

**Regional Institute of Medical Sciences  
Imphal, Manipur**

**Annual Performance Appraisal Report**

For Faculty Employees of RIMS, Imphal

Name of officer: .....

Report for the year / Period: .....

**ANNUAL PERFORMANCE APPRAISAL REPORT  
FOR  
FACULTY MEMBERS OF RIMS, IMPHAL.**

**Report for the year / period .....**

**For the period from ..... to .....**

**PART – I (PERSONAL DATA)  
(TO BE FILLED BY OFFICER)**

1.Name of the officer	
2.Designation	
3.Date of Birth	
4.Date of joining Central Health Service	
5.Name of Sub – Cadre Specialty	
6.Date of Continuous appointment to present Grade	
7.Level in Pay Matrix	
8.Department / Organization where working Since when	

9. Period of absence from duty { on leave, training, any other reason (specify) }

Absence Category	Period		Type	Remarks
	From	To		

10. Date of Filling the annual property return:

**Date:**

**Signature on behalf of (Admin/Personnel Department)**

## PART – II

**To be filled in by the officer reported upon  
(Please read carefully the instruction before filling the entries)**

### 1. Brief Description of Duties

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2. Please specify target / 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 ( Example Annual Action Plan for your Division ) .

Target / Objective / Goals	Achievement
Teaching	
Research	
Academic	
Administrative	

3. (A) Please state briefly, the shortfall with reference to the target / objectives / goals, referred to in item 2. Please specify constraints, if any, in achieving the target.

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3. (B) Please also indicate items in which there have been significantly higher achievement and contribution thereto.

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4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given.

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**Date:**

**Signature of Officer Reporting Upon**

### **PART – III**

Numerical grading is to be awarded by Reporting and Reviewing Authority which should be on a scale of 1 to 10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

**(A) Assessment of work output (weightage to this section would be 40 %)**

Sl. No.		Reporting Authority	Reviewing Authority
1	Accomplishment of planned work / work allotted as per subjects allotted		
2	Quality of output		
3	Analytical ability		
4	Accomplishment of exceptional work / unforeseen tasks performed.		
	Overall grading on 'work output'		

**(B) . Assessment of personal attributes (weightage to this section would be 30 %)**

<b>Sl. No.</b>		<b>Reporting Authority</b>	<b>Reviewing Authority</b>
1	Attitude to work		
2	Sense of responsibility		
3	Maintenance of Discipline		
4	Communication skills		
5	Leadership qualities		
6	Capacity to work in team spirit		
7	Capacity to adhere to time – schedule		
8	Inter – personal relations		
9	Overall bearing and personality		
	Overall grading on ‘Personal Attributes’		

**(C) Assessment of functional competency (weightage to this section would be 30 %)**

<b>Sl. No.</b>		<b>Reporting Authority</b>	<b>Reviewing Authority</b>
1	Knowledge of rules / Regulation / Procedures in the area of function and ability to apply them correctly		
2	Strategic planning ability		
3	Decision making ability		
4	Co - ordination ability		
5	Ability to motivate and develop subordinates		
6	Initiative		
	Overall grading on ‘functional competency’		

## PART – IV General

1. Relation with the public ( wherever applicable )

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendation for training with a view to further improving the effectiveness and capabilities of the officer)

3. State of health

4. Integrity

(Please comment on the Integrity of the Officer)

5. Pen picture by Reporting Officer (In about 100 words ) in the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievement, significant failures ( ref. 3( A ) & 3 ( B ) of Part – II and attitude towards weaker sections .

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

**Place:**

**Signature of the Reporting officer**

**Date:**

## PART – V

1.(Remark 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 – III & Part – IV? Do you agree with the assessment of Reporting officer in respect of extraordinary achievement / significant failures of the officer reported upon? (Ref. Part – III (A)(IV) and Part – IV (5) (In case you do not agree with any of the numerical assessment of attributes, please record your assessment on column provided for you in that section and initial your entries).

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

4. Pen picture by Reviewing officer. Please comment (in about 100 words ) on the overall qualities of the officer including area of strength and lesser strength and his attitude towards weaker section .

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

**Place:**

**Signature of the Reviewing officer**

**Date:**

**DISCLOSE TO OFFICER**

[Empty rectangular box for disclosure content]

**Date:**

**Signature at Disclosure Level**