

कुलसचिव कार्यालय / নিবন্ধক কার্যালয় / Office Of The Registrar भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपर ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR AN INSTITUTE OF NATIONAL IMPORTANCE

No.: 40 2023

Date: 05/04/2023

Notice

As per Resolution No. 19.20.M3 of the 19th meeting of the BoG of IIEST, Shibpur held on 07.01.2021, this is for information of all Non-Teaching Employees including the Officers, Technical Staff, Ministerial Staff and Supporting Staff (MTS) of IIEST, Shibpur that they are required to submit their Annual Performance Appraisal Report (APAR) separately for the years 2021-22 and 2022-23 in prescribed format (available in Institute website) to their respective Heads/Controlling Officers within 15 days from the date of issuance of this notice positively.

Accordingly, the Controlling Heads/Officers are requested to evaluate and send each APAR in separate sealed envelope to the undersigned within 15 days of receiving the APAR, for next course of action.

In case of the Deputy Registrar, the Registrar shall be the Reporting Officer and the Director shall be the Reviewing authority, whereas the Director shall be the Reporting and Reviewing authority for the Registrar.

This is issued with the approval of the competent authority.

Sd/-(Dr. Devasis Datta) Registrar (Acting)

Copy forwarded for information necessary action to:

- 1. Office of the Director
- 2. All Deans
- 3. All Heads of the Departments/Schools/Centres with a request to circulate among the respective non teaching employees

4. All Officers - with a request to circulate among the respective non teaching employees

5. All Section In-charges - with a request to circulate among the respective non teaching employees

6. Record Section

7. Institute Website

7. Institute Website

(Dr. Devasis Datta) Registrac (Acting)

Indian Institute of Engineering Science and Technology, Shibpur

Annual Performance Appraisal Report (APAR)
of the Officers;
for the year

2021-22



Name with I	Designation:
Posted at: .	
Mobile No.:	Email ID:

Verified Poraw 2021

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Officer of the Institute)

Sl No.	Subject	Informa	tion
1.	Name in full	341	
2.	Scale of pay		
3.	Date of Birth		W
4.	Total Service		
6.	Unit to which attached		
6.	Educational Qualifications (as recorded)		100
7.	Date of continuous appointment to the present grade	Post: Pay Scale:	Date: Grade Pay:
8.	Present post and date of appointment thereto:	Post: Pay Scale:	Date: Grade Pay:
9.	Period of absence from duty on leave etc. during the year*		

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

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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 achievement against each target.

Targets/Objectives/Goals	Achievements	
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achieving the targets.	to in item 2. Please specify constraints, if a
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(B) Please also indicate items	in which there have been significantly hi
achievements and your contr	Doution thereto.
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the year following the calendar ve	ar If not the date of filing the values about
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PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND FUNCTIONAL COMPETENCY

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of I-10 where I refers to the lowest grade and 10 to the highest. (Please read the guidelines mentioned in the last page carefully before filling the entries)

A. Assessment of Work Output (weightage to this section would be 40%)

S1 No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			75
2.	Quality of output			
3.	Analytical ability		9591179	
4.	Accomplishment of oxceptional work/unforeseen task performed			5.199/41
g.	Overall Grading on 'Work Output'	1399 00-16-00		1

B. Assessment of Personal Attributes (weightage to this section would be 30%)

SI No.	Criteria	Reporting Authority	Reviewing Anthority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1,	Attitude to work	•		
2.	Sense of responsibility			V-1
3.	Maintenance of discipline			1
4.	Communication skills			A ti
5.	Leadership qualities	18		7-70-0-1
6.	Capacity to work in team spirit	-		
7.	Capacity to adhere to time schedule			
8.	Inter-personal relation			111111
9.	Overall bearing and personality			·
10.	Overall Grading on 'Personal Attributes'			

G.	Assessment of Functional	Competency	(weightage	to this section	would be a	ርየሩ)
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SI No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply that correctly			
2	Knowledge of Rules/Regulations/Procedures in the area of function		±	
3	Decision making ability		t _{il}	
4	Co-ordination ability			
5	Ability to motivate and develop subordinates			
8	Initiative		F 3 . 5 .	F. Serial
7	Overall Grading on 'Functional Competency'		Tana 2 2	* 1
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PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

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(2) 3 X E (8.3)	the effectiveness and capabilities of the Officer)
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4	Integrity:
Standillik an " .	(Please comment on the integrity of the Officer)

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sager i sage eg	Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths, extraordinary
et the set is a set.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude towards
E 500 W	weaker sections.
6.	S S S S S S
24 4 1 101 15	C in part-3 of the report.
2.5	Signature of the Reporting Officer
Date:	Name in Block Letters:
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Page 6 of 8

PART-5 OVERALL ASSESSMENT BY THE REVEWING OFFICER

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GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

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Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- 1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
- APARs graded below 4 will be given a score of 'Zero'.

Indian Institute of Engineering Science and Technology, Shibpur

Annual Performance Appraisal Report (APAR)
of the Technical Staff
for the year

2021-22

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PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

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2.	Scale of pay			
3.	Date of Birth	*		19
4.	Total Service			
5.	Unit to which attached			10000-00
6. 🗸	Educational Qualifications (as recorded)			
7.	Date of continuous appointment to the present grade	Post: Pay Scale:	Date: Grade	Pay:
8.	Present post and date of appointment thereto:	Post: Pay Scale:	Date: Grade	
9.	Period of absence from duty on leave etc. during the year*			
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*Please attach a separate sheet, if required

PART-21 DESCRIPTION OF DUTIES

To be filled in by the Technical Staff reported upon

(Please read carefully the instructions before filling the entries):

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 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 achievement against each target.

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PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND FUNCTIONAL COMPETENCY

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weight age to this section would be 40%)

SI No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1,	Accomplishment of work planned/allotted as per subjects allotted	3		
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3.	Analytical ability		2 to 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	aka Waljers on a
4.	Accomplishment of exceptional work/unforeseen task performed		•	e na esta la libraria della constitución della constitución della constitución del constitu
5.	Overall Grading on 'Work Output'			

B. Assessment of Personal Attributes (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work			-,
2.	Sense of responsibility	ī		
3.	Maintenance of discipline	7)		<u> </u>
4.	Communication skills			
5.	Capacity to work in team spirit	. N.	100	
6.	Capacity to work in time limit		77111	
7.	Inter-personal relation			
8.	Overall bearing and personality)		- ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
9.	Overall Grading on personal attributes			TO STATE OF THE PERSON OF THE

C. Assessment of Functional Competency (weightage to this section would be 30%)

SI No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply	- VIII	**************************************	1 . A 10. 128 B.
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2	Strategic planning ability		X (* v)	
3	Decision making ability	D 1000	3 3	
4	Co-ordination ability			F Paper C a
5	Ability to motivate and develop subordinates	61		
6	Initiative			
7	Overall Grading on 'Functional Competency'			

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

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	4.	Integrity:	
IA N		(Please comment on the integrity of Official)	
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	6	Overall numerical grading on the basis of a part-3 of the report Name in Block Letters	ser strengths, extraordinary achievement d attitude towards weaker sections. weightage given in section A , B and C Signature of the Reporting Office

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PART O OVERALL ASSESSMENT BY THE REVEWING OFFICER 1. Length of service under the Reviewing Officer

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	reporting officer in r	espect of extraord	linary achievements/significant failures of t
7	official reported upon?	Ref.: Part-3A(4) a	nd Part_4(R)1
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Page 7 of 8

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or allributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
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- 4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - 5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
 - 6. APARs graded below 4 will be given a score of 'Zero'.

Page 8 of 8

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Annual Performance Appraisal Report (APAR)
of the Ministerial Staff
for the year

2021-22



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PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

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Sl No.	Subject	Inform	nation
1.	Name in full		
2.	Scale of pay	1	
3.	Date of Birth		TO THE RESERVE OF THE PARTY OF
4.	Total Service		
5.	Unit to which affeched		
6.	Educational Qualifications (as recorded)		Wes
7.	Date of continuous appointment to the present grade	Post: Pay Scale:	Date: Grade Pay:
3.	Present post and date of appointment thereto:	Post: Pay Scale:	Date: Grade Pay:
€.	Period of absence from duty on leave etc. during the year*	1)	
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Please attach a separate sheet, if required

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PART-2: DESCRIPTION OF DUTIES

To be filled in by the Ministerial Staff reported upon (Please read carefully the instructions before filling the entries)

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PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND FUNCTIONAL COMPETENCY

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest (Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weight age to this section would be 40%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output			500 S 5
3.	Analytical ability		12-1-271 ₍₄₎	A CONTRACTOR
4.	Accomplishment of exceptional work/unforeseen task performed			1975 - 1 f
8.	Overall Grading on 'Work Output'		3.	

B. Assessment of Personal Attributes (weightage to this section would be 30%)

Si No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work		1 79 /3	- Indiana
2.	Sense of responsibility		707 (1303)	Francisco de la companya de la comp
3.	Maintenance of discipline			
4.	Communication skills	***************************************		
5.	Capacity to work in team spirit	***************************************		****
6.	Capacity to work in time limit			
7.	Inter-personal relation		*. 3	
8:	Overall bearing and personality	·	* 1 - 1	***
9.	Overall Crading on personal attributes	***		

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C. Assessment of Functional Competency (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply them correctly	72		
2	Strategic planning ability	160000000000000000000000000000000000000	1 2 2 2 2 2	Consultation of the consul
3	Decision making ability		2 2 3 2 3 2	
4	Co-ordination ability			
5	Ability to motivate and develop subordinates		10 May 1 1 1 1	Kit. mei
6	Initiative		1 × 1 × 1 × 1 × 1 × 1 × 1 × 1 × 1 × 1 ×	- Arzini II
7	Overall Crading on Functional Competency'	,-	V.S 7	

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

Relations with the public (wherever applicable)
 (Please comment on the Official's accessibility to the public and responsiveness to their needs)

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PART-S OVERALL ASSESSMENT BY THE REVEWING OFFICER

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Reference of the second		the work output and th	ne various attributes	in Part-3 & Part 4? Do you ag	ree with the
er wetenin y o		assessment of r			traordinary
* - 18	a shi	achievements/signific and Part-4(5)]	ant failures of the	fficial reported upon? [Ref.	: Part-3A(4)
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Page 7 of 8

Guidelines for the reporting and reviewing officer

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Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- The columns in the APAR should be filled with due care and attention, after 3 ... as L devoting adequate time.
- It is expected that any grading of 1 or 2 (against work output or attributes MFL remainment to fig to the galaxy or overall grade) would be adequately justified in the pen picture by way Barr Const. In a S of specific failures and similarly, any grade of 9 or 10 would be justified of the state of the state of the with respect to specific accomplishment. Grades of 1-2 or 9-10 are Settles of the way of the E. S. Market W. expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities ട്ടുക്കും പ്രധാനമുടെ അവരുടെ should rate the officer against a larger population of his/her peers that may BOTHSLANGE THE IN STREET be currently working under them.
- 3. AFARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4. APARs grade between 3 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - APARs graded between 4 and 6, short of 6 will be rated as 'good' and will 5. be given a score of 5.
 - APARs graded below 4 will be given a score of 'Zero'.

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Indian Institute of Engineering Science and Technology, Shibpur

Annual Performance Appraisal Report (APAR)

of the Supporting Staff

for the year

2021-22

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PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

No.	Subject	1	Information
1.	Name in full	5.	
			SWEAR STATE
2.	Scale of pay		of the state of th
3,			
3,	Date of Birth		
		1	
4.	Total Service	i.	1
5 .	Unit to which attached		
6.	Educational Qualifications (as recorded)	Ÿ.	
7.	Period of absence from duty	<u> </u>	
1	on leave etc. during the year*	(F)	

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Supporting Staff reported upon

(Please read the instructions carefully before filling the entries)

Brief description of dut	ies	
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Signature of the Supporting Staff reported upon

Page 1 of 5

PART-3 ASSESSMENT ON WORK OUTPUT AND PERSONAL ATTRIBUTES

Numerical grading is to be awarded by Reporting and Reviewing Authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weightage to this section would be 60%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing - Authority
1.	Accomplishment of work planned/allotted as per subjects allotted	1 -	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
2.	Quality of output	1	the state of	
3.	Analytical ability			
4.	Accomplishment of exceptional work/unforeseen task performed		100 (100 (100 (100 (100 (100 (100 (100	
5.	Overall Grading on 'Work Output'		i i i i i i i i i i i i i i i i i i i	P-7 10 83818 1

B. Assessment of Personal Attributes (weightage to this section would be 40%)

Sl. No.	Criteria.	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work	18 20	1 200	8
2.	Sense of responsibility		- v	
3.	Maintenance of Discipline	4		14-14-14-14-14-14-14-14-14-14-14-14-14-1
4.	Communication skills		2	West transport to the second s
5.	Capacity to work in team spirit	1	10.33(00.00)	*
6.	Capacity to work in time limit	The state of the s		
7.	Inter-personal relation	1		
8.	Overall bearing and personality	1		- 28
9.	Grading on personal attributes			

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PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

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PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

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Page 4 of 5

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- 1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- 3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of alculating average scores for empanelment/promotion.

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- 4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - 5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
- 6. APARs graded below 4 will be given a score of 'Zero'.

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Page 5 of 5

Indian Institute of Engineering Science and Technology, Shippur

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Annual Performance Appraisal Report (APAR)

of the Officers

for the year

2022-23



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Posted at:	
	Email ID:

Verified Paraw 2021

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Officer of the Institute)

Sl No.	Subject	Information
1.	Name in full	
2.	Scale of pay	
3.	Date of Birth	
4.	Total Service	
5.	Unit to which attached	
6.	Educational Qualifications (as recorded)	
7.	Date of continuous appointment to the present grade	Post: Date: Pay Scale: Grade Pay:
8,	Present post and date of appointment thereto:	Post: Date: Pay Scale: Grade Pay:
9.	Period of absence from duty on leave etc. during the year*	

*Please attach a separate sheet, if required

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

	31	- 1112-	

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 achievement against each target.

Targets/Objectives/Goals	Achievements
	Anna Tomballo

3. (A) Please state briefl targets/objectives/goals referred achieving the targets.	y, the shortfalls with reference to the d to in item 2. Please specify constraints, if any, in
(B) Please also indicate items achievements and your con-	in which there have been significantly higher tribution thereto.
	-
preceding calendar year was file	nnual return on immovable property for the ed within the prescribed date i.e. 31st January of ear. If not, the date of filing the return should be
giveit	
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	Signature
	of the Officer reported upon

Date:

PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND FUNCTIONAL COMPETENCY

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where I refers to the lowest grade and 10 to the highest.

(Please read the guidelines mentioned in the last page carefully before filling the entries)

A. Assessment of Work Output (weightage to this section would be 40%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			11000
2.	Quality of output			
3.	Analytical ability		-	
4.	Accomplishment of oxceptional work/unforeseen task performed		1170	
5.	Overall Grading on 'Work Output'			V 11116

B. Assessment of Personal Attributes (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work	112 132		
2.	Sense of responsibility			
3.	Maintenance of discipline			11-420-411
4.	Communication skills	123		
5.	Leadership qualities		785	= 1 0
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relation			1100
9.	Overall bearing and personality			- OXECUTA
10.	Overall Grading on 'Personal Attributes'			11-21-2

G. Assessment of Functional Competency (weightage to this section would be 20%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply that correctly			-
2	Knowledge of Rules/Regulations/Procedures in the area of function			· · · · · · · · · · · · · · · · · · ·
3	Decision making ability			
4	Co-ordination ability			
5	Ability to motivate and develop subordinates	17-22/11-22-4		
6	Initiative			
7	Overall Grading on 'Functional Competency'		2 30	i)

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

(Please comment on the Officer's ac their needs)	ccessibility to the public and responsiveness to
	©.

	Training:
	(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)
	mis one of the officer and capabilities of the Officer)
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3.	State of health:
	i i
4.	Integrity:
	(Please comment on the integrity of the Officer)
-70.50	
	900
	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude towards
1	weaker sections.
	weaker sections.
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	weaker sections.
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	Overall numerical grading on the basis of weightage given in section A, B and
6.	Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.
6. ate:	Overall numerical grading on the basis of weightage given in section A, B and

PART-5 OVERALL ASSESSMENT BY THE REVEWING OFFICER

1	Length of service un	der the Reviewing Off	icer		
2	the assessment achievements/signif and Part-4(5)] (In case you do not a	he assessment made leads the various attributes of Reporting Officiant failures of the Outgree with any of the mant in the column provides	in Part-3 & Part ser in respe fficer reported umerical assessm	t 4 ? Do you and to of extra upon? [Ref.: Feents of attribute	gree with aordinary aut-3A(4) es. please
		Yes	No	1/2 F	
	Ļ				
3.	In case of disagreem modify or add?	ent, please specify the	e reasons. Is the	re anything yo	u wish to
				\$	11.0
4.	Pen picture by Revie overall qualities of th attitude towards weal	e Officer including ar	comment (in abea of strengths,	out 100 word lesser strengt	s) on the
				2	
5.	Overall numerical grain part-3 of the report	ading on the basis of	weightage give	n in section-A,	B and C
					-
			· of	Signatu the Reviewing	
	Date:	Name in Blo	ck Letters:		
	Seal;	Designation		*****************	
		Родо	n of 0		

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of $1\cdot 10$ where 1 refers to the lowest grade and 10 to the highest.

- The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
- APARs graded below 4 will be given a score of 'Zero'.

Indian Institute of Engineering Science and Technology, Shibpur

Annual Performance Appraisal Report (APAR) of the Technical Staff for the year

2022-23



children groups to the

Name with Designation:	
Mobile No.:	. Email ID:

Verilied in 1.2021

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

No.	Subject		Information	-
1.	Name in full		***	2
2.	Scale of pay		*	31
3.	Date of Birth	1		
4.	Total Service			
5.	Unit to which attached			
6.	Educational Qualifications (as recorded)			
7.	Date of continuous appointment to the present grade	Post: Pay Scale:	Date: Grade	Pav:
8.	Present post and date of appointment thereto:	Post: Pay Scale:	Date: Grade	
9.	Period of absence from duty on leave etc. during the year*			

*Please attach a separate sheet, if required

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Technical Staff reported upon

(Please read carefully the instructions before filling the entries)

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	A PARTIN	6 (2)	
	***************************************	5) 17	

 Rease 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 achievement against each target.

Targets/Objectives/Goals	Achievements	
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			onstraints, if any, in achieving the targets.
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	13. 7	The state of the s	
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AND THE	achievemer	so indicate items in the and your contribut	n which there have been significantly higher
Extended to the state of the st	TOTHE VEHICL	us and your commout	ion thereto.
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			# 5
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e e e e	4. Please state calendar year	e whether the annual r was filed within th	return on immovable property for the preceding
allen a la esta esta esta esta esta esta esta est	catefloar year	r was illed within th	return on immovable property for the preceding ne prescribed date i.e. 31 st January of the year the date of filing the return should be given.
e de la companya de l	catefloar year	r was illed within th	return on immovable property for the preceding as prescribed date i.e. 31st January of the year the date of filing the return should be given.
al come de la come de la come de la come de la come de la come de la come de la come de la come de la come de la come de la come de la come de	catefloar year	r was illed within th	le prescribed date i.e. 31st January of the year
Signal Si	catefloar year	r was illed within th	le prescribed date i.e. 31st January of the year
	catefloar year	r was illed within th	le prescribed date i.e. 31st January of the year
	catefloar year	r was illed within th	le prescribed date i.e. 31st January of the year
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Date	following the	r was illed within th	ne prescribed date i.e. 31 st January of the year the date of filing the return should be given.
	following the	r was illed within th	ne prescribed date i.e. 31 st January of the year the date of filing the return should be given. Signature
	following the	r was illed within th	ne prescribed date i.e. 31 st January of the year the date of filing the return should be given.

Page 3 of 8

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PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND FUNCTIONAL COMPETENCY

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weight age to this section would be 40%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1,	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output		(3.44) 41	8
3.	Analytical ability		et, Piere	F. F. 202 VA. J.
4.	Accomplishment of exceptional work/unforeseen task performed		x 12 ams	mariy — file timen
5.	Overall Grading on 'Work Output'			····

B. Assessment of Personal Attributes (weightage to this section would be 30%)

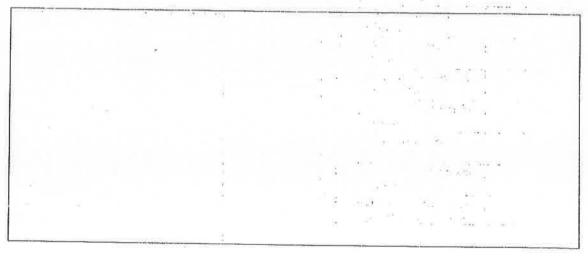
Sl No.	Authority		Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority				
1,	1. Attitude to work		n 12					
2.	Sense of responsibility		11.00					
3.	Maintenance of discipline			The Angelog of the				
4.	Communication skills			F 44				
5.	Capacity to work in team spirit							
6.	Capacity to work in time limit							
7.	Inter-personal relation							
8.	Overall bearing and personality							
9.	Overall Grading on personal attributes			The second secon				

C. Assessment of Functional Competency (weightage to this section would be 30%)

SI No.	Critexia	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1 Technical knowledge of Rules/procedures in the area of function and ability to apply them correctly		0	*	
				1 × 2
2	Strategic planning ability			
3	Decision making ability			3 = 0
4	Co-ordination ability	— Vi		7/11
5	Ability to motivate and develop subordinates	14	10 HIS	
6	Initiative		, a	
7	Overall Grading on 'Functional Competency'		fanta a de	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1.	Relations with the public (wherever applicab	le)						
	(Please comment on the Official's accessibility	to	the	public	and	responsiveness	to	their
	needs)							



		et a for et i
		** * > > **
3.	State of health:	
	1 12 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
		4 445
4.	Integrity: (Please comment on the integrity of Official)	
4	* 1	a water and a material at a
5.	Pen picture by Reporting Officer(in about official including area of strengths and less significant failures[ref:3A & 3B of Part -2] and	er strengths, extraordinary achieven
5.	official including area of strengths and less	100 words) on the overall qualities or er strengths, extraordinary achieven
5.	official including area of strengths and less	100 words) on the overall qualities or er strengths, extraordinary achieven
5.	official including area of strengths and less	100 words) on the overall qualities or er strengths, extraordinary achieven
10 (PAL)	official including area of strengths and lesse significant failures[ref:3A & 3B of Part -2] and	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
10 (PAL)	official including area of strengths and less	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
10 (PAL)	official including area of strengths and less significant failures [ref:3A & 3B of Part -2] and of the control	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
10 (PAL)	official including area of strengths and less significant failures [ref:3A & 3B of Part -2] and of the control	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
10 (PAL)	official including area of strengths and less significant failures [ref:3A & 3B of Part -2] and of the control	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
10 (PAL)	official including area of strengths and less significant failures [ref:3A & 3B of Part -2] and of the control	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
10 (PAL)	official including area of strengths and less significant failures [ref:3A & 3B of Part -2] and of the control	100 words) on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.

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PART-5 OVERALL ASSESSMENT BY THE REVEWING OFFICER

	l. Length of se	ervice under the Re	eviewing Offic	cer v	
				fa fa	#*
	L			150	
	output and	the various attribut	tes in Part-3 &	& Part 4? Do you ag	er with respect to the work ree with the assessment of
	reporting o	officer in respect orted upon? [Ref.: F	of extraordir Part-3A(4) and	nary achievements. 1 Part-4(5)]	significant failures of the
2	(In case you	do not agree with ar	ny of the nume	erical assessments of	attributes please record your
× .	assessment in			at section and initials	your entries).
	2	Y	es	No	X X X X X X X X X X
9 # =	34.00			- Int	
				***CA (200)	
este 1.W - v	3. In case of di or add?	sagreement, pleas	e specify the	reasons. Is there a	nything you wish to modify
0 41			A)	i	
-		1011	0.1 10.1		
-1.7 P4 .	qualities of	the official includi lker sections.	ng area of si	trengths and lesser	100 words) on the overall strength and his attitude
				9.91	x= 1 = - = -
	1000	es i			Sala MA SHARA GOT IN
5	5. Overall numof the report.	erical grading on t	he basis of w	eightage given in s	ection-A, B and C in part-3
				TAY WATER	<u> </u>
		*			
E 21 0	я			Ajman measur	Assessment of the second
	25 34			Signature of t	he Reviewing Officer
ri Barw	Date:		Name in B	lock Letters:	
solitar.	Seal:		Designatio	on:	5% = e

Page 7 of 8

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

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Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- 5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
- APARs graded below 4 will be given a score of 'Zero'.

Page 8 of 8

Indian Institute of Engineering Science and Technology, Shibpur

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Annual Performance Appraisal Report (APAR)
of the Ministerial Staff
for the year

2022-23



Name with Designation:	
Posted at:	

Mobile No.:	Email ID:

Montaged 101.2021

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PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

Sl No.	Subject		Information
1.	Name in full		
2,	Scale of pay		P CORP. (V Corp.)
3.	Date of Buth		
4,	Total Service	3.	
5.	Unit to which attached		
6.	Educational Qualifications (as recorded)		-
7.	Date of continuous appointment to the present grade	Post: Pay Scale:	Date: Grade Pay:
8.	Present post and date of appointment thereto:	Post: Pay Scale:	Date: Grade Pay;
9,	Period of absence from duty on leave etc. during the year*		

*Please attach a separate sheet, if required

a Special Con-

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Ministerial Staff reported upon (Please read carefully the instructions before filling the entries)

		ief description of duties
3 42		
91 0	- F _x 1	
- · · · · · · · · · · · · · · · · · · ·	, ×	

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 achievement against each target.

Targets/Objectives	Goals				Achiev	ements	1 1		٠,
			9.5						
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	F.				3	# # 0		- 4	1000
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	,								
			35			¥ 0		1875.	575
Ph. 2									

3. (A) Please state briefly 41.	
targets/objectives/goals referred to in item 2. Please specify constraints, if	to th
	arty, 1
·L_	
(B) Please all	
(B) Please also indicate items in which there have been significantly his achievements and your contribution thereto.	
your contribution thereto.	gher
	1
4. Please	
4. Please state whether the annual return on immovable property for the year following the calendar year was filed within the prescribed date i.e. 31st January 15 or 15	
preceding calendar year was filed within the prescribed date i.e. 31 st January given.	he
tot, the date of filing the return should h	e
	100
Date:	100
Date:	

PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND FUNCTIONAL COMPETENCY

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest (Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weight age to this section would be 40%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output			10 , 104
3.	Analytical ability			
4.	Accomplishment of exceptional work/unforeseen task performed			
5.	Overall Grading on 'Work Output'			

B. Assessment of Personal Attributes (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1,0	Attitude to work		, and a second	Additionity
2.	Sense of responsibility			
3.	Maintenance of discipline	31		1611 17000 131
4.	Communication skills			-
5.	Capacity to work in team spirit	***		79 779
6.	Capacity to work in time limit			* 19 30
7.	Inter-personal relation	1199	1940	
8.	Overall bearing and personality			
9.	Overall Grading on personal attributes			1

C.	Assessment of Functional	Competency	(weightage	to this section	would be 30%
----	--------------------------	------------	------------	-----------------	--------------

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply them correctly			
2	Strategic planning ability	- Historia		
3	Decision making ability			
4	Co-ordination ability	796	10-10-10-10-10-10-10-10-10-10-10-10-10-1	
5	Ability to motivate and develop subordinates			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1.	 Relations with the public (wherever applicable) (Please comment on the Official's accessibility to the public and responsiveness to their needs)

achievements, significant failures[ref:3A & 3B of Part -2] and attitude toward weaker sections. 6. Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.		(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Official)
4. Integrity: (Please comment on the integrity of Official) 5. Pen picture by Reporting Officer(in about 100 words) on the overall qualitie of the official including area of strengths and lesser strengths, extraordinar achievements, significant failures[ref:3A & 3B of Part -2] and attitude toward weaker sections. 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 Office		
5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the official including area of strengths and lesser strengths, extraordinar achievements, significant failures[ref:3A & 3B of Part -2] and attitude toward weaker sections. 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 Office	3.	State of health:
5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the official including area of strengths and lesser strengths, extraordinar achievements, significant failures[ref:3A & 3B of Part -2] and attitude toward weaker sections. 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 Office	4.	
of the official including area of strengths and lesser strengths, extraordinar achievements, significant failures[ref:3A & 3B of Part -2] and attitude toward weaker sections. 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 Office	5.	Pen picture by Reporting Officer(in about 100 words) on the grown world
Signature of the Reporting Office		of the official including area of strengths and lesser strengths, extraordinar achievements, significant failures[ref:3A & 3B of Part -2] and attitude toward
Signature of the Reporting Office		weaker sections.
Signature of the Reporting Office		weaker sections.
	6,	Overall numerical grading on the basis of weightage given in section A. B and
e: Name in Block Letters:	6.	Overall numerical grading on the basis of weightage given in section A. B and
		Overall numerical grading on the basis of weightage given in section A. B and

Page 6 of 8

PART-5 OVERALL ASSESSMENT BY THE REVEWING OFFICER

1.	Length of service und	ler the Reviewing O	fficer	
2.	assessment of a achievements/signific and Part-4(5)] (In case you do not ac	he various attributes reporting officer cant failures of the dree with any of the	in Part-3 & Part 4? Do	you agree with the fextraordinary [Ref.: Part-3A(4)]
		Yes	No	
	l d			
3.	In case of disagreeme modify or add?	ent, please specify t	ne reasons. Is there an	ything you wish to
				,
L		-		
	Pen picture by Review overall qualities of the his attitude towards we	official including a	e comment (in about l rea of strengths and le	00 words) on the esser strength and
5 .	Overall numerical grain part-3 of the report.	ding on the basis of	weightage given in s	ection-A, B and C
			*	
			of the F	Signature Reviewing Officer
]	Date:	Name in B	ock Letters:	
Ş	Seal:	Designatio	n:	

Page 7 of 8

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
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- APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
- 6. APARs graded below 4 will be given a score of 'Zero'.

Indian Institute of Engineering Science and Technology, Shibpur

Annual Performance Appraisal Report (APAR)
of the Supporting Staff
for the year

2022-23



Name with Designation:	
Posted at:	
Mobile No.:	. Email ID:

Jordian 2021

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

Sl No.	Subject	Information
1.	Name in full	THE COLUMN THE PARTY OF THE PAR
2.	Scale of pay	
3,	Date of Birth	
4.	Total Service	174100 HBW 2000 L
5.	Unit to which attached	
6.	Educational Qualifications (as recorded)	
7.	Period of absence from duty on leave etc. during the year*	

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Supporting Staff reported upon (Please read the instructions carefully before filling the entries)

Brief description of	luties		
	\$16		
		9	
			17.50

Date:

Signature of the Supporting Staff reported upon

Page 1 of 5

PART-3 ASSESSMENT ON WORK OUTPUT AND PERSONAL ATTRIBUTES

Numerical grading is to be awarded by Reporting and Reviewing Authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weightage to this section would be 60%)

S1, No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5) Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted	4	5
2.	Quality of output		2 2 2 2 2 2 2 2 2
3.	Analytical ability		1
4.	Accomplishment of exceptional work/unforeseen task performed		
5.	Overall Grading on 'Work Output'		

B. Assessment of Personal Attributes (weightage to this section would be 40%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work	3	19	2. A.
2.	Sense of responsibility	20010021		
3,	Maintenance of Discipline	18	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	- Frank
4.	Communication skills			
5.	Capacity to work in team spirit	-		
6.	Capacity to work in time limit		74	
7.	Inter-personal relation		tipori -	
8.	Overall bearing and personality			And workers and the second
9.	Grading on personal attributes			HANNAGA CARROLLA CAR

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1.	State of health:		**************************************
2.	Integrity (Please comme	nt on the integrity of the Sur	oporting Staff)
		· · · · · · · · · · · · · · · · · · ·	en e
	Supporting Sta	of including area of stre	out 100 words) on the overall qualities of the engths and lesser strengths, extraordinary & 3 B of part-3) and attitude towards weaker
	sections.		y 1 de maria de la compansión de la comp
			At the state of th
		0	ുന്നും എത് ഒ ഭവണം ഗ്രാവം കേരം
4.	Overall numeric	cal grading on the basis of v	veightage given in section A and B in part-3 of
	the report	1000 ms we	* 11 * 3*
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		196.	e e g
Date	ə:	Name in Rlock	Signature of the Reporting Officer Letters:
Seal			gnation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

Length of service un		10000	
	•)	340 S 71 R u	
work output and the any of the numeric	e various attributes in al assessments of att	e by the reporting officer with respect of the Part-3 & Part 4? (In case you do not ibutes please record your assessed initials your entries).	acree wi
	Yes	No.	* i
			- F (2015)
In case of disagree modify or add?	ement, please specif	the reasons. Is there anything y	ou wish
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	×	X	
Pen picture by Revie	ewing Officer. Please	comment (in about 100 words) on	the overa
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GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

- 1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
- 2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- 3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- 5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
- APARs graded below 4 will be given a score of 'Zero'.

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