

**अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश**

**All India Institute of Medical Sciences Rishikesh**

**Annual Performance Assessment Report (APAR)**

**202\_\_ - 202\_\_**

**To be filled by Employee (Typed Only)**

|  |  |
| --- | --- |
| **Name of Employee** |  |
| **Post** |  |
| **Employee ID** |  |
| **Department** |  |

**INDEX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Section Code** | **To be filled by :** | **Status** **(Filled/Not Filled)** | **Remarks** |
| 1. | A | Employee (Self) |  |  |
| 2. | B | Administrative Authority |  |  |
| 3. | C | Employee (Self) |  |  |
| 4. | D | Administrative Authority |  |  |
| 5. | E | Employee (Self) |  |  |
| 6. | F | Reporting Authority |  |  |
| 7. | G | Reporting Authority |  |  |
| 8. | H | Reporting Authority |  |  |
| 9. | I | Reporting Authority |  |  |
| 10. | J | Reporting Authority |  |  |
| 11. | K | Reviewing Authority |  |  |
| 12. | L | Accepting Authority |  |  |



**अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश - 249203**

**All India Institute of Medical Sciences, Rishikesh-249203**

**Group A/B/C Non Faculty**

**Section A:** To be filled by employee (Typed Only)

**Name of Employee : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Joining : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**+Financial Year : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section B:** To be filled by office only**.**

**Reporting, Reviewing and Accepting Authorities:**

|  |  |  |
| --- | --- | --- |
| **Channel of Reporting** | **Name and Designation** | **Period covered in year** |
| **Reporting Authority** |  |  |
| **Reviewing Authority** |  |  |
| **Accepting Authority**  |  |  |

##### Part-I Personal Data

##### (To be filled by officer / official reported on and confirmed by Administration)

|  |  |  |
| --- | --- | --- |
|  | **Section C:** | **Section D:** |
| **S.No.** | **Details of Officer reported** | **To be filled by Self**  | **Admin Agreed****(Y or N) / or****Correct Status** |
| **1.1** | **Name of Employee** |  |  |
| **1.2** | **Employee ID No:** |  |  |
| **1.3** | **Present designation of employee** |  |  |
| **1.4** | **Date of Joining in service** |  |  |
| **1.5** | **Department/Section/Unit** |  |  |
| **1.6** | **Date of Birth**  |  |  |
| **1.7** | **Date of continuous appointment to present grade:**  |  |  |
| **1.8** | **Qualifications (Degree and diploma)** |  |  |
| **1.9** | **Present post and date of posting thereto**  |  |  |
| **1.10** | **Period of discontinuity from duty (On account of Leave)****On account of Training /other official Assignments** |  |  |
| **1.11** | **Whether Belong to SC/ST/OBC/PH Community?** |  |  |
| **1.12** | **Inland/Foreign Training / Refresher Courses undertaken and Professional qualification attained** |  |  |
| **1.13** | **Fellowship/Membership of Professional Bodies/: Department Exam qualified** |  |  |

**Administrative Authority**

**Section E:**

 **Part – II Self-Appraisal**

 (To be filled by Officer Reported upon)

**2.1 Brief description of duties of post:**

|  |
| --- |
|  |

**2.2 Please specify quantitative/physical/financial/targets/objectives set for yourself or that were set for you and your achievement against each target:**

**Target**  **Achievements**

|  |
| --- |
|  |

**2.3 Please indicate significant higher achievements in relation to targets and your contribution thereto.**

|  |
| --- |
|  |

**2.4 Please state briefly shortfalls with reference to targets/objectives referred to in column 2.2. Please specify constraints, if any, in achieving targets.**

|  |
| --- |
|  |

**2.5. Please state whether Annual Return on Immovable property for process during Calendar Year was filled within prescribed date i.e. 31st January of year following Calendar year. If not date of filing return should be given\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Date:**

 **(Officer Reported upon Signature with Date)**

**Section F:**

**Part – III- A**

**Descriptive Part**

**(To be filled in by Reporting Authority)**

i) **Reporting officer will be required to indicate areas of strength and lesser strength.**

|  |
| --- |
|  |

ii) **Attitude towards Schedule Castes/Schedule tribes/Weaker sections of society.**

|  |
| --- |
|  |

iii) **State of Integrity: -**

**Section G:**

**Part – III- B**

 **Numerical Assessment**

**i) Assessment of work output (weightage 40%)) on scale of 1-10; See instructions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructions for Reporting/ Reviewing Authority** | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| i) **Extent of accomplishment of work assigned as per para 2.1**  |  |  |  |
| ii) **Quality of output**  |  |  |  |
| iii) **Analytical ability**  |  |  |  |
| iv)**Accomplishment of exceptional work/unforeseen tasks performed as per para 2.2**  |  |  |  |
| **Overall Grading on “Work Output”. [(i+ii+iii+iv)/4]** |  |  |  |

**Section H:**

**ii) Assessment of personal attributes (weightage 30%) on scale of 1-10;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructions for Reporting/ Reviewing Authority** | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| i) **Attitude to work** |  |  |  |
| ii) **Sense of responsibility and ability to take initiative** |  |  |  |
| iii) **Maintenance of discipline** |  |  |  |
| iv) **Communication Skills** |  |  |  |
| v) **Leadership Quality** |  |  |  |
| vi) **Capacity to work in team spirit** |  |  |  |
| vii) **Capacity to work in time schedule** |  |  |  |
| viii) **Inter-personal relations**  |  |  |  |
| ix) **Relation with outside agencies/public** **on a scale of 1 to 10;**  |  |  |  |
| **Overall Grading on“Personal Attribute”. [(i+ii+iii+iv+v+vi+vii+viii+ix)/9]** |  |  |  |

**Section I:**

**iii) Assessment of functional competency (weightage 30%) on scale of 1-10;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructions for Reporting/ Reviewing Authority** | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| i) **Knowledge of Rules/ Regulations / procedures in area of function and ability to apply them correctly.** |  |  |  |
| ii) **Strategic planning ability** |  |  |  |
| iii) **Decision making ability** |  |  |  |
| iv) **Coordination ability**  |  |  |  |
| v) **Ability to motivate and develop subordinates** |  |  |  |
| vi) **Training**  |  |  |  |
| **Overall Grading on “Functional Competency””. [(i+ii+iii+iv+v+vi)/6]** |  |  |  |

**Section J:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructions for Reporting/ Reviewing Authority** | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| **Grading consequent to 40% weightage of grade on ‘Work Output’ as mentioned in Part III B - i** |  |  |  |
| **Grading consequent to 30% weightage of grade on ‘Personal Attributes’ as mentioned in Part III B – ii** |  |  |  |
| **Grading consequent to 30% weightage of grade on ‘Functional Competency’ as mentioned in Part III B – iii** |  |  |  |

**iv) Overall Grading Consequent to respective weightages (Part III B – i, ii, iii):**

**v) Pen-Picture about officer reported upon:**

 **Signature of Reporting Officer**

 **Name in Block Letters: …………………………** **Designation :……………………………………….….**

**Date :……………………… During period of Report:………….……………**

**Section K:**

**Part – IV**

**Remarks of Reviewing Authority**

**(To be filled up by Reviewing Authority after filling up numeric Part –III- B- i, ii, & iii)**

i) **Length of Service under Reviewing Authority:**

ii) **Do you agree with assessment made by Reporting Officer with respect to work output and various attributes in Part –III. In case you do not agree with any of numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries.**

|  |  |
| --- | --- |
| **Yes** | **No** |

iii) **In case of difference of opinion details and reasons for same may be given remarks/observation on Pen Picture by Reporting Officer:**

**Signature of Reviewing Authority**

 **Name in Block Letters: …………………………**

 **Designation :…………………………………..……...**

**Date :……………………………**  **During period of Report:………….………….**

**Section L :**

**Part – V**

**Remarks of Accepting Authority**

 **(i.e. next superior authority)**

i) **Comments of Accepting Authority on remarks of Reviewing Authority:**

iii) **Overall grading on scale of 01-10.**

|  |  |
| --- | --- |
| **Overall grading** |  |

**Signature of Accepting Authority**

**Name in Block Letters: ………..…………………………………….……**

 **Designation :……………………………………………………….................**

**ANNEXURE -I**

1. Columns in APAR should be filled with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 to 2 (against work output or attributes or overall grade) would be adequately justified in pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respected to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence need to justify them. In awarding a numerical grade reporting and reviewing authorities should rate officer against a larger population of his/her peers that may currently working under them.
3. APARs graded between 8 and 10 will be rated as ‘outstanding’ and will be given a score of 9 for 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.

1. APARs graded between 4 and 6 short of 6 will be rated as ‘good’ and given a score of 5.
2. APARs graded below 4 will be given a score of zero.