

PERFORMANCE APPRAISAL FORM II (B)

**For Senior Superintendents/Managers/Administrative Assistants/Officers/Accounts Officers/
Financial Assistants/Officers and Junior Executive Officers/Senior
Executive Officers (Non-Secretariat Service)**

PART I

APPRAISAL OF

Department Shri.....(in block letters)
for the period.....

Name	..
Date of birth	..
Post	..
Date of entry in Government Service	..
Date of appointment to the present post	..
Date of entry in the present Department/Office	..
Pay and Scale of pay	..
Date from which functioning in the present grade continuously	..
List of subjects dealt with according to the office order distributing work	..

Educational and other Qualifications

- 1.
- 2.
- 3.

Experience

Department	*Category of work	Period	
		From	To

*Category of work may be any of the following items of work: Establishment, Accounts and Budgeting, Cash, Stores, Records, Planning, Office Section and Miscellaneous and in the case of Executive Officers, the nature of field work.

SELF ASSESSMENT

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

Instructions for Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specification 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 the reverse side upon any matter which in your opinion needs explanation.
5. Put a tick (✓) mark in the appropriate boxes provided hereunder.

Section A

Assessment by the Reporting Officer

Sl. No.	Factors	A	B	C	D
1	Intelligence	Extraordinarily proficient in understanding new and difficult matters <input type="checkbox"/>	Quite able to handle new and difficult matters <input type="checkbox"/>	Normally understands a new situation after proper explanations and handles it, if given all directions <input type="checkbox"/>	Poor comprehension. Usually fails to perform a function despite prior instructions <input type="checkbox"/>
2	Initiative and Resourcefulness	Resourceful and Original in giving suggestions and pursues them constructively <input type="checkbox"/>	Shows reasonable Degree of initiative and resourcefulness <input type="checkbox"/>	Tends to wait for direction <input type="checkbox"/>	Cannot perform without close, supervision and guidance. Limited desire to achieve task <input type="checkbox"/>
3	Discipline	Exceptionally punctual in all matters and exemplary conduct <input type="checkbox"/>	Always punctual. Observes the code of conduct <input type="checkbox"/>	Usually punctual. Tries to follow the general code of conduct <input type="checkbox"/>	Not punctual. Indifferent to general code of conduct. Shirks responsibility <input type="checkbox"/>
4	Responsibility, Dependability Sincerity, responsibility and Conscientiousness towards duty	Very conscientious and dependable in the performance of his job. Always ready to take responsibility <input type="checkbox"/>	A steady worker with good record of dependability <input type="checkbox"/>	Reasonably conscientious and does his job in a routine manner <input type="checkbox"/>	Often fails to perform his duty <input type="checkbox"/>
5	Co-operation and Personal Relations Co-operation with superiors and colleagues and relations with public were relevant	Extremely co-operative; maintains outstandingly good relations all round earning respect from his colleagues <input type="checkbox"/>	Always co-operative and generally maintains with effort reasonably good relations <input type="checkbox"/>	Co-operative; maintains with effort reasonably good relations <input type="checkbox"/>	Does not get along well <input type="checkbox"/>

Sl. No.	Factors	A	B	C	D
6	Interest in the Assignment	Takes keen interest <input type="checkbox"/>	Takes adequate interest <input type="checkbox"/>	Does his/her work in a routine way <input type="checkbox"/>	Indifferent in the discharge of his/her duties <input type="checkbox"/>
7	Job knowledge Technical and general knowledge about the job he/she is doing (a) General (of this and related subject or versatility) (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 <input type="checkbox"/>	Knows his/her job thoroughly <input type="checkbox"/>	Possesses just adequate knowledge required for the job <input type="checkbox"/>	Knowledge inadequate. Has not yet gained competence <input type="checkbox"/>
8	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. <input type="checkbox"/>	Precise in noting and drafting. Good at correspondence. His/her drafts seldom require editing <input type="checkbox"/>	Ordinary at noting and drafting. His/her drafts need editing. Tries to handle correspondence in time if properly supervised <input type="checkbox"/>	Poor in noting and drafting. Careless in handling correspondence <input type="checkbox"/>
9	Leadership and Drive	Possesses excellent qualities of leadership and drive <input type="checkbox"/>	Possesses good qualities of leadership and drive <input type="checkbox"/>	Has qualities of leadership and drive <input type="checkbox"/>	Poor in leadership and drive <input type="checkbox"/>
10	Power of Analysis and Judgement Capacity to analyse problems and ability to arrive at sound conclusions	Gets systematically to the root of the problems and his/her judgement is consistently sound and well balanced <input type="checkbox"/>	Almost invariably analysis the problems thoroughly. His view is nearly always, sound and comprehensive <input type="checkbox"/>	Usually analysis the problems adequately and generally takes a sound view <input type="checkbox"/>	Often misses the essential point. Judgement often not sound <input type="checkbox"/>
11	Supervision and Control Ability to supervise and control. Skill in maintaining the morale of his/her staff. Capacity to train, help, advise and handle subordinates	Successful, efficient and capable supervisor. Runs his/her organisation smoothly and effectively. Very capable and successful to train help, advise and to handle his/her subordinates <input type="checkbox"/>	Good supervisor, runs his organisation reasonably well. Capable to train, help, advise and to handle his/her subordinates <input type="checkbox"/>	Moderate ability to supervise and run the organisation. Ordinary to train, help, advise and to handle his/her subordinates <input type="checkbox"/>	Lacks control over staff and leaves things to his/her subordinates. Capacity to train, help, advise and to handle subordinate inadequate <input type="checkbox"/>

Sl. No.	Factors	A	B	C	D
12	Quality and Quantity of work Quantum of work to be done; quantum actually done; and the promptness with which it is done	Distinguished output of work both in quantity and quality <input type="checkbox"/>	Turns out more than adequate volume of work of good quality <input type="checkbox"/>	Adequate output and quality <input type="checkbox"/>	Output and quality regularly insufficient <input type="checkbox"/>
13	Ability to Communicate and respectiveness to ideas of others	Exceptionally skilled in conveying ideas in clear, logical and convincing manner. Extremely receptive to ideas of others <input type="checkbox"/>	Able to convey ideas in clear, logical and convincing manner. Receptive to ideas of others <input type="checkbox"/>	Moderate ability to convey ideas and moderately receptive to other's ideas <input type="checkbox"/>	Lacks ability to convey ideas in clear, logical and convincing manner. Not receptive to other's ideas <input type="checkbox"/>
14	Use of Delegated powers	Always use delegated powers and takes responsibility <input type="checkbox"/>	Generally uses delegated powers <input type="checkbox"/>	Has to be told to use his delegated powers <input type="checkbox"/>	Fails to use delegated powers even after being instructed <input type="checkbox"/>
15	*Attitudes/achievements in the implementation of programmes Schemes of Scheduled Castes/Scheduled Tribes and prevention of atrocities on them	Extremely alert in tackling the problems of down-trodden <input type="checkbox"/>	Always takes keen interest in solving the problems of Scheduled Castes/Scheduled Tribes <input type="checkbox"/>	Usually analysis the problems and finds a solution <input type="checkbox"/>	Fails to solve the problems of Scheduled Castes/Scheduled Tribes <input type="checkbox"/>

16 **Punishments awarded to the Officer if any**
(Attach copies of the orders of punishments also)

*This will apply only to those employees who deal with the protection of an implementation of welfare and development schemes of Scheduled Castes/Scheduled Tribes.

GENERAL

1. Do you know of any physical disability or health problem which prevents this Officer from working to full capacity ?

Yes () No ()

If yes, please explain the nature of this problem

2. General grading:

- (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

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 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.
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
4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.

(Add separate sheets if necessary)

Signature of Reporting Officer

Name :

Designation :

Date of submission to Reviewing Officer:

Section B

Remarks of the Reviewing Officer/Authority

Signature of Reviewing
Officer/Authority :

Name :

Designation :

Remarks of the next Higher Authority

(In cases where the head of department is not reviewing authority)

Signature :

Name :

I have read the report.

Date:

Signature of the Officer reported upon :

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

Has anything come to your knowledge which reflects adversely on the Officer's loyalty

Yes () No ()

If 'Yes' please give details (Add separate sheets if necessary)

2. Integrity and General Reputation :

- (a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely:

- (i) On the Officer's ability to honestly execute his duties

Yes () No ()

- (ii) Showing favouritism in discharging his duties If 'Yes' please give details of particulars

Yes () No ()

- (b) (i) Has there been any preliminary finding regarding the corrupt practices of the Officer

Yes () No ()

- (ii) Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries.

Yes () No ()

If 'Yes' give details

3. Whether the Officer requires any training for the purposes of his present job or for any higher responsibilities

Yes () No ()

4. Whether the Officer should be posted to some other section/office for better work or for other reasons (to be specified)

Yes () No ()

Signature of the Reporting Officer

Name :

Date:

Designation :

Date of submission to the Reviewing Officer :

Remarks of the Reviewing Officer/Authority

Do you agree with the assessment made by the Reporting Officer
If you wish to modify anything or add, please elaborate

Yes () No ()

Signature of the Reviewing Officer/Authority :

Name :

Date:

Designation :

INSTRUCTIONS

1. Performance Appraisal Form II (B) is meant for the categories of Senior Superintendents/Managers/Administrative Assistants/Financial Assistants, Grade II/Senior Executive Officers/Junior Executive Officers of Non-Secretariat Service.
2. The forms will also be used for the personal belonging to the above said categories working in other Departments/Institutions on deputation, Foreign Service conditions, etc.
3. The forms 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 Officers.
5. The rating 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.
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 former will prevail.
8. It is the duty of the Reporting Officer/Reviewing Officers to see that no item in the form is left unfilled.
9. The Reporting Officer in respect of a person in the category of Managers/Senior Superintendents/Financial Assistants/Administrative Assistants/Junior Executive Officers/Senior Executive Officers, etc., shall be his immediate superior under whom he is working and the Reviewing Officer shall be the Authority to which the Reporting Officer is subordinate.
10. In the case of other categories of Officers like Administrative Officers/Financial Assistants/Financial Officers/Accounts Officers in Regional Offices and Institutions, the immediate Superior Officer concerned will write up the appraisal form/Confidential records and the heads of departments shall be the Reviewing Officer.
11. In all other matters viz., disposal of representations received from the reportees, periods 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.
12. In the case of Joint Secretary to Government working on other duty as Administrative Officer in the State Institute of Encyclopaedic Publications, the Secretary/Special Secretary, Higher Education will be the Reporting Officer and the Chief Minister will be the reviewing authority.