

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR NON TEACHING STAFF

DEPARTMENT -------------------------------------------------------------------------------------

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

Annexure-I

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

**Guidelines Regarding Filing Up Of With Numerical Grading**

1. The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
2. 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.
3. 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.
4. APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
5. APARs graded between 4 and 6 short of 6 will be rated as “Good “ and given a score of 5.
6. APARs graded below 4 will be given a score of “Zero”

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