

**General instructions for filling up the Self Appraisal Report for Group A Officers
(appended to the form of Self Appraisal Report)**

1. Introduction:

1.1 The Self Appraisal Report (SAR) provides the basic and vital inputs for assessing the performance of an Officer as well as for further advancement in his/her career. Its objective is to develop an Officer so that he/she realises his/her true potential. The appraisal mechanism should, therefore, be used as a tool for human resource development rather than a mere judgmental exercise or fault-finding process.

1.2 It should be the endeavour of each appraiser to present the truest possible picture of the Officer Reported Upon in regard to his/her performance, conduct, behaviour and potential. Also, they should not shy away from reporting shortcomings in performance, attitude or overall personality of the Officer Reported Upon.

1.3 The Officer Reported Upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility. The columns should be filled up 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 the higher authorities.

1.4 Assessment should be confined to the appraisee's performance during the period of report only.

1.5 Time-schedule for writing and communication of SAR shall be strictly maintained at each level.

1.6 In many cases, Officers may hold additional charge(s) for a considerable period of time on the basis of order issued by the administrative Departments or District administration. In such cases Officers who hold additional charge(s) for more than 3 (three) months, there should be a reflection of his/her achievement with respect to the posts held by him/her additionally. But the Officer Reported Upon need not send his/her Self Appraisal Report for the post held on additional charge separately. Instead he shall provide information relating to his/her additional charge(s) in the appropriate portions of the SAR format and send the same to the Reporting Authority corresponding to his/her substantive post. While making assessment, the Reporting Authority and subsequent higher authorities for the substantive post will take into consideration his/her performance related to the post held in additional charge.

1.7 If any of the authorities (Reporting/Reviewing/Accepting) is not present in the online System then he/she can fill up SAR offline and the immediate next authority will upload the same in the System. At the time of uploading the SAR by such authorities, there would be scope in the System to record the marks awarded to the officers by previous authorities.

1.8 The Group 'A' officers posted on deputation will submit their SAR to the Reporting authority offline. In the same manner the Reporting Authority will submit the SAR to Reviewing Authority offline and in turn Reviewing Authority will submit it to the Accepting Authority offline. For deputation posts the Custodian will upload the SAR in the System after the same is accepted by the competent authority. At the time of uploading the SAR by the Custodian, the marks awarded to the Officer Reported Upon by different Authorities shall be entered by the Custodian in the System on an equivalent scale from 1 to 10 as in the online SAR System. If the grading system for the SAR at the post where the Officer Reported Upon

is on deputation is in a scale different from the scale followed by the State Government in online system of Self Appraisal Report, the grades shall have to be converted into an equivalent scale from 1 to 10 as in the online SAR system.

2. (A) Filing up of Self Appraisal Report (Online mode):

(i) PART-I A

2.1 In this Section some of the data will be populated from the System automatically and rest will have to be entered in the System manually by the Officer Reported Upon.

2.2 Period of report may either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year. If any Officer remains posted in different assignments in a particular reporting year, the relevant entry in Part-IA should be made for each assignment and the SAR of that Officer shall be split up as per each assignment accordingly.

(ii) PART-I B

2.3 Point numbers 1 to 5 of this part will be filled up by the **Officer Reported Upon**.

2.4 Point numbers 6 to 8 will be automatically calculated by the System.

(ii) PART-II (Self Appraisal)

2.5 The **Officer Reported Upon** is first required to give brief description of his/her duties and responsibilities in substantive post under Point no. 1, which would normally not exceed about 150 words. Ideally, this should be in bullet form.

2.6 If there are additional charge(s) held by the Officer Reported Upon then the same should be clearly mentioned in this Part. The description of the same should also be given in this Part.

2.7 The achievements in the substantive as well as in the additional post should be mentioned clearly in point no. 2 of this Part.

2.8 Part-II also provides an opportunity for the Officer to mention about any exceptional contribution made by the Officer during the period of report even in activities otherwise regarded as routine in nature.

2.9 The Officer Reported Upon should give the information of awards/honours received by him/her during the period of appraisal.

2.10 The Officer shall mention the factors that hindered his/her performance in the relevant portion of Part-II.

2.11 The Officer Reported Upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programmes therefore.

(iii) PART-III (Appraisal)

2.12 Part-III requires the **Reporting Authority** to comment on Part-II as filled up by the Officer Reported Upon and specifically state whether he/she agrees with the responses in relation to the accomplishments. In case of disagreement, the Reporting Authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

2.13 This Part then requires the Reporting Authority to comment on the exceptional contribution claimed by the Officer Reported Upon.

2.14 Thereafter, this Part requires the Reporting Authority to record his/her assessment {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} on different attributes in respect of the Officer Reported Upon.

2.15 The Reporting Authority is also required to comment on the general state of health of the Officer Reported Upon.

2.16 Part-III requires the Reporting Authority to comment on the integrity of the Officer Reported Upon.

2.17 The Reporting Authority is also required to record a descriptive pen-picture on the overall qualities of the Officer Reported Upon including areas of strengths and lesser strengths and his/her performance including his/her attitude towards Weaker Sections. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made about the Officer in this Part. It need not exceed about 100 words.

2.18 Finally, the Reporting Authority is required to record an overall grade with respect to the Officer Reported Upon.

(iv) PART-IV (Review)

2.19 This Part is to be filled up by the Reviewing Authority. He/she is required to indicate if he/she agrees with the assessment made by the Reporting Authority. In case of disagreement, he /she shall record the reason thereof and make his/her own assessment against the attributes in the column specifically provided for the purpose in Part-III.

2.20 Thereafter, this Part requires the Reviewing Authority to record his/her assessment {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} on different attributes in respect of the Officer Reported Upon.

2.21 The Reviewing Authority is also required to record an overall grade {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} in respect to the Officer Reported Upon.

(v) PART-V (Acceptance)

2.22 This Part is to be filled by Accepting Authority. He/she is required to give his/her remarks in point no. 1.

2.23 Thereafter, this Part requires the Accepting Authority to record his/her assessment {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} on different attributes in respect of the Officer Reported Upon.

2.23 The Accepting Authority is also required to record an overall grade {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} in respect to the Officer Reported Upon.

2. (B) Filing up of Self Appraisal Report (Offline mode):

The above instructions will remain applicable for offline filing and transmission of Self Appraisal Reports with the following exceptions:

- (a) Offline version of the form shall be used.
- (b) Part-IA, IB and II of the form will be filled up by the Officer reported upon.
- (c) The Not Required Certificate, in appropriate case, shall be issued by the Reporting Officer concerned and sent to the appropriate authority.

3. Disclosure & Re-assessment:

3.1 The Cadre Controlling Authority for the Cadre(s) under its control will decide whether the SAR to be disclosed or not to the Officers Reported Upon.

3.2 If the Cadre Controlling Authority decides to disclose the SAR to the Officers Reported Upon for the Cadre(s) under its control:

- i. The Officer Reported Upon may agree with the assessment made in the Self Appraisal Report or he/she may make a representation for re-assessment to his/her Cadre Controlling Authority mentioning grounds for the same.
- ii. On getting such a representation, the Cadre Controlling Authority will examine the same and after considering the merit of the case, may allow for re-assessment by the authority concerned. In that case, the Cadre Controlling Authority will send the Self Appraisal Report to the Authority from whom re-assessment has been sought giving a defined time-frame for such re-assessment. After re-assessment at one level, subsequent steps will again follow and the process will be finally closed by the Cadre Controlling Authority with disclosure to the Officer Reported Upon.