

**ANNUAL PERFORMANCE ASSESSMENT REPORT FOR GROUP 'B' NON
GAZETTED AND GROUP 'C' CATEGORIES (TECHNICAL, SCIENTIFIC,
DRAWING, STORE KEEPING AND OTHER CADRES FOR THE PERIOD
FROM _____ TO _____**

PART - I

1. Name in full :
(in Block Letters)
 2. Whether the Officer reported upon belongs to Scheduled Caste/Tribe/OBC :
 3. Unit/Establishment :
 4. Date of Birth :
 5. Qualifications
 - (a) Academic
 - (b) Technical
 - (c) Training
 6. Date of entry into continuous Government Service :
 7. Permanent appointment held :
Grade from.....
 8. Details of appointments held during the year :-

Post	From	To	Pay Band	Grade Pay
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 9. Period of absence from duty during the year
- Part-I completed by _____

Signature
Name _____

Checked by _____

Signature
Name _____

Date

Name of the Officer reported upon

Part-II – Self Appraisal

1. **Brief Description of duties :**
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

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2. **Annual work plan and achievement**

Tasks to be performed	Targets set for the year	Actual Achievements

Name of officer reported upon

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systematic improvements (resulting in significant benefit to the user/stake holder and/or reduction in time and costs)? If so, please give a brief description (within 100 words).

4. What are the factors that hindered your performance ?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes.

Date :

(Signature of officer reported upon)

Name of the officer reported upon _____

Part III : Appraisal

1. Length of Service under Reporting Officer From _____ To _____
2. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish actual details.

3. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

4. Has the officer reported upon met with any significant failures in respect of his work ? If yes, please furnish actual details.

Name of the Officer reported upon

5. Do you agree with the skill up-gradation needs as identified by the officer ?

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6. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on 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 40%.

	Reporting Authority	Reviewing Authority
I. Accomplishment of planned work		
II. Quality of output		
III. Accomplishment of exceptional work/ unforeseen tasks performed		
IV. Analytical ability		
Overall grading on 'Work Output'		

7. Assessment of Personal Attributes (on a scale of 1-10, Weightage to this section will be 30%)

	Reporting Authority	Reviewing Authority
I. Attitude to work		
II. Sense of responsibility		
III. Punctuality in attendance		
IV. Interpersonal relations		
V. Communication skills		
VI. Capacity to work in team spirit		
VII. Capacity to work in time limit		
Overall Grading on Personal Attributes		

Name of the Officer reported upon

8. Assessment of Functional Competency (on a scale of 1-10, Weightage to this section will be 30%).

		Reporting Authority	Reviewing Authority
I.	Knowledge of rules/regulations/ procedures in the area of function and the ability to apply them correctly.		
II.	Technical knowledge		
III.	Professional Writing Skills		
IV.	Coordination ability		
Overall grading on 'Functional Competency'			

9. Integrity :

10. State of health :

11. Details of Disciplinary Action during the year :

12. Pen picture of Reporting Officer (in about 100 words) on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section.

12. Overall Grade (on score of 1-10) :

Date :

(Signature of Reporting Authority)

Name of the Officer reported upon

Part IV : Review

1. Length of Service under Reviewing Officer. From _____ to _____
2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part III ? Do you agree with the assessment of the Reporting Officer in respect of extraordinary achievements and/or significant failures of the Officer Reported Upon ? Is the assessment justified or liberal ? (In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in that section. Otherwise, put a cross across the column)

Yes/No

3. In case difference of opinion, details and reasons for the same may be given.

4. Pen picture of Officer (in about 100 words) on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section.

5. Overall Grade (on score of 1-10) :

Date :

(Signature of Reviewing Authority)
Name of the Officer reported upon

Part V : Acceptance

1. Do you agree with the remarks of the Reporting/Reviewing authorities ?

Yes/No

2. In case of difference of opinion, details and reasons for the same may be given and downgrading shall be done with justification/substantiation.

3. Overall Grade (on score of 1-10) :

Date :

(Signature of Accepting Authority)

(To be filled only in those cases where accepting authority is specifically provided by instructions issued by ADM Dte)