



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

Report for the year/period fromto.....Department/
Office of

PART-I

(TO BE FILLED BY OFFICE)

SECTION-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 the
institution where attended.

PART-II

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

- 1 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):

- 2 Please specify important items of work in order of priority wherein quantitative physical or financial targets/objectives/goals were set for you or set by yourself for the reporting year. :

Item of work	Physical or financial target/objective/goal	Achievements.
1. Field inspections		
2. Review Meetings		
3. Pending Audit Paras		
4. Budget Assurances		
5. CM announcements		
Any other target/ Objectives fixed for the division.		

- 3 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 ?

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	

Signature of officer reported upon

Date:
