

INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE
ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP -I & II

From to.....

PART - I
PARTICULARS OF THE EMPLOYEE
(To be furnished by the Administration)

- 1 Name (In Block Letters):
- 2 Date of Birth:
- 3 Date of Joining in IPIRTI:
- 4 Department
- 5 Present Post:
 - a) Designation:
 - b) Group & Grade:
 - c) Date of appointment to the present post:
 - d) Date of Joining the Department
- 6 Reporting Officer:
- 7 Reviewing Officer:
- 8 Qualifications (Academic/Scientific/Technical)

Degree/Diploma/Certificate	Year	Subject & Specialization

10. Leave Record (Other than casual leave)

Verified by:

Signature of AO/SO
with Date

Signature of the Employee
with Date

PART II

PERFORMANCE APPRAISAL

Part II (A) SELF-ASSESSMENT BY THE EMPLOYEE

Period (From to)

- 1 Programmes/Activity(ies)/Project(s):
(Give titles)
- 2 Status in the Programme(s) Activity(ies)/ Project(s)
Please tick the relevant Box

Team	<input type="checkbox"/>	Member(s)
Technical Support	<input type="checkbox"/>	
General	<input type="checkbox"/>	Assistance

- 3 Tasks assigned during the period:
(Please give information in the format enclosed)
- 4 Tasks completed during the period:
(Please give information in the format enclosed)
- 5 Any specialized work done or distinguished service rendered:
- 6 Please state whether the annual return on immovable property (if applicable) for the preceding calendar year filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Signature of the Employee
with Date

II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

Reporting Officer:

a) Name (In block Letters):

b) Designation:

Critical Appraisal by the Reporting Officer:

Grade awarded by the Reporting Officer:
(Seven-point scales to be inserted).

Signature of the Reporting Officer
with Date

Appraisal by the Reviewing Officer:

a) I accept the self-assessment report of the employee except for the following:

b) Grade awarded by the Reviewing Officer:

Signature of the Reviewing Officer
with Date

Note:

- i. Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institution/Designated Authority.
- ii. If the assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using xeroxed copies of this page only.
- iii. Provision has to be made for one more column wherein the employee states his/her assessment expected by him/her of the reporting officer which will marginalize wide variations in the overall assessment.

Part II (C) *DECISION OF THE ACCEPTING OFFICER

Remarks by the Accepting Officer:

Final Grade Awarded:

Signature of the Accepting Officer with Date

* The part is to be filled only in case of Difference in opinion.

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ANNUAL PERFORMANCE APPRAISAL REPORT

PART III: BEHAVIOURAL ASPECTS

Period: From to.....
(Completed form is to be returned to the Administration for record and necessary action)

- 1 Name of the Employee : (In Block Letters)
- 2 Designation:
- 3 Department.
- 4 Employee's profile: (Please ✓ mark the relevant box)

Attributes	Outstanding (5)	Very Good (4)	Good (3)	Satisfactory (2)	Poor (1)
a) Intelligence & Industry					
b) Creativity & Motivation					
c) Ability to work in a team					
d) Sense of responsibility/discipline					
e) Punctuality and Attendance					

- 5 Integrity : (As per guidelines issued by Govt. of India)

- 6 Final Marks:

Signature of the Reporting Officer
with Date

Signature of the Reviewing Officer
with Date

- I Please read carefully the attached guidelines before filling up this column.
- II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.
- III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category "Poor" as well as adverse remarks on "Integrity" shall be communicated.

INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE
PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from:to.....

- 1 Name of the Employee: (In block letters)
- 2 Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer
with Date

GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL, REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT.

"A" DATED

20TH

MAY,

1972.

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:

- a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he

has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:

Part I: Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

Part II: Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (Part I) will be awarded according to assessee's rating on a seven-point scale, as under:-

Outstanding	-	100 marks
Excellent	-	90 marks.
Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.

TASK ASSIGNED DURING THE PERIOD COVERED BY THE REPORT
(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:
(In block letters)

Reporting Period

From..... to.....

1 General Tasks:

2 Special Tasks:

Signature of the Employee
with Date

Signature of the Reporting Officer
with Date

TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT
(To be filed at the end of the Reporting Period)

Name of the Employee:
(In block letters)

Reporting Period

From..... to.....

1. General Tasks:

2. Special Tasks:

Signature of the Employee
with Date

Signature of the Reporting Officer
with Date