ANNEXURE XIII

TARGET FIXATION ACR FORM

Junior Time Scale
Senior Time Scale
Selection Grade

Name of Officer______________________________

Report for the year/period ending _________________

PART I

PERSONAL DATA

(to be filled in by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of officer
2. Cadre and year of allotment
3. Date of birth
4. Date of continuous appointment to the present grade
   Date grade
5. Present post and date of appointment
   Date post
6. Period of absence from duty (on leave, training etc. during the year. If he has undergone training please specify)

PART II

To be filled in by the officer reported upon

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

1. Brief description of duties
2. Please specify the quantitative/physical/financial targets/ objectives set for yourself or that were set for you in respect of eight or ten items of work, in order of priority and your achievement against each target

   Target Achievements
3. (a) Please state briefly the shortfalls with reference to targets/objectives referred to in column 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 thereto.

PART III
To be filled in by the Reporting Authority

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

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints if any, in achieving the objectives.

2. Quality of output - Please comment on the officer’s quality of performance having regard to standard of work and programme objectives, and constraints if any.

3. Knowledge of sphere of work - Please comment on each of these: level of knowledge of functions, related instructions and application.
B. ATTRIBUTES

1. Attitude to work - Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematise her/his work.

2. Decision making ability - please comment on the quality of decision making and ability to weigh pros and cons of alternatives.

3. Initiative - Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.

4. Ability to inspire and motivate - Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

5. Communication skill (written and oral) - please comment on the ability of the officer to communicate and on his/her ability to present argument.

6. Inter personal relations and team work - Please comment on the quality of relationship with superiors, colleagues and subordinates and on the ability to appreciate other points of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.

7. Relations with the public - please comment on the officer's accessibility to the public and responsiveness to their needs.

8. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker sections of society: Please comment on his/her understanding of the problems of scheduled castes and scheduled tribes/weaker sections and willingness to deal with them.
C. ADDITIONAL ATTRIBUTES
(for officers of 12 years of service and above only)

1. Planning ability - Please comment whether the officer anticipates problems, work needs and plans accordingly and is able to provide for contingencies

2. Supervisory ability - please comment on the officer’s ability relating to:
   i. Proper assignment of tasks
   ii. Identification of proper personnel for performing the tasks
   iii. Guidance in the performance of tasks; and
   iv. Review of performance

3. Coordination ability - Please comment on the extent to which the officer is able to achieve coordination in formulation and implementation of tasks and programmes by different functionaries involved

4. Aptitude and potential - please indicate three fields of work from amongst the following for possible specialisation and career development of the officer. Please mark 1, 2, 3 in three appropriate boxes.
   1. Personal Administration
   2. Law & Order and internal security
   3. Financial Administration
   4. Agricultural and rural development
   5. Social services & Educational administration
   6. Planning
   7. Economic and commercial administration
   8. Industrial administration
   9. Any other field (please specify)

5. Training - please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer (while specifying the areas of training, it is not necessary to confine to the fields referred to in column 4)
PART IV
GENERAL

1. State of health

2. Integrity

3. General assessment - please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above

4. Grading - (outstanding/very good/good/average/below average) (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 out)

Date
Place

PART V
(Remarks of the Reviewing Authority)

1. Length of service under the Reviewing Authority

2. Is the Reviewing authority satisfied that the Reporting authority has made his/her report with due care and attention and after taking into account all the relevant material

3. Do you agree with the assessment of the officer given by the reporting authority? (in case of disagreement, please specify the reasons; is there anything you wish to modify or add)
4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the officer including the grading

5. Has the officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or out of turn promotion? If so, specify.

Place

Signature of the Reviewing authority

Date

Name in Block letter

Designation
(during period of report)

PART VI
Remarks of Accepting Authority
(i.e next superior authority)

Place

Signature of the accepting authority

Date

Name in block letters

Designation
(during the period of Report)