goals/objectives set in consultation with the Reporting Officer & notable achievements during the period of report, citing the constraints, if any, that stood in the way of achieving objectives. For those officers who handled procurement related tasks during the report period, work done with regard to procurement planned and made through GeM portal may be mentioned.)

(Signature)

Name:

Designation:

Date:

**Part - IV****A. GENERAL ASSESSMENT**

(To be filled by 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. Do not use fractions. Numerical grading (*wherever applicable*) may be awarded having special regard to the utilization of GeM portal for procurement by the ORU. This may be reflected under attributes at S.No. 1 and 2 in the table given below)

Sr. No.	Attributes	Reporting Authority	Revised Grades by Reviewing Authority (if not in agreement with Col. 3)	Initial of Reviewing Authority
(1)	(2)	(3)	(4)	(5)
1.	Quality of Output			
2.	Knowledge of functions & related instructions			
3.	Analytical ability			
4.	Decision making ability			
5.	Planning, organizational & coordination abilities			
6.	Writing skills			
7.	Oral communication & presentation skills			
8.	IT skills & usage			
9.	Temperament			
10.	Resourcefulness, initiative & dynamism			
11.	Intelligence, tact and pragmatism			
12.	Sense of responsibility			
13.	Capacity for crisis management & reliability under pressure			
14.	Willingness to learn and adapt			
15.	Knowledge of and interest in international developments			
16.	Amenability to discipline			
17.	Inter-personal skills and ability to work in a team			
18.	Management of subordinate staff			
19.	Sensitivity to protocol and etiquette			
20.	Rapport with GOI Organizations/ Institutions/ Ministries (only for officers at Headquarters)			
21.	<b>Total (S. 1 to 20)</b>			

**B. ADDITIONAL ASSESSMENT OF OFFICIAL POSTED ABROAD.**

<b>Sr. No.</b>	<b>Attributes</b>	<b>Reporting Authority</b>	<b>Revised Grades by Reviewing Authority (if not in agreement with Col. 3)</b>	<b>Initial of Reviewing Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
22.	Adaptation to life abroad			
23.	Range of Contacts			
24.	Knowledge of country of posting related area of work			
25.	Working knowledge of language of country of posting			
26.	Handling of local Indian community			
27.	Helpfulness to visiting Indians			
28.	Maintaining interest in India and developments in India			
29.	Quality and scope of hospitality			
30.	Total (S. No. 22 to 29)			
31.	Grand Total (Sl. No. 21 plus 30)			

(In case Reporting Officer does not consider any of the above as applicable to the current responsibilities of the Officer Reported Upon, this may be specified)

C. **State of Health:** Excellent/ Good/ Average (needs frequent medical consultation or treatment)/ Poor (needs frequent medical consultation or treatment, affecting work). Any other comment:

D. **Integrity:** (If the officer's integrity is beyond doubt, it may be so stated. Please see point No. 10 in the Instructions Section for further details)

- (i) **Separate note has been sent**
- (ii) **Beyond doubt**
- (iii) **Has not watched the officers work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.**

E. **Security Consciousness**

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**Part – V**

**OVERALL ASSESSMENT**

(To be filled by the Reporting Officer)

(The assessment should take into account the Officer's submissions in Part II & III. It should indicate the aptitude of the officer and possible career development. Reference should be made to the Officer's attitude towards weaker sections of society.

Separately, any defects or shortcomings, that might have persisted despite the officer having been advised to improve himself/ herself, may also be indicated in the space provided for 'Adverse Remarks'. These will be conveyed to the Officer Reported Upon prior to acceptance of the Report and his comments obtained before deciding on acceptance of the Report.)

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**Adverse Remarks (If any):**

**Overall percentage of the marks given in A+B of Part 'IV' of the Report.**

For officers posted at Headquarters  $\left[\frac{\text{Total at Sr. No. 21}}{200} \times 100\right]$

For officers posted Abroad  $\left[\frac{\text{Total at Sr. No. 31}}{280} \times 100\right]$

**Overall Grading: Outstanding/ Very Good/ Good/ Average/ Below Average**

(The overall grading of the officer Reported Upon will be communicated to the officer upon acceptance of the APAR.).

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Signature of the Reporting Officer

Date: .....

Name & Designation.....

**Part – VI**

**REMARKS OF THE REVIEWING OFFICER**

(The submissions of the Officer Reported Upon in Part II & III as well as the assessment of the Reporting Officer in Parts IV & V should be taken into account. Agreement with the assessment given by the Reporting Officer, including the numerical assessment in Part IV & Overall Grading in Part V as well as the Adverse Remarks, should be clearly specified. In case of any difference of opinion, the same may please be indicated).

Signature of the Reviewing Officer

Name & Designation \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Certificates in respect of adverse entries to be completed by the Reviewing Officer.

(Please sign either of the following certificates and strike out the other).

(i) Confirmed that this report does not contain adverse remarks.

Or

(ii) Confirmed that adverse remarks appearing in the report have been communicated to the Officer Reported Upon, together with a list of the good points.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewing Officer

\* It is the duty of the Reporting Officer to guide and point out any inadequacies that have been observed in the performance of duties by the officer being reported upon during the period of the report. Only such defects inadequacies that continue to persist despite such guidance and advice should figure as adverse remarks.

## **INSTRUCTIONS**

1. The Annual Performance Assessment Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/ her further advancement in his/ her career. The Officer 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. All the items should be filled with due care and attention and after devoting adequate time.
3. APAR is to be used as a tool for human resource development. The objective is to develop an officer so that he/ she realizes his/ her potential. It is not meant to be a faultfinding process but a developmental one. With this objective, the Officer Reported Upon should, in Part – II, clearly specify his career profile and goals for future growth.
4. Although performance appraisal is a year- end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular interval review the performance and take necessary corrective steps by way of advice, etc.
5. 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.
6. Assessment should be confined to the appraisee's performance during the period of the report only.
  - (i) For purpose of calculating average scores for empanelment/promotion, the following grades will be considered:

<b>Grade of the APAR</b>	<b>Grading</b>	<b>Score to be considered</b>
80 to 100	Outstanding	10
60 to 79.9	Very Good	8
40 to 59.9	Good	6
39.9 and below	Average	0

(ii) The overall grading should be in tune with the General Assessment, the Additional Assessment (wherever applicable) and the Overall Assessment. In case of divergence, the reasons should be spelt out by Reporting Officer and confirmed by Reviewing Officer.

(iii) The overall grading will be based not only on numerical assessment of various attributes (Part-IV/ 'A' & 'B') but also on the descriptive overall assessment (Part-V).

7. The overall grading of the Officer Reported Upon will be communicated to the officer upon acceptance of the APAR. However, no representations about the grading will be entertained.

8. Some posts of the same rank may be more exacting than others. The degree of stress and strain in my post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

9. To ensure time submission, the cover page indicates required dates of submission to Reporting Officer, Reviewing Officer/ APAR Cell and the actual dates on which action was taken. These need to be appropriately filled in by the Officer Reported Upon, Reporting Officer and Reviewing Officer. Reasons for delay, if any, should also be clearly specified.

10. The following procedure should be followed in filling up item relating to integrity.

- (i) If the officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or 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 APAR to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

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- (b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.
- (c) If the doubts or suspicions are confirmed, this fact should 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.

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