# THE GAUHATI HIGH COURT ITANAGAR PERMANENT BENCH NAHARLAGUN

No.HC (IB) 2018/I/(Vol-I)/15- 2-3

Dated Naharlagun, the 7th December, 2019.

#### **ORDER**

It is for information to all concerned that ACR for the year 2019 in respect of all the Officers and staff of this Registry will be documented as per Notification No. HC.V34/2013/656B/Estt. Dated. 05.08.2014.

The A.O. (J), Admn. Section/Deputy Registrar (IT & Admn) shall provide the formats of the ACRs in respect of (1) Gazetted Officers; (2) Private Secretaries; (3) Ministerial (Group 'C') staff and (4) Non-ministerial (Grade-'C') staff, to all the concerned officials.

All the Officers and Staff (except non-ministerial Group-'C') are directed to fill up the self-appraisal (i.e. Part-I and Part-II portion) in the concerned ACR format for the year 2018. They are further directed to specifically mention their designation, place of posting during the reporting year in order to obtain the remarks of the concerned Reporting/Reviewing/Accepting authorities.

All the Administrative Officer (Judicial)/In-Charge of the Section/In-Charge of Private Secretaries/Controlling Officers are directed to circulate the concerned ACR formats amongst the staff working under their control/in the respective Section except the non-ministerial Group 'C' staff, in order to fill up the specific self-appraisal part.

All the A.O (J)/controlling Officers are directed to submit the filled-in ACRs (i.e. after filling up the self-appraisal part and the column for assessment of Reporting Officer, where necessary) for the year 2019 in sealed cover with the nos. and names of the employees clearly written on the cover to the A.O.(J), Administration Section/Deputy registrar (IT & Admn) on or before 3<sup>rd</sup> of January, 2020 positively for further necessary action.

Copies of ACR formats, if required, may be obtained/download from the High Court websites of this Bench.

houng

Sd/
Nani Grayu
Registrar
Gauhati High Court
Itanagar Permanent Bench
Naharlagun.

#### Copy to:-

- 1. The Joint Registrar (Protocol-cum-DDO), Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 2. The Deputy Registrar, Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 3. The Deputy Registrar (Judicial), Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 4. The Assistant Registrar, Admn. Section, Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 5. The Librarian-cum-Research Officer, Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 6. The Private Secretary to Hon'ble Judge, Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 7. The Administrative Officer (Judicial), Judicial/Administrative/Account Section, Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 8. System Analyst, Gauhati High Court Itanagar Permanent Bench, Naharlagun.
- 9. Notice Board.

10. Office Copy.

Joint Registrar (IT & Vig.) Gauhati High Court Itanagar Permanent Bench Naharlagun.

### THE GAUHATI HIGH COURT AT GUWAHATI (THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUÑACHAL PRADESH)

#### **NOTIFICATION**

Dated Guwahati, the 5<sup>tk</sup>August, 2014

No. HC.V-34/2013/656<sub>B</sub> /Estt. ## In supersession of all previous order(s), Hon'ble the Chief Justice has been pleased to approve 4 (four) separate Performance Appraisal Formats for the Gazetted Officers, Private Secretaries, ministerial staff and non-ministerial & Grade-IV staff as well as the following hierarchy for documentation of ACRs in respect of the employees of the Principal Seat and the Outlying Benches of the Gauhati High Court, with immediate effect and until further order(s).

#### For Principal Seat

Officers/staff	Reporting	Reviewing	Acconting	
1. 1. 1.	Authority	Authority	Accepting Authority	
Joint Registrar	Registrar (Vig./Judl./Admn.)	Registrar General	JAD	
Deputy Registrar	Registrar (Vig./Judl./Admn.)	Registrar General	JAD	
Assistant Registrar	Joint Registrar (concerned Section)	Registrar General	JAD	
Secretary to HCJ	Hon'ble the Chief Justice			
Librarian-cum- Research Officer	Registrar (Admn.)	Registrar General	JAD	
Special Officer (Translation Wing)	Registrar (Admn.)	Registrar General	JAD	
System Analyst	Registrar (Judl. & IT)	Registrar General	JAD	
Programmer .	Registrar (Judl. & IT)	Registrar General	JAD	
Sr. Private Secretary/Private Secretary/Sr. Personal Assistant	Concerned Hon'ble Judge/Officers with whom they are attached		······	
P.S./Stenographers on pool	In-charge of Stenographers	Registrar (Admn.)	Registrar General	
Administrative Officer (Judicial)	Joint Registrar/ Deputy Registrar (concerned Section)	Registrar (Vig./Judl./Admn.)	Registrar General	
Court Officer	Deputy Registrar (Adınn.)/Asstt. Registrar (Adınn)	Registrar (Admn.)	Registrar General	
Protocol Officer/ Asstt. Protocol Officer	Deputy Registrar (concerned Section)	Registrar (Admn.)	Registrar General	
Court Master In-charge of Court Masters		Joint Registrar (Judicial)	Registrar (Judicial)	
Grade-III ministerial)	Administrative Officer (Judicial) (concerned Section)	Joint Registrar/ Deputy Registrar (concerned Section)	Registrar (Admn.)	
Grade-III (non- ministerial) (Judicial) (concer Section)		Joint Registrar/ Deputy Registrar (concerned Section)	Registrar (Admn:)	
rade-IV	I/c of concerned	Deputy Registrar (Admn.)/Assistant	Registrar (Admn.)	

Staff of Hon'ble the		Registrar (concerned Section)	
Chief Justice's Secretariat	Principal Secretary to		Registrar General
Staff of Registrar General's Secretariat	Registrar General		
Staff of the Secretariat of Registrar (Vigilance/Admn./ Judl.)	Concerned Registrar		Registrar General
Staff of the Computer Section Staff of the Library	System Analyst	Joint Registrar (Admn.)/Deputy Registrar (Admn.)	Registrar (Admn.)
Section	Librarian-cum- Research Officer	Joint Registrar (Admn.)/Deputy Registrar (Admn.)	Registrar (Admn.)
Franslation Wing	Special Officer (Translation Wing)	Joint Registrar (Adınn.)/Deputy Registrar (Adınn.)	Registrar (Admn.)
accounts Section	(Judicial) (Accounts)		Registrar General
uie	Registrar		Registrar (Admn.)

The remarks in ACR in respect of the Judicial Officers of Assam Judicial Service, working in this Registry, shall be documented by the Hon'ble the Chief Justice as per the prescribed format meant for Judicial Officers of Assam Judicial Service.

# For Outlying Bench:

Officers/staff		utlying Bench		
Registrar/Joint	Reporting Authority	Reviewing Authority	Accepting Authority	
Registrar		JAD	Hon'ble the Chi	
Deputy Registrar	Registrar/Joint Registrar	Portfolio Judge	Justice JAD	
Assistant Registrar Registrar/Joint		Portfolio Judge	JAD	
Librarian-cum- Research Officer/ Librarian	Registrar/Joint	Portfolio Judge	JAD	
System Analyst	Registrar/Joint Registrar	Portfolio Judge	JAD	
Private Secretary/Sr. Personal Assistant	Concerned Hon'ble Judge/Officer with whom they are attached			
P.S./Stenographers on pool	I/c of Stenographers/ Joint Registrar	Registrar	Registrar General	
Administrative Officer (Judicial)/ Court Officer	Deputy Registrar (concerned Section)	Registrar/Joint Registrar	Registrar General	
Court Master Assistant Registrar		Deputy Registrar	Registrar/ Join	
Grade-III ministerial & Non- ninisterial)	Administrative Officer (Judicial) (concerned Section)	Deputy Registrar	Registrar Registrar/Joint Registrar	
Grade-IV	Court Officer	Deputy Registrar	Registrar/Joint Registrar	

Further, the Officer/staff attached in Court Rooms, Bungalows and residences shall always be assessed by the Hon'ble Judge/Officer with whom such staff are attached. The views of the Hon'ble Judges shall be obtained through the respective Private Secretaries.

The ACR of the Private Secretaries attached to Hon'ble Judge/Officer shall be written by the concerned Hon'ble Judge/Officer.

Quarterly Appraisal Report shall be given by the immediate Superior Officer in the concerned Section, to the Reporting Officer and the Reporting Officer will take note of the Quarterly Appraisal Report, while making the ACR report.

The formats of ACR may be seen in the High Court website and in the High Court Notice Board.

> By order. Sd/-R. Duarah

REGISTRAR (ADMN.)

Memo No. HC.V-34/2013/ ESE /Estt. Dtd. 5.8.2014 Copy for information to: -

The Registrar General, Gauhati High Court, Guwahati.

2. The Registrar (Vigilance/ Admn./Judl.), Gauhati High Court, Guwahati.

3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.

4. The Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl with a direction to initiate the process for documentation of ACRs of the employees of the respective Benches as per the aforesaid hierarchy and formats.

The Joint Registrar,...../In-charge of Private Secretaries, Gauhati High Court, Guwahati/Joint Registrar, Itanagar Permanent Bench, Naharlagun with a direction to initiate the process for documentation of ACRs of the employees of the Itanagar Bench as per the aforesaid hierarchy and formats.

6. The Dy. Registrar (\_ ), Gauhati High Court, Guwahati.

Sri R. A. Tapadar, OSD, Gauhati High Court, Guwahati.

8. Sri Rajneesh Bora, OSD, Gauhati High Court, Guwahati.

- 9. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
- 10. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. 11. The Special Officer, Translation wing, Gauhati High Court, Guwahati.

12. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.

13. The System Analyst, Gauhati High Court, Guwahati. He is directed to upload this notification in the High Court website.

14. The Pvt. Secretary to Hon'ble Mr. Justice ...... Gauhati High Court, Guwahati.

- 15. The Administrative Officer (Judicial) ( )/In-charge of Court Masters, Gauhati High Court, Guwahati.
- 16. The President, Gauhati High Court (Principal Seat) Employees' Association,

17. The Court Officer I & II, Gauhati High Court, Guwahati.

18. The Court Manager, Gauhati High Court, Guwahati.

19. CA to the Registrar General/Registrar (Vig.), Gauhati High Court, Guwahati.

20. P.S. to Registrar (Admn./Judl.), Gauhati High Court, Guwahati.

21. Notice Board (Old/New Block).

22. Order File,

### THE GAUHATI HIGH COURT

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

# ANNUAL PERFORMANCE APPRAISAL REPORT FOR GAZETTED OFFICERS OF THE GAUHATI HIGH COURT

DOINT REGISTRAR/DEPUTY REGISTRAR/ASSISTANT REGISTRAR/SPECIAL DEFUT RETRANSLATION WING PLIBRARIAN-CUM-RESEARCH OFFICER/SECRETARY TO HOW CHIEF TRANSLATOR/SYSTEM ANALYST/FINANCE & ACCOUNTS OFFICER/ADMINISTRATIVE OFFICER(JUDICIAL)/PROTOCOL OFFICER/COURT OFFICER/SENIOR GRADE TRANSLATOR/PROGRAMMER/COURT MASTER/ASSISTANT PROTOCOL OFFICER AND OTHER GAZETTED OFFICERS]

Name of Officer	
Designation	· · · · · · · · · · · · · · · · · · ·
Report for the y-	enr/period fromto

# ANNUAL PERFORMANCE APPRAISAL REPORT FOR THE YEAR/PERIOD

## PERSONAL DATA

	ART-I		
1.	Name of Officer:	<del>-</del>	
2.	Designation		
3	Date of Birth (DD/MM		
	(In words		
d,	Educational Qualificati		
5	Date of continuous app	pointment to the present	post:
б.			
			Section/Court
7	Period of absence from (Leave/Training)	duty during the year .	
yea	r/period. In the event of efficiency		ipon) [The resume is to be farmished within the space signed. Mention any special achievements during the farmish reasons.]
-			
		W— 0———————————————————————————————————	
	,		

Date

Signature of the Officer imported upon

### PART-HI - ASSESSMENT OF THE REPORTING OFFICER:

### (A) Assessment of Work out put:

1. Does the Reporting Officer agree with each and every significant statement contained in the resume (Part-II)
2. Accomplishment of work afforted as per subjects allotted:
3. Quality of output
4. Avalytical ability:
5. Overall Grading on "Work Output"
(II) Assessment of personal attributes:
1. Attitude to work:
2. Sense of responsibility:
3. Maintenance of Discipline:
ৰ, Communication skills
5. Capacity to work in team spirit:
6 Capacity to adhere to time-schedule:
Z. Inter-personal relations
8. Overall bearing and personality:
9. Overall Grading on "Personal Attributes";

(C) Assessment of function competency:
<ol> <li>Knowledge of Rules/Regulations/Procedure in the area of function and ability to apply them correctly.</li> </ol>
2. Strategic planning ability:
3. Decision making ability:
4. Coordination ability:
S. Ability to motivate and develop subordinates:
6. Initiative:
7. Overall Grading on "Functional Competency:
PART-IV GENERAL
1. (Relations with the public (wherever applicable):
2. State of Health:
3. Integrity:
4 Regularity and Punctuality in attendance:
5. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his /her selection for special assignments, if so please mention these characteristics briefly.
6. Overall Grading: [Outstanding/Very Good/Good/Average/Below average]
Signature of the Reporting Officer:
Name in Block Letters:
(Designation:

Date.

31	A .	1 3	T	3 1
1	11	16	0.00	- 41

- 4	YES	1	NO	
In our of disa			Tarress amorals	Thing you wish to modify or add
,	rgreenment, prende apr			alling you wish to moutly or acc
Overall Grad	ling by the Reviewin		Dutstanding/V Below Average	ery Good/ Good/ Average/
		Signature	of the Reviewin	ng Officer:
		Name in I	Block Letters	
lo.	12.5	Designati	DII.	
RT-VI	THE ACCEPT	ING OTH	C'RD ·	
MARTHER OF	XIII HOUTINI	mid Offi	C. CARCA	
n you agice	be work output and upon			Officer and Reviewings Officer Ingnificant failures of the
	il ta sum Laur-al			<del>-</del> 1 '
h respect to the licer reported		./	NO	
h respect to t icer reported of Part-III, Pa	YES			dhing you wish to modify or add

Signature of the Accepting Authority:

Name in Block Letters

Designation Date:

Page 5 of 6

#### Couldelines recording filling up of APAR

- The columns in the APAR should be filled in with the care and attention and after devoting indequate time.
- Assess the employee on his/her performance in his/her present position and for the period reported upon
- 3 The report should contain a full appreciation and assessment of the particulars undicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any apmion, but, at the same time, softness to shield defects should also be avoided.
- The reporting and reviewing authority should be one under whom the officer/employee has rendered at least three months of continuous service.
- In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.
- If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.
- 7 The reporting/reviewing and accepting of the APAR should be completed ordinarily within these months i.e. by 31" March. The year of reporting will be 1" January to 31" December. (yearly basis).
- The remarks with substance of entries in APAR or ordinarily communicated to the person concerned within one month of its occupiance by the Accepting Authority. The employee may represent to the authority within a worth against adverse remarks.
- 9 The Assum Services (Confidential Rolls) Rules, 1990 he applicable in oils matters

THE GAUHATI HIGH COURT
(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

# ANNUAL PERFORMANCE APPRAISAL REPORT FOR PRIVATE SECRETARY/STENOGRAPHER

[Senior Private Secretary/Private Secretary/Senior Personal Assistant]

Report for the year/period
DEDCOMAL DADA
PERSONAL DATA
PART-I
Frame of Officer.
2. Designation
3. Date of Birth (DD/MM/YYYY):
(In words
4. Educational Qualification:
Date of cominaous appointment to the present post:
6. Present post and date of appointment thereto:
Post Date Attached with
7. Feried of absence from duty during the year:
PART-B (To be filled in by the Officer reported open) [The resume is to be furnished within the space provided initied to 100 words and is required to be signed. Mention any special achievements during the vear/period. In the event of shortfall in demovement, furnish reasons.]
Brief description of sturies:
· · · · · · · · · · · · · · · · · · ·
Date: Signature of the Officer reported upon

#### PART-III

#### ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

- Does the Reporting Officer agree with and every significant statement contained in the resume of the work done by the Officer
- 2. Sinte of Health
- 3. Regularity & punctuality in attendance
- Proficiency and accuracy in stenographic work
- 5. Communication skill
- 6. Intelligence, keenness & industry
- Trustworthiness in bandling secret and top secret matters and papers
- Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.
- General assistance in ensuring the matters requiring attention are not lost sight of
- Initiative and fact in dealing with the telephone culls and visitors
- Ability to draft notes, letters, minutes, by ers and ability to prepare summary, etc. (in case such items of work nave been performed by the Officer)
- 12. (a) Has the Officer any special characteristics and/or any outstanding merits or abilities, which would justify his/her selection for special assignments. If se, please mention these characteristics briefly
  - (c) Recommendations regarding suitability for other spheres of work
     (This should be substantiated)
- Has he/she been reprinted for indifferent work or for other causes during the period under report? If so, orief particulars
- General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline, etc.
- 15. Integrity

6. Grading: (An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought aut;

Outstanding/Very Good/Good/Average/ Below Average

Signature of the Reporting Officur
Name in block letters:
Designation.
Date:



#### PART-IV

REMARKS OF THE REVUEWING OFFICERS (If any	HOMA	ARKS O	DICTION SHOWL	EWING O	norcer: (if	applienble)
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1. Do you agree with the assessment made by the reporting officer with respect to the work couput and the various schievementa/significant failures of the silicer reported upon (Ref thart-II and Port III)

2. The case of disagreement, pleano specify the resums, is there anything you wish to modify or add]

3 Overall Omding by the Reviewing Officer: [Onfatantling/Yery Good/ Good/ Average/ Below Average]

Signmers of the Raviewing Officer

Name in Alook Lottera.

Date

Dosignation:

#### PART-V REMARKS OF THE ACCEPTING OFFICERO

1. Do you agree with the assessment made by the Reporting Officer and fordering, Officer with respect to the work output and the various achievementaling information fullures of the officer reported appla (Ref Part-II, Part III and Part-IV)

is the case of diangregorant, please specify the reasons, is there maything you wish to modify or add)

1. Overall Gending by the Accopting Officer [Outstanding/Very Good/Cond/Average Below Average

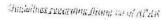
Nigouture of the Accepting Authority

Name in Stock mentana

Designation.

Date.

### Guidelines renarding films are of APAR



- The columns to the APAR should be filted in seed, disc were and attention and after develop adequate time.
- Assass the employee on his/her performance in his/her present position and for the period reported upon.
- 1. The require visionine consider a full approximation and assertment of the previouslines unitarized to the form with any additional influential constitlered increasing. The assertment already be an objection of providing Previous likely and distring should not form the basis of any application but, at the same their captures in which dispers small also be wellfied.
- 4 The reporting and sectioning mathematy should be use under whom the officer/amployee has resident at least three months of continuous survice.
- In case of differences of rating boussian the Reporting and Reviewing Authorities, the cathy of Accorpting Authoritie will be the float.
- 6 If there is no Reviewing Authority or Analyting Anthonity as manuscred in the orders, the connects examined by the Represent Authority will be final.
- The reporting/restaveing and accepting of the APAR should be completed ordinarily within three months i.e. by O" March. The year of renoving with by I" January in 31" December. Guarry basis.
- F. The remarks with substitute of entries in APAR be ardinarily communicated to the person conserved within one month of its acceptance by the Accepting Authority. The employee may represent to the archarity within a month against advove remarks.
- 9. The Assem Servicus (Confidential Rails) Rules, 1990 be applicable in other rations.



## THE GAUHATI HIGH COURT

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

### ANNUAL PERFORMANCE APPRAISAL REPORT FOR MINISTERIAL STAFF (GRADE-III)

[Senior Judicial Assistant/Assit, Librarian/Jr. Grade Translator/Judicial Assistant/Library Assistant/Sr. Computer Assistant/Computer Assistant and other ministerial staff]

Report for the year/period \_ PERSONAL DATA 3. Date of Birth (DD/MM/YYYY): 4. Educational Qualification: 5. Date of continuous appointment to the present post: 6. Present post and date of appointment thereto and the section in which he/she is posted during the Date \_\_\_\_\_ Section \_\_\_\_\_ 7. Period of absence from duty during the year: (Leave/Fraining) PART-II (To be filled in by the staff reported upon) [The resume is to be furnished within the space provided limited to 100 words and is required to be signed. Mention any special achievements during the year/period. In the event of shortfall in nchievement, furnish reasons.]

Brief description of duties:

Date:

PART-I

 Name of Staff: 2. Designation:

(In words \_

period:

Signature of the staff reported upon

1

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

i,	Regularity & punctuality in attendance	1
2.	Maintenance of records including files & prescribed registers, etc.	2
3	Intelligence, keenness & industry	¥
4.	Energy, promptness and accuracy in dealing with his allotted job	1
5.	Skill in noting & drafting	1
6.	Communication skill	Ĭ.
7.	Integrity (Tick whichever is applicable)  a) Beyond doubt  b) Nothing adverse c) Doubtful d) Lack of integrity (mention in brief)	1
8.	Capacity to work in team spirit	1
9.	Behaviour towards his/her superiors/colleagues	4
10.	Is he/she amenable to discipline?	
1].	Has he/she done any outstanding work during the period under report which deserves appreciation?	*
12.	this he/she been reprimended for indifferent work during the period under report? If so, brief particulars thereof	3
13.	Remarks as to defects in his/her character which may militate against his efficiency and suitability	3
14	Whether any complaint/departmental enquiry is pending, if so, a brief description thereof	
15	. State of Health	5
16	General assessment-( Give an overall assessment of the staff with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties, etc.	46
17	Grading	: Outstanding/Very Good/Good/Average/ Below Average
Da	ite:	Signature with designation of the Reporting Officer
		Name:
		Designation:

### · PART-IV

#### REMARKS OF THE REVIEWING OFFICER:

l. Do you agree with the output and the various	assessment made by the reporting officer with respect to the work chievements/significant failures of the officer reported upon
(Ref Port-II and III)	9
	YES / NO
2. [In case of disagreed or add]	ant, please specify the reasons, is there anything you wish to modify
3. Overall Grading l	the Reviewing Officer: {Outstanding/Very Good/ Good/ Average/ Below Average}
	Signature of the Reviewing Officer:
	Name in Block Letters:
Date	Designation:
PART-Y	
REMARKS OF THE	ACCREPTING OFFICER:
	ne assessment made by the Reporting Officer and Accepting Officer ric output and the various achievements/significant failures of the
	YES / NO
2. [In case of disagreed or odd]	ent, please specify the reasons, is there anything you wish to modify
3. Overall Grading by	he Accepting Officer: [Outstanding/Very Good/Good/ Average / Below Average]
	S)guature of the Accepting Authority:
	Name in Block Letters
Date.	Designation
	y .

#### Guidelines regarding Illing up of APAR

- The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- Assess the employee on his/her performance in his/her present position and for the period reported upon.
- 3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and distiking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.
- 4. The reporting and reviewing authority should be one under whom the officer/employee has rendered at least three months of continuous service.
- 5. In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.
- If there is no Reviewing Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.
- The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31" March. The year of reporting will be 1" January to 31" December (yearly basis)
- 8. The remarks with substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.
- 9. The Assum Services (Confidential Rolls) Rules, 1990 be applicable in other matters.

# THE GAUHATI HIGH COURT

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

# ANNUAL PERFORMANCE APPRAISAL REPORT FOR NON-MINISTERIAL STAFF GRADE-III AND GRADE-IV

[Telephone Operator/Record Assistant/Electrical Assistant/Fax Operator/Head Usher/]-lead Chauffeur/Chauffeur/Photocopier Operator/Senior Chef/Court Keeper/Usher/Head Lawn Attendant/Court Attendant/Chef/Darwan/Lawn Attendant/Farash/Pump Man/Room Attendant/Lift Operator/Sanitation Attendant and other non-ministerial Grade-III and Grade-IV staff]

88		
Report for the y	ear/period	

#### PERSONAL DATA

PΛ	RT-I		
1.	Name of Staff:		
2.	Designation.	22-180 HO-M-1-1	
3.	Date of Birth (DD/MM/YYY	Y):	
4.			
5.	Date of continuous appointme	ent to the present post:	
6.	Present post and date of appe	intment thereto:	
	Post		
7	. Section in which the incumb	ent is presently working:	
8	. Period of absence from duty (Leave/Training)	during the year:	

# ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items).

<ol> <li>Regularity &amp; ponetuality in attendunce :</li> </ol>	
2. Intelligence, keepness & industry :	
3 Energy, skill, promptness and accuracy : in dealing with his afford job	
d. Communication skill	
<ul> <li>fintegrity (Tick whichever is applicable)</li> <li>a) Beyond doubt</li> <li>b) Nothing adverse</li> <li>c) Doubtful</li> <li>d) Lack of integrity (mention in brief)</li> </ul>	
<ol> <li>Capacity to work in team spirit</li> </ol>	
<ol> <li>Behaviour towards his/her superiors/ colleagues</li> </ol>	ā °
8 Has he/she been repriminded for indifferent work during the period under report? If so, brief particulars thereof	
<ol> <li>Whether any complaint/departmental enquiry is pending, if so, a brief description thereof</li> </ol>	
In State of Health	3
11. General assessment (Give an overall assessment of the staff with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties, etc.)	
(2. Cincling	: Outstanding/Very Good/Good/Average/ Below Average
Dute:	Signature with designation of the Reporting Officer Name: Designation:

### PART-III

#### REMARKS OF THE REVIEWING OFFICER!

1. Do you agree with output and the various	the nusca a nobleve	sment n ments/s	nado by the Igalfloant f	reporting	the of	er with t Noor ve	espec portec	st to the Lupon	work .
(Ruf Part-II)							50		20 .
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2. (In case of disagre or add)	ement, pl	оняо пр	ecify the re	nnonn, la	there n	nything	you	wiáh to	módify
			gayan gayan adalah da 1979 medi			11 1			
3. Overall Oradin	g by the l	Reviewi	ng Officer	(Outstu	nding/ Aver	Vaiy (i nge]	loo(l/	Good/	Average
	60:		Stgunture	of the Ro	vlowin	g Offic	or.	3	
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Dalo.			Designati	on;				5	
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PARTIY			55				ŧ.		
REMARKS OF T						12		1	O.F.E.
1. Do you agree wi with respect to the	th the ras work out	esomen put and	t made by the various	the Repor suchioves	ting C nents/:	liteer a Agnific	ad Ase ant fa	ilmes e	f the officer
reported upon (Ref Part-II and III	)		*:	<b></b>		100			9 19
1		YES	/	, NI	0			S	
or add]	greement	, please	specify the	e reasons,	la thei	e anyth	ing y	lelw be	to modify
		. ,	B M		0 40 1 77 7				
3. Overali Gradin	g by tlic	Accepti	ng Officer	(Outsts Aver	nding/ ngo/l	Very C Idow A	lond/ Lvern	Gond/ go]	9
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3			Namo	in Block	Lottera		70		•
			· Design	mtton:					
10 Most									

#### viuldelines repositing filling up of APAB

- The columns in the APAR should be filled to with doe cure and attention and ofter despital adequate
  time.
- Assess the amployee on his/her performance in his/her present position and for the period reported upon.
- 3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and distiking should not form the basis of any apinion, but, at the same time, softness to shield defects should also be avaided.
- The reporting and reviewing authority should be one under whom the officer/employee has rendered of least three months of continuous service.
- 5. In case of differences of rolling between the Reporting and Reviewing Authorities, the rolling of Accepting Authorities will be the final.
- If there is no Reviewing Authority or Accepting Authority is mentioned in the orders, the remarks
  recorded by the Reporting Authority will be final.
- The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31" March. The year of reporting will be 1" January to 31" December (yearly busis).
- R The remarks with substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.
- 9. The Assam Services (Confidential Rolls) Rules, 1990 he applicable in other matters.