



PONDICHERRY UNIVERSITY  
PUDUCHERRY

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ASSESSMENT  
ANNUAL PERFORMANCE REPORT FOR PRIVATE SECRETARY

NAME OF THE OFFICER:

DESIGNATION :

REPORT FOR THE YEAR/  
PERIOD ENDING :





## 10. Training:

<i>Programme Attended</i>	<i>Duration</i>	<i>Institute</i>	<i>Title of the Programme</i>

## 11. Category :

<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Others</i>
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(Please tick)

## 12. Have you submitted your latest return of Immovable Property

Yes	No
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If Yes, Date of Submission :

\_\_\_\_\_

**PART-II**

## (a) Brief description of duty :

## (b) Major / special achievements, if any during the period of report :

(c) Constraints faced, if any, during the period of report :

Place:

Signature :

Date:

Name :

**PART-III ASSESSMENT OF THE REPORTING OFFICER**

- (i) The assessment may be indicated in respect of each of the following factors in a scale of 1 to 10 in the respective boxes provided.

**(1-Poor; 10-Exceptionally brilliant)  
Marks & Grading to be incorporated**

<i>Marks</i>	<i>Grading</i>
1 to 2	Below average
3 to 4	Average
5 to 6	Good
7 to 8	Very Good
9 to 10	Outstanding

- (ii) Length of service under Reporting Officer  
During the period of report : \_\_\_\_\_
- (iii) Do you agree with the submission of the officer indicated in Part II (Self Appraisal)  
Is there anything you wish to modify or add? If so, kindly record the same.

**[Please read the instructions given at the end of the form carefully  
before filling the entries]**

1. State of Health :
2. Regularity and Punctuality in Attendance :
3. Knowledge of Rules & Regulations :
4. Intelligence, Keenness and Industriousness :
5. Communication skills (Oral / Written) :
6. Innovative thinking:
7. Relationship with public :
8. Trust-worthiness in handling secrets and  
Top-secret matters and papers :
9. Planning & Organising own's work:
10. Temperament :
11. Discipline:  
(Adherence to expected standards of conduct  
and respect for organizational norms / instructions)
12. General assistance in quick and timely disposal :
13. Supervisor ability :  
Control and management of staff, guidance,  
review of performance, etc.
14. Team Work :  
(The ability to perform in the group with  
cohesiveness and team spirit)



15. Quality of work:  
Accuracy, excellence of output, free from errors, consistency under varying conditions.
16. Character/Moral reputation :  
Loyalty to the University
17. Cost consciousness:  
Efforts towards optimum utilization of available resources and elimination of waste
18. Capacity for further development:
19. Ability to learn :
20. Capability and willingness to take additional/special assignment :
21. Proficiency and accuracy in stenographic work :
22. Maintenance of engagement diary and timely submission of necessary papers for meetings, Interviews, etc.
23. General assistance to the superior officers :
24. Initiative and tact in dealing with telephone Calls and visitors :
25. Nature of other duties, if any on which employed and whether carried them out satisfactorily :
26. Amenability to discipline, etc. :
27. Interpersonal Relationship :
28. Training need, if any:
29. Major/special achievements, outstanding contributions, if any during the period of report:

30. Overall Rating by Reporting Officer  
(in a scale of 1 to 10 points)  
(1 – Poor; 10 – Exceptionally brilliant) :

31. Fitness for Promotion :

Fit	Not Yet Fit
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32. Has the employee been reprimanded  
for indifferent work or for other causes  
during the period under report?  
If so, please give brief particulars :

33. Has the employee been reprimanded  
for indifferent work or for other causes  
during the period under report?  
If so, please give brief particulars :



ASSESSMENT OF INTEGRITY

(In case there is any doubt the integrity of an employee, the column in the ACR form should be left blank and a secret note may be recorded and flowed up. This is for the reason that 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 concerned)

*Nothing adverse  
came to notice*

*Couldn't be Certified*

*Under Verification*

- 1 Any outstanding work done during the period under review (Give details)
  
- 2 General remarks, if any with particular reference to potential for growth :

.....  
**Signature**

.....  
**Name**

.....  
**Designation**

.....  
**Date**

**REMARKS OF THE REVIEWING OFFICER**

Do you agree with the overall rating given  
By the Reporting Officer

Yes	No
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If not, what should be his/her overall rating  
In a Scale of 1 to 10 points  
( 1 – Poor, 10 – Exceptionally brilliant)

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**General Remarks, if any:**

Particularly with reference to  
outstanding merits/abilities/  
contributions, if any

.....  
Signature

.....  
Name

.....  
Designation

.....  
Date

*APAR's with overall rating being 9 and above or 2 and below, and / or adverse remarks will be submitted to the Registrar.*

INSTRUCTIONS

1. The confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the employee reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record his remarks to that effect against the item and can change the rating with an initial. The competent authority shall enter the remarks in the Confidential Report of the Reporting Officer.
5. The answers are in objective form. The rating scale should be judiciously ticked to measure the performance of the individual as accurately as possible.
6. Although performance appraisal is yard and exercise in order that it may be a tool for human resource developing, the Reporting Officer should at regular interval reviews the performance and take necessary corrective steps by way of advice etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraiser in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraiser's performance during the period of report only.

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