

Officers upto Senior Administrative Grade

FORMAT- I

Table A- Basic Information for Annual Performance Appraisal Report (APAR)

RUID No. -		PF No.-	
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 continuous 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.	Date	Grade
7	Period of absence from duty (on leave,etc.)- (from 01.04..... to till date)		
	Number of Days	Period	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	Awards/ Honours during the year-		
11	Contact details of Officers-		
	NIC email I		
	Office No.-	CUG No.-	Personal Mobile No.-

.....Contd.2.....

Table B. WORKFLOW for APAR

Period of APAR

(Full/ Part) - From to.....

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

Part - From to

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-