



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL**

(An Institute of National Importance under Ministry of Education, Govt. of India)
Jagannathagattu, Kurnool-518008, Andhra Pradesh, INDIA

ANNUAL PERFORMANCE APPRAISAL REPORT FOR
ADMINISTRATIVE / TECHNICAL STAFF

[GROUP – 'A' in Level-10, Academic Level-10 and Above]

Report for the period from 01 Apr 2025 to 31 Mar 2026

PART I

PERSONAL DATA

1. Name of the employee with Staff Code :
2. Designation (Present) :
3. Date of Birth :
4. Whether the official belongs to
Scheduled Caste / Scheduled Tribe? :
5. Educational Qualifications including
Professional and technical Qualifications :
6. Date of joining the Institute :
7. Date of appointment to present post :
8. Current Pay and Pay Level :
9. Training / Workshop attended if any :

Sign. of the staff member with date

PART II

SELF APPRAISAL
(To be filled by the staff member)

1. Brief description of the duties. Mention the key Responsibility Areas specifically

2. A. Please specify the goals of work you set for yourself or that were set for you and the objects set against the goals:-
 - 1.
 - 2.
 - 3.

2. B. Please state briefly level/achievements with reference to the objectives referred to in Column.2. Please specify support constraints, in achieving the targets.
 - 1.
 - 2.
 - 3.

3. Please also indicate any area of achievement, where you have specifically contributed to the Institute.
 - 1.
 - 2.
 - 3.

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 so, the date of filing the return should be given:

Sign. of the staff member with date :

Name :

Designation :

PART-III (A) Assessment of works performed during the Reporting year

Rating guidelines for Assessment

Description	Rating Scale
Goes beyond expectations and taken initiatives	5
Exceeds the expectations	4
Meets the expectations	3
Meets the expectations partially	2
Do not meet the expectations	1

While assessing the responsibility, please consider the facts such as correctness, completion in time schedule, completion level, volume of work managed, consistency in work, speed of work and quality of output.

Sl.No.	Brief Description of Works Allocated / Assigned	Assessment by Reporting Officer		Assessment by Reviewing Officer	
		Rating	Remarks	Rating	Remarks
1	Work knowledge				
2	Work Quality				
3	Responsiveness				

Give instances if rated as 1 or 5

✓ Areas identified for training / competency development? (by Reporting Officer)

a)

b)

c)

d)

PART-III (B) Attitude, Ability and Excellence

Rating guidelines for Assessment:

Description	Rating Scale
Displays always the desired behavior consistently and proficiently by self-motivation	5
Displays often and improves by proving and counseling	4
Displays sometimes	3
Does not display desired behavior unless it is mandated	2
Almost never display desired behavior	1

Behaviour	Reporting Officer		Reviewing Officer	
	Rating	Remarks	Rating	Remarks
a) Sense of Responsibility				
b) Discipline				
c) Capacity to plan work and execute				
d) Ability to address the need of the customer				
e) Interpersonal relations and ability to work in team				
f) Ability to motivate colleagues				
g) Decision making and problem solving ability				
h) Execution of Tasks / managing crisis				
i) Attitude towards SC/ST/ Weaker Section of Society				
j) Attitude towards environment				

Part IV Pen Picture and Overall Grading: (Minimum 50 words)

1. Pen Picture of the employee (highlighting Strength, Weakness and Potential for improvement)

Reporting Officer	Reviewing Officer

2. Integrity of the employee

Reporting Officer	Reviewing Officer

3. Specific comments if any (appreciative / constructive)

Reporting Officer	Reviewing Officer

4. Overall Grading* of the Employee (Consistent with the above grades on works assessment, attitude, ability and Integrity)

Reporting Officer	Reviewing Officer
----- / 10	----- / 10

<u>* Overall Grading:</u>	
10	- Brilliant
9	- Outstanding
8	- Excellent
7	- Very Good
6	- Good
5	- Average
4	- Marginal
<3	- Poor

Reporting Officer

Reviewing Officer

Sign. with date :

Sign. with date :

Name :

Name :

Designation :

Designation :



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**ANNUAL PERFORMANCE APPRAISAL REPORT FOR
ADMINISTRATIVE / TECHNICAL STAFF**

[GROUP – 'B' in Level-6, Level-7, Level-8 and Level-9 of 7th CPC]

Report for the period from 01 April 2025 to 31 March 2026

PART I

PERSONAL DATA

1. Name of the Staff with Staff Code :
2. Designation (Present) :
3. Date of Birth :
4. Whether the official belongs to
Scheduled Caste / Scheduled Tribe? :
5. Educational Qualifications including
Professional and technical Qualifications :
6. Date of joining the Institute :
7. Date of appointment to present post :
8. Current Pay and Pay Level :
9. Brief description of works assigned :

10. Training / Workshop attended if any :

PART II

SELF APPRAISAL (To be filled by the staff member)

1. Brief description of the duties. Mention the key Responsibility Areas specifically

2. A. Please specify the goals of work you set for yourself or that were set for you and the objects set against the goals:-
 - 1.
 - 2.
 - 3.

2. B. Please state briefly level/achievements with reference to the objectives referred to in Column.2. Please specify support constraints, in achieving the targets.
 - 1.
 - 2.
 - 3.

3. Please also indicate any area of achievement, where you have specifically contributed to the Institute.
 - 1.
 - 2.
 - 3.

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 so, the date of filing the return should be given:

Sign. of the staff member with date :

Name :

Designation :

PART-III (A) Assessment of works performed during the Reporting year

Rating guidelines for Assessment

Description	Rating Scale
Goes beyond expectations and taken initiatives	5
Exceeds the expectations	4
Meets the expectations	3
Meets the expectations partially	2
Do not meet the expectations	1

While assessing the responsibility, please consider the facts such as correctness, completion in time schedule, completion level, volume of work managed, consistency in work, speed of work and quality of output.

Sl.No.	Brief Description of Works Allocated / Assigned	Assessment by Reporting Officer		Assessment by Reviewing Officer	
		Rating	Remarks	Rating	Remarks
1	Accomplishment of planned work / work allotted				
2	Quality of output				
3	Analytical Ability				
4	Overall grading on 'Work Output'				

Give instances if rated as 1 or 5

✓ Areas identified for training / competency development? (by Reporting Officer)

a)

b)

PART-III (B) Attitude, Ability and Excellence

Rating guidelines for Assessment:

Description	Rating Scale
Displays always the desired behavior consistently and proficiently by self-motivation	5
Displays often and improves by proving and counseling	4
Displays sometimes	3
Does not display desired behavior unless it is mandated	2
Almost never display desired behavior	1

Behaviour	Reporting Officer		Reviewing Officer	
	Rating	Remarks	Rating	Remarks
a) Sense of Responsibility				
b) Discipline				
c) Capacity to plan work and execute				
d) Ability to address the need of the customer				
e) Interpersonal relations and ability to work in team				
f) Ability to motivate colleagues				
g) Decision making and problem solving ability				
h) Execution of Tasks / managing crisis				
i) Attitude towards SC/ST/ Weaker Section of Society				
j) Attitude towards environment				

Part IV Pen Picture and Overall Grading: (Minimum 50 words)

1. Pen Picture of the employee (highlighting Strength, Weakness and Potential for improvement)

Reporting Officer	Reviewing Officer

2. Integrity of the employee

Reporting Officer	Reviewing Officer

3. Specific comments if any (appreciative / constructive)

Reporting Officer	Reviewing Officer

4. Overall Grading* of the Employee (Consistent with the above grades on works assessment, attitude, ability and Integrity)

Reporting Officer	Reviewing Officer
----- / 10	----- / 10

<u>* Overall Grading:</u>	
10	- Brilliant
9	- Outstanding
8	- Excellent
7	- Very Good
6	- Good
5	- Average
4	- Marginal
<3	- Poor

Reporting Officer

Sign. with date :

Name :

Designation :

Reviewing Officer

Sign. with date :

Name :

Designation :



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ANNUAL PERFORMANCE APPRAISAL REPORT FOR
ADMINISTRATIVE / TECHNICAL STAFF

[Group 'C' in Level-3, Level-4 and Level-5 of 7th CPC]

Report for the period from 01 April 2025 to 31 March 2026

PART I

PERSONAL DATA

1. Name of the Staff with Staff Code No. :
2. Designation (Present) :
3. Date of Birth :
4. Whether the official belongs to
Scheduled Caste / Scheduled Tribe? :
5. Educational Qualifications including
Professional and technical Qualifications :
6. Date of joining the Institute :
7. Date of appointment to present post :
8. Current Pay and Pay Level :
9. Brief description of works assigned :
10. Training / Workshop attended if any :

Signature of the Employee

PART-II (A) Assessment of works performed during the Reporting year

Rating guidelines for Assessment

Description	Rating Scale
Goes beyond expectations and taken initiatives	5
Exceeds the expectations	4
Meets the expectations	3
Meets the expectations partially	2
Do not meet the expectations	1

While assessing the responsibility, please consider the facts such as correctness, completion in time schedule, completion level, volume of work managed, consistency in work, speed of work and quality of output.

Sl.No.	Brief Description of Works Allocated / Assigned	Assessment by Reporting Officer		Assessment by Reviewing Officer	
		Rating	Remarks	Rating	Remarks
1	Accomplishment of planned work / work allotted				
2	Quality of output				
3	Analytical ability				
4	Overall grading on 'Work Output'				

Give instances if rated as 1 or 5

✓ Areas identified for training / competency development? (by Reporting Officer)

a)

b)

PART-II (B) Attitude, Ability and Excellence

Rating guidelines for Assessment:

Description	Rating Scale
Displays always the desired behavior consistently and proficiently by self-motivation	5
Displays often and improves by proving and counseling	4
Displays sometimes	3
Does not display desired behavior unless it is mandated	2
Almost never display desired behavior	1

Behaviour	Reporting Officer		Reviewing Officer	
	Rating	Remarks	Rating	Remarks
a) Sense of Responsibility				
b) Discipline				
c) Capacity to plan work and execute				
d) Ability to address the need of the customer				
e) Interpersonal relations and ability to work in team				
f) Ability to motivate colleagues				
g) Decision making and problem solving ability				
h) Execution of Tasks / managing crisis				
i) Attitude towards SC/ST/ Weaker Section of Society				
j) Attitude towards environment				

Part III Pen Picture and Overall Grading: (Minimum 50 words)

1. Pen Picture of the employee (highlighting Strength, Weakness and Potential for improvement)

Reporting Officer	Reviewing Officer

2. Integrity of the employee

Reporting Officer	Reviewing Officer

3. Specific comments if any (appreciative / constructive)

Reporting Officer	Reviewing Officer

4. Overall Grading* of the Employee (Consistent with the above grades on works assessment, attitude, ability and Integrity)

Reporting Officer	Reviewing Officer
----- / 10	----- / 10

* Overall Grading:
10 - Brilliant
9 - Outstanding
8 - Excellent
7 - Very Good
6 - Good
5 - Average
4 - Marginal
<3 - Poor

Reporting Officer

Reviewing Officer

Sign. with date :

Sign. with date :

Name :

Name :

Designation :

Designation :