

**FORM OF CONFIDENTIAL REPORT OF SYSTEM ANALYST / PROGRAMMER /
PROGRAMME PLANNING OFFICER**

DEPARTMENT / OFFICE : PLANNING

PART-I

PERSONAL DATA

1. **Name** : _____
2. **Period of Report** : From _____ To _____
3. **Date of Birth** : _____
4. **Designation** : _____
5. **Date of appointment to the present grade** : _____
6. **Present Pay Scale:** _____ **Present Basic Pay :** _____
7. **Period of absence from duty (On leave, training etc. during the period under report if undergone training, please specify) :** _____

8. **Academic Qualification** : _____

PART-II
SELF-APPRASAL REPORT
(To be filled in by Officer Reported upon)

1. Name of the Group/Division to which the officer was assigned during the year :

2. Area of activities assigned (including number of projects assigned to you)

3. Summary of the projects completed during the year :

(Please use additional sheet is necessary, not exceeding two sheets)

4. Any other major activities :

5. **Significant achievements and contribution :**

6. **Please state briefly any bottlenecks or constraints which might have affected your professional productivity and suggestions to remove the same :**

Date : _____

(Signature)

PART - III

ASSESSMENT BY THE REPORTING OFFICER

Name of the officer whose CR is being assessed _____

Designation: _____

Length of Service under the Reporting Officer _____

A. Assessment of personality

Grade

-
- | | | |
|----|--|----------------------|
| 1. | Professional Knowledge : | |
| | (i) Depth | <input type="text"/> |
| | (ii) Breadth | <input type="text"/> |
| | (iii) Capability to upgrade | <input type="text"/> |
| 2. | Degree of perception & Conceptualisation | <input type="text"/> |
| 3. | Analytical Ability | <input type="text"/> |
| 4. | Self-confidence | <input type="text"/> |
| 5. | Technical Coordination | <input type="text"/> |
| 6. | Communication skill | |
| | (i) Oral | <input type="text"/> |
| | (I) In writing | <input type="text"/> |
| 7. | Objectivity | <input type="text"/> |

		Grade	Remarks
8.	Administrative judgment and foresight	<input type="checkbox"/>	
9.	Organisational ability	<input type="checkbox"/>	
10.	Initiative	<input type="checkbox"/>	
11.	Dependability	<input type="checkbox"/>	
12.	Sense of Responsibility	<input type="checkbox"/>	
13.	Human Relations	<input type="checkbox"/>	
14.	Integrity	<input type="checkbox"/>	

Overall Grade: A+ (Outstanding) A (Very Good) B+ (Good) B (Average) C (Poor)

(Tick the appropriate Grade and Initial)

B. General Performance

1. Please comment on "Self Appraisal Report" submitted by the officer in Part II and state whether you agree with the details therein. In particular, please indicate whether you agree with the bottlenecks and constraints mentioned by the officer. If so, what steps would you like to suggest to reduce/eliminate the same in order to improve overall productivity of the officer.

2. Any other general remarks/special attributes of the officer about which you may like to make a special mention

3. Any adverse remarks/weak points of the officer. Also indicate whether these were communicated to the officer. If so, when and whether any improvement has been noticed in the performance of the officer as a result of this communication.

4. Recommendations
[Please tick mark (.) any one]

Deserves incentive for outstanding performance

Fit for Retention

Needs to be guided for improving performance

Not fit for retention

(Signature of Reporting Officer)

Name _____
(in Block letters)

Designation _____

Date :

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PART - IV

REPORT OF THE REVIEWING OFFICER

1. Do you agree with the assessment given by the Reporting Officer? Please indicate whether you would like to modify or add anything to this report :

2. What action would you like to take on the recommendation of the Reporting Officer in column 4 of Part III(B).

Name _____

Designation _____

Date :

Part-V

Countersignature by the next higher Officer with remarks, if any

Signature of the Accepting Authority.

Name in Block letters

Designation

Date