

**NEW DELHI MUNICIPAL COUNCIL
NDMC PALIKA KENDRA, NEW DELHI**

Annual Performance Assessment Report (APAR)

Head Asstt., Sr. Asstt., Jr. Asstt., Clerical Asstt., D.E.O. & Similar Other Ministerial Staff.

Period of Assessment from _____ to _____

**PART-I
DATA**

PERSONAL

1.1 Name of Officer:

Employee Code No.

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

1.2 Date of Joining the Service:

1.3 Date of Birth:

1.4 Whether the officer belongs to SC/ST/OBC :

1.5 Date of continuous appointment to present grade: Date Grade

1.6 Present post and date of posting thereto Date Grade

1.7 Period of discontinuity from duty: a) On account of Leave

b) On account of Training/other official
Assignments

1.8 Academic and Professional Qualifications:

PART- II Brief description of assignments:

2.1 Brief resume of work done and achievements with particular mention of the specific tasks and actions assigned to you during the period in about 100 words

2.2 Any other additional and unforeseen assignments carried out/Initiatives undertaken worth mentioning.

(Officer Reported upon Signature with date)

PART -III

3.0 Do you agree with the self appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any.

3.1 Assessment of work output (weightage 40%)

| | Reporting Authority | Reviewing Authority |
|--|----------------------------|----------------------------|
| i) Extent of Accomplishment of work assigned as per para 2.1 | | |
| ii) Quality of work output | | |
| iii) Accomplishment of exceptional work /unforseen tasks performed as per para 2.2 | | |
| Overall Grading | | |

3.2 Assessment of personal attributes (weightage 30%)

3

| | Reporting Authority | Reviewing Authority |
|--|---------------------|---------------------|
| i) Attitude to work | | |
| ii) Sense of responsibility and initiativeness | | |
| iii) Discipline & Punctuality | | |
| iv) Communication Skills | | |
| v) Capacity to work in team spirit | | |
| vi) Capacity to work in time limit | | |
| Overall Grading | | |

3.3 Assessment of functional competency (weightage 30%)

| | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|---|---------------------|---------------------|--------------------------------|
| i) Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them effectively | | | |
| ii) Proficiency in typing both speed and accuracy wherever applicable | | | |
| iii) Expression on paper in discussion, wherever applicable | | | |
| iv) Maintenance of office record, files and their weeding out, wherever applicable | | | |
| v) Computer knowledge and its operation | | | |
| vi) Coordination ability & Public Relation | | | |
| vii) Dependability, intelligence, industry, promptness in carrying out instructions | | | |
| Overall grading on functional Competency | | | |

Overall grading of Part-III on scale 1-10

| Grading | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|-----------------|---------------------|---------------------|--------------------------------|
| Part 3.1 | | | |
| Part 3.2 | | | |
| Part 3.3 | | | |
| Overall Grading | | | |

PART-IV: General Attributes (Weightage not applicable)

4.1 Integrity: Please comment on integrity of the officer if it is not beyond doubt separately as per instructions otherwise write "beyond doubt".

4.2

| | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|---|---------------------|---------------------|--------------------------------|
| i) State of Health | | | |
| ii) Attitudes towards weaker section and SC/ST/OBC | | | |
| iii) Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop alongwith training needs. | | | |

4.3 Pen Picture in about 70 words:

Date:

Signature of Reporting Officer

Place:

PART-V: REVIEW

- I) Length of Service under Reviewing Authority
- II) Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that part and initial your entries.

Yes

No

- III) In case of difference of opinion details and reasons for the same may be given
- IV) If the officer reported upon is a member of SC/ST/OBC, please:
Indicate specifically whether the attitude of reporting officer in
Assessing the performance of SC/ST/OBC officer has been fair
and just.
- V) Overall Grade on scale 1-10:

Date:

Signature of Reviewing Officer

Place: