



ANNUAL PERFORMANCE ASSESSMENT REPORT (NON-TEACHING Group B, C & D)

FORM "A" TO BE FILLED IN BY THE STAFF MEMBER

Assessment for the year:

| | |
|---|-------------------------------|
| 1. Name : | 2. Date of joining the post : |
| 3. Designation : | 4. Pay Band : Rs. |
| 5. Department/Section : | 6. Grade Pay : Rs. |
| 7. Academic/Technical Qualification : | |
| 8. Details of Educational courses being pursued : | |
| 9. Any other information to be pointed out : Details of the present duties : | |

Date :

Signature of the staff member

ANNUAL PERFORMANCE ASSESSMENT REPORT (Technical Administrative and Others)

FORM "C" TO BE FILLED IN BY THE REPORTING OFFICER

| NAME : | | | | YEAR OF ASSESSMENT : | | | |
|---|-------------|-----------|-----------|-----------------------------------|--------------|----------|------|
| DESIGNATION : | | | | DATE OF APPOINTMENT TO THE POST : | | | |
| PAY BAND : Rs. | | | | GRADE PAY : Rs. | | | |
| DEPARTMENT/CENTRE/SECTION : | | | | | | | |
| CATEGORY | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 1 PROFESSIONAL COMPETENCE | | | | | | | |
| 1.1 Knowledge of rules, regulation and procedure | | | | | | | |
| 1.2 Ability to organize work and carry it out | | | | | | | |
| 1.3 Ability and willingness to take up additional load in times of exigencies | | | | | | | |
| 1.4 Creativity and innovation | | | | | | | |
| 1.5 Ability to learn new duties | | | | | | | |
| 1.6 Capacity to supervise* | | | | | | | |
| 2 PERFORMANCE | | | | | | | |
| 2.1 Maintenance of Files/Records | | | | | | | |
| 2.2 Accuracy & Speed of work | | | | | | | |
| 2.3 Neatness & tidiness of work | | | | | | | |
| 2.4 Completion of work on schedule | | | | | | | |
| 2.5 Diligence and sense of responsibility | | | | | | | |

| 3 PERSONAL CHARACTERISTICS | OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
|---------------------------------|-------------|-----------|-----------|-------------|--------------|----------|------|
| | 10 | 9 | 8 | 6 | 5 | 4 | 2 |
| 3.1 Attendance | | | | | | | |
| 3.2 Punctuality | | | | | | | |
| 3.3 Discipline | | | | | | | |
| 3.4 Interaction with colleagues | | | | | | | |
| 3.5 Integrity and behaviour | | | | | | | |
| 3.6 Planning & Organisation* | | | | | | | |
| TOTAL POINTS : | /150 | | | /170 | | | |

*** For supervisory staff only**

| 4. OVERALL EVALUATION | | | | | | |
|--|-----------|-----------|------------------------------------|--------------|-------------------|------|
| OUTSTANDING | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | POOR |
| | | | | | | |
| 5. Any outstanding contribution made by the Employee : | | | | | | |
| 6. Special remarks if any of the Reporting Officer : | | | | | | |
| Date : | | | SIGNATURE OF THE REPORTING OFFICER | | | |
| 7. Remarks if any of reviewing officer : | | | | | | |
| Date : | | | SIGNATURE OF REVIEWING OFFICER | | | |
| * COMPUTATION OF OVERALL | | | 170 Points | | 150 Points | |

| EVALUATION | | |
|---------------------|------------|------------|
| Outstanding | 161 to 170 | 141 to 150 |
| Excellent | 153 to 160 | 135 to 140 |
| Very Good | 136 to 152 | 120 to 134 |
| Good | 102 to 135 | 90 to 119 |
| Satisfactory | 85 to 101 | 75 to 89 |
| Marginal | 38 to 84 | 60 to 74 |
| Poor | 34 to 67 | 30 to 59 |