

Form G

(For Data Processing Assistants & similar posts in DIT (Systems))

Performance Appraisal Report for the period from _____ to _____
Time period which the report does not cover if any, and reasons thereof:

| Period for which PAR is not written | Reasons why the PAR is not written |
|-------------------------------------|------------------------------------|
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| Sl. No. | Name and designation of the Reporting Officer | Post held during the period | Time period as Reporting Officer | Date of receipt of self appraisal by the Reporting Officer |
|---------|---|-----------------------------|----------------------------------|--|
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| Sl. No. | Name and designation of the Reviewing Officer | Post held during the period | Time period as Reviewing Officer | Date of receipt of PAR by the Reviewing Officer |
|---------|---|-----------------------------|----------------------------------|---|
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| Date of receipt of performance appraisal report by Cadre controlling authority | Date of receipt of performance appraisal report by Custodian |
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Section I- Basic Information

(To be filled in by the Head of Department)

1. Name of the Officer/Official reported upon:
2. Date of joining service:
3. Educational Qualifications:
4. Date of Birth:
5. Category to which the Officer/Official belongs: Gen/OBC/SC/ST
6. Present Grade and date of continuous appointment to it:
7. Posts held by the Officer/Official during the period reported upon:
8. Departmental examination qualified with date of qualifying:
9. Reporting and Reviewing Authority*

| | Name & Designation | Period worked |
|---------------------|--------------------|---------------|
| Reporting Authority | | |
| | | |
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| | | |
| Reviewing Authority | | |
| | | |

* Multiple entries possible

10. Period of absence on leave, etc.

| | Period | Type | Remarks |
|-------------------------|--------|------|---------|
| On Leave (specify type) | | | |
| Others (specify) | | | |
| | | | |

11. Education and training programs for which nominated and attended:

| Nominated | Attended | Institute | Subject | Reason for non attendance |
|-----------|----------|-----------|---------|---------------------------|
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12. Awards/Honours

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13. Penalties, if any, imposed during the year

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**14. Date of filing the annual immovable property return for year ending December _____
_____ : (To whomsoever applicable)**

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Date: _____

Signature _____
 Head of the Department
 Please Affix Stamp

Section II – Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, not more than 100 words) This is an important aspect of the APAR. Please clearly state the work expected to be performed and your perception of the required objectives and achievements

(15)

(OR)

2. Annual work allocated, completed and achievements (other than those mentioned in Para 1 above- in not more than 200 words.):

3. Specify work of any special nature carried out by you and hindrances, if any, in performing assigned duties. (in not more than 150 words)

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4.

| Have you filed your annual property return for the year reported upon (To whomsoever applicable) | Yes/No | Date |
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| | | |

Date: _____

Signature of official reported upon

Section III - Appraisal

(This assessment should rate the Officer/Official vis-à-vis his peers engaged in similar positions and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) Any overwriting or correction has to be authenticated by the reporting officer in the margin with full signature.

1. (a) Assessment of planned work and targets: (30% Weightage will be assigned to this item)

| S. No | | Grade |
|-------|---|-------|
| 1 | Accomplishment of Planned Work* | |
| 2 | Quality of Output | |
| 3 | Efforts made to achieve planned work | |
| 4 | Overall Grading on 'Work Output' (1+2+3)/3 | |

1. (b) Weightage of the grade on 'Work Output' 1 (a)(4) x 0.3

(*Accomplishment of planned work/allotted work here means targets/projects/deadlines set by the reporting officer during the initial period or subsequently.)

2. (a) Assessment of Attributes: (30% Weightage will be assigned to this item)

| S. No. | | Grade |
|--------|--|-------|
| 1 | Attitude to work and initiative | |
| 2 | Discipline | |
| 3 | Communication skills | |
| 4 | Interpersonal relations | |
| 5 | Willingness to learn | |
| 6 | Overall grading on attributes (Sum of 1 to 5)/5 | |

2. (b) Weightage of the grade on 'attributes' 2(a)(6) x 0.3

3. (a) Assessment of functional competency: (40% Weightage will be assigned to this item)

| S.No. | | Grade |
|-------|---|-------|
| 1 | Knowledge of system analysis, programming & other areas of functional | |
| 2 | Technological/computer skills | |
| 3 | Proficiency in software applications and data processing and | |
| 4 | Overall grading on functional competency (1+2+3)/3 | |

3. (b) Weightage of the grade on 'functional competency' 3(a) (4) x 0.4

VII

4. Communication of target.

a. Date of Communication of target by the reporting officer

b. Whether targets were fixed in consultation with Officer/Official(s) concern in respect of whom the target/work was allocated. If not how were the targets fixed.

Yes/No

5. **Integrity:-** Please comment on the integrity of the official (Please follow instructions given at the end of the form)

6. If the grading in any row of section III, parts 1 (a), 2 (a) or 3 (a) is below 2 or the overall grading (In part 7 below) is below 4 or above 8 then please give detailed factual reasons for the same.

7. Overall Grade on a scale of 1-10 [1(b) +2(b) +3(b)]

8. (a) 'Pen Picture' and performance improvement comments of the reporting authority :
Please comment (in about 100 words) on the overall qualities of the officer/official including areas of strengths and lesser strengths and his attitude towards subordinates & colleagues from SC,ST & other weaker sections and women.

Date: _____

Signature of Reporting Authority
Name (In Block Letters) _____

Designation _____

8. (क) रिपोर्टिंग प्राधिकारी के शब्द चित्र एवं कार्य-निष्पादन सुधार टिप्पणियाँ : कृपया अधिकारी/कर्मचारी की योग्यताओं एवं कम योग्यताओं वाले क्षेत्रों सहित संपूर्ण विशेषताओं पर और उसके अधीनस्थ तथा अनुसूचित जाति/अनुसूचित जनजाति और अन्य कमजोर वर्गों या महिला वर्ग के सहकर्मियों के प्रति उसके व्यवहार पर टिप्पणी दें (100 शब्दों में)

दिनांक: _____

रिपोर्टिंग प्राधिकारी के हस्ताक्षर

नाम (सुस्पष्ट शब्दों में) _____

पदनाम _____

Section IV- Review

Do you agree with the assessment made by the reporting officer with respect to the targets and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the Official reported upon?

Yes/No ☐

If not in agreement with reporting officer then please fill the form below.

(This assessment should rate the Officer/Official vis-à-vis his peers engaged in similar positions and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade) Any overwriting or correction has to be authenticated by the reviewing officer in the margin with full signature.

1. (a) Assessment of planned work and targets: (30% Weightage will be assigned to this item)

| S. No. | | Grade |
|--------|--|-------|
| 1 | Accomplishment of Planned Work* | |
| 2 | Quality of Output | |
| 3 | Efforts made to achieve planned work | |
| 4 | Overall Grading on 'Work Output' (1+2+3)/3 | |

1. (b) Weightage of the grade on 'Work Output' 1 (a)(4) x 0.3

* (Accomplishment of planned work/allotted work here means targets/projects/deadlines set by the reporting officer during the initial period or subsequently.)

2. (a) Assessment of Attributes: (30% weightage will be assigned to this item)

| S. No. | | Grade |
|--------|---|-------|
| 1 | Attitude to work and initiative | |
| 2 | Discipline | |
| 3 | Communication skills | |
| 4 | Interpersonal relations | |
| 5 | Willingness to learn | |
| 6 | Overall grading on attributes (Sum of 1 to 5)/5 | |

2. (b) Weightage of the grade on 'attributes' 2(a)(6) x 0.3

3. (a) **Assessment of functional competency:** (40% weightage will be assigned to this item)

| S.No. | | Grade |
|-------|---|-------|
| 1 | Knowledge of system analysis, programming & other areas of functional specializations | |
| 2 | Technological/computer skills | |
| 3 | Proficiency in software applications and data processing and development of databases | |
| 4 | Overall grading on functional competency (1+2+3)/3 | |

3. (b) Weightage of the grade on 'functional competency' 3(a) (4) x 0.4

4. Reasons for disagreement with the reporting officer or low grade given to the Official reported upon and comments if official reported upon is Scheduled Caste/Scheduled Tribe*

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* Conditions to fill column 4.

- (1) If you don't agree with the reporting officer then please state your reasons for disagreement in column 4.
- (2) If you agree with the reporting officer that the overall grading should be below 4 then please give detailed reasons in column 4. **(The reviewing officer shall in such cases call both the reporting officer and the officer/Official reported upon to ascertain the grading given before filling this section).**
- (3) If the person reported upon is a member of Scheduled Caste/Scheduled Tribe, please indicate whether the attitude of the reporting officer in assessing the performance of the Scheduled caste/Scheduled Tribe member has been fair and just.

5. Overall Grade on a scale of 1-10 [1(b) +2(b) +3(b)]

6. (a) 'Pen Picture' and performance improvement comments of the reviewing authority: Please comment (in about 100 words) on the overall qualities of the officer/official including areas of strengths and lesser strengths and his attitude towards subordinates & colleagues from SC,ST & other weaker sections and women.

Date: _____

Signature of Reviewing Authority

Name (In Block Letters) _____

Designation _____

कॉलम 4
री चाहे

रिपोर्टिंग
निर्धारण