



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

**ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP 'A' OFFICERS**

Report for the period from 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March, 2022

**Part-I**

PERSONAL DATA

(To be filled by the Administrative Section concerned)

1	Name of the Officer	
2	Employee ID	
3	Designation	
4	Whether the Officer belongs to Scheduled Caste/Scheduled Tribe	
5	Date of Birth	
6	Educational qualifications including Professional and Technical qualifications	
8	Date of continuous appointment to the present Post	
9(a)	Present Post and date of Appointment thereto	
9(b)	Pay Level and Pay as on 01-07-2017	
10	Period of absence from duty (on leave, training etc.) during the year. If he has undergone training, please specify.	

**PART-II**

**Self-Appraisal** (to be filled by the Officers Reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of the duties

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2.A. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight or ten items of work in the order of priority and your achievement against each target.

Target/Objectives/Goals	Achievements

2 B: Please state briefly, the target set and the quantum of work done in regard to recording, indexing and weeding out of files, maintenance of Guard files, and others

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3A: Please state briefly the shortfalls with reference to the targets/objectives referred to the column 2. Please specify constraints, if any, in achieving the targets.

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

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3C: Any significant additional achievements apart from those mentioned in column 2.

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3D: Training programme attended.

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Signature of the Officer reported upon  
Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Date: \_\_\_\_\_

### **Guidelines regarding filling up of APAR with numerical grading**

- (i) The columns in the APAR should be filled in with due care and attention and after developing adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work and output or attributes or overall grad) would be adequately justified in 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 grade 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 grading between 6 and short of 8 will be rated as “Very good” and will be given a score of 7.
- (v) APARs grading between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be given a score of “Zero”.

**Part – III** (to be filled in by Reporting Officer)

1. Please state whether you agree with the self-appraisal of the Officer reported upon as mentioned in Part-II. If not, please furnish the factual details.

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2. Assessment of work output.

Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade. Weightage to this Section would be 40 percent.

S. No.	Items	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-IV)	Initials of Reviewing Authority
(i)	Accomplishment of planned work/work allotted as per subject allotted			
(ii)	Quality of output			
(iv)	Analytical ability			
(v)	Accomplishment of exceptional work/unforeseen tasks performed			
	<b>Overall Grading on 'Work Output'</b>			

3. **Assessment of personal attributes:** Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade.

S.. No.	Items	Reporting Authority	Reviewing Authority (Refer Para 2 of Part IV)	Initials 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 adhere to time schedule			
(viii)	Inter-personal relations			
(ix)	Overall bearing and personality			
	<b>Overall Grading on 'Personal Attributes'</b>			

4. **Assessment of functional competency:** Numerical grading is to be assigned by Reporting and Reviewing Authorities on a scale of 1-10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade. **Weightage to this section would be 30 percent.**

S. No.	Items	Reporting Authority	Reviewing Authority (Refer Para 2 of Part IV)	Initials of Reviewing Authority
(i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability			
(ii)	Strategic planning ability			
(iii)	Decision making ability			
(iv)	Coordination ability			
(v)	Ability to motivate and development subordinates			
(vi)	Initiative			
	<b>Overall Grading on 'Functional Competency'</b>			

5. Attitude towards Scheduled Caste / Scheduled Tribe / Weaker Sections of Society (Please comment on his/her understanding of the problems of Scheduled Caste / Scheduled Tribe / Weaker Sections and willingness to deal with them).

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6. Attitude and Potential: Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1, 2, 3, in three appropriate boxes).

- (i) Personal Administration (Faculty)
- (ii) Personnel Administration (Non-Teaching)
- (iii) Accounts
- (iv) Finance
- (v) House-Keeping, Security and associate functions
- (vi) Systems, O & M, Computerization
- (vii) Network Administration/Systems Administration
- (viii) Laboratory Administration
- (ix) Library Administration
- (x) Any other fields (please specify)

7. Training: Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.

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8. Additional Attributes for Deputy Registrars/Joint Registrars and its equivalent and above grades.

(i) Attitude towards environment

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(a) Please comment on his/her relations with the other organizations (MHRD/UGC/Others including State Government Organisations/Other Universities) and ability to elicit co-operation from them.

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(b) Please comment on his /her attitude towards Redressal of grievances relating to personal claims.

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9. State of health:

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10. Integrity:

(Please see note below the instruction)

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11. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

12. Overall numerical grading on the basis of weightage given in Para 2, 3 and 4 in Part-III of the Report.

**Signature of the Reporting Officer**

Place: Name in Block Letters \_\_\_\_\_

Date: Designation during the period of Report \_\_\_\_\_



## INSTRUCTIONS

*(To be read carefully before filling the entries in the APAR Forms)*

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basis and vital inputs for assessing the performance of an officer and for his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. The Performance Appraisal should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an Officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to higher authorities.
4. Answers shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer, Please use unambiguous and simple language. Please do not use omnibus expression like “Outstanding”, “Very Good”, “Good”, “Average”, “Below Average” while giving your comments.
5. The Reporting Officer shall, in the beginning of the year set quantitative / physical targets in consultation with each of the Officers with respect to whom he is required to be reported upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
6. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
8. It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.
9. Assessment should be confined to the appraisee’s performance during the period of report only.

10. Some of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraise is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.
12. The following procedure should be followed in filling up the column relating to integrity:
  - (i) If the Officer's integrity is beyond doubt, it may be so stated.
  - (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
    - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he had heard nothing against the officer, as the case may be.
    - (b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the confidential report.
    - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
    - (d) If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.
    - (e) When a Reporting Officer cannot in fairness to himself and to the Officer reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department, i.e., when a officer has worked under the Reporting Officer only for a brief period or has been on long leave, etc. the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Officer' work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

**IMPORTANT:** In cases where suspicion exists regarding the integrity of a subordinate officer reported upon, an entry in the integrity column can be made only after definite and distinct articles of charges have been framed.