

Quiz on APAR

Tick the most appropriate response:

1. Which section in the APAR form contains basic information of the member of service?
 - a. Section I
 - b. Section II
 - c. Section III
 - d. Section IV
2. Which section in the APAR form contains details of the reporting officer, reviewing officer and the accepting authority?
 - a. Section I
 - b. Section II
 - c. Section III
 - d. Section IV
3. 'Pen picture' of the officer reported upon (ORU) by the reporting officer is given in:
 - a. Section I
 - b. Section II
 - c. Section III
 - d. Section IV
4. Recommendation regarding domain assignment is given by:
 - a. The officer reported upon, the reporting officer, the reviewing officer and the accepting authority
 - b. The reporting officer, the reviewing officer and the accepting authority
 - c. The reporting officer and the reviewing officer
 - d. The reviewing officer and the accepting authority
5. APAR is a tool for:
 - a. for career development through fault-finding process
 - b. career planning and training with an objective to develop an officer to realise her full potential
 - c. The reporting officer, the reviewing officer and the accepting authority should not report explicitly state shortcoming of the officer reported upon
 - d. fault-finding and also development of the officer
6. APAR is
 - a. only an year-end exercise
 - b. is a regular activity throughout the year
 - c. an year-end exercise but the ORU is under observation throughout the year especially for the problem areas
 - d. an year-end exercise but the supervisory officer should meet the ORU at regular intervals to review the performance and take corrective measures
7. The work plan of the ORU is agreed upon at the beginning of the year. The ORU is transferred out. In such cases
 - a. There are no guidelines on this
 - b. Fresh work plan has to be worked out for the post held by ORU

- c. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan and assessment of work and the lower performance profile in the first quarter should be taken into consideration
 - d. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan
8. ORU is required to give a decollation along with date in respect of which of the following?
- a. Filing of her annual property return, medical checkup and whether she set the annual work plan for all officers for whom she is the reporting officer
 - b. Filing of her annual property return and medical checkup
 - c. Filing of her annual property return
 - d. Filing of her annual property return and whether she set the annual work plan for all officers for whom she is the reporting officer
9. There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in ____ years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.
- a. 7
 - b. 5
 - c. 3
 - d. 2
10. Numerical grading is to be given by the reporting officer in respect of which of the following?
- a. work output and functional competency
 - b. work output, personal attributes and functional competency
 - c. work output
 - d. Work output and functional competency
11. Against the 'integrity column' in APAR, the supervisory officer will
- a. If the Officer's integrity is beyond doubt, it may be stated.
 - b. If there is any doubt or suspicion, the column should be left blank and action taken as given in the guidelines
 - c. If there is any doubt or suspicion, the column should be left blank
 - d. (a) or (b) as the case may be
 - e. (a) or (c) as the case may be
12. Grades of _____ are expected to be rare occurrences and are to be justified.
- a. 9-10
 - b. 1-2
 - c. 1-2 or 9-10
 - d. 1 or 19
13. Which of the following parts of APAR is/are to be disclosed to ORU?
- a. the overall grade
 - b. the overall grade and the pen-picture
 - c. the overall grade, training needs and the pen-picture
 - d. Complete APAR including the overall grade integrity
14. APAR is disclosed to ORU by
- a. the reporting officer
 - b. reviewing officer
 - c. Accepting authority
 - d. by each of the above
 - e. Cadre controlling authority