

**ARUNACHAL PRADESH UNIVERSITY
HILL TOP, PASIGHAT**



ANNUAL PERFORMANCE APPRAISAL REPORT

FOR

Group – B Employees

Name of the Officer/Official :

Designation :

Report for the Year/Period Ending :

Annual Performance Appraisal Report of **Group - B Employees** of
Arunachal Pradesh University, Pasighat.

Report for the Year/Period:

PERSONAL DATA

Part-1A

(To be filled by the Establishment/APAR Branch of Arunachal Pradesh University)

- 1 Name of the official :
- 2 Date of Birth (DD/MM/YYYY)
(In words) :
- 3 Designation of post held :
- 4 Whether the officer/official belongs to
Scheduled Caste/ Scheduled Tribe? :
- 5 Date of joining in the present post :
- 6 Nature of Appointment : Regular/Deputation/Contractual/Other
- 6 Grade :
- 7 Period of Absence from duty on leave,
training etc. during the year :

Part-1B

1. Name & Designation of the Reporting
Officer :
2. Name & Designation of the Reviewing
Officer :
3. Name & Designation of the Accepting
Authority :

Signature of Officer of APAR Branch/Section

Part-2

SELF-APPRAISAL

(To be filled by the Officer/Official reported upon)
(Please read carefully the instruction before filling the entries)

1. Brief Description of Duties

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2. Please specify the major duties/targets assigned during the year and achievements against each item.

Targets/Objectives/Goals	Achievements

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 Property Return/Immovable Property Return, wherever applicable under the rules, for the preceding calendar year was filed within the prescribed date. If not, the date of filing may be given.

Place:

Date:

Signature of the Officer/Official reported upon

Part-3

ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

1. 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 %)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col. 3)	Initials of Reviewing Authority
1	2	3	4	5
1	Accomplishment of assigned/planned work			
2	Quality, accuracy and timeliness of output			
3	Knowledge and Handling of Section/Branch work			
4	Accomplishment of exceptional work/unforeseen tasks			
	Overall Grading on work Output [Total of 1 to 4]			

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

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col. 3)	Initials of Reviewing Authority
1	2	3	4	5
1	Attitude to work			
2	Sense of responsibility			
3	Maintenance of discipline			
4	Communication skills			
5	Supervisory ability/leadership qualities			
6	Capacity to work in a team			
7	Ability to meet deadlines			
8	Inter personal relations			
9	Overall bearing and personality			
	Overall Grading on 'Personal attributes' (Total [1 to 9])			

(C) Assessment of functional competency (Weightage to this section be 30%)

		Grades by reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col. 3)	Initials of Reviewing Authority
1	2	3	4	5
1	Knowledge and application of University rules, office procedures and Government instructions relevant to assigned work			
2	Ability to examine and process files/cases correctly			
3	Decision-making/problem-solving ability within assigned responsibility			
4	Coordination with officers, departments, branches and staff			
5	Ability to supervise, guide and monitor subordinate staff			
	Overall Grading on Functional Competency (Total 1 to 5)			

Notes: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

Part-4

GENERAL

1. Relation with students, staff, public and other stakeholders, wherever applicable.
(Please comment on the officer's/official's accessibility to the public and responsiveness to the 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, if relevant to discharge of duties

4. Integrity (Please comment on the integrity of the employee reported upon)

5. Pen picture by reporting Officer (in about 100 words) on the overall qualities of the office including the area of strengths and lesser strength extraordinary achievements, significant failures and attitude towards weaker section.

6. Overall numerical grading in the basis of weightage given in section A, B and C in part-III of the Report.

Place:

Signature of the Reporting Officer

Name in Block letters

Date:

Designation

During the period of Report

Part-5

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

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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 and Part-4 (Ref: Part-3 & Part-4)?

Yes	No
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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 of the column provided for you in that section and initial your entries).

Yes	No
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3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

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4. Whether the assessment made by the Reporting Officer appears fair, objective and free from bias, including in respect of SC/ST officers/officials, wherever applicable.

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5. Pen picture by Reviewing Officer 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.

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

Place:

Signature of the Reviewing Officer

Name in Block letters

Date:

Designation

During the period of Report

Part-5

REMARKS OF THE ACCEPTING AUTHORITY

1. Do you agree with the assessment of the Reporting and Reviewing Officers?

Yes/No

2. If not, reasons for disagreement:

3. Final overall grading accepted:

4. General remarks, if any:

Place:

Date:

Signature of the Accepting Authority

Name in Block Letters:

Designation: