



सत्यमेव जयते

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) -I, म.प्र.

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लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth
In Public Interest

क्रमांक:व.उ म ले(नि ले)/सचिवालय/ए पी ए आर/2020-21/D-467

दिनांक 24.3.2021

प्रति,

संभागीय लेखापाल, संभागीय लेखा अधिकारी ग्रेड-2

संभागीय लेखा अधिकारी ग्रेड1 एवं वरिष्ठ संभागीय लेखा अधिकारी जो म प्र के विभिन्न निर्माण संभागों, एन.वी.डी.ए संभागों एवं ग्रामीण यांत्रिकी सेवा संभागों (RES Divisions) में पदस्थ हैं।

विषय: वर्ष 2020-21(1.4.2020 से 31.3.2021)के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Appraisal Report (APAR) के संबंध में।

उपरोक्त विषयान्तर्गत लेख है कि वर्ष 2020-21(1.4.2020 से 31.3.2021)के वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Appraisal Report (APAR) लिखे जाने हेतु प्रपत्र वितरित करने के उद्देश्य से वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र संलग्न कर अपलोड किया जा रहा है। अधोहस्ताक्षरकर्ता द्वारा संभागीय लेखापाल संवर्ग के समस्त अधिकारियों को निर्देशित किया जाता है कि वे उपरोक्त वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन प्रपत्र का प्रिन्ट आउट निकालकर प्रतिवेदन के पार्ट-1(personal data) एवं पार्ट-2 स्वमूल्यांकन(self appraisal) स्वयं हस्तलिखित कर अपना कार्य निष्पादन मूल्यांकन प्रतिवेदन (APAR) संबंधित कार्यपालन यंत्री(जिनके अधीन आपने रिपोर्टिंग वर्ष 2020-21 में 90 दिन या उससे अधिक समय कार्य निष्पादित किया हो) को दिनांक 15.4.2021 तक रिपोर्टिंग हेतु प्रस्तुत कर कार्यपालन यंत्री से लिखित अनुरोध/सूचित करें कि वे कार्य निष्पादन मूल्यांकन प्रतिवेदन (APAR) दिनांक 30.6.2021 के पूर्व नियमानुसार लिखकर समीक्षा अधिकारी अर्थात् वरिष्ठ उप महालेखाकार(निर्माण लेखा), कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी)प्रथम म प्र, 53 अरेरा हिल्स, होशंगाबाद रोड, भोपाल (म प्र)-462011 को बंद लिफाफे में प्रेषित करें, ताकि प्रतिवेदन 30.7.2021 के पूर्व समीक्षा अधिकारी को प्राप्त हो जावे। यह सुनिश्चित किया जावे कि इस कार्यालय द्वारा वर्ष 2020-21 के लिए अपलोड किये गये वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन का फार्म ही उपयोग किया हो।

1. संबंधित कार्यपालन यंत्री को यह सूचित करें कि DOPT, New Delhi द्वारा जारी दिशा निर्देशों के तहत, रिपोर्टिंग अधिकारी को प्रतिवेदन लिखने का अधिकार उन्हें 30.6.2021 तक ही प्राप्त है। अतः किसी भी स्थिति में कार्यपालन यंत्री द्वारा आपका कार्य निष्पादन मूल्यांकन प्रतिवेदन (APAR) 30 जून 2021 के पूर्व लिख कर, समीक्षा अधिकारी (Reviewing Officer) को प्रस्तुत करना सुनिश्चित करें। किसी कारणवश 30 जून 2021 तक रिपोर्टिंग किया हुआ प्रतिवेदन न भेजने की स्थिति में, आपके द्वारा प्रदत्त स्वमूल्यांकन भरा हुआ आपका ए पी ए आर (Self Appraisal filled up APAR), अगले कार्यदिवस में, इस कार्यालय को भिजवाना सुनिश्चित करें ताकि समीक्षा अधिकारी (Reviewing Officer) द्वारा रिपोर्टिंग किया जा सके।
2. DOPT OM No 21011/04/2019-Estt.A-II dated 24-9-2019 में दिये गये निर्देशों के तहत आपके सेल्फ अप्रैसल भरते समय GeM Portal से संभाग में Procurements किये गये विवरण भी Target and Achievement में निम्नानुसार दर्शाया जाना सुनिश्चित करें।

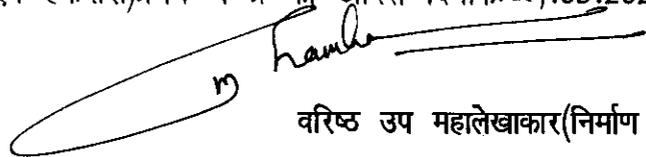
(i) Total budget allocated for procurement by the Ministry/ Department/ Division/Section in Rupees(as may be

(i) Total Procurement through GeM portal made by him/her during the period of report(in Rs.)

| | |
|--|---|
| applicable in the case of the Officer Reported Upon) | (ii)% of procurement through GeM portal as against the budget indicated in the Target |
| | (iii) Procurement made outside GeM portal and the reasons thereof |
| | (iv) Steps taken for promotion of GeM in the Ministry/Department/Division/Section |

- आपके या रिपोर्टिंग अधिकारी के स्थानांतरण होने की स्थिति में यह सुनिश्चित किया जावे कि आपका वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन रिपोर्टिंग के पश्चात इस कार्यालय को प्रेषित कर दिया गया है। यदि किसी भी रिपोर्टिंग अधिकारी के अधीन 90 दिवस से कम कार्य किया हो तो उक्त अवधि/अवधियों के लिए कार्यपालन यंत्री द्वारा प्रमाणीकरण किया हुआ गैप शीट (Gap Sheet) प्रेषित किया जावे।
- आपका स्वमूल्यांकन भरा हुआ प्रतिवेदन एवं इस पत्र के साथ संलग्न "Instructions for Executive Engineers (Reporting Officers) for writing/reporting of Annual Performance Appraisal Report (APAR) of Divisional Accountant/Divisional Accounts Officer" संबंधित रिपोर्टिंग अधिकारी(कार्यपालन यंत्री) को समयावधि के भीतर प्रस्तुत किये जाने का प्रमाणीकरण रिपोर्टिंग अधिकारी के पूर्ण विवरण(मोबाइल नम्बर) सहित इस कार्यालय को भेजना सुनिश्चित करें।
- यदि आपका वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन समयावधि के भीतर समीक्षा अधिकारी को प्राप्त नहीं होता है तो उसके जिम्मेदार आप स्वयं होंगे तथा आदेश की अवहेलना मानते हुए आपके विरुद्ध उचित अनुशासनिक कार्यवाही की जा सकती है।

(प्रधिकार: प्रधान महालेखाकार(लेखा एवं हकदारी)प्रथम म प्र का आदेश दिनांक: 24.03.2021)


वरिष्ठ उप महालेखाकार(निर्माण लेखा)

Instructions for Executive Engineers (Reporting Officers) for writing/reporting of Annual Performance Appraisal Report (APAR) of Divisional Accountant/Divisional Accounts Officer:

1-The Reporting Officer should follow the "instructions" given in the pages at the end of the APAR form and the instructions issued by the Head of the Department from time to time in respect of writing of APARs of DA/DAOs.

2-It may be ensured by the Reporting Officer that:

(i). the DA/DAO(Official to be reported upon) has completely filled in Part-I (personal data) and Part-II (Self-Appraisal) of APAR and has signed at appropriate space provided for in the APAR .

(ii). all the entries from S.No. 1 to 11 of Part-III of APAR have been correctly filled up according to the manner in which the APAR is to be written/reported in accordance with the instructions given at the end of the APAR and that the grading given is in numerical form only against each item in column 3 of S.No 2, 3, 4 and the overall numerical grading at 11 of Part-III of APAR in accordance with the instructions given at S.No.13 and 14 below instructions at the end of the APAR form.

(iii). the integrity Column is filled correctly in accordance with the instructions given at S.No.12 below instructions at the end of the APAR form.

(iv). that the APAR has been signed by the reporting officer and has put name, designation, period of reporting, place and date at the appropriate space provided at the end of Part-III of APAR after reporting.

(v). It is brought to the notice of the Reporting Officers that as per norms laid down by DOPT, New Delhi, in case the APAR is not initiated by the Reporting Officer and submitted to the Reviewing Officer for any reason beyond 30th June of the year in which the financial year ended, he(the Reporting Officer) shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and in that case the Reporting officer shall submit all the self appraisal filled up APARs held by him to the Reviewing Officer(Sr Dy Accountant General(Works Accounts) on the next working day itself for reporting. Accordingly, it should be ensured that the APARs are reported/written on or before 30-6-2021 and submitted to the Reviewing officer by Speed Post/Registered Post in an envelope marked "CONFIDENTIAL- APAR" and addressed to Shri Mukesh Kumar Bramhane, Sr.Dy.Accountant General (Works Accounts), O/o Principal Accountant General (A&E)-I MP, 53, Arera Hills, Hoshangabad Road, Bhopal (MP)-462011 so as to reach the Reviewing Officer concerned on or before 31-7-2021.

ANNUAL PERFORMANCE APPRAISAL REPORT

FOR

SENIOR DIVISIONAL ACCOUNTS OFFICER/
DIVISIONAL ACCOUNTS OFFICER GRADE-I
/ DIVISIONAL ACCOUNTS OFFICER GRADE- II
DIVISIONAL ACCOUNTANT

वरिष्ठ संभागीय लेखा अधिकारी/

संभागीय लेखा अधिकारी ग्रेड-1/

संभागीय लेखा अधिकारी ग्रेड-2/

संभागीय लेखापाल

के लिये

वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन

Shri/श्री.....

Designation/पदनाम.....

From/कब से.....to/कब तक

Division and Account Number of the Division in which
worked during the period of report:

संभाग एवं संभाग का लेखा क्रमांक जिसमें रिपोर्ट की अवधि में
कार्य किया गया:

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I
MADHYA PRADESH**

Branch at Bhopal, 53, Arera Hills, Bhopal (MP)-462011

कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी)प्रथम

मध्यप्रदेश

भोपाल शाखा, 53 अरेरा हिल्स, होशंगाबाद रोड, भोपाल(म प्र)-462011

ANNUAL PERFORMANCE APPRAISAL REPORT

FOR SENIOR DIVISIONAL ACCOUNTS OFFICER/ DIVISIONAL ACCOUNTS OFFICER GRADE-I/II, DIVISIONAL ACCOUNTANT

Report for the period from.....to.....

PART-I

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1. Name of the Officer :
(in capital letters)
2. Employee I.D.:
3. Designation:
4. Whether the Officer belongs to Scheduled caste/Scheduled Tribe?:
5. Date of Birth:
6. Educational qualifications including Professional and technical qualifications:
7. Departmental Examination passed:
8. Date of continuous appointment to the present grade:
9. Present Post and date of appointment thereto:
10. Period of absence from duty
(on leave, training etc.) during the year. If he has undergone training please specify

PART-II

SELF APPRAISAL
(To be filled by the Official Reported upon)

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

1 Brief description of the duties

2. A. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight or ten items of work in the order of priority and your achievement against each target, particularly having regard to procurement planned and actually made through GeM portal for those Government Servants who handed procurement during the period under reference:

| <u>Target/Objectives/Goals</u> | <u>Achievements</u> |
|---------------------------------------|----------------------------|
| | |

2.B Please state briefly, the target set and the quantum of work done in regard to rendition of monthly accounts, maintenance of guard files and other registers and furnishing of various returns.

3A. Please state briefly the shortfalls with reference to the targets/objectives referred to the column. 2. Please specify constraints, if any, in achieving the targets.

3B. Please also indicate items in which there have been significantly, higher achievements and your contribution thereto.

3C. Any significant additional achievements apart from those mentioned in Column 2.

3D. Training programmes attended.

Place:

Date.....

Signature of the Officer reported upon

Full Name.....

Designation.....

Division:

PART – III (To be filled in by reporting Officer)

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

1. Please state whether you agree with the self-appraisal of the Officer reported upon as mentioned in Part II. If not, please furnish the factual details.

2. Assessment of work output

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One – Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 40 percent.**

| Sl. No. | Items | Reporting Authority | Reviewing Authority (Refer Para 2 of Part-IV) | Initial of Reviewing Authority |
|---------|--|---------------------|---|--------------------------------|
| (i) | Accomplishment of planned work/work allotted as per subject allotted | | | |
| (ii) | Quality of output | | | |
| (iii) | Analytical ability | | | |
| (iv) | Accomplishment of exceptional work/ unforeseen tasks performed | | | |
| (v) | Overall Grading on 'Work Output' | | | |

3. Assessment of personal attributes

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One – Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

| Sl.No. | Items | Reporting Authority | Reviewing Authority (Refer Para 2 of Part-IV) | Initial of Reviewing Authority |
|--------|---|---------------------|---|--------------------------------|
| (i) | Attitude to work | | | |
| (ii) | Sense of responsibility | | | |
| (iii) | Maintenance of Discipline | | | |
| (iv) | Communication skills | | | |
| (v) | Leadership qualities | | | |
| (vi) | Capacity to work in team spirit | | | |
| (vii) | Capacity to adhere to time-schedule | | | |
| (viii) | Inter-personal relations | | | |
| (ix) | Overall bearing and personality | | | |
| (x) | Overall Grading on 'Personal Attributes' | | | |

4. Assessment of functional competency

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One – Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

| Sl.No. | Items | Reporting Authority | Reviewing Authority (Refer Para 2 of Part-IV) | Initial of Reviewing Authority |
|--------|---|---------------------|---|--------------------------------|
| (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 | | | |
| (vii) | Overall Grading on 'Functional Competency' | | | |

5. Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society (Please comment on his/her understanding of the problems of Scheduled Caste/ Scheduled Tribe/Weaker Sections and willingness to deal with them)

6. Aptitude & Potential:
(Please indicate possible lines of growth and development of the officer)

7. Training:
Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer

8. State of health:

9. Integrity:

(Please see note S.No.12 below the instructions)

10. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded.

11. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part- III of the Report.

Signature of the Reporting Officer

Date.....

Place.....

Name in Block Letters.....

Designation

During the period of Report

PART – IV REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer
2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-III? In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in Part III and initial your entries.

| | |
|--------------|---|
| Yes, I agree | No, I do not agree. I have recorded my assessment in Part-III |
|--------------|---|

(Please strike out whichever is not applicable)

3. In case of difference of opinion, please give details and reasons for the same.

4. Comments, if any, on the Pen Picture written by the Reporting Officer.

5. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part – III of the Report.

Signature of the Reviewing Officer

Place:

Date:

Name in Block Letters.....

Designation

During the Period of Report.....

INSTRUCTIONS

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. The Performance Appraisal should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. Answers shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like "Outstanding", "Very Good", "Good", "Average", "Below Average" while giving your comments.
5. The Reporting Officer shall, in the beginning of the year set quantitative / physical targets in consultations with each of the Officers with respect to whom he is required to reported upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
6. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard and his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.
12. **The following procedure should be followed in filling up the column relating to integrity:**
It is further conveyed that the remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer **in one of the three options mentioned below**
 - (a) Beyond doubt
 - (b) Since the integrity of the officer is doubtful, a secret note is attached
 - (c) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the APAR to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to

form a definite judgment or that he has heard nothing against the officer, as the case may be.

(a) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.

(b) If the doubts or suspicions are confirmed, this fact should also be recorded and dully communicated to the officer concerned.

(c) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

13. Guide lines regarding filling up APAR with numerical grading:

- i. Numerical gradings are to be awarded by Reporting and Reviewing Authorities for the assessment of work output, personal attributes and functional competency of the officer reported upon. These should be on the scale of 1-10, where 1 refers to the lowest grade and 10 to the highest grade. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items "Accomplishment of planned work/work allotted as per subjects allotted under Assessment of Work Output and "Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly" under assessment of Functional Competency".
- 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 similarly, 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 will be given a score of 7.
- v. APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- vi. APARs graded below 4 will be given a score of "Zero".

14. Weightage and Mean:

Weights have been assigned to work output, personal attributes and functional competency. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(Ministry of Home Affairs OM No. 51/4/64 Estt (A) dated 23.07.2009 and Department of Personnel and Training OM No. 21011/1/2005-Estt (A) (Pt. II) dated 23.07.2009, OM No. 21011/27/2015-Estt (A-II) dated 11.02.2016, OM No. 21011/04/2019-Estt (A-II) dated 24.09.2020)
