ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR MULTI TASKING STAFF

Dep	artment/Office:	A ccomplishment of work allotted	
Ren	orting for the year/period ending:	Overall Creding on 'Werk Output'	
кор	orting for the year period chang.	Viry Cook Goals 1	_
(requirement this section would be 30%	rt I - Personal Data) sotudiant Amberral no montreeza	
3	(To be filled by the Admir	nistrative section of the Department/Office)	2
1	Name of the Official	Artificie fowards wask	
2	Designation/post held	Regularity and point energy world on the restaure of the contract of the contr	
3	Date of Birth (DD/MM/YYYY)	Mattenance of discipline Contamination skills	-
4	Whether the officer belongs to Scheduled Caste/Scheduled Tribes?	1 Tentipertantent	
5	Date of continuous appointment to the present grade	Capacity to work in ways limit	
6	Whether Permanent/Quasi-permanent or Temporary	Capacity to work an force during	
7	Section in which served during the year under report and period of service in each	Overall Grading on personal attributes	
8	Period of absence from duty on leave, training, etc. during the year	Assessment of flitterional compéténée (On a senie of 1-10	
1.	Part (To be filled Brief description of duties:	by the officer reported upon)	
		Overall Crading on functional should a small a competency	
		Comment on Integrity of the Officer	(3
Date	:	Signature of the officer	
esse:	Pa (To be filled by the Admir	nrt III – Appraisal nistrative section of the Department/Office)	
1)		ssion of the officer filled out in Part II. If not, the extent	0
٠			
	Has the officer been reprimanded for indi If so give brief particulars:	fferent work or for other cause during the period under repo	rt'
3)	Attitude towards SC and ST:	Signature of	
		Designation	_

Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)

S. No.	STAFF	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of work allotted			opartment Office
2	Quality of output	100		
	Overall Grading on 'Work Output'		Period ending:	teporting for the year

Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)

S. No.	the Departule (11/Office)	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards work		lacial	i ivame of the G
2	Regularity and punctuality in attendance		tilad n	2 Description of
3	Maintenance of discipline		17.7773.02.00	O draff in said F
4	Communication skills			
5	Temperament		ficer belongs to	* Whether the of
6	Sense of responsibility		Scheduled Tribes	Committee of the commit
7	Capacity to work in time limit	3.6	ous appointment to	
8	Capacity to work in team Sprite			present grade Whether Perms
9	Inter-personal relations		HULHSRE MALL, TIME	or Temporary
	Overall Grading on personal attributes		h ser ed during the	Section m while

Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)

S. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of organisational structure of relevant field	Part II - Self Apprail	tad off)	
2	Coordination ability		estub to	
	Overall Grading on functional competency			

7)	Comment on Integrity of the Officer:	
	Signature of the offster)ate:
8)	Pen Picture by Reporting Officer on overall qualities of the office strength and his attitude towards weaker section:	r including areas of strength and lesse
		THE SECTION OF THE SE
	somethings of the affice thing out in Part II. It not, the exicu	State whether you agree with the distance of careta therefore

Signature of the Reporting Officer Name in Block letters: Designation: Date:

	the officer given by the Reporting Officer?
Overall Grade (9-10: Outstanding, 7-	8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)
destruction of the second	
are or Britis (DDA/OAD XXXX	Signature of the Reviewing Officer Name in Block letters: Designation: Date:
	Date.
Part V – Coun	tersign/Remarks by Accepting Officer
	the officer given by the Reporting and Reviewing Office

2) Overall Grade (9-10: Outstanding, 7-8: Very Good, 5-6: Good, 3-4: Average, 1-2: Poor)

Signature of the Accepting Officer Name in Block letters: Designation: Date: