

**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

Form of confidential report of Assistant Registrar, System Manager & Asst. Librarian  
**Report for the year from..... to.....**

**Part - 1 - Personal Data**

*(To be filled by the Administrative Section)*

1. Name of Officer .....
2. Deleted. (vide OM, dated 17-02-1999) .....
3. Date of birth .....
4. Date of continuous appointment to the present grade .....
5. Present post and date of appointment thereto .....
6. Period of absence from duty / (on leave, training etc.)

SL. NO.	LEAVE OF ABSENCE	TYPE OF LEAVE	PURPOSE

**Part – II – Self-Appraisal**  
*(To be filled by the Appraisee)*

1. Brief description of duties.

2. Please specify targets / objectives / goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievements against each target. (Example: Annual Action Plan for your Division) Targets / Objectives / Goals.

SL.NO.	TARGETS	OBJECTIVES	GOALS

3. (a) Please state, briefly, the shortfalls with reference to the targets / objectives / goals referred to in Item 2. Please specify constraints, if any, in achieving the targets.

(b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

**Part - III - To be filled in by the Reporting Officer**  
*(Please read carefully the instructions given at the end  
of the form before filling the entries)*

**A. Nature and quality of work**

- 1.** Please comment on Part-II as filled in by the officer and specifically state whether you agree with the answers relating to targets and the objectives, achievements and shortfalls. Also specify constraints, if any , in achieving the objectives

**2. Quality of output:**

Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any

**1. Knowledge of sphere of work:**

Please comment specifically on each of these; level of knowledge of functions, rules and regulations, related instructions and their applications.

**A. Attributes:**

**1. Analytical Ability:**

Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas.

**2. Communication Skill:**

Please comment on the officer's ability to communicate with brevity, clarity and accuracy, both orally and in writing; ability to draft notes, Cabinet Notes, brief for Parliamentary matters, etc.

**3. Initiative:**

Please comment on the capacity and resource fullness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new areas of work.

**4. Attitude to work:**

Please comment how far the officer can be relied upon; his sense of responsibility; the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematize his/her work.

**5. Ability to inspire and motivate:**

Please comment on the capacity of the officer to motivate; to obtain willing support by own conduct and capacity to inspire confidence.

**6. Supervisory Ability:**

Please comment on the officer's ability relating to-

- (i)** Guidance in the performance of tasks.
  
- (ii)** Review of performance (monitoring of key areas including finance etc. sanctions)
  
- (iii)** Capacity to take decision at his/her level on matters within delegated areas.
  
- (iv)** Maintaining discipline.

**7. Inter-personal relations and team-work:**

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.



**8. Relations with the public (wherever applicable)**

Please comment on the officer's accessibility to the public and responsiveness to their needs.

**9. Attitude towards Scheduled Casts / Scheduled Tribes / Weaker Sections of Society (applicable in case of officers dealing with the development and protection of SCs and / or STs and Weaker Sections of Society):**

Please comment on his/her understanding of the problems of SCs/STs/Weaker Sections and willingness to deal with them.

**10. Aptitude and potential:**

Please indicate possible lines of growth and development of the officer.

**11. Training :**

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.

**Part - IV - General**

1. State of health
2. Integrity  
(Please see Note below the Instructions)

**3. General assessment:**

Please give an overall assessment of the officer with reference to his/her strengths and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.

**4. Grading (Outstanding / Very Good / Good / Average / Below Average)**

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.

**Signature of the Reporting Officer**

**Place:**

**Date:**

**Name in Block letters:**

**Designation**

## **Part – V – Remarks of the Reviewing Officer**

1. Length of service under the Reviewing Officer
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Officer?  
(In there anything you wish to modify or add?)
4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading
5. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out-of-turn promotion and is so, specify?

**Signature of the Reviewing Officer**

**Place:**

**Date:**

**Name in Block letters:**

**Designation  
(During the period of report)**