ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR SYSTEM ADMINISTRATOR

Department/Office/Institute _____

Reporting for the year / period ending _____

Part I - Personal Data

(To be filled by the Administrative section of the Department/Office)

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/ Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Period of absence from duty on leave, training, etc. during the year	

Part II – Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

2. Brief resume of the work done during the year/period bringing out any special achievements. In the event of Shortfall in achievements furnish reasons.

3. Details of courses under IGOT Karmayogi portal

No. of courses completed on IGOT portal

Name of the course	Duration of the course	Certificate attached (Yes/No)

4. Details of IT related training programme/workshops/refresher courses attended

5. Details of IT related additional qualification acquired during the reporting period.

Date:

Signature of the officer

Part III - Appraisal

(To be filled by the Administrative section of the Department/Office)

1) State whether you agree with the submission of the officer filled out in Part II. If not, the extent of disagreement and reasons therefore:

2) Has the officer been reprimanded for indifferent work or for other cause during the period under report? If so give brief particulars:

3) Attitude towards SC and ST:

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

S. No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Ability to manage the IT infrastructure of the institution; hardware, software, ethical and privacy issues			
2	Understanding of IT Act 2000, Cyber Security Laws, DPDP Act 2023, etc. and ability to apply relevant rules & regulations.			
3	Technical know how about user management, backup & recovery, troubleshooting, software updation, Security Management Institutional Technology Policy, use of Artificial Intelligence and Automation			
4	Proficiency in examining technological matters entrusted by the institution			
5	Promptness in adhering IT work			
6	Ability to adopt technological advancement			
	Overall Grading on 'Work Output'			

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

S. No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards work			
2	Regularity and punctuality in attendance			
3	Maintenance of discipline			
4	Communication skills			
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Capacity to work in team Spirit			
9	Inter-personal relations			
	Overall Grading on personal attributes			

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 Rules / Regulation / Procedure in the area of function			
2	Knowledge of subject matter			
3	Systematic maintenance of class records			
4	Strategic planning ability			
5	Decision making ability			
6	Ability to motivate and develop students			
7	Coordination ability			
	Overall Grading on functional competency			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

9) Overall Grade (0-10)

(Refer to the DoPT's guidelines issued vide Office Memorandum No. 21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009, adopted by the Goa Government vide Office Memorandum No. 23/7/2020-PER/2087 dated 21/09/2020)

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

Part IV – Remarks by Reviewing Officer

1) Do you agree with the assessment of the officer given by the Reporting Officer?

2) Overall Grade (0-10)
(*Refer to the DoPT's guidelines issued vide Office Memorandum No. 21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009, adopted by the Goa Government vide Office Memorandum No. 23/7/2020-PER/2087 dated 21/09/2020*)

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

Part V – Countersign/Remarks by Accepting Officer

1) Do you agree with the assessment of the officer given by the Reporting and Reviewing Officer?

2) Overall Grade (0-10)
(*Refer to the DoPT's guidelines issued vide Office Memorandum No. 21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009, adopted by the Goa Government vide Office Memorandum No. 23/7/2020-PER/2087 dated 21/09/2020*)

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