



Group-II

Council of Scientific and Industrial Research

Annual Performance Appraisal Report

Laboratory/Institute: Indian institute of Toxicology Research, Lucknow

Period: From _____ to _____

Part - 1

Particulars of the Employee

(To be furnished by the Administration)

1.	Name (in block letters)	
2.	Code Number	
3.	Date of Birth	
4.	Date of joining CSIR	
5.	Division / Area / Section	
6.	Present Post	
	a) Designation	
	b) Date of appointment to the present post	
	c) Group & Grade	
	d) Date of joining the Division / Area / Section	
7.	Reporting Officer	
8.	Reviewing Officer	

*The laboratory / institute should assign a code number to each employee for computerization.

9. Qualification (Academic / Scientific / Technical)

Degree / Diploma / Certificate	Year	Subject & Specialization

10. Leave Record (other than casual leave)

Leave type	Record

Signature of the employee with date

Signature of COA / AO with date

**Part – II Task Assignment**

Tasks assigned during the period covered by the Report:

(To be filled in the beginning of the year or later whenever task is assigned)

(Please document the tasks assigned)

(a) General Tasks

SNo.	Programmer / Projects / Activity Titles	Task Assigned	Expected output / Measures of success defined	Date of Assignment	Planned date of completion	Role assigned

(b) Special Tasks

S.No.	Programmer / Projects / Activity Titles	Task Assigned	Expected output / Measures of success defined	Date of Assignment	Planned date of completion	Role assigned

**Any specialized work done or distinguished service rendered:**

Specialized work / Distinguished Service	Self Appraisal	Reporting Officer Appraisal	Reviewing officer Appraisal

Critical Appraisal

	Reporting Officer	Reviewing Officer
Key Strengths		
Key Areas of Development		

Grade awarded on the tasks allocated

Reporting Officer	Reviewing Officer

Seven Point Grade Scale:

Outstanding: 100 marks

Excellent: 90 marks

Very Good: 75 marks

Good: 60 marks

Satisfactory: 50 marks

Fail: 35 marks

Poor: 20 marks

**Part IV: Behavioural Aspects**

Please give appropriate marks on the behavioural aspects as per the scale provided

S.No.	Attributes Marks	Reporting Officer		Reviewing Officer	
		Marks	Remarks	Marks	Remarks
	Intelligence & Industry				
	Creativity & Motivation				
	Ability to work in a team				
	Sense of responsibility / discipline				
	Punctuality and Attendance				
	Total Marks on 25				

Scale for behavioral aspects:

5: Outstanding

4: Very Good

3: Good

2: Satisfactory

1: Poor

Integrity

Reporting Officer	Reviewing Officer
Impacakable To be monitored	
Please provide remarks if any	

Pen Picture

Reporting Officer	Reviewing Officer
Please provide remarks if any	

**Part V: Final remarks in Annual Performance Appraisal Report**

Final Marks (to be computed by apportioning relating marks of Part III and IV)

	Reporting Officer	Reviewing Officer
Marks in Part III (out of 75)		
Marks in Part IV (out of 25)		
Total Marks (out of 100)		

	Reportee	Reporting Officer	Reviewing Officer
Date			
Name			
Designation			

Part VI: Decision by the Head of the Institute of Designated Nominee

1. Remarks of the head of the Laboratory Institute on Designated Authority

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2. Final grade awarded on the tasks assigned

Reporting Officer	Reviewing Officer	Head of Institute / Designated Authority

Date:	
Name:	
Designation:	

**Please read carefully the attached guidelines before filling up this column**

If the employee is reporting to more than one Reporting Officer, each reporting officer will file a separate form. Arithmetic mean of the marks given by each Reporting Officer will be the final marks.

Final marks obtained in the Behavioural Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category "Poor" as well as adverse remarks on "integrity" shall be communicated.

Guidelines issued by Govt. of India, Department of Personnel, regarding "Integrity" vide O.M. No. 51/5/71-Estt. "A" dated 20th May 1972.

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting officer to mark his remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity.

Supervisory officer should maintain a confidential diary in which instances which create suspicion about the integrity of subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the special police establishment. At the time of recording the ACR this diary should be consulted and the material in it utilized for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.

The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the government servant's integrity should be recorded simultaneously and followed up.

A copy of the secret note should be sent together with the Character Roll to the next supervisor officer who should ensure that the follow-up action is taken expeditiously

It, as a result of the follow-up action, a government servant is exonerated, his integrity should be certified and an entry made in the Character Roll.

If, suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.

There may be cases in which after a secret report/note has been recorded expressing suspicion about a govt's servant integrity, the enquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated above may be taken.

There are occasions when a reporting officer cannot in fairness to himself and to the Govt. servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the reporting officer should make an entry in



the integrity column to the effect that he has not watched the Govt. servant's work for sufficient time to be able to make any definite remarks, or that he has heard nothing against the Govt. servant's

integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.