

DELHI TECHNOLOGICAL UNIVERSITY

Estd. By Govt. of NCT of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi -110042

Annual Performance Assessment Report form for Caretaker

Report for the year/ period ending from.....to.....

(To be filled by the office)

1. Name in full :
2. Date of Birth :
3. Scale of pay :
4. Present pay :
5. Total service :
6. Date of continuous appointment to the present post :
7. Educational & Tech. Qualifications :
8. Period of absence on account of Leave/ Training :
9. Whether SC/ST/OBC : SC/ ST/ OBC

Date:

Signature & Stamp of Head of Office

Name of the Officer.....

Period.....

Department /Directorate of ...**DELHI TECHNOLOGICAL UNIVERSITY**

PART- 1

(SELF APPRAISAL)

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Brief description of duties.

2. Brief resume of the work done by you during the period from.....to.....
(The resume to be furnished should be limited to 100 words)

Place _____

Date _____

Signature of the officer reported upon

Name of the Officer.....

Period.....

PART-2 (ASSESSMENT BY THE REPORTING OFFICER)

Numerical grading is to be awarded for each of the attributes by reporting 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 filling the entries)

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

	Numerical Grading by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Quality of work			
ii) Supervising of sanitation work			
iii) Capability to attend urgent work			
iv) Upkeep of the stores and fixtures.			
v) Proper maintenance of stock-register, appliances/ equipments and other stores.			
vi) Supervision of the office premises			
vii) Maintaining security and reporting incidents			
Overall Grading on "work Output" (Total [i to vii] /7)			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Ability to meet deadline			
vi) Inter-personal relations			
vii) Temperament			
viii) Punctuality			
ix) Diligence			
Overall Grading on "Personal Attributes"(Total [i to ix]/9)			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Professional Knowledge in the area of function			
ii) Coordination ability			
iii) Initiative to work on special duty			
iv) Proficiency in maintenance of inventory			
Overall Grading on 'Functional Competency'(Total [i to iv] / 4)			

Note : The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned .

PART-3

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. State of health

Name of the Officer.....

Period.....

3. Integrity
(Please comment on the integrity on the officer)

4. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength, and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

5. 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:.....

Date:.....

Name in Block Letters:.....

Designation:.....

(During the period of Report)

Name of the Officer.....

Period.....

PART-4

REMARKS OF THE REVIEWING OFFICER

1. 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 Part4? 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 in the column provided for you in that section and initial your entries.]

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC / ST official.

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

6. 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

Name in Block Letters:.....

Designation:.....

Place:.....

Date:.....

(During the period of Report)

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 short of 6 will be rated as "Good" and given a score of 5.
- (vi) APARs graded below 4 will be given a score of "Zero".