



# नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

(मानव संसाधन विकास मंत्रालय का स्वायत्त संस्थान, स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)  
(An Autonomous Organization under Ministry of HRD, Department of School Education and Literacy Govt. of India)

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F: PF:1-8/(RO-Admn.)(LR)/Admn./2017-18

Dated: 23.08.2017.

email

To,

The Principal,  
Jawahar Navodaya Vidyalayas  
Under Lucknow Region.

Sub: Annual Performance Assessment Report (APAR) format-reg.

Sir/Madam,

The Navodaya Vidyalaya Samiti, hqrs. NOIDA vide letter no. 4-2/2013-NVS(Admn.)/1637 dated 03.07.2017 have enclosed copies of approved format to be used for Annual Performance Assessment Report (APAR) for all the employees in Navodaya Vidyalaya Samiti w.e.f. 2017-18. The APAR format has been uploaded in the website of Navodaya Vidyalaya Samiti Regional Office, Lucknow along with your email id.

The APAR format duly approved are as under:

Sl.No.	Annexure No.	Formats pertain to (preference A,B,C,D)	Flag No.
1.	I	APAR Format (A) Group A'Officer	A
2.	II	APAR format (B) Group 'B' Officer i.e. Non-teaching	B
3.	III	APAR Format (C) Group 'C' Officer in Non-Teaching	C
4.	IV	APAR Format (D) Teaching Staff	D
5.	V	FORMAT (E) Time schedule for preparation/ completion of APAR	E

While writing the APAR, the following points may be taken into consideration:

1. All pages will contain name & year of reporting.
2. All pages on reporting shall be signed by Reporting Officer.
3. Once e-office scheme is launched, the format shall be made online and linked to individual IDs for e-signature.

The responsibility of monitoring of APAR at JNV level of all the officials will be of Principal, Jawahar Navodaya Vidyalaya concerned.

The time schedule for completion of APAR must be adhered as per schedule enclosed with APAR format (Annexure-V).

The present form of ACR has been discontinued w.e.f. 1<sup>st</sup> April, 2017 and the APAR format will be implemented for all the staff from the session 2017-18.

You are requested to download the APAR format either from the website of NVS Regional Office, Lucknow or gmail Id for the purpose of bringing it into practice w.e.f. 2017-18 session.

Yours faithfully,

  
(Girish Chandra)

Deputy Commissioner

Copy to :

1. Sh. Ved Prakash, Computer Operator, Navodaya Vidyalaya Samiti, Regional Office, Lucknow with the direction to upload the copy of the circular in the website of Navodaya Vidyalaya Samiti Regional Office, Lucknow as well as email it separately in the gmail ID of all JNVs under Lucknow Region. A

**ANNEXURE –I**

**NAVODAYA VIDYALAYA SAMITI**

(Ministry of Human Resource Development)  
(Deptt. Of School Education & Literacy)



(PROFORMA –A)  
**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**( GROUP –A OFFICERS )**

**(VP/PRINCIPAL/EE/AC/DC/JC)**

**Name of Officer.....**

**Employee code .....**

**Designation.....**

**Office .....(JNV/RO/HQ/NLI)**

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

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

**Navodaya Vidyalaya Samiti**  
(Ministry of Human Resource Development)  
(Deptt. Of School Education & Literacy )

Annual Performance Assessment Report of Group A Officers (VICE PRINCIPAL/PRINCIPAL/EE/AC/DC/JC) of Navodaya Vidyalaya Samiti Headquarter / Regional Office/Jawahar Navodaya 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 NVS		
7.	Date of continuous appointment in the present post.	Date.....	Post.....
8.	Present Pay and Grade Pay		
9.	Period of absence/on leave etc.	Period From To	Type _____ Remarks _____
10.	Name of the Reporting Officer		
11.	Training programme attended during the reporting period		
12.	Awards/Honour, if any		
13.	Date of submission of immoveable property return for the previous year		
14.	Name & Signature of the Dealing Official		

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 31<sup>st</sup> 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	Assessment of Reporting Authority	Initial of Reporting Authority	Assessment of 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)						
	<b>40% weightage of overall average grading</b>						

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 towards 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)						
	<b>30% weightage of overall average grading</b>						



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 including residential component						
	Overall Average Grading on Functional attributes (i+ii+iii+iv+v+vi/6)						
	<b>30% weightage of overall average grading</b>						

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

**Section-D**

**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) + Section-D (5) 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 -4

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 Section-D? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Section-D 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 Part-3 Section D(5) and indicate appropriately with maximum one mark as "D".....
6. Overall numerical grading on the basis of weightage given in Part-3(A+B+C)+Point 5 of the Part-4.

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

**Navodaya Vidyalaya Samiti**  
(Ministry of Human Resource Development)  
(Deptt. Of School Education & Literacy)



**(PROFORMA -B)**  
**ANNUAL PERFORMANCE ASSESSMENT REPORT**  
**( GROUP -B OFFICERS )**  
**( NON -TEACHING )**

Name of Officer.....

Employee code .....

Designation.....

Office .....(JNV/RO/HQ/NLI)

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

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

**Navodaya Vidyalaya Samiti**  
(Ministry of Human Resource Development)  
(Deptt. Of School Education & Literacy )

Annual Performance Assessment Report of Group B officers of Navodaya Vidyalaya Samiti Headquarter / Regional Office/ Jawahar Navodaya 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 NVS		
7	Date of continuous appointment in the present post.	Date.....	Post.....
8	Present Pay and Grade Pay		
9	Period of absence/on leave etc.	Period From To	Type _____ Remarks _____
10	Name of the Reporting Officer		
11	Training programme attended during the reporting period		
12	Awards/Honour, if any		
13	Date of submission of immoveable property return for the previous year		
14	Name & Signature of the Dealing Official		

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 31<sup>st</sup> 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	Assessment of Reporting authority	Initial of Reporting Authority	Assessment of 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)				
	<b>40% weightage of overall average grading</b>				

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

**(D) 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 (support to residential component)				
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/2)				
	<b>30% weightage of overall average grading</b>				

Name of the Officer.....

Report for the period ending .....

**(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 20%)**

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 towards 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/4)				
	<b>20% weightage of overall average grading</b>				
<b>(C)</b>	<b>10% weightage of file maintenance and record keeping</b>				

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)				
	<b>40% weightage of overall average grading</b>				

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.

Place -----

Date.....

Name and Signature of the officer reported upon

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

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

**Navodaya Vidyalaya Samiti**  
(Ministry of Human Resource Development)  
(Deptt. Of School Education & Literacy )

**Annual Performance Assessment Report of Group C Non-teaching Officers of Navodaya Vidyalaya Samiti Headquarter / Regional Office/Jawahar Navodaya Vidyalaya .....**

**PART -1**

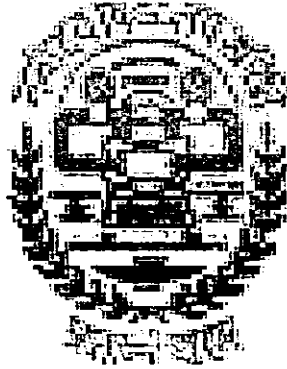
**PERSONAL DATA**

(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 NVS		
7	Date of continuous appointment in the present post.	Date.....	Post.....
8	Present Pay and Grade Pay		
9	Period of absence/on leave etc.	Period From To	Type _____ Remarks _____
10	Name of the Reporting Officer		
11	Training programme attended during the reporting period		
12	Awards/Honour, if any		
13	Date of submission of immoveable property return for the previous year		
14	Name & Signature of the Dealing Official		



**Navodaya Vidyalaya Samiti**  
(Ministry of Human Resource Development)  
(Deptt. Of School Education & Literacy)



(PROFORMA -C)  
**ANNUAL PERFORMANCE ASSESSMENT REPORT**  
( GROUP -C OFFICERS )  
( NON -TEACHING)

Name of Staff employee.....

Employee code .....

Designation.....

Office .....(JNV/RO/ /HQ/NLI)

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

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 Part-3 Section-D(5) and indicate appropriately with maximum 1 mark as "D" .....
- 6. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+ Point 5 of Part-4.

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

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

**Part -4**

**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 Section-D? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Section-D 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 .....

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)+ Section-D 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 .....

**Section-D**

**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 .....

**(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 including residential component				
	Overall Average Grading on 'Functional attributes' (i+ii+iii+iv+v+vi/6)				
	<b>30% weight age of overall average grading</b>				

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 towards 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, including residential component				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix/9)				
	<b>30% weightage of overall average grading</b>				

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

**Section-E**

**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)+ Section-E 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 -4**

**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 Section-E? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Section-E 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 Part-3 Section-D(5) and indicate appropriately with maximum one mark as "D" .....
6. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Point 5 of Part-4.

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

NAVODAYA VIDYALAYA SAMITI  
(Ministry of Human Resource Development )  
Dept. Of School Education & Literacy  
B-15, Institutional Area, Sector 62  
NOIDA(UP) – 201 309



(PROFORMA-D)  
ANNUAL PERFORMANCE ASSESSMENT REPORT  
TEACHING STAFF

Name of the Staff .....

Employee Code.....

Designation .....

JNV;.....Dist:.....State.....

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

Name..... Year.....

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

Annual Performance Assessment Report of Teaching Staff of

Jawahar Navodaya Vidyalaya .....Distt.....State

**PART-I**

**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 NVS		
7.	Date of continuous appointment in the present post.	Date.....	Post.....
8.	Present Pay and Grade Pay		
9.	Period of absence/on leave etc.	Period From To	Type _____ Remarks _____
10.	Name of the Reporting Officer		
11.	Training programme attended during the reporting period		
12.	Awards/Honour, if any		
13.	Date of submission of immovable property return for the previous year		
14.	Name & Signature of the Dealing Official		

Name..... Year.....

Name of the Officer \_\_\_\_\_  
Report of the period ending \_\_\_\_\_

**PART-2**

**SELF ASSESSMENT**

**(To be filled in by the Officer reported upon)**

**(Please read carefully the instructions before filing 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/ JNV.

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-à-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..... Year.....

**SELF APPRAISAL**

Sl. No.	Area for self-appraisal	Target/Objectives/Goals for the current session	Achievements for the current session
a	Planning (Annual & Lesson)  1) Frequency & Quality 2) Syllabus completion		
b	(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% & Quality) 3) At any other Forum		
c	Students' performance: Achievements of students at periodic and year-end Assessment – Class-wise		
d	Assessment: Conduct of periodic and year-end Assessment, Question paper, Frequency & quality of Evaluation, Analysis of pupil's performance, diagnosis and remediation etc.		
e	Reporting to students, Parents, Subject Committee and Principal etc. Frequency, Quality and Impact		
f	Organization of JNV/Cluster/Regional/NVS level activities including Club Activities. Role, Contribution and special achievement, if any.		
g	Contribution towards residential activities		
h	Intra & Inter House Activities: Role & Contribution & Special achievement, if any.		
i	Innovative practices		
j	Any other area of contribution including contribution to society		

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.

3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> 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 academic output with monitorable & verifiable targets & achievement (weightage to this section will be 60% )

Sl. No.	Attributes	Accessing Reporting authority	Initial of Reporting Authority	Assessment of 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				
(v)	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly				
(vi)	Strategic planning ability				
(vii)	Decision making ability				

(viii)	Coordination ability				
(ix)	Ability to motivate and develop work culture				
(x)	Initiative				
(xi)	Effectiveness of supervision during study hours				
(xii)	Effectiveness as escort to perform various escort duties				
(xiii)	Academic Performance				
(xiv)	Effectiveness of remedial classes				
(xv)	ICT implementation				
(xvi)	Maintenance of Academic records				
(xvii)	Contribution in subject committee				
(xvii i)	Contribution towards NSS, NCC, Scout & Guides, CCA etc.				
(xix)	Contribution towards JNVST				
(xx)	Conduct of activities in laboratory/ class room				
	Weightage on academic output for 60 points (i to xx)				

(B) Assessment of Personal Attributes and Personal Competency (weightage to this section will be 20%)

S.No.	Attributes	Grades by Reporting authority	Initial I 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 & punctuality				
(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)	Inter personal relations				
(viii)	Managerial skills of the teacher				
(viii)	Research Projects undertaken				
(ix)	Number of papers published				
	Weightage on above for 20 points				

Name of the Officer \_\_\_\_\_

Report for the period ending \_\_\_\_\_

(C) Assessment of contribution towards Residential Component (weightage to this section will be 20%)

Sl. No.	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)	Effectiveness as H.M./A.H.M. during the period of observation				
(ii)	Conduct of formal house meetings and maintenance of records				
(iii)	Relationship with parents and students				
(iv)	Contribution to Sports & games				
(v)	Ensuring safety measures in the campus				
(vi)	Counseling of students with empathetic approach				
(vii)	Pro activeness towards house activities				
(viii)	Contribution towards mess management				
	Weightage on Residential attributes for 20 points (i + ii + iii + iv + v + vi+vii+viii/4)				

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 improve 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 (G) \_\_\_\_\_

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) + 5 of Part 4 of the Report (G).

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 (F).

(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 "G" of Part 4(5) and indicate appropriately with maximum 1 mark as "D" \_\_\_\_\_
6. Overall numerical grading on the basis of weightage given in Part 3 (A + B + C) + G of Part-4(5).

Signature of the Reviewing Officer

Name in Block letters \_\_\_\_\_

Designation \_\_\_\_\_

During the period of Report \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_



## NAVODAYA VIDYALAYA SAMITI

## Time schedule for preparation/completion of APAR

SI No	Activity	Date by which to be completed
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 )	31 <sup>st</sup> March, (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (wherever applicable).	15 <sup>th</sup> April
3	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or concerned Section/Cell .	31 <sup>st</sup> July
5.	Disclosure to the officer reported upon	01 <sup>st</sup> 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	21 <sup>st</sup> 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	15 <sup>th</sup> November
10.	End of entire APAR process, after which the APAR will be finally taken on record	30th November