

**Indian Institute of Engineering Science and
Technology, Shibpur**

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

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



Name with Designation:

Posted at:

Mobile No.: Email ID:

*verified
Pranav
01.01.20*

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)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

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

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

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 the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature
of the Officer 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 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			
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			
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			
8.	Inter-personal relation			
9.	Overall bearing and personality			
10.	Overall Grading on 'Personal Attributes'			

G. 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 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

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health:

4. Integrity:

(Please comment on the integrity of the Officer)

5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths, extraordinary achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude towards 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 Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

- 1 Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4 ? Do you agree with the assessment of Reporting Officer in respect of extraordinary achievements/significant failures of the Officer reported upon? [Ref.: Part-3A(4) and Part-4(5)]

(In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initials your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

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

--

5. 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

Date:

Name in Block Letters:

Seal:

Designation:

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.
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 Technical Staff
for the year**

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



Name with Designation:

Posted at:

Mobile No.: Email ID:

*Verified
Pranav
01.01.2021*

PART-1: PERSONAL DATA

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

SI 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	<div style="display: flex; justify-content: space-between;"> <div>Post:</div> <div>Date:</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Pay Scale:</div> <div>Grade Pay:</div> </div>
8.	Present post and date of appointment thereto:	<div style="display: flex; justify-content: space-between;"> <div>Post:</div> <div>Date:</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Pay Scale:</div> <div>Grade Pay:</div> </div>
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)

1. Brief description of duties

--

2. Please specify targets/objectives/goals(in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

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

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

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 the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature
of the Supporting 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%)

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			
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			
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			
7.	Inter-personal relation			
8.	Overall bearing and personality			
9.	Overall Grading on personal attributes			

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

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-3)	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			
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)

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Official)

3. State of health:

4. Integrity:

(Please comment on the integrity of Official)

5. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the official including area of strengths and lesser strengths, extraordinary achievements, significant failures [ref: 3A & 3B of Part -2] and attitude towards 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 Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the official reported upon? [Ref.: Part-3A(4) and Part-4(5)]

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initials your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

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

--

5. 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

Date:

Name in Block Letters:

Seal:

Designation:

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.
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 Ministerial Staff
for the year
20.....-20.....**



Name with Designation:

Posted at:

Mobile No.: Email ID:

*Verified
Person
01.01.2021*

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.	Date of continuous appointment to the present grade	<div style="display: flex; justify-content: space-between;"> <div>Post: Pay Scale:</div> <div>Date: Grade Pay:</div> </div>
8.	Present post and date of appointment thereto:	<div style="display: flex; justify-content: space-between;"> <div>Post: Pay Scale:</div> <div>Date: Grade Pay:</div> </div>
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)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

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

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

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 the year following the calendar year. If not, the date of filing the return should be given.

Date:

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%)

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			
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			
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			
7.	Inter-personal relation			
8.	Overall bearing and personality			
9.	Overall Grading on personal attributes			

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			
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

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

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Official)

3. State of health:

4. Integrity:

(Please comment on the integrity of Official)

5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the official including area of strengths and lesser strengths, extraordinary achievements, significant failures[ref:3A & 3B of Part -2] and attitude towards 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 Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the official reported upon? [Ref.: Part-3A(4) and Part-4(5)]

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initials your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

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

--

5. 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

Date:

Name in Block Letters:

Seal:

Designation:

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.
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**

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



Name with Designation:

Posted at:

Mobile No.: Email ID:

*Verified
Perman
01.01.2021*

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

S1 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*	

*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)

Brief description of duties

Date:

Signature
of the Supporting Staff reported upon

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			
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			
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			
7.	Inter-personal relation			
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)

3. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the 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.

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

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4? (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initials your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

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

--

5. Overall numerical grading on the basis of weightage given in section-A and section-B of the report.

--

Signature of the Reviewing Officer

Date:

Name in Block Letters:

Seal:

Designation:

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/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.
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'.