



University of Hyderabad

(A Central University established by an Act of Parliament)
Prof. C. R. Rao Road, Gachibowli, Hyderabad-500 046

ANNUAL PERFORMANCE APPRAISAL REPORT (For Private Secretary & Personal Assistant)

PART I A – PERSONAL DATA
(To be filled in by the Personnel Section)

APAR FOR THE YEAR
(Assessing Period: 1st April 2021 to 31st March 2022)

Id. No.

ACR File No.

Name of the Employee :

Present Dept. / Centre / Section :

Designation :

.....
Date of Birth :

Date of appointment in the University :

Post in which initially appointed :

Date of appointment in the Present Post :

Pay Band + GP :

Period of absence from duty :-

1) On Leave :

2) Training etc. During the year :

(For any discrepancy in the personal data please contact the Personnel Section concerned)

Please read the instructions overleaf

Part – I 'B': INSTRUCTIONS & CAUTIONS

- Writing and submission of Annual Performance Appraisal Reports (APAR) is a **CRUCIALLY IMPORTANT** duty and responsibility. Do treat it as such
- Submit APAR forms without fail and punctually to the Registrar's office. Fill them in clearly and legibly.
- Every employee's Ability in and Fitness for his or her **PRESENT** Position and Occupation are to be evaluated and appraised annually.
- One part of this APAR (Annual Performance Appraisal Report) may require the employee himself or herself to conduct self-assessment. The activity should be counted seriously, objectively, even-handedly, fairly, accurately and impartially in light of actual performance during the year in question.
- On part of this APAR will ask immediately 'superior' officers to appraise the performance of employees. This task also must be performed seriously, objectively, even-handedly, fairly, accurately and impartially.
- Keep the following guidelines in mind while in APAR forms;
 - ❖ Initially, disregard your general impression of the employee; consider each specific factor or aspect in the form and fill in your assessment;
 - ❖ Consider the implications of your comment or grading before finally committing it to paper;
 - ❖ Generally assess an employee on the basis of **typical** behavior and action, **not** occasional or odd instances of behavior and action;
 - ❖ Make and commit your assessment to paper with utmost care and thought – each assessment may have consequences;
 - ❖ Disregard 'feelings' in making the assessment.
- Only after each specific factor or aspect has been graded, and consistently with that assessment, make your overall assessment. The overall assessment should be used to put into perspective the specific assessments, but it may include additional, especially positive, remarks where deserved.

If faults, weaknesses or lacunae are to be mentioned, also indicate whether the employee has been made aware of them, in what manner and do what effect.
- Since integrity of an employee cannot be assigned a grade or qualified, if there is no doubt about the integrity of the employee reported upon, the integrity may be recorded in the column assigned as "BEYOND DOUBT". If there is any doubt about the integrity, the relevant column may be left blank and a separate note may be attached to the APAR on this aspect.
- Indeed, in case of doubt arising regarding any aspect of the APAR form, do not hesitate to consult the Deputy Registrar (Reservation).

P.S. As per the G.O.I. instructions after the APAR has been reported / reviewed and accepted a copy of it shall be given to the concerned staff. The concerned staff shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he / she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.

PART-II: SELF-APPRAISAL

Name & Designation of Assesse : _____

_____ Id. No. _____

Period of Assessment : 1st April 2021 to 31st March 2022

Brief Resume of the work done during the year/period from..... to

(The resume to be furnished should be limited 100 words)

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

2. Please state, briefly, the shortfalls in your input and reasons therefor, if any.

4. Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given. (Wherever applicable)

Date :

SIGNATURE OF THE OFFICER REPORTED UPON

Guidelines regarding filling in of APAR with numerical grading

- i) The columns in the APAR should be filled 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. Grade of 1-2 or 9-10 are expected to be rare occurrence 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 short of 8 will be rated '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.
- vi) APARs graded below 4 will be given a score of zero.

PART-III APRAISAL:

1. Does the Reporting Officer agree with the statement made in Part-II? If not, the extent of disagreement and reasons thereof.

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2. (A) Assessment of work output (weightage to this Section would be 40%)

	Grading
i) Quality of work	
ii) Level of professional skills	
iii) Trust, worthiness in handling confidential matters and papers	
iv) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.	
Overall Grading on 'Work Output' [(i to iv)/4]	

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

	Grading
i) Attitude to work	
ii) Sense of responsibility	
iii) Maintenance of discipline	
iv) Communication skills	
v) Intelligence & Keenness	
vi) Ability to work in team	
vii) Ability to meet deadline	
viii) Regularity & Punctuality in attendance	
Overall grading on 'Personal Attributes' [(i to viii)/8]	

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

	Grading
i) Proficiency in working on computer	
ii) Proficiency and accuracy in stenographic work	
iii) Inter-Personal relations	
iv) Coordination ability	
v) Effective liaison, initiative and tact in dealing with telephone calls & visitors	
Overall grading on 'Functional Competency'	

PART-IV GENERAL

(i) Relations with public (Wherever applicable)

(Please comment on the officer's accessibility to the public and responsiveness to their needs)

(ii) Training:

(Please give recommendations for Training with a view to further improving the effectiveness & capabilities of the Employee)

(iii) State of Health:

(iv) Integrity:

(Please comment on the integrity of the Officer)

(v) Pen Picture by the Reporting Officer (in about 100 words) on the overall qualities of the Employee including areas of strength and lesser strength, extra ordinary achievement significant failures and attitude towards weaker sections

(vi) Overall numerical grading on the basis of weightage given in section A, B & C in Part III of the report

Signature of the Reporting Officer

Name in Block Letters:

Place:

Designation:

Date:

During the period of Report:

(Please fill in all the necessary information)