

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

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR
TECHNICAL 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 Technical 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 Leave months) Training _____
Leave _____

PART – II

(To be filled by the officer reported upon)

1. Brief statement of the work handled by the official during the year /period under report.

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2. Qualification acquired during the reporting period, if any:

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

3. Details of training programmes/conferences/seminars attended during the period under report:

S.No.	Training programmes/conferences/seminars attended	Duration

Signature of the officer reported upon
Designation:

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**

Assessment					
Excellent	Very Good	Good	Fair	Poor	Not Applicable

5. **Technical Knowledge**

Assessment					
Excellent	Very Good	Good	Fair	Poor	Not Applicable

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'				