

GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
(ESTABLISHMENT-IV BRANCH)
ROOM NO. 11-B, OLD SECTT. DELHI
(PHONE NO. 23890285)

No. DE. 4(20)/1/E-IV/Appt. TGT (CS)/2017/part-iv 6098

Dated : 8-5-19

To,

JDE(IT)
Old Patrachar Building
Lucknow Road, Timarpur
Delhi-110054

Sub: Review of format of APAR in r/o Assistant Teacher (Primary), (Assistant Teacher (Nursery) , Librarian.

Sir/Madam,

I am directed to enclose herewith the proforma of APAR prepared by APAR committee. It is pertinent to inform you that now Point no. 16 has been omitted in the latest APAR proforma by the Competent Authority.

Therefore, you are requested to put the amended APAR Proforma of Assistant Teacher(Nursery), Assistant Teacher(Primary) and Librarian on Education Website as approved by the Competent Authority for implementation henceforth.

Yours faithfully,

Encl. As above.

Section Officer(E-IV)

Copy To:

1. MIS(Incharge) to upload the format of APAR on Department Website.

Dr
08/05/19
SO/E-IV

-6510

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, DELHI
ANNUAL PERFORMANCE ASSESSMENT REPORT
OF
TEACHING STAFF
Assistant Teacher(Primary)
PART-1
GENERAL INFORMATION

(To be filled in by the official reported upon)

Period: From _____ to _____

1.	Name in full (In Block Letters)	
2.	Employee ID	
3.	Present place of posting & School ID	
4.	Mobile No. and E-mail ID	
5.	Father's / Husband's Name	
6.	Date of Birth	
7.	Category a) Gen/OBC/SC/ST b) Whether you are person with Disability (Yes/No)	
8.	Qualification	
9.	Designation	
10.	Level In Pay Matrix (as per 7 th CPC)	
11.	Basic pay	
12.	Date of Appointment : a. Date of initial appointment with designation b. Date of joining in the Directorate of Education c. Date of continuous appointment in the present post	
13.	Cadre: Administration/Special	
14.	a. Date of posting in the present School/Office	

b. In case the stay is less than 90 days, Name of School/Office where earlier posted during the current academic session under report		
15.	Residential Address	
16.	Distance between place of posting and Residence	
17.	Nature of Leave taken and Period of Leave (No. of days) during the current year, under report	
18.	Number of Days spent on Non-teaching activities a. Training/Seminar/Workshop/Census/Elections etc. b. Any Other	

19. Result
- (A) Class taught
- (B) Result of classes IIIrd to Vth

Class & Section	Subject taught	Students Appeared	No of Students Passed/ 33% & above Marks	% of Pass Students (33% & Above)	No of Students Promoted under no detention policy / below 33% Marks	% of Promoted Students (Below 33% Marks)

20.(i)	Planning and execution of work Maintenance of Teacher's Diary a. Whether written regularly b. Whether supervised by HOS regularly or not	
20.(ii)	Lesson Planning: a. Whether 5% model lessons planned b. Whether it has been inspected by HOS/Inspection Team	

21. Name and ID of the officer being reported on

22 Employee ID of the reporting officer

63/c

(SELF ASSESSMENT)

(To be filled in by the Official reported upon)

(Please read carefully the instructions before filling the entries)

Brief description of duties.

1.

--

2. Briefly specify the targets/objectives/goals of work set for yourself or that were set for you and tabulate your achievements and shortfalls against each target(e.g. targets in academic performance/enrollment/remedial teaching/ inculcating values and habits/extra and co-curricular activities/ other schemes/ etc.).

Objectives/Target/Goals	Actual achievements & shortfalls against objectives/target/goals for the current session

3. PERFORMANCE INDICATORS (STUDENT ACADEMIC PROGRESS)

A) CLASS TAUGHT : -----No. of students enrolled -----

S.NO.	Subject (whichever applicable)	NO. OF STUDENTS WHO EXCEEDED AGE EXPECTATIONS	NO. OF STUDENTS WHO HAVE ATTAINED AGE APPROPRIATE LEARNING	NO. OF STUDENTS WHO NEED Further DEVELOPMENT/ IMPROVEMENT	AREA OF CONCERN	REMARKS IF ANY
1.	ENGLISH					
2.	HINDI					
3.	MATHEMATICS					
4.	E.V.S					
5.	Any other.....					

4. CONTRIBUTION TO THE HOLISTIC DEVELOPMENT OF STUDENTS

S. No.	Parameter	Specification	State the number of times	Give details of Presentations/ competitions along with achievements if any
1	Participation in the morning assembly	My class made presentations in the school morning assembly		
2	Participation in school functions/ activities	My class made presentations in Annual Day, Sports Day and other functions/ activities		
3	Preparation for participation for intra school competitions	I have prepared my students for competitions		
4	Preparation of students for zonal/district/state/national level competitions	I have prepared my students for participation in competitions		
5	Others			

5. INTERPERSONAL RELATIONSHIPS WITH PARENTS AND GUARDIANS

S.NO.	PARAMETER	SPECIFICATION	FREQUENCY	REMARKS
1.	I MAKE USE OF MY CONTACTS WITH PARENTS AND OTHER CONCERNED ADULTS TO ENHANCE LEARNING OF MY STUDENTS			

6. Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in Part 2 "item of work". Please specify constraints, if any, in achieving the targets.

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

8. Please state whether you ^{handled} ~~discharged~~ any other duty or important duty/assignment given to you in addition to the above:

Signature of the officer being reported upon

Name in Block letters : _____

Place :

Designation _____

Date:

Employee ID _____

-60/c-

PART - 3

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) grade 1 is the lowest and grade 10 is the highest.

A. ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)

Sr. No.	Attributes	Assessing Reporting Authority	Reviewing Authority(Refer Para 2 of Part 5)
1	2	3	4
1	Accomplishment of planned work/work allotted as per subject		
2	Quality of work output		
3	Analytical ability		
4	Accomplishment of exceptional work/unforeseen		
5	Overall Average Grading on Work Output (1+2+3+4)		

B. ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)

Sr. No.	Attributes	Grades by Reporting Authority	Grades by Reviewing Authority
1	2	3	4
1	Attitude to work		
2	Sense of responsibility		
3	Maintenance of discipline		
4	Communication skills		
5	Leadership Qualities		
6	Capacity to adhere to time schedule		
7	Capacity to work in a team with team spirit		
8	Inter personal relations		
9	Managerial skills of the official		
10	Overall Average Grading on Personal Attributes (1+2+3+4+5+6+7+8+9)		

C. ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section will be 30%)

isg/c

NO.	Attributes	Grades by Reporting Authority	Grades by Reviewing Authority
1	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		
2	Strategic planning ability		
3	Decision making ability		
4	Coordination ability		
5	Ability to motivate and develop work – culture among student & colleagues		
6	Initiative		
7	Overall Average Grading on Functional attributes (1+2+3+4+5+6)		

-58/c-

● GENERAL REMARKS OF THE REPORTING OFFICER

1. Relation with the Students/Colleagues/ Parents/ HOS /Public (wherever applicable).
(Please comment on the official's accessibility to the public/students and responsiveness to their needs).

2. Training

(Please give recommendation for training with a view to improve the effectiveness and capabilities of the official)

3. State of Health

4. Integrity

(Please comment on the integrity of the official)

5. Pen Picture by Reporting officer (in about 500 Characters) on the overall qualities of the official including area of strength, extra ordinary achievements, significant failure, if any and attitude towards weaker section.

6. Overall numerical grading on the basis of weightage given in Part -3 (A+B+C) of the report.

7. Name and Employee ID of the Reviewing Officer

Place:

Date:

Signature of the Reporting officer

Name (In Block letter)

Designation

PART-5

-57/c

1. Remarks Of The Reviewing Officer Length of service under Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to 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 official reported upon? (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).

3. In case of disagreement including pen picture, please specify the reasons. Is there anything you wish to modify or add ?

4. Pen picture by reviewing officer. Please comment on the overall qualities of the official including areas of strength and lesser strength attitude towards weaker section.

5. Overall numerical grading on the basis of weightage in given part- 3 of the report.

Signature of the Reviewing Officer
Name (in block letters)
Designation

Place:-

Date:-

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, DELHI
ANNUAL PERFORMANCE ASSESSMENT REPORT
OF
ASSISTANT TEACHER (NURSERY)

33/c 33/c
(18)

15/c (18)

PART-1
GENERAL INFORMATION
(To be filled by the official reported upon)

Period: From _____ to _____

1.	Name in full (In Block Letters)	:	
2.	Employee ID	:	
3.	Designation	:	
4.	Present place of posting & School ID	:	
5.	Mobile No. and E-mail ID	:	
6.	Father's / Husband's Name	:	
7.	Date of Birth	:	
8.	Category a) Gen/OBC/SC/ST b) Whether you are person with Disability (Yes/No)	:	
9.	Qualifications	:	
10.	Date of Appointment : a. Date of initial appointment with designation b. Date of joining in Directorate of Education Date of continuous appointment in the present		
11.	a. Date of Posting in the present school/Office b. In case the stay is less than 90 days, Name of School/Office where earlier posted during the current academic session under report		
12.	Nature of Leave taken and Period of Leave (No. of days) during the current year, under report		
13.	Basic pay and Level in Pay Matrix (As per 7 th CPC)	:	
14.	Cadre: Administration/Special	:	
15.	Residential Address	:	
16.	Distance between place of posting and residence		
17.	Number of Days spent on Non-teaching activities a. Training/Seminar/Workshop/Census/Elections etc. b. Any other	:	

32/c 32/c
(17)

18. Results

Result Class Nursery/K.G.

curricular expectations 15/c U

SNo.	Class Taught	Section	Periods for which classes taught – w.e.f. _____ to _____	No. of students enrolled	No. of students appeared	No. of students who reached curricular expectations	No. of students who have partial competence competence	No. of students who have learning difficulties	No. of students who have exceeded curricular expectations

19.(i)	Planning and execution of work Maintenance of Teacher;s Diary a. Whether written Regularly b. Whether supervised by HOS regularly or not	:	
19.(ii)	Lesson Planning: a. Whether 5% Model lessons planned b. Whether it has been inspected by HOS/Inspection Team	:	
19. (iii)	Completion of syllabus a. Whether syllabi was covered as prescribed b. Portions not covered and reasons thereof.		
19.(iv)	Maintenance of discipline a. Steps taken to curtail truancy (IF ANY)	:	
20.	MAINTENANCE OF RECORDS: a. Class Attendance Register. b. Preparation of Report-Books, Result Sheets. c. Any other record maintained.	:	
21.	Professional Growth i) Books issued from school/Books Read (with title and author) ii) Training/Seminar/Workshop etc iii) Action Research/Innovation in teaching done during the year	: : :	 Dates: No. of Days: Venue: Subject:
22	Relationship with:	:	Students: Parents Colleagues Head of school/office

31/12 31/12 (16)
whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e 31st January of the year following the calendar year . if not , then the date of filing the return.

2. Name of the officer being reported on :

25. Employee ID of the reporting officer :

15/12/11

PART 2

1. Brief Description of Duties :

Sl. No.	Work Assigned	Details	Achievements if any
1	Supplementary teaching to bridge learning gaps Summer Camp		
2	Co-curricular Activities in School Annual Function Sports/House Activity/Scout & Guide/Eco-Club/ NCC		
3	Participation of Students In Competition Out of School (At Zonal/District/State Level		
4	Administrative Duties handled		
5	Primary Incharge		
6	Any other work		

2.1 PERFORMANCE INDICATORS (GENERAL)

30/C 39
(15)

	PERFORMANCE STANDARD	INDICATE IN ABOUT 200 WORDS EACH HOW THIS PERFORMANCE STANDARD WAS REACHED
	CREATION AND MAINTAINANCE OF AN ATMOSPHERE OF JOYFUL LEARNING .	15/C (Ph)
2.	ACHIEVING THE SPECIFIC LEARNING OUTCOMES BY USING VARIOUS TECHNIQUES	
3	USING ADDITIONAL ACTIVITIES TO ENSURE BOTH LEARNING AND ITS ENRICHMENT.	
4	ACHIEVING RESPONSIVE INTERACTION WITH PUPILS BY COMMUNICATING WITH THEM	
5	PROVIDING STIMULATING ORAL LEARNING OPPORTUNITIES	

29/11
15/11
29/11
14

6	IDENTIFICATION OF STUDENTS WITH LEARNING GAPS AND SUPPLEMENTARY TEACHING TO BRIDGE THE GAP BY DIFFERENT METHODS	
7	ACTIVE STUDENT ENGAGEMENT	
8	DEVELOPMENT OF EMOTIONAL SKILLS IN MY PUPILS	
9	DEVELOPMENT OF FRIENDSHIP SKILLS IN MY PUPILS	

	DEVELOPMENT OF COLLABORATION AMONGST PEERS (PUPILS)	
11	DEVELOPMENT OF A CODE FOR GOOD CLASS BEHAVIOUR	
12	EFFECTIVE EVALUATION FOR IMPROVING BOTH TEACHING AND LEARNING	

28/c 28/c
15/c (f) (13)

B) PERFORMANCE INDICATORS (STUDENT ACADEMIC PROGRESS)

A) CLASS TAUGHT : _____ No. of students enrolled _____

		NO. OF STUDENTS WHO EXCEED AGE EXPECTATIONS	NO. OF STUDENTS WHO HAVE AGE APPROPRIATE LEARNING	NO. OF STUDENTS WHO NEED DEVELOPMENT	AREA OF CONCERN	REMARKS IF ANY
1	ENGLISH					
2	HINDI					
3	MATHEMATICS					

CONTRIBUTION TO THE HOLISTIC DEVELOPMENT OF STUDENTS

23/11
27/11
15/12
(12)

SNo.	Parameter	Specification	State the number of times	Give details of Presentations/competitions along with achievements if any
1	Participation in the morning Assembly	My class made presentations in the school morning assembly		
2	Participation in school functions	My class made presentations in Annual Day , Sports Day and other functions		
3	Preparation for participation for intra school competitions	I have prepared my students for competitions		
4	Preparation of students for zonal/district/state/national level competitions	I have prepared my students for participation in competitions		
5	Others			

D. INTERPERSONAL RELATIONSHIPS WITH PARENTS AND GUARDIANS

SNo.	PARAMETER	SPECIFICATION	FREQUENCY	REMARKS
1	I MAKE USE OF MY CONTACTS WITH PARENTS AND OTHER CONCERNED ADULTS TO ENHANCE LEARNING OF MY STUDENTS	I use the student Diary to communicate with parents .		
HOW I USED PTM AND OTHER ORIENTATIONS TO ENHANCE LEARNING		INDICATE IN ABOUT 200 WORDS EACH HOW THIS PERFORMANCE STANDARD WAS REACHED		

26/C (11)
26/C
15/C (d)

3. The shortfalls with reference to the work assigned in achieving the targets, if any, with specific constraints

4. Significantly higher achievements and contribution, if any :

Signature of officer being reported upon

Name in Block Letters : _____

Place : _____

Designation _____

Date : _____

Employee ID _____

25/10
25/10
15/10

PART 3
ASSESSMENT BY THE REPORTING OFFICER

1. Numerical grading is to be awarded for each of the attributes by the evaluating officer which should be in the scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pan picture) Grade 10 is the Highest and grade 1 is the Lowest.

A. Assessment of Personal Attributes :

Sl. No.	Attributes	Grading by HOS
1	Punctuality	
2	Attitude to work & Sense of responsibility and capacity to adhere to time schedule	
3	Maintenance of Discipline	
4	Ability to work in a team – Team Spirit	
5	Overall Average Grading on personal attributes (1+2+3+4 divided by 4= Average Grade)	

B. Assessment of Functional Competency ::

Sl. No.	Attributes	Grading by HOS
1	Knowledge of subject content	
2	Proficiency in the teaching of Maths	
3	Proficiency in the teaching of Hindi	
4	Proficiency in the teaching of English	
5	Proficiency in the teaching of Drawing	
6	Development of Social and Emotional Skills in Students	
7	Creation of atmosphere of joyful learning	
8	Bonding with children	
9	Patience in handling children	
10	Participatory teaching-learning environment	
11	Initiatives/ Innovative practices adopted	
12	Activity Based Learning	
13	Helps students facing emotional and learning challenges. Addresses individual learning difficulties and sets the pace for bridging learning gaps.	
14	Eagerness to take on duties allocated	
15	Overall average grading on functional attributes (1+2+3+4+5+6+7+8+9+10+11+12+13+14 divided by 14 = Average Grade)	

PART-4

24/c
24/c (9)
15/c (b)

GENERAL REMARKS OF THE REPORTING OFFICER

1. Relation with the Students/Colleagues/Parents/HOS/Public (wherever applicable).
(Please comment on the official's accessibility to the public/students and responsiveness to their needs).

2. Training

(Please give recommendation for training with a view to improve the effectiveness and capabilities of the official)

3. State of Health

4. Integrity

(Please comment on the integrity of the official)

5. Do you agree with the exceptional good work done by the official as indicated in part 2. If yes please grade appropriately.

6. Pen picture by Reporting officer (in about 500 words) on the overall qualities of the official including area of strength, extra ordinary achievements, significant failure, if any and attitude towards weaker section.

7. Overall numerical grading on the basis of weightage given in Part 3 (A+B) of the report.

8. Name and Employee ID of the Reporting Officer

Place:

Signature of the Reporting Officer

Date:

Name (In Block letter) _____

Designation _____

Part-5

23/c ⑧
15/c (9)

1. Remarks Of The Reviewing Officer
Length of service under Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to 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 official reported upon? (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).

3. In case of disagreement including pen picture, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by reviewing officer. Please comment on the overall qualities of the official including areas of strength and lesser strength and attitude towards weaker section.

5. Do you agree with the grade given by reporting officer in Part-4, and indicate appropriately.

6. Overall numerical grading on the basis of weightage given in part -3 of the report.

Signature of the Reviewing Officer

Name (In Block Letters) _____

Designation _____

Place:

Date:

-56/c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, DELHI
ANNUAL PERFORMANCE ASSESSMENT REPORT
LIBRARIAN

Period: From _____ to _____

PART-1

GENERAL INFORMATION

(To be filled in by the official reported upon)

1.	Name in full (In Block Letters)	
2.	Employee ID	
3.	Present place of posting	
4.	Mobile No. and E-mail ID	
5.	Father's / Husband's Name	
6.	Date of Birth	
7.	Category a) Gen/OBC/SC/ST b) Whether you are person with Disability (Yes/No)	
8.	Qualification	
9.	Designation	
10.	Level in Pay Matrix (As per 7 th CPC)	
11.	Basic pay	
12.	Date of Appointment : a. Date of initial appointment with designation b. Date of joining in the Directorate of Education c. Date of continuous appointment in the present post	
13.	Cadre: Administration/Special	
14.	a. Date of Posting in the present School/Office b. In case the stay is less than 90 days, Name of School/Office where earlier posted during the current academic session under report	
15.	Residential Address	
16.	Distance between place of posting and Residence	

- 55/C

17.	Nature of Leave taken and Period of Leave (No. of days) during the current year, under report													
18.	Number of Days spent on Non-teaching activities a. Training/Seminar/Workshop/Census/Elections etc. b. Any Other													
19.	Nature of the work a. Whether diary is maintained? b. Whether the diary is supervised by HOS regularly or not ? c. Whether books are issued to the students regularly? d. Whether categorization of books for different classes done? e. How far has the interest for extra reading been created among students? f. Whether efforts made to develop habits necessary for reading in students? g. Is the Library room well maintained? h. Whether News Board is filled daily? i. Whether daily wall Magazine Board maintained? j. Whether Pictures of instructional value and those representing current important news item are displayed?													
20.	Activities undertaken: a. To improve reading habits. b. To improve the ambience of the library													
21.	Relationship with:	<table border="1"> <tr> <td>Students</td> <td>:</td> <td></td> </tr> <tr> <td>Parents</td> <td>:</td> <td></td> </tr> <tr> <td>Colleagues</td> <td>:</td> <td></td> </tr> <tr> <td>Head of the School/Office</td> <td>:</td> <td></td> </tr> </table>	Students	:		Parents	:		Colleagues	:		Head of the School/Office	:	
Students	:													
Parents	:													
Colleagues	:													
Head of the School/Office	:													

22. Name of the officer being reported on
23. Employee ID of the Reporting Officer

-54/C

PART-2
(SELF ASSESSMENT)

(To be filled in by the Official reported upon)

(Please read carefully the instruction before filling the entries)

1. Brief description of duties

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2. Specify the targets/objectives/goals of work set for yourself or that were set for you and tabulate your achievements and shortfalls against each target(e.g. targets in library related activities/ library infrastructure/ any other work/activity to improve reading habit, ambience of library.

Objective/Target/Goals	Actual achievements & shortfalls against objectives/targets/goals for the current session

3. Number of books

- a) Purchase in reporting year
- b) Number of books entered online
- c) Number of books issued
- d) Number of books written off/condemned

3.1 Maintenance of issue register/classification of catalogue of e-resources and other records

3.2 Number of magazine & journals purchased in the reporting year.

3.3 Number of newspaper purchased/available in the library.

3.4 Whether classification and cataloguing of resources such as books/C.D/Maps/globe/ e-resources.

has been done. Give a brief description.

4. Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in Part 2 please specify constraints, if any, in achieving the targets.

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-53/c

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

6. Please indicate whether you handled any ^{important} responsibility, other than the above, assigned by the HOS:

Signature of the officer being reported upon

Name in Block Letters : _____

Place :

Designation _____

Date:

Employee ID _____

-52/C-

PART - 3

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) grade 1 is the lowest and grade 10 is the highest.

A. ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)

Sr. No.	Attributes	Assessing Reporting Authority	Reviewing Authority(Refer Para 2 of Part 5)
1	2	3	4
1	Accomplishment of planned work/work allotted as per subject		
2	Quality of work output		
3	Analytical ability		
4	Accomplishment of exceptional work/unforeseen		
5	Overall Average Grading on Work Output (1+2+3+4)		

B. ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)

Sr. No.	Attributes	Grades by Reporting Authority	Grades by Reviewing Authority
1	2	3	4
1	Attitude to work		
2	Sense of responsibility		
3	Maintenance of discipline		
4	Communication skills		
5	Leadership Qualities		
6	Capacity to adhere to time schedule		
7	Capacity to work in a team with team spirit		
8	Inter personal relations		
9	Managerial skills of the official		
10	Overall Average Grading on Personal Attributes (1+2+3+4+5+6+7+8+9)		

-51/c

C. ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section will be 30%)

Sr. NO.	Attributes	Grades by Reporting Authority	Grades by Reviewing Authority
1	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		
2	Strategic planning ability		
3	Decision making ability		
4	Coordination ability		
5	Ability to motivate and develop work – culture among students & colleagues		
6	Initiative		
7	Overall Average Grading on Functional attributes (1+2+3+4+5+6)		

- 50/C

PART-4

GENERAL REMARKS OF THE REPORTING OFFICER

1. Relation with the Students/Colleagues/ Parents/ HOS /Public (wherever applicable).
(Please comment on the official's accessibility to the public/students and responsiveness to their needs).

2. Training

(Please give recommendation for training with a view to improve the effectiveness and capabilities of the official)

3. State of Health

4. Integrity

(Please comment on the integrity of the official)

5. Pen Picture by Reporting officer (in about 500 Characters) on the overall qualities of the official including area of strength, extra ordinary achievements, significant failure, if any and attitude towards weaker section.

6. Overall numerical grading on the basis of weightage given in Part -3 (A+B+C) of the report.

7. Name and Employee ID of the Reviewing Officer

Place:

Date:

Signature of the Reporting officer

Name (In Block letter)

Designation

PART-5

49/c

1. Remarks Of The Reviewing Officer Length of service under Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to 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 official reported upon? (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).

3. In case of disagreement including pen picture, please specify the reasons. Is there anything you wish to modify or add ?

4. Pen picture by reviewing officer. Please comment on the overall qualities of the official including areas of strength and lesser strength attitude towards weaker section.

5. Overall numerical grading on the basis of weightage in given part- 3 of the report.

Signature of the Reviewing Officer
Name (in block letters)
Designation

Place:-

Date:-