

वेबसाइट



रामजस कॉलेज  
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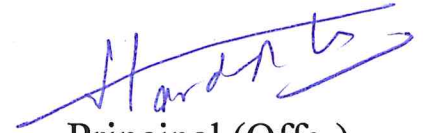

Date : 06/05/2024

## NOTICE

All the Non-Teaching Staff are directed to submit their APAR Form (2023-2024) within 10 days.

**No column should be left empty in the APAR Form.**

You can collect APAR Form from the Admn. Office or take printout from College Website.

  
Principal (Offg.)  


Copy to :

1. Administrative Officer
2. Section Officer (Admn.)
3. Section Officer (Accounts)
4. S.P.A.
5. Librarian.
6. Computer Laboratory
7. Botany Laboratory
8. Chemistry Laboratory
9. Physics Laboratory
10. Statistics Laboratory
11. Zoology Laboratory



कार्यनिष्पादन मूल्यांकन रिपोर्ट  
ANNUAL PERFORMANCE APPRAISAL REPORT

विभाग / कार्यालय  
DEPARTMENT/OFFICE \_\_\_\_\_

समाप्ति वर्ष / अवधि का प्रतिवेदन+  
REPORT FOR THE YEAR/PERIOD ENDING \_\_\_\_\_

PERSONAL DATA – (PART-I)

1. कर्मचारी का नाम  
Name of the Officer : \_\_\_\_\_

2. जन्मतिथि  
Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि  
Date of Continuous appointment : Date : \_\_\_\_\_  
To the present grade : Grade : \_\_\_\_\_

4. क्या कर्मचारी अनुसूचित जाति/  
अ.ज.जा./अ.पि.व. से सम्बंधित हैं?  
Whether the employee belongs to  
SC/ST/OBC ? : \_\_\_\_\_

5. वर्तमान पद तथा उस पर नियुक्ति की तिथि  
Present post and date of : Post : \_\_\_\_\_  
Appointment thereto : Date : \_\_\_\_\_

6. Period of absence from duty (on : वर्ष के दौरान इयूटी (प्रशिक्षण, छुट्टी आदि के कारण) से  
Training leave etc.) during the year. अनुपस्थिति की अवधि। यदि उक्त कार्मिक ने प्रशिक्षण

लिया  
If he/she has under gone training, है तो उसका विवरण दें।  
Specific.

**PART-2**  
**(To be filled in by the Officer reported upon)**

1. Brief description of duties:

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2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goal	Achievements

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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:3:

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

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4. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

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Dated :

Signature of Officer reported upon

PART-3

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 filing the entries)**

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para-2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
<b>Overall Grading on 'Work Output'</b>			

Contd....P-4/-

:4:

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para-2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
<b>Overall Grading on 'Personal attributes'</b>			

(C) Assessment of functional competency (weightage to this Section would be 30%)

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para-2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Knowledge of Rules/Regulations/Procedures in the 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) Initiative			
<b>Overall Grading on 'Functional Competency'</b>			

Contd....P-5/-

GENERAL – (PART-4)

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.)

3. State of health:

4. Integrity  
(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3(A) & 3(B) of Part-2 and attitude towards weaker sections.

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

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Signature of the Reporting Officer

Place :

Name of Block Letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Date:

During the period of Report : \_\_\_\_\_

**PART-5**

1. REMARKS OF THE REVIEWING OFFICER.

Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref. Part-3(A\_ (iv) and Part-4(5)]

*(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.)*

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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Contd....7/-

:7:

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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

Signature of the Reviewing Officer

Place:

Name in Block letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Date :

During the period of Report : \_\_\_\_\_

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