

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT ON CLASS-I AND II OFFICERS

D	t for the war/period from	to	Department /
	t for the year/period frome of		Department/
	PART-I		
	(TO BE FILLED BY OFFIC	E) 2	
SECT	ON-I (BASIC INFORMATION)		
1.	Name of Officer and Designation	• •	
2.	Date of birth	••	
3.	Date of first appointment in service	••	
4.	Date of appointment to the present post	••	
5.	Period of absence on leave during the reporting year/period.		
6.	Training received during the reporting year/period, indicating the course attended, duration of the course and t		1

institution where attended.

PART-II

(SELF APPRISAL) (TO BE FILLED BY THE OFFICER REPORTED UPON)

	(10 BE FILI	ED BY THE OFFICER REPOR	TED OPON)		
	A brief summary of duties and responsibilities (objectives of the position you hold and the tasks you are required to perform, in about 100 words):				
	ı				
	e				
c f	order of priority wor financial target	portant items of work in herein quantitative physical s/objectives/goals were set yourself for the reporting			
Item o	f work	Physical or financial target/objective/goal	Achievements.		
1.Field	inspections				
2. Revi	ew Meetings	1 .			
3. Pend	ding Audit Paras	4			
4. Bud	get Assurances				
5. CM a	announcements				
Any Object division	other target/ives fixed for the		i .		
During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):					

4	What are the factors that hindered your performance?	e A	
		,	
5.	Declaration		
	Have you filed your immovable property return, as due, if yes, please mention date.	Yes/No	Date
	Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Date:

Signature of officer reported upon

PART-III

(TO BE FILLED BY REPORTING OFFICER)

Note:- Every answer shall be given in a narrative form using unambiguous and simple languages. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' 'poor ' while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

- > Please comment on part-II as filled in by the Officer especially on the self assessment of his/her performance.
- > Please give your assessment commenting upon the following traits/attributes of the Officer
- 1. Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general <u>population</u>. Grades should be assigned on a scale of 1-10, in whole numbers with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 70%.

	Reporting Authority	Initial of Reporting Authority	Reviewing authority	Initial of Reviewing Authority
I. Accomplishment of Planned work		,	i i	
II. Accomplishment of exceptional work/ unforeseen tasks performed				
III. Knowledge of Law and Rules	,			
Overall Grading on 'work Output'				

•	Overall grading	X.	7=
•	Overall grading		X.

3. Assessment of Personal Attributes (on a scale of 1-10, weightage to this Section will be 30%)

		Reporting Authority	Initial of Reporting Authority	Reviewing authority	Initial of Reviewing Authority
i	Ability to coordinate with superiors and subordinates				
ii	Sense of responsibility			В	
iii	Communication skills	ž O	3	÷	
iv	Sincerity and devotion to duty				e t
٧	Behaviour with general public			ris .	· ×
	Overall Grading on personal attributes				

4	0	ava dina
4	Overall	grading

.....X.3=

5. (i) Please state with details if the Officer has been punished during the period under report :

(ii) Please state with details if the Officer has received any commendation during the period under report.

6. Please comment on the Officer's integrity. :

7. Overall grading

: (Automatic 2+4)

(Please put a ring round the appropriate grading and strike out other grading)

Good Very Good

Outstanding

Note:- An officer should not be graded outstanding unless exceptional qualities and performance have been noticed: grounds for giving such a grading should be clearly brought out.

Signature of Reporting Officer.

Name in block letters

Designation.

(During the period of Report)

Place:

Date:

PART-IV

REMARKS OF THE REVIEWING OFFICER

- Length of service under the Reviewing Authority
- Do you agree with assessment of the Officer given by the Reporting Officer? If not, indicate the items/aspection which you disagree and give your own assessment on those aspects/items.:
- General remarks with specific comments about the general remarks given by the Reporting Officer including grading. :
- 4 Overall grading

Signature of the Reviewing Officer

Name in Block letters

Designation

(During the period of Review)

Place:

Date:

PART-V

REMARKS OF THE ACCEPTING ATHORITY (Authority next superior to the Reviewing authority)

1	Do you agree with reporting/reviewing	the remar authoritie	rks of the es?	е		
				Yes	No	
2	In case of differer and reasons for the	ice of opi	nion, de be given.	tails		se c
					* *	
						ž .
						9
3.	Overall grading					
		Signatu	re of the	Accepting	Authority	
Date:-		Name ir	n Block le	tters		
		Designa	tion			
		(1	During th	e period of	Report)	