

NEW DELHI MUNICIPAL COUNCIL
NDMC PALIKA KENDRA
NEW DELHI

Annual Performance Appraisal Report for Officers of the

NDMC

Principal, Vice Principal, Dy. Edn. Officer

Name of Officer : Emp. Code No.

Report for the year/period ending :

Department/Office of

Report for year period ending :.....

Part - I Personal Data & Duties & Responsibilities

(To be filled by the concerned Administrative Section)

PART-I
SELF APPRAISAL

- 1. Name of Officer.....
- 2. Date of Birth (DD/MM/YYYY)/...../..... (In words)
- 3. Date of continuous appointment to the present grade Date Grade
- 4. Present post and date of appointment thereto Post Date
- 5. Period of absence from duty (on training leave etc.) during the year. If he has under gone training, specify.

Part - II SELF APPRAISAL (To be filled in by the Officer reported upon)

1. Brief description of duties

2. Please specify targets/objectives/goals (in 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 Division/Dept.)

Target/Objectives/Goals	Achievements

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.

--

(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 imovable property for the preceding calender year was filed within the prescribed date i.e. 31st January of the year following the calender year. If not, the date of filing the return should be given.

Date :

Signature of officer reported upon

PART - III REMARKS OF REPORTING OFFICER

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 guidelines before filling the entries)

(A) Assesment of work output (weigtage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/ work alloted as per subjects allotted			
ii) Devotion to duty			
iii) Analytical ability			
iv) Accomplishment of exceptional work/ unforeseen tasks performed			
v) Integrity			
Overall Grading on 'Work Output'			

(B) Assesment of Personal attributes (weigtage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	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			
viii) Overall bearing and personality			
Overall Grading on 'Personal' Attributes'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	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'			

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 toward weaker sections.

6) Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place :

Name in Block Letters :

Designation :

Date :

During the period of Report :

PART - V

1. REMARKS OF THE REVIEWING OFFICER:

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-3 & Part-4 ? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Part-3(A) (iv) and Part-4 (5))

(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 that section and initial your entries)

Yes	No
-----	----

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 attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in Section A, Section B and Section C in Part-3 of the Report.

Signature of the Reporting Officer

Place :

Name in Block Letters :

Designation :

Date :

During the period of Report :

Guidelines regarding filing up of APAR with numerical grading

- (i) The columns in the APAR should be filled in 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 8 and short of 8 will be rated as "**Very Good**" and will be given a score of 7
- (v) APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5
- (v) APARs graded below 4 will be given a score of "Zero"

Guidelines regarding the colour scheme to be used by different grades of NDMC Officers while filling up their APAR form

(1) Green	-	Doctor
(2) Yellow	-	Principal, Vice Principal, Dy. Edn. Officer
(3) Blue	-	Deputy Director, Accounts Officer
(4) Pink	-	Joint Director & Head of Department
(5) White	-	Section Officer, A.A.O