

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

**Annual Performance Assessment Report (APAR) for the  
officers of the NDMC**

Chief Engineer/ Addl. Chief Engineer/ Chief Architect/ Dy. Chief Architect/  
Sr. Architect/ Architect / Director (Hort.)/ Addl. Dir. (Hort.)/ Dy. Dir. (Hort.)/  
Superintending Engineer/ Executive Engineer / Assistant Engineer

Period of Assessment from \_\_\_\_\_ to \_\_\_\_\_

**PART-I**

**PERSONAL DATA**

1.1 Name of Officer :

Employee Code No.

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1.2 Date of Joining the Service :

1.3 Date of Birth :

1.4 Date of continuous appointment to present grade :      Date                      Grade

1.5 Present post and date of posting thereto                      Date                      Grade

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

b) On account of Training/other official  
Assignments

1.7 Academic and Professional Qualifications:

1.8 Registration No. of Council of Architecture:  
And date upto which it is valid (applicable  
in case of Architects only.

1.9 Inland/Foreign Training/Refresher Courses undertaken:  
And Professional qualification attained

1.10 Fellowship/Membership of Professional Bodies/  
Departmental Exam qualified

## **PART- II Self Appraisal for the year**

2.1 Brief description of duties of the post

2.2 Please specify the quantitative/ physical/ financial targets/ objectives (8 to 10 items priority-wise/ in order of importance) that were set for you and your achievements against each target.

Targets:

Achievements:

2.3 Please comment briefly on your achievements with reference to targets/objectives referred to in column 2.2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

2.4 Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints/if any, in achieving the targets.

2.5 Have you filed your immovable property return as due. Yes/No Date  
If yes, please mention date

a) Have you set the annual work plan for all officers for the Current year in respect of whom you are the Reporting Authority? Yes/No

b) Have you written the APAR of all officers in respect of Whom you are the reporting authority? Yes/No

2.6 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 of Reported Officer (weight age 40%)  
On scale 1-10: See instructions.

	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
i) Extent of Accomplishment of planned work as per para 2.2 above			
ii) Quality of work output			
iii) Accomplishment of additional assignments of initiatives undertaken as per para 2.6 above			
Overall Grading on Work Output			

3.2 Assessment of personal attributes (weightage 30%)  
On scale 1-10: See instructions

	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
i) Attitude to work			
ii) Sense of responsibility and initiative taking ability			
iii) Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Disposition for team work			

●) Capacity to work to time lines			
viii) Inter-personal relations			
Overall Grading on personal attributes			

3.3 Assessment of functional competency (weight age 30%)  
On scale 1-10 : See instructions

	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) Strategic planning ability			
iii) Decision making ability			
iv) Analytical Ability			
v) Coordination ability			
vi) Ability to motivate and develop subordinates			
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 :

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) Remarks/observation on the Pen Picture by the Reporting Officer:
- V) Overall Grade on scale 1-10

Date:

Signature of Reviewing Officer

Place:

**PART-VI: REMARKS OF THE COUNTERSIGNING OFFICER**

Signature.....

Name in Block Letters.....

Designation.....