



# **INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

**(DEEMED UNIVERSITY)**

An Autonomous organization of ministry of Health & Family Welfare, Govt. of India.  
Govandi Station Road, Deonar, Mumbai- 400088

## **ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**GROUP “A” & “B” POST**

**NAME OF THE OFFICER** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**REPORT FOR THE  
YEAR/PERIOD FROM** : \_\_\_\_\_

**IIPS**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**  
(For Group „A“ & “B” Post)

**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. First Post & Date of Entry into IIPS \_\_\_\_\_
8. Name of present post & Date from held \_\_\_\_\_
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)  
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

Sl.No.	Exam./Professional qualifications	When completed	Duration	Div./Grade % of Marks.
i)				
ii)				

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

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

3. Details of Training Programme/Seminar etc., attended

Sl.No.	Name of programme	Name of institution	Date from	Date to
i)				
ii)				

(A) Brief description of duties :

(Objective of the position you hold and the tasks you are required to perform, in about 100 words)

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(B) Annual work plan and achievement :

Sl.No.	Tasks to be performed	Actual Achievements/Contributions

Procurements made through GeM portal (wherever applicable)

1	Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the cases of the Officer Reported Upon).	
2	Total procurement through GeM portal made by him/her during the period of report (in Rs).	
3	% of procurement through GeM portal as against the budget indicated in the Target.	
4	Procurements made outside GeM portal and the reasons thereof. Steps taken for promotion of GeM in the Ministry/Department/ Division/ Section.	

(C) Please state briefly the shortfalls with reference to the targets/objectives/goals referred at (B) above. Please specify the constraints, if any, in achieving the targets.

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- (D) During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words)

- (E) Please indicate specific areas in which you feel the need to upgrade your skills through training programmes :

For the current assignment :

For your future career :

- ( F ) Please state whether annual return on immovable property for the preceding calendar year as on 31<sup>st</sup> Decmber has been submitted within the prescribed date i.e., 31<sup>st</sup> January of the year following the calendar year. The date of filing of the return should be given.

Yes/No	Date:
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- ( G ) Declaration

	Yes / No	If No, Remarks
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority ?		
Any pending ACRs of subordinates ( reporting/reviewing) during the reporting/reviewing period along with no. and reasons thereof.		

Date:

\_\_\_\_\_  
(Signature of officer reported upon)

### **PART – III**

#### **(Assessment by the Reporting Officer)**

**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. \***

**\*\* Please read the guidelines before filling the entries)**

#### **(1) Assessment of work output (weightage to this Section would be 40%)**

		Reporting Authority**	Reviewing Authority**	Initial of Reviewing Authority
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			
Overall Grading on „Work Output“				

#### **(2) Assessment of personal attributes (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
Overall Grading on „personal attributes“				

**(3) Assessment of functional competency (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	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, guide and develop subordinates			
vi)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on functional competency				

\* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)

**(4) State of health of the officer reported upon:**

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**(5) Integrity**

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**(6) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and weakness , extraordinary achievements, significant failures and attitude towards the weaker sections and relations with stakeholder – wherever is applicable.)**

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

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Place:

Date :

Signature of the Reporting Officer

Name in Block Letters : \_\_\_\_\_

Designation: \_\_\_\_\_



**PART – IV**

**Remarks by Reviewing Officer**

**1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III)**

**(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)**

Yes	No
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**2. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?**

**3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and weakness and his attitude towards weaker sections.**

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

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Place:

Signature of the Reviewing Officer

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.
- (vii) For the grade below 4, necessary warning notice may be issued to all such cases with a copy to their PR File and a note on their respective Service Book. This will help the subordinates to know themselves and also to improve in future.



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**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**DIRECTOR & SR. PROFESSOR & FACULTY**

**NAME OF THE FACULTY** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**REPORT FOR THE  
YEAR/PERIOD FROM** : \_\_\_\_\_

**IIPS**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

(For Director & sr. Professor and Faculty Post)

**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) Level \_\_\_\_\_
7. First Post & Date of Entry into IIPS \_\_\_\_\_
8. Name of present post & Date from held \_\_\_\_\_
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)  
Training \_\_\_\_\_  
Leave \_\_\_\_\_

Date:

Signature & Stamp of Head of Office

## **PART – II**

### **SELF APPRAISAL**

(To be filled by the person concerned)

#### 1. TEACHING

<b>Sr.No.</b>	<b>Name of the course</b>	<b>Subject</b>	<b>No. of theory classes/period taken during the year</b>	<b>No. of practical classes/period conducted during the year</b>	<b>Reason for having not taken the total of allotted Scheduled classes in the year</b>	<b>Punctuality and regularity in taking classes</b>
i)						
ii)						
iii)						
iv)						

#### 2. RESEARCH

##### a) Projects

<b>Title of the Project</b>	<b>Sponsoring Agency</b>	<b>Starting Date</b>	<b>Collaborating Teachers</b>	<b>Phase of the project accomplished during appraisal period</b>	<b>Special laudable outcome of the Research Project</b>

##### b) Research papers prepared but not published

(not related to above mentioned projects)

<b>Sr.No</b>	<b>Title</b>	<b>Collaborating Teachers, if any</b>



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5. PUBLICATIONS DURING THE APPRAISAL PERIOD

Books/Articles

	Title	Name of the Joint Author, if any	Name of the Publisher

6. PARTICIPATION IN MEETINGS/SEMINARS/WORKSHOPS

Sr.No	Meeting/Seminar/Workshop attended	Sponsoring Agency	Duration (from to)	Paper presented and status




7. MEMBERSHIP OF COMMITTEES/BODIES

(During Appraisal Period)

Sr.No.	Name of the Committee	Nature of Membership & Role

8. Additional qualifications acquired,  
if any, this year: \_\_\_\_\_

9. Punctuality and Regularity in attending  
to duties \_\_\_\_\_

10. Please indicate your contribution towards  
Extra/Co-curricular activities, Academic/  
Socio-Cultural/Sports etc in the IIPS during  
the year and your contribution \_\_\_\_\_

11. Please indicate any other area not covered  
Above in which there has been your  
Significant contribution and achievements. \_\_\_\_\_

12. Interest taken in Faculty/Department  
development. \_\_\_\_\_

13. Leave taken & Purpose:  
Earned leave/Study leave/Duty Leave  
Compensatory Leave/ Deputation Leave  
Extraordinary Leave without pay, \_\_\_\_\_

14. Techniques improved/developed/Innovation  
Discovery this year \_\_\_\_\_

15. Any disciplinary action/adverse administrative communication/warning/pending enquiry, if any, against you during the year \_\_\_\_\_

16. Any other information (API Scoring)

**Table 1: Assessment Criteria and Methodology**

Sr. No.	Activity	Grading Criteria	Total Grade
1	Teaching :		80% & above – Good Below 80% but 70% and above – Satisfactory Less than 70% - not satisfactory
	No. of Classes Assigned		
	No of Class Taught		
2	Involvement in the student related activities/ research activities	Yes=1 No=2	Good = Involved in at least 3 activities  Satisfactory – 1-2- activities  Non-satisfactory – not involved / undertaken any of the activities  Note: Number of activities can be within or across the broad categories of activities.
a	Administrative responsibilities such as head/ chairperson /Director / Coordinator, Warden, Controller of Examinations/In charge or any unit or section of the Institute	Yes=1 No=2	
b	Examinations and evaluation duties / attending the examinations paper evaluation	Yes=1 No=2	
c	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural sports & Community services.	Yes=1 No=2	
d	Organized seminars/conferences/workshops	Yes=1 No=2	
e	Guiding Ph.D. Students	Yes=1 No=2	
f	Conducting minor or major research project sponsored by national or international agencies	Yes=1 No=2	
g	At least one single or joint publication in peer reviewed or UGC list of Journals	Yes=1 No=2	

Table 2 : Academic Research Score

1. Research papers in Peer-reviewed or UGC list Journals, Impact factor to be determined as per Thomson Reuters List						
Sr. No.	Title of the Paper	Impact Factor (Value 0, 1-2, 2-5, >10)	Value	Lead Author (two authors) 70% of total value of Publication	Joint Author 30% of Value	Total
1	Paper 1	0	5	3.5	0	3.5
2	Paper 2	0.99	10	0	3	3
3	Paper 3	1-1.99	15	10.5	0	10.5
4	Paper 4	2-4.99	20	0	6	6
5	Paper 5	5-9.99	25	17.5	0	17.5
6	Paper 6	10+	30	21	0	21
Add +					Total	61.5
	Total Grading	6.15				

Sr. No.	Academic / Research Activities	Number	Weightage	Total
C1	C2	C3	C4	(C3*C4)
2	Publications (other than research papers)	-	-	-
	(a) Books authored which are published by:	-	-	-
	International publishers		12	
	National Publishers		10	
	Chapter in Edited Book		05	
	Editor of Book by International Publisher		10	
	Editor of Book by National Publisher		08	
	(b) Translation works in Indian and foreign languages			
	Chapters / Research Papers		03	
	Book		08	
3	Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula	-	-	-
	(a) Development of Innovative pedagogy		05	
	(b) Design of new curricula and courses		02	
4	(a) Research guidance			
	PhD. Degree to be awarded Thesis submitted		10 05	
	M.Phil/ PG dissertations		02	
	(b) Research Projects completed More than 10 Lakhs Less than 10 Lakhs		10 05	
	(c) Research Projects Ongoing More than 10 Lakhs Less than 10 Lakhs		10 02	

	(d) Consultancy			
5	(a) Patents			
	International		10	
	National		07	
	(b) * Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank / International Monetary Fund etc., or Central Government or State Government)			
	International		10	
	National		07	
	State		04	
	(c) Award/Fellowship			
	International		07	
	National		05	
6	* Invited lectures / resource person / paper presentation in seminars / conferences / full paper in conference proceedings (Paper presented in seminars / conferences and also published as full paper in conference proceedings will be counted only once)			
	International (Abroad)		07	
	International (within country)		05	
	National		03	
	State / University		02	

18. Please state whether annual return on immovable property for the preceding calendar year as on 31<sup>st</sup> Decmber has been submitted within the prescribed date i.e., 31<sup>st</sup> January of the year following the calendar year. The date of filing of the return should be given.

Yes/No	Date:
--------	-------

Date:

(Signature of officer reported upon)

### **PART – III**

#### **(Assessment by the Reporting Officer)**

**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. \***

**\*\* Please read the guidelines before filling the entries)**

#### **(1) Assessment of work output (weightage to this Section would be 40%)**

		Reporting Authority**	Reviewing Authority**	Initial of Reviewing Authority
<b>1</b>	<b><u>Teaching Assignments</u></b>			
(i)	Subject knowledge			
(ii)	Efforts made to improve it			
(iii)	Teaching ability/talent			
(iv)	Punctuality and regularity in teaching duties			
(v)	Punctuality and regularity in taking the Assigned classes			
(vi)	Discipline and control of classes			
(vii)	Quality of Teaching			
(viii)	Relation with student			
(ix)	Relation with colleagues/subordinates			
(x)	Any Special contribution in the teaching and the area of education			
<b>2</b>	<b><u>Performance in research</u></b>			
(i)	Paper(s) published/Quality			
(ii)	Books/Chapters			

(iii)	Resource materials			
(iv)	Supervising the Research			
(v)	Projects under progress			
(vi)	Quality of research			
(vii)	Important contribution in this field			
3	Quality of papers personally presented at conference/seminars			
4	Achievement in other academic activities			
Overall Grading on „Work Output“				

**(2) Assessment of personal attributes (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
(x)	Involvement and Dedication			
Overall Grading on „personal attributes“				

**(3) Assessment of functional competency (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures of university rules, norms/protocol and ability to apply them correctly.			
ii)	Strategic planning ability			
iii)	Decision-making ability			
iv)	Co-ordination ability			
v)	Ability to motivate, guide and develop subordinates			
vi)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on functional competency				

\* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)

**(4) State of health of the officer reported upon:**

**(5) Integrity**

**(6) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and weakness , extraordinary achievements, significant failures and attitude towards the weaker sections and relations with stakeholder – wherever is applicable.)**

--

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

--

Place:

Date :

Signature of the Reporting Officer

Name in Block Letters : \_\_\_\_\_

Designation: \_\_\_\_\_



## **PART – IV**

### **Remarks by Reviewing Officer**

**1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III)**

**(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)**

Yes	No
-----	----

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

--

**3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and weakness and his attitude towards weaker sections.**

--

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

--

Place:

Signature of the Reviewing Officer

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.
- (vii) For the grade below 4, necessary warning notice may be issued to all such cases with a copy to their PR File and a note on their respective Service Book. This will help the subordinates to know themselves and also to improve in future.



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**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**GROUP 'C' POST**

**NAME OF THE OFFICER** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**REPORT FOR THE  
YEAR/PERIOD FROM** : \_\_\_\_\_

**IIPS**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**  
(For Group 'C' Post)

**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. First Post & Date of Entry into IIPS \_\_\_\_\_
8. Name of present post & Date from held \_\_\_\_\_
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)  
Training \_\_\_\_\_  
Leave \_\_\_\_\_

Date:

Signature & Stamp of Head of Office  
Page 2 of 9

## **PART – II**

### **(Personal Statement by the official reported upon )**

Please give a brief description of duties allotted to you during the period : (Around 100 words in item wise)

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#### **(A) Annual work plan and achievement :**

Sl no.	Duties / Objectives/ Goals	Actual Achievement/contribution

Procurements made through GeM portal (wherever applicable)

1	Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the cases of the Officer Reported Upon).	
2	Total procurement through GeM portal made by him/her during the period of report (in Rs).	
3	% of procurement through GeM portal as against the budget indicated in the Target.	
4	Procurements made outside GeM portal and the reasons thereof. Steps taken for promotion of GeM in the Ministry/Department/ Division/ Section.	

**Please indicate areas in which you feel the need to upgrade your skills through training**

Place:

Signature of the official reported upon

Name:-----

Date:

Designation:

**PART – III**  
**(Assessment by the Reporting Officer)**

**(1) Assessment of work output (weightage to this Section would be 40%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
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			
Overall Grading on 'Work Output'				

**(2) Assessment of personal attributes (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
ix)	Application of relevant rules.			
Overall Grading on 'personal attributes'				

**(3) Assessment of functional competency (weightage to this Section would be 30%)**

Sl.No.	Details	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii)	Proficiency and accuracy in assigned work.			
iii)	Intelligence , Keenness, Industry and decision-making ability,			
iv)	Maintenance of diaries/registers/files/records and timely submission of necessary papers & files			
v)	Ability to draft notes/ letters/ minutes/ briefs, summarize the details etc. (wherever applicable)			
vi)	General assistance in ensuring that matters requiring attention are not lost sight of.			
vii)	Co-ordination ability			
viii)	Ability to motivate, guide and develop others			
ix)	Relations with stake holders (wherever applicable)			
x)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on 'functional competency'				

**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. \***

**\* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)**

**(4) State of health of the officer reported upon:**

--



**(5) Integrity**

--

**(6) Training – Please detail the areas in which the official reported upon needs training for up-grading the skills for further improvement in the work area.**

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**(7) Pen picture by Reporting Officer (in about 100 words) 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 and relations with public – wherever is applicable.) Recommendations regarding suitability for other spheres of work may also be indicated in relevant cases.**

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**(8) Overall numerical grading on the basis of weightage given in Part-III of the Report.**

--

Place:

Signature of the Reporting Officer

Date :

Name in Block Letters : \_\_\_\_\_

Designation:\_\_\_\_\_

**PART – IV**

**Remarks by Reviewing Officer**

**1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III).**

**(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)**

Yes	No
-----	----

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

**3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.**

**4. Overall numerical grading on the basis of weightage given in section in Part-III of the report.**

--

Place:

Signature of the Reviewing Officer

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.

अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)\*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन  
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(स्थापना Established in 1956)  
वेल्थर भविष्य के लिए क्षमता निर्माण  
Capacity Building for a Better Future

International Institute for  
Population Sciences


(Deemed University)\*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Govandi Station Road, Deonar, Mumbai-400 088, INDIA

No.G-6/APAR/2024  
October 21, 2024

CIRCULAR

Reference to the Circular No.G-33/Cir./3254/2024 dated 14/10/2024 all the faculty and staff members are informed that due to some technical problem the APAR for the year 2023-24 could not be initiated as per the timeline circulated. As soon as the technical problem is resolved revised timeline shall be circulated. All the faculty and staff members may kindly note the same.

  
Director (Addl. Charge)

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No.G-33/Cir./3 254 /2024

October 14, 2024

CIRCULAR

All the faculty and staff members may kindly note that the Institute is in the process of initiating the APAR for the year 2023-24 (01/04/2023 to 31/03/2024). Due to unavoidable circumstances in the Institute the APAR for the year 2023-24 could not be initiated within the time frame as per the DoPT guidelines. The matter was reported to the Ministry, and as per the directions received from the Ministry vide OM No.45012/3/2021-Stats.(IIPS)/E.No.8120259 dated 10/10/2024 the Institute has been advised to process the APAR for all faculty/non-faculty, for the year 2023-24, in accordance, with DoPT's Rule 7A of "The All India Series (Performance Appraisal Report) Rules, 2007.

Accordingly, the faculty and staff members are hereby informed that the APAR for the year 2023-24 shall be initiated as per the attached timeline. In cases where the Reporting and Reviewing Authority is unavailable a 'Non Reporting Certificate' shall be generated as per DoPT's Rule 7A of "The All India Series (Performance Appraisal Report) Rules, 2007.

The timeline for preparation and completion of APAR for the year 2023-24 is attached.

  
Director (Addl. Charge)

**SCHEDULE FOR PREPARATION / COMPLETION OF APAR**

(Reporting year – Financial Year – 2023-2024)

<b>Sr. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given)	October 21, 2024
2.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable)	November 05, 2024
3.	Submission of report by Reporting Officer to Reviewing Officer	November 20, 2024
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	December 20, 2024
5.	Appraisal by accepting authority, wherever provided	December 25, 2024
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	January 02, 2025 January 07, 2025
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the Competent Authority (a) where there is no Accepting Authority for APAR (b) where there is Accepting Authority for APAR	January 25, 2025 February 10, 2025
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	March 10, 2025
11.	End of entire APAR process, after which the APAR will be finally taken on record	March 20, 2025