

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR TECHNICAL STAFF
(Sr. Technical Assistant, Technical Assistant, Junior Engineer)

Report for the year / period from to

Part - I
Personal Data

A-To be filled by the Administrative Section

1. Name (in full)
2. Father's name
3. Date of birth
4. Place of birth

5. Home Village/Town [in accordance with M.H.A., O.M. No. 43/1/55-Estt. (A), Pt. II, dated 10-10-1956
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6. Whether belongs to Scheduled Castes
Scheduled Tribes

(If so, exact caste or tribe to be specified)

7. Educational Qualification:

Degree or Examination Passed	University	Year	Division or Distinction obtained, if any
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B -To be filled by the Administrative Section

I. Brief Record of service:

Appointment held and Scale of pay	Department/Office	Period	
		From	To

II. Details of approved courses of training /study, including refresher courses undergone or departmental examination passed, if any:

Particulars of the Course of study/training or departmental examination	Whether completed successfully or passed	Details of distinction obtained or special com- mendations received, if any
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III. Details of qualifications in Hindi or other special qualifications (e.g., in Science, Commerce, Accounts, etc.) acquired, if any:

Examination Passed	Name of authority conducting the examination	Year of examination	Class or Distinction obtained, if any
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Part - 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-(A) Assessment by the Reporting Officer
Assessment of work output

ATTRIBUTES	GRADED BY REPORTING AUTHORITY	INITIAL OF REPORTING AUTHORITY	REVISED GRADE BY REVIEWING AUTHORITY(IF DOESN'T AGREE WITH COL.2)	INITIAL OF REVIEWING AUTHORITY
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				
Overall Average Grading on 'Work Output'				

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

ATTRIBUTES	GRADED BY REPORTING AUTHORITY	INITIAL OF REPORTING AUTHORITY	REVISED GRADE BY REVIEWING AUTHORITY(IF DOESN'T AGREE WITH COL.2)	INITIAL OF REVIEWING AUTHORITY
1	2	3	4	5
Attitude to work				
Sense of responsibility				
Maintenance of Discipline				
Communication skills				
Leadership qualities				
Capacity to work in team spirit				

Capacity to adhere to time-schedule				
Inter-personal relations				
Attendance and Punctuality				
Overall Average Grading on 'Personal Attributes'				

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

ATTRIBUTES	GRADED BY REPORTING AUTHORITY	INITIAL OF REPORTING AUTHORITY	REVISED GRADE BY REVIEWING AUTHORITY(IF DOESN'T AGREE WITH COL.2)	INITIAL OF REVIEWING AUTHORITY
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'				

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Designation.....

(During the period of Report)

Date.....

Part-V-Remarks by Reviewing Officer

1. Length of service under Reviewing Officer

2. Do you agree with the assessment of the officer given by the Reporting officer?
(In case of disagreement, please specify the reasons.)

3. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reviewing Officer

Place.....

Name in Block Letters.....

**Designation.....
(During the period of Report)**

Date.....