



प्रसार भारती/Prasar Bharati  
(भारती प्रसारण निगम)/(Broadcasting Corporation Of India)  
आकाशवाणी महानिदेशालय/Directorate General: All India Radio

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No. 1/6/2011-S VII

Akashwani Bhawan, Parliament Street  
New Delhi, dated 25/09/2012

**Subject: - Modified Annual Performance Appraisal Report (APAR) form in respect of Transmission Executive in All India Radio & Doordarshan-reg.**

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Please refer this Directorate's letter of even number dated 13/20.05.2011 circulating therewith the APAR form for Transmission Executives in AIR & DDn.

2. Post of Transmission Executive in AIR & DDn have been re-classified as Gr. B (non-gazetted). Accordingly column for property return has been added as para 6 at page 3 of the APAR form circulated earlier.
3. Heads of All India Radio Stations are required to download the new form and circulate it to all TREXs posted at the station.

(jkdsk feJk) (Rakesh Mishra)  
mi funskd ¼ ¼kk¼ u¼ Dy. Director (Admn.)  
☎. 011-23421172

1. Heads of all All India Radio Stations/Offices.
2. All the Regional ADGs of AIR.

**इतिहास**

**Prasar Bharati**

**इतिहास, इतिहास**

**(Broadcasting Corporation Of India)**

**वर्षा**

**दस्तावेज**

**का**

**इतिहास**

**in dsvf/ldkfj;ka**

**dsfy,**

**वर्षा**

## **Annual Performance Appraisal Report**

For

**Transmission Executive**

In

**Station/Offices**

Of

**All India Radio/Doordarshan**

वर्षा

Name of Officer.....

वर्षा

Report for the year/period ending.....

(to be filled by officer to be reported upon)

Signature.....

Name.....

Office/Station where working.....

Report for the year/period ending.....

### PERSONAL DATA

#### PART-I

(To be filled by the Administrative Section of Concerned Station/Office)

1. Name of Officer .....

2. Date of Birth(DD/MM/YY) ..... (In words).....

3. Present Post & date of appointment in Post.....Date..... Thereto

4. Whether officer belongs to SC/ST :

5. Date of Continuous appointment to the present grade Date Grade

6. Period of absence from duty(on training Leave etc) during the year. If he/she has Gone on training, specify.

7. Brief Service Record:-

Sl. No.	Designation As on...	Promoted to/Financial Upgradation granted	Effective date of Promotion/Financial upgradation granted	Remark, if any
1.				
2.				
3.				
4.				
5.				

(to be filled by officer to be reported upon)

Signature.....

Name.....

**Hkk&2**  
**PART-2**

**ft l vf/ldj h dk ifrou fy[ k tluk g\$ ml ds }kj Hjs t kus ds fy,**  
**To be filled in by the Office reported upon**

1/2 di ; k i fo f V ; la dls Hkj us ds igys vuq s ka dls / ; ku l s i < + y k

(Please read carefully the instructions before filling the entries)

1. fd ; s x ; s dk ; la dk l f (kr fooj .k

Brief description of duties

2. dk ; la ds tks y { ; @ m n a s ; @ / ; s vki us Lo ; a vius fy, fu / M j r fd ; s g l a ; k vki ds fy, fu / M j r fd ; s x ; s g l a mu 1/2 i f j . k e @ e k = k ; k v l ; : i e k dk ; la dh v k B & n l e n a i k f k e d r k ds v k / k j i j c u k , a v l s g j d y { ; dh n f V l s v i u h m i y f c / k c r k , A 1/2 m n k j . k ds fy, vki ds i H k x ds fy, o k f k d d k ; l ; k t u k 1/2

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

y { ; @ m n a s ; @ / ; s Targets/ Objectives/Goals	m i y f c / k ; k Achievements

(to be filled by officer to be reported upon)

Signature.....

Name.....

3. ½ di;k in 2 eacrk, x, y{; k mns; k/; s k dh i ffr ea jgh dfe; k dk l aki eamYy{k dja ;fn y{; k dh i ffr ea d k b z ck/k, a jgh gl rks os crk, A

(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

[Empty box for answer to question 3A]

½ di;k mu in k dk Hh mYy{k dja ftuea d k Qh vf/kd miyfC/k; k a jgh gS v k m uea vius ; k nku dk Hh mYy{k dja

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

[Empty box for answer to question 3B]

4. 0; k o l k f; d f u i q k r k l s f d l H k k dk 0; o g k j d j l d r s g S ?

What language can you use Professionally?

1. ckyuk o fy[kuk Write as well as speak.	
2. d o y ckyuk Speak only.	
3. d o y fy[kuk Write only.	

5. l o k f z fork, x, l e; ½ d h e d k; k y; dk u k e ½

Service Career under (name of station/office)

dk; k y; @ d h z dk u k e Office/Station	fork, x, l e; Period of Working	in Post	fd, x, dk; l dk i d k j Nature of Work

6. d l; k m Y y { k d j a f d D; k i o b r i z d s y m j o " l z e a v p y l a f r o k " l z d f o o j . k h f u / w j r r k j h [ k v f k z d s y m j o " l z l s m l k j o r i z o " l z d k s 31 t u o j h r d n t z d j k n h x b z F k A ; f n u g h a r k s f o o j . k n T k z d j k u s d h r k j h [ k n h t k, A

Please state whether the annual return on immovable property for the preceding calander year was filed within the prescribed date i.e. 31<sup>st</sup> January on the following calendar year. If not, the date of filing the return should be given.

[Empty box for answer to question 6]

fnul

Date: .....

l p u k n s s o k y s v f / k d k j h d s g l r k k j

Signature of officer reported upon

(to be filled by officer to be reported upon)

Signature.....

Name.....

**Hkk&3**

**PART-3**

1. [; Red oxtldj.k dk fu/Mj.k ifronu rFk i qfufjh(k.k i kf/kdkjh }kjk fd;k tkuk gS tks 1&10 ds i&kus ij gkuk plfg,] tgk/1 lclsde Jskh dk rFk 10 mPpre Jskh dk mYy[k djrk gA

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

¼di;k ifo"V; k dks Hkj us ds igys fn' kfun& k dks /; ku l s i<+y½

(Please read carefully the guidelines before filing the entries)

¼½ dk; Zfu"iknu dk eW; kdu ½l Hkx dk Hkj 40 % gkx½

(A) Assessment of work output (weightage to this Section would be 40%)

	ifronu ikf/kdkjh Reporting Authority	iqfozykdu ikf/kdkjh ¼ mHkz Hkx&5 dk i gkx½ Reviewing Authority (Refer Para 2 of Part-5)	iqfozykdu ikf/kdkjh ds vki   kj Initial of Reviewing Authority
i) iölu; ktr dk; Zdh ifjiwtk@fo"k; ds vk/Mj ij vkoM/r fd;k x;k dk; Z Accomplishment of planned work/work allotted as per subjects allotted			
ii) dk; Zfu"iknu dh dksV Quality of output			
iii) fo'ySk. Red ; k; rk Analytical ability			
iv) viokRed dk; Zdh ifjiwtk@fd; s x, viR; k'r dk; Z Accomplishment of exceptional work/unforeseen tasks performed			
<b>fuxr dk; Zij dy feyldj Jskdj.k</b> <b>Overall Grading on 'Work Output'</b>			

¼½ 0; fDrxr fo'kkrkvlk dk eW; kdu ½l Hkx dk Hkj 30 % gkx½

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	ifronu ikf/kdkjh Reporting Authority	iqfozykdu ikf/kdkjh ¼ mHkz Hkx&5 dk i gkx½ Reviewing Authority (Refer Para 2 of Part-5)	iqfozykdu ikf/kdkjh ds vki   kj Initial of Reviewing Authority
i) dk; Zdh vfhkofr Attitude to work			
ii) ftlenkjh dk csk Sense of responsibility			
iii) vuqkl u dk vuqj(k.k Maintenance of Discipline			
iv) l ázk.k {kerk, a Communication skills			
v) usro xqk Leadership qualities			
vi) ny dh Hkxouk ea dk; Zdjus dh {kerk Capacity to work in team spirit.			
vii) l e; l k. kh dk vuqj.j.k djus dh {kerk Capacity to adhere to time-schedule			
viii) ijLij 0; fDrxr l ek Inter-personal relations			
ix) l exl Nfo , oa 0; fDrro Overall bearing and personality			
<b>0; fDrxr fo'kkrkvlk ij dy feyldj Jskdj.k</b> <b>Overall Grading on 'Personal Attributes'</b>			

(to be filled by officer to be reported upon)  
 Signature.....  
 Name.....

1/2 izdk; Med I {lerk dk em; kedu 1/2 Hlx dk Hkj 30 % glsk2  
 (C) Assessment of functional competency (weightage to this Section would be 30%)

	ifronu ikf/kdkjh Reporting Authority	iqfoykdu ikf/kdkjh 1/4 mH2 Hlx&5 dk isj2 Reviewing Authority (Refer Para 2 of Part-5)	iqfoykdu ikf/kdkjh ds vk  {kj Intial of Reviewing Authority
i) fu; e@ofoue; @dk; Z , oa ; k; rk ds {e- ea ifdz k, W dh tkudkj Knowledge of Rules/Regulations/procedures in the area of function and ability to apply them correctly.			
ii) ulfrc) ; kruk cukusdh {lerk Strategic planning ability			
iii) fu. k; yusdh {lerk Decision making ability			
iv) I elo; {lerk Coordination ability			
v) v/kulFk ds ij r , oafodf l r djusdh {lerk Bility to motivate and develop subordinates			
vi) igy 'kDr Initiative			
<b>izdk; Med I {lerk ij dy feyldj Jskdj.k</b> Overall Grading on "Functional Competency"			

**Hlx&4**

**PART-4**

**I klu;**

**General**

1. turk ds I kfk Hlxmkjh 1/4tgW/Hh iz k; 1/2

Relations with the public (Wherever applicable)

1/4turk dh vko'; drkvladk mR jnkf; Ro , oavf/kdkjh rd vfhxe ij di; k fVli .kh n2

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. if'k{k.k

Training

1/4di; k vf/kdkjh dh iHkfork , oadk; Z {lerkvl eavlg vf/kd I qkj vlg of) djusdh n"V I sml ds if'k{k.k dsfy, fl Qkfj#o dj2

(Please give recommendation for training with a view to further improving the effectiveness and capabilities of the officer)

(to be filled by officer to be reported upon)

Signature.....

Name.....

3. LoLF; dh fLFfr

State of health

[Empty box for State of health]

4 IR; fu"Bk

Integrity

vd; k vf/kdkjh dh IR; fu"Bk ij fVi .h nã

(Please comment on the integrity of the officer)

[Empty box for Integrity comment]

5. ifronu vf/kdkjh }jk vf/kdkjh dh lElr fo'kkrkvd dh rLohj ¼yxHkx 100 'Knlæd ft l eal keF; L {k- , oade l keF; L {k- vl k/kj .k mi yfC/k; egloiwk vl Qyrkvd ¼ mHk% Hkx&2 dk 3¼½, oa 3¼½, oançy oxld ds ifr vfHkoifr 'kfeý gl Pen Picture by reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref: 3(A) & 3 (B) of Part-2) and attitude towards weaker sections.

[Empty box for Pen Picture]

6. ifronu ds Hkx&3 ds [M v] c rFk l eafn, x, Hkjkak ds vk/kj ij dy feykj l ; Red oxldj .ka Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

[Empty box for Overall numerical grading]

ifronu vf/kdkjh ds glrk{kj  
Signature of the Reporting Officer

LFku%  
Place:.....

uke l kQ v{kjæ%  
Name in Block Letter:.....  
inuke%

fnukd%  
Date: .....

Designation:.....  
ifronu dh vof/k e%  
During the period of Report: .....



(to be filled by officer to be reported upon)

Signature.....

Name.....

### Part 5

#### PART-5

##### 1. i qfozykdu ikf/kckjh

REMARKS OF THE REVIEWING OFFICER.

i qfozykdu ikf/kckjh ds vlrxt Lok dky

Length of service under the Reviewing Office

2. D;k vki Hlx&3 o Hlx&4 eafuxr dk;Z rFlk fofHlu xqkads l cdk ea ifronu vf/kckjh }kjk fd;sx;sew; kdu lslger gA D;k vki vf/kckjh dh vl k/kj.k miyfc/k; kregbomkZ vl Qyrkvads l cdk eafd;sx;sew; kdu lslger gA ¼ mHlx&3¼½ (iv) rFlk Hlx&3¼½½;fn vki ifronu vf/kckjh }kjk fn;sx;sxqkadsidl h l ; Red ew; kdu lslger ugha gsrk di;k viuk eF; kdu bl [k.M dsfn;sx;slrkk eanarFlk fo|elurk dks vk| {kj djA½

Do you agree with the assessment made by the reporting office with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3 (iv) and Part-4 (5) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

<b>gk</b> Yes	<b>ugh</b> No
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3. vl ger gksudh flFlr eadi;k bl ds dkj.k crk; D;k dksZ, dh crk gSftl svki dñ cnyuk ; k tMuk pkgrs gA  
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. i qfozykdu ikf/kckjh }kjk dye rlohjA di;k lekyku dja½yxHlx 100 'Cnla ek ft l ea vf/kckjh dh l elr fo'lsrkvk dh l kiF;Z (ls- , oade l keF;Z (ls- , oam l dh ncy oxk ds ifr vflkoF 'Wfey gk

Pen Picture by reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

(to be filled by officer to be reported upon)

Signature.....

Name.....

5. ifronu dsHkx&3 [M&v] [M&c rFk [M&l eafn, x, Hkjkak ds v/k/kj ij dy feykdj l ;Red oxtclj.k  
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in  
Par-3 of the Report.

iqfoj/kdu iM/kcljh ds gLrk/kj  
Signature of the Reviewing Officer

LFku%  
Place:.....

uke l kQ v{kjke%  
Name in Block Letter:.....

fnukl%  
Date: .....

inuke%  
Designation:.....  
ifronu dh vof/k e%  
During the perod of Report: .....

**Iđ;Red Jskdj.k ds lfk , ih, vki Hjus læk fn'Wunđk**  
**Guidelines regarding filling up of APAR with numerical grading.**

- (i) , ih, vki ds lřhfk fof/kor l ko/kuh vki /; kuiđđ rfk i; kř l e; nřsgg Hjus plfg, A

The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

- (ii) ;g vk'lk dh tkrh gřfd 1 vřkok 2 dsfdlh oxřđj.k vřuxř dk;Z ;k fo'křkřvř; k dy feykdj Jskdj.k ds ifrdy½ dks fo'křV vl Qyrkvř ds exZ l s dye fp= ea i; kř : i l s vřpř; fn; k tk, xk vř bl h idkj 9 vřkok 10 dsfdlh Jskh ds læk ea fo'křV mi yřc/k; k ds læk ea vřpř; fn; k tk, xkA Jskh 1&2 vřkok 9&10 fojy gřh gř vr% mudk vřpř; fn, tkus dh tkus dh t: jr gA l kř; d Jskh inku djrs gg ifronu , oa iřfořkřdu ikř/křkř; k ds fdlh vf/křkj dk ntř fu/wř .k muds vřku ogh l đ; k ea oržku ea dk; jr l g; kř; k dh rçyuk ea djuk plfg, A

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 accomplishment. Grades of 1-2 or 9 or 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 office against a larger population of his/her peers that may be currently working under them.

- (iii) , ih, vki dk 8 l s 10 ds čp dk oxřđj.k Bmřd"vř fy; k tk, xk rfk l pđđj.k inkuř ds fy, vř r ikrđ djh x. luk djus ds fy, ikrđ 9 fn; k tk, xkA

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) , ih, vki dk 6 l s 8 l s Nřk ds čp dk oxřđj.k Bcgř vřNř fy; k tk, xk rfk ikrđ 7 fn; k tk, xkA

APARs graded between 6 and short of 8 will be rated as "Very God" and will be given a score of 7.

- (v) , ih, vki dk 4 l s 6 l s Nřk ds čp dk oxřđj.k BvřNř fy; k tk, xk rfk ikrđ 5 fn; k tk, xkA

APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.

- (vi) , ih, vki dk 4 l s de oxřđj.k B'ř; p fy; k tk, xkA

APARs graded below 4 will be given a score of "Zero".

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