

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

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**NON -GAZETTED POST**  
*NON*  
**(Ministerial Staff)**

**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 'C' Ministerial Staff)

**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 \_\_\_\_\_

Date:

**PART – II**

(To be filled by the person concerned)

A brief statement of the work handled by the official during the year /period under report.

**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 & Ability						
ix)	Willingness to learn						

**2. Integrity**

(Please comment on the integrity of the officer)

3. **Relations with public** (wherever applicable)  
(Please comment on the officer's accessibility to the public and responsiveness to their needs)

--

**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)**

