Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

APAR OF OFFICIALS UPGRADED TO GROUP 'C' FROM GROUP 'D' FOR THE PERIOD FROM_____TO_____

PART –I
(To be filled by the person concerned)

1. Full Name (In Capital)   :
2. Date of Birth   :
3. Designation   :
4. Date of Joining   :
5. Name of Deptt. to which attached   :
6. Give details of the work done by you :
   during the period of report
   (Not more than 200 words)

7. A brief statement of the work handled by the official during the year /period under report.

PART –II
(To be filled by the Reporting Officer)

1. Is he/she punctual and regular in   :
   Attendance.

2. Does he/she co-operate and   :
   co-ordinate with the work of the
   section/stores.

3. Honesty and Integrity   :

4. Has he been reprimanded for   :
   any cause of his/her work.

Name of the Officer…………………………   Period………………

PART –III

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)

	Reporting Officer	Reviewing Officer (Revised Grades, if does not agree with column No.2)	Initials of Reviewing Officer
[A] Assessment of Personal attributes /work output (weightage to this section would be 60%)			
1] Accomplishment of assigned work.			
2] Quality of output			
3] Attitude to work.			
4] Sense of responsibility.			
5] Maintenance of Discipline.			
6] Communication Skills			
7] Capacity to work in team spirit.			
8] Capacity to adhere to time-schedule			
9] Inter-personal relations			
10] Overall bearing and personality			
Overall Grading on "Personal Attribute"			
[B] Assessment of Functional Competency (weightage to this section would be 40%)			
1] Knowledge of work procedures in the area of function and ability to apply them correctly.			
2] Coordination ability			
3] Initiative			
Overall Grading on "Functional Competency"			

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

[C] Overall Numerical Grading on the basis of weightage given
    in Section A & B.

Date:_____

Signature of the Reporting Officer
Name
Designation

Name of the Officer…………………………   Period………………

<u>REMARK OF REVIEWING OFFICER</u>

1. Length of service of assessed under the   :-
   Reviewing authority from the period under
   report.

2. State of health   :-

3. Do you agree with the assessment of the   :-
   officer given by the reporting officer? Is there
   anything you wish to modify or add?

4. General remarks   :-

5. Final average Grading (on scale of 1-10)   :-

Date :_____   **Signature of Reviewing Officer**
                                                    Name
                                                    Designation

Guidelines regarding filling up of APAR with numerical grading

(i)   The columns in the APAR should be filled with due care and attention and after devoting adequate time.

(ii)   It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii)   APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

(iv)   APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

(v)   APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.

(vi)   APARs graded below 4 will be given a score of "Zero".