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Annual Performance Assessment Report form

Group C(Driver)

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

Name of the Officer.....

Period.....

PART-2 (ASSESSMENT BY THE REPORTING OFFICER)

Numerical grading is to be awarded for each of the attributes by reporting 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)

(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) Quality of work | | | |
| ii) Technical knowledge | | | |
| iii) Cleanness of Vehicle | | | |
| iv) Capability of attending to repair the Vehicle | | | |
| v) Economy in the use of petrol/ lubrication. | | | |
| vi) Proper maintenance of log book | | | |
| vii) Adherence to the traffic regulations & civil ways | | | |
| viii) Safe driving | | | |
| Overall Grading on "work Output" (Total [i to viii] /8) | | | |

(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) Ability to meet deadline | | | |
| vi) Inter-personal relations | | | |
| vii) Temperament | | | |
| viii) Punctuality | | | |
| ix) Diligence | | | |
| Overall Grading on "Personal Attributes"(Total [i to ix]/9) | | | |

(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 driving and functions of the vital parts of vehicle | | | |
| 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-3

GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. State of health

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

Name of the Officer.....

Period.....

- 4. 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.

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

Signature of the Reporting Officer

Place:.....
Date:.....

Name in Block Letters:.....
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”.