

NR 260 GR 3500 (16P)

Confidential**No. T6/40455/2016/PHQ**

Police Headquarters

Thiruvananthapuram

Date: 06.11.2017

Circular No.31/2017

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

Ref: G. O (Rt.) No. 2872/2017/Home Dated, 02.11.2017

At present the police officials (except for the IPS officers) are using the **Annual Confidential Report (ACR) System**, not the Annual Performance Appraisal Report (APAR). The present ACR forms are obsolete and many assessment areas provided are obscure, outdated or insufficient in the changed concepts of Policing (like Community Policing, Citizen Friendly Policing, Tech-savviness, Professionalized Social Policing, Training, Preparedness, Gender Sensitivity etc.). 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 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 Government as per the reference cited has issued an order, that **the existing ACR (Annual Confidential Reports) forms of Gazetted and Non-gazetted Police Officers [ie. from Inspectors to SPs (non IPS) & from Sr. CPOs to SIs] are changed in accordance with the new roles of Police Officers. Though the Government has not used the word APAR, yet the system approved is the APAR system only.**

04. The formats are meant for officers of civil and armed police officers.

05. **Henceforth, the ACR (APAR) of Police Personnel of the above mentioned categories will be entertained and be valid only in the new format.** The new formats of

the ACRs (**one format for SCPOs to SIs and another format for Inspectors to SPs (Non-IPS)**) are enclosed herewith.

06. The Unit Heads 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.

07. We are also prescribing APAR formats for PCs/ CPOs. The above facts may be brought to the notice of one and all.

hw 10/11/2017
Loknath Behera IPS
DGP & State Police Chief

To

All DsGP/ All ADsGP/ All IsGP/ All SPs/ All CMTs/
All SDPOs/ All Inspectors/ All SHOs for information &
necessary action

Copy to : All Officers in PHQ for information & necessary action
Duty Officer PHQ is directed to take necessary steps to get the new ACRs printed and kept in the Confidential Section of PHQ for distribution, in consultation with IGP(HQ)
DD, PIC, PHQ for information and necessary action

**GOVERNMENT OF KERALA
POLICE DEPARTMENT**

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

Annual Confidential 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 in
Uniform without Cap

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:**
(CCTNS Training attended may be specifically mentioned)

Date from	Date to	Institute	Subject

- 14. Whether knows how to work on CCTNS Programme :**

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

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

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- 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 investigation of cases and supervision of crime work in general and if any other specify:

- 19.** Please state briefly the shortfalls with reference to the target /goal/objectives referred to in columns above. Also specify constrains, 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

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

(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 the 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	10 - 09	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.Law and procedure	
2.Drill and Musketry	
3.Investigation	
4.Intelligence Collection	
5.Traffic Control & Safety	
6.Scientific Aid to Investigation	
7.Quality of process service	
8.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.Traffic Management	
4.Maintenance of law and order	
5.Action against organized crime	
6.Collection of Intelligence	
7.Office Management	
8.Giving Training	
9.Vehicle Maintenance	
10.Negotiation skills	
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 and 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	
12.Community relationship	
13.Building Morale	
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) BDDS Equipments	
(iv) Vehicles	
(v) Arms and ammunitions	
(vi) Any other Skills (Specify)	
4. Supervision of staff/subordinates	
(i) Enforcing Discipline	
(ii) Ensuring Work output	
(iii) Man Management	
(iv) Prevention of Corruption	
(v) Prevention of Crime	
(vi) Investigation of Crime	
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 if the grade is Excellent or Poor)

9. General Remarks by the Reporting Officer:

(A pen picture of the personality, overall qualities, performance of the officer reported upon and clearly state whether agree or disagree with the self assessment and evaluation report by the officer concerned.

Name of Reporting officer:

Designation during the period of report:

Date:

Signature with designation seal

10. Overall Grade & Remarks of the Reviewing Officer, 1st :
(on a scale of 1-10)

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

Name of Reviewing officer :

Designation during the period of report :

Date:

Signature with designation seal

10(1). Overall Grade & Remarks of the Reviewing Officer, 2nd :
(on a scale of 1-10)

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

Name of Reviewing officer :

Designation during the period of report :

Date:

Signature with designation seal

11. Overall Grade and Remarks of the Accepting Authority:
(on a scale of 1-10)

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-mm-yy)	Date of dispatch (dd-mm-yy)
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.

ANNUAL PERFORMANCE APPRAISAL REPORT

(IP / DySP, SP (Non-IPS) & Officers in equivalent Ranks)

Name of the Officer																
Date of Birth	Day		Month		Year											
Rank																
Period of Assessment	From								To							
	Day		Month		Year				Day		Month		Year			

**GOVERNMENT OF KERALA
POLICE DEPARTMENT**

Confidential Report on Gazetted Officers (IP, DySP, SP (Non- IPS) & officers in equivalent Ranks)

Annual Confidential 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 :

Passport Size Photo in
Uniform without Cap

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:	

6. Date of assumption of charge in the present post :
(dd-mm-yy)

7. Educational Qualifications :

8. Health & Physical details :

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

9. Major ailments, if any :

10. Indebtedness status :

11. Period of absence from duty:

Period		Type (specify)	Remarks
From	To		

- 12. Training Programmes attended during the period:**
(CCTNS Training attended may be specifically mentioned)

Date from	Date to	Institute	Subject

- 13. Whether knows how to work on CCTNS Programme :**

Yes	No
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- 14. Details of PRs (finalized/pending during the period of reporting):**

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- 15. Details of Rewards/ Commendations received during the period of reporting:**

--

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

--

- 17.** Wherever targets have been fixed, how far have been achieved particularly in respect of Inspection, tour and supervision of crime work in general:

- 18.** Please state briefly the shortfalls with reference to the target /goal/objectives referred to in columns above. Also specify the constrains, if any:

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

20. Date of last prescribed medical check up done :

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

Signature with date

Confidential Report on Gazetted Officers (IP, DySP, SP (Non- IPS)& officers in equivalent Ranks)
(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 the 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.Law and procedure	
2.Drill and Musketry	
3.Investigation	
4.Intelligence Collection	
5.Traffic Control & Safety	
6.Scientific Aid to Investigation	
7.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.Traffic Management	
4.Maintenance of law and order	
5.Action against organized crime	
6.Collection of Intelligence	
7.Office Management	
8.Giving Training	
9.Vehicle Maintenance	
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 and 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) Arms and ammunition	
(iv) 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. Integrity of the Officer:

(Please comment on the Integrity of the officer)

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

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

8. 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

9. Overall Grading & Remarks of the Reviewing Officer, 1st (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

9(1). Overall Grading & Remarks of the Reviewing Officer, 2nd (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

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

Date:

Signature with Name & Designation

11. 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.