

Group-A Officers
Quarterly Performance Assessment Report (QPAR)
(Jan-Mar) (April-June) (July-Sept) (Oct-Dec)
 (Strikeout which is not applicable-To be type written only)

1	Quarterly	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.	Any punishment/warning awarded, during the period under report	
9.	<u>Self-appraisal report (In not more than 300 words)-to be type written only</u>	
Declaration: I understand that the window for viewing the QPAR and submission of any representation will be before the next QPAR period ends.		
Date:		
Signature of the Officer		

Part 2: Assessment of quarterly performance for Group A employees to be filled in by the Reporting Officer.

Name of the Officer					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) QPARs graded between 80-100 will be given a score of 9 (b) QPARs graded between 60-79 will be given a score of 7 (c) QPARs graded between 40-59 will be given a score of 5 (d) QPARs graded below 40 will be given a score of zero.

Date:

Signature of the Reporting Officer

Part 3: Special observations by the Reporting Officer:

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:**

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 :

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 QPARs	
4.	Signature of the officer responsible for QPAR Dossier	
5.	Name	
6.	Designation, Seal & Date	

Timelines for submission of QPAR		
Sl. No.	Activity	Date by which to be completed
1	Submission of QPAR Forms to the Reporting Officer by Officer to be reported upon, duly downloading from the Institute's website.	Apr 7, Jul 7, Oct 7, Jan 7 for 1 st , 2 nd , 3 rd & 4 th Quarter respectively.
2	Submission of QPAR by the Reporting Officer to the Reviewing Officer	Apr 21, Jul 21, Oct 21, Jan 21 for 1 st , 2 nd , 3 rd & 4 th Quarter respectively.
3	QPAR to be completed by the Reviewing Officer and to be sent to Administration or Accepting Authority, wherever provided.	May 15, Aug 15, Nov 15 & Feb 15 for 1 st , 2 nd , 3 rd & 4 th Quarter respectively.
4	Window open for accessing the self QPARs by the individual employee and signing in the register for QPARs and submission of any representation.	On completion of above process.