



# **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

(Established by Ministry of Human Resource Development, Govt. of India)  
Sector 81, Knowledge City, P. O. Manauli, S. A. S. Nagar, Mohali, Punjab

**YEAR- 20\_\_ - \_\_**

**ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP 'B' AND GROUP 'C' CATEGORIES (TECHNICAL, SCIENTIFIC, STORE KEEPING AND OTHER CADRES)**

**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_**

**PART – I (TO BE FILLED IN BY THE OFFICE)**

1. Name in Full :  
(in Block letters)
2. Whether the Officer reported upon belongs to Scheduled Caste/Tribe/OBC:
3. Unit/Establishment/Section :
4. Date of Birth :
5. Qualifications :
  - (a) Academic :
  - (b) Technical :
  - (c) Training :
6. Date of entry into continuous Service of IISER:
7. Permanent appointment held:

Grade \_\_\_\_\_ from \_\_\_\_\_

8. Details of appointments held during the year:-

Post	From	to	Pay Band	Grade Pay
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9. Period of absence from duty(Leave) during the year \_\_\_\_\_

Compiled by : (Sign) \_\_\_\_\_

\_\_\_\_\_  
(Name, Designation & Signature of Admin Personnel)

Date :

Checked by : (Sign) \_\_\_\_\_

\_\_\_\_\_  
(Name, Designation & Signature of Admin Personnel)

Date:

NOTE: Please do not leave any column blank

Name and initials of the Officer (reported upon) .....
.....

## Part II- Self Appraisal

(To be filled in by the official reported upon)

### 1. Brief Description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

### 2. Annual work plan and achievement

Tasks to be performed	Targets set for the year	Actual Achievements

NOTE: Please do not leave any column blank

Name and initials of the Officer (reported upon) .....
.....

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systematic improvements (resulting in significant benefit to the user/stake holder and/or reduction in time and costs)? If so, please give a brief description (within 100 words)

4. What are the factors that hindered your performance?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes.

Date :

(Signature of officer reported upon)

NOTE: Please do not leave any column blank

Part – III Appraisal/Rating Sheet

(To be filled in by the reporting officer)

1. Length of Service under Reporting Officer From \_\_\_\_\_ To \_\_\_\_\_
2. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish actual details.

3. Please comment on the claim (if made) of exceptional contribution by the Officer reported upon.

4. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish actual details.

NOTE : Please do not leave any column blank.

Signature of the Reporting Officer

5. Do you agree with the skill up-gradation needs as identified by the officer?

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6. Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%.

	Reporting Authority
I. Accomplishment of planned work	
II. Quality of output	
III. Accomplishment of exceptional work/unforeseen tasks performed	
IV. Analytical Ability	
Overall grading on 'Work Output'	

7. Assessment of Personal Attributes (on a scale of 1-10, weightage to this section will be 30%)

	Reporting Authority
I. Attitude to Work	
II. Sense of responsibility	
III. Punctuality in attendance	
IV. Interpersonal relations	
V. Communication skills	
VI. Team Spirit	
VII. Capacity to work in time limit	
Overall Grading on Personal Attributes	

NOTE : Please do not leave any column blank

Signature of the Reporting Officer

8. Assessment of Functional Competency (on a scale of 1-10, Weightage to this section will be 30%)

	Reporting Authority
I. Knowledge of Rules / Regulations / Procedures in the area of function and the ability to apply them correctly.	
II. Technical Knowledge	
III. Professional Writing Skills	
IV. Coordination ability	
Overall grading on 'Functional Competency'	

## 9. Integrity

10. State of health :

11. Details of Disciplinary Action during the year :

12. Comments of the Reporting Officer (in about 100 words) on overall qualities of the officer reported upon, including areas of strength and weakness and his/her attitude towards weaker sections.

13. Overall Grade (on score of 1-10)

\_\_\_\_\_

Date :

(Signature of Reporting Authority)

Place :

Telephone No. \_\_\_\_\_

NOTE : Please do not leave any column blank

**Part IV : Remarks by Reviewing Officer**

1. Length of service under Reviewing Officer. From \_\_\_\_\_ to \_\_\_\_\_
2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part III? Do you agree with the assessment of the Reporting Officer in respect of extraordinary achievements and/or significant failures of the Officer Reported Upon? Is the assessment justified or liberal? (In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in that section. Otherwise, put a cross across the column)

Yes/No

3. In case of difference of opinion, details and reasons for the same may be given.

4. Comments of the reviewing officer (in about 100 words) on overall qualities of the officer reported upon including areas of strength and weakness and his/her attitude towards weaker sections.

5. Overall Grade (on score of 1-10)

Date:

(Signature of Reviewing Authority)

Place:

Telephone no. \_\_\_\_\_

NOTE: Please do not leave any column blank.