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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:
9. Whether SC/ST/OBC: SC/ ST/ OBC

Date:

Signature & Stamp of Head of Office

Name of the Officer.....
Period.....
Name of the Department.....

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.

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(Please read carefully the guidelines before filling the entries)

| | Reporting Officer | Reviewing Officer (Revised Grades, if does not agree with column No.2) | Initials of Reviewing Officer |
|--|--------------------------|--|--------------------------------------|
| ४ | | % | |
| [A] Assessment of Personal attributes /work output (weightage to this section would be 60%) | | | |
| 1] ४ Accomplishment of assigned work. | | | |
| 2] ४ Quality of output | | | |
| 3] ४ Attitude to work. | | | |

| | | | |
|---|--|--|--|
| 4] Sense of responsibility. | | | |
| 5] Maintenance of Discipline. | | | |
| 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” | | | |
| % | | | |
| [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.

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

Date: _____

Signature of the Reporting Officer

Name

Designation

Name of the Officer.....
Period.....

REMARK OF REVIEWING OFFICER

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

Date : _____

Signature of Reviewing Officer
Name
Designation

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”.