PERFORMANCE APPRAISAL FORM II (A)

For Head Clerks/Juinor Superintendents and other Non-Gazetted Ministerial Staff (Non-Secretariat Service)

APPRAISAL OF

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Date of appointment in Go	overnment Service		ernong ara sarah M. Gode at and s Manangaras dalam				
Date of appointment to the	ne present post	activisma H _e stre.	ASSESSMENTAL				
Date of entry in the prese	nt office/department	4					
Pay and Scale of Pay	bandle : Normally - r Highli slands new sil	ib bije won					
Date from which function grade continuously	ing in the present	menors					
List of subjects dealt with office order distributing		facilities Kongra		i jo jako ek tek	ottolik (*130e), obj. o eriölda (*180e) sterni		
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ie of general code o	EDUCAT	IONAL AND OTHE	er Qualifications				
General	eneral Departmental		Special		Other skills if any		
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Department	*Catego	ry of work		e (e Pe	Period and an almost a second		
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Establishment, Accounts, Cash, Stores, Records, Planning, Office Section and Miscellaneous.

^{*}Category of work may be any of the following items:

SELF ASSESSMENT

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

Instructions to Reporting Officers

- 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 applied 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 $(\sqrt{})$ mark in the appropriate boxes provided hereunder.

Section AAssessment by the Reporting Officer

Sl. No.	Factors	A	В	C	D and
1	Intelligence	Extraordinarily Proficient and resourceful and understands new and difficult matters	Quite able to handle new and difficult matters	Normally under- stands new situation after proper explana- tions and handles it if given all directions	Poor comprehension, fails to perform a function despite prior instructions
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2	Discipline	Exemplary conduct	Observes the code of conduct	Tries to follow the general code of conduct	Indifferent to the general code of conduct
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3	Punctuality and promptness Exactness in keeping time in attending office, keeping appointment, discharge of Official duties	Exceptionally Punctual and prompt	Always punctual and prompt	Usually punctual and prompt	Not punctual and prompt
	and observance of time limits as per manuals standing orders		Jiow 🗆 vidase)		Jeonetst 🔲
4	Responsibility and Dependability Conscientiousness towards duty	Very conscientious and dependable in the performance of his/her job. Always ready to take respon- sibility	Conscientious and steady worker; has a good record of dependability	Carries out his responsibility in a routine manner	Often fails to per- form his/her duty shirks responsibi- lity
5	Interest in the Assignment Interest and the capacity	Has initiative and takes keen interest	Takes adequate interest	Does his/her work in a routine way	Indifferent in the discharge of his/her duties
	to see that the work is done	Section and Missellan	onio		

Sl. No.	Factors	A	В	C	D
6	Job knowledge Technical and general knowledge about the job he/she is doing (a) General of this and related subject or versatality (b) of work (c) up-to-dateness	Has an unusually thorough and comprehensive mastery of his/her field of work. Strives to expand his/her frontier of knowledge	Knows his/her job thoroughly	Possesses just adequate knowledge required for the job	Knowledge in- adequate. Has not yet gained compe- tence
7	Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle Correspondence with special reference to— (1) Accuracy (2) Thoroughness (3) Power of analysis (4) Power of expression	Very precise in noting and drafting. Very prompt and accurate at Correspondence. His/her drafts need no editing	Precise in noting and drafting. Good at corrrespondence. His/her dafts seldom require editing	Ordinary at noting and drafting. His/her drafts need editing. Tries to handle Correspondence 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 records 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	Does not maintain registers and records properly
9	Work turnover	Consistently exceeds requirements	Frequently exceeds requirements	Meets requirements	Consistently below requirements
	anne mall a				· · · · · · · · · · · · · · · · · · ·
10	Supervision and control (Ability to supervision and control)	Extremely proficient in supervision and control	Possesses very high ability in supervision	Always possesses the ability to super- vise	Very poor in super- visory control
				ign Concelling Cines	olesticus □ o etaG

11 Punishments awarded to the Officer if any

(Attach copies of the orders of punishment also)

	Genera	Ĺ		
1.	Do you know of any physical disability of health problem which prevents this Officer from working to full capacity?	Yes (No ()	
2.	to full capacity? If Yes, please explain the nature of this problem General Grading:	iponount his firmust francists of hensive masters of his or his or hensile strikes to expond		
	(1) No. of items in Grade A			
	(2) No. of items in Grade B			
	(3) No. of items in Grade C			
	(4) No. of items in Grade D		e wantsb-et-cp/ (s)s	
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	ment with special reference to:	gray marters are	Соттемреннение	
	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.		Ability to prepare motes of drafts and handle Correspondence with shand reference to—	
2.	The efforts made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or poor.		(AL) Acquiscy (Co. A.) (2) The subglumss (Co. A.) (3) Power of subbrancial (4) Bower of subbrancial	
3.	The important requirements or factors which affect the effectiveness of the work of the officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc., and	Very nest and mentendous an the maintenance of regis- ters and mearits	Maintenance of Maris- tors and Records Ability in realitation	
4.	Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section. (Add separate sheets if necessary)	Consistently exceeds	Keeping keeping Work turnover	
	Proceeding and 1 2 12 Exceptionally Part 1 April 1	Deretari eşd "Jihirali	phicral made by reach	
		Signature of Repo	rting Officer	
		Name:	FABILITY TO SUPERVISION	
		Designation:	je i dounde bas	
Date	of submission to Reviewing Officer			
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			of Colytevic Phopolishing (
	REMARKS OF THE REVIEWING	G OFFICER/AUTHORITY		
	Office Advisor College	nature of Reviewing cer/Authority:	103	
	Nam			
	Desi	ignation:		
	Assessment I have read this	s report		

Signature of Officer reported upon

Date:

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)

		(This part will not be the basis for promoti	on in the norm	iiai (Jours	()				
1.	Loyalty: sensitive p	(So as to judge his suitability for assignment to posts)	r sa series Processional							haqio
\ela		ing come to your knowledge which reflects adversely Officer's loyalty		Υe	es .	() N	o	() Jenne gu
		ease give details parate sheets if necessary)	er od Istunski."							
2.	Integrity an	nd General Reputation:				don I				
		nything come to your knowledge either as oral or a complaint or otherwise which reflects adversely:	s. The soil as tion A of Part the embree a							
	(i)	On the Officers ability to honestly execute his duties	Yes	()	No	// state (
	(ii)	Showing favouritism in discharging his duties	Yes	()	No	()		nico de Nicología
	(iii)	If 'Yes' please give details of particulars					us le			
		Has there been any preliminary finding regarding the corrupt practices of the Officer	Yes	()	No	()		Revier
	riometral New	Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries	Yes , fraction delibit blu Delibitudici inco							
		If 'Yes' give details								Motor Motor
3.		ne Officer requires any training for the purposes of job or for any higher responsibilities	Yes	()	No	evsi (. Iz šalvo			oon ti
4.		the Officer should be posted to some other section/ better work or for other reasons (to be specified)	Yes	(oge		No			gni)	
		sentations accepted from the reporteds, period of writing								
200		ha procedure laid down in Q. O. (P) 140: 344/PD date	Signature of						16(n r	
		The second secon	Name:						939 N KA	
ate	:		Designation:							
ate	e of submiss	sion to the Reviewing Officer:								
		Remarks of the Reviewing Offic	er/Authority							
		gree with the assessment made by the Reporting Officer ish to modify anything or add, please elaborate	Yes ()		No	() :		
		43								
		Signature Officer/Au	of the Review	ing						
		Office/Au	morny.							
		Name:								
ate	e:	Designatio	n:				*			

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INSTRUCTIONS

Performance Appraisal Form II (A) is meant for the category of Head Clerks, Junior Superintendents etc., of Non-Secretariat Service.

- 2. The form will also be used for the personal belonging to the above said categories working in other Departments/Institutions on deputation/foreign service conditions etc., and for Non-gazetted Technical Officers. When this is used for Non-gazetted Technical Officers, the designations of the officers will be type written at the top of the forms and against relevant columns, the words 'not applicable' will be entered.
- 3. The form consists of two parts viz., Part I and Part II. The facing sheet of Part I will be got filled up by the reportee. A note on "self assessment" should be obtained from the reportee and filed as part of the facing sheet. "Self Assessment" in this context means a brief resume of work done by the officer reported upon during the period under report bringing out any special achievement of his/her during the period, to be filed by the officer reported upon. The resume should not exceed three hundred words. The 'self assessment' given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II is meant for recording the assessment of the Reporting/Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as 'secret' and should not be shown to the reportee. This will not be a basis for determining the Officer's suitability for promotion/ appointment to higher posts.
- 4. Special care should be taken in filling up the performance appraisal forms by the Reporting and Reviewing Officer.
- 5. The ratings should be done taking into account the individual's actual performance on the job during the period under report.
- 6. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance. Normally, an impartial Officer can give only a few number of 'A' Grades to an Officer reported upon. Award of 'A' Grades should be substantiated.
- 7. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer he will do so, in which case the gradings given by the Reviewing Authority will prevail.
 - 8. It is the duty of the Reporting Officers/Reviewing Officers to see that no item in the form is left unfilled.
- 9. In all other matters viz., disposal of representations received from the reportees, period of writing the report etc., and on matters not covered by these instructions, the procedure laid down in G. O. (P) No. 344/PD dated 22nd August, 1966 as amended from time to time will apply.

you wish to modify anything or add, please elaborate