

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

നികുതി വകുപ്പ് -എക്സൈസ് -ഭരണപരം -എക്സൈസ് വകുപ്പിലെ സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിയിലുള്ള ഉദ്യോഗസ്ഥർക്കുള്ള പെർഫോമൻസ് അപ്രൈസൽ ഫോം അംഗീകരിച്ച് -ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

നികുതി(എഫ്) വകുപ്പ്

സ.ഉ.(സാധാ) നം.565/2025/TAXES

തീയതി,തിരുവനന്തപുരം, 19-06-2025

പരാമർശം:- എക്സൈസ് കമ്മീഷണറുടെ 12.11.2024-ലെ ഇ.എക്സ്.സി/5641/2022 -എക്സ്.ഡി.3 നമ്പർ കത്ത്.

ഉത്തരവ്

എക്സൈസ് വകുപ്പിലെ സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിയിലുള്ള ഉദ്യോഗസ്ഥർക്കായി തയ്യാറാക്കിയിട്ടുള്ള പെർഫോമൻസ് അപ്രൈസൽ ഫോമിന്റെ കരട് പരാമർശിത കത്ത് പ്രകാരം എക്സൈസ് കമ്മീഷണർ ലഭ്യമാക്കുകയുണ്ടായി.

2)എക്സൈസ് വകുപ്പിലെ സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിയിലുള്ള ഉദ്യോഗസ്ഥർക്കായി തയ്യാറാക്കിയിട്ടുള്ള പെർഫോമൻസ് അപ്രൈസൽ ഫോമിന്റെ കരട് പര്യാപ്തമാണെന്ന് സർക്കാർ പരിശോധിച്ചതിൽ ബോധ്യപ്പെടുകയുണ്ടായി. ഈ സാഹചര്യത്തിൽ, അനുബന്ധമായി ചേർത്തിരിക്കുന്ന എക്സൈസ് വകുപ്പിലെ സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിയിലുള്ള ഉദ്യോഗസ്ഥർക്കായി തയ്യാറാക്കിയിട്ടുള്ള പെർഫോമൻസ് അപ്രൈസൽ ഫോം അംഗീകരിച്ച് ഇതിനാൽ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)

പ്രമോദ് എം വി

ജോയിന്റ് സെക്രട്ടറി

- 1.എക്സൈസ് കമ്മീഷണർ,തിരുവനന്തപുരം.
- 2.അക്കൗണ്ടന്റ് ജനറൽ(എ&ഇ/ ആഡിറ്റ്- ഇ.ആർ.എസ്.എ.)കേരളം,തിരുവനന്തപുരം.
- 3.വെബ്&നൂ മീഡിയ (സർക്കാർ വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിന്).
- 4.കരുതൽ ഫയൽ / ഓഫീസ് കോപ്പി (F3/383/2022/TAXES)

ഉത്തരവിൻ പ്രകാരം

Signed by Hemalatha Das
ഡെപ്യൂട്ടി ഓഫീസർ
Date: 19-06-2025 10:22:01

EXC/5641/2022-XD3

K.P.F.No.35 F

GOVERNMENT OF KERALA
KERALA EXCISE DEPARTMENT
ANNUAL PERFORMANCE APPRAISAL REPORT
GAZETTED OFFICERS

(JEC, DC, AEC, and CI and 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

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GOVERNMENT OF KERALA

EXCISE DEPARTMENT

Confidential Report on Gazetted Officers - JEC, DC, AEC, and CI and Officer in equivalent Ranks

Annual Confidential Report for the period fromto..... (dd/mm/yyyy)

(To be filled by the Officer reported upon)

PART-A

1. Name and Rank of the Officer :
(Name in Block Letters)
2. Date of Birth & Age :
(dd/mm/yyyy)
3. Date of Entry in Service :
(dd/mm/yyyy)
4. Date of Retirement :
(dd/mm/yyyy)
5. Post held during the period :

Passport
size photo
in Uniform
without cap

Pen No.

(a) Whether temporary/regular/officiating: (b) Whether probation in the present post has been declared or not, if not the reason thereof: (c) Whether confirmed in the Present Post:	
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6. Date of assumption of charge in the present post :
(dd/mm/yyyy)
7. Educational Qualifications :
8. Health & Physical details :

(i) Height (cm) :	
(ii) Weight (Kg) :	
(iii) Chest (Cm) :	

9. Major ailment, if any :
10. Indebtedness :
11. Period of absence from duty :

Period		Type (Specify)	Remarks
From	To		

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12. Training programmes attended during the period:

(IMG/State Excise Academy and Research centre Training attended may be specifically mentioned)

Date from	Date to	Institute	Subject

13. Details of DPs (finalized / pending during the period of reporting :

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

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15. Please specify major targets /goals / objects that were set you and / set for yourself in the order of priority :

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

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

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

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19. Date of last prescribed medical check up done:

20. Date of filling the property return for the year ending December:

Signature with date

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**Confidential Report on Gazetted Officers (JEC, DC, AEC and CI and officers in equivalent Ranks
(To be filled up by the Reporting officers)**

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 Scale of 1-10)

Domain	Grades
1. Law and Procedure	
2. Drill and Musketry	
3. Investigation	
4. Intelligence collection	
5. Implementation of awareness Programme	
6. Any other (Specify)	
Overall Grading of 'Knowledge'	

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

Attributes	Grades
1. Prevention of Crime	
2. Investigation of Crime	
3. Empathy towards vulnerable section	
4. Action against organized crime	
5. Collection of intelligence	
6. Giving Training	
7. Vehicle Maintenance	
Overall Grading of 'Ability'	

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

Attributes	Grades
1. Attitude towards Work	

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2. Intelligence	
3. Sense of Responsibility	
4. Health and Physical capacity	
5. Promptness, Industry and Zeal	
6. Personality and bearing	
7. Emotional Stability	
8. Communicational 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) Computers	
(ii) Arms and ammunition	
(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	
5. Office punctuality	
(i) Establishment	
(ii) Accounts	
(iii) Revenue Collection	
(iv) Licensing	
(v) Cleanliness	
Overall Grading on 'Functional Competency'	

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

Interaction	Grades		
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1. Behaviour towards	
(i) Public	
(ii) Senior officials	
(iii) Colleagues	
(iv) Subordinate Officials	
2. Attitude towards SC/ST issue	
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 of Poor)

8. General Remarks by the Reporting Officer:

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

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Name of Reviewing 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

EXC/5641/2022-XD3**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)**11. Disclosure of APR and representation by the officer reported upon.**

(a) Date of communication of adverse remarks since the last report :

(b) Orders on the representation if any arising from (a) above :

Place:

Signature & Date

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(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 write N/A
2. Reviewing Officer may be any Officers Superior to the Reporting authority ,
Reviewing authority and accepting authority has been declared as per circular No.
EX/34/2021/Excise dated 08.10.2021 of Excise Commissioner and this circular is
attached.
3. Period of report is calendar year.

Note:

- 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 form from one officer to another shall be informed to the officer reported upon