



No.CWC/IV-CRC/PMS-Drill/2020-21

Dated: 27.05.2020

CIRCULAR

Sub: Revised APAR Format in respect of E-8 & above executives-reg.

In continuation of this office circular No.CWC/I-PMS/V-CRC/2018-19 dated 22.03.2019, it has now been decided with the approval of the Competent Authority to revised the APAR format of E-8 level executives and above.

In this connection, it is informed to all E-8 & above officers to submit their APAR in the revised format as enclosed.

**(Debapati Saha Chowdhury
AGM (Pers.)**

Distribution to (Through e-office):

1. All HoDs, CWC, CO, New Delhi.
2. All RMs, CWC, Regional Offices.
3. GGM (System), CWC, CO, New Delhi- with a request to uploading it on CWC website
4. PS to Chairman, Sr. PA to MD, SAM to Dir. (Fin.), PS to Dir. (Pers), PA to CVO, CWC, CO, New Delhi.

FORM

PERFORMANCE APPRAISAL REPORT OF E-8 & ABOVE (GGM & EQUIVALENT)

For the year/period from 01-04-2019 to 31-03-2020

Each and every section of this form should be filled in by the concerned officer/authority after carefully reading the instructions attached to this form.

**Section I – Basic information
(To be filled in by the Personnel Deptt.)**

Recent
Photograph of
the officer
reported upon
to be affixed

Personal Data of the officer reported upon

1. Name of the Officer reported upon :
2. Employee Number :
3. Date of Birth :
4. Brief Academic & Professional Qualifications:
5. (a) Name of the Post held :
(b) Grade of Post held :
(c) Date of Continuous Appointment in this Post :
(d) Present Pay and Scale of Pay :
(e) Date of continuous Appointment in the same enterprise :
6. (a) Date of First Public Enterprise Appointment :
(b) Scale of Pay of the Post on First Appointment :

7 Reporting, Reviewing & Accepting Authority during the year

	Name & Designation	Period worked	
		From	To
Reporting Authority			
Reviewing Authority			
Accepting Authority			

8. Period of absence on leave, etc. during the year

	Period	Type	Remarks
On Leave other than Casual Leave			

9. Qualification acquired and Training programmes attended during the year:**(a) Details of Qualification acquired during the year**

S.No.	Details of Qualification	Institution from which studied	Details of subjects studied and the marks obtained

(b) Details of Training programmes attended during the year

Date from	Date to	Institute	Subject

10. Awards/Honours received during the year

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11. Number of officers for whom PAR was not written by the officer reported upon as Reporting/Reviewing Authority for the previous year

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12. Date of filling the property return in the prescribed format for the year ending 31st December, 2019.

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13. Date of last prescribed medical examination (for officers over 40 years of age). Please attach a copy of the summary of the medical report.

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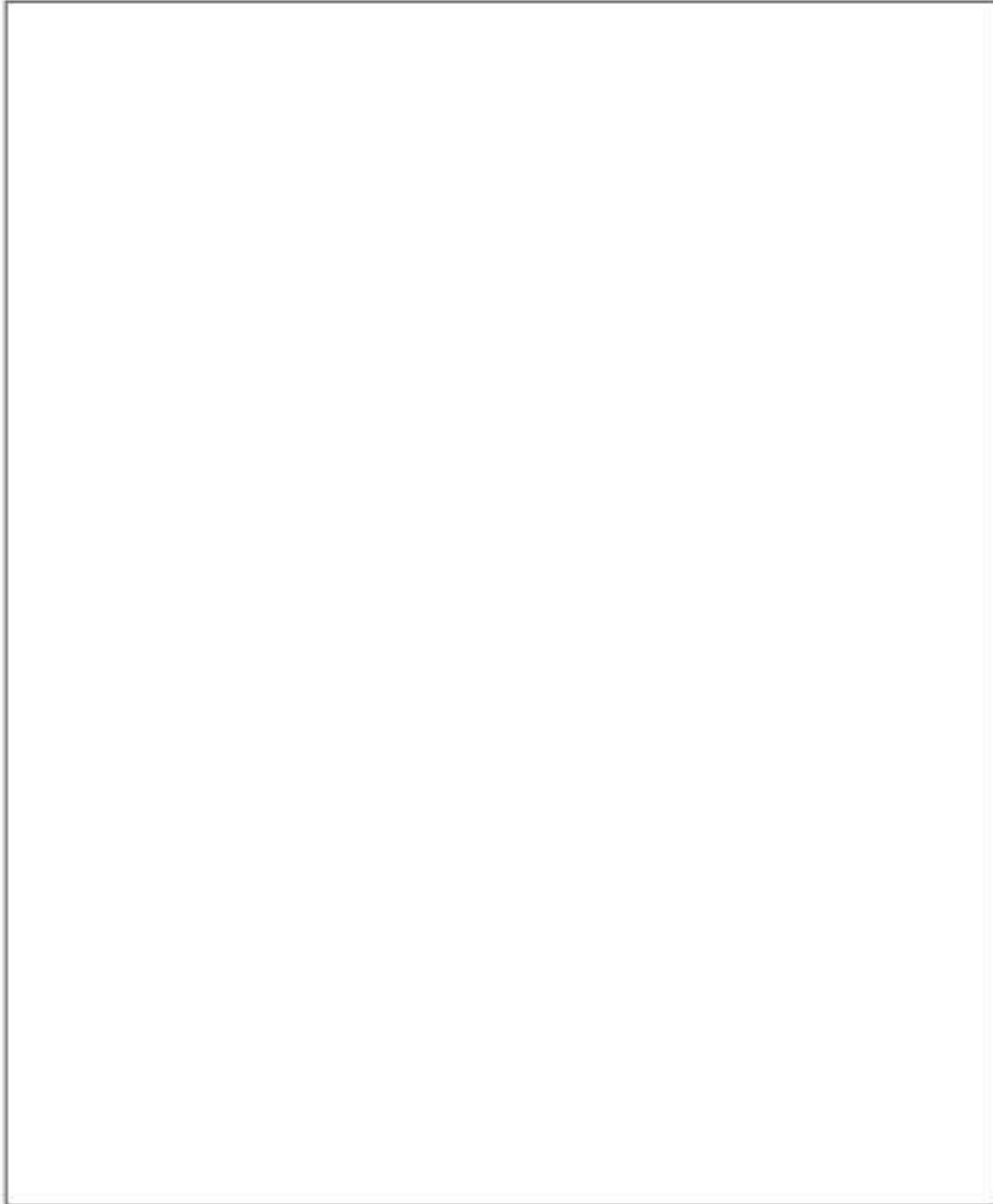
**Signature:
Name & Designation of the officer of the
Personnel Department**

Date:

Section II- Self-appraisal of the officer reported upon

1. Brief description of responsibilities:

(Objectives of the position you hold and the responsibilities you are required to discharge, in about 100 words)

A large, empty rectangular box with a thin black border, intended for the officer to write their self-appraisal. The box is currently blank.

2. Annual work plan and achievement:

Tasks to be performed	Weightage	Deliverables *1	Achievement *2
I – MOU Targets	25	-	
II – Other Key assigned tasks flowing from MOU	50		
i)			
ii)			
iii)			
iv)			
v)			
vi)			
vii)			
viii)			
ix)			
x)			
Total (i to x)			
III – Grand Total	75		

1. Deliverables refer to quantitative or financial targets or verbal description of expected outputs. The deliverables and the weights for individual key assigned tasks will be decided by the Reporting Authority after consulting the officer reported upon within two months from the start of the period of report. The Reporting Authority shall send a copy of the details of the finally agreed key assigned tasks and their relative weights targets to the Nodal officer by 30th June.
2. Actual achievements refer to the achievements against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.
3. The final MoU score based on audited accounts conveyed by DPE should be filled in this space.
4. **The Weightage for MoU targets is 25 for Executive Directors/ Group General Managers. Also, total weightage for the other assigned tasks flowing from MoU is 50 for Executive Directors (E-9)/ Group General Managers (E-8).**

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the Company and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

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4. What are the constraints that hindered your performance?

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5. Please indicate specific areas of training that will add value to you:

For the current assignment:

For your future career :

Note: Executive Directors/Group General Managers should send their updated CV, including additional qualification acquired, training programmes attended, and publications/special assignment undertaken to the Personnel division once in a year.

6. Declaration

Have you filed your immovable property return in the prescribed format as due? If yes, please mention the date.	Yes/No	
Have you undergone the suggested medical checkup?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting Authority?	Yes/No	

Signature of the officer reported upon

Date:

Section III - Appraisal of the Reporting Authority (Please read the relevant instructions attached to this form before filling up this section)

1. Please state whether you agree with the response relating to the accomplishments of the work plan as filled out in Section II. If not, please furnish factual details.

2. Please comment on the claim (if any) made by the officer reported upon about his exceptional contribution.

3. Has the officer reported upon met with any significant shortfall in achieving the targets? If yes, please furnish factual details.

4. Do you agree with the constraints mentioned by the officer reported upon that had hindered his performance and, if so, to what extent?

5. Do you agree with the competency up-gradation needs as identified by the officer?

- 6. Assessment of the achievements made against the targets.** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in maximum of 2 decimal numbers, with 10 referring to the best grade and 1 to the lowest grade. Weightage to this Section will be 75%).

Particulars	Weightage	Reporting Authority		Reviewing Authority		Initials of Reviewing Authority
		Absolute grade	Weighted grade	Absolute grade	Weighted grade	
	(a)	(b)	$c=a/b/100$	(d)	$e=(axd)/100$	
I-MOU Target	25					
	(a)	(b)	$C=(axb)/10$	(d)	$e=(axd)/10$	
II-Other key tasks assigned	50					
(i)						
(ii)						
(iii)						
(iv)						
(v)						
(vi)						
(vii)						
(viii)						
(ix)						
(x)						
Total (i to x)		-		-		
III-Grade Total II & III	75	-		-		
Overall Grade =Grand Total	-	-		-		

Weighted grade is to be computed by multiplying the absolute grade by the weight. Overall grading is to be computed by summing up the weighted grade and dividing the total by 100 and rounding off to 2 decimals.

- The Weightage for MoU targets is 25 for Executive Directors/ Group General Managers. Also, total weightage for the other assigned tasks flowing from MoU is 50 for Executive Directors (E-9)/ Group General Managers (E-8).
- The final MoU score based on audited accounts conveyed by DPE should be filled in this space.

7. Assessment of Personal Attributes and Functional Competencies (Grades should be assigned on a scale of 1-10, in maximum of 2 decimal numbers, with 10 referring to the best grade and 1 to the lowest grade. Weightage to this Section will be 25%).

S.No.	Particulars of Personal Attributes and Functional Competencies	Grade by Reporting Authority	Grade by Reviewing Authority	Initial of Reviewing Authority
(i)	Effective communication Skills			
(ii)	Strategic orientation and decision making ability			
(iii)	Problem solving and Analytical ability			
(iv)	Ability to develop and motivate team members			
(v)	Ability to coordinate and develop collaborative partnerships			
(vi)	Innovation and change orientation			
(vii)	Planning and Organizing			
(viii)	Result Orientation			
(ix)	Business Acumen			
(x)	Role based functional competency			
	Total (i to x)			
	Overall Grading of Personal Attributes and Functional Competencies (Total/4)			

All the personal attributes and functional competencies (S No. i to x) carry equal weights. Overall grading is to be computed by dividing the total grade by 4 and rounding off to 2 decimals.

8. Integrity (Please comment on the integrity of the officer reported upon by choosing any one of the following option):

(i)	Beyond doubt.	
(ii)	Integrity of the officer is doubtful. A separate secret note is attached.	
(iii)	Nothing adverse has been received about the officer.	

9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and those which need improvements. The pen picture should be consistent with the overall grade furnished in Item No. 10.

10. Overall grade (on a grade of 0-100) based on the grades awarded in Item No. 6 & 7. This should be computed by summing up the weighted average grade indicated in Item No. 6 and Item No. 7.

**Signature of Reporting Authority
Name & Designation of the Reporting Authority**

Date:

Section IV – Review by the reviewing Authority (Please read the relevant instructions attached to this form before filling up this section

1. Do you agree with the assessment made by the Reporting officer with respect to discharge of responsibilities and various attributes of the officer reported upon in Section III? (In case you agree with the assessment made by the Reporting Authority, please make a note to that effect in the space provided for you in Item No. 6 and 7 of Section III and initial it. If you do not agree with any of the numerical assessments made by the Reporting Authority, please record your assessments in the space provided for you in Item No. 6 and 7 of Section III and initial your entries).

Yes/No

2. Do you agree with the assessment of the Reporting officer in respect of extraordinary achievements and/or significant shortfalls of the officer reported upon?

Yes/No

3. In case of difference of opinion, details and reasons for the same may be given.

4. Comments, if any, on the pen picture written by the Reporting Authority.

5. **Overall grade on a scale of 0-100** (Grade should be assigned on a scale of 0-100, with 100 referring to the best grade and 0 to the lowest grade). The overall grade should be computed by summing up the weighted average grade obtained in Item No. 6 and 7 of Section III.

Date: _____ **Signature of Reviewing Authority** _____
Name & Designation of the Reviewing Authority

Section V – Acceptance by the Accepting Authority (Please read the relevant instructions attached to this form before filling up this section)

1. **Is the overall grade given by the Reporting/Reviewing Authority is consistent with the pen picture given by them?**

Yes/No

2. **Do you agree with the remarks of Reporting/Reviewing Authorities?**

Yes/No

3. **In case of difference of opinion, details thereof and reasons for the same may be given.**

4. **Overall grade on a grade of 0-100** (Grades should be assigned on a scale of 0-100, with 100 referring to the best grade and 0 to the lowest grade).

**Signature of Accepting Authority
Name & Designation of the Accepting Authority**

Date:

Section VI - Review by the Accepting Authority in the light of the representation received from the officer reported upon

1. Whether the Accepting Authority considers any merit for revising the overall grade given earlier to the officer reported upon in the light of the representation made by him/her?

Yes/No

2. If Yes, please indicate the revised overall grade on a grade of 0-100 (Grades should be assigned on a scale of 0-100, with 100 referring to the best grade and 0 to the lowest grade).

**Signature of the Nodal Officer
Name & Designation of the Nodal Officer**

Date:

Note:

The concerned Nodal officer shall fill this section based on the orders passed by the Accepting Authority. Copies of the representation made by the officer reported upon and the orders of the Accepting Authority thereon are to be attached.