



'CORRUPTION, A CRIME AGAINST NATION'

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Circular No.01/2018

Sub:- Revision of Annual Confidential Report Forms of
Police Officers (Gazetted and Non-gazetted) –
Annual Performance Appraisal Report (APAR) – reg.

Ref:- GO(Rt.)No.2872/2017/Home dated 02.11.2017

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01. The present ACR forms are obsolete and many assessment areas provided are obscure, subjective, outdated or insufficient in the changed concepts of Policing. In order to cater to these needs, the Police Officers have to be assessed differently. Considering the roles of the Police Officers in the present scenario, the present ACR Forms needed a drastic revision to assess the Police Officers correctly.

02. The ACR system has been replaced in most of the States by APAR System. In this system, the officer reported upon writes his assessment about himself and then sends it to the Reporting Officer, who sends it to the Reviewing Officer and lastly the Accepting Authority records his remarks. This is a 180 degree transparent system, wherein after getting the PAR assessed by the Reporting / Reviewing / Accepting Authorities, the same is sent to the Officer Reported Upon for noting down.

03. Considering the above facts, the State Government has issued orders relating to the change of the ACR form and bringing the system of APAR from Inspectors to SP (non-IPS) and from SCPOs to SIs and has prescribed two forms. This has been already in force in Police Department. As most of the Officers in the VACB are from Police Department, and they work for a limited period in VACB before going back

to the Police Department, it is desirable that their performance are evaluated like in the Police Department to have continuity in evaluation. Therefore, from this year onwards, the new format will be followed (2017 ACRs to be in the new formats).

04. The new formats of APAR (**one format for SCPOs to SIs and another format for Inspectors to SPs (non IPS)**) are enclosed herewith.

05. The Supdt. of Police (Int.) and Deputy Supdt. of Police (HQ) must arrange training sessions / workshops of all officials and make them aware of this new system; how to write self-assessment report, what reporting, reviewing and accepting officers have to write, what not to write etc.

06. We are also preparing APAR format for CPOs. A separate format will be issued in due course.


Loknath Behera IPS
Director

Copy to:

1. All Unit Heads
2. ADGP / SP (Int) / Dy.SP (HQ)
3. ADP (Vig.) / Legal Adviser / Addl. Legal Advisers
4. Circular File
5. CA to Director / ADGP / SP(Int.) / ADP (Vigilance)

Copy to : The SPC & DGP – for information.

GOVERNMENT OF KERALA

VIGILANCE DEPARTMENT

Annual Performance Appraisal Report on Non-Gazetted Officers (SCPO/ASI/SI & officers in equivalent Ranks)

Annual Performance Appraisal Report for the period from to (dd-mm-yy)

(To be filled by the officer reported upon)

PART - A

1. Name & Rank of the officer :
(Name in Block Capital)
2. Date of Birth & Age :
(dd-mm-yy)
3. Date of Entry in Service :
(dd-mm-yy)
4. Date of Retirement :
(dd-mm-yy)
5. Post held during the period :
6. Grade during assessment period (if any)

Passport size photo

PEN :

(a) Whether temporary / regular/ officiating	
(b) Whether probation in the present post has declared or not, if not the reason thereof	
(c) Whether confirmed in the present post	

7. Date of assumption of charge in :
the present post (dd-mm-yy)
8. Educational Qualifications :
9. Health & Physical details

(i) Height (cm)	
(ii) Weight (kg)	
(iii) Chest (cm)	

10. Major ailments, if any :
11. Indebtedness status :
12. Period of absence from duty :

Period		Type (Specify)	Remarks
From	To		

13. Training Programmes attended during the period :
(Vigilance Suite Training attended may be specifically mentioned)

Date from	Date To	Institute	Subject

14. Whether knows how to work on Vigilance Suite Programme :

Yes	No
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15. Details of PRs (finalized / pending during the period of reporting)

16. Details of Rewards / Commendations received during the period of reporting :

17. Please specify major targets / goals / objectives that were set to you and / or set for yourself in the order of priority :

18. Wherever targets have been fixed, how far have been achieved particularly in respect of inspection, tour and supervision of vigilance work in general :

19. Please state briefly the shortfalls with reference to the target / goal / objectives referred to in columns above. Also specify the constraints, if any :

20. Please also indicate items in which there have been significantly better / higher achievements compared to targets and your contribution thereto :

21. Specify officer's requirement for training (subject wise), to improve expertise :

22. Date of last prescribed medical check up done :

23. Date of filing the property return for the year ending December :

Signature with date

(To be filled up by the Reporting Officer)

PART - B

Instructions : In awarding of numerical **Grades**, it should be assigned on a scale of **1-10**, in whole numbers with 1 referring to lowest grade and 10 to the highest grade. It is expected that any grading of (1-2) for poor and (9-10) for excellent output / attributes / performance are rare occurrences and hence need to be justified. (Write N/A where an aspect is irrelevant to the assignment)

Rating	09-10	08-07	06-05	04-03	02-01
Grading	Excellent	Very Good	Good	Satisfactory	Poor

1. Assessment of Knowledge (on a scale of 1 - 10)

Domain	Grades
1. General Vigilance Work	
2. Investigation	
3. Intelligence collection	
4. Aid to Investigation	
5. Quality of process service	
6. Any other (specify)	
Overall grading on 'Knowledge'	

2. Assessment of Ability (on a scale of 1 - 10)

Attributes	Grades
1. Prevention of Crime	
2. Investigation of Crime	
3. Collection of Intelligence	
4. Office Management	
5. Giving Training	
6. Vehicle Management	
Overall grading on 'Ability'	

3. Assessment of Personal Attributes (on a scale of 1 - 10)

Attributes	Grades
1. Attitude towards work	
2. Intelligence	
3. Sense of Responsibility	
4. Health & physical capacity	
5. Promptness, Industry and Zeal	
6. Personality and bearing	
7. Emotional Stability	
8. Communication Skills	
9. Capacity to work in time limit	
10. Punctuality	
11. Discipline	
Overall grading on 'Personal Attributes'	

4. Assessment of Functional competency (on a scale of 1 – 10)

Expertise	Grades
1. Decision making ability	
2. Initiative	
3. Technical knowledge	
(i) Forensic Science	
(ii) Computers	
(iii) Other skills (specify)	
4. Supervision of staff/subordinates	
(i) Enforcing Discipline	
(ii) Ensuring Work output	
(iii) Man Management	
(iv) Prevention of Corruption	
(v) Motivation and development of skills	
Overall grading on `Functional Competency`	

5. Assessment of Public & Official Interactions (on a scale of 1 – 10)

Interaction	Grades
1. Behaviour towards,	
(i) Public	
(ii) Senior officials	
(iii) Colleagues	
(iv) Subordinate officials	
2. Attitude towards SC / ST issues	
3. Gender Sensitivity	
(i) Conduct towards women	
(ii) Attitude towards women	
4. General Reputation and Conduct	
Overall Grading on `Interaction`	

6. Any sustainable public criticism, Note if any

7. Integrity of the Officer

(Please comment on the Integrity of the officer)

8. Overall Assessment (on a scale of 1-10)

(Justify the same in the grade is Excellent or Poor)

9. General Remarks by the Reporting Officer

(a pen picture of the personality, overall performance with brief of excellent work done during the period)

Name of Reporting Officer :

Designation during the period of report :

Date :

Signature with designation seal

10. Overall Grading & Remarks of the Reviewing Officer (on a scale of 1-10)

(If the overall grading is modified either as Excellent or Poor, justify the same)

Name of Reviewing Officer :

Designation during the period of report :

Date :

Signature with designation seal

11. Overall Grading & Remarks of the Accepting Authority (on a scale of 1-10)

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Date :

Signature with Name & designation

12. Disclosure of APAR and representation by the Officer reported upon :

- (i) Date of communication of the adverse remarks since the last report :
- (ii) Orders on the representation if any arising from (a) above :

Place :

Signature & Date

(to be filled by the Reporting / Reviewing / Accepting Authority)	Date of receipt (dd-yy-mm)	Date of dispatch (dd-yy-mm)
1.Date of APAR received/sent by the Reported Officer		
2.Date of APAR received/sent by the Reviewing Officer		
3.Date of APAR received/sent by the Accepting Authority		

1. If any aspect is irrelevant N/A
2. Reviewing officer may be any officer superior to the Reporting Officer either during the entire or major part of the period of report
3. Period of report is a calendar year.

Notes :

- If the Reporting Officer retires or is transferred the officer reported upon shall immediately submit his / her APAR provided he / she has worked for more than 45 days under the retiring / transferred officer.
- Movement of APAR from one officer to other to be informed to the officer reported upon.