



राष्ट्रीय इलेक्ट्रॉनिकी एवं
सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and
Information Technology (NIELIT)

वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर)
Annual Performance Appraisal Report (APAR)

ग्रुप ए से निम्नतर वैज्ञानिक एवं तकनीकी कर्मचारियों के लिए
For all Scientific and Technical officials below Group 'A'

अधिकारी का नाम एवं पदनाम

Name & Designation of the Officer

एपीएआर की अवधि

APAR period from To तक

राष्ट्रीय इलेक्ट्रॉनिकी एवं
सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and
Information Technology (NIELIT) .
वार्षिक कार्यानिष्पादन मूल्यांकन रिपोर्ट (एपीएआर)
Annual Performance Assessment Report

ग्रुप ए से निम्नतर वैज्ञानिक एवं तकनीकी कर्मचारियों के लिए
For all Scientific and Technical officials below Group 'A'

नोट: सुनिश्चित करें कि किसी भी कालम में ओवरराइटिंग ना हो
Note: Please ensure that there is no overwriting under any column.

भाग-1 / Part-I

व्यक्तिक ब्यौरे / Personal Data

(प्रशासनिक अनुभाग द्वारा भरा जाएगा)
(To be filled by the Administrative Section)

1	नाम/Name		
2	पदनाम/Designation.....		
3	क्या कर्मचारी अनुसूचित जाति/अनुसूचित जनजाति से संबंधित है? Whether the official belongs to SC/ST.....		
4	एपीएआर की अवधि Period of APAR	से From	तक To
5	जन्म तिथि/Date of Birth.....		
6	सरकार / सरकारी संगठन में कार्यग्रहण की तिथि डीओईएससीसी संस्था में Date of Joining in Government/Govt. organization..... in DOEACC Society		
	कमान से वे नियुक्ति की तारीख Date of appointment to the present grade.....		
7	कमान बैंड / ग्रेड वेतन Pay Band/Grade Pay	रु. Rs.	
8	शैक्षणिक योग्यता / Academic Qualifications.....		
9	व्यवसायिक योग्यता / Professional Qualifications.....		
10	वर्ष के दौरान छुट्टी से अनुपस्थिति की अवधि (प्रशिक्षण छुट्टी आदि) यदि प्रशिक्षण पर थे तो बताएँ Period of absence from duty (On leave, training, etc. during the period under report	II	
	non-leisure training, please specify)		

PART-2

(To be filled in by the Officer reported upon)

1. Description of duties.
2. Brief resume of work done during the period under report bringing out spec. achievements. In the event of shortfall, furnish reasons.

--

3. Please state whether the annual return on Immovable property for the preceding calendar year was filled within the prescribed date i.e., 31st January of the year following the calendar year. If not, the date of filling the return should be given

Date:

(Signature of the Officer Reported upon.)

PART-3

ASSESSMENT BY THE REPORTING OFFICER

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

Name of the officer whose CR is being assessed

Designation

Length of service under the Reporting Officer..... Year(s)..... Month(s).....

- * i) Do you agree with the description of duties and the details of work done, achievement/shortfalls as filled out by the officer in part 2. Also specify constraints, if any faced by the officer.

A. Assessment of Work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of assigned work.			
ii) Quality of output			
iii) Accomplishment of additional work, if any.			
iv) Completes assigned job in time & with minimum supervision.			
Overall Grading on 'Work Output'			

B. Assessment of Personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Sense of Responsibility			
ii) Attitude to work.			
iii) Discipline & Punctuality			
iv) Self confidence.			
v) Takes initiative to improve in own trade/work area learn new trades/areas.			
vi) Intelligence level.			
vii) Interpersonal relationship			
Overall Grading on 'Personal attributes'			

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

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge and application of procedures and safety rules.			
ii) Maintenance of equipment and cleanliness			
iii) Grasping Power			
iv) Experimental or practical ability			
v) Interest to learn.			
vi) Power of expression			
vii) General professional knowledge.			
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. Integrity
(Please comment on the integrity of the official)

--

3. Training

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

--

4. 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 strength, significant achievement/shortfalls (ref:3(A) & 3 (B) of Part -3) 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)

Designations.....

Part -5

(Remarks of 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-3 and Part-4 i.e., discards the essence of the problem selects the best line of attack).

(In case you do not agree with any of the numerical assessment of attributes please record your assessment in the column provided for you in that section and initial 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, Section -B and Section -C in Part-3 of the Report.

Signature of the Reviewing Officer

Place: Name in Block Letters:
Designation:

Date: During the period of Report:

INSTRUCTIONS

1. The APAR is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her career. The individual reported upon and the Reporting Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through APAR should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Accepting Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. The Reporting Officer shall in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, Such targets/ goals shall be set at the time of assumption of the new charge. The task/ targets set should clearly be known and understood by both the Officers concerned.
5. Although performance appraisal is a year-end exercise. In order that it may be a tool for human resources development, the Reporting officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
6. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
7. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
8. Officers eligible to Report APAR's : reporting Officer should have at least three months experience of observing the conduct and work of the officer reported upon during the APAR period.
9. Communication of APAR: Before sending the APAR, the accepting officer may ensure that APAR remarks given in the APAR including the overall grade and assessment of integrity by the Reporting Officer has been communicated to the individual concerned in part IV and the signature of the officer reported upon has been obtained. The APAR duly filled in all respects may be sent to the APAR Section by the Reporting officer.
10. Channel of reporting the APAR: The channel reviewing of the APAR should be strictly adhered as per instructions issued by this office from time to time.

11. Integrity: The following procedure should be followed in filling up the item relating to integrity:-

- a. If the Officer's integrity is beyond doubt, it may be so stated.
- b. If there is any doubt or suspicion the item should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the APAR to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, The reporting officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.

(c) If, the doubts or suspicions are confirmed this fact should also be recorded and duly communicated to the officer concerned.

(d) If, as a result of the follow up action, the doubts or suspicions are neither cleared or confirmed, the officer conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

12. Numerical Grading in Part 3: Numerical grading are to be awarded by reporting and accepting authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The following guidelines may be kept in mind while awarding numerical grading:

- a. 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 accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- b. APAR 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.
- c. APAR's graded between 6 and short of 8 will be rated as 'Very good' and will be given a score of 7.
- d. APAR's graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- e. APAR's graded below 4 will be given a score of zero.