

PERFORMANCE APPRIAL REPORT

(Management Assistant, Development officer, Technical Officer, Librarian,
Revenue Inspector)

Ministry :

Department :

Division :

Part-I Self Appraisal (to be perfected by the appraise)

(Fill blank spaces or delete words not applicable)

Period in respect of which appraisal is made From : To :

(One year's period to the date of increment is Applicable)

1 Bio Data

1.1 Name :

1.2 Date of birth :

1.3 Designation :

1.4 Class/ Grade :

1.5 Period of full service :

1.5.1 Present post : Year: Month:

1.5.2 Previous Post : Year: Month:

1.6 Date of Increment :

2 Scope of Duties

2.1 Main Responsibilities:

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.....
.....
.....

2.2 Main Functions:

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.....
.....
.....

3 Performance

3.1 Are you satisfied with the work performed by you during this period? Yes/ No

3.2 Write down in brief, Difficulties and obstacles faced by you if any

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.....
.....

3.3 State briefly the proposals you make for the improvement of your perform

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.....
.....

4 Public Relations

4.1 Do you have direct contacts with the general public and/ or officers in other divisions/ institutions in connection with your duties? Yes/ No

4.2 Do you think that you maintain satisfactory public relations? Yes/ No

4.3 Were there any occasions when the public and / or officers were not satisfied with your service? Yes /No

4.4 If the answer for 4.3 above is 'yes' what are the reasons?

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5 Training

5.1 Training received

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5.2 State the fields in which training is required

1.
2.

Date :

.....
Signature of Appraiser

Part -II(to be filled by the supervising staff officer (Appraiser)
(Use the words Excellent/ Good/ Satisfactory/ Unsatisfactory for appraisal)

1 Performance

- 1.1 Knowledge of work :
- 1.2 Completion of duties/ assigned duties are completed without delay :
- 1.3 Dynamism :
- 1.4 Contribution of the officer in achieving the organizational objectives:
- 1.5 Overall quality of the work :
- 1.6 Economy in using resources. :
- 1.7 Efficiency displayed in performing the specific functions indicated In 2:2 in part I of this report :

2 Public Relations

- 2.1 Public relations and courtesy :
- 2.2 Inter personal relationship :

3 General conduct

- 3.1 Punctuality in attendance :
- 3.2 Officer availability in the Office :
- 3.3 The effect on work of availing of leave :

3.4 Assistance rendered by him after office hours when required Obedience

4 Special attributes

4.1 Community to service

4.2 Creativity

4.3 Trustworthiness:

4.4 Alertness

5 Appraisal and Observation

5.1 Overall Appraisal - Excellent/ Good/ Satisfactory/ Unsatisfactory

5.2 Observation

Date:.....

Signature of appraiser

Name :.....

Designation :.....

The above appraisal made in respect of the officer was brought to his /her notice and was noted by him/her

Signature of Appraise

Signature of Appraiser

Part- III to be perfected by the moderator)

Observation and conclusions of the moderator regarding the Appraisal

1. Conclusions : - Excellent/ Good/ Satisfactory/ Unsatisfactory

2. Observation :-

Date:.....

Signature of moderator

Name :.....

Designation:.....