ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570 006

**FORM FOR ANNUAL PERFORMANCE ASSESSMENT**

**(Group B-Scientific & Technical)**

Report for the year / period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION-I

# BASIC INFORMATION

*(*To be filled by the concerned Administrative Section)

1. Name of the Officer :
2. Designation / Post held:
3. Employee No:
4. Scale of Pay & Basic Pay as on ……………:
5. Date of Birth :
6. Educational Qualifications :
7. Date of continuous appointment to the present grade :
8. Whether Permanent / Temporary / Officiating:
9. Departments/ Sections in which served during the year under report and period of service in each.

## Department/Section Period

10. Period of absence from duty (on leave, training etc.) during the year

Period Reason

1. Reporting, Reviewing and Accepting Authorities:

|  |  |  |
| --- | --- | --- |
| **Authority** | **Name and Designation** | **Period Covered** |
| Reporting Officer(s) |  |  |
| Reviewing Officer(s) |  |  |

**SECTION-II**

**SELF DECLARATION**

(*To be made by the Officer reported upon*)

I have filed my annual immovable property return for the preceding calendar year on

......... Day ..............Month...............Year.

Date: Signature of the officer reported upon

**OR**

I have not filed my annual immovable property return for the preceding calendar year due to the following reason(s):

Date: Signature of the officer reported upon

**SECTION-III**

**SELF APPRAISAL**

*(To be filled-in by the officer reported upon and verified by the reporting officer.* ***All the entries may not be relevant to the concerned officer reported upon****. Hence, only those which are relevant need to be responded to or filled-in. The particulars given should be pertaining to the period 1st April, 2014 to 31st March, 2015 only).*

1. Academic/ technical qualifications (degree, diploma, certificate courses etc.) added during the year (a*ppend proof*).
2. Awards, fellowships, prizes etc. received during the year (*append proof*).
3. Training programmer attended (*append proof*).
4. List out the official work assigned to you during the year
5. Provide the details of the work/task completed during the year (*The nature/ name of the activity, volume of work done, duration etc. may be indicated under applicable categories given below. Append proof wherever applicable*)
   1. Clinical(This includes assessment/rehabilitation/ therapeutic/special educational services and related activities such as ear mould making, hearing aid repair, OPD examination, surgical procedures etc.)
6. Academic **(**This includes involvement in teaching and practical sessions pertaining to the academic programmes conducted by the Institute, guest lectures/ invited talks delivered, organization of seminars/ conferences/ training/orientation programmes, pre-school training carried out etc.)
7. Research **(**This includes pursuing of doctoral research**,** conducting of funded research projects, scientific paper publications/presentations, book / book chapter publication, scientific journal editorship, research guidance etc.)
8. Public Education/ Outreach Activities(This includes participation in preparation of public education materials, communication disorder screening camps, other screening programmes and outreach services)
9. Infrastructure Design, Development, Support and Maintenance Activities (This includes design, development, operation and maintenance of civil structures, landscape, electrical and electronic equipments, I.T. & computers , medical records services and library/ information services such as organization and management of print and e-resources, Internet, digital library, e-delivery of information, ICT applications, LAN, Security and Software)
10. Administrative Activities(This includes participation in various committees constituted at the Department/Section/Institute level, other administrative/clerical works carried out, contribution/participation in any policy formulation and /or decision making with respect to the section/department or the institute as a whole)
11. Any other apart from the above (*Please specify*)
12. Do you believe that you have made any exceptional contribution (distinguished work) e.g. successful completion of an extraordinary challenging task or major systematic improvement resulting in significant benefit to the user/stake holder and/ or reduction in time and costs during the period under report? (This may include formulation /amendment in existing rules/procedures for better effective functioning of the section/department or the institute as a whole) (*In case such points have already reflected elsewhere in this report, reference to the serial number(s) of the entries may be given*)
13. What sort of training do you propose for yourself in support of your official duties?

(*This may not be limited to the job skills*)

1. What do you regard as your most important assets or strengths (especially which you feel your higher authorities should notice and use to advantage) that you bring / can bring to the job?

**SECTION-IV**

**PERFORMANCE ASSESSMENT**

(*To be filled-in by the Reporting Officer. The Reviewing Officer may fill-in the columns in this section only in case where he/she does not agree with the grading done by the Reporting Officer)*

1. A Pen-picture (a *short description of the personal and professional characteristics)* of the Officer Reported Upon indicating the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections. (*May also indicate the skill up gradation needs of the officer*.)
2. Comment on the Integrity of the Officer (Please read Para 3 of Section IV of the Guidelines in filling-up APAR).

|  |  |  |
| --- | --- | --- |
| **Integrity**  (*Tick whatever is applicable*) | **Reporting Officer** | **Reviewing Officer** |
| Impeccable |  |  |
| To be monitored |  |  |
| **Please provide remarks if any** | | |

1. Assessment of work output (*This assessment should rate the Officer vis-à-vis his peers in the similar cadre. 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 grading of 1 or 2 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. A weight age of 40% may be assigned to the assessment of work output*.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Criteria** | **Grade** | |
| **Reporting**  **Officer** | **Reviewing**  **Officer** |
|  | Accomplishment of assigned work |  |  |
|  | Accomplishment of distinguished work |  |  |
|  | Quality of wok output |  |  |
|  | Timeliness of wok output |  |  |
| **Overall grade on wok output** | |  |  |

1. Assessment of personal attributes. (*This assessment should rate the officer vis-à-vis his peers in the similar cadre. 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 grading of 1 or 2 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. A weightage of 30% may be assigned to the assessment of personal attributes*.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Personal Attributes** | **Grade** | |
| **Reporting**  **Officer** | **Reviewing**  **Officer** |
|  | Attitude to work |  |  |
|  | Sense of responsibility |  |  |
|  | Maintenance of discipline |  |  |
|  | Capacity to work in team spirit |  |  |
|  | Interpersonal relations |  |  |
|  | Honesty and commitment |  |  |
|  | Communication skills |  |  |
|  | Reliability |  |  |
|  | Punctuality |  |  |
|  | Respect and courtesy |  |  |
| **Overall grade on personal attributes** | |  |  |

1. Assessment of Functional Competency which describes the knowledge, skill, and/or abilities required to fulfil required job tasks, duties or responsibilities.

(*The functional competencies are specific to a specific department or type of job. Hence, all the criteria listed below for assessing the functional competency may not be applicable to all the categories of employees.*

*This assessment should rate the officer vis-à-vis his peers in the similar cadre. 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 grading of 1 or 2 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. A weightage of 30% may be assigned to the Assessment of Functional Competency*.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Functional Competency** | **Grade** | |
| **Reporting**  **Officer** | **Reviewing**  **Officer** |
|  | Theoretical subject knowledge |  |  |
|  | Practical subject knowledge |  |  |
|  | Ability to utilize job specific equipments/ machines and software |  |  |
|  | Knowledge of rules, regulations and procedures |  |  |
|  | Strategic planning ability |  |  |
|  | Decision making ability |  |  |
| **Overall grade on functional competency** | |  |  |

1. Overall performance assessment grade. (*The overall grade may be calculated based on the addition of the mean value of grades obtained for the work output, personal attributes and functional competency in proportion to weightage assigned to each*.)

|  |  |  |
| --- | --- | --- |
| **Overall grading on performance assessment** | **Reporting Officer** | **Reviewing Officer** |
|  |  |

Signature of the Reporting Officer

**SECTION-V**

**PERFORMANCE REVIEW**

(*To be filled-in by the Reviewing Officer*)

1. Do you agree with the pen picture of the officer reported upon given by the reporting officer in Section-IV?

|  |  |
| --- | --- |
| Yes | No |

1. Do you agree with the assessment made by the Reporting Officer with respect to the work output and other attributes? (*In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the columns provided for you in that section and initial your entries*).

|  |  |
| --- | --- |
| Yes | No |

1. In case of difference of opinion, the details and reasons for the same may be given.

Signature of the Reviewing Officer