KENDRIYA VIDYALAYA SANGATHAN
18 INSTITUTIONAL AREA
SHAHEED JEET SINGH MARG
NEW DELHI-110 016.

F.11085-8/2010-KVSHQ (Admn.I) Date: 29.3.2011

The Assistant commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Subject: Maintenance & preparation of Annual Performance Assessment Reports- communication of all entries for fairness & transparency in public administration.

Sir/Madam,

In continuation to KVS letter of even No. dated 09.07.2010, I have been directed to convey the approval of competent authority, KVS for adoption of Annual Performance Assessment Reports (APAR)(Proforma A,B.C. & D) in place of existing Annual Confidential Report (ACR) in Kendriya Vidyalaya Sangathan with immediate effect in term of DoPT, Govt. of India, Office memorandum No. 21011/1/2005-Estt. (A) (pt.II) dated 14.5.2009 and 23.7.2009.

2. The detailed guidelines as issued vide these OMs have been examined at length keeping in view the practical requirements of various teaching and non teaching category posts in KVS and the Sangathan has devised the said four separate proformae along with the detailed guidelines regarding filling up of APAR with numerical grading. The copy of each is enclosed as Annexure I, II, III & IV respectively for further necessary action.

i) Proforma -A in r/o Group 'A' posts Annexure-I
ii) Proforma -B in r/o Group 'B' posts (non-teaching) Annexure-II
iii) Proforma -C in r/o Group 'C' posts (non-teaching) Annexure-III
iv) Proforma -D in r/o teaching posts Annexure-IV

3. The activity wise time schedule for preparation/completion of APAR are given in **Annexure-V** for strict compliance. Provisions available under Article 86 to Article 91 of 'Education Code for Kendriya Vidyalayas' stands modified suitably.

4. This issues with the approval of Hon'ble HRM-cum-Chairman, KVS.

Hindi version of this circular will follow.

(Dr. E.Prabhakar)
Deputy Commissioner (Pers.)

Encl : As above.

Distribution:-

1. PS to Commissioner, KVS.
2. PS to Joint Commissioner, (Admn/Acad), KVS.
3. The Under Secretary, UT.2, MHRD, New Delhi.
4. The Education Officer, EDP, KVS (HQrs) with the request to upload the circular on the KVS website.
5. All Officers/Sections in KVS (HQrs) for information.
6. The Director, ZIET of KVS Gwalior/Mumbai/Mysore/Chandigarh).
7. The Principal, KV (Moscow/Kathmandu/Tehran).
8. The Secretary/President all recognized KVS staff associations for information.

. **ANNEXURE –I**

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi-110 602

(PROFORMA –A)

ANNUAL PERFORMANCE ASSESSMENT REPORT

(GROUP –A OFFICERS)

(AO/EE/VP/PRINCIPAL (GR I/II)/SR AAO/SR AO/EO/AC/DC/JC)

Name of Officer……..

Employee code ……

Designation……

Office ……(KV/RO/ZIET/HQ)

Report for the year/period ending……..

Report for the year/period ending……...

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi - 110 602

Annual Performance Assessment Report of Group A Officers (AO/EE/VICE PRINCIPAL/PRINCIPAL (GR I/II)/SR AAO/SR AO/EO/AC/DC/JC) of Kendriya Vidyalaya Sangathan Headquarter / Regional Office/ ZIET /Kendriya Vidyalaya……...

PART -1

PERSONAL DATA

(**To be filled by the Administrative Section of the Office**)

1.	Name of the Officer……..		
2	• Date of birth (DD/MM/YYYY) ……/……./…...…..… . • (in words)……..		
3	Employee Code…….		
4	Category (Gen/OBC/SC/ST/PH..……..…….		
5	Educational qualification……		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date……	Post…….
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

Name of the Officer……
Report for the period ending ……

PART-2

SELF ASSESSMENT

(To be filled in by the Officer reported upon)

(**Please read carefully the instructions before filling the entries**)

1. Brief description of duties

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

Name of the Officer……
Report for the period ending ……

3. (A) 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.

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

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

Place ----------

Date…….. Name and Signature of the officer reported upon

Name of the Officer……..
Report for the period ending…….

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) ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)

Sl No.	Attributes	Self Assessment	Initial of Officer reported upon	Assessing Reporting Authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6	7	8
i)	Accomplishment of planned work/ work allotted						
ii)	Quality of work output						
iii)	Analytical ability						
iv)	Accomplishment of exceptional work/unforeseen task performed						
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)						
	40% weightage of overall average grading						

Name of the Officer……
Report for the period ending ……

(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)

S.N.	Attributes	Self Assessment	Initial of Officer Reported Upon	Grades by Reporting authority	Initial of Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.5)	Initial of Reviewing Authority
1	2	3	4	5	6	7	8
i)	Attitude to 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 relations						
ix)	Managerial skills of the officer.						
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii +ix/9)						
	30% weight age of overall average grading						

Name of the Officer……
Report for the period ending ……

(C) Assessment of functional competency (weightage to this section will be 30%)

S.N.	Attributes	Self Assessment	Initial of Officer Reported Upon	Graded by Reporting authority	Initial of Reporting Authority	Revised Grade by Reviewing Authority (if doesn't agree with col.5)	Initial of Reviewing Authority
1	2	3	4	5	6	7	8
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 work culture among subordinates						
vi)	Initiative						
	Overall Average Grading on ' Functional attributes (i+ii+iii+iv+v+vi/6)						
	30% weight age of overall average grading						

Name of the Officer……
Report for the period ending ……

PART – 4

GENERAL REMARKS OF THE REPORTING OFFICER

1. Relations 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 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D)……

Name of the Officer……
Report for the period ending ……

6. Pen Picture by Reporting Officer (in about in 100 words) 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(A+B+C)+ D of Part 4 of the report

Signature of the Reporting Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..

Date……

Name of the Officer……
Report for the period ending ……

Part -5

1. REMARKS OF THE REVIEWING OFFICER

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-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 4 item 5, if yes please grade him/her with maximum one mark as (D).
   (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 initial your entries).

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

Name of the Officer……
Report for the period ending ……

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 attitude towards weaker section.

5. Do you agree with the grade given by reporting officer in "D" of Part 4, and indicate appropriately with maximum one mark as "D"……..

6. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.

Signature of the Reviewing Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

ANNEXURE -II

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi-110 602

(PROFORMA –B)
ANNUAL PERFORMANCE ASSESSMENT REPORT

(GROUP –B OFFICERS)
(NON –TEACHING)

Name of Officer……..

Employee code ……

Designation……

Office ……(KV/RO/ZIET/HQ)

Report for the year/period ending……..

Report for the year/period ending……...

Kendriya Vidyalaya Sangathan
(Ministryof Human Resource Development)

(Deptt. Of School Education & Literacy)
New Delhi - 110 602

Annual Performance Assessment Report of Group B officers of Kendriya Vidyalaya Sangathan Headquarter / Regional Office/ ZIET /Kendriya Vidyalaya……...

PART -1

PERSONAL DATA

(**To be filled by the Administrative Section of the Office**)

1.	Name of the Officer……..		
2	• Date of birth (DD/MM/YYYY) ……/……/……..…..…. . • (in words)……..		
3	Employee Code…….		
4	Category (Gen/OBC/SC/ST/PH.……..…….		
5	Educational qualification……		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date……	Post…….
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

Name of the Officer……
Report for the period ending ……

PART-2

SELF ASSESSMENT

(To be filled in by the Officer reported upon)

(**Please read carefully the instructions before filling the entries**)

1. Brief description of duties

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.

Targets/Objectives/Goals	Achievements

Name of the Officer……

Report for the period ending ……

3. (A) 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.

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

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

Place ----------

Date…….. Name and Signature of the officer reported upon

Name of the Officer……..
Report for the period ending…….

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)ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)

S.No.	Attributes	Assessing Reporting authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	40% weightage of overall average grading				

Name of the Officer……
Report for the period ending ……

(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude to 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 relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix/9)				
	30% weight age of overall average grading				

Name of the Officer……
Report for the period ending ……

(C) Assessment of functional competency (weightage to this section will be 30%)

S.N.	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Revised Grade by Reviewing Authority (if doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5	6
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 work culture among subordinates				
vi)	Initiative				
	Overall Average Grading on ' Functional attributes (i+ii+iii+iv+v+vi/6)				
	30% weight age of overall average grading				

Name of the Officer……
Report for the period ending ……

PART – 4

GENERAL REMARKS OF THE REPORTING OFFICER

1. Relations 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 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D)……

Name of the Officer……
Report for the period ending ……

6. Pen Picture by Reporting Officer (in about in 100 words) 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(A+B+C)+ (D))of part 4 of the Report.

Signature of the Reporting Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

Name of the Officer……
Report for the period ending ……

Part -5

1. REMARKS OF THE REVIEWING OFFICER

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-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 4 item 5, if yes please grade him/her with maximum one mark as (D).
(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 initial your entries).

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

Name of the Officer……
Report for the period ending ……

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 attitude towards weaker section.

5. Do you agree with the grade given by reporting officer in "D" of part 4 and indicate appropriately with maximum 1 mark as "D" ……

6. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.

Signature of the Reviewing Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

ANNEXURE -III

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi-110 602

(PROFORMA –C)

ANNUAL PERFORMANCE ASSESSMENT REPORT

(GROUP –C OFFICERS)
(NON –TEACHING)

Name of Officer……..

Employee code ……

Designation……

Office ……(KV/RO/ZIET/HQ)

Report for the year/period ending…….

Report for the year/period ending……...

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi - 110 602

Annual Performance Assessment Report of Group C Non-teaching Officers of Kendriya Vidyalaya Sangathan Headquarter / Regional Office/ ZIET /Kendriya Vidyalaya ..……

PART -1

PERSONAL DATA

(**To be filled by the Administrative Section of the Office**)

1.	Name of the Officer……..		
2	• Date of birth (DD/MM/YYYY) ……/……/…...…..… . • (in words)……..		
3	Employee Code…….		
4	Category (Gen/OBC/SC/ST/PH.……..…….		
5	Educational qualification……		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date……	Post…….
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

Name of the Officer……
Report for the period ending ……

PART-2

SELF ASSESSMENT

(To be filled in by the Officer reported upon)

(**Please read carefully the instructions before filling the entries**)

1. Brief description of duties

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.

Targets/Objectives/Goals	Achievements

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

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

Place ----------

Date…….. Name and Signature of the officer reported upon

Name of the Officer……..
Report for the period ending…….

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)ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)

S.No.	Attributes	Assessing Reporting authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of using electronics devices viz.Fax,Photocopiers/Computer etc.				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	40% weightage of overall average grading				

Name of the Officer……
Report for the period ending ……

(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Revised grades by Reviewing Authority (if doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude to work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Capacity to work in a team with team spirit				
vi)	Capacity to adhere to time schedule and speed of disposal				
vii)	Inter personal relations				
viii)	Work management skills				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii/8)				
	30% weight age of overall average grading				

Name of the Officer……
Report for the period ending ……

(C) Assessment of functional competency (weightage to this section will be 30%)

S.N.	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Revised Grade by Reviewing Authority (if doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.				
ii)	Work planning ability				
iii)	Quality of drafting and noting				
iv	Coordination ability				
v)	Initiative				
vi)	Others functional components like knowledge of computers etc/Ability to motive other staff				
	Overall Average Grading on ' Functional attributes (i+ii+iii+iv+v+vi/6)				
	30% weight age of overall average grading				

Name of the Officer……
Report for the period ending ……

PART – 4

GENERAL REMARKS OF THE REPORTING OFFICER

1. Relations 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 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D)……

Name of the Officer……
Report for the period ending ……

6. Pen Picture by Reporting Officer (in about in 100 words) 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(A+B+C)+ (D))of part 4 of the Report.

Signature of the Reporting Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

Name of the Officer……
Report for the period ending ……

Part -5

1. REMARKS OF THE REVIEWING OFFICER

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-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 4 item 5, if yes please grade him/her with maximum one mark as (D).
(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 initial your entries).

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

Name of the Officer……
Report for the period ending ……

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 attitude towards weaker section.

5. Do you agree with the grade given by reporting officer in "D" of part 4 and indicate appropriately with maximum one mark as "D" ……

6. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.

Signature of the Reviewing Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

ANNEXURE -IV

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi-110 602

(PROFORMA –D)

ANNUAL PERFORMANCE ASSESSMENT REPORT

TEACHING STAFF

Name of Officer……..

Employee code …….

Designation……

Office ……..……(KV/ZIET)

Report for the year/period ending…….

Report for the year/period ending……...

Kendriya Vidyalaya Sangathan

(Ministryof Human Resource Development)
(Deptt. Of School Education & Literacy)
New Delhi - 110 602

Annual Performance Assessment Report of Teaching Staff of Kendriya Vidyalaya Sangathan ZIET/Kendriya Vidyalaya.....…….....

PART -1

PERSONAL DATA

(**To be filled by the Administrative Section of the Office**)

1.	Name of the Officer……..		
2	• Date of birth (DD/MM/YYYY) ……/……./…...…..… . • (in words)……..		
3	Employee Code…….		
4	Category (Gen/OBC/SC/ST/PH..……..…….		
5	Educational qualification……		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date……	Post…….
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

Name of the Officer……
Report for the period ending ……

PART-2

SELF ASSESSMENT

(To be filled in by the Officer reported upon)

(**Please read carefully the instructions before filling the entries**)

1. Brief description of duties

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. (example Annual action plan for your Division/Section/KV.

Please note that your achievement against expectations will be vital parameter for appraisal. You are therefore, advised to respond, in unambiguous terms on the following,

(i) Targets committed by you at the commencement of the session vis-a-vis job description and expectations.

And

Targets achieved at the year end

(ii) The efforts made by you during the year in comparison to the efforts planned and milestones achieved.

Name of the Officer……
Report for the period ending ……

Areas for self- appraisal	**Target/Objectives/Goals for the current session**	**Achievements for the current session**
Planning (Annual & Lesson): 1) **Frequency & Quality** 2) **Syllabus completion**		
(Teaching-Learning Process (TLP): Sincerity in adhering to the planning, effectiveness, Remedial measures, use of ICT etc :-)		

1) **At School Based Examination** 2) **At Board Examination (Pass % & P1)** 3) **At any other forum**		
Students' performance: Achievements of students at Formative & Summative Assessment		
Assessment:Conduct of Formative & Summative Assessment, Question Paper, Frequency & Quality of evaluation, analysis of pupil,s performance, diagnosis and remediation etc.		
Reporting To Students, Parents, Subject Committee and Principal etc: Frequency, Quality and impact		
Organization of KV/Cluster/Regional/KVS Level activities including Club Activities. Role, Contribution and special achievement, if any		
Intra & Inter House Activities: Role & Contribution & special achievement, if any		
Committees: Role & Contribution & Special achievement, if any.		
Any other area of Contribution		

Name of the Officer……
Report for the period ending ……

3. (A) 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.

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

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

Place ----------

Date…….. Name and Signature of the officer reported upon

Name of the Officer……..
Report for the period ending…….

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)ASSESSMENT OF WORK OUTPUT (weight age to this section will be 40%)

S.No.	Attributes	Accessing Reporting authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted as per subject allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	40% weightage of overall average grading				

Name of the Officer……
Report for the period ending ……

(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Revised grades by Reviewing	Initial of Reviewing Authority

				Authority (if doesn't agree with col.3)	
1	2	3	4	5	6
i)	Attitude to 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 relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix/9)				
	30% weight age of overall average grading				

Name of the Officer……
Report for the period ending ……

(C) Assessment of functional competency (weightage to this section will be 30%)

S.N.	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Revised Grade by Reviewing	Initial of Reviewing Authority

				Authority (if doesn't agree with col.3)	
1	2	3	4	5	6
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 work culture among subordinates				
vi)	Initiative				
	Overall Average Grading on ' Functional attributes (i+ii+iii+iv+v+vi/6)				
	30% weight age of overall average grading				

Name of the Officer……
Report for the period ending ……

PART – 4

GENERAL REMARKS OF THE REPORTING OFFICER

1. Relations 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 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D)……

Name of the Officer……
Report for the period ending ……

6. Pen Picture by Reporting Officer (in about in 100 words) 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(A+B+C)+ (D)) of part 4 of the Report.

Signature of the Reporting Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

Name of the Officer……
Report for the period ending ……

Part -5

1. REMARKS OF THE REVIEWING OFFICER

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-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 4 item 5, if yes please grade him/her with maximum one mark as (D).
   (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 initial your entries).

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

Name of the Officer……
Report for the period ending ……

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 attitude towards weaker section.

5. Do you agree with the grade given by reporting officer in "D" of part 4 and indicate appropriately with maximum 1 mark as "D" ……

6. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.

Signature of the Reviewing Officer

Name in Block letters……..

Designation…….

During the period of Report…….

Place……..
Date……

Annexure –V

KENDRIYA VIDYALAYA SANGATHAN

Time schedule for preparation/completion of APAR

Sl No	Activity	Date by which to be completed
1	**Disttribution 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)**	**31st March, (This may be completed even a week earlier)**
2.	**Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).**	**15th April**
3	**Submission of report by reporting officer to reviewing officer**	**30th June**

4.	**Report to be completed by Reviewing Officer and to be sent to Administration or concerned Section/Cell .**	**31st July**
5.	**Disclosure to the officer reported upon**	**01st September**
6.	**Receipt of representation, if any, on APAR**	**15 days from the date of receipt of communication**
7.	**Forwarding of representations to the competent authority**	**21st September**
8.	**Disposal of representation by the competent authority**	**Within one month from the date of receipt of representation.**
9.	**Communication of the decision of the competent authority on the representation by the APAR Cell**	**15th November**
10.	**End of entire APAR process, after which the APAR will be finally taken on record**	**30th November**