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A STUDY ON THE PERFORMANCE APPRAISAL REPORT OF THE STATE GOVERNMENT OF MIZORAM GROUP ‘A’ OFFICERS

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Abstract: Performance Appraisal Report evaluates the performance and qualities of the employee. Performance appraisal is an important tool for identifying the training needs of the employee and also helps in considering the promotion of an employee. In this study, attempt is made to study the performance appraisal system of Mizoram State Government Group ‘A’ Officers. In the course of our study, it is found that the strengths, weaknesses and potentialities of the officer reported upon can be analyzed through the Performance Appraisal Report. A good Performance Appraisal Report has a positive impact towards Promotion and Postings.

Keywords: Appraisal, Officer, Performance, Promotion, Report.

I INTRODUCTION

An effective performance appraisal provides an important tool for the assessment of an employee’s overall job performance. It also motivates the employees to strive for better performance which contribute towards the efficient and effective functioning of the institution. By assessing their own performance, the employees strive for better performance and improve their contributions and performance in the future. It also helps in monitoring the efficiency and productivity of the staff.

Performance appraisal is the process of assessing and evaluating the performance of an employee by analyzing the strengths, weaknesses and potentiality of an employee. Performance appraisal is an important tool for identifying the training needs of the employees and helps in considering the promotion of an employee.

In this study, attempt is made to study the performance appraisal system of Mizoram State Government Group ‘A’ Officers. Mizoram State Government followed the Mizoram State Government Employees (Performance Appraisal Report) Rules 2010 which was issued vide No.A.28011/1/2005- P & AR (GSW) on 26th February, 2010 for Group A officers under the Government of Mizoram including members of Mizoram Judicial Service who are on deputation to the State Government.

Mizoram is a mountainous region which became the 23rd State of the Indian Union on 20th February 1987. It is situated in the north-eastern corner of India. It lies between Myanmar in the East and the South and Bangladesh in the west. As per details from Census 2011, Mizoram has population of 10.97 Lakhs, an increase from figure of 8.89 Lakh in 2001 census. Total population of Mizoram is 1,097,206 of which male and female are 555,339 and 541,867 respectively. The population of Mizoram forms 0.09 percent of India in 2011.

The total number of Employees & Workers under Government of Mizoram as on 31st March, 2014 was 59612. The total number of Male Employees & Workers was 41392, which is 69.44 p.c. of total Employees & Workers. The total number of Female Employees & Workers was 18220, which is 30.56 p.c. of total Employees & Workers. The total number of Group ‘A’ Officers in Mizoram as on 31st march, 2014 stood at 3973 which is 6.66 p.c of total Employees & Workers. The total number of Male Group ‘A’ Officers stood at 2793 which constituted 4.69 p.c. and the total number of Female Group ‘A’ Officer stood at 1180 which constituted 1.98 p.c.

II OBJECTIVES OF THE STUDY

- 1) To study the performance Appraisal System in Mizoram for Group ‘A’ Officers
- 2) To examine the effectiveness of the Performance Appraisal System

III METHODOLOGY

Observation and Interview method form the basis of primary data collection for the study. Government publication, books, journals, and websites form a secondary source of data collection.

III PERFORMANCE APPRAISAL SYSTEM FOR GROUP 'A' OFFICER UNDER MIZORAM STATE GOVERNMENT

The performance appraisal report is an important tool for assessing the performance and qualities of the government servant. Mizoram State Government followed the Mizoram State Government Employees (Performance Appraisal Report) Rules 2010 which was issued on 26th February, 2010 vide No.A.28011/1/2005- P & AR (GSW). The Rules apply to all Group A officers under the Government of Mizoram including members of Mizoram Judicial Service who are on deputation to the State Government. However, These Rules are not applicable to members of Mizoram Engineering Service and other Technical Services.

The PAR is written for each financial year or as may be specified by the government. The PAR has to be recorded before 31st December in which the financial year ended. It is also important to note that the Officer reported upon has to submit his property return failing which his PAR will not be initiated, reviewed and accepted.

The Performance Appraisal Report is a self appraisal which consists of several categories to be filled up by the officer reported upon, such as Period of absence on leave, Training programs attended, Awards/ Honours received, Annual work plan and Achievement, factors that hindered performance and Training requirements. The PAR of an officer is initiated, reviewed, assessed, graded and accepted by the Reporting Authority, Reviewing Authority, Accepting Authority and the Referral Board.

The full annual PAR, including the overall grade and assessment of integrity is disclosed to the officer after finalisation by the accepting authority to enable the officer to represent his case. The officer has the option to give his comments on the performance appraisal report in writing to the authority within fifteen days of the receipt of the PAR. The accepting authority forward it to the reviewing authority and the reporting authority within fifteen days for their views on the comments. The reporting authority and the reviewing authority forward their own views within fifteen days of receipts of comments to the accepting authority. After due consideration, the accepting authority may accept and modify the performance appraisal report accordingly and the decision and final grading is communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority. In case the officer reported upon chooses

to represent against the final assessment, he may represent his case through the accepting authority for a decision by the Referral Board, within one month, provided that such representation shall be confined to errors of facts. The Referral Board consider the representation of the officer reported upon based on the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the PAR, including overall grading. The decision of the Referral Board is final and in case an entry or assessment is upgraded or downgraded, reasons for the same is recorded in the PAR.

IV NUMERICAL GRADINGS OF THE PERFORMANCE APPRAISAL REPORT

Regarding the Grading of the PAR, Officers graded from eight to ten are rated as 'Outstanding' and given a score of nine for the purpose of calculating average scores for empanelment/promotion. Officer graded from six to seven are rated as 'Very Good' and given a score of seven. Officer graded from four to five are graded as 'Good' and given a score of five. Officers graded below four are given a score of zero.

IV PROMOTION

According to the procedure to be observed by the Departmental Promotion Committee (DPC) under Government of Mizoram, Performance Appraisal Reports are the basic assessment of promotion. The DPC carefully examine the suitability of the candidates for promotion on the basis of their service records and with particular reference to the PARs/CRs for five preceding years. No representation against grading below the benchmark is allowed after the DPC had considered it. Having regard to the level; nature and importance of duties attached to the posts to which promotions are to be made, the bench mark to all Group 'A' Posts should be 'Very Good.'

The DPC determine the merit of those being assessed for promotion with reference to the prescribed bench mark and accordingly grade the officers as 'Fit' or 'Unfit.' Those officers who get at least four prescribed benchmarks out of five years PARs/ACRs are considered 'Fit' by the DPC and they are included in the panel for promotion to the extent of the number of vacancies. They will be arranged in the order of their inter-se-seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are graded 'Fit' (in terms of the prescribed bench mark) by the DPC.

V CONCLUSION

Performance Appraisal Report under Mizoram State Government provides important information about the officer reported upon. The strengths, weaknesses and potentialities of the officer reported upon can be analyzed through their

PAR's. It also helps the Departmental Promotion Committee in determining whether the Officer is 'Fit' of 'Unfit' for promotion. However, the PAR can also have a negative impact as the Grader can also be subjected to biasness or show favoritism while giving Grades to the Officer. If trainings can be given based on the requirements for skill upgradation highlighted in the PAR, it will have more positive impact towards the efficiency and effectiveness of the service. It is important to score atleast four prescribed benchmarks i.e 'Very Good' out of five years PAR's for promotion to the next higher grade, however, there are no supersession in promotion among those who are graded 'Fit.' Securing good grades in the PAR might give better chances for deputation postings.

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