

# THE INDIAN LAW INSTITUTE

## Annual Performance Appraisal Report

(For Non-Teaching Staff)

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

### PART - I BASIC INFORMATION

(To be filled in by the Administration)

1. Name of the Employee and Designation
2. Date of Birth
3. Date of continuous appointment to the present grade
4. Reporting and Reviewing Officers

|                   | Name & Designation | Period worked |
|-------------------|--------------------|---------------|
| Reporting Officer |                    |               |
| Reviewing Officer |                    |               |

5. Leave record during the period under report including number of occasions when leave application was submitted after availing of Leave (including extended leave):

EL \_\_\_\_\_

ML \_\_\_\_\_ Leave without pay \_\_\_\_\_

No. of occasions when leave application was submitted after availing of leave \_\_\_\_\_

6. Professional, scientific, technical & other qualifications of the employee reported upon? Have these improved since the last report?

Date:

Signature on behalf of \_\_\_\_\_  
Admn. /Establishment Section

*Contd....*



4. Any significant achievement attained in any sphere of office work during the year : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Any additional qualifications/ achievement in any sphere outside office attained during the year : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Any other information relevant to your job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of employee reported upon \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Place:

Designation \_\_\_\_\_

*Contd....*

APAR of Shri \_\_\_\_\_

Designation \_\_\_\_\_

for the period \_\_\_\_\_ to \_\_\_\_\_

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**PART - III**

**APPRAISAL**

**Assessment of the Reporting Officer**

1. Period of service under the Reporting Officer from \_\_\_\_\_ to \_\_\_\_\_
  
2. Please state whether you agree with the resume of duties as filled out in Part II, and in particular regarding the special achievement if any, mentioned by the employee, If not, indicate briefly the reasons for disagreeing with it and extent of your disagreement.
  
3. Has the employee reported upon met with any shortfalls in respect of his work? If yes, please furnish factual details.
  
4. Do you agree with the skill up-gradation/training needs as identified by the officer? If no, please recommend suitable areas for training.
  
5. **ASSESSMENT**  
(Against each column hereunder Reporting Officer should give his assessment specifically in the following gradation (a) Outstanding (b) Very Good (c) Good (d) Satisfactory (e) Unsatisfactory)
  - i) State of health \_\_\_\_\_
  - ii) Punctuality and Attendance \_\_\_\_\_
  - iii) Writing ability \_\_\_\_\_
  - iv) Concentration and dedication to \_\_\_\_\_  
the job
  - v) Computer performance-accuracy,  
speed and time spent \_\_\_\_\_

*Contd....*

APAR of Shri \_\_\_\_\_

Designation \_\_\_\_\_

for the period \_\_\_\_\_ to \_\_\_\_\_

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- vi) Quantity and Quality of work \_\_\_\_\_
- vii) Behaviour towards seniors and  
colleagues \_\_\_\_\_
- viii) Initiative and willingness to do the  
job within the stipulated period \_\_\_\_\_
- ix) Interest and aptitude towards office  
work compared to personal work \_\_\_\_\_
- x) Amenability to discipline \_\_\_\_\_
- xi) Reliability \_\_\_\_\_

**PART - III (a)**

COMMENTS : (Please be specific)

- i) Have you recognised and praised a well  
done job of the Employee \_\_\_\_\_
- ii) Does the employee maintain and use  
office equipment/stationary/ machinery  
with diligence and care \_\_\_\_\_
- iii) Does the employee usually follow  
the orders/ instructions issued \_\_\_\_\_
- iv) Is there any factor (whether personal  
or official) which affects employee's  
performance in the office \_\_\_\_\_
- v) Has the employee been apprised of the  
deficiencies? If yes, how frequently. \_\_\_\_\_
- vi) Does the employee generally take  
prior permission for leave or taking  
leave frequently with/without  
prior sanction \_\_\_\_\_

*Contd....*

APAR of Shri \_\_\_\_\_

Designation \_\_\_\_\_

for the period \_\_\_\_\_ to \_\_\_\_\_

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- vii) Is any disciplinary proceedings pending against the employee? Warning, Memos issued, if any, may be mentioned \_\_\_\_\_
- viii) Has the employee been reprimanded for indifferent work for other causes during the period under report? If so, please give brief particulars \_\_\_\_\_
- ix) Has the employee done any notable work meriting commendations? Briefly mention them. \_\_\_\_\_
- x) Integrity (Please see the instructions) \_\_\_\_\_
- xii) Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall quality of the employee including areas of strengths & lesser strengths. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- xiii) Overall performance grading (outstanding/ very good/ good satisfactory/ unsatisfactory) \_\_\_\_\_

Signature of Reporting Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date :

Place :

*Contd....*

APAR of Shri \_\_\_\_\_

Designation \_\_\_\_\_

for the period \_\_\_\_\_ to \_\_\_\_\_

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**PART - IV**

(Remarks of the Reviewing Officer)

i) Length of service under the Reviewing Officer \_\_\_\_\_

ii) Do you agree with the assessment/ remarks of the Reporting Officer? If not, indicate the extent of your disagreement and give your views about the work and conduct of the employee concerned :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii) Over-all assessment (Please give gradation (a) Outstanding (b) Very Good (c) Good (d) Satisfactory (e) Unsatisfactory)

\_\_\_\_\_

iv) Employee's Weakness, strengths and outstanding performance achievement, if any which you consider have not been covered in the report given by the Reporting Officer.

Weakness : \_\_\_\_\_

\_\_\_\_\_

Strengths : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

v) Fit for promotion/ Not yet fit \_\_\_\_\_

vi) Do you recommend the employee for out \_\_\_\_\_  
of turn promotion. If so, please justify \_\_\_\_\_  
by giving specific instances, details \_\_\_\_\_

vii) Do you recommend any raise in \_\_\_\_\_  
salary/ increment for the employee \_\_\_\_\_

Signature of the Reviewing Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

## **INSTRUCTIONS**

1. The confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an employee and for his/her further advancement in his/her career. The employee reported upon, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through confidential reports should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an employee so that he/she realizes his / her true potential. It is not meant to be a faultfinding process, but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting shortcomings in performance, attitudes to higher authorities.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the reviewing officer is satisfied that the reporting officer has made the report without due care and attention he/ she shall record a remark to that effect. The remarks shall be entered in the confidential report of the reporting officer.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omni but expressions like outstanding, very good, good, satisfactory, unsatisfactory, while giving you comments against any of the attributes.

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6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the reporting officer and the employee reported upon should meet during the course of the year at regular intervals to review the performance and take necessary corrective steps by way of advice etc.
7. It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. Some posts of the same rank may be more exacting than others. The degree of stress & strain in any post may also vary from time to time. These facts and external constraints should be commented upon appropriately.

**NOTE:** The following procedure should be followed in filling up the column relating to integrity.

- (i) If the employee's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
  - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next Superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to

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record the secret note the reporting officer should state either that he had not watched the employee's work for sufficient time to form a definite judgment or that he has heard nothing against the employee, as the case may be.

- b) If, as a result of the follow up action, the doubts or suspicions are cleared, the employee's integrity should be certified and an entry made accordingly in the Confidential Report.
- c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the employee concerned.
- d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the employee's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

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