



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

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Annual Performance Assessment Report Form

Librarian/ Programmer

Name of the Officer/ Official

Report for the year/ period ending from.....to.....

Name of the Officer.....

Period.....

Name of the Department.....

Annual Performance Assessment Report of Librarian / Programmer

Part I- PERSONAL DATA

(To be filled by the Administrative Section concerned of the Department/ Office)

1. Name of the Officer _____
2. Designation _____
3. Date of Birth _____
4. Academic Qualifications _____
5. Whether the officer belongs to Schedule Caste/
Schedule Tribe _____
6. Date of continuous Appointment to the present grade

	Date	Grade

Part II- SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Brief description of duties _____
2. Please specify targets/ objectives / goals of work
3. Please state briefly with reference to the targets/ objectives/ goals referred to in item 2.

Name of the Officer.....

Period.....

Part III- RESEARCH & DEVELOPMENT, CONTINUING EDUCATION

1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review.

b) Details of editing learned journals and proceedings:

2. Participation in Conferences, Seminars, Workshops:
Give details of the papers presented and/ or official's position held.

3. Summer institutes, refresher or orientation courses attended or conducted.
Give details.

Name of the Officer.....

Period.....

4. Details of maintaining books, journals etc in Library.
5. Membership of academic Bodies, Societies etc. give details.
6. Any other information regarding academic activities not covered

Part IV- CONTRIBUTION TO INSTITUTE LIFE

(Initiatives taken and achievements made)

1. Development and maintenance of play field
2. Organizing and conducting Sports/ Games Competitions

Name of the Officer.....

Period.....

- 3. a) Cultural/ extracurricular activity
- b) Sports/ Community and Extension services/ N.S.S
- c) Administrative Assignment
- d) Any Other

I certify that the information's given above are correct and factual to the best of my knowledge.

Signature _____

Name _____

Department _____

Dated: _____

Name of the Officer.....

Period.....

Part V – NUMERICAL ASSESSMENT OF THE REPORTING OFFICER

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)

	Reporting Officer	Reviewing Officer (Revised Grades, if does not agree with column No.2)	Initials of Reviewing Officer
[A] Assessment of work output (weightage to this section would be 40%)			
1] Accomplishment of planned work/work allotted as per subjects allotted.			
2] Quality of output			
3] Analytical ability			
4] Accomplishment of exceptional work/ Unforeseen tasks performed.			
Overall Grading on “ Work output”			
[B] Assessment of Personal attributes (weightage to this section would be 30%)			
1] Has the officer show himself able to do the work of his appointment.			
2] conduct			
3] Regularity and Punctuality			
4] Trustworthiness			
5] Zeal			
6] Performance of duties			
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students			
8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the			

above points into consideration (of personality, integrity and temperament including relations with fellow members of staff.			
11] Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)			
Overall Grading on “Personal Attribute”			
[C] Assessment of Functional Competency (weightage to this section would be 30%)			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] 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.

GENERAL

1. Relations with the public (wherever applicable)

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

2. Training

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

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

3. State of Health

4. Integrity

(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (I about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, 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, B and C in Part – 3 of the Report.

Signature of the Reporting Officer

Name in Block Letters:

Place:

Designation:

Date:

During the period of Report:

Name of the Officer.....

Period.....

Part VI- REMARKS OF THE REVIEWING OFFICER

- 1. Length of service under the Reviewing Officer

- 2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/ her report with due care and attention and after taking into account all the relevant material?

- 3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is anything you wish to modify or add?

- 4. General Remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.

- 5. Has the officer any specific characteristics, and/ or any abilities which would justify his/ her selection for special assignment or/ out-of-turn promotion?

Signature of the Reviewing Officer:

Place:.....

Name in block letters:.....

Date.....

Designation:.....

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”.