

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 Technical 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 Reporting & Reviewing Officers

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

Sl. No.	Attribute	Reporting Officer	Reviewing Officer
1.	Output of Work		
2.	Quality of Work		
3.	Technical Knowledge/ Knowledge of administrative procedures		
4.	Punctuality Number of instances of unauthorized absence from the office, if any		
5.	Reliability/ Trustworthiness		
6.	Initiative		
7.	Tact		
8.	Receptivity of ideas		
9.	Relationship with superiors, colleagues and students		
10.	Knowledge of IT skills and ability to apply them correctly		
11.	Strategic planning and Decision making ability		
12.	Whether wears uniform	Yes/no	Yes/no

II. 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)

III. Justification in support of Sl.No. 1 & 2 above.

(a) Assisting the number of dissertations/projects/thesis of No. of B.Tech/M.Tech./Ph.D. Students

(b) Participation in laboratory courses/classes : No. of Courses/classes No. of Students.....

IV. Special Attributes (Not covered above)

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

Place :

Date :

Signature

Name

Designation.....

Reporting Officer

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

Note :

While assessing the official work the Reporting Officers shall record their 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 a continuous period of at least three 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 summing-up and gradation of the Report.
4. Reports for the preceding year should be forwarded positively by the 28th of February of the ensuing year.