

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Farmagudi, Ponda -403401- Goa

Annual Performance Assessment Report Form

For

Officials Group **B** and **C** of the National Institute of Technology Goa

Name of Official.....

Report for the year/Period ending.....

**PART -I**

(To be filled by the person concerned)

1. Full Name (In Capital) :
2. Date of Birth :
3. Designation :
4. Date of Joining :
5. Name of Dept. to which attached :
6. Give details of the work done by you :  
during the period of report  
(Not more than 200 words)

7. A brief statement of the work handled by the official during the year /period under report.

**PART –II**

(To be filled by the Reporting Officer)

1. Is he/she punctual and regular in Attendance. :
2. Does he/she co-operate and co-ordinate with the work of the Section/stores. :
3. Honesty and Integrity :
4. Has he been reprimanded for any cause of his/her work. :

Name of the Officer.....

Period.....

**PART –III**

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 filling the entries)

	<b>Reporting Officer</b>	<b>Reviewing Officer</b> (Revised Grades, if does not agree with column No.2)	<b>Initials of Reviewing Officer</b>
<b>[A] Assessment of Personal attributes /work output (weightage to this section would be 60%)</b>			
1] Accomplishment of assigned work.			
2] Quality of output			
3] Attitude to work.			
4] Sense of responsibility.			
5] Maintenance of Discipline.			
6] Communication Skills			
7] Capacity to work in team spirit.			
8] Capacity to adhere to time-schedule			
9] Inter-personal relations			
10] Overall bearing and personality			
<b>Overall Grading on “Personal Attribute”</b>			
<b>[B] Assessment of Functional Competency (weightage to this section would be 40%)</b>			
1] Knowledge of work procedures in the area of function and ability to apply them correctly.			
2] Coordination ability			
3] Initiative			
<b>Overall Grading on “Functional Competency”</b>			

Note:- the overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

**[C] Overall Numerical Grading on the basis of weightage given in Section A & B.**

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

**Signature of the Reporting Officer**  
Name  
Designation

**REMARK OF REVIEWING OFFICER**

1. Length of service of assessed under the Reviewing authority from the period under report. :-
2. State of health :-
3. Do you agree with the assessment of the officer given by the reporting officer? Is there anything you wish to modify or add? :-
4. General remarks :-
5. Final average Grading ( on scale of 1-10) :-

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

**Signature of Reviewing Officer**  
**Name**  
**Designation**

## **Guidelines regarding filling up of APAR with numerical grading**

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) 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 accomplishments. 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.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”.