

THE GAUHATI HIGH COURT
ITANAGAR PERMANENT BENCH AT YUPIA, ARUNACHAL PRADESH
Email- itanagar.bench@gmail.com

No.HC(IB)14/2010/Admn/(Pt)/

Dated Yupia, the 04th December' 2024.

C I R C U L A R

The **ACRs/ APARs for the year 2024** in respect of all the Officers and staff of this Registry will be documented as per Notification No.HC.V-34/2013/656B/Estt. Dated 05.08.2014.

The Administrative Section shall provide the formats of the ACRs/ APARs in respect of [1] Gazetted Officers (Group-A and B), [2] Private Secretaries, [3] Group-B (Non-Gazetted), [4] Group-C (Ministerial/ Non-Ministerial/ Technical) staff or may be downloaded from the official website of this Registry.

All the Officers and staff are directed to fill up the formats of the ACRs/ APARs indicating their place of posting etc. during the reporting year **2024** in order to obtain the remarks of the concerned Reporting/ Reviewing/ Accepting authorities and to submit the filled in ACRs/ APARs to the Administrative Section on or before **31st December, 2024** positively for further necessary action.

Sd/- Lobsang Tenzin
REGISTRAR

Memo No.HC(IB)14/2010/Admn/(Pt)/ 897/-981 Dated Yupia, the 04th December' 2024.
Copy to: -

1. The Joint Registrar-cum-DDO, Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
2. The Deputy Registrar (Admn/ Judicial), Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
3. The Assistant Registrar (Judicial), Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
4. The Librarian-cum-Research Officer, Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
5. The PS to Hon'ble Mrs. Justice Mitali Thakuria, Judge, Gauhati High Court, Itanagar Permanent Bench, Yupia for information of Her Ladyship.
6. The PS to Hon'ble Mr. Justice N. Unni Krishnan Nair, Judge, Gauhati High Court, Itanagar Permanent Bench, Yupia for information of His Lordship.
7. The System Analyst, Gauhati High Court, Itanagar Permanent Bench, Yupia for information. She is directed to upload this order alongwith copies of relevant ACR/ APAR formats in the official website of this Registry.
8. The Admn. Officer (Judl.), [Judicial/ Accounts/ Administrative Section(s)], Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
9. The Court Officer, Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
10. The SPA to the Registrar, Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
11. Notice Board.
12. Office Copy.


(Lobsang Tenzin)
REGISTRAR

THE GAUHATI HIGH COURT

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ANNUAL PERFORMANCE APPRAISAL REPORT FOR GAZETTED OFFICERS OF THE GAUHATI HIGH COURT

[JOINT REGISTRAR/ DEPUTY REGISTRAR/ ASSISTANT REGISTRAR/ SPECIAL OFFICER (TRANSLATION WING)/ LIBRARIAN-CUM-RESEARCH OFFICER/ SECRETARY TO HCJ/ CHIEF TRANSLATOR/ SYSTEM ANALYST/ FINANCE & ACCOUNTS OFFICER/ ADMINISTRATIVE OFFICER (JUDICIAL)/ PROTOCOL OFFICER/ COURT OFFICER/ SENIOR GRADE TRANSLATOR/ PROGRAMMER/ COURT MASTER/ ASSISTANT PROTOCOL OFFICER AND OTHER GAZETTED OFFICERS]

Name of the Officer_____

Designation_____

Report for the year/ period from_____

**ANNUAL PERFORMANCE APPRAISAL REPORT FOR THE YEAR/
PERIOD _____**

PERSONAL DATA

Part-I

1. Name of the Officer : _____
2. Designation : _____
3. Date of Birth (DD/MM/YYYY) : _____
(In words _____)
4. Educational Qualification : _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto:
Post _____ Date _____ Section/Court _____
7. Period of absence from duty during the year: _____
(Leave/ Training)

Part-II

(To be filled in by the Officer reported upon)

[The resume is to be furnished within the space provided limited to 150 words and is required to be signed. Mention any special achievements during the year/ period. In the event of shortfall in achievement, furnish reasons]

Date:

Signature of the Officer reported upon

Part-III – ASSESSMENT OF THE REPORTING OFFICER:

(A)Assessment of Work Output:

1. Does the Reporting Officer agree with each and every significant statement contained in the resume (Part-II) :
2. Accomplishment of work allotted as per subject allotted :
3. Quality of output :
4. Analytical ability :
5. Overall Grading on "Work Output" :

(B)Assessment of personal attributes:

1. Attitude to work :
2. Sense of responsibility :
3. Maintenance of Discipline :
4. Communication skills :
5. Capacity to work in team spirit :
6. Inter personal relations :
7. Overall bearing and personality :
8. Overall Grading on "Personal Attributes" :

(C) Assessment of function competency:

1. Knowledge of Rules/ Regulations/ Procedure in the area of function and ability to apply them correctly :
2. Strategic planning ability :
3. Decision making ability :
4. Co-ordination ability :
5. Ability to motivate and develop subordinates :
6. Initiative :
7. Overall Grading on "Functional Competency" :

Part-IV – GENERAL

1. Relations with the public (wherever applicable) :
2. State of Health :
3. Integrity :
4. Regularity and Punctuality in attendance :
5. Does the Officer have any special characteristics and/ or any outstanding merits or abilities which would justify his/ her selection for special assignments, if any please mention these characteristics briefly :

6. Overall Grading: **[Outstanding/ Very Good/ Good/ Average/ Below Average]**

Signature of the Reporting Officer

Name in Block Letters:

Designation:

Date:

Part-V – REMARKS OF THE REVIEWING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various achievements/ significant failures of the Officer reported upon (Ref Part-III and Part-IV)

YES	NO
-----	----

2. [In case of disagreement, please specify the reasons. Is there anything you wish to modify or add]

3. Overall Grading by the Reviewing Officer:

[Outstanding/ Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer

Name in Block Letters:

Designation:

Date:

Part-VI – REMARKS OF THE ACCEPTING OFFICER:

4. Do you agree with the assessment made by the Reporting Officer and Reviewing Officer with respect to the work output and the various achievements/ significant failures of the Officer reported upon. (Ref Part-III, Part-IV and Part-V)

YES	NO
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5. [In case of disagreement, please specify the reasons. Is there anything you wish to modify or add]

6. Overall Grading by the Accepting Officer:

[Outstanding/ Very Good/ Good/ Average/ Below Average]

Signature of the Accepting Officer

Name in Block Letters:

Designation:

Date:

Guidelines regarding filling up of APAR

Guidelines regarding filling up of APAR

1. *The columns in the APAR should be filled in with due care and attention and after devoting adequate time.*
2. *Assess the employee on his/her performance in his/her present position and for the period reported upon.*
3. *The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.*
4. *The reporting and reviewing authority should be done under whom the officer/employee has rendered at least three months of continuous service.*
5. *In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.*
6. *If there is no Review Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.*
7. *The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31st March. The year of reporting will be 1st January to 31st December (Year basis).*
8. *The remarks will substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.*
9. *The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.*

THE GAUHATI HIGH COURT

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ANNUAL PERFORMANCE APPRAISAL REPORT **FOR PRIVATE SECRETARY/STENOGRAPHER**

(Senior Private Secretary/Private Secretary/Senior Personal Assistant)

Report for the year/period _____

PERSONAL DATA

Part-I

1. Name of Officer: _____
2. Designation: _____
3. Date of Birth (DD/MM/YYYY): _____
(In words _____)
4. Educational Qualification: _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto:
Post _____ Date _____ Attached with _____
7. Period of absence from duty during the year: _____
(Leave/Training)

PART-II (To be filled in by the Officer reported upon) [The resume is to be furnished within the space provided limited to 100 words and is required to be signed. Mention any special achievements during the year/period. In the event of short fall in achievement, furnish reasons.]

• **Brief description of duties:**

Date:

Signature of the Officer reported upon

PART-III

ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filing the entries)

1. Does the Reporting Officer agree with :
each and every significant statement
contained in the resume of the work
done by the Officer
2. State of Health :
3. Regularity & punctuality in attendance :
4. Proficiency and accuracy in stenographic :
5. Communication skill :
6. Intelligence, keenness & industry :
7. Trustworthiness in handling secret and :
top secret matters and papers
8. Maintenance of engagement diary and :
timely submission of necessary papers
for meetings, interview, etc.
9. General assistance in ensuring the matters:
requiring attention are not lost sight of
10. Initiative and tact in dealing with the :
telephone calls and visitors
11. Ability to draft notes, letters, minutes, :
briefs and ability to prepare summary,
etc. (in case such items of work have
been performed by the Officer)
12. (a) Has the Officer any special :
characteristics and/or any outstanding
merits or abilities, which would justify
his/her selection for special assignments.
If so, please mention these
characteristics briefly
(b) Recommendations regarding :
suitability for other spheres of work
(This should be substantiated)
13. Has he/she been reprimanded for :
indifferent work or for other causes
during the period under report? If so,
brief particulars
14. General assessment of personality, :
character and temperament including
relations with fellow employees,
amenability to discipline, etc.
15. Integrity :

Grading: (An Officer should not be graded :
outstanding unless exceptional qualities and
performance have been noticed. Grounds for
giving such a grading should be clearly brought
out)

**[Outstanding/Very Good/Good/Average/
Below Average]**

Signature of the Reporting Officer

Name in block letter:

Designation:.....

Date:

PART-IV

REMARKS OF THE REVIEWING OFFICER: (If applicable)

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref. Part-II and Part-III)

YES	/	NO
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2. [In case of disagreement, please specify the reason, is there anything you wish to modify or add]

3. Overall Grading by the Reviewing Officer:

[Outstanding/ Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer

Name in Block Letters:

Date:

Designation:

PART-V

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Reviewing officer with respect to the work output and the various achievements/significant failures of the officer reported upon
(Ref. Part-II, Part-III and Part-IV)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Accepting Officer:

[Outstanding/Very Good/Good/Average/Below Average]

Signature of the Reviewing Officer

Name in Block Letters:

Designation:

Date:

Guidelines regarding filling up of APAR

Guidelines regarding filling up of APAR

- 1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.*
- 2. Assess the employee on his/her performance in his/her present position and for the period reported upon.*
- 3. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.*
- 4. The reporting and reviewing authority should be done under whom the officer/employee has rendered at least three months of continuous service.*
- 5. In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.*
- 6. If there is no Review Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.*
- 7. The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31st March. The year of reporting will be 1st January to 31st December (Year basis).*
- 8. The remarks will substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.*
- 9. The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.*

THE GAUHATI HIGH COURT

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ANNUAL PERFORMANCE APPRAISAL REPORT **FOR MINISTERIAL STAFF GR-II AND GRADE-III**

[Assistant/ Accountant-cum-Cashier/ Assistant Librarian/ Programmer/ Senior Judicial Assistant/ Jr. Grade Translator/ Judicial Assistant/ Assistant Protocol Officer/ Library Assistant/ Sr. Grade Typist/ Typist/ Computer Assistant/ Record Keeper and any other Group-B (Non-Gazetted) and Group-C (Ministerial) staff]

Report for the year/period _____

PERSONAL DATA

Part-I

1. Name of Officer: _____
2. Designation: _____
3. Date of Birth (DD/MM/YYYY): _____
(In words _____)
4. Educational Qualification: _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto and the section in which he/ she is posted during the period:
Post _____ Date _____ Section _____
7. Period of absence from duty during the year: _____
(Leave/ Training)

PART-II [To be filled in by the Officer reported upon (The resume to be furnished with the space provided limited to 100 words and is required to be signed). Mention any special achievements during the year/ period. In the event of shortfall in achievement furnish reasons]

1. Brief description of duties:

Date:

Signature of the Officer reported upon

PART-III

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

1. Regularity & punctuality in attendance :
2. Maintenance of records including files & prescribed registers etc. :
3. Intelligence, keenness & industry :
4. Energy, promptness and accuracy in dealing with allotted job :
5. Skill in noting & drafting :
6. Communication skill :
7. Integrity (Tick whichever is applicable) :
 - a) Beyond doubt
 - b) Nothing adverse
 - c) Doubtful
 - d) Lack of integrity (mention in brief)
8. Capacity to work in team spirit :
9. Behaviours towards his/her superiors/ Colleagues :
10. Is he/ she amenable to discipline? :
11. Has he/ she done any outstanding work during the period under report which deserves appreciation? :
12. Has he/she been reprimanded for indifferent work during the period under report? If so, brief particulars thereof. :
13. Remarks as to defects in his/ her character which may militate against his efficiency and suitability :
14. Whether any complaint/departmental enquiry is pending, if so, a brief description thereof. :
15. State of Health :
16. General assessment – (Give an overall assessment of the officer/ staff with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties etc.) :
17. Grading :
[Outstanding/ Very Good/ Good/ Average/ Below Average/ Poor]

Date:

Signature with designation of the Reporting Officer

Name:

Designation:

PART-IV

REMARKS OF THE REVIEWING OFFICER:

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref. Part-II and III)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

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3. Overall Grading by the Reviewing Officer:

[Outstanding/ Very Good/ Good/ Average/ Below Average/ Poor]

Signature of the Reviewing Officer

Name in Block Letters:

Date:

Designation:

PART-V

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Reviewing officer with respect to the work output and the various achievements/significant failures of the officer reported upon (Ref. Part-III and IV)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

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3. Overall Grading by the Accepting Officer:

[Outstanding/Very Good/Good/Average/Below Average/Poor]

Signature of the Accepting Officer

Name in Block Letters:

Designation:

Date:

Guidelines regarding filling up of APAR

Guidelines regarding filling up of APAR

1. *The columns in the APAR should be filled in with due care and attention and after devoting adequate time.*
2. *Assess the employee on his/her performance in his/her present position and for the period reported upon.*
3. *The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.*
4. *The reporting and reviewing authority should be done under whom the officer/employee has rendered at least three months of continuous service.*
5. *In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.*
6. *If there is no Review Authority or Accepting Authority as mentioned in the orders, the remarks recorded by the Reporting Authority will be final.*
7. *The reporting/reviewing and accepting of the APAR should be completed ordinarily within three months i.e. by 31st March. The year of reporting will be 1st January to 31st December (Year basis).*
8. *The remarks will substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.*
9. *The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.*

THE GAUHATI HIGH COURT

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ANNUAL PERFORMANCE APPRAISAL REPORT **FOR NON-MINISTERIAL STAFF GRADE-III AND GRADE-IV**

[Telephone Operator/Record Assistant/Electrical Assistant/ Electrician/ Fax Operator/ Head Usher/ Head Chauffeur/ Chauffeur/Photocopy Operator/ Senior Chef/ Court Keeper/ Usher/ Head Lawn Attendant/ Court Attendant/ Chef/ Darwan/ Lawn Attendant/ Farash/ Pump Man/ Room Attendant/ Lift Operator/ Sanitation Attendant and other non-ministerial Grade-III and Grade-IV staff]

Report for the year/period _____

PERSONAL DATA

Part-I

1. Name of Staff: _____
2. Designation: _____
3. Date of Birth (DD/MM/YYYY): _____
(In words _____)
4. Educational Qualification: _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto:
Post _____ Date _____
7. Section in which the incumbent is presently working: _____
8. Period of absence from duty during the year: _____
(Leave/Training)

PART-II

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

1. Regularity & punctuality in attendance :
2. Intelligence, keenness & industry :
3. Energy, skill, promptness and accuracy :
in dealing with is allotted job
4. Communication skill :
5. Integrity (Tick whichever is applicable) :
 - a) Beyond doubt
 - b) Nothing adverse
 - c) Doubtful
 - d) Lack of integrity (mention in brief)
6. Capacity to work in team spirit :
7. Behaviours towards his/her superiors/ :
Colleagues
8. Has he/she been reprimanded for :
indifferent work during the period
under report? If so, brief particulars
thereof.
9. Whether any complaint/departmental :
enquiry is pending, if so, a brief
description thereof.
10. State of Health :
11. General assessment – (Give an overall :
assessment of the staff with reference
To any striking qualities not covered by
the above entries, sense of
responsibilities in discharging duties etc.
12. Grading :

[Outstanding/ Very Good/ Good/ Average/ Below Average/ Poor]

Date:

Signature with designation of the Reporting Officer

Name:

Designation:

PART-III

REMARKS OF THE REVIEWING OFFICER:

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon
(Ref. Part-II)

YES	/	NO
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2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

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3. Overall Grading by the Reviewing Officer:

[Outstanding/ Very Good/ Good/ Average/ Below Average/ Poor]

Signature of the Reviewing Officer

Name in Block Letters:

Date:

Designation:

PART-IV

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Reviewing officer with respect to the work output and the various achievements/significant failures of the officer reported upon
(Ref. Part-II and III)

YES	/	NO
-----	---	----

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

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3. Overall Grading by the Accepting Officer:

[Outstanding/ Very Good/ Good/ Average/ Below Average/ Poor]

Signature of the Accepting Officer

Name in Block Letters:

Designation:

Date:

Guidelines regarding filling up of APAR

Guidelines regarding filling up of APAR

1. *The columns in the APAR should be filled in with due care and attention and after devoting adequate time.*
2. *Assess the employee on his/her performance in his/her present position and for the period reported upon.*
3. *The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. The assessment should be as objective as possible. Personal liking and disliking should not form the basis of any opinion, but, at the same time, softness to shield defects should also be avoided.*
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5. *In case of differences of rating between the Reporting and Reviewing Authorities, the rating of Accepting Authority will be the final.*
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8. *The remarks will substance of entries in APAR be ordinarily communicated to the person concerned within one month of its acceptance by the Accepting Authority. The employee may represent to the authority within a month against adverse remarks.*
9. *The Assam Services (Confidential Rolls) Rules, 1990 be applicable in other matters.*