Group-A Officers

Annual Performance Assessment Report (APAR)- Financial Year Basis

(Strikeout which is not applicable-To be type written only)

1	***Annual***	***From***	***To***

Part 1: Personal Data and self-appraisal (To be type-written on computer system)

1.	Name	
2.	Designation	
3.	PF No	
4.	Pay Level	
5.	Date of Birth	
6.	Present assignment since when and major responsibilities	
7.	Degrees obtained and training courses attended	
8.	Have you submitted the Annual Immovable Property Returns of the year ending just preceding the APAR period? (for example, for APAR period 2020-21, the IPR as on 31.12.2020 should be submitted)	
9.	Any punishment/warning awarded, during the period under report	
10.	*Self-appraisal report (In not more than 300 words)-to be submitted by April 15*	
Declaration: I understand that the window for viewing the APAR and submission of any representation is from July 01-15 every year, which may not be separately communicated by the APAR Cell, unless adverse remarks are there.		
Date: Signature of the Officer		

Part 2: Assessment of annual performance for <u>Group A Officers</u> to be filled in by the Reporting Officer and submitted before May 31.

Name of the employee					PF No.
Sl. No.	**Attributes**	**Outstanding (80-100) (5 marks each)**	**Very good (60-79) (3 marks each)**	**Good (40-59) (2 marks each)**	**Poor (Below 40) (1 mark each)**
		(a)	**(b)**	**(c)**	**(d)**
1.	Accomplishment of planned work / work allotted as per subject allotted				
2.	Quality of output				
3.	Analytical ability				
4.	Accomplishment of exceptional work / unforeseen tasks performed				
5.	Attitude to work				
6.	Sense of responsibility				
7.	Maintenance of Discipline				
8.	Communication Skills				
9.	Leadership qualities				
10.	Capacity to work in team spirit				
11.	Capacity to work in time-limit				
12.	Interpersonal relations				
13.	Knowledge of Rules / regulations/ procedures in the area of function and ability to apply them correctly				
14.	Strategic planning ability				
15.	Decision- making ability				
16.	Co-ordination ability				
17.	Ability to motivate and develop subordinates				
18.	Information & Communication Technology Skills				
19.	Initiative & Innovation				
20.	Emotional quotient				
Sub/ Column Total:					
Grand total (a)+(b)+(c)+(d)			**Overall Rating:**		
Average Grading Point*					

Minimum benchmark for MACP and confirmation of probation is "Very Good"

***Average Grading Points:** (a) APARs graded between 80-100 will be given a score of 9 (b) APARs graded between 60-79 will be given a score of 7 (c) APARs graded between 40-59 will be given a score of 5 (d) APARs graded below 40 will be given a score of zero.

Date: **Signature of the Reporting Officer**

Part 3: Special observations by the Reporting Officer (by May 31):

Name of the Officer		**PF No.**
1.	Length of service under the Reporting officer	
2.	Please comment on: (a) integrity	
	(b) state of health of the employee	
3.	Any special remarks on the positive contributions by the employee and on the self-appraisal submitted	
4.	Any adverse remarks on the negative performance of the employee	
5.	In case of any adverse remarks please indicate whether he/she was informed verbally or in writing during the period under report and enclose the correspondence, if any	
6.	Signature of the Reporting Officer	
7.	Name of the Reporting Officer	
8.	Designation	
9.	Seal	
10.	Date	

Part 4: Observations and acceptance remarks by the Counter Signing /Reviewing Authority(s) Accepting Authority (by June 30):

Name of the Officer:		**PF No.**

Sl. No.	**Item description**	**Counter Signing / Reviewing Authority (*)**	**Accepting Authority**
		Registrar (Ministerial/ technical staff and others) / DOFA (Non-teaching Academic staff)/ DORD (Scientific staff)	**Director**
1.	Length of service under the Reviewing Officer		
2.	Remarks of Reviewing Officer on the judgment and fairness of the Reporting officer in general		
3.	Whether the Reporting officer is unbiased towards SC/ST/OBC/physically handicapped employees reported upon		
4.	Overall grading awarded in case of any variance with the grading awarded by the Reporting Officer with comments/ reasons		
5.	Signature of the Reviewing Officer		
6.	Name of the Reviewing Officer		
7.	Seal and Date		

*If the Reporting Officer is in the same AGP/GP/Rank of the Counter Signing/ Reviewing Authority, then the next in order shall be treated as Counter Signing Authority. If the Counter Signing Authority / Reviewing Authority is in higher AGP/GP/rank, then it shall be treated as 'reviewing Authority', as the case may be.

Part 5 : Follow up action By Registrar's Office for non-teaching staff to be completed before July 31.

1.	Adverse remarks, if any, were communicated to the employee on	
2.	Brief particulars of final decision taken on the representation received, if any	
3.	Signature of the self-visit of the employee after disclosure of APARs	
4.	Signature of the officer responsible for APAR Dossier	
5.	Name	
6.	Designation, Seal & Date	