# Association of Indian Universities [Administration Division]

No. Admn/APARs/2016-17/67350-61 Dated: the ...\$\frac{1}{2}\text{...} June, 2017

#### CIRCULAR

The Annual Performance Appraisal Report (APARs) in respect of all the Officers and Staff are to be initiated, reviewed by the Competent Authority and sent to the Administration Division every year in a time bound manner. APARs for the period from 1.4.2016 to 31.3.2017 (2016-17) have become due.

The Governing Council in its Meeting held on 24.5.2017 approved the proforma for Annual Performance Appraisal Report (APARs) in place of existing ACRs for AIU employees.

Therefore, all the Officers and Staff Members are requested to fill-up the requisite Annual Performance Appraisal Report in the approved prescribed proforma (enclosed) and submit the same on priority basis to their respective Reporting Officers as per schedule mentioned below:

Sl. No.	Activity	Date by which the activity has to be completed
1.	Submission of Self-Appraisal to Reporting Officer by officers to be reported upon (where applicable) and further submission of Report by Reporting Officer to the Reviewing Officer under intimation to the Administration Division.	23 <sup>rd</sup> June, 2017
2.	Report to be completed by Reviewing Officer and to be sent to Secretary General Office.	14 <sup>th</sup> July, 2017

(Sampson David)
Joint Secretary(Admn)

## Copy for necessary action to:

- All Divisional Heads/Incharges with a request to submit the Proforma duly filled in, to the Competent Authority, in respect of Officers/ employees working in their Divisions.
- 2. PS to SG for kind information of Hon'ble SG.
- 3 Software Engineer/Programmer-with a request to upload all the APARs proforma in the PDF format on the AIU website.



## ANNUAL PERFORMANCE APPRAISAL REPORT

For

Additional Secretary/Director(Res)/Joint Secretary/
Joint Director(Res)/Deputy Secretary/
Deputy Director(Res)/Under Secretary/
Assistant Director(Res)/Software Engineer/
Programmer/Assistant Librarian &
Bibliographical Assistant.

NAME:	
REPORT FOR THE YEAR/ PERIOD ENDING_	



#### FORM OF

Annual Performance Appraisal Report (APAR) of Additional Secretary/ Director(Res)/Joint Secretary/Joint Director(Res)/Deputy Secretary/ Deputy Director(Res)/Under Secretary/Assistant Director(Res)/Software Engineer/ Programmer/Assistant Librarian & Bibliographical Assistant

Report for the year/Period ending	

#### Part-1

#### PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Officer		
2.	Date of Birth		
3.	Education Qualifications including		
4.	Whether the officer belongs to Scheduled Caste/ Scheduled Tribe		
5.	Date of continuous appointment to the present grade	Date	Grade
6.	Present post and date of appointment thereto	Post	Date
7.	Period of absence from duty  (on leave, training etc.) during the year, if he/she has undergone training, specify:		



1.

## PART-2

Brief description of duties

## TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

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set for yourself of that were set for you priority, and your achievement again	
set for yourself of that were set for you priority, and your achievement again Plan for your Division).	i, eight to ten items of work, in the or st each target. (Example: Annual A
set for yourself of that were set for you priority, and your achievement again Plan for your Division).	i, eight to ten items of work, in the or st each target. (Example: Annual
set for yourself of that were set for you priority, and your achievement again Plan for your Division).	i, eight to ten items of work, in the or st each target. (Example: Annual



	items in which	there have be	en significantly

Date .....

Signature of the Officer reported upon



## (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

 Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Accomplishment of planned work/ work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/unforeseen tasks performance			
v)	Overall Grading on 'Work Output'			

## (B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to adhere to time-schedule			
viii)	Inter-personal relations			
ix)	Overall bearing and personality			
	Overall Grading on 'Personal Attributes' (Total [i to ix])			



## (C) Assessment of functional competency(Weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Knowledge of Rules /Regulations /Procedures in the area of function and ability to apply them correctly			
ii)	Strategic planning ability			
iii)	Decision making ability			
iv)	Coordination ability			
v)	Ability to motivate and develop work culture among subordinates			
vi)	Initiative			
vii)	Proficiency in working on computer			
viii )	Overall Grading on 'Functional Competency' (Total [i to vii])			

## PART-4

## GENERAL

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Ple	ining: ease give recor ctiveness and c	nmendations for apabilities of the	r training with officer)	a view to	further	improving



3.	State of Health
4.	Integrity : (Please comments on the integrity of the officer)
5.	Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of th Officer including area of strength and lesser strength, extraordinary achievements significant failures and attitude towards weaker sections.
6.	Grading:  Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 the Report (An officer should not be graded outstanding unless exceptional qualitie and performance have been noticed; grounds for giving such a grading should be clearly brought out.)
	Signature of the Reporting Office
ace_	Name in Block Letters
	Designation

7



## REMARKS BY REVIEWING OFFICER

work output and the vocase you do not agree	e assessment made by the reporting officer with respect to various attributes in Part-3 & Part-4? (Ref:Part-3 & Part-4(5) ee with any of the numerical assessments of attributes pleant in the column provided for you in that Section and in
In case of disagreem modify or add?	nent, please specify the reasons. Is there anything you wis
	iewing Officer. Please comment (in about 100 words) on the Officer including area of strength and lesser strength, rds weaker sections.
	ading on the basis of weightage given in Section-A, Section
and Section-C in of t	he Report.
ace:	Signature of the Reviewing Officer
ite:	Name in Block letters
	Designation

8



## Instructions

- 1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
- 2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.
- The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- 4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.
- 5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.
- 6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.



- 7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
- 8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.
- Assessment should be confined to the appraise's performance during the period of report only.
- 10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
- 11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.
- 12. The following procedure should be followed in filling up the item relating to integrity:-
  - (I) If the Officer's integrity is beyond doubt, it may be so stated.
  - (ii) If there is any doubt or suspicion, the item should be left blank and action taken as under:
  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
  - (b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
  - (d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.



- 13. Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading: Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:
  - (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
  - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
  - (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
  - (iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.
  - (v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.
  - (vi) APARs graded below 4 will be given a score of "Zero".



ANNUAL PERFORMANCE	APPRAISAL REPORT
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For

PS to SG/Sr.PA/Stenographer & Jr. Stenographer

NAME :	
REPORT FOR THE YEAR/ PERIOD ENDING	



## FORM OF

Annual Performance Appraisal Report of PS to SG/Sr.PA/Stenographer & Jr. Stenographer.

Report for the year/Period ending	Report for the year/Period	ending	
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#### Part-1

#### PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Officer					
2.	Date of Birth					
3.	Education Qualifications including					
4.	Designation of post held					
5.	Date of continuous appointment to the present grade	Date	Grade			
6.	Nam e of Officer with designation with whom attached during the period under report	Name of Officer attached	& Date from which			
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:					
	<ol> <li>3.</li> <li>4.</li> <li>6.</li> </ol>	<ol> <li>Date of Birth</li></ol>	2. Date of Birth			



## TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

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Date .....

D. Comment			

Signature of the Officer reported upon



## (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read	carefully	the	instructions	given	at	the	end	of	the	form	before	filling	the
entries)													

Does the Reporting Officer agree with the statement made in Part-2? If not, the extent of disagreement and reasons thereof.

- Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.
- (A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	
i)	Quality of work and level of professional skill			
ii)	Trust worthiness in handling secret and top secret matters and papers			
iii)	Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.			
iv)	Accomplishment of exceptional work/unforeseen tasks performed			
Over	rall Grading on 'Work Output' (I to iv)			



## (B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
j)	Attitude to work			
ii)	Intelligence, keenness			
iii)	Maintenance of Discipline			
iv)	Sense of responsibility			
V)	Communication skills			
vi)	Leadership qualities			
vii)	Ability to work in team			
viii)	Ability to meet deadline			
	Overall Grading on 'Personal Attributes' (Total [i to viii)			

## (C) Assessment of functional competency(Weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Ability to draft notes, letter minutes, briefs and ability to prepare summary etc.			
ii)	Strategic planning ability			
iii)	Inter-personal relations			
iv)	Coordination ability			
V)	Effective liaison, initiative and tact in dealing with telephone calls & visitor			
vi)	Ability to motivate and develop subordinates			
	rall Grading on 'Functional petency' (Total [i to vi])			

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.



## GENERAL

1.	그렇게 어려움이 있어요. 뭐 하지 않는데 보고 이 없다면 하지 않고 있습니다.	iblic (wherever applicable) –(Please comment of the officer's c and responsiveness to their needs).
2.		ve recommendations for training with a view to further eness and capabilities of the officer)
3.	State of Health	
4.	Integrity: (Please con	mments on the integrity of the officer)
5.	Officer including area	ting Officer (in about 100 words) on the overall qualities of the of strength and lesser strength, extraordinary achievements, d attitude towards weaker sections.
6.		nerical grading on the basis of weightage given in Section – A, n-C in Part-3 of the Report
		Signature of the Reporting Officer
Place_		Name in Block Letters
		Designation
Date		During the period of Report



## REMARKS BY REVIEWING OFFICER

r. Length of Service un	nder the Reviewing Officer
the work output and 4(5)) In case you	the assessment made by the reporting officer with respect to the various attributes in Part-3 & Part-4? (Ref:Part-3 & Part- do not agree with any of the numerical assessments of cord your assessment in the column provided for you in that our entries.
In case of disagree to modify or add?	ment, please specify the reasons. Is there anything you wish
overall qualities of	riewing Officer. Please comment (in about 100 words) on the the Officer including area of strength and lesser strength, and ards weaker sections.
6. Overall numerical g B and Section-C in	rading on the basis of weightage given in Section-A, Section- of the Report.
Place :	Signature of the Reviewing Officer
Date :	Name in Block letters
	Designation
	During the period of the report



## Instructions

- 1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
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- Assessment should be confined to the appraise's performance during the period of report only.
- 10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
- 11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.
- 12. The following procedure should be followed in filling up the item relating to integrity:-
  - (I) If the Officer's integrity is beyond doubt, it may be so stated.
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  - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
  - (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
  - (iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.
  - (v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.
  - (vi) APARs graded below 4 will be given a score of "Zero".



# ANNUAL PERFORMANCE APPRAISAL REPORT

For

Section Officer/Sr. Research Assistant/ Assistant/DPA/Storekeeper/Research Assistant/Library Assistant/

NAME;	
REPORT FOR THE YEAR/ PERIOD ENDING	



## FORM OF

Annual Performance Appraisal Report of Section Officer/Sr. Research Assistant/ Assistant/ DPA/Storekeeper/Research Assistant/ Library Assistant.

Report for the year/Period ending	

#### Part-1

## PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Officer	STEEL ST	
2.	Date of Birth		
3.	Education Qualifications including Professional /Technical Qualifications		
4.	Whether the officer belongs to Tribe	Scheduled Cas	ste/ Scheduled
5.	Date of continuous appointment to the present grade	Date	Grade
6.	Present post and date of appointment thereto	Post	Date
7.	Period of absence from duty  (on leave, training etc.) during the year, if he/she has undergone training, specify:		



1. Brief description of duties

## TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

set for yourself of that were set for you, eight to ten items of work, in the o			
set for yourself of that were set for you, eight to ten items of work, in the opiority, and your achievement against each target. (Example: Annual Plan for your Division).	set for yourself of that were set for you, eight to ten items of work, in the opiniority, and your achievement against each target. (Example: Annual Plan for your Division).		
set for yourself of that were set for you, eight to ten items of work, in the opiority, and your achievement against each target. (Example: Annual Plan for your Division).	set for yourself of that were set for you, eight to ten items of work, in the opiniority, and your achievement against each target. (Example: Annual Plan for your Division).		
set for yourself of that were set for you, eight to ten items of work, in the optiority, and your achievement against each target. (Example: Annual Plan for your Division).	set for yourself of that were set for you, eight to ten items of work, in the opiniority, and your achievement against each target. (Example: Annual Plan for your Division).		
Targets/Objectives/Goals Achievements	Targets/Objectives/Goals Achievements		
		set for yourself of that were set for you priority, and your achievement again	, eight to ten items of work, in the o
		set for yourself of that were set for you priority, and your achievement again Plan for your Division).	i, eight to ten items of work, in the o st each target. (Example: Annual
		set for yourself of that were set for you priority, and your achievement again Plan for your Division).	i, eight to ten items of work, in the o st each target. (Example: Annual



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			here have	been	significantly	high
			here have	been	significantly	high
			here have	been	significantly	high
			here have	been	significantly	high

Date .....

Signature of the Officer reported upon



## (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

 Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

## (A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Accomplishment of planned work/ work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/unforeseen tasks performance			
V)	Overall Grading on 'Work Output'			

## (B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
V)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to adhere to time-schedule			
viii)	Inter-personal relations			
ix)	Overall bearing and personality			
	Overall Grading on 'Personal Attributes' (Total [i to ix])			



(C) Assessment of functional competency(Weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Knowledge of Rules /Regulations /Procedures in the area of function and ability to apply them correctly			
ii)	Strategic planning ability			
iii)	Decision making ability			
iv)	Coordination ability			
v)	Ability to motivate and develop work culture among subordinates			
vi)	Initiative			
vii)	Proficiency in working on computer			
viii )	Overall Grading on 'Functional Competency' (Total [i to vii])			

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## GENERAL

1. Relations with the public (wherever applicable) -

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			for traini ne officer	а	view	to	further	improving



٥.	State of Health
4.	Integrity : (Please comments on the integrity of the officer)
5.	Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.
6.	Grading: Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)
	Signature of the Reporting Officer
Place_	Name in Block Letters
	Designation
Date	During the period of Report

7



## REMARKS BY REVIEWING OFFICER

	er the Reviewing Officer
work output and the v	e assessment made by the reporting officer with respect to the various attributes in Part-3 & Part-4? (Ref:Part-3 & Part-4(5)) see with any of the numerical assessments of attributes pleasent in the column provided for you in that Section and init
In case of disagreem modify or add?	ent, please specify the reasons. Is there anything you wish
	ewing Officer. Please comment (in about 100 words) on the Officer including area of strength and lesser strength, and sweaker sections.
Overall numerical gra and Section-C in of the	ading on the basis of weightage given in Section-A, Section-B he Report.
ace :	Signature of the Reviewing Officer
ate :	Name in Block letters
	Designation
	During the period of the report.



## Instructions

- The Annual Performance Appraisal Report (APAR) is an important document. It
  provides the basic and vital inputs for assessing the performance of an officer and
  for his/her further advancement in his/her career. The officer reported upon, the
  Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of
  filling out the form with a high sense of responsibility.
- 2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings on performance, attitudes to or overall personality of the officer reported upon.
- The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- 4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.
- 5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments against any of the attributes.
- 6. The Reporting Officer shall in the beginning of the year, assign targets to each with respect to whom he is required to report upon for taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.



- Although performance appraisal is a year-end exercises in order that it may be a tool
  for human resource development, the Reporting Officer should at regular intervals
  review the performance and take necessary corrective steps by way of advice, etc.
- 8. It should be the endeavour of each appraiser to present the truest possible picture of the appraise in regard to his/her performance, conduct, behaviour and potential.
- Assessment should be confined to the appraise's performance during the period of report only.
- 10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
- 11. The item relating to 'Public Relations' need to be filled by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.
- 12. The following procedure should be followed in filling up the item relating to integrity:-
  - (I) If the Officer's integrity is beyond doubt, it may be so stated.
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  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
  - (b) If, as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
  - (d) If a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.



- 13. Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading: Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:
  - (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
  - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
  - (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
  - (iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.
  - (v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.
  - (vi) APARs graded below 4 will be given a score of "Zero".



# ANNUAL PERFORMANCE APPRAISAL REPORT For UDC/LDC/Data Entry-cum-DTP Operator

NAME :	
REPORT FOR THE YEAR/ PERIOD ENDING	



## FORM OF

Annual Performance Appraisal Report of UDC/LDC/Data Entry-cum-DTP Operator.

Report for the y	year/Period	ending	***************************************
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## Part-1

## PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Official						
2.	Date of Birth						
3.	Designation of post held						
4.	Education Qualifications including						
5.	Whether the officer belongs to Scheduled Caste/Scheduled Tribe?						
6.	Date of continuous appointment to the present grade	Date	Grade				
7.	Period of absence from duty  (on leave, training etc.) during the year, if he/she has undergone training, specify:						



# TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

Brief resume of the work done by you during the year/period from. to bringing out any special achievements during the year/period event of shortfall in achievement furnish reasons. (The resume to be fur should be limited to 100 words).		ription of duties				
to bringing out any special achievements during the year/period event of shortfall in achievement furnish reasons. (The resume to be furnish reasons.)						
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	toevent of should be	bringing out a shortfall in achie limited to 100 v	ny special ac evement furni	hievements o	luring the y	ear/period

Date .....

Signature of the Official reported upon



### (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

- Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.
- (A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Accomplishment of planned work/ work allotted as per subjects allotted			
ii)	Quality of work			
iii)	Proficiency in typing (speed and accuracy)			
iv)	Proficiency in work, namely maintenance of prescribed registers and charts etc.			
	Overall Grading on 'Work Output' (Total (I to iv)			

#### (B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication skills			
V)	Analytical ability			1
vi)	Ability to work in team			
vii)	Ability to meet deadline			
viii)	Inter-personal relations			
	erall Grading on 'Personal Attributes' tal [i to viii])			



# (C) Assessment of functional competency(Weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Knowledge of Rules /Regulations /Procedures in the area of function and ability to apply them correctly			
ii)	Quality of noting/drafting and maintenance of records			
iii)	Coordination ability			
iv)	Initiative			
V)	Proficiency in working on computer			
vi)	Punctuality			
	erall Grading on 'Functional npetency' (Total [i to vi])			

# PART-4

# GENERAL

1.	Relations with the public (wherever applicable) –  (Please comment of the officer's accessibility to the public and responsiveness to their needs).
2.	Training:  (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)



3.	State of Health
4.	Integrity : (Please comments on the integrity of the officer)
5.	Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections
6.	Grading: Overall numerical grading (Outstanding/Very Good/Good/Average/Below Average) on the basis of weightage given in Section – A, Section-B and Section-C in Part-3 of the Report (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)
Place_	Signature of the Reporting Officer  Name in Block Letters
	Designation
Date_	During the period of Report

6



# REMARKS BY REVIEWING OFFICER

work output and the case you do not a	the assessment made by ne various attributes in Pa agree with any of the num ssment in the column pro	rt-3 & Part-4? (Ref:P nerical assessments	art-3 & Part-4(5)) I of attributes pleas
	Yes	No	
In case of disagre modify or add?	eement, please specify the	e reasons. Is there a	inything you wish
overall qualities	Reviewing Officer. Please of the Officer including arwards weaker sections.		
Overall numerica and Section-C in	I grading on the basis of w of the Report.	veightage given in Se	ection-A, Section-B
and Section-C in		veightage given in Se	
	of the Report.	Signature of the Re	eviewing Officer



#### Instructions

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  - (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
  - (iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.
  - (v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.
  - (vi) APARs graded below 4 will be given a score of "Zero"



ANNUAL	PERFORMANCE	APPRAIS	SAL I	REPORT
	For			
Dri	ver-cum-Mech./S	taff Car	Drive	er

NAME :		
REPORT FOR THE YEAR/ PER	GOD ENDING_	



Part-1

# FORM OF

# Annual Performance Appraisal Report of Driver-cum-Mechanic/Staff Car Driver

Report for the year/Period ending .....

PERSONAL DATA

1.	Name of the Official	(Contented tenter)	
2.	Date of Birth		
3.	Pay Band/Grade Pay		
4.	Education Qualifications including Technical Qualifications		
5.	Whether the employee belongs t	o Scheduled	Caste/Schedu
6.	Date of continuous appointment to the present grade	Date,	Grade
7.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		



#### TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)



### (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

- Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.
- (A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Quality of work and level of professional skill			
ii)	Maintenance of log book			
iii)	Day to day care & maintenance of vehicle			
Ove	rall Grading on 'Work Output'			

(B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if coesn Lagree with col 2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Behaviour and conduct – does he/she show proper courtesy and good manners towards all persons using the Staff Car			
iii)	Maintenance of Discipline			
iv)	Communication skills			
	erall Grading on 'Personal ibutes' (Total [i to iv])			



			Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.2)	Initial of Reviewing Authority
	i)	Punctuality			
	ii)	Economy in expenditure of fuel etc.			
	iii)	Adherence to traffic rules & regulations			
	iv)	Any event/accident involving the official which requires mention			
		rall Grading on 'Functional npetency' (Total [i to iv])			
2.	Integ (Plea	grity : ase comments on the integrity of the	e employee)		
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	Grad Over Aver Sect unle	ding: rall numerical grading (Outstan rage) on the basis of weightage tion-C in Part-3 of the Report (An orange sexceptional qualities and perform	ding/Very given in Se fficer should mance have	ection - A, Sec not be graded of been naticed; g	tion-E an outstandin
	Grad Over Aver Sect unle	ding: rall numerical grading (Outstan rage) on the basis of weightage tion-C in Part-3 of the Report (An orange sexceptional qualities and perform	ding/Very given in Se fficer should mance have brought out.	ection - A, Sec not be graded of been naticed; g	tion-E an outstandin groun is fo
	Grad Over Aver Sect unle	ding: rall numerical grading (Outstan rage) on the basis of weightage ion-C in Part-3 of the Report (An orse exceptional qualities and perform such a grading should be clearly	ding/Very given in Se fficer should mance have brought out.	ection — A, Second be graded of been naticed; g	tion-E an outstandin groun is fo



## REMARKS BY REVIEWING OFFICER

Length of Service	under the Reviewing Officer
to the work outp	the assessment made by the reporting officer with respect and the various attributes in Part-3 & Part-4?. In case you any of the numerical assessments of attributes please record in the column provided for you in that Section and initial your
	Yes No
In case of disagrams wish to modify or a second control or a	eement, please specify the reasons. Is there anything you add?
	grading on the basis of weightage given in Section-A, ction-C in of the Report.
Place :	Signature of the Reviewing Cificer
Date :	Name in Block letters
	Designation
	During the period of the report



#### Instructions

- The Annual Performance Appraisal Report(APAR) is an important document. It
  provides the basic and vital inputs for assessing the performance of an officer
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ANNUAL	PERFO	RMANC	E	APP	RAISAL	REPORT
		Fo	)ľ			
	Multi	Tasking	Si	aff	(MTS)	

NAME:	
EPORT FOR THE YEAR/ PERIOD ENDING	<u></u>



# FORM OF

# Annual Performance Appraisal Report of Multi Tasking Staff (MTS)

Report for the year/Period ending	
Part-1	

#### PERSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1.	Name of the Official		
2.	Date of Birth		
3.	Pay Band/Grade Pay	****************	
4,	Education Qualifications including Technical Qualifications		
5.	Division where posted		
6.	Whether the employee belongs t	o Scheduled	Caste/Scheduled
7.	Date of continuous appointment to the present grade	Date	Grade
8.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		



## TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)

9	Signature	of	the	Official	reported	



#### (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

 Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

#### (A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Understands requirement of the job/task			
ii)	Quality of work performed			
iii)	Knowledge of official systems and procedures			
iv)	Knowledge of right/appropriate method of doing the job/task			
Ove	rall Grading on 'Work Output'			

# (B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Behaviour and conduct - does he/she show proper courtesy and good manners towards Seniors & Fellows			
iii)	Maintenance of Discipline			
iv)	Communication skills			1
	erall Grading on 'Personal ibutes' (Total [i to iv])			



			Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
	i)	Punctuality and Attendance			
i	i)	Devotion to duty			
ii	ii)	Efficiency			
		rall Grading on 'Functional petency' (Total [i to iii])	4		
2. Int	eg	rity :			
	_	rity : se comments on the integrity of	the employee)		
3. Gr Ov on of qu	rad veri th th	se comments on the integrity of	ng/Very Good/ ection – A, Sec t be graded o	ction-B and Sect outstanding unle	ion-C in P ss except
3. Gr Ov on of qu	rad veri th th	ing: all numerical grading (Outstanding basis of weightage given in See Report (An officer should notices and performance have been	ng/Very Good/ ection – A, Sec t be graded o	ction-B and Sect outstanding unle	ion-C in P ss except
3. Gr Ov on of qu	rad veri th th	ing: all numerical grading (Outstanding basis of weightage given in See Report (An officer should noties and performance have been lid be clearly brought out.)	ng/Very Good/ ection – A, Sec t be graded on noticed; grou Sig e in Block Lette	ction-B and Sect outstanding unle unds for giving s gnature of the Re	ion-C in P ss except such a gra



#### REMARKS BY REVIEWING OFFICER

the work output agree with any	and the various attributes of the numerical assessi	by the reporting officer with in Part-3 & Part-4?. In case ments of attributes please re in that Section and initial you	you do r ecord yo
	Yes	No	
In case of disag modify or add?	reement, please specify th	e reasons. Is there anything y	you wish
Overall numeric and Section-C is		veightage given in Section-A,	Section
ace:		Signature of the Paviewing	Officer
	Nom	Signature of the Reviewing	
Place :	Nam	Signature of the Reviewing e in Block letters	
	Nam		



#### Instructions

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- The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- 4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-5. The Reviewing Officer shall enter the remarks in the Confidential Report of the Reporting Officer.
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- 7. Although performance appraisal is a year-end exercises in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
- It should be the endeavour of each appraiser to present the truest possible picture
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- 13. Guidelines regarding filling up Annual Performance Appraisal Report with numerical grading: Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mad while awarding numerical grading:
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  - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
  - (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
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ANNUAL	PERFORMANCE APPRAISAL REPORT For Electrician
NAME :	
REPORT FOR TH	E YEAR/ PERIOD ENDING



# FORM OF

# Annual Performance Appraisal Report of Electrician

	port for the year/Period ending
Part-1	
	DEDSONAL DATA

(To be filled by the Administrative Section concerned of the Office)

1,	Name of the Official		
2.	Date of Birth		
3.	Pay Band/Grade Pay		
4.	Education Qualifications including Technical Qualifications		
5.	Division where posted	ministrative state (	
6.	Whether the employee belongs t	to Scheduled	Caste/Scheduled
7.	Date of continuous appointment to the present grade	Date	Grade
8.	Period of absence from duty (on leave, training etc.) during the year, if he/she has undergone training, specify:		



## TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions given at the end of the form before filling the entries)



#### (TO BE FILLED IN BY THE REPORTING OFFICER)

(Please read carefully the instructions given at the end of the form before filling the entries)

 Numerical grading is to be awarded by reporting and reviewing authorities which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

### (A) Assessment of work output (Weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Understands requirement of the job/task			
ii)	Quality of work performed			
iii)	Knowledge of official systems and procedures			
iv)	Knowledge of right/appropriate method of doing the job/task			
Ove	erall Grading on 'Work Output'			

## (B) Assessment of personal attributes (Weightage to this Section would be 30%).

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Behaviour and conduct - does he/she show proper courtesy and good manners towards Seniors & Fellows			
iii)	Maintenance of Discipline			
iv)	Communication skills			
	erall Grading on 'Personal Attributes' (al [i to iv])			



Place

Date

(C ) Assessment of functional competency(Weightage to this Section would be 30%)

,		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i)	Punctuality and Attendance			
ii)	Devotion to duty			
iii)	Efficiency			
	erall Grading on 'Functional enpetency' (Total [i to iii])			

	GEN	NERAL		
State of Health				
Integrity : (Please comments	on the integrity of t	he employee)		
on the basis of wei of the Report (An	ghtage given in Se officer should not rmance have beer	ection – A, Section t be graded outs	od/Average/Below A n-B and Section-C i standing unless exc ds for giving such a	n Pa

Name in Block Letters

During the period of Report

Designation



## REMARKS BY REVIEWING OFFICER

			V 42
the work output agree with any	with the assessment made and the various attributes of the numerical assess the column provided for you	in Part-3 & Part-4?. In ments of attributes ple	case you do ase record y
	Yes	No	
In case of disag modify or add?	reement, please specify th	e reasons. Is there any	thing you wish
Overall numeric	al grading on the basis of v	weightage given in Sect	ion-A, Section
Overall numeric and Section-C in	al grading on the basis of v	veightage given in Sect	ion-A, Section
		veightage given in Sect	ion-A, Section
and Section-C in		veightage given in Sect Signature of the Revi	
and Section-C in	n of the Report.		ewing Officer
	n of the Report.	Signature of the Revi e in Block letters	ewing Officer



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