

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Annual Performance Appraisal Report (APAR)

For

Officials of NIT Durgapur

{ Supporting Staff }



Name :

Report: *January,*

to

December

PERSONAL DATA

PART-1

(To be filled by Concerned Section/Department/Office of the Institute)

1. Name of Supporting Staff:

2. Date of Birth (DD/MM/YY):

(In words) :

3. Date of continuous appointment to the present grade:

i) Post:

Date:

Pay Scale

Grade:

4. Present post and date
of appointment thereto

Post: Cook
Pay Scale

Date:
GP :

w.e.f. :

5. Period of absence from duty (on training, leave etc.) during the year. If he has undergone training, specify.

(To be filled by the incumbent)

<i>Sl. No.</i>	<i>Topic</i>	<i>Purpose</i>	<i>Place</i>	<i>Nature of absence</i>	<i>Duration</i>

Leave

<i>Sl. No.</i>	<i>Nature of leave</i>	<i>Duration</i>	<i>No. of days</i>	<i>Remarks</i>

Signature of the incumbent

भाग - 2

PART- 2

जिस सहायक कर्मचारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए

To be filled in by the Supporting Staff reported upon

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण

Brief description of duties

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दिनांक :

Date: _____

सूचना देने वाले सहायक कर्मचारी के हस्ताक्षर

Signature of Supporting Staff reported upon

Annexure A of Part-2

1. Training Programme(s) Attended :

<u>Sl. No.</u>	<u>Name of the programme</u>	<u>Venue</u>	<u>Period</u>		<u>Organized By</u>
			<u>From</u>	<u>To</u>	
1.					
2.					
3.					
4.					

2. Appreciation/Award(s) Received:

3. Any other information:

Part-3

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.

(Please read the guidelines carefully before filling the entries)

(A) Assessment of work output (weightage to this section would be 60%)

	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1) Accomplishment of work planned / allotted as per subjects allotted			
2) Quality of output			
3) Analytical ability			
4) Accomplishment of exceptional work/unforeseen task performed			
Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (weightage to this section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1) Attitude to work			
2) Sense of responsibility			
3) Maintenance of Discipline			
4) Communication skills			
5) Capacity to work in team spirit			
6) Capacity to work in time limit			
7) Inter-personal relation			
8) Overall bearing and personality			
9) Overall Grading on personal attributes			

भाग-4
PART-4

सामान्य
GENERAL

1. स्वास्थ्य की स्थिति :
State of health :

2. सत्यनिष्ठा
Integrity

(कृपया सहायक कर्मचारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the Supporting Staff)

3. प्रतिवेदन अधिकारी द्वारा सहायक कर्मचारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 क 3(अ) एवं 3(ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Supporting Staff including area of strengths and lesser strengths, extraordinary achievements, (significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

4. प्रतिवेदन के भाग-3 के खंड (अ) और (ब) में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in section A and B in part-3 of the report

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

दिनांक :
Date :

Seal

नाम साफ अक्षरों में:

Name in Block Letters: _____

पदनाम :

Designation : _____

Part-5

1. REMARKS OF THE REVIEWING OFFICER:

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 & Part-4?

(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.)

Yes

No

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

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in section-A, section-B and section-C of the report.

DATE:

SEAL

Signature of the Reviewing Officer

Name in Block Letters: _____

Designation: _____

