

Annual Performance Appraisal Report of
Clerical Service Other than Secretariat Service

Upper Division Clerk

&

Lower Division Clerk

Name of the Incumbent

.....

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

Office of the

.....

Form

Annual Performance Appraisal Report of Upper Division Clerk and Lower Division Clerk other than Arunachal Pradesh Secretariat Clerical Services.....

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Report for the year/period.....

Personal Data

Part-1

(To be filled by the administrative Section Concerned Department/office)

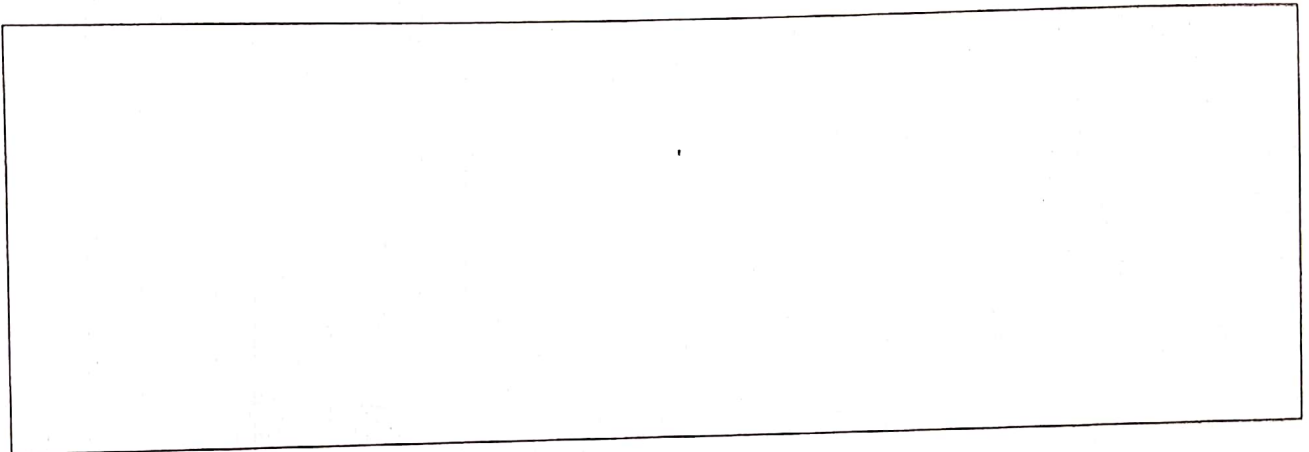
1	Name of the official.....		
2	Date of Birth (DD/MM/YYYY)/...../.....(In words).....		
3	Designation of the post held		
4	Whether the Officer belongs to Scheduled Caste/ Scheduled Tribe?		
5	Date of continuous appointment in the Present grade	Date.....	Grade.....
6	Period of absence from duty on leave Training, Etc . During the year.....		

Part – 2 SELF APPRAISALS

(To be filled in by the officer reported upon)

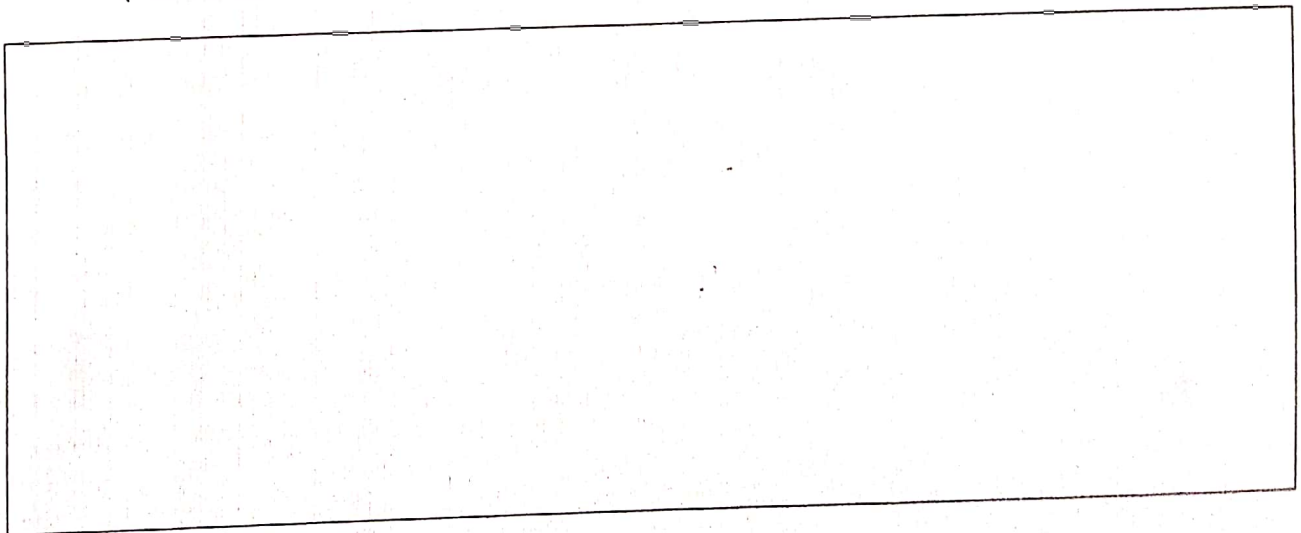
(Please read carefully the instruction before filling the entries)

1. Brief description of duties.



2. Brief resume of the work done by you during the year/period from.....to.....

(The resume to be furnished should be limited to 100 words)



Place:-

Date:-

Signature of the officer reported upon

Part - 3 - ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

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

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

	Grades by Reporting authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
1	2	3	4
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of work			
iii) Proficiency in typing (speed and accuracy)			
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on "Work Output" (Total [i to iv] / 4)			

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

	Grades by Reporting authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Review Authority
1	2	3	4
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			
v) Analytical ability			
vi) Ability to work in team			
vii) Ability to meet deadline			
viii) Inter personal relations			
Overall grading on 'Personal attributes' (Total [i to viii] / 8)			

(C) Assessment of functional competency (weight age to this section would be 30%)

	Grades by /reporting authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Review Authority
1	2	3	4
i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer			
Overall Grading on 'Functional Competency' (Total [i to iv] /4).			

Notes: The overall grading will be based on addition of the mean value of each group of

- Indicators in proportion to weightage assigned.

GENERAL

Part - 4

- Relation with the public (wherever applicable)
(Please comment on the official's accessibility to the public and responsiveness to their needs)

Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

2 State of Health

3 Integrity (Please comment on the Integrity of the officer)

4 Pen Picture by Reporting Officer (In about 100 words) on the overall qualities of the officer including the area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

5 Overall numerical grading in the basis of weightage given in section A, B, and C in Part-III of the Report.

Signature of the Reporting Officer

Place.....

Name in Block letters.....

Date.....

.....

Designation.....

.....

Part - 5 REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? (Ref: Part 3 & Part 4) Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the

-6-

officer reported upon? (Ref; Part-3(A) (iv) and Part-4 (5)). (In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries).

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

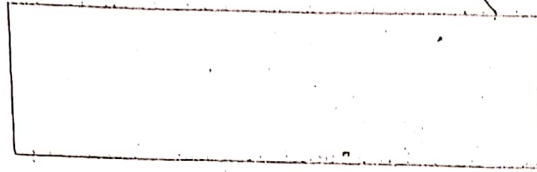
4. The attitude of the Reporting Officer in assessing the performance of SC/ST officer.

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

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6. 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.....Date

Name in Block letters.....

Designation.....

During the period of Report.....