## Indian Institute of Engineering Science and Technology, Shippur

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Annual Performance Appraisal Report (APAR)

of the Officers

for the year

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Posted at: .	
	Email ID:

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## 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	
6.	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)

ef description of duties	7

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

L	
(B) Please also indicate items is	n which there have been significantly high
achievements and your contri	bution thereto.
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	175
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4. Please state whether the ann	ual return on immovable property for
preceding calendar year was filed	within the prescribed date i.e. 31st Januar
preceding calendar year was filed	ual return on immovable property for within the prescribed date i.e. 31st Januar r. If not, the date of filing the return should
the year following the calendar year	within the prescribed date i.e. 31st Januar
the year following the calendar year	within the prescribed date i.e. 31st Januar
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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 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			
2.	Quality of output			
3.	Analytical ability			
4.	Accomplishment of oxceptional work/unforeseen task performed			الوكس
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			
3.	Maintenance of discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule		7000000	
8.	Inter-personal relation			
9.	Overall bearing and personality			- OTEVLEY
10.	Overall Grading on 'Personal Attributes'			

## 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			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

## PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

	the effectiveness and capabilities of the Officer)
3.	State of health:
- 19	
4.	Integrity:
- 1	(Please comment on the integrity of the Officer)
	of the officer including area of strengths and lesser strengths, extraordinar
	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.
	achievements, significant failures [Ref.: 3A & 3B of Part -2] and attitude toward
	achievements, significant failures [Ref.: 3A & 3B of Part -2] and attitude toward
	achievements, significant failures [Ref.: 3A & 3B of Part -2] and attitude toward
	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A. B an
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A. B an
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A. B an
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A. B an
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A. B an
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A. B an
6.	achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude toward weaker sections.  Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.

## PART-5 OVERALL ASSESSMENT BY THE REVEWING OFFICER

1	Length of service under the Reviewing Officer				
					-
2.	the work output and the assessment achievements/signifi and Part-4(5)] (In case you do not a	the assessment made of the various attributes of Reporting Officiant failures of the Oagree with any of the next in the column provident	o in Part-3 & Pa cer in resp fficer reported umerical assessi	ect of extrupon? [Ref.:	agree with acordinary Part-3A(4)
	Γ	Yes	No	4 4	
	L				
3.	In case of disagreen modify or add?	nent, please specify the	e reasons. Is the	ere anything y	ou wish to
				9	4.2
4.	Pen picture by Revi overall qualities of the attitude towards wea	ewing Officer. Please ne Officer including ar ker sections.	comment (in a	bout 100 word , lesser streng	ls) on the th and his
5.	Overall numerical gr in part-3 of the repor	rading on the basis of t.	weightage give	∍n in section-A	., B and C
1	Date:	Name in Blo	ock Letters:	Signate of the Reviewin	a Officer
	Seal:		u		
		_ +g(-v			

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  $1\cdot 10$  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.
- 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

20.....-20......



Name with Designation:	
	. Email ID:

Verified in 1.2021

## PART-1: PERSONAL DATA

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

No.	Subject	Information	** <del>***</del>
1.	Name in full		
2.	Scale of pay		,
3.	Date of Birth		
4.	Total Service		
5.	Unit to which attached		7
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

#### 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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	4 2 2 2 2	

 Whease 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 uchievement against each target.

Targets/Objectives/Goals	Achievements	1
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		- 1 - **
	1	
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	100	والمناولة المراجع وبروانا المطالقة
(B) Please also	indicate items in	which there have been significantly high
achievements	and your contribution	n thereto.
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	ا عابشج :	<ul> <li>Frequency environments and experiences.</li> </ul>
	14: E	Andre to Anna Angeles Santo Statem.
	5.0	
1 - 1		2
4. Please state w	Thether the annual *	eturn on immovable property for the precedin
calendar year v	vas filed within the	prescribed date i.e. 31st January of the year
following the cale	endar year. If not, the	e date of filing the return should be given.
ate:		Signature
ate:		Signature of the Supporting Staff reported upon
		Signature of the Supporting Staff reported upon

Page 3 of 8

# 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		- (0 a) - a )	
3.	Analytical ability		e, fire	4. 1.27 20
4.	Accomplishment of exceptional work/unforeseen task performed	!		mari — Siri Situati
5.	Overall Grading on 'Work Output'		1	

## 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		10 11	
2.	Sense of responsibility			
3.	Maintenance of discipline			Annual Survey of the Survey of
4.	Communication skills			
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	ille F		

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## 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 them correctly			
2	Strategic planning ability		3	
3	Decision making ability			
4	Co-ordination ability			
5	Ability to motivate and develop subordinates			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

## PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

(Please comment on the Official's acces needs)	ssibility to the public and responsiveness to their
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3.	State of health:	with the state of
		general section of the section of the
Į.	Integrity:	
_	(Please comment on the integrity of Official)	
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L	<del> </del>	
	Pen picture by Reporting Officer(in about official including area of strengths and lesse significant failures[ref:3A & 3B of Part -2] and	100 words) on the overall qualities or strengths, extraordinary achieven
	official including area of strengths and lesse	100 words) on the overall qualities or strengths, extraordinary achieven
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	official including area of strengths and lesse	100 words) on the overall qualities or strengths, extraordinary achieven
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	official including area of strengths and lesse	100 words), on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
	official including area of strengths and lesse significant failures [ref:3A & 3B of Part -2] and overall numerical grading on the basis of w	100 words), on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
	official including area of strengths and lesse significant failures [ref:3A & 3B of Part -2] and overall numerical grading on the basis of w	100 words), on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
	official including area of strengths and lesse significant failures [ref:3A & 3B of Part -2] and overall numerical grading on the basis of w	100 words), on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
	official including area of strengths and lesse significant failures [ref:3A & 3B of Part -2] and overall numerical grading on the basis of w	100 words), on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
	official including area of strengths and lesse significant failures [ref:3A & 3B of Part -2] and overall numerical grading on the basis of w	100 words), on the overall qualities over strengths, extraordinary achieven attitude towards weaker sections.
	official including area of strengths and lesse significant failures [ref:3A & 3B of Part -2] and overall numerical grading on the basis of w	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

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output and the variety official reported	arious attributes in Part- in respect of extraor upon? [Ref.: Part-3A(4) :	
assessment in the	column provided for you in	umerical assessments of attributes please record you that section and initials your entries).
	Yes	No
1, 10		
V 15		2.05.2003
In case of disagre or add?	eement, please specify t	the reasons. Is there anything you wish to mod
or actor.		
11 5 11 01		
Pen picture by R	eviewing Officer, Pleas	e comment (in about 100 words) on the over
qualities of the o	fficial including area of	e comment (in about 100 words) on the over f strengths and lesser strength and his attitud
qualities of the o	fficial including area of	e comment (in about 100 words) on the over
qualities of the o	fficial including area of	e comment (in about 100 words) on the over
qualities of the o	fficial including area of	e comment (in about 100 words) on the over
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qualities of the o towards weaker s	official including area of sections.	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude
qualities of the o towards weaker s	official including area of sections.	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude
qualities of the o towards weaker s	official including area of sections.	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude
qualities of the o towards weaker s	official including area of sections.	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude
qualities of the o towards weaker s Overall numerical of the report.	ections.	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude of the weightage given in section-A, B and C in part Signature of the Reviewing Officer
qualities of the of towards weaker s  Overall numerical of the report.	ections.	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude of weightage given in section-A, B and C in part
Qualities of the o towards weaker s Overall numerical of the report.	official including area of sections.  I grading on the basis of Name in	e comment (in about 100 words) on the over f strengths and lesser strength and his attitude of the weightage given in section-A, B and C in particular of the Reviewing Officer

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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.

- 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.
- 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

## Idian Institute of Engineering Science and Technology, Shibpur

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Annual Per formance Appraisal Repri (APAR)
of the Ministerial Staff
for the year
20......-20......



Name with Designatio	n;
Posted at:	
Mobile No.:	Email ID:



#### 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	
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:
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 Ministerial Staff reported upon (Please read carefully the instructions before filling the entries)

Brief	lescription	on of duties					
			12				
				2.00			
			38				
					9		6. V.V
				, *			7 3 3-9.
							5.5

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
	t 1 - 20

	<ol> <li>(A) Please state briefly, the shortfalls with reference to targets/objectives/goals referred to in item 2. Please specify constraints, if an achieving the targets.</li> </ol>
	The largets.
	(B) Please also indicate
	(B) Please also indicate items in which there have been significantly high achievements and your contribution thereto.
	restandition thereto.
	4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of given.
	preceding calendar year was filed within the prescribed date i.e. 31 <sup>st</sup> January of given.
	the year following the calendar year. If not, the date of filing the return should be
	5 and return should be
)ate:	
Pate:	Signature of the Ministerial Staff reported upon

# 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			
2.	Quality of output			
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,	Attitude to work		( construction of the cons	Authority
2.	Sense of responsibility			
3.	Maintenance of discipline			
4.	Communication skills			
5.	Capacity to work in team spirit	**		79 44
6.	Capacity to work in time limit			
7.	Inter-personal relation	HERE		
8.	Overall bearing and personality			
9.	Overall Grading on personal attributes			-

C.	Assessment of Functiona	l Competency	(weightage	to this section wou	ld be 30%)
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S1 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			
3	Decision making ability			
4	Co-ordination ability		7-1	
5	Ability to motivate and develop subordinates			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

## PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

the effecti	ive recommendations for training with a view to further impr veness and capabilities of the Official)
3. State of he	alth.
o. Blate of he	anu.
	AND THE RESERVE OF THE PARTY OF
4. Integrity:	ammont as the state of the stat
(Please Co	mment on the integrity of Official)
5. Pen pictur of the offic	e by Reporting Officer(in about 100 words) on the overall qua
of the offic	nal including area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude tow
achieveme	nal including area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude tow
achieveme	nal including area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude tow
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achieveme weaker sec	mail including area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude towns.  The strengths area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude townstains.
achieveme weaker sec	mail including area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude towns.  The strengths area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude townstains.
achieveme weaker sec	mail including area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude towns.  The strengths area of strengths and lesser strengths, extraordients, significant failures[ref:3A & 3B of Part -2] and attitude townstains.

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## PART-S OVERALL ASSESSMENT BY THE REVEWING OFFICER

1	. Length of service under th	e Reviewing Of	ficer		
2.	Do you agree with the assethe work output and the vertice assessment of report achievements/significant I and Part-4(5)] (In case you do not agree	arious attributes ating officer failutes of the c	in Part-3 & Part of in respect official reported	1? Do you agree t of extrac upon? [Ket.: Pa	with the ordinary rt-3A(4)
	record your assessment in the entries).	he column provi	ded for you in the	at section and initi	als your
		Yes	No		
3.	In case of disagreement, p. modify or add?	lease specify th	ne reasons. Is the	ere anything you	wish to
4.	Pen picture by Reviewing overall qualities of the offic his attitude towards weaken	cial including as	comment (in a	bout 100 words) and lesser streng	on the
5.	Overall numerical grading in part-3 of the report.	on the basis of	weightage give	n in section-A, E	and C
	Date:	Name in Al	O OCk Letters	Signature f the Reviewing (	Officer
	Seal:				

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.
- 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.
- 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 Supporting Staff
for the year

20.....-20.....



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

Jording 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	
2.	Scale of pay	
3.	Date of Birth	
4.	Total Service	
5.	Unit to which attached	
6.	Educational Qualifications (as recorded)	
7.	Period of absence from duty on leave etc. during the year*	

<sup>\*</sup>Please attach a separate sheet, if required

## PART-2: DESCRIPTION OF DUTIES

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

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%)

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.	Analytical ability		TWO THE TOTAL PROPERTY OF THE	
4.	Accomplishment of exceptional work/unforeseen task performed			
5.	Overall Grading on 'Work Output'			W. 3 - 1 - 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		15	
2.	Sense of responsibility			
3,	Maintenance of Discipline			
4.	Communication skills			
5.	Capacity to work in team spirit			
6.	Capacity to work in time limit		The same of	
7.	Inter-personal relation		THE COLUMN TO TH	
8.	Overall bearing and personality			
9.	Grading on personal attributes			

## PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1.	State of health:
2.	Integrity (Please comment on the integrity of the Supporting Staff)
	(1) case continent on the integrity of the supporting stan)
3,	Supporting Staff including area of strengths and lesser strengths, extraordinary achievements(significant failures (ref. 3 A & 3 B of part-3) and attitude towards weaker
	sections.
, l	
4.	Overall numerical grading on the basis of weightage given in section A and B in part-3 of the report
	Signature of the Reporting Officer
ate	e: Name in Block Letters:
eal	Designation:

## PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

Length of service un	nder the Reviewing O	ficer	
	V	10	
work output and the	e various attributes in al assessments of att	e by the reporting office Part-3 & Part 4? (In case ributes please record your initials your entries).	you do not agree wit
	Yes	No	in the second of
		1	
In case of disagree modify or add?	ement, please specif	the reasons. Is there a	anything you wish t
		V V	
	1		
	*	1	
Pen picture by Revi qualities of the offic	ewing Officer. Please	comment (in about 100 strengths and lesser stre	words) on the overa
Pen picture by Revi qualities of the offic towards weaker sect	cial including area of	comment (in about 100 strengths and lesser stre	words) on the overa
qualities of the offic	cial including area of	comment (in about 100 strengths and lesser stre	words) on the overa
qualities of the offic	cial including area of	comment (in about 100 strengths and lesser stre	words) on the overa
qualities of the offic towards weaker sect	ial including area of tions.	comment (in about 100 strengths and lesser stre	ngth and his attitud
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qualities of the offic towards weaker sect	ial including area of tions.	strengths and lesser stre	ngth and his attitud
qualities of the offic towards weaker sect	ial including area of tions.	strengths and lesser stre	ngth and his attitude
qualities of the offic towards weaker sect	rading on the basis of	strengths and lesser stre	on-A and section-B o

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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.

- 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/hor 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.
- 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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