

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

**Annual Performance Appraisal Report (APAR)
for Directors/Deans/Registrar/Comptroller**

Report for the Calendar Year: 1st January to 31st December, _____

PART I

PERSONAL DATA

(To be filled by the Administrative Section of the concerned Directorate/Office/College)

1. Name of the Officer :

2. Date of Birth :

3. Date of continuous appointment to the present grade/AL/PML : Date:
Grade/AL/PML:

4. Present post and date of appointment thereto : Present Post:
Date:

5. Period of absence from duty (on leave, training, etc. during the year. If he/she had undergone training, please specify duration, institution and the field) :

6. Please state whether the annual return on immovable property for the preceding calendar year was 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. :

7. Please attach Annual Health Checkup Report from the University's M. O. for the assessment year :

PART II

(To be filled in by the officer reported upon)

1. Brief description of duties:

2. Please specify the quantitative / physical / financial / targets / objectives (1 to 10 items priority-wise / in order of importance) set for yourself or that were set for you and your achievements against each target.

S. No.	Targets / Objectives (Ongoing/New)	Achievements
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

3(a) Please state briefly the shortfalls with reference to the targets / objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.

S. No.	Targets /Objectives (Ongoing/New)	Shortfalls, if any	Constrains, if any
1.			
2.			

3.

4.

5.

6.

7.

8.

9.

10.

3(b) Please also indicate items in which there have been significantly higher achievements in relation to the targets and your contribution thereto.

S. No.	Targets /Objectives (Ongoing/New)	Significantly Higher Achievements	Remark
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

PART III
TO BE FILLED IN BY THE REPORTING AUTHORITY

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. Quality of output

Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. Knowledge of sphere of work

Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

1. Leadership qualities:

Please comment on the capacity of the officer to set targets and objectives, understanding of the environment, anticipate change and contribute new methods of work towards achieving the targets and objectives.

2. Management qualities:

Please comment on the officer's willingness to assume responsibilities, organizing capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.

3. Initiative and planning ability:

Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations on his / her own; willingness to take additional and new areas of work.

4. Decision making ability:

(Please comment on his / her ability to take decisions and to weigh pros and cons of alternatives.)

5. Communication skills (written and oral):

(Please comment on the ability of the officer to communicate and on his / her ability to present arguments.)

6. Appraising ability:

(Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.)

7. Inter-personal relations and team work:

(Please comment on the quality of relationship with superior colleagues and subordinates on his / her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.)

8. Relations with the public:

(Please comment on the officer's accessibility to public and responsiveness to their needs.)

9. Attitude towards Scheduled Castes / Scheduled Tribes / Weaker Sections of the Society:

(Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his / her efforts to deal with them.)

10. Attitude and potential:

(Please indicate three fields of work from amongst the following for possible specialization and career development of the officer through online/offline mode. Please mark 1, 2, 3 in three appropriate boxes.)

1. Personal Administration
2. Financial Administration
3. Rural Development Administration
4. e-Governance/ Online Management System

- 5. Planning including project formulation, management and evaluation
- 6. Campus Management
- 7. Stores & Procurement
- 8. Leadership Development Programme
- 9. Corporate Social Responsibility
- 10. Recent Innovations in Education Technology

PART IV
GENERAL

1. State of Health:

2. Integrity:

3. General Assessment:

Please give an overall assessment of the officer with reference to his / her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.

4. Grading:

(Outstanding / Very Good / Good / Average / Below Average)

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Place:

Signature of the Reporting Authority

Date:

Name in Block Letters:

Designation:

PART V
REMARKS OF THE REVIEWING/ACCEPTING AUTHORITY

1. Length of service under the Reviewing Authority:

2. Is the Reviewing Authority satisfied that the Reporting Authority has made his / her report with due care and attention and after taking into account all the relevant materials?

3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority?
(In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?)

4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the meritorious work of the officer.

5. Has the officer any special characteristics, and or any exceptional merits or abilities which would justify his / her advancement and special selection for higher appointments? If yes, please mention these characteristics briefly.

Place:

**Signature of the Reviewing Officer-cum-
Accepting Authority of CAU, Imphal with Seal**

Date:

**Time Schedule for Preparation/ Completion of
Annual Performance Appraisal Report (APAR)
Other than Teachers of HQ/Colleges/ KVKs/ AICRPs/MTTCs/VTCs
of CAU (Imphal)**

Reporting Year – Calendar Year (1st January to 31st December, _____)

S. No.	Activity	Date by which to be Completed
1.	Distribution of APAR form to all concerned to be reported upon after completion of Part-1 by the concerned Office/ Section.	31 st December (This may be completed even a week earlier)
2.	Submission of self-assessment by the concerned staff reported upon to the Reporting Officer.	15 th January
3.	Submission of report by the Reporting Officer after general assessment and numerical grading to the Reviewing Officer.	31 st March
4.	Completion of report by the Reviewing Officer with critical remarks and numerical grading and sending it to the concerned Section/ Office/ Cell.	30 th April
5.	Disclosure of the evaluation including the numerical grade awarded by the Reporting and Reviewing Officers to the concerned staff reported upon.	1 st June
6.	Receipt of representation, if any, on the completed APAR from the concerned staff reported upon by the Section/ Office/ Cell.	15 th June
7.	Forwarding of representation received from the concerned staff reported upon by the APAR Section/Office/Cell to the Competent Authority.	21 st June
8.	Disposal of representation by the Competent Authority, with concurrence or rejection.	Within one month from the date of receipt of representation
9.	Communication of the decision of the Competent Authority on the representation received to the APAR Section/ Office/ Cell.	15 th August
10.	End of entire process, after which the APAR will be finally taken on record by the concerned Office/Section.	31 st August