Annual Performance Appraisal Report

Scientist 'D'

Name of Officer_____Ms. CH. SWARNALATA DEVI_____

Employee Code _____2345_____

Report for the year/period ending___01-01-2015___to___31-12-2015_____

Government of India
Ministry of Communication & Information Technology
Department of Information Technology
NATIONAL INFORMATICS CENTRE

FORM

Annual Performance Appraisal Report of Scientist
(Scientific Officer 'SB' & above)

Report for the year/period ending _____ 01-01-2015   to   31-12-2015 _____

PERSONAL DATA

PART 1 (To be filled by the Administrative Section)

1. Name _____ Ms. CH. SWARNALATA DEVI _____

2. Designation _____ Scientist-D _____

3. Period of Report____ 1 Year _____ From __01-01-2015____ To __31-12-2015____

4. Date of Birth _____ 01-03-1961 _____

5. Date of Joining : In Government _____ 28-11-1989 ____ In NIC _____ 28-11-1989 _____

6. Date of appointment to the present grade _____ 11-03-2003 _____

7. Presently posted in (State/UT Unit)_____ MANIPUR _____

8. Present Pay Band ___PB-3____ Grade Pay ₹ ____7600____ Present Basic Pay ₹__44030___

9. Academic Qualifications ___B.E. , PGDCA _____

10. Period of absence from duty (On leave, training, etc. during the period under report. If undergone training, please specify)

_____

_____

_____

_____

PART 2 - To be filled in by the Officer reported upon

1. Brief description of duties/ Area of activities assigned / Projects assigned

2.Please specify targets/objectives/goals (in quantitative or other terms) of works you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

A. Targets/Objectives/Goals

B. Achievements

C. Other major activities

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given

Place:_____

Date:_____

Signature of officer reported upon

Name:_____

PART 3

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

(Please read carefully the guidelines before filling the entries)

(A). Assessment of work output (weightage to this Section would be **40%**)

	Reporting Authority	Revised grades by Reviewing Authority (If does not agree with column 2- Also refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4
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 performed			
Overall Grading on 'Work Output' $A = [(i) + (ii) + (iii) + (iv)] / 4$			

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

	Reporting Authority	Revised grades by Reviewing Authority (If does not agree with column 2- Also refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4
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' $B = [(i) + (ii) + (iii) + (iv) + (v) + (vi) + (vii) + (viii) + (ix)] / 9$			

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

1	Reporting Authority	Revised grades by Reviewing Authority (If does not agree with column 2- Also refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4
i) Professional knowledge/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 subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency' **C** = [(i) + (ii) + (iii) +(iv) + (v) + (vi)] / 6			

PART 4 - GENERAL

1. Relations with the public/users (wherever applicable)
(Please comment on 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 comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (in maximum 100 words) on the overall qualities of the officer including area of strengths and lesser strength, _extraordinary achievements, significant failures_ (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report [A * 0.40 + B * 0.30 + C * 0.30] : Column 2 of Part 3 (A), (B) & (C)

Signature of the Reporting Officer

Name in Block Letters_____

Place:_____

Designation _____

Date :_____

During the period of Report _____

PART-5 — REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer : _____ Year(s) _____ Month(s)

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A) (iv) and Part-4 (5))
(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in maximum 100 words) on the overall qualities of the officer including area of <u>strengths and lesser strength and his attitude towards weaker section</u>

5. Overall numerical grading on the basis of weightage given Section-A, Section-B and Section-C in Part-3 of the Report [A * 0.40 + B * 0.30 + C * 0.30] : (Column 2 of Part 3 (A), (B) & (C), else Column 3 in case of disagreement with Grades given by the Reporting Officer)

Signature of the Reviewing Officer

Place _____

Name in Block letters :_____

Designation _____

Date _____

During the period of Report_____

<u>Annexure-I</u>

<u>Guidelines regarding filling up of APAR with numeric grading</u>
(Scientific Officer 'SB' and Above)

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.

2. 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 failure and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are excepted 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.

3. 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.

4. APARs graded between 6 and 8 short of 8 will be rated as very good and will be given a score of 7.

5. APARs graded between 4 and 6 short of 6 will be rated as good and given a score of 5.

6. APARs graded below 4 will be given a score of zero.

Note:

A. Overall Grading on Part 3 (A) - Assessment on Work Output, Part 3(B)- Assessment on Personal Attributes, Part 3 (C)- Assessment on Personal Competency is to be computed as per the given formula.

B. Overall Numerical Grading by the Reporting Officer will be computed on the basis of the Weightage given in Part 3 (A)- Assessment on Work Output, Part 3(B)- Assessment on Personal Attributes, Part 3 (C)- Assessment on Personal Competency as per the given formula at Part 4(6).

C. Overall Numerical Grading by the Reviewing Officer will be computed on the basis of Weightage given in Part 3 (A)- Assessment on Work Output, Part 3(B)- Assessment on Personal Attributes, Part 3 (C)- Assessment on Personal Competency as per the given formula at Part 5(5).

D. Guidelines regarding the colour scheme to be used by different grades of NIC while filling up their APAR form.
   1) Green   -   Scientist-G
   2) Yellow   -   Scientist-E and Scientist-F
   3) Blue   -   Scientist-D
   4) Pink   -   Scientist-C
   5) White   -   Scientist-B / Scientific officer 'SB'