



# GARGI COLLEGE

(UNIVERSITY OF DELHI)  
Siri Fort Road, New Delhi-110049

ANNUAL PERFORMANCE APPRAISAL REPORT FOR SECTION OFFICER  
OFFICE/FACULTY/DEPARTMENT .....

REPORT FOR THE YEAR/PERIOD ENDING .....

## PERSONAL DATA - (PART-1)

1. Name of Officer : \_\_\_\_\_
2. Date of Birth(DD/MM/YYYY) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
: (In words) \_\_\_\_\_  
\_\_\_\_\_
3. Date of continuous appointment to the present grade : Date \_\_\_\_\_  
: Grade: \_\_\_\_\_
4. Present post and date of appointment thereto : Post \_\_\_\_\_  
: Date \_\_\_\_\_
5. Period of absence from duty (on training leave etc.) during the year. If he/she under gone training, specify. : \_\_\_\_\_

## PART-2

(To be filled in by the Officer reported upon)

1. Brief description of duties :

Contd.....P-2/-

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. (Example Annual Action Plan for your Section/Office/Department).

Targets/Objectives/Goal	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.

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

Dated :

Signature of Officer reported upon

**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 filing the entries)**

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

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para-2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
<b>Overall Grading on 'Work Output'</b>			

Contd.....P-4/-

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

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para-2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
<b>Overall Grading on 'Personal attributes'</b>			

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

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para-2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Knowledge of Rules/ Regulations/ Procedures in the area of functions and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
<b>Overall Grading on Functional Competency</b>			

**GENERAL-(PART-4)**

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 strength, extraordinary achievements, significant failure (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

Place :

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

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

Date :

During the period of Report : \_\_\_\_\_

**PART-5**

1. REMARKS OF THE REVIEWING OFFICER

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 and 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 on the column provided for you in that section and initial your entries.)*

Yes	No
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**Contd.....P-7/-**

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 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 : \_\_\_\_\_

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**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंध दिशा निर्देश**  
**Guidelines regarding filling up of APAR with numerical grading**

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।  
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलन चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।  
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) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।  
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 promotion.
- (vi) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जाएगा।  
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जाएगा।  
APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" दिया जाएगा।  
APARs graded below 4 will be given a score of "Zero".