



National Institute of Science Education & Research, Bhubaneswar

Annual Performance Appraisal Report (APAR)

Administrative & Auxiliary Employees

(Reporting Period: 01.04.20__ to 31.03.20__)

Part – 1: PERSONAL DATA

1. Identification information (Please write clearly)

| | |
|---|--|
| Name of Official and PF No. | |
| Date of Birth | |
| Department/ Section in which working and since when | |

2. Grade (for the period under evaluation)

| | |
|--------------------------------------|--|
| Designation and Grade | |
| Date of appointment to current grade | |

3. Education

| | |
|---------------------------------------|--|
| Highest educational qualification | |
| Work experience outside NISER, if any | |

4. Leave Record

| | |
|---|--|
| Please list leave record for the year being evaluated (include all leave other than casual leave) | |
|---|--|

5. Evaluation Report and Authorities

| | |
|---|--|
| Is it a part year evaluation or full year evaluation? | |
| Reporting period start date | |
| Reporting Officer | |
| Reviewing Officer | |

| | |
|--------------------------------|--|
| Signature of Verifying officer | |
| Date | |

PROFESSIONAL INDEX

(To be filled by the official reported upon)

Part-2: SELF ASSESSMENT : Details of works done/ responsible discharged

1. Brief description of duties/ responsibilities:

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

Targets/ objectives/ goals

Achievements

-

3. Please state briefly, the shortfalls with reference to the targets/objectives/goals also specify constraints, if any, in achieving targets:

4. Please also indicate items in which there have been significantly higher achievements and your contribution thereto:

Signature of Official
Date:

Part-3 : EVALUATION BY REPORTING & REVIEWING OFFICER

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 failure 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) APAR's 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) APAR's graded between **6 and short of 8 will be rated as "very good"** and will be given a score of 7.
- (v) APAR's graded between **4 and short of 6 will be rated as "good"** and given a score of 5.
- (vi) APAR's graded below 4 will be given a score of zero.

A. Assessment of "Work Output" (This section carries weightage of 40%)

| Sl. No. | Attribute | Reporting Authority | Reviewing Authority | Initial Reviewing Authority |
|----------------------------------|--|---------------------|---------------------|-----------------------------|
| 1 | Accomplishment of planned work/ work allotted as per subjects 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” (This section carries weightage of 30%)

| Sl. No. | Attribute | Reporting Authority | Reviewing Authority | Initial 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 relations | | | |
| 9 | Overall bearing and personality | | | |
| Overall Grading on “Personal Attributes” | | | | |

c. Assessment of “Functional Competency” (This section carries weightage of 30%)

| Sl. No. | Attribute | Reporting Authority | Reviewing Authority | Initial Reviewing Authority |
|--|---|---------------------|---------------------|-----------------------------|
| 1 | Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly | | | |
| 2 | Strategic planning ability | | | |
| 3 | Decision making ability | | | |
| 4 | Coordination ability | | | |
| 5 | Ability to motivate and develop subordinates | | | |
| 6 | Initiative | | | |
| Overall Grading on “Functional Competency” | | | | |

Part-4: General & Integrity Evaluation

GENERAL EVALUATION

- 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:**

INTEGRITY EVALUATION

Please read the following guidelines before evaluating the officials for integrity

**Guidelines issued by the Government of India, Department of Personnel regarding
Integrity vide O.M. No.S1/S/72-ESTT 'A' dated 20th May 1972**

The following guidelines should be followed in the manner of making entries in the column relating to integrity:

- a) Supervisory Officer should maintain a confidential diary in which instances, which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs,
- b) The column pertaining to integrity in the character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
- d) If, as a result of the follow- up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll,
- e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned,
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to 'confirm' it. In such a case the Government servant's conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (b) and (e) above,
- g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a government servant has worked under the Reporting Officer only for a brief period or has been on a long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

4. Assessment of Integrity

| Sl. No. | Assessment Remark | Select the applicable one and put your signature |
|---------|--|--|
| 1. | Beyond doubt | |
| 2. | Since the integrity of the Officer is doubtful, a secret note is attached | |
| 3. | Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the official | |

5. Pen picture by Reporting Officer: Please mention the overall qualities, strengths, extraordinary achievements, significant failures (ref. 3 & 4 of part II) and attitude towards weaker section:

6. OVERALL GRADING: Overall numerical grading on the basis of weightage given in Section A, B, and C in part – III of the Report.

Place: _____

Date: _____

Signature of the Reporting Officer

Name: _____

Designation: _____

Part –5: Decision of the Reviewing Officer

1. **Remarks of the Reviewing Officer:** I agree / do not agree with the assessment of the Reporting Officer

2. **In case of disagreements, please specify the reasons. *Is there anything you wish to modify or add?***

3. **Pen Picture by the Reviewing Officer: *Please mention the overall qualities, strengths, and attitude towards weaker sections:***

4. **OVERALL GRADING: Overall numerical grading on the basis of weightage given in Section A, B, and C in part – III of the Report**

Place: _____

Date: _____

Signature of the Reviewing Officer

Name: _____

Designation: _____

**Time schedule for preparation/completion of APAR
(Reporting year- 200__ - __)**

| S. No. | Activity | Date by which to be completed |
|---------------|---|--|
| 1. | Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given) | 31st March. (This may be completed even a week earlier). |
| 2. | Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable). | 15th April. |
| 3. | Submission of report by reporting officer to reviewing officer | 30th June |
| 4. | Report to be completed by Reviewing Officer and to be sent to Academic Section. | 31st July |
| 5. | Appraisal by accepting authority, wherever provided | 31st August |
| 6. | (a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority | 01st September 15th September |
| 7. | Receipt of representation, if any, on APAR | 15 days from the date of receipt of communication |
| 8. | Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR | 21st September 06 October |
| 9. | Disposal of representation by the competent authority | Within one month from the date of receipt of representation. |
| 10. | Communication of the decision of the competent authority on the representation by the APAR Cell | 15th November |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record | 30th November |