

Form of Annual Performance Appraisal Report

Report for the year/Period Ending.....

PART-I

Personal Data

(To be filled by the Section/Department/Office concerned of the University)

1. Name of Official
2. Designation
3. Department / Section
4. Whether the Official belongs to Scheduled Caste/Scheduled Tribe
5. Date of Birth
6. Date of Continuous appointment to the present post
7. Period of absence from duty (on leave, training etc.), during the year. If he/she undergone training specify

PART-II

SELF APPRAISAL

(To be filled by the official Reported upon)

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

1. Brief description of the duties

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight or ten items of work in the order of priority and your achievements against each target.

Targets/Objectives/Goals

Achievements

2B. Please state briefly the target set and quantum of work done in regard to recording, indexing and weeding out of files, maintenance of files, Sectional Note Book and other registers, furnishing of O&M and other returns etc.

PART-III (To be filled in by Reporting Officer)

1. Please state whether you agree with the self-appraisal of the Officer reported upon an mentioned in Part-II. If not, please furnish the factual details.

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2. Assessment of work output

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10(One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 40 percent.**

Sl.No.	Items	Reporting Authority	Reviewing Authority (Refer para 2 of Part-IV)	Initial Reviewing Authority
(i)	Accomplishment of planned work/work allotted as per subject allotted.			
(ii)	Quality of output			
(iii)	Analytical ability			
(iv)	Accomplishment of exceptional work/unforeseen tasks performed.			
(v)	Overall Grading on 'Work Output'			

3. Assessment of personal attributes

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10(One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

Sl.No.	Items	Reporting Authority	Reviewing Authority (Refer para 2 of Part-IV)	Initial of Reviewing Authority
(i)	Attitude of 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			
(x)	Overall Grading on 'Personal Attributes'			

4. Assessment of functional competency

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10(One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this Section would be 30 percent.**

Sl.No.	Items	Reporting Authority	Reviewing Authority (Refer para 2 of Part-IV)	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 subordinates			
(vi)	Initiative			
(vii)	Overall Grading on 'Functional Competency'			

5. Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society(Please comment on his/her understanding of the problems of Scheduled Caste/Scheduled Tribe/Weaker Sections and willingness to deal with them)

6. Attitude & Potential:

(Please indicate three file work from amongst the following for possible specialization and career development of the officer. Please mark 1,2,3 in the three appropriate boxes)

- | | | |
|---------|---|-----|
| (i). | Analytical Ability | () |
| (ii). | Communication Skill | () |
| (iii). | Initiate | () |
| (iv). | Attitude to work | () |
| (v). | Ability to inspire and motivate | () |
| (vi). | Supervisory Ability | () |
| (vii). | Inter-personal relationship and team-work | () |
| (viii). | Personal Administration and Office Management | () |
| (ix). | Account Function | () |
| (x). | Computerization | () |
| (xi). | Any other fields | () |

7. Training

(Please give recommendations for training with a view to further improving the effectiveness and capability of the officer)

8. Attitude towards environment

(a)Please comment on his/her relations with the higher authorities and ability to elicit co-operation from the sub-ordinates.

(b) Please comment on his/her attitude towards redressal of grievances relating to office work.

9. State of health:

10. Integrity:
(Please see note below the instruction)

11. 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.

12. Overall numerical grading on the basis of weightage in para 2,3 and 4 in Part-III of the Report.

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Date.....

During the period of Report.....

PART-IV REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-III? In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in Part-III and initial you entries.

Yes, I agree.	No, I do not agree. I have recorded my assessments in Part-III
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(Please strike out whichever is not applicable)

3. In case of difference of opinion, please give details and reasons for the same.

4. Comments, if any, on the Pen picture written by the Reporting Officer.

5. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in the Part-III of the Report.

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Date.....

During the period of Report.....