

**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 <i>(Tick whatever is applicable)</i>	Reporting Officer	Reviewing Officer
Impeccable		
To be monitored		
Please provide remarks if any		

3. 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 weightage of 40% may be assigned to the Assessment of Work Output)*

Sl. No.	Criteria	Grade	
		Reporting Officer	Reviewing Officer
1.	Accomplishment of assigned work		
2.	Accomplishment of distinguished work		
3.	Quality of wok output		
4.	Timeliness of wok output		
Overall grade on wok Output			

4. 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
1.	Attitude to work		
2.	Sense of responsibility		
3.	Maintenance of discipline		
4.	Capacity to work in team spirit		
5.	Interpersonal relations		
6.	Honesty and commitment		
7.	Communication skills		
8.	Reliability		
9.	Punctuality		
10.	Respect and courtesy		
Overall grade on personal attributes			

5. 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
1.	Theoretical subject knowledge		
2.	Practical subject knowledge		
3.	Ability to utilize job specific equipments/ machines and software		
4.	Knowledge of rules, regulations and procedures		
5.	Strategic planning ability		
6.	Teaching ability		
7.	Clinical/practical skills		
8.	Ability to organize professional events		
9.	Decision making ability		
10.	Human resources management ability		
11.	Ability to design, develop, and/or deliver training programs		
Overall grade on functional competency			

6. 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
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2. 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 assessments in the columns provided for you in that section and initial your entries).*

Yes	No
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3. In case of difference of opinion details and reasons for the same may be given.