

# NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

## Annual Performance Appraisal Report (APAR)

For

Officials of NIT Durgapur

*{Technical Staff}*



Name of the Official:

Report for the year/period ending: **JANUARY** TO **DECEMBER**

### PERSONAL DATA

#### PART-1

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

1. Name of official:-

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

3. Date of continuous appointment to the present grade :-

i) Post:

Date:

Scale of Pay :

Grade:

4. Present post and date  
of appointment thereto:-

Post:-

Pay Scale:-

Date:-

Grade Pay:-

5. Period of absence from duty (on training, leave etc.) during the year. If he has under gone 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 Official 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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2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किये हों, या आपके लिए निर्धारित किये गये हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस मर्दें प्राथमिक के आधार पर बनाएं और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियां Achievements

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।  
(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हैं और उनमें अपने योगदान का भी उल्लेख करें।  
(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्षी कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गयी थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।  
Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

दिनांक :

Date : \_\_\_\_\_

सूचना देने वाले कर्मचारी के हस्ताक्षर  
Signature of Official reported upon



### 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 40%)

	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1) Accomplishment of work planned/ 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 30%)

	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			

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:

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3. Any other information:

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1. Technical knowledge of Rules/ procedures in the area of function and ability to apply them correctly.			
2. Strategic planning ability			
3. Decision making ability			
4. Co-ordination ability			
5. Ability to motivate and develop subordinates			
6. Initiative			
7. Overall Grading on 'Functional Competency'			

#### Part-4

#### GENERAL

1. Relations with the public (wherever applicable)

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

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2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity

(Please comment on the integrity of Official)

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

6. Overall numerical grading on the basis of weightage given in section A and B in part-3 of the report.

DATE:

SEAL

Signature of the Reporting Officer

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_



Part-5

1. REMARKS OF THE REVIEWING OFFICER:

Length of service under the Reviewing Officer:

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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? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements/significant failures of the official reported upon? Part 3(A) (IV) and Part 4(5)  
(In case you do not agree with any of the numerical assessments of the attributes please record your assessment in the column provided for you in that section and initial your entries.)

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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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.

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5. Overall numerical grading on the basis of weightage given in section- A, section-B and section-C in part -3 of the report.

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Signature of the Reviewing Officer

DATE:

SEAL

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

