

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
PERSONNEL MANAGEMENT SYSTEM
ESTABLISHMENT – (B)
ANNUAL PERFORMANCE ASSESSMENT REPORT
(This form consists of Part A, B, C)

(For use in case of Group B & C Ministerial Staff)

Reporting Period from..... to.....

Name in Full:

Employee Code :

Designation:

Department:

Whether the staff member belongs to SC/ST: YES/NO

Present pay level and basic pay :.....

Part A: Self Appraisal (to be filled in by the officer reported upon)

Give, brief appraisal on following aspects as applicable (Enclose separate sheet, if required)

A-1 Provide major responsibilities and a brief write-up on significant contributions achievements/innovations and deficiencies, if any, against each responsibility.

A-2 Please specify targets/objectives/goals (quantitative or other terms) of work you set for yourself or that were set for you, and your outcome against each target in the order or priority.

Target/Objectives/Goals	Achievements

A-3 Provide details of professional growth, additional qualifications, training, new skills, self-development, professional course etc. acquired by you.

A-4 Suggestion, if any, for improving:

(i) Your own performance

(ii) Performance of the Section/Institute

Date: _____

(Signature of
Employee)

PART - B : Assessment of the Reporting Staff Member

Demonstrated Performance (Outstanding /Very Good/ Good / Average /Poor)

I. General

Sl.No.	Attribute	Reporting Officer	Reviewing Officer
1.	Capacity to perform the work and duties assigned to him/her on time		
2.	Skill in noting drafting work (applicable to persons required to write office notes and drafts)		
3.	Initiative and tact		
4.	Ability to handle difficult case/job		
5.	Punctuality and Discipline Number of instances of unauthorized absence from the office, if any		
6.	General behaviour with superiors		
7.	Reliability/ Trustworthiness		
8.	Hindi Work Skills (Noting/drafting & typing)		
9.	Analytical Ability		
10.	Quality of Output		
11.	Communication skills		

II. Supervisory

Sl. No.	Attribute	Reporting Officer	Reviewing Officer
1.	Administrative/organizing capacity		
2.	Capacity to train/advise the subordinate/ colleagues		
3.	Relations with fellow workers and subordinates		
4.	Leadership Qualities		
5.	Knowledge of rules/regulation/procedures/IT skills and ability to apply them correctly		
6.	Strategic planning and decision making ability		

III. Steps taken to improve the performance of the employee, if any, reported above. (admonitions, performance counseling, verbal and written and the results achieved thereby, shall be indicated here)

IV. Special Attributes (Not covered above)

V. Overall Assessment (Outstanding /Very Good/ Good / Average /Poor)

I have shared the grading of the reporting with the concerned employee.

Place :

Date :

Signature

Name.....

Designation.....

Reporting Officer

Note:-While assessing the official work the Reporting Official shall record his independent comments without personal bias or prejudice on the above mentioned points with regard to the duties of the official. The report shall be initiated by the official, irrespective of his rank and status, under whose direct supervision the person has been working for continuous period of at least 3 months.

PART – C

VI. Remarks of the Reviewing Officer

1. I agree with the assessment of the Reporting Staff member.
or
I do not agree with the assessment of the Reporting Staff member, in respect of item Nos., and my own assessment of the same is given against the relevant items in Part B.
2. If the staff member reported upon is a member of a SC/ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST has been fair and just.
3. Summing up by the Reviewing Officer (including overall assessment) :
(Outstanding/ Very Good/ Good/Average/Poor)
4. Special Attributes (Not covered above) :
5. Fitness for
(a) Promotion : Yes/No
(b) Confirmation : Yes/No

Place :
Date :

Signature
Name.....
Designation.....
Reviewing Officer

BRIEF INSTRUCTIONS FOR PREPARATION OF APAR

1. Assessment should be given against each applicable column by the Reporting & Reviewing Officer
2. The attributes which are not applicable for an employee may be marked as Not Applicable (NA).
3. Adverse remarks, if any, which are required to be communicated to the individual should invariably be indicated by the Reviewing Officer in his sum-up and grading of the Report.
4. Reports for the preceding year should be forwarded positively by the 28th of February of the ensuing year.