

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

**Annual Performance Appraisal Report  
of**

**Group 'A' & 'B' Officers (posted in Non-Academic Departments)**

**Report for the year / period ending on:**

**Part I : Personal Data (to be filled by Administration Section)**

- a) Name & Designation of the Officer (in Block letters) :
- b) Whether the officer belongs to Scheduled Caste/  
Scheduled Tribe :
- c) Date of Birth :
- d) Educational Qualifications :  
(Details of Degrees, Educational Institutions  
including Universities attended)
- e) Date of continuous appointment in the :  
present grade
- f) Present post and date of appointment thereto :
- g) Period of absence from duty on leave, :  
training etc. during the period reported  
upon
- h) Any other remarks :

**Part -II -Self-Appraisal (to be filled by the officer reported upon)**

1) Brief description of duties:

2) Please specify targets/objectives /goals (in quantities or other terms) of work you set for yourself or were set for you, eight to ten items of works in the order of priority and your achievement against each target.

Targets/ Objectives/goals	Achievement

3 (A). Please state briefly the shortfalls with reference to the targets/objectives/goals refer to in item 2. Please specify constraints, if any, in achieving the targets.

3 (B). Please also indicate the items in which there have been significantly higher achievement and your contribution thereto

Date:

Signature

**Part – III (to be filled up by Reporting Authority and Reviewing Authority)**

[Numerical grading is to be awarded by the 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]

**a) 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"			

**b) 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			

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on "personal attributes"			

- c) **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) Coordination ability			
v) Ability to motivate and develop subordinates			
Overall Grading on functional competency			



**Part IV****GENERAL**

1. State of health :

2) Integrity :

(Please comment on the integrity of the officer)

[The reporting officer shall make the remarks against the integrity column in one the three options mentioned below: -

- Beyond doubt
- Since the integrity of the officer is doubtful, a secret note is attached
- Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.]

3) 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: 3 (A) & 3 (B) of Part – II] and attitude towards weaker sections

4) Overall numerical grading on the basis of weightage given in Section (a), (b) and (c) in Part – III of the Report.

Signature of the Reporting Officer

Place .....

Name in Block Letters.....

Date.....

Designation.....

Period of Report.....

**PART -V      REMARKS OF THE REVIEWING OFFICER**

1.      Length of service under the 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 Part -III & Part -IV? Do you agree with the assessment of reporting officer in respect of extra ordinary achievements/ significant failures of the officer reported upon? (Ref. Part -III(a)(iv) and Part - IV(3))  
(in case you do not agree with any of the numerical assessment of attributes please record your assessment in the column provided for you initial section and initial your entries)

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

4.      Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his altitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section – A, Section – B and Section – C in Part – III of the Report.

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Signature of the Reviewing Officer

Place : .....

Name in Block Letters : .....

Date: .....

Designation : .....

Period of Report: .....



**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 graded below 4 will be given a score of zero.