



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category

Form – CR 15

ANNUAL PERFORMANCE APPRAISAL REPORT FOR TECHNICAL STAFF i.e. Technical Officers (Lab/X-Ray/OT/Dialysis etc.)

Report for the year/period

Department /Section/Unit: _____

Part-I PERSONAL DATA

(To be filled by the Administrative section concerned of the Ministry/Department/Office, in its absence, Reporting Officer to get it from officer reported upon)

1.1 Name of Officer/Employee:

1.2 Present Designation:

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1.3 Date of Joining the Service:

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1.4 Date of Birth (DD/MM/YYYY):

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1.5 Present Pay in the Pay Band + Grade Pay/
Pay Matrix:

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1.6 Date of continuous appointment
in present grade:

1.7 Present post and date of posting thereto:

1.8 Period of discontinuity from duty :

a) On account of Leave:

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c) Total Number of days absent from duty without prior permission of competent authority

1.9 Academic and Professional Qualifications:

1.10 If yes, Please specify

1.11 Training/Refresher Courses attended and Professional qualification, if any, attained during the Reporting year:

Part-II SELF APPRAISAL

(To be filled up by the Official/Officer reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief description of duties of posts

2. Please specify targets/objectives goals (in quantitative or other terms) of work you set for yourself or that were set for you. (8 to 10 items priority-wise/ in order of importance) that were set for you and your achievements against each targets).

Targets/Objectives/Goals	Achievements

3. A) Please state briefly, the shortfalls with reference to the targets/objectives referred to in column 2.2. Please specify constraints if any, in achieving the targets.

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

4. Please state whether the annual return on immoveable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given.

Place:

Date:

Signature of the Officer reported

upon Name _____

Part-III APPRAISAL (To be filled by the Reporting Officer)

1. Does the Reporting Officer agree with self appraisal of the officer reported upon as mentioned in Part-II? If not, the extent of disagreement and reasons thereof.

Assessment by the Reporting & Reviewing Authority

Sl. No.	Items	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i)	Extent of accomplishment of planned work assigned as per para 2.2			
(ii)	Quality of output			
(iii)	To apply the technical knowledge and examine the technical problems			
(iv)	Accomplishment of exceptional work unforeseen tasks performed			
(v)	Overall Grading on 'Work Output' [(i+ii+iii+iv)/4]			
(vi)	Grading consequent to 40% weightage of the grade on 'Work Output' [2(v) x 0.4]			

3. Assessment of Personal Attributes

(Numerical grading is to be assigned by Reporting Authorities on a scale of 1-10, where 1 refers to the lowest and 10 to the highest grade. **(Weightage to this Section would be 30 percent)**. See instructions.

Sl. No.	Items	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i)	Attitude to work			
(ii)	Sense of responsibility			
(iii)	Maintenance of Discipline			
(iv)	Communication skills			
(v)	Capacity to work in team spirit			
(vi)	Capacity to adhere to time-schedule			
(vii)	Inter-personal relations with public dealing			
(viii)	Dependability and willingness to take responsibility			
(ix)	Overall Grading on Personal Attributes [(i+ii+iii+iv+v+vi+vii+viii)/8]			
(x)	Grading consequent to 30% weightage of the grade on 'Personal Attributes' [3(ix) x 0.3]			

4. Assessment of Functional Competency

(Numerical grading is to be assigned by Reporting Authorities on a scale of 1-10, where

(i)	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them effectively.			
(ii)	Strategic planning ability			
(iii)	Decision making ability			
(iv)	Coordination ability			
(v)	Ability to motivate and develop subordinates			
vi)	Initiative			
(vii)	Overall Grading on 'Functional competency' [(i+ii+iii+iv+v+vi)/6]			
(viii)	Grading consequent to 30% weightage of the grade on 'Functional Competency' [4(vii) x 0.3]			

PART-IV

GENERAL

ATTRIBUTES

1. Relations with patients/visitors (wherever applicable).

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

needs).

2. Effectiveness in the development and Protection of Scheduled castes and/or Scheduled Tribes:

a) Attitude towards SCs and/or STs

b) Sensitivity to social justice

c) Ability to take quick and effective Action to prevent and quell atrocities & ensure justice to SCs and/or STs

d) Effectiveness in bringing about the Development of SCs and/or STs

*3. Effectiveness in the development and Protection of Scheduled castes and/or Scheduled Tribes:

Signature of the Reporting Officer

Name in Block Letters: _____

Designation: _____

Place: _____

Date: _____

During the period of Report: _____

Part-V REMARKS OF 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? In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in Part-III and Initial your entries.

Yes, I agree.

No, I do not agree. I have recorded my assessment in Part-III.

(Please strike out whichever is not applicable)

3. In case of difference of opinion, please give details and reasons for the same.

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4. Comments, if any, on the Pen picture written by the Reporting Officer.

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5. Overall numerical grading on the basis of weightage given in para 2, 3 and 4 in Part III of the Report.

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Signature of the Reviewing Office