

**ARUNACHAL PRADESH UNIVERSITY
HILL TOP, PASIGHAT**



ANNUAL PERFORMANCE APPRAISAL REPORT

FOR

Group – D Employees

Name of the Employee/Official :

Designation :

Report for the Year/Period Ending :

Annual Performance Appraisal Report of **Group – D 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 present post :
- 6 Nature of Appointment : Regular/ Contractual/ Deputation/ Other
- 7 Grade :
- 8 Period of Absence from duty on leave, training etc. during the year :
- 9 Place of posting/duty: Department/Branch/Section/Building :

Part-1B

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

Signature of Officer of APAR Branch/Section

Part-2

SELF-APPRAISAL

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

1. Brief description of duties performed during the year/period. (in not more than 100 words):

2. Any special work/duty performed during the year/period, if any. If yes please give a brief description. (Not more than 150 words):

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	Quality of work			
2	Accomplishment of assigned work			
3	Performance of additional/special duties, if any			
	Overall Grading on work Output [Total of 1 to 3]			

(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	Regularity and punctuality			
2	Sense of responsibility			
3	Regularity and Punctuality in attendance			
4	Discipline and obedience to instructions			
5	Communication skills			
6	Ability to work in a team			
7	General conduct			
8	Inter personal relations			
	Overall Grading on 'Personal attributes' (Total [1 to 8])			

(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	4
1	Knowledge of assigned duties and ability to perform them properly			
2	Skill in handling tools/equipment/materials related to assigned work, wherever applicable			
3	Initiative and willingness to perform assigned/additional duties			
4	Cleanliness, upkeep and maintenance of assigned area, wherever applicable			
5	Use of Fax, Xerox machine, IT equipment, etc.			
6	Ability to follow instructions and coordinate with the concerned section/department			
	Overall Grading on Functional Competency (Total 1 to 6)			

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. Behavior with students, staff, officers, visitors and public, wherever applicable.

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/reliability: (Please comment whether anything adverse has been noticed.)

5. Pen picture by the Reporting Officer, in about 100 words, on the overall performance, conduct, reliability, punctuality, areas of strength, areas requiring improvement, special duties performed, significant failures, if any, and behavior towards students, staff, public and weaker sections, wherever applicable..

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

--

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
-----	----

Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the employee 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
-----	----

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

--

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

--

5. Pen picture by Reviewing Officer comment (in about 100 words) on the overall qualities of the employee reported upon including area of strengths and areas requiring improvement and his/her 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: