



TEZPUR UNIVERSITY

ANNUAL PERFORMANCE APPRAISAL REPORT (For Group 'B' & 'C' Officials excluding MTS)

PART – 1

PERSONAL DATA

(To be filled by the Officer reported upon and verified by the Establishment Section)

Employee ID No	Name of the Officer	Designation	Period of reporting (Financial Year)
			2012 - 2013

1. E-mail ID at Tezpur University :

2. Date of Birth :

D	D	M	M	Y	Y	Y	Y

 In words

3. Present post and date of appointment thereto :

Post	Date

4. Pay Band and Grade Pay allowed :

Pay Band	Grade Pay

5. Academic Qualification :

6. Category (Gen/OBC/SC/ST) :

7. Religion :

8. Place of domicile :

9. Section(s) in which served during the period under report and period of service in each :

From	To	Section / Department / Office

10. Period of absence from duty on leave (other than Casual Leave, Duty Leave and Compensatory Leave, if any) during the period under report :

Kind of leave	From	To

11. Training attended, if any, at :

Institutions with details of training	From	To

(To be filled by the Establishment Section)

Reporting Authority	Reviewing Authority	Accepting Authority

PART – 2

SELF APPRAISAL
(To be filled in by the Officer reported upon)

1. Brief description of duties performed during the period under report :

2. Do you believe that there have been any significant achievements made by you during the period under report ? If so, state briefly your contribution thereto, e.g. successful completion of an extraordinarily challenging task or major systematic improvement or developing any unprecedented idea for the growth of relevant functional area (resulting in significant benefits to the public and / or reduction in time and costs)

3. Please specify constraints / shortfalls, if any, in the progress of your working or in achieving your targets/goals/objectives :

4. Please indicate specific area(s) in which you feel the need to undergo training programme(s) for betterment of your skills :

Date :

Signature of the Officer reported upon

PART – 3**NUMERAL GRADING**

Numerical grading to be awarded by the Reporting Authority / Reviewing Authority should be on a scale of 1–10, where 1 refers to the lowest grade and 10 to the highest. Scores must be justified by way of specific accomplishments and failures in pen picture. **Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be specifically justified in the pen picture.**

(Please read carefully the instructions in Annexure-I before filling the entries)

(A) ASSESSMENT OF WORK OUTPUT : (Weightage to this section will be 40%)

Competencies	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
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				
Overall average grading on (A) 'Work Output' [(I + ii + iii + iv) / 4]				
40% of overall average grading on (A)				

(B) ASSESSMENT OF PERSONAL ATTRIBUTES : (Weightage to this section would be 30%)

Competencies	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work				
ii) Sense of responsibility				
iii) Maintenance of Discipline				
iv) Communication skills				
v) Ability to work in team				
vi) Ability to meet deadline				
vii) Inter-personal relations				
viii) Regularity and Punctuality in attendance				
Overall average grading on (B) 'Personal Attributes' [(I + ii + + viii) / 8]				
30% of overall average grading on (B)				

(C) ASSESSMENT OF FUNCTIONAL COMPETENCY : (Weightage to this section would be 30%)

Competencies	Reporting Authority	Initial of Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly				
ii) Strategic planning ability				
iii) Supervisory ability / Technical ability / Proficiency in area of function (as may be applicable)				
iv) Ability to coordinate				
v) Ability to inspire and motivate				
vi) Capacity and resourcefulness to handle normal as well as unforeseen situations				
Overall average grading on (C) 'Functional Competency' [(I + ii + + vi) / 6]				
30% of overall average grading on (C)				

PART – 4

GENERAL
(To be filled in by the Reporting Authority)

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 see note under instructions given in Annexure-I before filling up this column)

5. Do you agree with the assessment made by the Officer reported upon with respect to his / her significant achievements and / or constraints in Para Nos. 2 & 3 of Part-2 ?

Yes	No
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6. In case of disagreement, please specify the reasons.

7. Length of service under the Reporting Officer

8. Pen Picture by the Reporting Officer (in not more than 100 words) on the overall qualities of the officer including areas of strength and lesser strength (Ref : Para Nos. 2 & 3 of Part-2), and his / her attitude towards weaker sections

9. Overall numerical grading on the basis of Weightage given in Section-A, Section-B and Section-C of Part-3 of the Report i.e. (A + B + C)

* Signature of the Reporting Officer

Place :

Name in Block Letters :

Designation :

Date :

During the period of Report :

* Assessment of the Reporting Officer will be treated as final assessment, where the concerned Reporting Officer is delegated the authorities for assessments as Reviewing and Accepting Officers also, in terms of Notification No.F.14-8/97(GA-I)/576-A dated 06/05/05 issued in compliance with the BoM Resolution No.B/43/2005/1/3.14

PART – 5

**ASSESSMENT OF THE REVIEWING AUTHORITY
(Need not be filled up where the concerned Reporting Officer
is delegated the authority of the Reviewing Officer)**

- 1. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes of the Officer reported upon in Part-3 and appraisal made in respect of extraordinary achievements/significant failures in Para Nos. 2 & 3 of Part-2 ?

Yes	No
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- 2. In case of difference of opinion, please specify the reasons.

- 3. Overall numerical grading on the basis of Weightage given in Section-A, Section-B and Section-C of Part-3 of the Report i.e. (A + B + C) **(A Separate overall grading is to be recorded in the block provided below only in the event of disagreement with the overall grading awarded by the Reporting Authority in the columns under Part - 3. If assessment is similar with that of Reporting Authority, then the same overall grading as recorded in the block provided against Para No. 9 under Part – 4 of the report, will be recorded in the block provided below)**

* Signature of the Reviewing Officer

Place :

Name in Block Letters :

Designation :

Date :

During the period of Report :

* Assessment of the Reviewing Officer will be treated as final assessment, where the concerned Reviewing Officer is delegated the authority for assessment as Accepting Officer also, in terms of Notification No.F.14-8/97(GA-I)/576-A dated 06/05/05 issued in compliance with the BoM Resolution No.B/43/2005/1/3.14

PART – 6

**ASSESSMENT OF THE ACCEPTING AUTHORITY
(Need not be filled up where the concerned Reviewing Officer
is delegated the authority of the Accepting Officer)**

- 1. Do you agree with the assessment made by the Reporting Officer / Reviewing Officer with respect to the work output and the various attributes of the Officer reported upon in Part-3 and Part-4 ?

Yes	No
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- 2. In case of difference of opinion, please specify the reasons.

- 3. Overall numerical grading on the basis of Weightage given in Section-A, Section-B and Section-C of Part-3 of the Report i.e. (A + B + C) **(A Separate overall grading is to be recorded in the block provided below only in the event of disagreement with the overall grading awarded by the Reviewing Authority in the columns under Part - 3. If assessment is similar with that of Reviewing Authority, then the same overall grading as recorded in the block provided against Para No. 9 under Part – 4 or against Para No. 3 under Part – 5 of the report (as the case may be), will be recorded in the block provided below)**

Signature of the Accepting Officer

Place :

Name in Block Letters :

Designation :

Date :

During the period of Report :