



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
**RAJKUMARI AMRIT KAUR COLLEGE OF
NURSING**
LAJPAT NAGAR IV, NEAR MOOLCHAND METRO STATION,
NEW DELHI – 110024.

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

LIBRARY & INFORMATION ASSISTANT

NAME OF THE OFFICER :

DESIGNATION :

**LIBRARY & INFORMATION
ASSISTANT**

REPORT FOR THE YEAR/
PERIOD FROM :

GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

RAJKUMARI AMRIT KAUR COLLEGE OF NURSING
ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

PART – I

(TO BE FILLED BY THE OFFICE)

1. Report Period : From 01/04/2018 to 31/03/2019
2. Name :
3. Date of Birth :
4. Designation :
5. Qualification :
6. Scale of Pay :
Basic Pay :
Pay Matrix :
Level :
7. Date from which present post held :
8. Whether SC/ST/OBC
(Please tick mark) : SC / ST / OBC
9. Period of absence on account of Training/Long leave (more than 3 Leave months) : Training _____
: Leave _____

PART-II

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties:

--

2. Please specify targets/objectives/goals (in qualitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievements against each target. (Example: Annual Action Plan for your division)

Targets/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.

(B) Please also indicate items in which there have been significantly higher achievements and your contributions thereto:

4. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given:

भाग - 3
PART - 3

संख्यात्मक वर्गीकरण का निर्धारण, प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है। 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 refers to the highest.

कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)
(a) Assessment of work output (Weightage to this section would be 40%)

	प्रतिवेदन अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी (संदर्भ भाग 5 का पैरा 2) Reviewing Officer (Refer para 2. of part 5)	पुनर्विलोकन अधिकारी के आद्यक्षर Initial of Reviewing Officer
i. अनुवृद्धि, वर्गीकरण एवं सूचीकरण समेत प्रकाशनों (पुस्तकों/अनुकृमिकों) का संसाधन Processing of Publications (Books/Serials) including accessing, classification and cataloguing.			
ii. परिपत्रण (चैक आउट, चैक इन्) Circulations (Check-out, check-ins)			
iii. संदर्भिका/अनुक्रमिका/सार की तैयारी समेत संदर्भ सेवाएं प्रदान करना Rendering, Reference services including preparation of bibliographies/Indexes/Abstracts			
iv. पुस्तकालय सामग्री की पुनः प्राप्ति Retrieval of library materials			
v. पुस्तकालय सूचना प्रणाली का रखरखाव Maintenances of "Library Information System"			
vi. निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall grading on "Work Output"			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)
 (b) Assessment of personal attributes (Weightage to this section would be 30%)

	प्रतिवेदन अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी (संदर्भ भाग 5 का पैरा 2) Reviewing Officer (Refer para 2 of part 5)	पुनर्विलोकन अधिकारी के आद्यक्षर Initial of Reviewing Officer
i. कार्य की अभिवृत्ति Attitude to work.			
ii. जिम्मेदारी का बोध Sense of Responsibility			
iii. अनुशासन का अनुरक्षण Maintenance of Discipline			
iv. संप्रेषण क्षमताएं Communications Skills			
v. दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vi. समय सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
vii. परस्पर व्यक्तिगत संबंध Inter-personal relations			
viii. समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall grading on 'Personal Attributes'			

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)
 (c) Assessment of functional competency (Weightage to this section would be 30%)

	प्रतिवेदन अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी (संदर्भ भाग 5 का पैरा 2) Reviewing Officer (Refer para 2 of part 5)	पुनर्विलोकन अधिकारी के आद्यक्षर Initial of Reviewing Officer
i. नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/ Regulations/Procedures in the area of function and ability to apply them correctly.			

ii. नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii. निर्णय लेने की क्षमता Decision making ability			
iv. समन्वय क्षमता Coordination ability			
v. पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall grading on 'Functional Competency'			

PART – III – 'A'

(Assessment by the Reporting Officer)

1. General

S.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						
xi)	Professional skills						

2. Integrity

(Please comment on the integrity of the officer)

3. Relations with public (wherever applicable)

(Please comment on the officer's accessibility to the public and responsiveness to their needs)

--

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'				

(3) Assessment of functional competency (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/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'				

* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR performa)

(4.) Pen picture by Reporting Officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 1, 2 & 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, & 3 in Part-III 'B' of the Report.

Dated :

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))

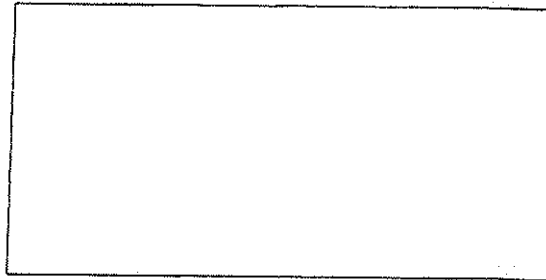
(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No
-----	----

4. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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



Signature of the Reviewing Officer

Dated :

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 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 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 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARS grade below 4 will be given a score of zero.