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**GOVERNMENT OF INDIA
DR. RAM MANOHAR LOHIA HOSPITAL,
NEW DELHI**

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

OFFICE SUPERINTENDENT, HEAD CLERK

NAME OF THE OFFICER : _____

DESIGNATION : _____

**REPORT FOR THE
YEAR/PERIOD FROM** : _____

**GOVERNMENT OF INDIA
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(For Group 'B' Post)**

PART - I

(To be filled by the Office)

- | | | |
|----|--|-------------------------------|
| 1. | Reporting period | From _____ To _____ |
| 2. | Name | _____ |
| 3. | Date of Birth | _____ |
| 4. | Designation | _____ |
| 5. | Qualification | _____ |
| 6. | Scale of Pay | |
| | i) Basic Pay | _____ |
| | ii) Grade Pay | _____ |
| | iii) Pay Band | _____ |
| 7. | Date from which present post held | _____ |
| 8. | Whether SC/ST/OBC (Please tick mark) | SC/ST/OBC |
| 9. | Period of absence on account of training/long leave (more than 3 months) | Training _____
Leave _____ |

भाग-2 - स्व मूल्यांकन
Part-2 - SELF APPRAISAL

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)
(To be filled in by the Officer reported upon)
(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण
Brief description of duties

2. से तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार-वृत्त
(दिया जाने वाला सार-वृत्त 100 शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from to
(The resume to be furnished should be limited to 100 words)

स्थान / Place :-
दिनांक / Date :-

अधिकारी, जिसकी रिपोर्ट लिखी जानी है, का हस्ताक्षर
Signature of the officer reported upon

PART - II

SELF APPRAISAL

(To be filled by the individual concerned)

1. Qualification acquired during the reporting period, if any.

S.No.	Exam/Professional Qualification	Institution from which acquired	Duration of the course
i)			
ii)			

2. Details of training programmes/Conferences/Seminars attended during the period under report.

S.No.	Training programmes/Conferences/Seminars attended	Duration

3. Brief description of jobs/projects on which worked during the period under report.

S.No.	Activity	Achievements/Contributions
i)	Jobs/projects on which worked during reporting period	
ii)	Manual Work (Scrutiny, coding, data control, proof reading etc.) with respect to system/job/project mentioned above at (i):	
iii)	Self generated innovations	
iv)	Significant achievements and contributions	
v)	Any bottleneck/ constraint which affected productivity with suggestions to remove the same.	

Date:

Signature _____

PART - III - 'A'

(Assessment by the Reporting Officer)

1. General

S.No.	Description of quality. / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
i)	General Health						
ii)	Temperament						
iii)	Regularity and punctuality						
iv)	Diligence						
v)	Intelligence						
vi)	Initiatives						
vii)	Self Confidence						
viii)	Technical Coordination						
ix)	Willingness to learn						
x)	Project Management						

2. Integrity

(Please comment on the integrity of the officer)

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3. Relations with public (wherever applicable)

(Please comment on the officers accessibility to the public and responsiveness to their needs)

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4. Professional Skills

S.No.		Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
i)	General						
ii)	System Analysis and Design						
iii)	Programming						

5. Technical Knowledge

S.No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
i)	System Management						
ii)	System Development						
iii)	Documentation						

6. Computer Education Training

S.No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
i)	Ability to teach						
ii)	Ability to provide hands on experience						

7. Self generated Innovations

S.No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
i)	Introduction of New Schemes						
ii)	Economy through in-house projects						

PART – III – ‘B’

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. *

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

		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 Grading on ‘Work Output’				

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

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
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 work in time limit			
viii)	Inter-personal relations			
Overall Grading on ‘personal attributes’				

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

		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)	Decision-making ability			
iv)	Co-ordination ability			
v)	Ability to motivate and develop subordinates			
Overall Grading on 'functional competency'				

* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR performa)

(4) Pen picture by Reporting Officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 1, 2 & 3 of Part-III 'B') and attitude towards the weaker sections)

- (5) Overall numerical grading on the basis of weightage given in section 1, 2, & 3 in Part-III 'B' of the Report.

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Dated :

Signature of the Reporting Officer

Name in Block Letters : _____

Designation: _____

Remarks by Reviewing Officer

1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III 'A' & 'B' ? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part -III 'B' 1(iv) and Part III 'B'(4))

(In case you do not agree with any of the numerical assessment 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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2. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section 1,2 & 3 in Part-III 'B' of the report.

Signature of the Reviewing Officer

Dated :

Name in Block Letters : _____

Designation: _____

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 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) 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.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARS graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs grade below 4 will be given a score of zero.