

**GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF INFORMATION TECHNOLOGY**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**GROUP 'B' GAZETTED / NON-GAZETTED  
POSTS OF PROGRAMMER  
DATA PROCESSING ASSISTANT**

**NAME OF THE OFFICER :**

**DESIGNATION :**

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



**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 and Date of entry into IT :  
Cadre
8. Date from which present post :  
held
9. From which Caste belongs to ? : SC/BT/MB/OBC/EBC/ BCM/PWD/XSM  
[Please (✓ ) tick whichever is  
applicable]
10. Period of absence on account of Training :  
Training / long leave (more than 3  
months) Leave :

Date:

**Signature and Stamp of Head of Office**

**PART – II**

**SELF APPRAISAL**

(To be filled by the person concerned)

**1. Academic and Professional Qualifications (all examinations passed starting from the latest)**

Sl. No.	Exam. / Professional qualification	When completed?	Duration	Div./ Grade % of marks.

**2. Qualification acquired during the reporting period, if any.**

Sl. No.	Exam/Professional Qualification	Institution from which acquired	Duration of the course

**3. Details of IT related Training programmes / Conferences / Seminars attended during the period under report.**

Sl. No.	Training programmes / Conferences / Seminars attended	Duration

**4. Number of years of experience –**

(i) In IT Cadre :

(ii) Before joining IT Cadre :

**BRIEF DESCRIPTION OF SYSTEM / JOBS / PROJECTS ON WHICH WORKED  
DURING THE PERIOD UNDER REPORT**

Sl. No.	Activity	Achievements / Contributions
(i)	System/jobs/projects on which worked during reporting period (Additional pages may be attached, if absolutely necessary).	
(ii)	Manual Work (Scrutiny, coding, data control, proof reading etc.) with respect to system/jobs/projects mentioned above at (i).	
(iii)	System analysis and design work on each of job/project mentioned in (i) above.	
(iv)	Programming work done on each of the system/jobs/projects mentioned in (i) above.	
(v)	Documentation work.	
(vi)	Major programming language, analysis, tools, packages used during the assessment period (including OS, Scripting languages, etc.)	
(vii)	Other activities like organizing seminars, training packages, conferences, Road Show / Exhibition etc. (only IT related).	
(viii)	Computerization of record.	
(ix)	Self generated innovations.	
(x)	Significant achievements and contributions.	
(xi)	Any bottleneck / constraint which affected productivity with suggestions to remove the same.	

Date:

*Signature of officer reported upon*

**PART – III 'A'**

(Assessment by the Reporting Officer)

**1. General**

Sl. 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						
(ix)	Willingness to learn						
(x)	Project Management						

**2. Integrity**

(Please comment on the integrity of the officer)

**3. Relations with public (wherever applicable)**

(Please comment on the officers accessibility to the public and responsiveness to their needs)

#### 4. Professional Skills

Sl. No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
(i)	General						
(ii)	System Analysis and Design						
(iii)	Programming						

#### 5. Technical Knowledge

Sl. No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
(i)	System Management						
(ii)	System Development						
(iii)	Documentation						

#### 6. Computer Education Training

Sl. No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
(i)	Ability to teach						
(ii)	Ability to provide hands on experience						

#### 7. Self generated Innovations

Sl. No.	Description of quality / characteristic	Assessment					
		Excellent	Very Good	Good	Fair	Poor	Not Applicable
(i)	Introduction of New Schemes						
(ii)	Economy through in-house projects						

### 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'				

\* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR proforma.

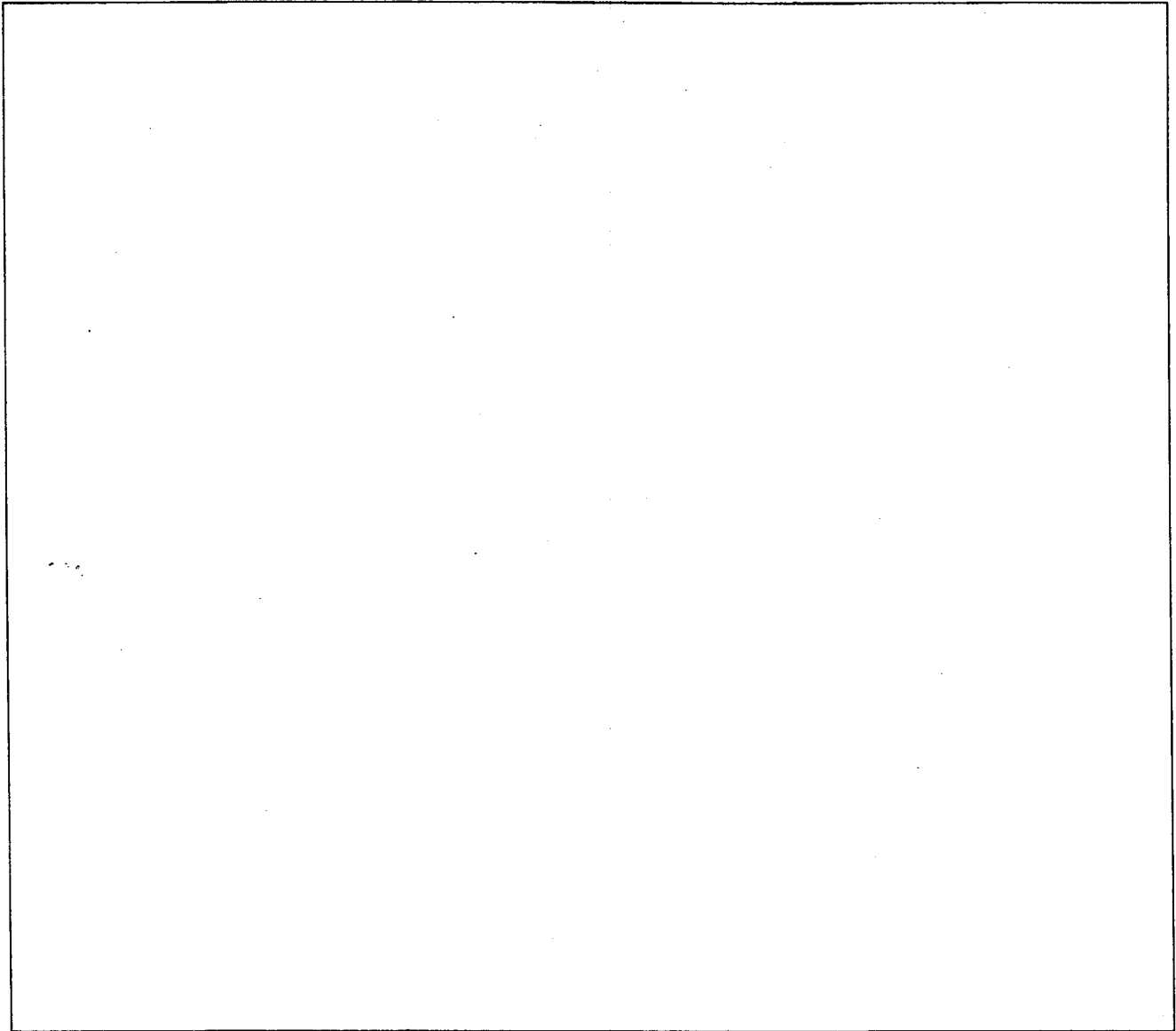


**(3) Assessment of Functional Competency (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i)	Knowledge of Rules and 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'				

**(4) Penpicture by the Reporting Officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (Ref.: 1, 2 and 3 of Part-III 'B') and attitude towards the weaker sections.**

**(5) Overall numerical grading on the basis of weightage given in Section 1, 2 and 3 in Part-III 'B' of the Report.**



**Date :**

***Signature of the Reporting Officer***

**Name in Block Letters :**

**Designation :**

**PART – IV**

**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. Penpicture by the Reviewing Officer. Please comment on the overall qualities of the Officer including area of strengths and lesser strength and his/her attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in Section 1,2 and 3 in Part-III 'B' of the report

Date :

***Signature of the Reviewing Officer***

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 penpicture 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 and 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.

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