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

for

Senior Office Assistant/ Office Assistant/

Junior Office Assistant

Name of Officer_____

Report for the year/period _____

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

Form

Annual Performance Assessment Report of Senior Office Assistant/Office Assistant/Junior Office Assistant.

Report for the year/period …………………………………………………………………….

PERSONAL DATA

PART-1 A

(To be filled by the Administrative Section concerned of Department/Office)

1. Name of Officer………………………………………………………………….

2. Date of Birth (DD/MM/YYYY)……………./……………/………………

(in words)…………………………………………………………………………………………....

3. Date of continuous appointment to the present grade   Date……………..Grade………………

4. Post held and date of appointment thereto   Post…………………………Date………………..

5. Whether the official belongs to Scheduled Caste / Scheduled Tribe ?..............……………………..

6. Period of absence from duty (on training/ leave etc.)

   during the year. If he has under gone training specify) ……………………………………………

PART 1 B

1. Name and designation of the Reporting Officer :……………………………………………………

2. Name and designation of the Reviewing Officer : ……………………………………………………

PART- 2 (SELF APPRAISAL)
(TO BE FILLED IN BY THE OFFICER TO BE 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)
Any special achievement made during the year be indicated in a separate para.

Place_____

Date_____

Signature of the officer reported upon

PART-3
(ASSESSMENT BY THE REPORTING OFFICER)

Numerical grading is to be awarded for each of the attributes by reporting authority which should be on a sale 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) Accomplishment of planned work/work allotted as per subjects allotted (wherever applicable)			
i) Quality of work			
iii) Professional Knowledge in the area of function.			
iv) Proficiency in work allotted.			
Overall Grading on "work Output" (Total [i to iv] /4)			

(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) Analytical Ability			
vi) Ability to work in team			
vii) Ability to meet deadline			
viii) Inter-personal relations			
Overall Grading on "Personal Attributes"(Total [i to viii]/8)			

(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			
iv) Proficiency in working on computer, wherever available			
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-4   **GENERAL**

1. Relations with the public (wherever applicable)
   (Please comment on the Officer's accessibilities to the public and responsiveness to their needs)
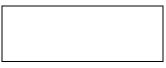
2. Training
   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3.   State of health

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

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5. 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.

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6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

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Signature of the Reporting Officer

Name in Block Letters:……………………………
Place:……………   Designation:…………………………………………..
Date:…………….   (During the period of Report)

PART-5   **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:………………………………

Place:……………
Date:……………..

Designation:………………………………………….
(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".