

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

Annual Performance Assessment Report form

For

Officers of the IEST, Shibpur



**Name of
Officer.....**

**Report for the year/Period
ending.....**

Name of the Officer.....

Period.....

Report for the year/period ending.....

PERSONAL DATA

Part- 1

1. Name of the Officer

2. Date of Birth_(DD/MM/YYYY)...../...../..... (In words).....

Date.....

3. Date of continuous appointment to the present grade Grade.....

4. Present Post and date of appointment thereto Post.....

Date.....

5. If he has undergone training specify.

Name of the Officer.....

Period.....

Part – 2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties.

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2. Please specify targets/objectives/goals 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. (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

Name of the Officer.....

Period.....

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.

Signature of officer

Dated:.....

Name of the Officer.....

Period.....

Part – 3

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 carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage of this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initials of reviewing authority
1. Accomplishment of planned work/work allotted			
2. Quality of Output			
3. Analytical ability			
4. Accomplishment of exceptional work/unforeseen tasks performed			
Overall grading on work output			

(B) Assessment of personal attributes (weightage of this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of reviewing authority
i) Attitude towards work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work within time schedule			
vii) Capacity to work in team			
viii) Interpersonal relations			
ix) Overall bearing and personality			
Overall grading on 'Personal attribute'.			

Name of the Officer.....

Period.....

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

	Reporting authority	Reviewing Authority	Initial of reviewing authority
1. Professional knowledge in the area of function.			
2. Strategic planning activity			
3. Decision making ability			
4. Coordination ability			
5. Ability to motivate and develop subordinates			
6. Initiative			
Overall grading on Functional Competency			

Part – 4

GENERAL

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.)

Name of the Officer.....

Period.....

3. State of Health

4. Integrity
(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (I about 100 words) on the overall qualities of the officer including areas of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) 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

Name in Block Letters:

Place:

Designation:.....

Date:

During the period of Report

Name of the Officer.....

Period.....

Part – 5

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

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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-3 (A) (iv) 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 sign your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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

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Name of the Officer.....

Period.....

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

Signature of the Reviewing Officer

Name in Block Letters:

Place:

Designation:

Date:

During the period of Report:

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) 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 accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need 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.
- (iii) 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.
- (iv) APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”.