

Performance Report

For

**Nagaland Govt. Servants
(Multi Tasking Staff)**

For the year/period.....

PERFORMANCE REPORT OF MULTI TASKING STAFF (MTS)

Performance Report for the period from _____ to _____

SECTION - I
Basic Information

(To be filled in by the concerned section of the Administrative Department/HOD/Head of Office)

1. Name of the Employee	
2. Department/Office	
3. Date of Birth	
4. Date of entry into Government Service	
5. Branch/Office to which/Officer to whom attached during the period under report.	

6. Period of absence from duty:

	From	To	Type	Remarks
On Leave				
Training				
Others				

7. Awards/Honours:

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Signature on behalf of
Administrative Head of Department/Head of
Department/Head of Office

SECTION - II (Remarks of the Controlling Officer)

1. State of Health

2. Integrity

(In general the remarks against the integrity column shall be made by the Controlling Officer in one of the following three options: (a) Beyond doubt. (b) Since the integrity of the employee is doubtful, a secret note is attached. (c) Not watched the employee's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer)

3. Has the employee ever been reprimanded for indifferent work or for other causes during the period under report? If yes, brief particulars may be given

4. Pen picture of the employee. Please comment on the overall qualities and competence of the employee.

5. Assessment

(This assessment should rate the employee vis-à-vis his/her peers and not the general population. The Controlling officer will assess the employee by assigning grades on a scale of **1 to 10**, with **1** referring to the lowest grade and **10** to the best grade)

Sl. No	Description	Grades
1.	Regularity and punctuality in attendance	
2.	Amenability to discipline	
3.	General intelligence	
4.	Dedication/devotion to duty	
5.	Promptness in attending to duty	
6.	Sense of responsibility	
7.	Ability to follow instructions and compliance in carrying out instructions	
8.	Relation with fellow employees and members of public	
9.	Communication skill	
10.	General awareness of the employee about the work of the department/ Office in which he/she is posted	
Total (a)		

6. Overall Grade (on a scale of 1-10)

Total (a) ----- 10	
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Date:

**Signature of the Controlling Officer
(with seal)**

Name : _____

Designation : _____
(During the period of report)

Guidelines for filling up of Annual Performance Assessment Report with numerical grading

1. Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the employee. These should be on a scale of 1- 10, where 1 refers to the lowest grade and 10 to the highest.
2. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
3. **It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified while commenting on the overall qualities of officer 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 and 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and the reviewing authorities should rate the employee against a larger population of his/her peers that may be currently working under them.**
4. APARs graded between 8 and 10 will be rated as **‘Outstanding’**.
5. APARs graded between 6 and short of 8 will be rated as **‘Very Good’**.
6. APARs graded between 4 and 6 short of 6 will be rated as **‘Good’**.
7. APARs graded below 4 will be rated as **‘Fair/Poor’**.
8. There should be more openness in the system of assessment. The APAR, including the overall grade and integrity, has to be communicated to the officer reported upon after it has been finalized by the cadre controlling authority/custodian of APARs.

Time schedule for preparation and completion of APAR

Activity	Date by which to be completed
Distribution of blank APAR forms to all concerned (i.e to the employee) by the custodian	1 st April (this may be completed even a week earlier)
Submission of self appraisal to the Reporting Authority by the employee.	30 th April
Submission of appraisal to the Reviewing Authority by the Reporting Authority.	31 st May
Submission of appraisal to the Accepting Authority by the Reviewing Authority.	30 th June
Submission of the completed APAR to the Custodian by the Accepting Authority.	31 st July
Disclosure to the employee by the Custodian.	31 st August
Receipt of comments/representation of the employee, if any.	30 days from the date of receipt of communication or 30 th September whichever is earlier
Forwarding of representation to the competent authority by the Custodian	15 days from the date of receipt of representation or 15 th October whichever is earlier.
Disposal of representation by the competent authority	Within one month from the date of receipt of representation from the custodian or 15 th November whichever is earlier
Communication of the decision of the competent authority on the representation to the employee by the Custodian.	30 th November
End of the entire APAR process, after which the APAR will be finally taken on record.	15 th December

