

Annual Performance Assessment Report

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Importance of Annual Performance Assessment Reports

- Government have accepted the principle that confirmation, crossing of efficiency bar, promotion etc., should be based on the assessment of the confidential dossiers, this matter is of the greatest importance for the efficiency and morale of the services.
- It is very important both in the interest of efficiency of the service and also of the officers that the reports are written with the greatest possible care so that the work, conduct, character and capabilities of the officer reported upon can be accurately judged from the recorded opinion.

Responsibility for the maintenance of confidential reports

- The Head of Department/ Office should regard it as his personal and special responsibility to ensure that Annual Performance Assessment Reports are properly maintained in respect of all persons working under the direct or ultimate control.
- **Objectivity in confidential reports and assessment at more than one level:** In order to minimize the operation of the subjective human element and of conscious or unconscious bias, the confidential report of every employee should contain the assessment of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the reporting officer to his own superior.

- **Period of reporting:** In every Department, confidential reports should be recorded annually preferably for the period covered by the financial year.
- **Frequency of reporting and eligibility to write a report:** While normally there should be only one report covering the year of report, there can be situations in which it becomes necessary to write more than one report during a year. There is no objection to two or more independent reports being written for the same year by different reporting officers in the event of a change in the reporting officer during the course of a year, provided that no report should be written unless a reporting officer has at least three months experience on which to base his report. Where an officer has taken earned leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purpose of computing the period of 3 months.

- **Transfer of Reporting and /or Reviewing Officer in the middle of the reporting year:** If an officer is transferred during the middle of the reporting year, he should immediately write the CRs of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least six months, and the reports should be submitted to the reviewing authority.
- If, a review authority retires while there is no change in the reporting officer and the subsequent reviewing authority does not have three months experience of the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note recorded therein. This note can be recorded by the new reviewing authority.

- **Reason for gap in the report to be indicate:** When the confidential report does not cover an earlier period during the year, the reporting office should, at the top of the report, mention the period of gap indicating the reasons for which a report for that period has not been written.
- **Report to be written within one month of the expiry of report period:** The annual report should be recorded within one month of the expiry of the report period and delay in this regard on the part of the reporting officer should be adversely commented upon; if the officer to be reported upon delays submission of self appraisal, this should be adversely commented upon by the reporting officer.

- **When there is no Reporting officer having requisite experience:** There is no reporting officer having the requisite experience of three months or more during the period to initiate the report, the Reviewing Officer himself may initiate the report as a Reporting Officer, provided the reviewing Officer has been the same for the entire period of report. It will have to be reviewed by the officer above the Reviewing Officer.
- **Writing of Confidential reports by officers under Suspension:** If the reporting / Reviewing officer is under suspension when the confidential report has become due to written / reviewed, it may be got written / reviewed by the officer concerned within two months from the date of suspension or within one month from the date on which the report was due, whichever is later. No officer under suspension should be allowed to write / review the ACR on his subordinates, if during major part of writing / reviewing he is under suspension.

- **Reporting office can write CR of his subordinates within one month of his retirement:** When reporting office retires or otherwise demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office.
- **Contents and manner of writing of confidential reports:** The following contents has to be taken care of while writing the confidential report:
 - a) Assessment of certain qualities of general importance such as integrity, intelligence, keenness, industry, attitude to superiors and subordinates, relations with fellow-employees etc should invariably find place in the report.
 - b) Every confidential report should carry a general appreciation of the character, conduct and aptitudes and short comings of the officer reported upon. Reference to specific incidents may be made, if at all only by way of general nature, e.g inefficiency, dilatoriness, lack of initiative or judgement etc.,

C) Specific incidents on the basis of which penalties have been awarded in the course of departmental proceedings must be indicate.

d) An entry relating to penalty should be recorded in the report period along with punishment period.

e) Warnings even though not a statutory penalty should be mentioned in the report period if issued as a result of disciplinary proceedings.

f) If the reporting authority feels that although a specific incident is not important enough to call for disciplinary proceedings, it is important enough to be specifically mentioned in the confidential report.

Apart from above, in regard to work and conduct, in appropriate cases, the following entries may also be made:

- The fact that an officer has attended an approved course of study or training.
- Outstanding performances in th field of sports, athletics and art.
- Suggestion which have been accepted and considered useful for achieving economy and high standard of efficiency in administration.
- Whether there is any physical defect, such as bad eye-sight.

Principles to be observed by Reporting offices in writing reports

- Remarks like 'Doubtful character' "complaints received above his taking illegal gratification' are not permissible. Entries should be based on established facts and not on mere suspicion.
- No employee should be adversely affected by prejudicial reports recorded without fullest consideration.
- The memo of services should be invariably be consulted at the time of writing the annual report though the report itself should necessarily be based on the employee's performance during the year as a whole
- Where an adverse remark is recorded in respect of an official having consistently good record, some details regarding the same should invariably be given.

- The report should give a clear opinion on the main points like character, integrity, industry etc.
- There should be no hesitation on the part of the Reporting officers to record adverse remarks in justified cases.
- Reporting Officers should not be in a hurry to write all the reports on one day.

Procedure for filling up the column relating to integrity

- The Integrity column of the confidential reports should be filled up with only 'Honest', 'Beyond Doubt' and ' Nothing adverse Noticed'.
- Supervisory officers should maintain a confidential diary in which instances which create suspicion about integrity of a subordinate should be noted from time to time and action to verify the same truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special police Establishment. At the time of recording the Annual Confidential report, this diary should be consulted and the material in it utilised for filling the column. In such cases the Integrity column should be left blank a separate note should be sent to Competent Authority.

Manner of disposal of representation

- Representation against adverse remarks should be examined by competent authority in consultation , if necessary, with the reporting office and countersigning authority, if any,
- If is found that the remarks were justified and that the representation is frivolous, a note may be made in the confidential report of the petitioner that he did not take the correction in good sprit.
- If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the petitioner informed accordingly.
- If, however, it feels that the remarks should be toned down, it should make necessary entry separately with proper attestation at the appropriate place of the report. The correction should not be made in the earlier entries themselves.

- In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or entirely incorrect or unfounded, and therefore deserves expunction, it should be ordered accordingly.
- When a representation against adverse remarks is wholly or partially upheld the particulars of the orders based thereon should be recorded in the report itself.