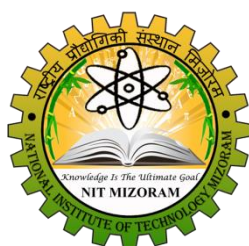


**ANNUAL PERFORMANCE APPRAISAL REPORT**  
**OF**  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**  
**FOR**  
**MINISTERIAL STAFF**  
**(GROUP 'B' & 'C')**



Name of Ministerial staff : .....

(in block letter)

Report for the year / period ending : .....

## PERSONAL DATA

### Part-1 (To be filled in by the Concerned Section/Department of the Institute)

1	Name of the employee (in block letter)		
2	Date of Birth		
3	Date of continuous appointment to the present grade	Date:	Grade:
4	Present post and date of appointment thereto	Post:	Date:
5	Period of absence from duty (on training, leave etc) during the year.	<b>Leave at Credit as on _____ or respective date of joining</b>	<b>Availed during the period under report</b>
i)	Earned Leave (EL)		
ii)	Half Pay Leave (HPL)		
iii)	Commuted Leave		
iv)	Extra Ordinary Leave (EOL)		
v)	Casual Leave (CL)		
vi)	Special Casual Leave (SCL) – Other Organization’s Work		
vii)	Special Casual Leave (SCL) – For own academic growth		
viii)	Leave Not Due (LND)		
ix)	Leave Without Pay		
	<b>TOTAL</b>		
x)	Nos. of days on which he/she was out of Station for Personal work		
xi)	Nos. of days on which he/she was out of station for <b>Institute work/training.</b>		
	Please specify		

Please read the instructions carefully before filling up the form

**Part-II : To be filled in by the staff 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)

Sl.No	Targets/Objectives/Goals	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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4. (B) Please indicate item in which there have been significantly higher achievements and your contribution thereto.

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5. Please state whether the annual return on immovable property for the preceding calendar year was filed 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.

Filed : Yes If yes, date: _____	Filed : No If not, when filed/to be filed: _____
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Date: \_\_\_\_\_

Signature of Staff reported upon

### **PART-III: Assessment by Reporting Authority and Reviewing Authority**

Numerical grading is to be awarded by the 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.

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. 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 accomplishment. 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.
3. APARs graded between 8 and 10 will be rated as 'outstanding' and will be give a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
5. APARs graded between 4 and short of 6 will be rated as 'ggod' and will be given a score of 5.
6. APARs graded below 4 will be given a score of zero.

#### **A. Assessment of work output (wieghtage to this section would be 40%)**

<b>Sl.No</b>	<b>Particular</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
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		
	Overall Grading on 'Work Output'		

#### **B. Assessment of personal attributes (weightage to this would be 30%)**

<b>Sl.No</b>	<b>Particular</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</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		
	Overall Grading on 'Personal Attributes'		

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

<b>Sl.No</b>	<b>Particular</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
i)	Technical knowledge of Rules /procedures in the area of function and ability to apply the correctly		
ii)	Knowledge of Rules/ Regulations /Procedures in the area of function		
iii)	Decision making ability		
iv)	Coordination Ability		
v)	Ability to motivate and develop subordinates		
vi)	Initiative		
	Overall Grading on 'Functional Competency'		

Signature of Reporting Officer

Signature of the Reviewing Officer

**PART- IV : 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)	
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 strengths, 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	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name in block letter: \_\_\_\_\_

Designation during : \_\_\_\_\_  
the reporting period

**PART-V : REMARKS OF THE REVIEWING OFFICER**

1	Length of service under the Reviewing Officer	
2	<p>Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-3 &amp; Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievement/significant failures of the Staff reported upon? (Ref: Part 3 (A)(iv) and Part-4 (%))</p> <p>(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 initials your entries)</p>	
3	In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?	
4	Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the staff 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-III of the report.

Signature of the Reviewing Officer \_\_\_\_\_

Place: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

Date: \_\_\_\_\_

Designation during the: \_\_\_\_\_  
period of report