

**GOVERNMENT OF NCT OF DELHI  
INFORMATION TECHNOLOGY CADRE**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**GROUP 'C' NON -GAZETTED POST**

**NAME OF THE OFFICER** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**REPORT FOR THE  
YEAR/PERIOD FROM** : \_\_\_\_\_

**GOVERNMENT OF NCT OF DELHI  
INFORMATION TECHNOLOGY CADRE**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)  
(For Group 'C' Post)**

**PART - I**

(To be filled by the Office)

1. Reporting period From \_\_\_\_\_ To \_\_\_\_\_
2. Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Designation \_\_\_\_\_
5. Qualification \_\_\_\_\_
6. Scale of Pay  
i) Basic Pay \_\_\_\_\_  
ii) Grade Pay \_\_\_\_\_  
iii) Pay Band \_\_\_\_\_
7. Post & Date of Entry into IT  
Cadre (Delhi Govt.) \_\_\_\_\_
8. Date from which present post  
held \_\_\_\_\_
9. Whether SC/ST/OBC (Please  
tick mark) SC/ST/OBC
10. Period of absence on account of  
training/long leave (more than 3  
months) Training \_\_\_\_\_  
Leave \_\_\_\_\_

Date:

Signature & Stamp of Head of Office

**PART – II**

(To be filled by the person concerned)

A brief statement of the work handled by the official during the year /period under report.

**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 & Ability						
ix)	Willingness to learn						
x)	Proficiency in punching						

**2. Integrity**

(Please comment on the integrity of the officer)

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

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**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%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing 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 performa)

**(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)**

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**(5) 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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Dated :

Signature of the Reporting Officer

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

Designation: \_\_\_\_\_

**PART – V**

**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 initial 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: \_\_\_\_\_



## **Guidelines regarding filling up 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. 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 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.
- (vi) APARs grade below 4 will be given a score of zero.