

Officers in Higher Administrative Grade & above

Table A- Basic Informaion For Annual Performance Appraisal Report (APAR)

RUID/ Empl.Code-				
Period of Report From-		to-		
1	Full Name (in BLOCK letters)			
2	Academic, Professional and Technical Qualifications			
3a	Designation			
3b	Service/DOITS(for Group A)			
3c	Date of joining to Senior Scale (for Promotee Officers)			
3d	Batch Number			
4	Date of Birth			
5a	Date of continous joining to present grade			
5b	Grade			
6	Various posts held during the year (from 01.04..... to till date) and dates of appointment there to-			
	Designation and Stn.	From	To	Grade
7	Period of absence from duty (on leave,etc.)- (from 01.04..... to till date)			
	Number of Days	Date From- To	Type	Remarks
8	Training programme attended- (from 01.04..... to till date)			
	Date from	Date to	Institution	Subject
9	Whether worked as DRM, if so, period and Division may be mentioned- Yes/No			
	From-	To-	Name of Division-	
10	Whether worked as GM, if so, period and Unit may be mentioned- Yes/No			
	From-	To-	Name of Unit-	
11	Awards/ Honours during the year-			
12	Contact details of Officers			
	Email id			
	Office No.-	CUG No.-	Personal Mobile No.-	

Table B. WORKFLOW for APAR
Period of APAR

(Full/ Part) - Fromto.....

Reporting, Reviewng and Accepting Authorities:		
	Name & Designation	Period worked
Reporting Authority		
Countersigning Authority (if any)		
Reviewing Authority		
Countersigning Authority (if any)		
Accepting Authority		

Part - Fromto

Reporting, Reviewng and Accepting Authorities:		
	Name & Designation	Period worked
Reporting Authority		
Countersigning Authority (if any)		
Reviewing Authority		
Countersigning Authority (if any)		
Accepting Authority		

Signature of officer reported upon-

Date-

Verified by Accounts branch (For Table A):

Signature-

Name -

Designation -

Date-

Forwarded by Concerned

EMD Manager-