

[illegible]

**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
-----	----

- 15. Details of PRs (both 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 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.