

jk"Vªh; izkS|ksfxdh laLFkku] mRrjk[k.M

ds

vf/kdkjh ¼iz'kklfud ,oa rduhdh½] mPprj vuqlfpoh;@rduhdh

,oa fuEu vuqlfpoh;@rduhdh ¼lewg & v] c ,oa l½

ds fy,

**okf"kZd dk;Zfu"iknu ewY;kadu izfrosnu**

**Annual Performance Assessment Report**

For

**Officers (Administrative & Technical), Higher Ministerial/Technical and**

**Lower Ministerial/Technical (Group - A, B & C)**

of

**National Institute of Technology, Uttarakhand**

vf/kdkjh@deZpkjh dk uke

Name of the Officer/Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vof/k dk izfrosnu@lekfIr o"kZ @Report for the period from 01/04/20\_\_\_\_ to 31/03/20\_\_\_\_

**Employee ID:\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| oS;fDrd C;kSjs  **PERSONAL DATA** | | | | |
| Hkkx &1  **Part-1** | | | | |
| ¼dk;kZy; ds iz'kklfud vuqHkkx }kjk Hkjs tkus ds fy,½  (To be filled in by the Establishment Section of the Institute) | | | | |
| 1 | vf/kdkjh@deZpkjh dk uke  Name of Officer/Employee | ………………………………………………………………………  ¼'kCnksa esa½ | | |
| 2 | tUe dh rkjh[k ¼fnu@ekg@o"kZ½  Date of Birth (DD/MM/YY) | ……./……/…………….. (In words) ………………………………. | | |
| 3 | orZeku Js.kh esa yxkrkj fu;qfDr dh rkjh[k Date of continuous appointment  to the present grade | | rkjh[k  Date…………………….. | Js.kh  AGP……………….. |
| 4 | orZeku in rFkk ml ij fu;qfDr dh rkjh[k  Present post and date of appointment thereto | | in  Post ……………….….. | rkjh[k  Date …………… |
| 5 | vuqifLFkfr dh vof/k @ o"kZ esa dk;Z ls izf'k{k.k dh vof/k  Period of absence/Period of Training from duty during the year. | |  | |

|  |  |  |
| --- | --- | --- |
| NqV~Vh dh izd`fr  **Nature of Leave** | 01/04/20\_\_\_rd tekNqV~Vh ;k fu;qfDr dh rkfj[k  **Leave at Credit as on 01/04/20\_\_\_ or respective date of joining** | vof/k ds nkSjku yh xbZ NqfV~V;ka  **Availed during the period** |
| vftZr vodk'k@ Earned Leave (EL) |  |  |
| v/kZosru vodk'k@ Half Pay Leave (HPL) |  |  |
| #ikUrfjr vodk'k@Commutted Leave | ------ |  |
| vlk/kkj.k vodk'k@Extra Ordinary Leave (EOL) | ------ |  |
| vuftZr vodk'k@Leave Not Due (LND) | ------ |  |
| ekr`Ro vodk'k@Maternity Leave | ------ |  |
| fir`Ro vodk'k@Paternity Leave | ------ |  |
| cky ns[kHkky vodk'k@Child Care Leave |  |  |
| v/;;u vodk'k@Study Leave | ------ |  |
| vosru NqV~Vh@Leave Without Pay | ------ |  |
| ;ksx **TOTAL** | |  |

**Assistant Registrar (Estt.)**

|  |  |
| --- | --- |
| Hkkx &2  **Part-2** | ftl vf/kdkjh@deZpkjh dk izfrosnu fy[kk tkuk gS] mlds }kjk Hkjs tkus ds fy,  To be filled in by the Officers/Employees reported upon  ¼d`i;k izfof"V;ksa dks Hkjus ls igys vuqns'kksa dks /;ku ls i<+ ysa½  (Please read carefully the instructions before filing the entries) |

fd;s x;s dk;ksZa dk laf{kIr fooj.k

1. **Brief description of duties**

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| --- |
|  |

dk;Z ds tks y{;@mn~ns';@/;ss; vkius Lo;a vius fy, fu/kkZfjr fd;s gksa mu ¼ifj.kke@ek=k ;k vU; #i esa½ dk;ksZa dh vkB&nl ensa izkFkfedrk ds vk/kkj ij cuk,a vkSj gj ,d y{; dh n`f"V ls viuh miyfC/k crk,a ¼mnkgj.k ds fy, vkids izHkkx ds fy, okf"kZd ;kstuk½

2. a) 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. (Example: Annual Action Plan for your Division).

|  |  |
| --- | --- |
| y{;@mn~ns';@/;ss; **Targets/Objectives/Goals** | miyfC/k;ka  **Achievements** |
|  |  |

dk;Z ds tks y{;@mn~ns';@/;ss; vkius Lo;a vius fy, fu/kkZfjr fd;s gksa mu ¼ifj.kke@ek=k ;k vU; #i esa½ dk;ksZa dh vkB&nl ensa vxys o"kZ ds fy, izkFkfedrk ds vk/kkj ij cuk,aA

b) Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself, eight to ten items of work in the order of priority for the next year of assessment.

|  |
| --- |
|  |

d`Ik;k en 2 esa crk, x;s y{;ksa@mns';ksa@/;ss;ksa dh izkfIr esa jgh dfe;ksa dk la{ksi esa mYys[k djsaA ;fn y{;ksa dh izkfIr esa dksbZ ck/kk,a jgh gksa rks os crk,aA

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.

|  |
| --- |
|  |

d`Ik;k mu enksa dk Hkh mYys[k djsa ftuesa dkQh vf/kd miyfC/k;ka jgh gSa vkSj muesa vius ;ksxnku dk Hkh mYys[k djsaA

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

|  |
| --- |
|  |

d`Ik;k mYys[k djsa fd D;k iwoZorhZ dSyS.Mj o"kZ dh vpy laifRr fooj.kh fu/kkZfjr rkjh[k vFkkZr~ dSyS.Mj o"kZ ls mRrjorhZ o"kZ dks 31 tuojh rd ntZ djk nh xbZ FkhA ;fn ugha rks ntZ dh rkjh[k nh tk,A

3. 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.

|  |
| --- |
|  |

fnukad% lwpuk nsus okys vf/kdkjh@deZpkjh ds gLrk{kj

Date: Signature of official reported upon

Hkkx 3

**PART-3**

la[;kRed o.khZdj.k dk fu/kkZj.k izfrosnu rFkk iqufuZjh{k.k izkf/kdkjh fd;k tkuk gS tks 1&10 ds iSekus ij gksuk pkfg,] tgk¡ 1 lcls de Js.kh dk rFkk 10 mPpre Js.kh dk mYys[k djrk gSA

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.

¼d`i;k izfof"V;ksa dks Hkjus ls igys fn'kkfunsZ'kksa dks /;ku ls i<+ ysa½

**(Please read carefully the guidelines before filing the entries)**

,ih,vkj ds LrEHk fof/kor lko/kkuh vkSj /;kuiwoZd rFkk Ikz;kZIr le; nsrs gq, Hkjus pkfg,A

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.

;g vk'kk dh tkrh gS fd 1 vFkok 2 ds fdlh oxhZdj.k ¼fuxZr dk;Z ;k fo'ks"krkvksa ;k dqy feykdj Js.khdj.k ds izfrdwy½ dks fof'k"V vlQyrkvksa ds ekxZ ls dye fp= esa iz;kZIr #i ls vkSfpR; fn;k tk,xk vkSj blh izdkj 9 vFkok 10 ds fdlh Js.kh ds lac/k esa fof'k"V miyfC/k;ksa ds laca/k esa vkSfpR; fn;k tk,xkA Js.kh 1&2 vFkok 9&10 fojy gksrh gS vr% mudk vkSfpR; fn, x;s tkus dh t#jr gSA lkaf[kd Js.kh iznku djrs gq, izfrosnu ,oa iqufoZyksdu izkf/kdfj;ks dks fdlh vf/kdkjh dk ntkZfu/kkZj.k muds v/khu ogh la[;k es orZeku esa dk;Zjr lg;ksfx;ksa dh rqyuk esa djuk pkfg,A

1. 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 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.

,ih,vkj dk 8 ls 10 ds chp dk oxhZdj.k ßmRd`"VÞ fy;k tk,xk rFkk lwphdj.k@izksUufr ds fy, vkSlr izkIrkad dh x.kuk djus ds fy, izkIrkad 9 fn;k tk,xkA

1. 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.

,ih,vkj dk 6 ls 8 ls NksVk ds chp dk oxhZdj.k ßcgqr vPNkÞ fy;k tk,xk rFkk izkIrkad 7 fn;k tk,xkA

1. APARs graded between 6 and short of 8 will be rated as ‘very good’ and will be given a score of 7.

,ih,vkj dk 4 ls 6 ds chp 6 ls NksVk dk oxhZdj.k ßvPNkÞ fy;k tk,xk rFkk izkIrkad 5 fn;k tk,xkA

1. APARs graded between 4 and 6 short of 6 will be rated as ‘good’ and will be given a score of 5.

,ih,vkj dk 4 ls de oxhZdj.k ß'kwU;Þ fy;k tk,xkA

1. APARs graded below 4 will be given a score of zero.

¼v½ dk;Z fu"iknu dk ewY;kdau ¼bl Hkkx dk Hkkj **40%** gksxk½

**(A) Assessment of work output (weightage to this section would be 40%)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjh  Reporting Authority | iqufoZyksdu izkf/kdkjh  ¼lanHkZ Hkkx 5 dk iSjk 2½  Reviewing Authority  (Refer Para 2 of part-5) | iqufoZyksdu izkf/kdkjh  ds vk|{kj  Initial of Reviewing Authority |
| iwoZfu;ksftr dk;Z dh ifjiw.kZrk@fo"k; ds vk/kkj ij vkcafVr fd;k x;k dk;Z  i)Accomplishment of planned work/work allotted as per subjects allotted |  |  |  |
| dk;Z&fu"iknu dh dksfV  ii)Quality of output |  |  |  |
| fo'ys"k.kkRed ;ksX;rk  iii)Analytical ability |  |  |  |
| vioknkRed dk;Z dh ifjiw.kZrk@fd;s x;s vizR;kf’kr dk;Z  iv) Accomplishment of exceptional work/unforeseen tasks performed |  |  |  |
| fuxZr dk;Z dk dqy feykdj Js.khdj.k  Overall Grading on ‘Work Output’ |  |  |  |

¼c½ O;fDrxr fo'ks"krkvksa dk ewY;kdau ¼bl Hkkx dk Hkkj **30%** gksxk½

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjh  Reporting Authority | iqufoZyksdu izkf/kdkjh  ¼lanHkZ Hkkx 5 dk iSjk 2½  Reviewing Authority  (Refer Para 2 of part-5) | iqufoZyksdu izkf/kdkjh  ds vk|{kj  Initial of Reviewing Authority |
| dk;Z dh vfHko`fRr  i)Attitude to work |  |  |  |
| ftEesnkjh dk cks/k  ii) Sense of responsibility |  |  |  |
| fo'ys"k.kkRed ;ksX;rk  iii)Maintenance of Discipline |  |  |  |
| Lkaizs"k.k {kerk,sa  iv) Communication skills |  |  |  |
| usr`Ro xq.k  v)Leadership qualities |  |  |  |
| ny dh Hkkouk esa dk;Z djus dh {kerk  vi) Capacity to work in team spirit |  |  |  |
| le; lkfj.kh dk vuqlj.k djus dh {kerk  vii)Capacity to adhere to time-schedule |  |  |  |
| IkjLij O;fDrxr laca/k  viii)Inter-personal relations |  |  |  |
| lexz Nfo ,oa O;fDrRo  ix)Overall bearing and personality |  |  |  |
| O;fDrxr fo'ks"krkvksa dk dqy feykdj Js.khdj.k  Overall Grading on ‘Personal Attributes’ |  |  |  |

¼c½ izdk;kZRed l{kerk dk ewY;kdau ¼bl Hkkx dk Hkkj **30%** gksxk½

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjh  Reporting Authority | iqufoZyksdu izkf/kdkjh  ¼lanHkZ Hkkx 5 dk iSjk 2½  Reviewing Authority  (Refer Para 2 of part-5) | iqufoZyksdu izkf/kdkjh  ds vk|{kj  Initial of Reviewing Authority |
| fu;eksa dk rduhdh Kku@fofue;@dk;Z ,oa ;ksX;rk ds {ks= esa izfdz;k,a ,oa muds lgh iz;ksx dh tkudkjh  i)Technical knowledge of Rules/procedures in the area of function and ability to apply the correctly |  |  |  |
| fu;eksa@fofue;kssa@dk;Z ,oa ;ksX;rk ds {ks= esa izfØ;k,a ,oa muds lgh iz;ksx dh tkudkjh  ii) Knowledge of Rules/Regulations / Procedures in the area of function |  |  |  |
| fu.kZ; ysus dh {kerk  iii)Decision making ability |  |  |  |
| leUo; {kerk  iv) Coordination Ability |  |  |  |
| v/khuLFk dks izsfjr ,oa fodflr djus dh {kerk  v)Ability to motivate and develop subordinates |  |  |  |
| igy 'kfDr  vi) Initiative |  |  |  |
| izdk;kZRed l{kerk ij dqy feykdj Js.khdj.k  Overall Grading on ‘Functional Competency’ |  |  |  |

izfrosnu vf/kdkjh ds gLrk{kj iqufoZyksdu vf/kdkjh ds gLrk{kj

Signature of the Reporting Officer Signature of the Reviewing Officer

Hkkx&4LkkekU;

**PART-4 GENERAL**

turk ds lkFk Hkkxhnkjh ¼tgk¡ Hkh iz;ksT;½

1. Relations with the public (wherever applicable)

(Please comment on the Officers/Employees accessibility to the public and responsiveness to their needs)

¼turk dh vko';drkvksa dk mRrjnkf;Ro ,oa vf/kdkjh rd vfHkxe ij d`Ik;k fVIi.kh nsaA½

izf'k{k.k

2. Training

¼d`Ik;k vf/kdkjh@deZpkjh dh izHkkfork ,oa dk;Z {kerkvksa esa vkSj vf/kd lq/kkj vkSj o`f} djus dh n`f"V ls mlds izf'k{k.k ds fy, flQkfj'ksa djsaA½

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

LokLF; dh fLFkfr

3. State of health

LkR;fu"Bk

4. Integrity

¼d`Ik;k vf/kdkjh dh lR;fu"Bk ij fVIi.kh nsa½

(Please comment on the integrity of the Officers/Employees)

Ikzfrosnu vf/kdkjh }kjk vf/kdkjh@deZpkjh dh leLr fo'ks"krkvksa dh rLohj ¼yxHkx 100 'kCnksa esa½] ftlesa lkeF;Z {ks= ,oa de lkeF;Z {ks=] vlk/kkj.k miyfC/k;k¡] egRoiw.kZ vlQyrkvksa ¼lanHkZ% Hkkx 2 dk 3 ¼v½ ,oa 3¼c½½ ,oa nqcZy oxksZa ds izfr vfHko`fRr 'kkfey gksA

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

izfrosnu ds Hkkx&3 ds [kaM v] c RkFkk l esa fn, x;s Hkkjk'ka ds vk/kkj ij dqy feykdj la[;kRed oxhZdj.kA

6. Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.

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Ikzfrosnu vf/kdkjh

Signature of the Reporting Officer

LFkku Ikzfrosnu vf/kdkjh

Place: Name in Block Letters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fnukad in

Date: Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hkkx&5

**PART-5**

iqufoZyksdu vf/kdkjh dh vfHk;qfDr

1. REMARKS OF THE REVIEWING OFFICER

iqufoZyksdu vf/kdkjh ds vUrxZr lsok dky

Length of service under the Reviewing Officer

D;k vki Hkkx 3 o Hkkx 4 esa fuxZr dk;Z RkFkk fofHkUu xq.kksa ds laca/k esa izfrosnu vf/kdkjh }kjk fd;s x;s ewY;kadu ls lger gSa? D;k vki vf/kdkjh dh vlk/kkj.k miyfC/k;ksa@egRoiw.kZ vlQyrkvksa ds laca/k esa fd;s x;s ewY;kdau ls lger gSa? ¼lanHkZ%

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 Officers/Employees 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 initials your entries.)

|  |  |
| --- | --- |
| gk¡  Yes | ugha  No |

vlger gksus dh fLFkfr esa d`Ik;k blds dkj.k crk;sa] D;k dksbZ ,slh ckr gS ftls vki dqN cnyuk ;k tksM+uk pkgrs gSa?

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

iqufoZyksdu vf/kdkjh }kjk dye RkLohjA d`Ik;k lekykspu djsa ¼yxHkx 100 'kCnksa esa½ ftlesa vf/kdkjh dh leLr fo'ks"krkvksa dh lkeF;Z {ks= ,oa de lkeF;Z {ks= ,oa mldh oxksZa ds izfr vfHko`fr 'kkfey gksA

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.

izfrosnu ds Hkkx 3 ds [kaM&v] [kaM&c rFkk [kaM&l esa fn, x, Hkkjka'k ds vk/kkj ij dqy feykdj la[;kRed oxhZdj.kA

5. Overall numerical grading on the basis of weightage given in section- A, section- B and section- C in part-3 of the report

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| --- |
|  |

iqufoZyksdu vf/kdkjh ds gLrk{kj

Signature of the Reviewing Officer

LFkku Ukke lkQ v{kjksa esa%

Place: Name in Block Letters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

fnukad inuke%

Date: Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_