#### 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	Part -II -	Self-Appraisal	(to l	be	filled	by	the	officer	reported	upor	1)
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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
Objectives/godis	
	그렇게 되는 그렇게 되는 그리고 그렇게 그리고 그 그래요?
	시작됐다면서 15kg 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	개통이 생기가 되었다. 역사는 중요한 시간 중에 가장 사람들이 되었다.
	기계가 하는 사람이 되었다면 가장 가장하는 것이다.
	시설하다 하다는 이번 나면서 가지 않는 사람이 되는데 그 모든 그 때문에 다 되었다.
	보면과 공급의 이러운 없이 먹는 것들이 살아지는 게 되었는 때문에 가는 것은
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	그리다 하는 그리는 점에 보는 것으로 그리고 있는 것이 없는 사람들이 없다.
	그렇게 많다 그게 가게 모든 그들다 하다면 다 가는 때에 화했다. 어린
	되었다.
	그 회사는 이 경찰이 나이지도 그 모든 병원을 만든 점점이 될 것입니다. 모두로
	집 전기를 잃고 있었다. 그렇게 되는 그 사람들이 가지 않는 것이 없는 문제를 받는데 없다면 없다.
	네 그는 마시 그 모든 모든데 하고 있는 그 없는 그리고 있는데 그리고 있다.
	게 [20] [12] 그렇게 되는 그는 그리고 있다는 건강이 있는 그리고 없는데 하다.
	개념 마다 이 마다 그는 일을 들었다. 회원에서 살았다는 그리얼에서 아름다.
뒤에 보면됐다면 이 네트 나는 걸을	제 보는 일이 없는 그렇게 하면 화가를 가고 있는데 없다.
	깨다. 그 모양 어린하다는 내 가는 내가 있다면 내가 하는 그 나는 내가 있었다. 모나는
	일본 사람들은 사람들은 그렇게 하는데 가장 되었다. 그는 사람이 없다는 것이다.
	선 봤다는 하장이 하는 속으로 하는 사람들은 사람들은 사람들이 되었다.
	를 통해 보는 것이 되는 이번 2000년 전 1200년 전 1000년

3 (A). Pleas	se state b	oriefly the	shortfalls	with refer	rence to the nachieving	he targets/ g the target	objectives/goals s.
refer to in to	em 2. 1 le	asc specify	COMBINA	, 11		,	

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

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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	1.5	•	
v) Ability to motivate and develop subordinates			
Overall Grading on functional competency			

Part IV	GENERAL	
1. State of health:		
2) Integrity :	rity of the officer)	
(Please comment on the integral	inty of the officer)	
[The reporting officer shall make		he integrity column in one the
three options mentioned below:	•	
Beyond doubt  Since the integrity of the	officer is doubtful a s	earst note is attached
<ul> <li>Since the integrity of the</li> <li>Not watched the officer's</li> </ul>	되게 하기 가면 가면 이 되었다. 그리고 이 그리고 하는 것이 하면 없는데 그리고 그 없었다. 그는 그렇게 하는데 그렇게 다 먹었다.	me to form a definite judgment but
nothing adverse has been		
Officer including area of strer	ngths and lesser stree	ords) on the overall qualities of the ngth, extraordinary achievements, attitude towards weaker sections
	. (-)	
	•	
<b>k</b>		
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4) Overall numerical grading on	the basis of weightage	e given in Section (a), (b) and (c) in
Part - III of the Report.		
	•	
		Signature of the Reporting Officer
Place	Name in Block L	etters
Date		

## PART -V REMARKS OF THE REVIEWING OFFICER

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In case	of disagrees	mont 1			]	
modify	or add?	ment, please	specify the i	easons. Is t	nere anythin	g you wisl
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overall qu	alities of the	ewing Office ne officer inc weaker section	luding area	mment (in a	about 100 w	vords) on t
	- towards w	eaker section	ıs.	- Guiguit	and lesser	strength a
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<ul><li>5. Overall numerical grading</li><li>- B and Section - C in Part</li></ul>	on the basis of weightage given in Section – A, Section t – III of the Report.
	Signature of the Reviewing Officer
Place :	Name in Block Letters :
Date:	Designation :
	Period of Report:

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### 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.

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