



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MHRD, Govt. of India
Kokrajhar, BTAD, Assam 783370

www.cit.ac.in

No.CITK/NT/ACR/2018-20/389/2020/ 193

Date: 04/08 /2020.

NOTICE

It is hereby notified that the copies of format for Annual Performance Appraisal Report (APAR) for Non-Teaching Staff (1st April 2018 to 31st March 2019 and 1st April 2019 to 31st March 2020) are uploaded on the CIT website (www.cit.ac.in).

All the Non-Teaching Staff of this Institute are directed to submit their filled up Annual Performance Appraisal Report (APAR) through their respective HoDs/Section Heads/Reporting Officer to the undersigned on or before 20th August 2020.

You are directed to download the format from the Institute's Website.

(Ms. Chaitali Brahma)
Registrar, CIT, Kokrajhar
E-mail: registrar@cit.ac.in

Copy for information to:-

1. The Director, CIT Kokrajhar.
2. The HoDs/Section Heads/Reporting Officer, CIT Kokrajhar.
3. Website for circulation.



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

ADMINISTRATION

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) **CONFIDENTIAL**
FOR THE PERIOD OF **1ST APRIL 2018 TO 31ST MARCH 2019**

GROUP A

PART I: PERSONAL DATA

1.	Name in full		
2.	(a) Present Designation and Dept./Centre/ Section		
	(b) If the person reported upon was at different Dept./Sect./Centre, during the reporting year i.e. between 1 st April 2018 and 31 st March 2019, Please state:	Period	Department / Section / Centre
3.	Date of joining	(a) the Institute:	(b) Present Post:
4.	Date of Confirmation		
5.	Scale of Pay:	Present Pay:	Level:
6.	Academic Qualifications		
7.	Technical qualification, if any		
8.	Whether a member of ST/SC/OBC/PH		
9.	EOL taken during the period under report	With Medical Certificate days w.e.f..... to
		Without Medical Certificate days w.e.f..... to
	Any other leave taken for more than 30 days at a stretch	Nature days w.e.f..... to
10.	Training undergone, if any, during the period under report		
11.	Mention academic and professional achievements during the reporting year, including degrees obtained, books/articles etc. published, training courses attended etc.		

12.	Proficiency in language (<i>please tick</i>)	Language	Speak	Read	Write
		Hindi			
		English			
		Mother tongue			
13.	Give brief resume of work done bringing out the special achievement during the reporting year. In the event of shortfall in achievement, furnish reasons (the resume should be of about 100 words)				

Date : _____

Signature of the person reported upon

PART II : ASSESSMENT OF THE REPORTING OFFICER AND THE REVIEWING OFFICER

General Instruction:

- i. *The Appraisal Report is an important document. It provides the basic and vital inputs for assessing the performance of person and for his/her further advancement in career. As such Reporting Officer and the Reviewing Officer should undertake the duty of filling up of the APAR forms with a high sense of responsibility.*
- ii. *They are expected to be just and fair. Personal likes and dislikes should not form the basis of any opinion but at the same time softness to shield the defects should also be avoided.*
- iii. **Please do not leave any item blank.**
- iv. **The following procedure should be followed in filling up parts relating to (A) Assessment of Work Output, (B) Performance Attributes and (C) Functional Competency:**
 - a. **Numerical grading is to be awarded by Reporting and Reviewing Officers for the quality of Work Output, Personal Attributes and Functional Competencies. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.**
 - b. **It is expected that any grading of 1 or 2 would be adequately justified by specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments.**
 - c. **Grades of 1-2 or 9-10 are expected to be rare occurrences and hence they need to be justified.**
 - d. **Overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.**
 - e. **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.**
 - f. **APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.**
 - g. **APARs graded between 4 and 6 short of 6 will be rated as “Good” and will be given a score of 5.**
 - h. **APARs graded below 4 will be given a score of zero.**

(A) ASSESSMENT OF WORK OUTPUT (weightage to this section would be 40%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Accomplishment of planned work / work allotted as per subjects allotted			
2.	Quality of Output			
3.	Analytical ability			
4.	Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on Work Output			

(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of Discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relations			
	Overall Grading on Personal Attributes			

(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Knowledge of Rules/Regulations / Procedures in the area of function and ability to apply			
2.	Strategic planning ability			
3.	Decision making ability			
4.	Coordination ability			
5.	Ability to motivate and develop subordinates			
	Overall Grading on Functional Competency			

GENERAL REMARKS BY THE REPORTING OFFICER

1.	Integrity of the person reported upon
2.	Effectiveness in the development and protection of SCs and STs.
	i) Attitude towards SCs and STs
	ii) Sensitivity to social justice
	iii) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs/STs
3.	Pen Picture by the Reporting Officer on the overall qualities of the person reported upon including areas of strength and areas of improvement, extraordinary achievements and significant failures(<i>please refer to A,B,C of Part-II</i>)

Overall numerical grading by the Reporting officer

Signature of the Reporting Officer

Date:.....

Name:.....

Designation:.....

PART III : REMARK OF THE REVIEWING OFFICER

General Instruction:

- i. Please see the general instruction given in the Part-II of this Report.
- ii. The Reviewing officer may agree or disagree with the grading given by the Reporting Officer. Whenever he/she disagree he should propose his/her own grading on the person under report.

1.	Name & Designation of the person reported upon				
2.	Length of Service under the Reviewing Officer				
3.	Does the Reviewing officer agree with the assessment made by the Reporting Officer with respect to Work Output, Personal Attributes and Functional Competency in Part-II			Yes / No <i>(please tick)</i>	
If no or partly no, the Reviewing officer should propose his/her grading on this subject, to which he/she does not agree and specify reasons for such disagreement(s) in the format below: <i>(Please add extra sheet if necessary)</i>					
	Sl. Nos. of the Subjects	Subjects	Grading given by Reporting Officer	Grading proposed by Reviewing Officer	Remark, if any
4.	If the person reported upon is a member of SC / ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC / ST person has been fair and just				

Overall numerical grading by the Reviewing officer

Date:.....

Signature of the Reviewing Officer

Name:

Designation:

PART IV : REMARK OF THE ACCEPTING OFFICER

General Instruction:

- I. Please see the general instruction given in the Part-II of this Report.*
- II. The Accepting Officer may agree or disagree with the grading given by the Reporting Officer and the Reviewing Officer. Whenever he/she disagree he/she should propose his/her own overall grading on the person reported upon.*

1.	Name & Designation of the person reported upon	
2.	Does the Accepting Officer agree with the assessment made by the Reporting Officer and the Reviewing Officer in Part-II and Part-III	Yes / No (please tick)
	If no or partly no, the Accepting officer should propose his/her grading and specify reasons for such disagreement(s)	

Overall numerical grading by the Accepting Officer

Date:.....

Signature of the Accepting Officer

Name:

Designation:



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ADMINISTRATION

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR THE PERIOD OF 1ST APRIL 2019 TO 31ST MARCH 2020

CONFIDENTIAL

GROUP A

PART I: PERSONAL DATA

1.	Name in full		
2.	(a) Present Designation and Dept./Centre/ Section		
	(b) If the person reported upon was at different Dept./Sect./Centre, during the reporting year i.e. between 1 st April 2019 and 31 st March 2020, Please state:	Period	Department / Section / Centre
3.	Date of joining	(a) the Institute:	(b) Present Post:
4.	Date of Confirmation		
5.	Scale of Pay:	Present Pay:	Level:
6.	Academic Qualifications		
7.	Technical qualification, if any		
8.	Whether a member of ST/SC/OBC/PH		
9.	EOL taken during the period under report	With Medical Certificate days w.e.f..... to
		Without Medical Certificate days w.e.f..... to
	Any other leave taken for more than 30 days at a stretch	Nature days w.e.f..... to
10.	Training undergone, if any, during the period under report		
11.	Mention academic and professional achievements during the reporting year, including degrees obtained, books/articles etc. published, training courses attended etc.		

12.	Proficiency in language (<i>please tick</i>)	Language	Speak	Read	Write
		Hindi			
		English			
		Mother tongue			
13.	Give brief resume of work done bringing out the special achievement during the reporting year. In the event of shortfall in achievement, furnish reasons (the resume should be of about 100 words)				

Date : _____

Signature of the person reported upon

PART II : ASSESSMENT OF THE REPORTING OFFICER AND THE REVIEWING OFFICER

General Instruction:

- i. *The Appraisal Report is an important document. It provides the basic and vital inputs for assessing the performance of person and for his/her further advancement in career. As such Reporting Officer and the Reviewing Officer should undertake the duty of filling up of the APAR forms with a high sense of responsibility.*
- ii. *They are expected to be just and fair. Personal likes and dislikes should not form the basis of any opinion but at the same time softness to shield the defects should also be avoided.*
- iii. **Please do not leave any item blank.**
- iv. **The following procedure should be followed in filling up parts relating to (A) Assessment of Work Output, (B) Performance Attributes and (C) Functional Competency:**
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 - c. **Grades of 1-2 or 9-10 are expected to be rare occurrences and hence they need to be justified.**
 - d. **Overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.**
 - e. **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.**
 - f. **APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.**
 - g. **APARs graded between 4 and 6 short of 6 will be rated as “Good” and will be given a score of 5.**
 - h. **APARs graded below 4 will be given a score of zero.**

(A) ASSESSMENT OF WORK OUTPUT (weightage to this section would be 40%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Accomplishment of planned work / work allotted as per subjects allotted			
2.	Quality of Output			
3.	Analytical ability			
4.	Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on Work Output			

(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of Discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relations			
	Overall Grading on Personal Attributes			

(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Knowledge of Rules/Regulations / Procedures in the area of function and ability to apply			
2.	Strategic planning ability			
3.	Decision making ability			
4.	Coordination ability			
5.	Ability to motivate and develop subordinates			
	Overall Grading on Functional Competency			

GENERAL REMARKS BY THE REPORTING OFFICER

1.	Integrity of the person reported upon	
2.	Effectiveness in the development and protection of SCs and STs.	
	i) Attitude towards SCs and STs	
	ii) Sensitivity to social justice	
	iii) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs/STs	
3.	Pen Picture by the Reporting Officer on the overall qualities of the person reported upon including areas of strength and areas of improvement, extraordinary achievements and significant failures(<i>please refer to A,B,C of Part-II</i>)	

Overall numerical grading by the Reporting officer

Signature of the Reporting Officer

Date:.....

Name:.....

Designation:.....

PART III : REMARK OF THE REVIEWING OFFICER

General Instruction:

- i. Please see the general instruction given in the Part-II of this Report.
- ii. The Reviewing officer may agree or disagree with the grading given by the Reporting Officer. Whenever he/she disagree he should propose his/her own grading on the person under report.

1.	Name & Designation of the person reported upon				
2.	Length of Service under the Reviewing Officer				
3.	Does the Reviewing officer agree with the assessment made by the Reporting Officer with respect to Work Output, Personal Attributes and Functional Competency in Part-II			Yes / No <i>(please tick)</i>	
If no or partly no, the Reviewing officer should propose his/her grading on this subject, to which he/she does not agree and specify reasons for such disagreement(s) in the format below: <i>(Please add extra sheet if necessary)</i>					
	Sl. Nos. of the Subjects	Subjects	Grading given by Reporting Officer	Grading proposed by Reviewing Officer	Remark, if any
4.	If the person reported upon is a member of SC / ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC / ST person has been fair and just				

Overall numerical grading by the Reviewing officer

Date:.....

Signature of the Reviewing Officer

Name:

Designation:

PART IV : REMARK OF THE ACCEPTING OFFICER

General Instruction:

- I. Please see the general instruction given in the Part-II of this Report.*
- II. The Accepting Officer may agree or disagree with the grading given by the Reporting Officer and the Reviewing Officer. Whenever he/she disagree he/she should propose his/her own overall grading on the person reported upon.*

1.	Name & Designation of the person reported upon	
2.	Does the Accepting Officer agree with the assessment made by the Reporting Officer and the Reviewing Officer in Part-II and Part-III	Yes / No (please tick)
	If no or partly no, the Accepting officer should propose his/her grading and specify reasons for such disagreement(s)	

Overall numerical grading by the Accepting Officer

Date:.....

Signature of the Accepting Officer

Name:

Designation:



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ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR THE PERIOD OF 1ST APRIL 2018 TO 31ST MARCH 2019

CONFIDENTIAL

GROUP B & C STAFF

PART I : PERSONAL DATA

1.	Name in full				
2.	(a) Present Designation and /Dept./Centre/ Section				
	(b) If the person reported upon was at different Dept./Sect./Centre, during the reporting year i.e. between 1 st April 2018 and 31 st March 2019, Please state:	Period	Department / Section / Centre		
		No			
3.	Date of joining	(a) the Institute....	(b) Present Post..		
4.	Date of Confirmation				
5.	Scale of Pay:	Present Pay:	Grade Pay:		
6.	Academic Qualifications				
7.	Technical qualification, if any				
8.	Whether a member of ST/SC/OBC/PH				
9.	EOL taken during the period under report	With Medical Certificate days w.e.f..... to		
		Without Medical Certificate days w.e.f..... to		
	Any other leave taken for more than 30 days at a stretch	Nature	 days w.e.f..... to	
10.	Training undergone, if any, during the period under report				
11.	Nature of work on which he/she was employed during the period of report and a brief statement of outstanding/notable works				
12.	Proficiency in language (please tick)	Language	Speak	Read	Write
		Hindi			
		English			
		Mother tongue (.....)			

Date : _____

Signature of the person reported upon

PART II : ASSESSMENT OF THE REPORTING OFFICER AND THE REVIEWING OFFICER

General Instruction:

- i. *The Appraisal Report is an important document. It provides the basic and vital inputs for assessing the performance of person and for his/her further advancement in career. As such Reporting Officer and the Reviewing Officer should undertake the duty of filling up of the APAR forms with a high sense of responsibility.*
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 - h. **APARs graded below 4 will be given a score of zero.**

(A) ASSESSMENT OF WORK OUTPUT (weightage to this section would be 40%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Accomplishment of planned work / work allotted as per subjects allotted			
2.	Quality of Output			
3.	Analytical ability			
4.	Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on Work Output			

(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of Discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relations			
	Overall Grading on Personal Attributes			

(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Knowledge of Rules/Regulations / Procedures in the area of function and ability to apply			
2.	Strategic planning ability			
3.	Decision making ability			
4.	Coordination ability			
5.	Ability to motivate and develop subordinates			
	Overall Grading on Functional Competency			

Overall numerical grading by the Reporting officer

Signature of the Reporting Officer

Date:.....

Name:.....

Designation:.....

PART III : REMARK OF THE REVIEWING OFFICER

General Instruction:

- i. Please see the general instruction given in the Part-II of this Report.
- ii. The Reviewing officer may agree or disagree with the grading given by the Reporting Officer. Whenever he/she disagree he should propose his/her own grading on the person under report.

1.	Name & Designation of the person reported upon				
2.	Length of Service under the Reviewing Officer				
3.	Does the Reviewing officer agree with the assessment made by the Reporting Officer with respect to Work Output, Personal Attributes and Functional Competency in Part-II	Yes / No (please tick)			
If no or partly no, the reviewing officer should propose his/her grading on this subject, to which he/she does not agree and specify reasons for such disagreement(s) in the format below: <i>(Please add extra sheet if necessary)</i>					
	Sl. Nos. of the Subjects	Subjects	Grading given by Reporting Officer	Grading proposed by Reviewing Officer	Remark, if any
4.	If the person reported upon is a member of SC / ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC / ST person has been fair and just				

Overall numerical grading by the Reviewing officer

Date:.....

Signature of the Reviewing Officer

Name:

Designation:

PART IV : REMARK OF THE ACCEPTING OFFICER

General Instruction:

- I. Please see the general instruction given in the Part-II of this Report.*
- II. The Accepting Officer may agree or disagree with the grading given by the Reporting Officer and the Reviewing Officer. Whenever he/she disagree he/she should propose his/her own overall grading on the person reported upon.*

1.	Name & Designation of the person reported upon	
2.	Does the Accepting Officer agree with the assessment made by the Reporting Officer and the Reviewing Officer in Part-II and Part-III	Yes / No (<i>please tick</i>)
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Overall numerical grading by the Accepting Officer

Date:.....

Signature of the Accepting Officer

Name:

Designation:



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ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR THE PERIOD OF 1ST APRIL 2019 TO 31ST MARCH 2020

CONFIDENTIAL

GROUP B & C STAFF

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	Any other leave taken for more than 30 days at a stretch	Nature	 days w.e.f..... to		
10.	Training undergone, if any, during the period under report					
11.	Nature of work on which he/she was employed during the period of report and a brief statement of outstanding/notable works					
12.	Proficiency in language (please tick)	Language		Speak	Read	Write
		Hindi				
		English				
		Mother tongue (.....)				

Date : _____

Signature of the person reported upon

PART II : ASSESSMENT OF THE REPORTING OFFICER AND THE REVIEWING OFFICER

General Instruction:

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	Overall Grading on Work Output			

(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
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2.	Sense of responsibility			
3.	Maintenance of Discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relations			
	Overall Grading on Personal Attributes			

(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section would be 30%)

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Knowledge of Rules/Regulations / Procedures in the area of function and ability to apply			
2.	Strategic planning ability			
3.	Decision making ability			
4.	Coordination ability			
5.	Ability to motivate and develop subordinates			
	Overall Grading on Functional Competency			

Overall numerical grading by the Reporting officer

Signature of the Reporting Officer

Date:.....

Name:.....

Designation:.....

PART III : REMARK OF THE REVIEWING OFFICER

General Instruction:

- i. Please see the general instruction given in the Part-II of this Report.
- ii. The Reviewing officer may agree or disagree with the grading given by the Reporting Officer. Whenever he/she disagree he should propose his/her own grading on the person under report.

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3.	Does the Reviewing officer agree with the assessment made by the Reporting Officer with respect to Work Output, Personal Attributes and Functional Competency in Part-II	Yes / No (please tick)			
If no or partly no, the reviewing officer should propose his/her grading on this subject, to which he/she does not agree and specify reasons for such disagreement(s) in the format below: (Please add extra sheet if necessary)					
	Sl. Nos. of the Subjects	Subjects	Grading given by Reporting Officer	Grading proposed by Reviewing Officer	Remark, if any
4.	If the person reported upon is a member of SC / ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC / ST person has been fair and just				

Overall numerical grading by the Reviewing officer

Date:.....

Signature of the Reviewing Officer

Name:

Designation:

PART IV : REMARK OF THE ACCEPTING OFFICER

General Instruction:

- I. Please see the general instruction given in the Part-II of this Report.*
- II. The Accepting Officer may agree or disagree with the grading given by the Reporting Officer and the Reviewing Officer. Whenever he/she disagree he/she should propose his/her own overall grading on the person reported upon.*

1.	Name & Designation of the person reported upon	
2.	Does the Accepting Officer agree with the assessment made by the Reporting Officer and the Reviewing Officer in Part-II and Part-III	Yes / No (<i>please tick</i>)
	If no or partly no, the Accepting officer should propose his/her grading and specify reasons for such disagreement(s)	

Overall numerical grading by the Accepting Officer

Date:.....

Signature of the Accepting Officer

Name:

Designation: