

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR DEPUTY REGISTRAR/ DEPUTY COMPTROLLER/ SECRETARY TO VC/
ASSISTANT REGISTRAR/ASSISTANT COMPTROLLER/ HEAD ASSISTANT/
ACCOUNTANT/ASSISTANT/ACCOUNTS ASSISTANT**

Name of Office/ College: _____

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

**PART- I
PERSONAL DATA**

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

1. Name of the Officer (in :
CAPITAL letters)

2. Date of Birth (DD/MM/YYYY) :
(In words)

3. Date of continuous appointment : Date: _____ Grade/PML:
in the present grade/PML

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

5. Whether the officer belongs to :
SC/ST?

6. Period of absence from duty (on :
training, leave etc.) during the
year. If he/she has undergone
training, specify

PART- II

To be filled in by the Officer Reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties:

2. Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (*Example: Annual Action Plan for your Section*):

Targets/Objectives/Goals	Achievements

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

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(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

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4. 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:

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5. Please attach Annual Health Checkup Report of the University's M. O. for the assessment year.

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Dated:

Place:

Signature of officer reported upon

PART- III

1. Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest: *(Please read carefully the instructions before filling the entries)*

(A) Assessment of work output (weightage to this Section would be 40%)

Particular	Reporting Authority	Reviewing Authority (Refer Para 2 of PART-V)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on 'Work Output' [Total= (i to iv)/4]			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

Particular	Reporting Authority	Reviewing Authority (Refer Para 2 of PART- V)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes' [Total= (i to ix)/9]			

(C) Assessment of functional competency (weightage to this Section would be 30%)

Particular	Reporting Authority	Reviewing Authority (Refer Para 2 of PART- V)	Initial of Reviewing Authority
i) Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency' [Total= (i to vi)/6]			

PART- IV

GENERAL

1. Relations with the public (wherever applicable):

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

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer.)

3. State of Health:

4. Integrity:

(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (Ref. 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in **PART- III** of the Report:

Date:

Signature of the Reporting Officer

Place:

Name in Block Letters:

Designation:

During the period of Report:

PART- V
REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer:

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in **PART- III** & **PART- IV**? Do you agree with the assessment of Reporting Officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref: **PART- III(A)(iv)** and **PART- IV(5)**] (In case you do not agree with any of the numerical

assessments of attributes, please record your assessments in the column provided for you in that section and initial your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen picture by **Reviewing Officer**. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his/her attitude towards weaker sections:

5. Overall numerical grading on the basis of weightage given in Section- A, Section- B and Section-C in **PART- III** of the Report:

Signature of the Reviewing Officer

Date:

Name in Block Letters:

Place:

Designation:

During the period of Report:

Guidelines regarding filing up APAR with numerical grading

- (i) The Columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) 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. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as “Very good” and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”.

Time Schedule for Preparation/Recording/Completion

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 blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given) after completion of Part-I by the concerned office/section, if applicable.	31 st December (This may be completed even a week earlier.)
2.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15 th January
3.	Forwarding of report by Reporting Officer to Reviewing Officer.	31 st March
4.	Forwarding of report by Reviewing Officer to Administration or APAR Section/Cell or Accepting Authority, wherever provided.	30 th April
5.	Appraisal by Accepting Authority, wherever provided.	31 st May
6.	(a) Disclosure to the officer reported upon where there is no Accepting Authority. (b) Disclosure to the officer reported upon where there is Accepting Authority.	1 st June 15 th June
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representations to the Competent Authority: (a) Where there is no Accepting Authority for APAR (b) Where there is Accepting Authority for APAR.	21 st June 6 th July
9.	Disposal of representation by the Competent Authority.	Within one month from the date of receipt of representation
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell/Section.	15 th August
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st August