



Shri Guru Ram Rai University

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act No. 03 of 2017 & Recognized by UGC u/s 2 (f) of UGC act of 1956)

Patel Nagar, Dehradun-248001, Uttarakhand

ANNUAL PERFORMANCE APPRAISAL FOR EMPLOYEES (NON TEACHING for Increment for the year-.....)

1. Personal Data:

1. Name –
 2. Date of birth –
 3. Designation –
 4. Department –
 5. Educational Qualification-
 6. Date of appointment –
 7. Length of Service under the reporting officer-
 8. Length of Service in the organizationYears.....Months
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2. SELF APPRAISAL (INCLUDING FACTORS ENABLING OR CONSTRAINING PERFORMANCE

S.No.	Other duties
1.	
2.	
3.	
4.	
5.	

Signature of appraise.....Date.....

3. SCALE TO APPRAISAL (to be filled by Concerned HOD/Dy. Registrar/Computer Lab In charge/Lab In charge/Chief Librarian)

(1-4 POOR, 5-8 FAIR, 9-12 GOOD, 13-16-VERY GOOD, 17-20 OUTSTANDING)

KEY RESULT AREAS	MAXIMUM MARKS	ASSESSMENT BY APPRAISER
Regularity & Punctuality	20	
Discipline & obedience	20	
Work Output	20	
Work efficiency & effectiveness	20	
Capacity for higher Responsibility	20	
Total	100	

Please Encircle the GRADE: A+ / A / B+ / B / C / D

A+/ Outstanding	A/ Excellent	B+/ Very Good	B/ Good	C/ Average	D/ Below Average
90 & Above	80 & above but less than 90	70 & above but less than 80	60 & above but less than 70	50 & above but less than 60	40 & above but less than 50

Is he/She is fit for Promotion/Increment

Yes/No

If no give proper Justification

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Integrity (please tick): Above Board or doubtful

General Appraisal by reporting officer/supervisor (to be filled by Concerned Dean/Principal)

Special recommendations/adverse remarks for his/her improvement/development, if any.....
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Signature of Appraiser.....Date.....

NameDesignation.....

Remarks of Reviewing Officer (to be filled by Registrar)

Comments.....
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Name & SignatureDate

Designation.....

Remarks of accepting Officer (to be filled by Vice-Chancellor)

Comments, if any:
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Name & SignatureDate

Designation.....