

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

Form of confidential report of MTS/ Lower / Upper Division Clerk
Report for the year / period ending.....

Part - 1 - Personal Data

(To be filled by the Administrative Section)

1. Name of official
2. Designation / Post held
3. Date of Birth
4. Whether official belongs to Scheduled Caste / Scheduled Tribe
5. Date of continuous appointment to the present grade, viz.
6. Whether permanent, temporary, or officiating

7. Section(s) in which served during the year / period under report and period of service in each

SL.NO.	YEAR/PERIOD	SECTION

8. Period of absence from duty / (on leave, training etc.)

SL. NO.	LEAVE OF ABSENCE	TYPE OF LEAVE	PURPOSE
P a r t =			

II - Self-Appraisal

(To be filled by the Appraisee)

1. Brief description of duties.

2. Brief resume of the work done by you during the year / period from to bringing out any special achievements during the year / period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 300 words and is required to be signed)

Part-III-Assessment by the Reporting Officer

1. Does the Reporting officer agree with the statement made in Part-II; if not, the extent of disagreement and reasons therefor.....

2. State of health

Assessment of work output
(Weightage to this Section would be 40%)

<i>ATTRIBUTES</i>	<i>GRADED BY REPORTING AUTHORITY</i>	<i>INITIAL OF REPORTING AUTHORITY</i>	<i>REVISED GRADE BY REVIEWING AUTHORITY (IF DOESN'T AGREE WITH COL. 2)</i>	<i>INITIAL OF REVIEWING AUTHORITY</i>
1	2	3	4	5
Accomplishment of planned work/work allotted as per subjects allotted				
Quality of output				
Analytical ability				
Accomplishment of exceptional work/unforeseen tasks performed				
Proficiency in typing (in both speed & accuracy)				
Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.				
Proficiency in his work, viz, maintenance of prescribed registers and charts etc.				
Overall Average Grading on 'Work Output'.				
40% weight age of overall average grading.				

Assessment of Personal attributes
(Weightage to this Section would be 30%)

<i>ATTRIBUTES</i>	<i>GRADED BY REPORTING AUTHORITY</i>	<i>INITIAL OF REPORTING AUTHORITY</i>	<i>REVISED GRADE BY REVIEWING AUTHORITY (IF DOESN'T AGREE WITH COL. 2)</i>	<i>INITIAL OF REVIEWING AUTHORITY</i>
1	2	3	4	5
Attitude to work				
Sense of responsibility				
Maintenance of Discipline				
Communication skills				
Intelligence, keenness and industry				
Capacity to work in team spirit				
Capacity to work in time-limit				
Interpersonal relations				
Attendance and Punctuality				
Overall Average Grading on 'Personal Attributes'				
30% weight age of overall average grading				

Assessment of functional competency
(Weightage to this Section would be 30%)

<i>ATTRIBUTES</i>	<i>GRADED BY REPORTING AUTHORITY</i>	<i>INITIAL OF REPORTING AUTHORITY</i>	<i>REVISED GRADE BY REVIEWING AUTHORITY (IF DOESN'T AGREE WITH COL. 2)</i>	<i>INITIAL OF REVIEWING AUTHORITY</i>
1	2	3	4	5
Knowledge of Rules /Regulations /and ability to apply them correctly				
Strategic planning ability				
Decision-making ability				
Co-ordination ability				
Ability to motivate and develop subordinates.				
Overall Average Grading on 'Functional Competency'				
30% weight age of overall average grading				

3. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

4. Has the Officer done any outstanding or notable work meriting commendation? Briefly mention them.

5. Integrity

6. Effectiveness in the development and protection of Scheduled Castes and Scheduled Tribes:

(a) Attitude towards SCs and/or STs.....

(b) Sensitivity to social justice.....

(c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs and/or STs

(d) Effectiveness in bringing about the development of SCs and/or STs.

Place:

Signature of the Reporting Officer

Date:

Name in Block Letters:

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

Part - IV - Remarks by Reviewing Officer

1. Length of service under 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 case of disagreement, please specify the reasons.)

Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of a Scheduled Caste / Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just

5. 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

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

Signature of the Reviewing Officer

Name in Block letters:

Designation:
(During the period of period)

Place:

Date: