



JAMIA HAMDARD

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

Form - CR 12

Annual Performance Assessment Report for Lady Health Visitor/Staff Nurse/Ward Sister/Attar/Dark Room Asstt.

PART - I

1. Reporting period From _____ To _____
2. Name _____
3. Date of Birth _____
4. Designation _____
5. Qualification _____
6. Scale of Pay
i) Basic Pay _____
7. Date from which present post held _____
8. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
9. Period of absence on account of Training _____
training/long leave (more than 3Leave _____
months) Leave _____

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:

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2. Please specify targets/objectives/goals (in qualitative 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 achievements against each target. (Example: Annual Action Plan for your division)

Targets/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 contributions thereto:

4. Please state whether the annual return on immovable 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:

PART - III - 'A'

(Assessment by the Reporting Officer)

1. General

S.No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
i)	General Health						
ii)	Temperament						
iii)	Regularity and punctuality						
iv)	Diligence						
v)	Intelligence						
vi)	Initiatives						
vii)	Self Confidence						
viii)	Technical Coordination						
ix)	Willingness to learn						
x)	Project Management						

2. Integrity

(Please comment on the integrity of the officer)

- 3. Relations with public (wherever applicable)**
 (Please comment on the officers accessibility to the public and responsiveness to their needs)

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4. Professional Skills

Assessment					
Excellent	Very Good	Good	Fair	Poor	Not Applicable

5. Technical Knowledge

Assessment					
Excellent	Very Good	Good	Fair	Poor	Not Applicable

- 6. Whether the official has been responsible for any outstanding work during the period under review meriting special cementation, if so what:**

PART - III - 'B'

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. *

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

		Reportin g Authorit y	Reviewin g Authority	Initial of Reviewin g 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'				

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

		Reporting Authority	Reviewing Authority	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 limit			
viii)	Inter-personal relations			
Overall Grading on 'personal attributes'				

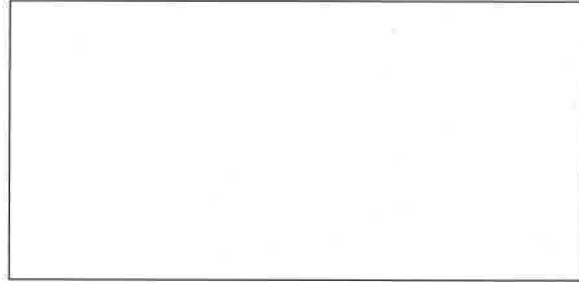
(3) Assessment of functional competency (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii)	Strategic planning ability			
iii)	Decision-making ability			
iv)	Co-ordination ability			
v)	Ability to motivate and develop subordinates			
Overall Grading on 'functional competency'				

* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR proforma)

(4) Pen picture by Reporting Officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 1, 2 & 3 of Part-III 'B') and attitude towards the weaker sections)

(5) Overall numerical grading on the basis of weight age given in section 1, 2, & 3 in Part-III 'B' of the Report.



Dated :

Signature of the Reporting Officer

Name in Block Letters : _____

Designation: _____

Remarks by Reviewing Officer

1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III 'A' & 'B'? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part -III 'B' 1(iv) and Part III 'B'(4))

(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initials your entries)

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

3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section 1,2 & 3 in Part-III 'B' of the report.

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Signature of the Reviewing Officer

Dated :

Name in Block Letters : _____

Designation: _____