

**(लेवल-1, ग्रेड पे रु. 1800 में कार्यरत कर्मचारियों की एपीएआर)
APAR For Staff Working in Level-I Grade Pay Rs. 1800**

अवधि/For the period-----

(A) कर्मचारी विवरण (कार्यालय द्वारा भरा जाए) EMPLOYEE PARTICULARS (To be filled by office)	
1.	नाम Name
2.	पिता का नाम Father's name
3.	पदनाम/स्टेशन Designation/Station
4.	जन्म तिथि Date of Birth
5.	नियुक्ति तिथि Date of appointment
6.	शिक्षा Educational qualification
7.	वेतन/वेतनमान Rate of Pay/Grade pay/Level
8.	अनु.जा./अनु.जजा SC/ST(Specify)

(B) ASSESSMENT of PERFORMANCE

(B1)		<ul style="list-style-type: none"> ➤ सत्यनिष्ठा Integrity: ➤ If integrity is 'beyond doubt' write so. If there is doubt or suspicion, leave item blank & attach separate note on which an appropriate decision shall be taken as per procedure. 	
		Marks to be awarded in a scale of 1 to 5	
B2	GENERAL QUALITIES	1.	Attendance
		2.	General Intelligence
		3.	Physical Fitness
B3	WORKING ABILITY	1.	Knowledge of Rules
		2.	Safety Consciousness (Where relevant)
		3.	Quality of work
		4.	Promptness
B4		OVERALL PERFORMANCE	
B5		GRAND TOTAL POINTS OBTAINED [B2+B3+B4]	
(C) Whether any award/penalty during the period if so mention.			

- Note: 1. One(1) is the lowest & Five(5) is the highest in the assessment scale corresponding to 'Below average', 'Average', 'Good', 'Very good', 'Outstanding'.
2. The total points (B5) will be the 'record of service' marks for assessment purpose.

Signature & Name of Employee

(Reporting Officer)

(Reviewing Officer)

Dated:-

Place:-