



PONDICHERY UNIVERSITY
PUDUCHERRY

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR OFFICERS

NAME OF THE OFFICER:

DESIGNATION :

REPORT FOR THE YEAR/
PERIOD ENDING :

10. Training:

<i>Programme Attended</i>	<i>Duration</i>	<i>Institute</i>	<i>Title of the Programme</i>

11. Category :

<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Others</i>
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(Please tick)

12. Have you submitted your latest return of Immovable Property

Yes	No
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If Yes, Date of Submission

: _____

PART-II

(a) Brief description of duty :

(b) Major / special achievements, if any during the period of report :

(c) Constraints faced, if any, during the period of report :

Place:

Signature of the Officer

Date:

Name of the Officer

PART-III ASSESSMENT OF THE REPORTING OFFICER

- 1 The assessment may be indicated in respect of each of the following factors in a scale of 1 to 10 in the respective boxes provided.

**(1-Poor; 10-Exceptionally brilliant)
Marks & Grading to be incorporated**

<i>Marks</i>	<i>Grading</i>
1 to 2	Below average
3 to 4	Average
5 to 6	Good
7 to 8	Very Good
9 to 10	Outstanding

- 2 Length of service under Reporting Officer
During the period of report : _____
- 3 Do you agree with the submission of the officer indicated in Part II (Self Appraisal)
Is there anything you wish to modify or add? If so, kindly record the same.

**[Please read the instructions given at the end of the form carefully
before filling the entries]**

1. State of Health :
2. **Leadership Qualities:**
Ability to motivate colleagues / subordinates, sensitive to the needs and problems of others, acceptance by the group
3. **Professional Ability:**
Possession of professional knowledge and skills and the ability to translate them into work situation in achieving the set tasks.
4. **Communication skills:**
Oral / Written
5. **Promptness in Disposal of work** :

6. **Innovative thinking:**
7. **Organising ability:**
Ability to organize the assigned activities / tasks so as to achieve the targets within the stipulated time / cost
8. **Speed of Decision making :**
9. **Capability & Willingness to take additional work :**
10. **Inter-personal relations:**
Relationship with superiors, colleagues and subordinates and also skill in understanding and influencing behaviour of others
11. **Relationship with public :**
12. **Supervisory ability :**
Control and management of staff, guidance, review of performance, etc.
13. **Intelligence and receptivity :**
14. **Temperament :**
15. **Discipline:**
Adherence to expected standards of conduct and respect for organizational norms / instructions
16. **Team Work :**
The ability to perform in the group with team spirit
17. **Quality of work:**
Accuracy, excellence of output, free from errors, consistency under varying conditions.
18. **Knowledge of Rules & Regulations :**
19. **Initiative:**

20. **Conscientiousness:** Performance of assigned tasks & duties by giving due regard to professional ethics, righteousness and organizational discipline

21. **Character/Moral reputation :**

22. **Cost consciousness:** Efforts towards optimum utilization of available resources and elimination of waste

23. **Capacity for further development:**

24. **Regularity & Punctuality in Attendance:**

25. Has the employee been reprimanded for indifferent work or for other causes during the period under report?
If so, please give brief particulars :

26. Fitness for promotion :

Fit	Not Yet Fit
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27. Training need, if any :

28. Overall Rating by Reporting Officer (in a scale of 1 to 10 points) (1-Poor; 10-Exceptionally brilliant) :

ASSESSMENT OF INTEGRITY

(In case there is any doubt the integrity of an employee, the column in the APAR form should be left blank and a secret note may be recorded and followed up. This is for the reason that if as a result of follow up action, the doubts are cleared, the employee's integrity should be certified and if the doubts are confirmed, this should be recorded in the APAR and communicated to the employee concerned)

*Nothing adverse
came to notice*

Couldn't be certified

Under Verification

4. Any outstanding work done during the period under review (Give details)

5. General remarks, if any with particular reference to potential for growth :

.....
Signature

.....
Name

.....
Designation

.....
Date

REMARKS OF THE REVIEWING OFFICER

Do you agree with the overall rating given
By the Reporting Officer

Yes	No
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If not, what should be his overall rating
in a Scale of 1 to 10 points
(1-Poor, 10-Exceptionally brilliant)

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General Remarks, if any:

Particularly with reference to
outstanding merits/abilities/ :
contributions, if any

.....

Signature	Name	Designation	Date
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(For Group 'B' *Officers:* *APAR's* with overall rating being 9 and above or 2 and below, and /
or adverse remarks will be submitted to the Registrar. Similar reports in respect of Group 'A' officers will be submitted to the Vice-Chancellor.)

VICE-CHANCELLOR / REGISTRAR

INSTRUCTIONS

1. The confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should therefore undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the employee reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record his remarks to that effect against the item and can change the rating with an initial. The competent authority shall enter the remarks in the Confidential Report of the Reporting Officer.
5. The answers are in objective form. The rating scale should be judiciously ticked to measure the performance of the individual as accurately as possible.
6. Although performance appraisal is yard and exercise in order that it may be a tool for human resource developing, the Reporting Officer should at regular interval review the performance and take necessary corrective steps by way of advice etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraiser in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraiser's performance during the period of report only.
