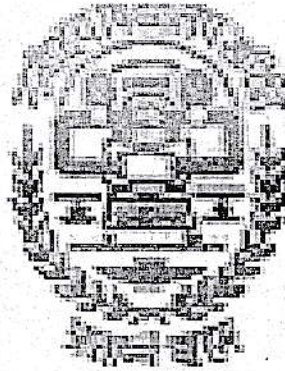


ANNEXURE -I

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	<ul style="list-style-type: none">• 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 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	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)						
	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 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)						
	30% weightage 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 including residential component						
	Overall Average Grading on ' Functional attributes (i+ii+iii+iv+v+vi/6)						
	30% weightage of overall average grading						

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).

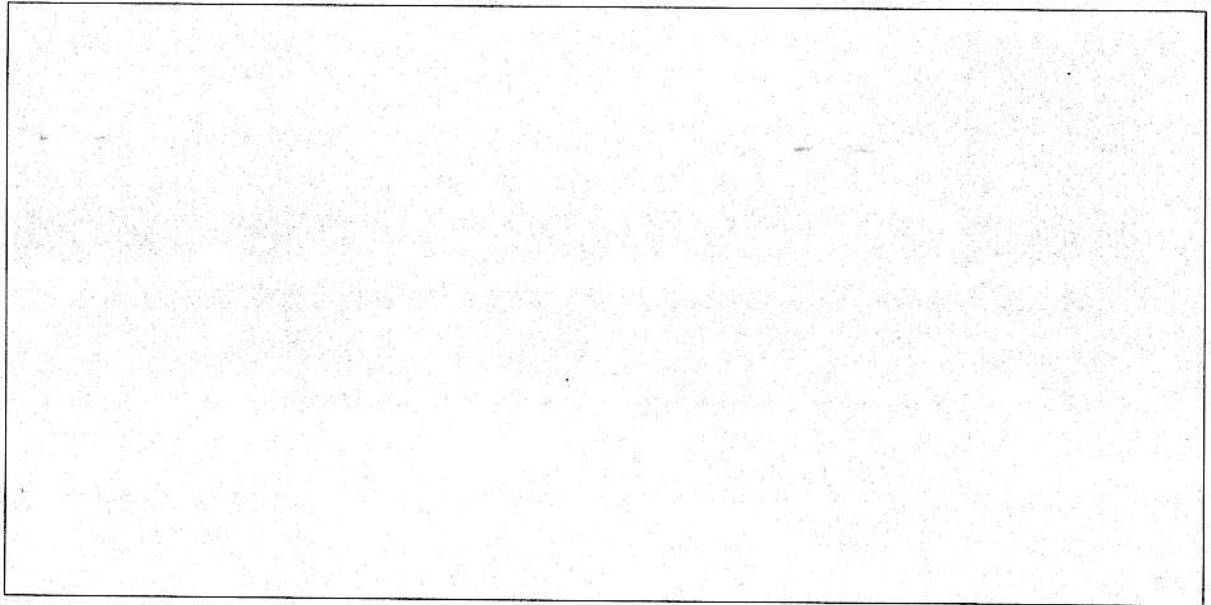
(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

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

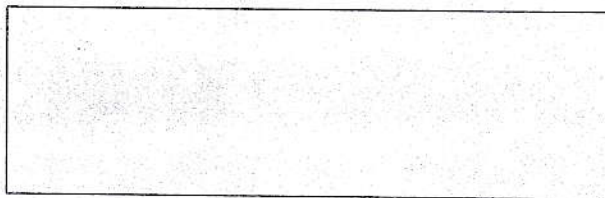
Name of the Officer.....

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.....