### Specimen model of The Attribute sheet of TCS

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Attribute name</th>
<th>Attribute description</th>
<th>Weighted on scale 5</th>
<th>Self assessment</th>
<th>Appraiser remarks</th>
<th>Summation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knowledge / Technical expertise required for the job</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Result Orientation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Initiative / Personal drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Team Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Customer Satisfaction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Quality Consciousness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Developing People</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Contribution to organisation Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Building Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Source: Compiled from the collected data)
ANNUAL PERFORMANCE APPRAISAL REPORT
for
Group 'B' Officers of Telecom Service,
P&T Accounts and Finance
& P&T (BWS) Service of DOT

Name of Officer ..........................................................

Date of the Birth ..........................................................
Ministry/Department of

\[ \text{annual performance appraisal report of group 'B' officers of telecom service, P&T accounts and finance & P&T (BWS) service of DOT} \]

Report for the year/period ending

**PERSONAL DATA**

1. **Name of Officer**

2. **Date of Birth** (DD/MM/YYYY) (In words)

3. **Whether the Officer belongs to SC/ST/OBC**

4. **Date of continuous appointment to the present grade**

5. **Present post and date of appointment thereto**

6. **Period of absence from duty (on training leave etc.) during the year. If he has undergone training, specify.**
**Name of the Officer**: ____________________  
**Reporting Period**: ____________________

\[\text{PART-2}
\]

**Brief description of duties**

\[\]

\[**TARGETS/OBJECTIVES/GOALS**

\[**ACHIEVEMENTS**

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

<table>
<thead>
<tr>
<th>लक्ष्य/उद्देश्य/द्वितीय</th>
<th>अपलब्धिस्तर</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Targets/Objectives/Goals</strong></td>
<td><strong>Achievements</strong></td>
</tr>
</tbody>
</table>
3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereeto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date: .................................
Signature of officer reported upon
Name of the Officer ___________________

Reporting Period ___________________

PART-3

**Assessment of Work Output**

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>40%</td>
</tr>
</tbody>
</table>

- Accomplishment of planned work/work allotted as per subjects allotted
- Quality of output
- Analytical ability
- Accomplishment of exceptional work/ unforeseen tasks performed

**Overall Grading on 'Work Output'**

**Assessment of Personal Attributes**

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30%</td>
</tr>
</tbody>
</table>

- Attitude to work
- Sense of responsibility
- Maintenance of Discipline
- Communication skills
- Leadership qualities
- Capacity to work in team spirit
- Capacity to adhere to time-schedule
- Inter-personal relations
- Overall bearing and personality

**Overall Grading on 'Personal Attributes'**
(C) Assessment of functional competency

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Authority</td>
<td>Reviewing Authority (Refer Para 2 of Part-5)</td>
</tr>
</tbody>
</table>

i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly.

ii) Strategic planning ability

iii) Decision making ability

iv) Coordination ability

v) Ability to motivate and develop subordinates

vi) Initiative

Overall Grading on ‘Functional Competency’

PART-4 GENERAL

1. Relations with the public (wherever applicable)

(please comment on the officer's accessibility to the public and responsiveness to their needs.)

2. Training

(please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)
3. State of health


4. Integrity

(Please comment on the integrity of the officer)


5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.


Signature of the Reporting Officer
Name of the Officer ____________________

Reporting Period ____________________

PART-5

1. REVIEW

REMARKS OF THE REVIEWING OFFICER:

Length of service under the Reviewing Officer

2. Have you agreed with the evaluation of the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A)(iv) and Part-4(5))

Yes  No

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.
5. प्रतिवेदन के भाग-3 के खंड-अ, खंड-ब तथा खंड-ग में दिए गए माध्यम के आधार पर कुल निर्धार संक्षेपात्मक समीकरण।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

CERTIFICATE

(To be filled up by the Incharge entrusted with the responsibility of maintenance of
Circle copy of APAR in the Field unit/Circle/Distt.)

This is to certify that this APAR (earlier ACR) for the period________________ has been
disclosed to the officer reported upon and all actions in compliance to the DOP&T O.M.
Report of the officer have been completed.

Signature of the Incharge intrusted with the
responsibility of maintenance of APAR in the
Field unit/Circle/Distt.

Name of the officer ____________________________

Designation ____________________________

Office ____________________________

(Note: It must be ensured that while sending the DOT copy of APAR certificate must be duly filled up.
In the absence of this certificate the APAR will not be accepted by DOT.)
Guidelines regarding filing up of APAR with numerical grading

(i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarity, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and given a score of 7.

(v) APARs graded below 4 will be given a score of "Zero".

Guidelines regarding the colour scheme to be used by different grades of Officers in DOT while filling up their APAR form:

1. Green - SAG Level & above
2. Yellow - JTS, STS & JAG
3. White - Gr B of DOT