

ORDINANCE ON
REGULATIONS OF WRITING OF ANNUAL CONFIDENTIAL
REPORTS OF THE NON-TEACHING EMPLOYEES
(Under Section 22 (a) & (j) of SVSU Act.)

1. The Annual Performance Appraisal Reports on the work and conduct of Clerks, Assistants, Steno-typist (Working for Superintendents) and Group D Employees shall be initiated by the Branch Superintendents
2. On the basis of report of Branch Superintendent, the Branch Officer concerned shall record his/her opinion on the work and conduct of the above-mentioned officials in the report. Similarly, after the record of work done, Registrar shall be the final accepting authority in the case of the aforesaid functionaries working in the Registrar's Office.
3. Annual Performance Appraisal Reports on the work and conduct of similar officials, working in the University Teaching Departments/ Colleges/ Institutes/ other offices, shall be written by the Chairperson of Teaching Departments, Principal of the Colleges/Institutes/ Head of other offices, as the case may be. An original copy of the report, so written, shall be sent by them confidentially to the Registrar, by name, for record in his/her office and a copy of the same may be retained in their office.
4. Annual Performance Appraisal Reports on the work and conduct of Branch Superintendents shall be written by the Branch Officers concerned. The Registrar shall be the final Accepting Authority in their cases.
5. In the case of Branch Officers, the Annual Performance Appraisal Reports shall be initially written by the Deputy Registrar. In the case of employees of Examination wing, these shall be submitted to the Controller of Examination for recording his/her remarks. Thereafter, the Registrar shall record his/her impression. However, in the absence of the Deputy Registrar, the Controller of Examination and other controlling

officers and the Registrar shall write their reports. Final accepting authority in their cases shall be the Vice- Chancellor.

6. In the case of Technical Staff (other than the teaching staff) working in various Teaching Departments/ Colleges/ institutions/ Other offices, the Annual Confidential Reports shall be initiated by the respective Head of the Departments/ Colleges/ Institutions / Other offices, who shall forward the original copy of the report so written, to the Registrar, by name, confidentially for record in his/her office and a copy of the same may be retained in their office.
7. In the case of the Registrar/ Heads of the Non-Teaching Departments, the reports shall be written by the Vice-Chancellor and he/she shall also be Reviewing and Accepting officer.
8. In the case of the Steno-typists/ Stenographers working in Teaching Departments/ Colleges/ Institutes/ Other offices, original copy each of the reports, so written by the concerned officer, shall be forwarded by the Heads of the Departments/ Colleges/ Institutes/ Other offices, to the Registrar by name, confidentially for record in his/her office and a copy of the same may be retained in their office.
9. The Annual Performance Annual Reports (APARs) on the work and conduct of the Stenographers/ Personal Assistants shall be written by the respective offices for whom they are attached.
10. In the case of Stenographers, working in the Registrar's office, the Registrar shall be the final accepting authority, except in the case of Stenographers/ Personal Assistants to the Vice-Chancellor.
11. No Reporting Officer shall record his/her remarks in the Confidential Report of an official working under him/her, unless he/she has seen his/her work and conduct for at least three months. If the official has served under the Reporting Officer for less than three months, the Officer (s) under whom he/she has previously served for at

least three months shall write the report. Provided that an officer, while he/she is under suspension shall not be entitled to write or record his/her remarks in the Annual Confidential Reports. Similarly, the officers on their retirement shall not be entitled to write or record remarks in the (APARs).

12. An Officer may, if he/she had not done so previously within six months, record remarks for the confidential files of officials, subordinate to him/her, within six months of his/her relinquishing the charge of his/her post of office, as the case may be.
13. If an Officer wishes to record his/her remarks either on account of his/her own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his/her doing so and he/she may be supplied with blank forms (Appendix) for the purpose, if he/she asks for them.
14. The remarks of the highest authority shall supersede the remarks of the subordinate officers, and for the purpose of communication, the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall promptly be communicated to the employee concerned and shall indicate, in suitable language, the nature of the defects in question.
15. An official may, within fourteen days of the receipt of the communication conveying the adverse remarks, ask for material on which these remarks were based, his/her material shall be supplied to the official by the Registrar's Office. Thereafter he/she may, within a period of 14 days from the receipt of the material, make a representation to the Vice-Chancellor against the adverse remarks. If no application is received for the supply of the materials or if no representation is made, within the prescribed period, after supply of the material to him/her, it will be assumed that the official accepts the remarks.

16. The Vice-Chancellor may, if satisfied after inviting the comments of the reporting Officer(s) concerned on the representation submitted by an official expunge the adverse remarks levelled against him/ her represented against. His/her decision shall be final.
17. Besides the confidential reports on the work and conduct of an official, copies of documents/ communications, specified below, shall also be placed on the personal files.
 - a) All orders, imposing any of the penalties prescribed under the University Punishment and Appeals Rules.
 - b) All communications conveying adverse remarks.
 - c) Letters of appreciation which deal with the outstanding nature of performance of an employee on an overall assessment of his/her work and conduct during the year.
 - d) Any other letter/ orders, the competent authority may direct.
18. A Reporting Officer when related to the official, to be reported upon shall always record the fact of his/her relationship on the report.
19. The personal files of all University employees shall remain in the custody of the Registrar except that the personal file of the Registrar shall be maintained by the Vice-Chancellor.
20. The Registrar shall receive Annual Confidential Reports and convey adverse remarks, contained therein, in respect of the University employees whose personal files are maintained by Administration Division.
21. If any employee has been awarded a punishment for an act of omission or commission during a particular period, his/her act of that year (i.e. the year in which the act of omission or commission took place) be suitably down-graded. No fresh/ separate show-cause notice is required to be issued for down-grading of APAR and

the orders of down-grading of APAR may be passed simultaneously while issuing orders of punishment. However, in cases where punishment orders have already been issued in which no mention about down-grading of APAR has been made, then in such cases, for down-grading of APAR, another show-cause notice may be issued in view of punishment already awarded. The extent of down-grading will be decided by the competent authority or final order in punishment/ promotion etc.

22. The following time schedule has been prescribed for writing of APARs: -

- (a) Reporting Authority shall initiate the annual confidential reports on time and ensure that they reach the Reviewing Authority by 7th April of the year.
- (b) Reviewing Authority would send the reports to the accepting authority so as to reach him by 20th April of the year.
- (c) The report should be sent to the Registrar for reviewing/accepting by 15th May of the year.

23. Overall grading of each report shall be as under: -

Outstanding/ Excellent	Very Good	Good	Average	Below Average
A+	A	B+	B	C

Note:

1. Average and Below Average will be treated, as 'Adverse' and his/her remarks will be conveyed to the official concerned as 'Adverse Remarks'.
2. However, in case the benchmark for promotion to the next higher promotion post is 'Very Good' or above, the remarks below the benchmark should invariably be communicated.
3. State Government of Haryana rules shall apply, where these rules are silent.



[For Group A and B officers]

The Annual Performance Appraisal Report (APAR)

APAR for the period from.....to.....

SECTION _--- I

Personal Data (To be filled by the Custodian in the University)

Name of the officer reported upon.....

Date of Birth.....

Present Grade.....

Present post.....

Date of appointment to present post.....

Reporting, Reviewing and Accepting Authorities-

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

Period and nature of Leave during the period of report:

	Number of subordinates whose APARs for the previous years were required to be recorded by the officer reported in his/her capacity as Reporting officer	
	Number of subordinates whose APARs for the previous years have been reported by the officer reported upon, within the time schedule.	
	Number of subordinates whose APARs for the previous years were required to be recorded by the officer reported in his/her capacity as Reviewing officer	
	Number of subordinates whose APARs for the previous years have been reviewed by the officer reported upon, within the time schedule	

9. Training Programs attended, if any:

10. Date of filing the Annual Property Return

11. For the year ending December

12. Award/Honours, if any

Signature on behalf of

Date:

Deputy/Assistant Registrar(Estt.)

Section II

Self-Appraisal

1. Brief description of duties: (Objectives of the position and details of assigned tasks in the reporting period in about 100 words)

Annual work plan and achievement:

[Please specify targets/objectives/goals (in quantitative or other terms) of work assigned to the official you set for yourself or that were set for you, eight to ten items of work in the order of priority and the achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference]

Targets/objectives/goals	Deliverables, if		Actual Achievements
Procurements made through GeM portal (wherever applicable)			
Total budget allocated for procurement by the University/Department/Division/ Section		Total procurement through Gem portal made by him/her during the period of report (in Rs.).	

in Rupees (as may be applicable in the case of the Officer reported Upon).			
	(i)	% of procurement through Gem portal as against the budget indicate the target.	
	(ii)	Procurements made outside the GeM portal and the reasons therefor.	
	(iii)	Steps taken for promotion of GeM in the University/Department/Division/Section.	

- a) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
- b) Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this/her table.
- c) Initial listing of deliverables is to be finalized within 1 month of the start of the period under report

2. During the period under report, any exceptional contribution made by the official, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the University and/or reduction in time and costs)? If so, please give a description (within 100 words

3. What are the factors that hindered your performance?

4. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

A) For the current assignment

- | | |
|------|-----|
| i) | iv) |
| ii) | v) |
| iii) | vi) |

B) For your Future Career

- | | |
|-----|-----|
| iv) | vi) |
| v) | v) |
| vi) | vi) |

5. Declaration:

S. No.	Activity	Detail	Date
1	Have you filed your immovable property return, as due. If Yes please mention date.	Yes/No	
2	Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	
3.	(i) APARs of how many subordinates for previous year were required to be assessed by you as Reporting / Reviewing Officer?	Reporting	Reviewing
	(ii) APARs of how many subordinates for previous year have been assessed and submitted by you within the stipulated date?	Reporting	Reviewing
	(iii) Reasons for delay. If any, in reporting/reviewing within stipulated date?		

Signature of officer reported upon

Date.....

Section III

Appraisal—Reporting Authority

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details:

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his/her work? If yes, please furnish factual details.

4. Has the officer reported upon met with any significant failures in respect of his/her work? If yes, please furnish factual details.

NUMERICAL GRADINGS (S.No.5, S.No.6 and S.No.7)

[Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical grading, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Assessment of Functional Competency.]

5. Assessment of work output (This/her appraisal should rate the officer vis-a-vis his/her peers and not the general population. Grades should be assigned on a scale of 1 to 10, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this/her Section will be 40%).

Sr. No.	Attributes	Reporting Authority	Reviewing Authority	Initial of reviewing Authority
i.	Accomplishment of planned work/work allotted as per subjects allotted			
ii.	Quality of output			
iii.	Analytical ability			
iv.	Accomplishment of exceptional work/unforeseen tasks performed			
	Overall Grading on 'Work Output'			

6. Appraisal of Personal Attributes (on a scale of 1-10. Weightage to this/her Section will be 30%):

Sr. No.	Attributes	Reporting Authority	Reviewing Authority	Initial of reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and			

	personality			
iv.	Communication skills			
v.	Leadership qualities			
vi.	Emotional Balance			
vii.	Capacity to work in time limit			
viii.	Inter-personal relations			
	Overall Grading on Personal, Attributes			

	Attributes	Reporting Authority	Reviewing Authority	Initial of reviewing Authority
	Knowledge of laws/rules/procedures/ IT skills and awareness of the local norms in the relevant area and ability to apply them correctly			
	Strategic planning ability			
	Decision making ability			
	Coordination ability			
	Initiative			
	Ability to motivate and develop subordinates / work in a team,			
	Time Management			

	Training Ability			
	Participation in Institutional Social Responsibilities			
	Overall Grading on 'Functional competency'			

7. Appraisal of Functional Competency (on a scale of 1-10. Weightage to this/her Section will be 30%)

8. State of health: _____

9. Integrity - Please comment on the integrity of the officer:

10. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his/her attitude towards weaker sections, wherever applicable.

11. Overall grade (on a score of 1- 10)

(Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty).

Signature

Name and designation of the Reporting Authority

Place

Date

Section IV

Review

1. Do you agree with the appraisal made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon?

YES

NO

2. In case of difference of opinion details and reasons for the same may be given.

3. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his/her attitude towards SC, ST and weaker sections. Comments, if any, on the pen picture written by the Reporting Authority.

4. Overall grade on a scale of 1-10

[Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at S.No.10 and 11 of Section I and S.No.6 (4) of Part-11 (Self-appraisal)].

Signature

Name and designation of the Reviewing Authority

Place

Date

Section V

Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

YES

NO

2. In case of difference of opinion, details and reasons for the same may be given.

3. Overall Grade (on a score of 1-10)

[Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at S.No.10 and 11 of Section I and S.No.6 (4) of Part-11 (Self-appraisal)].

Signature

Name and designation of the Accepting Authority

Place

Date



Annual Performance Appraisal Report (APAR)
[For Group 'C' and 'D']

APAR for the period from _____ to _____

PERSONAL DATA

SECTION-I

((To be filled by the Custodian in the University /Department/Office)

1. Name of the Employee
2. Date of Birth (DD/MM/YYYY...../ /.....) in words
3. Date of appointment Date.... ..
- Grade.....
- 4 Present post and date of appointment thereto Post.....
- Date.....
5. Period and nature of Leave, Training during the period.
If he/she has undergone training, specify.

6. Whether the officer belongs to Schedules Caste or Scheduled Tribe:
7. Details of reporting and reviewing authority

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

8. (a) Number of subordinates whose APARs for the previous years were required to be recorded by the officer reported in his/her capacity as Reporting officer. (**wherever applicable**)

(b) Number of subordinates whose APARs for the previous years have been reported by the officer reported upon, within the time schedule. **(Wherever applicable)**

9. Date of filing the Annual Property Return for the year ending December: _____

SECTION-II

SELF-APPRAISAL [to be filled in by the officer reported upon]

(Please read carefully the instructions before filing the entries)

1. Brief description of duties

2. Please specify targets/objectives/goals (in quantitative or other terms) assigned to official set for yourself or that were set for you, eight to ten items of work in the order of priority and the achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

Targets/Objectives/Goals		Achievements	
1.		1.	
2.		2.	
Procurements made through GeM portal (wherever applicable)			
(i)Total budget allocated for procurement by the University/Department/ Division/Section in Rupees (as may be applicable in the case of the Officer Reported Upon).		(i)Total procurement through GeM portal made by him/her during the period of resort in Rs.).	
		(ii) % of procurement through GeM portal as against the budget indicated in the Target.	
		(iii)Procurements made outside GeM portal and the reasons therefor.	
		(iv) Steps taken for promotion of GeM in the University/Department/ Division/Section.	

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.

Declaration (wherever applicable):

Sr. No.	Activity	Detail
(I)	Number of subordinates whose APAR(s) for previous year which were required to be assessed	
	by you as Reporting Officer? (wherever applicable)	
(ii)	Number of subordinates whose APARs for previous year have been assessed and submitted by you	
	within the stipulated date?	
(iii)		

Date:

Signature of officer reported upon

SECTION-III

Appraisal— By Reporting Authority

NUMERICAL GRADINGS (Part A, Part B and Part C below)

[Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and **10** to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Assessment of Functional Competency.]

(A) Appraisal of work output (Numerical Grading should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this/her Section will be 40%):

S.No		Reporting Authoriy	Reviewing Authoriy	I n i t i a l of Reviewing Authority 1
i	Accomplishment of work allotted			
ii	Quality of output			
iii	Analytical ability Accomplishment of exceptional work / unforeseen tasks performed			
iv	Accomplishment of exceptional work / unforeseen task perform			
	Overall Grading on 'Work Output'			

(B) Appraisal of Personal Attributes (on a scale of 1-10. Weightage to this/her Section will be 30%):

S.No		Reporting Authoriy	Reviewing Authority	I n i t i a l of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Maintenance of Discipline			
iv	Communication skills			
v	Leadership qualities (wherever Applicable			
vi	Capacity to work in team spirit			
vi	Capacity to work within time limit			
viii	Inter-personal relations			
	Overall Grading on Personal Attributes			

Format for Group 'C' and D'

Appraisal of Functional Competency (on a scale of 1-10.

Weightage to this/her Section will be 30%):

S. No	Functional Competency	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Knowledge in the area of work			
ii	Ability to understand instructions and follow them			
iii	Efficiency and effectiveness in the area of work			
iv	Initiative			
v	Attitude to learn new work.			
vi	Time Management			
vii	Training Ability			
viii	Participation in Institutional Social Responsibilities			
	Overall Grading on 'Functional competency'			

SECTION-IV GENERAL

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 further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Section-II) and attitude towards weaker sections. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her/her attitude towards full implementation of GeM in the office may also be recorded.

6. Overall numerical grading on the basis of weightage given in Part A, B and C in Section-III of the Report.

[Timely recording the assessment as reporting authority is an essential part of a Government servant's duty. Wherever applicable, while awarding overall grade, please take into consideration entries made at SI.No.8 of Section I and SI.No.5 of Section II]

Signature of the Reporting Officer

Place:

Name in block letters: ...

Designation during the period of Report:

Date:

SECTION-V – REVIEW

1. 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 Section III & Section-IV? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref: Section-III (A)(iv) and Section-IV (6)]

(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).

Yes/No: - _____

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

4. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the reporting officer in assessing the performance of the scheduled Caste/Scheduled Tribe officer has been fair and just.

5. 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/her attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Part A, B and C in Section-III of the Report.

[Timely recording the assessment as reporting authority is an essential part of a Government servant's duty. Wherever applicable, while awarding overall grade, please take into consideration entries made at S.No.8 of Section I and S.No.5 of Section II]

Signature of the Reviewing Officer

Place:

Name in Block letters:

Designation during the period of Report:

Date:

Section V

Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities? In case of difference of opinion, details and reasons for the same may be given?

YES

NO

2. Overall Grade (on a score of 1-10)

[Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at S.No.10 and 11 of Section I and S.No.6 (4) of Part-11 (Self-appraisal)].

Signature

Name and designation of the Accepting Authority

Place

Data:

