

Annual Performance Appraisal
For
Officers of the directorate Service

JOINT DIRECTOR & EQUIVALENT POSTS

Name of officer:-.....

Report of the year / period ending:-.....

Department/Directorate of.....

Form

Annual Performance Appraisal Report of Directorate level Officers

Report for the year/period ending.....

Personal Data

Part-I

(To be filled by the Administrative section concerned of the Department/Office)

1) Name of officer.....

2) Date of birth (DD/MM/YY)/...../..... (In words).....
.....

3) Date of continuous appointment to the present grade. Date..... Grade.....

4) Present post and date of appointment thereto. Post.....Date.....

5) Period of absence from duty (on training leave etc,) during the year. If he has under gone training, specify.....

Part-2

(To be filled by the officer reported upon)

(Please read carefully the instruction before filling the entries)

(1) Brief description of duties

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(2) Please specify targets/objectives/goals(in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.(Example:- Annual Action Plan for your Division)

Target/objectives/goal	Achievements

(3) (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievement and your contribution thereto.

(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 calendar year. If not, the date of filling the return should be given.

Date.....
Upon

Signature of officer reported

4
Part-3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) (Assessment of work output (weightage to this section would be 40%))

	Reporting authority	Review authority (refer para 2 of part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subject allotted.			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on "work output"			

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority (Refer para 2 of part-5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skill			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time schedule			
viii) Inter-personal relation			
ix) Overall bearing and personality			
x) Overall Grading on "Personal attributes"			

(C) Assessment of function competency (weightage to this section would be 30%)

	Report Authority	Reviewing Authority (refer Para 2 of part-5)	Initial of Reviewing Authority
i) Knowledge of Rules/Regulation in the area of function and ability to apply them correctly			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinate			
vi) Initiative			
Overall grading on "function competency"			

General

PART-4

1. Relation with the public (Whether applicable)

(Please comment on the officer's accessibility to the public and responsiveness to the needs)

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2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

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3. State of health.

4. Integrity

(Please comment on the integrity of the officer)

5. Pen Picture by Reporting (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievement, significant failure (ref 3 (A) & 3(B) of part -2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weight age in section A,B & C in part-3 of the report

Place:-.....

Signature of the Reporting Officer

Name in block letters:-.....

.....

Designation:-.....

Date.....

Report.....

PART-5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failure of the reported upon?
(ref: Part-3(A) (iv) & part-4 (5))

(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column for you in that section and initial your entry)

Yes	No
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3. In case of disagreement, please specify the reason. Is there anything you wish to modify or add?

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4. Pen picture by Reviewing Officer. Please comment (In about 100 words) on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards weaker sections.

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5. Overall numerical grading on the basis of weight age given in section-A, Section-B, and section-c in part-3 of the report.



Signature of the Reviewing officer

Place:-.....

Letters:-.....

Name in block:-.....

.....

Designation:-.....

Date:-.....

Report:-.....

During the place of:-.....