

Ghani Khan Choudhury Institute of Engineering & Technology

(A Centrally Funded Technical Institute under Ministry of H.R.D., Govt. of India.)

Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/ 3245

Date: 28.03.2019

Circular

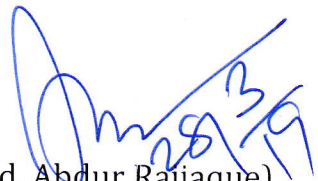
Sub: Preparation of ACR/APAR for the period from April, 2018 to March, 2019-reg.

The process for completion of ACR/APAR for the period from April, 2018 to March, 2019 related to the regular employees has been started and all the staff members are requested to download the same format from the institute website i.e. www.gkciet.ac.in.

Duly filled in format hard copy may be sent to the concerned controlling officer who is Reporting Officer for his/her confidential performance reporting in an objective manner as per scheduled time enclosed herewith.

The Reporting Officer(s) may complete it and send to the Reviewing Officer(s) after reviewing the same and send it to the C.R Cell i.e. Admin. & Establishment Section of this institute and from there it may be sent to the Accepting Officer for finalization of the report.

This issues with the approval of the competent authority.


(Md. Abdur Rajjaque)
Asst. Registrar (A&E)

Copy to:

1. All regular employee members (Through e-mail)
2. All HoDs/HoS'-with request to inform the employee(s) working under their kind control.
3. System Manager for uploading on the institute's website.
4. All Deans
5. Director
6. File Copy

Time Schedule for Preparation of Confidential Reports (APAR/ACR)

Sl. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by 'Reviewing Officer and to be send to administration or CR Section/ Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	(a) 1 st September (b) 15 th September
7.	Receipt of representation, if any, on AFAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	(a) 21 st September (b) 6 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

Annual Self-Assessment for the Performance Based Appraisal System for faculty members

Session/Year.....

Part – A

PERSONAL DATA

(To be filled by the Administrative Section)

1. Name (In Block Letters)

2. Father's Name/Mother's Name/Husband's Name

3. Department

4. Current Designation & Grade Pay

5. Date of last Promotion

6. Address for correspondence (with pin-code)

7. Permanent Address (with Pin-code, Telephone No. & Email.....)

8. Whether acquired any degree or fresh academic
Qualifications during the year

9. Academic Staff College Orientation/Refresher
Course attended during the year

Name of the Course	Place	Duration	Sponsoring Agency

Part – B
(ACADEMIC PERFORMANCE INDICATORS)

(Please see detailed instructions of this Appraisal proforma before filling out this section)

CATTEGORY-1

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (i)** Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details where necessary)

Sl. No.	Course/Paper	Level	Mode of teaching *	No. of Classes per week allotted	No. of Classes conducted	% of Classes/Practicals taken as per documented record

***Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)**

Sl. No		API Score
(a)	Classes Taken (max. 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given)	
(b)	Teaching Load in exces of AICTE norm (max. score : 10)	

- (ii)** Reading/Instructional material consulted and additional knowledge resources provided to students.

Sl. No	Course /Paper	Consulted	Prescribed	Additional Resource Provided

API score based on Preparation and imparting of knowlwdge/
Instruction as per curriculum & syllabus enrichment by providing
additional resouces to students (mas. Score:20)

API Score

(iii) Use of Participatory & Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

Sl. No	Short Description	API Score

Total Score (max. Score : 20)

(iv) Examination Duties Assigned and Performed

Sl. No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score

Total Score (max. Score : 25)

CATTEGORY-II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

Sl. No	Type of Activity	Average Hrs./Week	API Score
	(i) Extension, Co-curricular & field based activities		
	Total (max. 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score

	Total (max:15)		
	(iii) Professional Development Activities		
	Total (max: 15)		
	Total Score (i+ii+iii) (max:25)		

CATTEGORY-II
(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A. Published Papers in Journals:

Sl. No.	Title with Page Nos.	Journal	ISSN/ISBN No.	Whether peer reviewed, impact factor, if any	No. of co-authors	author	API Score

B. (i) Articles / Chapters published in Books

Sl. No.	Title with Page Nos.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed, impact factor, if any	No. of co-authors	author	API Score

B. (ii) Full Papers in Conference Proceedings

Sl. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

B. (iii) Books Published as single author as editor

Sl. No.	Title with Page Nos.	Type of Book & Authorship	Publisher ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

C. Ongoing and Completed Research Projects and Consultancies**© (i & ii) Ongoing Projects / Consultancies**

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

© (iii & iv) Completed Projects /Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in Lakh)	Whether policy document/patent as outcome	API Score

D. Research Guideline

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.E./M.Tech./Master in appropriate field				
Ph. D. or equivalent				

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organised by	API Score

E.(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organised by	Whether international/national/state/regional/College or University level	API Score

E.(iii) Invited Lectures and Chairmanships at National or International conference/seminar etc.

Sl. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Organised by	Whether international/national	API Score

E.(iv) SUMMARY OF API SCORES

Sl. No.	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
(i)	Teaching, Learning and Evaluation related development etc.			
(ii)	Co-curricular, Extension, Professional development etc.			
	Total (i+ii)			
(iii)	Research and Academic Contribution			

PART-C:

(OTHER RELEVANT INFORMATION)

Please give details of any other credential, significant contributions, awards, received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Pleaseattach copies of certificates, sanction orders, papers etc wherever necessary)

Sl. No.		Sl. No.	
01.		06.	
02.		07.	
03.		08.	
04.		09.	
05.		10.	

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed Performance Appraisal proforma.

Signature of the faculty with
Dersignation, Place & Date

Signature of HOD/Head of the Institute

N.B: The Annual Self-Assessment proforma duly filled along with all enclosures submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

Instructions for Filling up Part-B of the Performance Appraisal Proforma

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

N.B: The self-assessment scores are subject to verification by the University/College and by the Screening cum Verification Committee or Selection Committee as the case may be.

1. Teaching and Evaluation Related Performance:

	Indicators/Activities	Maximum Score
(i)	(a) Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements.	50
	(b) if teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes.	10
(ii)	Imparting of knowledge/instruction vis-à-vis with the prescribed material (Text book/Manual etc.) and methodology of the curriculum (100% compliance = 20 points)	20
(iii)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.	
	Updating of courses, design of curriculum (5-single course)	10
	Preparation of resource material, fresh reading materials, laboratory manuals etc.	10
	Use of innovative teaching-learning methodologies; use of ICT updated subject content and course improvement	10
	a. ICT Based Teaching material : 10 points/each	
	b. Interactive Courses: 5 points/each	
	c. Participatory learning modules : 5 points/each	
	Developing and imparting Remedial/Bridge Course and Counselling modules (each activity:5 points)	10
	Developing and imparting soft skills/communication skills/personality development courses/modules (each activity: 5 points)	10
	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assigned teaching/web based learning and e-	10

	library skills to students.	
	a. Workshop/Training course: 10 points each	
	b. Popularization programme : 5 points each	
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/University end semester/Annual Examination work as per duties allotted. (Investigation – 10 points, Evaluation of answer scripts-5 points; Question paper setting – 5 points)	20
	College/University examination/evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance-10 points)	10
	Examination work such as coordination or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum Aggregate Limit B (iv)	25

2. Co-curricular, Extension and Profession Rrelated Activities and Participation in the Corporate Life of the Institution

	Indicators/Activities	Maximum Score
(i)	Institutional Co-curricular activities for students such as field studies/ educational; tours, industry-imparting training and placement activity (5 points each)	10
	Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC or any other similar activity (each activity 10 points)	10
	Students and Staff Related Socio-Cultural and Sports Pogrammes, campus publications (department level 2 points, institutional level 5 points)	10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. (5 points each)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
	Institutional Goverance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each)	10
	Responsibility for or participation in committees for Students Welfare. Copunselling and Discipline (5 points each)	10
	Organization of Conference/ Training International (10 points) national/regional (5 points)	10
	Maximum Aggregate Limit	15
(iii)	Professional Development Related Activities	
	Membership in profession related comminees at state and national level.	10
	a. At national level : 3 points each	
	b. At state level : 2 points each	

	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development. Examination reforms, Institutional governance (Each activity : 5 points)	10
	Membership/participation in Bodies/Committees on Education and National Development (5 each)	10
	Publication of articles in newspapers, magazine or other publications (not covered in category 3): radio talks etc. (1 point each)	10
	Maximum Aggregate Limit	15

3. RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

This is to be filled as per the AICTE Regulations, 2010 . Wherever the research contribution is jointly made , the API scores should be shared between the contribution as per the formula provided in the Table.

Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators.

Similar Performance proforma could be developed by the universities for the cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports based on the API scoring pattern outlined in AICTE Regulations, 2010.

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

Form of confidential report of MTS/ Lower / Upper Division Clerk

Report for the year / period ending.....

Part – 1 – Personal Data

(To be filled by the Administrative Section)

1. Name of official
2. Designation / Post held
3. Date of Birth
4. Whether official belongs to Scheduled Caste / Scheduled Tribe
5. Date of continuous appointment to the present grade, viz.
6. Whether permanent, temporary, or officiating
7. Section(s) in which served during the year / period under report and period of service in each

SL.NO.	YEAR/PERIOD	SECTION

8. Period of absence from duty / (on leave, training etc.)

SL. NO.	LEAVE OF ABSENCE	TYPE OF LEAVE	PURPOSE
P a r t =			

II – Self-Appraisal

(To be filled by the Appraisee)

1. Brief description of duties.

2. Brief resume of the work done by you during the year / period from to bringing out any special achievements during the year / period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 300 words and is required to be signed)

Part-III-Assessment by the Reporting Officer

1. Does the Reporting officer agree with the statement made in Part-II; if not, the extent of disagreement and reasons therefor

2. State of health

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

<i>ATTRIBUTES</i>	<i>GRADED BY REPORTING AUTHORITY</i>	<i>INITIAL OF REPORTING AUTHORITY</i>	<i>REVISED GRADE BY REVIEWING AUTHORITY (IF DOESN'T AGREE WITH COL. 2)</i>	<i>INITIAL OF REVIEWING AUTHORITY</i>
1	2	3	4	5
Accomplishment of planned work/work allotted as per subjects allotted				
Quality of output				
Analytical ability				
Accomplishment of exceptional work/unforeseen tasks performed				
Proficiency in typing (in both speed & accuracy)				
Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.				
Proficiency in his work, viz, maintenance of prescribed registers and charts etc.				
Overall Average Grading on 'Work Output'.				
40% weight age of overall average grading.				

Assessment of Personal attributes
(Weightage to this Section would be 30%)

<i>ATTRIBUTES</i>	<i>GRADED BY REPORTING AUTHORITY</i>	<i>INITIAL OF REPORTING AUTHORITY</i>	<i>REVISED GRADE BY REVIEWING AUTHORITY (IF DOESN'T AGREE WITH COL. 2)</i>	<i>INITIAL OF REVIEWING AUTHORITY</i>
1	2	3	4	5
Attitude to work				
Sense of responsibility				
Maintenance of Discipline				
Communication skills				
Intelligence, keenness and industry				
Capacity to work in team spirit				
Capacity to work in time-limit				
Interpersonal relations				
Attendance and Punctuality				
Overall Average Grading on 'Personal Attributes'				
30% weight age of overall average grading				

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

<i>ATTRIBUTES</i>	<i>GRADED BY REPORTING AUTHORITY</i>	<i>INITIAL OF REPORTING AUTHORITY</i>	<i>REVISED GRADE BY REVIEWING AUTHORITY (IF DOESN'T AGREE WITH COL. 2)</i>	<i>INITIAL OF REVIEWING AUTHORITY</i>
1	2	3	4	5
Knowledge of Rules /Regulations /and ability to apply them correctly				
Strategic planning ability				
Decision-making ability				
Co-ordination ability				
Ability to motivate and develop subordinates.				
Overall Average Grading on 'Functional Competency'				
30% weight age of overall average grading				

3. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

4. Has the Officer done any outstanding or notable work meriting commendation? Briefly mention them.

5. Integrity

6. Effectiveness in the development and protection of Scheduled Castes and Scheduled Tribes:

(a) Attitude towards SCs and/or STs.....

(b) Sensitivity to social justice.....

(c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs and/or STs

(d) Effectiveness in bringing about the development of SCs and/or STs.

Place:

Signature of the Reporting Officer

Date:

Name in Block Letters:

**Designation:
(During the period of report)**

Part – IV – Remarks by Reviewing Officer

1. Length of service under Reviewing Officer
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his / her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Officer?
(In case of disagreement, please specify the reasons.)

Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of a Scheduled Caste / Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just
5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading
6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

Signature of the Reviewing Officer

Name in Block letters:

Designation:
(During the period of period)

Place:
Date:

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR TECHNICAL STAFF
(Sr. Technical Assistant, Technical Assistant, Junior Engineer)

Report for the year / period from to

Part – I
Personal Data

A-To be filled by the Administrative Section

1. Name (in full)
2. Father's name
3. Date of birth
4. Place of birth
5. Home Village/Town [in accordance with M.H.A., O.M. No. 43/1/55-Estt. (A), Pt. II, dated 10-10-1956
.....
6. Whether belongs to Scheduled Castes
Scheduled Tribes

(If so, exact caste or tribe to be specified)

7. Educational Qualification:

Degree or Examination Passed	University	Year	Division or Distinction obtained, if any
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B –To be filled by the Administrative Section

I. Brief Record of service:

Appointment held and Scale of pay	Department/Office	Period From	To
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II. Details of approved courses of training /study, including refresher courses undergone or departmental examination passed, if any:

Particulars of the Course of study/training or departmental examination	Whether completed successfully or passed	Details of distinction obtained or special com- mendations received, if any
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III. Details of qualifications in Hindi or other special qualifications (e.g., in Science, Commerce, Accounts, etc.) acquired, if any:

Examination Passed	Name of authority conducting the examination	Year of examination	Class or Distinction obtained, if any
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Part – II – Self-Appraisal
(To be filled by the Appraisee)

1. Brief description of duties.

2. Brief resume of the work done by you during the year / period from to bringing out any special achievements during the year / period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 300 words and is required to be signed)

Part-III-(A) Assessment by the Reporting Officer
Assessment of work output

ATTRIBUTES	GRADED BY REPORTING AUTHORITY	INITIAL OF REPORTING AUTHORITY	REVISED GRADE BY REVIEWING AUTHORITY(IF DOESN'T AGREE WITH COL.2)	INITIAL OF REVIEWING AUTHORITY
1	2	3	4	5
Accomplishment of planned work/work allotted as per subjects allotted				
Quality of output				
Analytical ability				
Accomplishment of exceptional work/ unforeseen tasks performed				
Overall Average Grading on 'Work Output'				

(B)-Assessment of Personal attributes
(Weightage to this Section would be 30%)

ATTRIBUTES	GRADED BY REPORTING AUTHORITY	INITIAL OF REPORTING AUTHORITY	REVISED GRADE BY REVIEWING AUTHORITY(IF DOESN'T AGREE WITH COL.2)	INITIAL OF REVIEWING AUTHORITY
1	2	3	4	5
Attitude to work				
Sense of responsibility				
Maintenance of Discipline				
Communication skills				
Leadership qualities				
Capacity to work in team spirit				

Capacity to adhere to time-schedule				
Inter-personal relations				
Attendance and Punctuality				
Overall Average Grading on 'Personal Attributes'				

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

ATTRIBUTES	GRADED BY REPORTING AUTHORITY	INITIAL OF REPORTING AUTHORITY	REVISED GRADE BY REVIEWING AUTHORITY(IF DOESN'T AGREE WITH COL.2)	INITIAL OF REVIEWING AUTHORITY
1	2	3	4	5
Knowledge of Rules/Regulations/and ability to apply them correctly				
Strategic planning ability				
Decision-making ability				
Co-ordination ability				
Ability to motivate and develop subordinates				
Overall Average Grading on 'Functional Competency'				

Part-IV-General

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness in 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
5. Pen picture by reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures 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.

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Designation.....

(During the period of Report)

Date.....

Part-V-Remarks by Reviewing Officer

1. Length of service under Reviewing Officer

2. Do you agree with the assessment of the officer given by the Reporting officer?
(In case of disagreement, please specify the reasons.)

3. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reviewing Officer

Place.....

Name in Block Letters.....

Designation.....
(During the period of Report)

Date.....

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

Form of confidential report of Assistant Registrar, System Manager & Asst. Librarian

Report for the year from..... to.....

Part - 1 - Personal Data

(To be filled by the Administrative Section)

1. Name of Officer

2. Deleted. (vide OM, dated 17-02-1999)

3. Date of birth

4. Date of continuous appointment to the present grade

5. Present post and date of appointment thereto

6. Period of absence from duty / (on leave, training etc.)

SL. NO.	LEAVE OF ABSENCE	TYPE OF LEAVE	PURPOSE

Part – II – Self-Appraisal
(To be filled by the Appraisee)

1. Brief description of 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 to ten items of work in the order of priority and your achievements against each target. (Example: Annual Action Plan for your Division) Targets / Objectives / Goals.

SL.NO.	TARGETS	OBJECTIVES	GOALS

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.

Part – III – To be filled in by the Reporting Officer
*(Please read carefully the instructions given at the end
of the form before filling the entries)*

A. Nature and quality of work

- 1.** Please comment on Part-II as filled in by the officer and specifically state whether you agree with the answers relating to targets and the objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives

2. Quality of output:

Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any

1. Knowledge of sphere of work:

Please comment specifically on each of these; level of knowledge of functions, rules and regulations, related instructions and their applications.

A. Attributes:

1. Analytical Ability:

Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas.

2. Communication Skill:

Please comment on the officer's ability to communicate with brevity, clarity and accuracy, both orally and in writing; ability to draft notes, Cabinet Notes, brief for Parliamentary matters, etc.

3. Initiative:

Please comment on the capacity and resource fullness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new areas of work.

4. Attitude to work:

Please comment how far the officer can be relied upon; his sense of responsibility; the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematize his/her work.

5. Ability to inspire and motivate:

Please comment on the capacity of the officer to motivate; to obtain willing support by own conduct and capacity to inspire confidence.

6. Supervisory Ability:

Please comment on the officer's ability relating to-

- (i)** Guidance in the performance of tasks.

- (ii)** Review of performance (monitoring of key areas including finance etc. sanctions)

- (iii)** Capacity to take decision at his/her level on matters within delegated areas.

- (iv)** Maintaining discipline.

7. Inter-personal relations and team-work:

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.

8. Relations with the public (wherever applicable)

Please comment on the officer's accessibility to the public and responsiveness to their needs.

9. Attitude towards Scheduled Casts / Scheduled Tribes / Weaker Sections of Society (applicable in case of officers dealing with the development and protection of SCs and / or STs and Weaker Sections of Society):

Please comment on his/her understanding of the problems of SCs/STs/Weaker Sections and willingness to deal with them.

10. Aptitude and potential:

Please indicate possible lines of growth and development of the officer.

11. Training :

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.

Part – IV – General

- 1. State of health**
- 2. Integrity**
(Please *see* Note below the Instructions)

- 3. General assessment:**

Please give an overall assessment of the officer with reference to his/her strengths and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.

- 4. Grading (Outstanding / Very Good / Good / Average / Below Average)**

(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:

Date:

Name in Block letters:

Designation

Part – V – Remarks of the Reviewing Officer

1. Length of service under the Reviewing Officer

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of the officer given by the Reporting Officer?
(In there anything you wish to modify or add?)

4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading

5. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out-of-turn promotion and is so, specify?

Signature of the Reviewing Officer

Place:

Date:

Name in Block letters:

**Designation
(During the period of report)**