



UNIVERSITY OF DELHI

ANNUAL PERFORMANCE APPRAISAL REPORT FOR DEPUTY REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

OFFICE/FACULTY/DEPARTMENT-----

REPORT FOR THE YEAR/PERIOD ENDING-----

IMPORTANT NOTE

- I. This form must be written and reviewed consciously with a clear understanding that the assessment is not only important from the University's point of view for improved performance or otherwise of the employee but also crucial when considering his confirmation, promotion, placement in a higher scale and for assessing training needs and career development potentials. It should not be therefore, treated as just another routine chore.
- II. Please indicate your assessment using one of the following classifications:-

1	Excellent	
2	Very Good	
3	Good	
4	Average	
5	Below Average	

1. Name of Officer : _____
2. Designation : _____
3. Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (In words) _____

4. Whether belongs to SC/ST/OBC : _____
5. Permanent post held and the present grade : _____
: _____

- 6. Educational Qualification : _____
- 7. Professional & Technical Qualification. : _____
- 8. Training undergone, if any : _____
- 9. Charges held during the period under report : _____

SELF APPRIASAL BY THE OFFICER - PART-1

- 1. (Please give the main work done by you and any special feature of work in the Reporting year). Please attached sheet, if necessary.

Date:

Signature of the Officer

Contd....P-3/-

REPORT BY THE REPORTING OFFICER - PART-II

1.. Nature of work on which employed
(Please specify job in full)

2. Promptness in seeding CRs of staff Working under his/her supervision

3. Attitude towards staff members of Reserved category i.e. SC/ST/OBC

4. Descriptive report on the working of the officer and comments on his/her Self Assessment

Integrity:

(Under integrity the notation "noting average has come to my notice" has not to be inserted. If the staff member has worked with the Reporting Officer for 4 months or more, specific view about integrity has to be mentioned.)

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6. **Knowledge and sphere of work:**
(Please comment on each of these)

Level of knowledge of function	
Rules & Regulations	
Related instructions and their application	

7. **Communications skill.**
(Please comment on the Officer's ability to communicate effectively, orally and in writing and with his staff)

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8. **Supervisory Ability:**
Please comment on the Officer's ability relating to:-

(i)	Guidance in the performance of tasks	
(ii)	Decision making	
(iii)	Maintenance of discipline	
(iv)	Review performance	

9. Inter-personal relations and Team Work:
(Please comment on the Officer's quality of Relationship with superiors, colleagues and Subordinates and Team Spirit)

10. Any lapses brought to his notice.

11. Ability to bring up policy issues and bringing to the notice of Senior Officer Main developments while functioning.

12. Any other remarks

:: 6 :

- 13. Grading.
(An Officer should not be graded Outstanding unless exceptional qualities and performance has been noticed. Ground for giving such a grading should be clearly brought out)

Signature of the Reporting Officer

Date: Name in Block Letters: _____

Designation: _____

PART-3

- 1. REMARKS BY THE REVIEWING OFFICER.

Signature of the Reviewing Officer

Date: Name in Block letters: _____

Designation: _____

During the period of Report: _____