

PART-II

(to be filled by the Officer reported upon & submitted to the Reporting Authority by 31st August.)

1. A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority wherein quantitative/ physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year. (Add more sheets if required).

Items of Work	Quantitative/ Physical/ Financial targets/objectives/goals	Achievements

3. In case of shortfall of expected quality/quantity of performance, please state the reasons.

4. Please indicate your contribution in case of significantly higher achievement of the target/goal/objective.

5. Please specify the number of inspections conducted/tours performed (only in case of field officers).

6. Details of Trainings received during the reporting year/period :

Sl. No.	Name of Course	Institution/ Venue	Duration

7. Please indicate instance, if any, of delinquency among your subordinates and action taken in such cases.

Place: Signature of Officer reported upon :

Date: Name in block letters :

Designation :

PART—III

(to be filled by the Reporting Authority & submitted to the Reviewing Authority by 31st October.)

1. Please comment on Part II as filled in by the Officer reported upon, especially on the self-assessment of his/her performance.

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

3. Assessment of Work Output/ Personal Attributes / Functional Competency (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best) :

		Reporting Authority	Reporting Authority	Initial of Reporting Authority
a.	Quality of output			
b.	Accomplishment of exceptional works/ unforeseen tasks performed			
c.	Sense of responsibility			
d.	Emotional stability			
e.	Communication skills			
f.	Capacity to work in time limit			
g.	Knowledge of laws/rules/procedures/IT skills and awareness of the local norms in the relevant area			
h.	Coordination ability			
i.	Ability to motivate and develop subordinates / work in a team			
j.	Attitude towards the general public & especially towards weaker sections of society			

4. (i) Please state with details if the officer reported upon has been punished during the period under report.

(ii) Please state with details if the officer reported upon has received any commendation during the period under report.

5. Please comment on the officer's Integrity.

6. General assessment of the officer with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances, etc.

7. Please comment on the officer's character in general and value system with respect to tendering frank and honest advice to superiors, trustworthiness in fulfilling assurances of performance given by him/her, and the officer's behavioural pattern in dealing on matters having self- interest.

8. Overall grading:
(Please put a ring around the appropriate grading and strike out other gradings)

Outstanding

Very good

Good

Average

Below average

NOTE: An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.

Signature of Reporting Authority :

Place:

Name in block letters:

Date:

Designation:

(During the period of report)

PART- V

(Remarks of the Accepting Authority to be completed on or before 31st December.)

Signature of Accepting Authority:

Place:

Name in block letters:

Date:

Designation:

(During the period of report)
