NEW DELHI MUNICIPAL COUNCIL NDMC PALIKA KENDRA NEW DELHI

Annual Performance Appraisal Report for Officers of the

NDMC

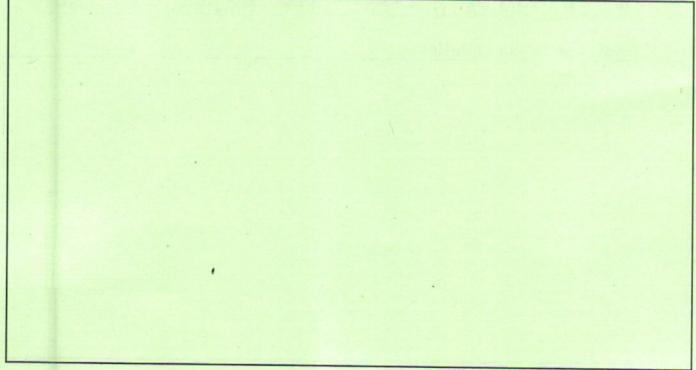
DOCTOR

Name of Officer :	Emp. Code No	
Report for the year/period ending :		

De	partment/Office of	
Re	oort for year period ending :	
Pa	art - I Personal Data & Duties & Res	ponsibilities
	(To be filled by the concerned A	Administrative Section)
	ART-I ELF APPRAISAL	
1.	Name of Officer	
2.	Date of Birth (DD/MM/YYYY)	(In words)
3.	Date of continuous appointment to the present grade	Date Grade
4.	Present post and date of appointment thereto	Post Date
5.	Period of absence from duty (on training leave etc.) during the year. If he has under gone training, specify.	
P	art - II SELF APPRAISAL (To be filled in	by the Officer reported upon)
_	1. Brief description of duties	
-		

Target/Objectives/Goals	Achievements

3.	(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.



contribution	thereto.			
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within the pre of filing the re	escribed date I.e. 31 eturn should be give	1 st January of the year	ar following the calende	r year. If not, the date

PART-III REMARKS OF REPORTING OFFICER

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.

(Please read carefully the guidelines before filling the entries)

(A) Assesment of work output (weightage to this Section would be 40%)

	Reporting, Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/ work alloted as per subjects allotted			
ii) Devotion to duty			
iii) Analytical ability			
iv) Accomplishment of exceptional work/ unforeseen tasks performed			
v) Integrity			
Overall Grading on 'Work Output'			

(B) Assesment of Personal attributes (weightage to this Section would be 30%)

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	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Capacity to work in team spirit			
vi) Capacity to adhere to time schedule			
vii) Inter Personal relations			
viii) Overall bearing and personality			
Overall Grading on 'Personal' Attributes'			

(C) Assesment of functional competency (weightage to this Section would be 30%)

Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
Ermanthau		
Relations with the public (wherever applicable) (Please comment on the Officer's accessibility to the public and responsiveness to their needs.)		
a view to further im	proving the effectiveness and ca	apabilities of the officer)
	GENERA applicable)	GENERAL applicable)

4) Integrity	^
(Please comment on the integrity of the	officer)
5) Pen Picture by Reporting Officer (in a including area of strengths and lesser strengths (ref: 3 (A) & 3 (B) of Part-2) and attitude to	bout 100 words) on the overall qualities of the officer trength, extraordinary achievements, significant failures toward weaker sections.
Overall numerical grading on the basis Report.	of weightage given in Section A, B and C in Part-3 of the
	Signature of the Reporting Officer
Place:	Name in Block Letters:
	Designation:
Date:	During the period of Report:

PART - V

1. REMARKS OF THE REVIEWING OFFICER	
Length of service under the Reviewing Officer	
	e reporting officer with respect to the work output Do you agree with the assessment of reporting s/significant failures of the officer reported upon?
(In case you do not agree with any of the numericassessment In the column provided for you in the	cal assessments of attributes please record your at section and initial your entires)
Yes	No
•	
3. In case of disagreement, please specify the readd?	easons. Is there anything you wish to modify or
Pen picture by Reviewing Officer. Please commof the officer including area of strengths and lessections.	nent (in about 100 words) on the overall qualities esser strength and his attitude towards weaker
•	

in Part-3 of the Report.	s of weightage given in Section A, Section B and Section C
	Signature of the Reviewing Officer
Place:	Name in Block Letters :
	Designation :
Date:	During the period of Report :

Guidelines regarding filing up of APAR with numerical grading

- (i) The columns in the APAR should be filled in 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 againsta 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 8 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 graded below 4 will be given a score of "Zero"

Guidelines regarding the colour scheme to be used by different grades of NDMC Officers while filling up their APAR form

(1) Green - Doctor

(2) Yellow - Principal, Vice Principal, Dy. Edn. Officer

(3) Blue - Deputy Director, Accounts Officer

(4) Pink - Joint Director & Head of Department

(5) White - Section Officer, A.A. O