INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,
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Annual Performance Assessment Report Form
(Group C)

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: 


Date: Signature & Stamp of Head of Office
PART- 1  
(SELF APPRAISAL)
(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Brief description of duties.

Place_________________
Date_________________
Signature of the officer reported upon
PART –II
(To be filled by the Reporting Officer)

1 Is he/she punctual and regular in Attendance

2 Does he/she co-operate and co-ordinate with the work of the section/stores

3 Honesty and Integrity

4 Has he been reprimanded for any cause of his/her work

Name of the Officer……………………………
Period………………

PART –III

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 carefully the guidelines before filling the entries)

<table>
<thead>
<tr>
<th>Reporting Officer</th>
<th>Reviewing Officer (Revised Grades, if does not agree with column No.2)</th>
<th>Initials of Reviewing Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>₹</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

[A] Assessment of Personal attributes /work output (weightage to this section would be 60%)

1] ₹
Accomplishment of assigned work.

2] ₹
Quality of output

3] ₹
Attitude to work.
6] Communication Skills 
7] Capacity to work in team spirit. 
8] Capacity to adhere to time-schedule 
9] Inter-personal relations 
10] Overall bearing and personality 

**Overall Grading on “Personal Attribute”**

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### [B] Assessment of Functional Competency (weightage to this section would be 40%)

1] Knowledge of work procedures in the area of function and ability to apply them correctly. 
2] Coordination ability 
3] Initiative 

**Overall Grading on “Functional Competency”**

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

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### [C] Overall Numerical Grading on the basis of weightage given in Section A & B.

________________

Signature of the Reporting Officer

Date:________________

Name

Designation
Name of the Officer……………………………
Period………………

**REMARK OF REVIEWING OFFICER**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Length of service of assessed under the Reviewing authority from the period under report.</td>
</tr>
<tr>
<td>2</td>
<td>State of health</td>
</tr>
<tr>
<td>3</td>
<td>Do you agree with the assessment of the officer given by the reporting officer? Is there anything you wish to modify or add?</td>
</tr>
<tr>
<td>4</td>
<td>General remarks</td>
</tr>
<tr>
<td>5</td>
<td>Final average Grading (on scale of 1-10)</td>
</tr>
</tbody>
</table>

Date :______________  Signature of Reviewing Officer
Name
Designation

5
Guidelines regarding filling up of APAR with numerical grading

- The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- 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.
- 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.
- APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- APARs graded below 4 will be given a score of “Zero”.