



# NATIONAL LAW UNIVERSITY, JODHPUR

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## Annual Performance Appraisal Form

Before filing the Annual Performance Appraisal Form, please see the instructions to the Appraiser (Appendix-I) and Ingredients of Factors (Appendix-II)

### Personal Information of the employee

1. Name of Employee:
2. Designation and since how long in this post:
3. Section/Cell/Department:
4. Present Scale of pay/Basic pay (from) :
5. Academic and professional qualifications :
6. Date of Birth : \_\_\_\_\_
7. Date of joining NLU, Jodhpur :
8. Describe briefly the nature of work which the employee has been engaged on during the period under review.

9. Performance evaluation of the year..... by the I.O. and reviewed by the R.O.:

Ingredients	Year.....	
	I/O	R/O
i) Job ability		
ii) Work responsibility		
iii) Work output		
iv) Quality of work		
v) Inter-personal relations		
vi) Punctuality		
vii) Discipline (State, if any disciplinary action has been taken or is pending)		
viii) Physical fitness		

ix) Availability for work (based on attendance)		
x) Presence of mind for taking initiative		
<b>Total</b>		
10. Dependability/ Loyalty		
11. Integrity (Mention if anything adverse has come to notice)		
12. Mention areas where assessee can do better		
13. Specify adverse remarks if any to be communicated to the individual		

Signature of the I.O.  
I/O i.e. Initiating Officer and R/O i.e. Reviewing Officer

Signature of the R.O.

Note: (i) The marks in item No.9(i) to 9-(x) are to be given out of maximum 10 marks in each item and are to be totalled.  
(ii) Marking may be negative or minus as well.  
(iii) The remarks in item-10 to 13 be given in express terms.

**14. Tick  whichever is applicable**

- There is no adverse remarks against the individual.
- Adverse/advisory remarks have been communicated vide Memo No..... dated.....

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**15. Recommendation of the Assessment Committee (Applicable in respect of First Extension of contract period)**

The average score of the last two year is..... (marks) i.e. rated as .....

Now, keeping in view the .....(rating) of performance of Sh..... in the last two years, we recommend the same rating score/give our assessed average score as..... i.e. rated as..... and recommend extension of his/her services for another term.

Member

Member

Member

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16. Remarks/Comments of the Registrar

17. Hon'ble Vice Chancellor

## **INSTRUCTIONS TO THE APPRAISER**

1. Before recording the assessment, the factor definitions should be read carefully.
2. The factors in item 8 to 10 are to be assessed; of these, assessment of the factors in item 8(l) to 8(x) is to be quantified and the score for each factor be indicated by awarding specific marks depending upon the performance of the assessee. For facility of assessment, ingredients of factors in items 8 (i to x), 9 and 10 are given in Annexure-III. The Appraiser may keep these ingredients in mind while assessing these factors.
3. Performance evaluation should be based on how well the employee has achieved the results expected during the period under assessment. Each factor should be assessed independently, uninfluenced by the rating the other factor(s).
4. Tendency to over rate/under-rate should be guarded against. This is unfair both to the employee reported upon as well as to his colleagues.
5. The assessment should be based on sufficient evidence reflected during the period under review. It should be fair and accurate. Personal bias should not operate in assessing an employee.
6. The assessment of an employee should not be based on a recent incident or two during the assessment period but on his performance throughout the period under review.
7. If the evaluation of an employee on a particular factor is considered to be '9' or '3' or less, the evaluation should be justified by citing specific supportive evidence in the relevant column.
8. Where the Accepting Officer does not agree with the assessment of the Initiating Officer / Reviewing Officer he should record his own assessment against each factor.
9. Adverse remarks must be clearly distinguished from suggestions. "His relations with subordinates need improvement" is a suggestion while "his relations with subordinates are bad or he treats his subordinates badly or rudely" is an adverse remarks.
10. In case there is any doubt about the integrity of an employee, the column in the PAR form should be left blank and a secret note maybe recorded and followed up. If as a result of follow-up action, the doubts are cleared, the employee's integrity should be certified and if the doubts are confirmed, this should be recorded in the ACR and communicated to the employee.

## INGREDIENTS OF FACTORS

### i) **Job ability:**

- a) Does he have the required knowledge and skill ?
- b) Does he make an effort to improve his knowledge & skill ?
- c) Is he effective in applying knowledge & skills to carry out his duties ?

### ii) **Work responsibility:**

- a) Is he regular and punctual and uses his time purposefully ?
- b) Is he disciplined? Does he follow rules of conduct and is he obedient to authority?
- c) Does he co-operate with seniors and colleagues?
- d) Does he take interest, work hard and carry out his duties willingly and responsibly?

### iii) **Work output:**

- a) Has he completed his work on time?
- b) Has he been consistently high in his output?

### iv) **Quality of work:**

- a) Has his work been accurate and neat?
- b) Has his work been thorough and systematic?
- c) Has he been consistent in turning out quality work ?

### v) **Inter - personal relations :**

- a) Does he adjust to new or changing situation and co-operate well with colleagues and seniors?
- b) Is he accepted and does he make due contribution as a member of the group?
- c) Does he use problem solving skills to settle differences with others, consistent with organisational objectives?
- d) Does he get along well with outside people and organisation?

### vi) **Punctuality:**

- a) Does he reach his office/work site in time?
- b) Does he normally reach his office work site before time?
- c) Does he insist on his subordinates coming in time or does he allow laxity?
- d) Does he keep his appointments? Is he in time for meeting, conferences, etc.?

### vii) **Discipline:**

- a) Is he disciplined himself i.e. unquestioned compliance with authority and obedient?

- b) Has he instilled a sense of discipline in his subordinates?
- c) Is he involved in any enquiry or fray?
- d) Has any disciplinary action been initiated or pending against him?

viii) **Dependability/Loyalty:**

- a) Does he take interest or associate with people engaged in spreading rumours, loose talking, misguiding staff, giving misleading information of the University to outsiders?
- b) Is he positive to his seniors?
- c) Is he positive in his approach to the men working under him?
- d) Is he positive to others working in the Organization?

ix) **Integrity:**

- a) Is he exceptionally honest and above board?
- b) Is he honest and dependable?
- c) Is he generally honest and fair in his dealings?
- d) Has he tendency to be occasionally dishonest ; his behaviour harms no one but himself?
- e) Is he dishonest and a bad influence on others?

x) **Physical fitness:**

- a) Whether he is physically fit to carry out his given task or he takes support of others?
- b) Whether he remained absent on account of his health ground?
- c) Whether he has any physical deformity which hampers his work?

xi) **Availability for work:**

- a) Is he a habitual absentee and remain on EOL/LWP?
- b) Does he remains on leave quite frequently i.e. consumes his whole quota of entitled leave?
- c) What are his actual working days?

xii) **Presence of mind:**

- a) Whether he takes initiative to carry out his given targets?
- b) Whether he has the ability to motivate and encourage his colleagues to accomplish his work?
- c) Does he apply his professional competence to carry his works or only follows the path as are suggested/guided by others?