

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**  
**ANNUAL PERFORMANCE ASSESSMENT REPORT FOR**  
**ACADEMIC STAFF OF SCERT AND DIETs**

**Name of Officer**\_\_\_\_\_

**Report for the year/period**\_\_\_\_\_

**STATE COUNCIL OF EDUCATIONAL RESEARCH &  
TRAINING**

**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

**PERIOD FROM**

**PERIOD TO**

**PART 1**

**PERSONAL DATA**

**Name of officer**

**Date of birth**

**Employee Code**

**Place of Posting**

**Designation**

**Category**

**Date of entry into service in SCERT**

**Date of Continuous appointment in the present post**

**Period of absence from duty on leave, training etc.  
during the year**

**Name of the officer being reported**

**Employee Id of Reporting officer**

**PART 2**

**SELF ASSESSMENT**

- 1. Brief description of duties (Duties performed under Bhagidhari or Mission convergence may be specifically mention If any):**

2. Briefly specify targets/objectives/ goals ( in quantitative 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 achievement against each target( including board class and home examination results if applicable)

Targets/Objectives/Goals	Achievements

3. 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.

4. Please also indicate items in which there have been significantly higher achievements and your contribution thereto:

5. Please state whether the annual return on immovable property for the preceding calendar year was filed within prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Signature of Officer

Name (in block

letters).....

Designation.....

Department.....

Place.....

Date.....

### PART-3

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)

(A)	Assessing Reporting Authority	Reviewing Authority (refer Para 2 and Para 5)	Initial of Reviewing Authority
S.No. 1	Attributes 2	3	4 5
i) Accomplishment of planned work/ work allotted			
ii) Quality of work output			
iii) Analytical ability			
iv) Accomplishment of exception work/ unforeseen task performed			
a Overall average Grading on Work Output (i+ii+iii+iv/4)			
(B)	Grades by Reporting Authority	Revised grades by reviewing Authority (if doesn't) agrees with col. 3	Initial of reviewing Authority
S.No. 1.	Attributes 2	3 4	5
i) Attitude towards work			
ii) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			
v) Leadership qualities			
vi) capacity to work in a team with team spirit			
vii) capacity to adhere to time schedule			
viii) Inter personal relation			

<b>ix) Managerial skills of the officers</b>				
<b>x) Overall Average grading on personal attributes( ) (i+ii+iii+iv+v+vi+vii+viii+ix)/9</b>				
<b>(c )</b>				
<b>S.No.</b>	<b>Attributes</b>	<b>Grade by Reporting Authority</b>	<b>Revised grades by Reviewing Authority (if doesn't agree with col.3)</b>	<b>Initial of Reviewing Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>i)</b>	<b>Knowledge of Rules/ Regulations procedures in area of function and ability to apply them correctly</b>			
<b>ii)</b>	<b>Strategic planning ability</b>			
<b>iii)</b>	<b>Decision making ability</b>			
<b>iv)</b>	<b>Co-ordination ability</b>			
<b>v)</b>	<b>Ability to motive and develop work culture among subordinates</b>			
<b>vi)</b>	<b>Initiative</b>			
<b>A</b>	<b>Overall Average grading on functional Attributes (i+ii+iii+iv+v+vi)/6</b>			

**PART-4**

**GENERAL REMARKS OF THE REPORTING OFFICER**

**Name of Reporting Officer being reported:**

**1. Relation with the 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 improving the effectiveness and capabilities of officer)**

**3. State of Health**

**4. Integrity(Please comment on the integrity of the officer)**

**5. Do you agree with the exceptional good work done by the officer as indicated at item part 2, if yes please grade him/her appropriately with maximum one mark**

**6. pen picture by reporting officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements significant failures and attitude towards weaker sections.**

**7. Overall numerical grading on the basis of weightage given in part-3 of part 4 of the report**

**8. Name and Employee ID of reviewing Officer being reported**

<b>Signature of Officer</b> <b>Name (in block</b>
letters).....
<b>Designation During the period of</b> <b>Report.....</b>
Department.....
Place.....
Date.....

**PART-5**

**REMARKS OF THE REVIEWING OFFICER**

**1. Length of service under Reviewing Officer**

**2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in the Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/ significant failures of the officer reported upon? (Ref: part-5 item 5, if yeas please grade him/ her with maximum one mark). (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initials your entries).**

**3. In case of disagreement, Please specify the reasons. Is there anything you wish to modify or add?**

**4. pen picture by reporting officer on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements significant failures and attitude towards weaker sections.**

**5. Do you agree with the grade given by reporting officer in Part-4, and indicate appropriately with maximum one mark**

**6. Overall numerical grading on the basis of weightage given in part-3 of the report**

**Signature of Officer**

**Name (in block**

**letters).....**

**Designation During the period of**

**Report.....**

**Department.....**

**Place.....**

**Date.....**