

**DELHI TECHNOLOGICAL UNIVERSITY**  
Estd. By Govt of NCT of Delhi vide Act 6 of 2009  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi-110042

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**  
**ASSISTANT PROGRAMER**

**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 & Date of Entry into IT Cadre (Delhi Govt.) \_\_\_\_\_
8. Date from which present post held \_\_\_\_\_
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/long leave (more than 3 months) Training \_\_\_\_\_  
Leave \_\_\_\_\_

Date:

Signature & 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)

S.No.	Exam./Professional qualifications	When completed	Duration	Div./Grade % of marks.
i)				
ii)				
iii)				

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

S.No.	Exam/Professional Qualification	Institution from which acquired	Duration of the course
i)			
ii)			
iii)			

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

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

4. No. of years of experience

- (i) In IT Cadre (Delhi Technological University) : \_\_\_\_\_
- (ii) Before joining IT Cadre Delhi Technological University: \_\_\_\_\_

5. Brief description of system/jobs/projects on which worked during the period under report.

S.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/job/project 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 systems/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 \_\_\_\_\_

Name of the Officer \_\_\_\_\_ Period \_\_\_\_\_

**PART – III**

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. \*

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
<b><u>(A) Assessment of work output (weightage to this Section would be 40%)</u></b>				
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			
<b>Overall Grading on 'Work Output'</b>				
<b><u>(B) Assessment of personal attributes (weightage to this Section would be 30%)</u></b>				
i)	Has the officer show himself able to do the work of his appointment			
ii)	Conduct			
iii)	Regularity and Punctuality			
iv)	Trustworthiness			
v)	Zeal			
vi)	Performance of duties			
vii)	(a) Knowledge of the branch on which engaged and quality of work. (b) Ability to manage the class and discipline among the student.			
viii)	Inter-personal relations			
(ix)	Fitness for the Promotion to the higher grade and further advancement			
(x)	General assessment taking all the above points into consideration of personality, integrity and temperament including relations with fellow members of staff.			

(xi)	Grading( Outstanding/Very Good/Good/Average/Below Average			
<b>Overall Grading on ‘personal attributes’</b>				
<b>(C) Assessment of functional competency (weightage to this Section would be 30%)</b>				
i)	Professional 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			
(vi)	Initiative			
<b>Overall Grading on ‘Functional Competency’</b>				

**Note:-** Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR proforma)

## GENERAL

### 1. Relations with public (wherever applicable)

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

### 2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

**3. State of Health**

**4. Integrity**

(Please comment on the integrity of the officer)

**5. 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 ) and attitude towards the weaker sections)**

**6. Overall numerical grading on the basis of weightage given in section 1, 2, & 3 in Part-III of the Report.**

**Signature of the Reporting Officer**

**Name in Block Letters :.....**

**Place:.....**

**Designation:.....**

**Date:.....**

**During the period of Report.....**

**Name of the Officer.....**

**Period.....**

PART – IV

Remarks by Reviewing Officer

1. Length of service under the Reviewing Officer
2. Is the Reviewing Officer satisfied the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of the officer given by the Reporting Officer?  
( In case of disagreement, please specify the reasons). Is anything you wish to modify or add?

4. General Remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.

5. Has the officer any specific characteristics , and/or any abilities which would justify his/her selection for special assignment or/out-of-turn promotion?

Signature of the Reviewing Officer

Place:.....

Name in Block Letters :.....

Date:.....

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.