



**PONDICHERY UNIVERSITY  
PUDUCHERRY**

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**ANNUAL PERFORMANCE ASSESSMENT REPORT FOR TECHNICAL  
OFFICERS**

**NAME OF THE OFFICER :**

**DESIGNATION :**

**REPORT OF THE YEAR /  
PERIOD ENDING :**

**PONDICHERRY UNIVERSITY**  
**FORM OF CONFIDENTIAL REPORT OF OFFICER (GROUP 'A')**

Report for the year / period ending:

**Part-I**  
**PERSONAL DATA**

1. Name of the Officer :
  
2. Date of Birth and Age :
  
3. Regular or Adhoc :
  
4. Date of appointment  
(i) In Pondicherry University  
(ii) In the Present Post  
(iii) Last Promotion :  
(iv) Place of Work at present :
  
5. Scale of Pay :
  
6. Category (SC/ST/OBC/Others) :
  
7. Period of absence if any from duty on  
leave, training, etc., during the year :
  
8. Academic & Professional Qualification:
  
9. Qualification acquired during the  
Period of report :
  
10. Special Training, if any :

11. Major/Special achievements, if any,  
during the period of report :

12. Constraints faced, if any, during  
the period of report :

13. Steps taken by the officer for the  
Upliftment of the centre / Library etc :

14. Contribution of the Officer to the  
University during the period of report  
(one page write up) :

15. Additional academic inputs required  
for further improvement :

16. Membership of Professional  
organization(s) if any :

17. Have you submitted your latest  
Return of immovable property  
(Yes/No), If yes, date of submission :

Place :

Signature:

Date:

Name:

**PART-II: ASSESSMENT BY THE REPORTING OFFICER**

1. Do you agree with the one page resume given in column 14 of Part I by the Officer in Part-I.  
If not, indicate briefly the reasons for disagreeing with his/her statements. :
  
2. Length of Service under Reporting Officer.  
During the period of report. :

The assessment may be indicated in respect of each of the following factors in a scale of 1 to 5 in the respective boxes provided.

**Marks & Grading to be incorporated**

Marks	Grading
1	Below average
2	Average
3	Good
4	Very Good
5	Outstanding

3. State of Health :
  
4. Punctuality :
  
5. Intellectual caliber(Yes or No) :

6. Independence of Judgment(Yes or No) :
7. a) Receptivity  
(quick, receptive, slow on the up-take, obtuse) :
- b) Initiative  
(original, enterprising, resourceful, casual, indifferent):
- c) Drive  
(Forceful, Pushing, forceless, unmotivated) :
- d) Physical capacity for duties of the post held  
(Very High, High, Normal, Low, Very Low) :
8. Temperament  
(Self-controlled, Restrained, Excited, Panicky) :
9. Character  
Moral Reputation  
(Excellent, Very good, Good, Fair, Poor) :
10. Group Work  
(a) Attitude towards other Officers  
(Friendly, Co-operative, Obstructive,  
Individualistic, Selfish) :
- (b) Attitude towards subordinates  
(Human, Considerate, Sympathetic, Indifferent,  
Inconsiderate) :
- (c) Leadership  
(If duties indicate the capability to exerting  
influence, Tactfulness, organizational capacity, :  
courage, initiative, Firm and imperturbable  
attitude in difficult times):
- (d) Promptness in disposal of work(Yes or No) :

- (e) Speed of decision  
(Very quick, Fairly quick, Sure, Hesitant, Indecisive) :
11. Professional ability  
Possession of Professional Knowledge and skills and the ability to translate them into work situation in achieving the set tasks. :
12. Integrity :
13. Capability & Willingness to take additional work :
14. Communication Skills  
(Oral / Written) :
15. Relationship with Public :
16. Discipline  
(Adherence to expected standards of Conduct and respect for organizational norms/instructions) :
17. Cost consciousness  
Efforts towards optimum utilization of available resources and elimination of waste. :
18. Has the employee been reprimanded for indifferent work or for other causes during the period under report? :
19. Has he/she the necessary ability and character for being continued in the Present post? If so, whether he/she is Fit for promotion? :

20. Have Inspecting Officers had occasion to find any serious fault with his/her work?  
[If so, mention reference letter(s)] :

21. Has he/she done any outstanding work?  
If yes, furnish reference(s) :  
Yes/No

22. (a) Is the officer absolutely below average? :  
Yes/No

(b) If “yes”, what remedial defects been Brought to his/her notice in the past and To what extent, he/she has shown Improvement in that behalf :

23. Training need, if any :

24. Any additional general remarks :

25. Overall Rating by Reporting Officer :  
(in a scale of 1 to 5 points)

**Signature of the Reporting officer**

Name in Block Letters

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 5 points

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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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**COUNTER SIGNATURE**

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*APAR's with overall rating being 5 and 1, and / or adverse remarks will be submitted to the Vice-Chancellor.*

**VICE-CHANCELLOR / REGISTRAR**



## Appendix

### Part-I

1. Regular or Adhoc
2. Scale of pay
3. Category (SC/ST/OBC/Others)
4. Academic & Professional Qualification
5. Membership of Professional organization(s) if any
6. Have you submitted your latest return of immovable property (Yes/No), If yes, date of submission.

### Part-II

7. Length of service under Reporting Officer, during the period of report.
8. Professional Ability:  
Possession of Professional knowledge and skills and the ability to translate them into work situation in achieving the set tasks.
9. Capability & Willingness to take additional work
10. Communication Skills (Oral / Written)
11. Relationship with Public
12. Discipline:  
(Adherence to expected standards of conduct and respect for organizational norms/instructions)
13. Cost Consciousness:  
Efforts towards optimum utilization of available resources and elimination of waste.
14. Has the employee been reprimanded for indifferent work or for other causes during the period under report?
15. Training need, if any.