PERFOMANCE APPRAISAL FORM II

(TO BE SUBMITTED BY EMPLOYEES OF AND ABOVE THE OFFICE ASSISTANTS, COMPUTER OPERATORS ETC.)

PART 1

Division: Appraisal of Sri/Smt/Ms.………………………………………………., (In block letters)

for the period…………………….

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | | |  | | | |  |
| Date of birth | | |  | | | |  |
| Post | | |  | | | |  |
| Date of entry in CAPE service | | |  | | | |  |
| Date of appointment on the present post | | |  | | | |  |
| Date Of Entry In The Present Division | | |  | | | |  |
| Pay and Scale of pay | | |  | | | |  |
| Date from which functioning in the present grade  continuously | | |  | | | |  |
| Subject deal with according to the office order  distributing work | | |  | | | |  |
|  | a. EDUCATIONAL AND OTHER QUALIFICATIONS | | | | |
|  | General | Department | | Special | Other Skills, If Any |

1.

2.

3

1

|  |  |  |
| --- | --- | --- |
| b. EXPERIENCE | | |
| Division | Category Of Work | Period  From To |

2

c. SELF ASSESSMENT

To be obtained from the repartee in a separate sheet and field as part of the facing sheet of the form

1. Consider only one factor at a time
2. Study each factor and the specifications for each grade
3. Review upon completion to see that the rating of each factor applies exclusively to the individual’s actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick ( )mark in the appropriate boxes provide here under

d. ASSESSMENT BY THE REPORTTING OFFICER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl  .No. | Factors | Grade A (Max.marks-10) | Grade B (Max.marks-6) | Grade C (Max.marks-3) | Grade D (No marks) | Marks Awar ded |
| 1 | Intelligence | Extra Ordinary Proficient And Resourceful And Understanding New And Difficult Matters | Quite Able To Handle New And Difficult Matters | Normally Understands A New Situation After Proper Explanations And Handles It If Given All  Directions | Poor Comprehension. Usually Fails To Perform A Function Despite Prior Instructions |  |
| 2 | Discipline | Exemplary Conduct | Observes The Code Of Conduct | Tries To Follow The General Code Of Conduct | Indifferent To General Code Of Conduct |  |
| 3 | Punctuality And Promptness. Exactness  In Keeping Time In Attending Office, Keeping Appointment, Discharge Of Official Duties And Observance Of Time Limits As Per Manuals Standing Orders | Exceptionally Punctual And Prompt | Always S Punctual And Prompt | Usually Punctual And Prompt | Not Punctual And Prompt |  |
| 4 | Responsibility And Dependability. Conscientiousness Towards Duty | Very Conscientious And Dependable In The Performance Of The Job. Always Ready To Take Responsibility | Conscientious And  Steady Worker. Has A Good Record  Of Dependability. | Carries Out His Responsibility In A  Routine Manner | Often Fails To Perform His Duty.  Shirks Responsibility |  |
| 5 | Interest In The Assignment Interest And The Capacity To  See  That The Work Is Done | Has Initiative And Takes Keen Interest | Takes Adequate Interest. | Does His Work In A  Routine Way | Indifferent In The Discharge Of His Duties |  |
| 6 | Job Knowledge- Technical And General Knowledge About The Job He Is Doing   1. General (Of This And Related Subject)Or Versatility . 2. Of Work 3. Uptodateness | Has An Unusually Through And Comprehensive Mastery Of His Field Of Work. Strives To Expand His Frontier Of Knowledge. | Knows His Job | Possesses Just Adequate Knowledge Required Of The Job | Knowledge Inadequate. Has Not Yet Gained Competence |  |
| 7 | Nothing Drafting &Correspondence. Ability To Prepare Notes Drafts And Handle Correspondence With Special Reference   1. Accuracy 2. Thoroughness 3. Power Of Analysis 4. Power Of Expression | Vary Precise In Nothing And Drafting Very Prompt And Accurate At Correspondence. His Drafts Need No Editing. | Precise In Nothing And Drafting .Good At Correspondence. His Drafts Seldom Require Editing | Ordinary At Nothing  And Drafting. His Drafts Need Editing Tries To Handle Correspondenc e In Time If Properly Supervised. | Poor In Noting And Drafting. Careless In Handling Correspondence |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 8 | Maintenance of Registers and Records. Ability in maintaining register and record keeping | Very neat and meticulous in the maintenance of registers and records | Keeps registers and records clean and up-to-date. | Tries to maintain registers and records in a routine manner | Docs not maintain registers and records properly |  |
| 9 | Work Turnover | Consistently exceeds  requirements | Frequen0y exceeds  Requirements. | Meets requirements | Consistently below  requirements |  |
| 10 | Proficiency in Computer Operation and developing tools for Office Automation | Has excellent command over computers with ability to write front-end programs which usually results in getting things done very  quickly | Has good working knowledge of ' Word Processing Spread Sheeting and Presentation Tools and does all correspondences and computations  on the Computer | Can work with computers, if required | Not able to operate computer |  |
| 11 | Minus points for punishment awarded during the reporting period | Service punishment such as Suspension  Maxi Minus Mark  -75 | Considerable punishment such withholding of Increment etc.  Max Minus Mark  -50 | Mild punishment such as fines etc.  Max Minus Mark  -25 | Warning Memos  Max Minus Mark  -10 |  |
| 12 | GRAND TOTAL  (Net marks) ' |  |  |  |  |  |

Nature and Period of Punishment, if any.

For Punishments awarded to the officer, (if any) attach copies of the Orders of Punishment

PART II- SECRET

(Not To Be Shown To the Officer Reported upon)

(This part will not be the basis for promotion in the normal course)

1. (So as to judge his suitability for assignment to sensitive posts)

Has anything come to your knowledge which reflect adversely on the Yes ( ) No ( ) Officer’s loyalty

If ‘Yes’ please give details

(Add separate sheets if necessary)

1. Integrity and general reputation
   1. Has anything comes to your knowledge either as oral or written Complaint for otherwise which reflect adversely
      1. On the officers ability to honestly execute his duties Yes ( ) No ( )
      2. Showing favoritism in discharging his duties Yes ( ) No ( )
   2. If yes please give details of the case/cases
      1. Has there been any preliminary finding regarding the corrupt Yes ( ) No ( )

Practices of the officer

* + 1. Has any case of corruption on the officer been referred to Yes ( ) No ( ) Vigilance department after preliminary and enquires

If ’Yes’ give details

1. Whether the Employee requires any training for the purpose of his Yes ( ) No ( ) Present job or for any higher responsibilities
2. Whether the employee should be possible some other section office for Yes ( ) No ( ) better work or for the other reasons (to be specified)

Date: Signature of the Reporting Officer:

Name: Designation:

Remarks of the reviewing officer/authority

Do you agree with the Assessment made by The Reporting Officer Yes ( ) No ( ) If you wish to modify anything or add please elaborate: Signature of The reviewing Officer/Authority:

Name:

Date: Designation:

c.GENERAL

1. Do you know of any physical disability or health problem Yes ( ) No ( ) Which prevents this officer from working to full capacity?

If yes please explain the nature of the problem

1. Comment with special reference to:
   1. The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report.
   2. The effort made to improve the functioning of the employee where his performance with reference to the factors encountered in this report is considered not up to Mark or poor.
   3. The important requirement of factors which affect the effectiveness of the work of the officer such as special difficulties and handicapped amount of direct or indirect supervision the emergency demands, if any, etc.
   4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.

(Add separate sheet if necessary) Signature of the Reporting Officer: Name:

Date of submission to Reviewing officer: Designation:

REMARKS OF THE REVIEWING OFFICER/AUTHORITY section B

1. Length of service under him
2. Do you agree with the assessment made by the reporting officer? Yes ( ) No ( )

Anything you wish to modify or add please elaborate (Add separate sheet if necessary)

1. Have the officer any special characters and their any outstanding Yes ( ) No ( )

Merit or abilities which would justify his advisement and special selection for higher appointment out of turn?

If ‘Yes’ please give details

(Add separate sheet if necessary) :

Date: Signature of The reviewing Officer/Authority:

Name:

Designation:

I have read this report

Signature of the officer reported upon: Date: