

# Appendix VII

## Form for the Annual Performance Appraisal Report on the Work of Class "A" Officer

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

**FORM FOR THE ANNUAL PERFORMANCE APPRAISAL REPORT ON THE WORK OF CLASS "A" OFFICER**

Period covered by the report: \_\_\_\_\_

Report on the work:

(a) Name : \_\_\_\_\_

(b) Designation: \_\_\_\_\_ Branch/Deptt. \_\_\_\_\_

**GENERAL REMARKS:**

The Reporting Officer should give his opinion with regard to the administrative ability and integrity of the officer with particular reference to initiative, eye for details and capacity to take objective decisions.

Defects, if any:

GRADING: (Whether Outstanding, Very Good, Good, Average and Below Average)

Dated: \_\_\_\_\_

REPORTING OFFICER

Full Name \_\_\_\_\_

Official Seal

REVIEWING OFFICER

ACCEPTING OFFICER

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
ANNUAL PERFORMANCE APPRAISAL REPORT ON CLASS "B" OFFICERS**

**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_ )**

GENERAL INSTRUCTIOS:- (i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if, during the year under report, that he had on any occasion counseled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

**PART-I** Personal Data (to be completed by the employee to be reported upon)

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
Branch/Department \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ 3. Father's Name \_\_\_\_\_
- 4 EducationalQualifications \_\_\_\_\_
- 5 Date of appointment: (a) In HPNLU \_\_\_\_\_  
(b) in the recent grade \_\_\_\_\_ (c) nature of work on which employed during the period of report \_\_\_\_\_ (branch)
6. Scale of pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the employee

**PART II- ASSESSMENT BY THE REPORTING OFFICER** (Please mention the Grade applicable)

	TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
		A	B	C	D	
1	Attendance & Punctuality	Very regular and punctual	Regular	Reasonably Regular	Not Punctual and poor leave record	
2	Discipline	Exceptionally well discipline	Very good	Adequate	Prone to disregard office discipline & etiquette	
3	Intelligence and understanding	Exceptional and has clear grasp	Intelligent & grasps points correctly and quickly	Shows adequate grasp	Slow and often misses the point	
4	Initiative	Excellent	In good measure	Adequate	Lacking	
5	Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and Cooperative	Just Adequate	Lacking	
6	Power of expression and drafting	Forceful & effective	Reasonably good in communication	Just Adequate	Often confused and off the point	
7	Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant supervision	Tends to delay and somewhat indifferent	
8	Knowledge of procedures & regulations of the University in general	Has exceptional grasp of rules, regulations, manuals & precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	
9	Trustworthiness in handing secret papers	Of a high order	In good measure	Adequate	Not very satisfactory In the habit of loose talk	

10	Proficiency in typing & Stenography (Applicable in case of typist, steno typist and stenographer)	Exceptionally good speed of 40/100, Neat in execution (2% mistake, very clean presentation)	Reasonably good speed of 40/100 (3% mistake, quite clean presentation)	Just adequate, speed of 40/100 (5% Mistakes, fairly clean presentation)	Has scope for improvement (less speed, more mistakes, shabby execution)	
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Grading A=4 Cdt., B=3 Cdt. C=2 Cdt., D=1 Cdt. & E=0 Cdt.					Overall Grade				
A (4.0)	B (3.0)	C (2.0)	D (1.0)	Below Average	> 3.5 = A	2.5- 3.49 =B	1.5- 2.49 =C	0.5- 1.49 =D	< 0.5=E

11. Over all appraisal; Outstanding/Very Good/Good/Average/Below Average

\_\_\_\_\_

12. Other OBSERVATIONS; In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)- General Instructions.

Signature of Reporting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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PART-III- REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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PART-IV- REMAKRS OF ACCEPTING OFFICER

Signature of Accepting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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PART-V- FOLLOW UP ACTION (By the Establishment Branch)

1. Reference and date of memorandum under which adverse remarks (if any) communicated to the employee being Reported upon. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date of receipt of representation, if any. \_\_\_\_\_
3. Brief particulars of final decision taken on the representation. \_\_\_\_\_  
\_\_\_\_\_

Assistant Registrar (Establishment)

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
ANNUAL PERFORMANCE APPRAISAL REPORT ON CLASS "C" OFFICERS**

**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_ )**

GENERAL INSTRUCTIOS:- (i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if, during the year under report, that he had on any occasion counseled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

**PART-I- Personal Data (to be completed by the employee to be reported upon)**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
Branch/Department \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ 3. Father's Name \_\_\_\_\_
- 4 Educational Qualifications \_\_\_\_\_
- 5 Date of appointment: (a) In HPNLU \_\_\_\_\_  
(b) in the recent grade \_\_\_\_\_ (c) nature of work on which employed during the period of report \_\_\_\_\_ (branch)
6. Scale of pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the employee \_\_\_\_\_

**PART II- ASSESSMENT BY THE REPORTING OFFICER (Please mention the Grade applicable)**

	TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
		A	B	C	D	
1	Attendance & Punctuality	Very regular and punctual	Regular	Reasonably Regular	Not Punctual and poor leave record	
2	Discipline	Exceptionally well discipline	Very good	Adequate	Prone to disregard office discipline & etiquette	
3	Intelligence and understanding	Exceptional and has clear grasp	Intelligent & grasps points correctly and quickly	Shows adequate grasp	Slow and often misses the point	
4	Initiative	Excellent	In good measure	Adequate	Lacking	
5	Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and Cooperative	Just Adequate	Lacking	
6	Reading & writing Hindi & English	Very Accurate	Reasonably Accurate	Average	Below Average	
7	Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant supervision	Tends to delay and somewhat indifferent	
8	Trustworthiness in handing secret papers	Of a high order	In good measure	Adequate	Not very satisfactory In the habit of loose talk	
9	Proficiency in typing & Stenography (Applicable in case of typist, steno typist and stenographer)	Exceptionally good speed of 40/100, Neat in execution (2% mistake, very clean presentation)	Reasonably good speed of 40/100 (3% mistake, quite clean presentation)	Just adequate, speed of 40/100 (5% Mistakes, fairly clean presentation)	Has scope for improvement (less speed, more mistakes, shabby execution)	

Grading A=4 Cdt., B=3 Cdt. C=2 Cdt., D=1 Cdt. & E=0 Cdt.					Overall Grade				
A (4.0)	B (3.0)	C (2.0)	D (1.0)	Below Average	> 3.5 = A	2.5- 3.49 =B	1.5- 2.49 =C	0.5- 1.49 =D	< 0.5=E

10. Over all appraisal; Outstanding/Very Good/Good/Average/Below Average

\_\_\_\_\_

11. Is he/she fit for promotion to the next grade.

12. Are you ready to retain him in the branch.

13. Other OBSERVATIONS; In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)- General Instructions.

Signature of Reporting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

PART-III- REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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PART-IV- REMAKRS OF ACCEPTING OFFICER

Signature of Accepting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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PART-V- FOLLOW UP ACTION (By the Establishment Branch)

1. Reference and date of memorandum under which adverse remarks (if any) communicated to the employee being reported upon. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date of receipt of representation, if any. \_\_\_\_\_
3. Brief particulars of final decision taken on the representation. \_\_\_\_\_  
\_\_\_\_\_

Assistant Registrar (Establishment)

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
ANNUAL PERFORMANCE APPRAISAL REPORT ON CLASS "D" OFFICERS**

**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_ )**

GENERAL INSTRUCTIOS:- (i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if, during the year under report, that he had on any occasion counseled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

**PART-I- Personal Data (to be completed by the employee to be reported upon)**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
Branch/Department \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ 3. Father's Name \_\_\_\_\_
- 4 Educational Qualifications \_\_\_\_\_
- 5 Date of appointment: (a) In HPNLU \_\_\_\_\_  
(b) in the recent grade \_\_\_\_\_ (c) nature of work on which employed during the period of report \_\_\_\_\_ (branch)
6. Scale of pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the employee

**PART II- ASSESSMENT BY THE REPORTING OFFICER (Please mention the Grade applicable)**

	TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
		A	B	C	D	
1	Attendance & Punctuality	Very regular and punctual	Regular	Reasonably Regular	Not Punctual and poor leave record	
2	Discipline	Exceptionally well discipline	Very good	Adequate	Prone to disregard office discipline & etiquette	
3	Initiative	Excellent	In good measure	Adequate	Lacking	
4	Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and Cooperative	Just Adequate	Lacking	
5	Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant supervision	Tends to delay and somewhat indifferent	
6	Honesty and Integrity	Of a high order	In good measure	Adequate	Not very satisfactory In the habit of loose talk	
7	Devotion to Duty	Of a high order	In good measure	Adequate	Not very satisfactory In the habit of loose talk	

Grading A=4 Cdt., B=3 Cdt. C=2 Cdt., D=1 Cdt. & E=0 Cdt.					Overall Grade				
A (4.0)	B (3.0)	C (2.0)	D (1.0)	Below Average	> 3.5 = A	2.5- 3.49 =B	1.5- 2.49 =C	0.5- 1.49 =D	< 0.5=E

8. Over all appraisal; Outstanding/Very Good/Good/Average/Below Average

\_\_\_\_\_

9. Is he/she fit for promotion to the next grade.

10. Are you ready to retain him in the branch.

11. Other OBSERVATIONS; In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)- General Instructions.

Signature of Reporting Officer

Name in Capitals \_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_

PART-III- REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals \_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_

PART-IV- REMARKS OF ACCEPTING OFFICER

Signature of Accepting Officer

Name in Capitals \_\_\_\_\_

Designation\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_