

## PERFORMANCE APPRAISAL FORM II (A)

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

### APPRAISAL OF

Department: Shri /Smt.....

for th`e period ..... (in block letters)

Name :

Date of birth :

Date of appointment in Government Service :

Date of appointment to the present post :

Pay and Scale of pay :

Date from which functioning in the present grade continuously :

List of subjects dealt with according to the order distributing work :

### EDUCATIONAL AND OTHER QUALIFICATIONS

General	Departmental	Special	Other skills, if any
1.			
2.			
3.			

### EXPERIENCE

Department	*Category of work	Period	
		From	To

\* Category of work may be any of the following items Establishment, Accounts, Cash, Stores, Records, Planning, Office Section and Miscellaneous

## 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 specification for each grade
3. Review upon completion to see that the rating of each factor applies exclusively to the individuals 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 provided hereunder

### Section A

#### ASSESSMENT BY THE REPORTING OFFICER

Sl. No.	Factors	A	B	C	D
1.	<b>Intelligence</b>	Extraordinarily proficient and resourceful and understands new and difficult matters  <input type="checkbox"/>	Quite able to handle new and difficult matters  <input type="checkbox"/>	Normally under stands a new situation alter proper explanations and handles it if given all directions  <input type="checkbox"/>	Poor comprehension as usually. Fails to perform a function despite prior instructions  <input type="checkbox"/>
2.	<b>Discipline</b>	Exemplary conduct  <input type="checkbox"/>	Observes the code of conduct  <input type="checkbox"/>	Tries to follow the general code of conduct  <input type="checkbox"/>	Indifferent to general code of conduct.  <input type="checkbox"/>
3.	<b>Punctuality and Promptness</b>  Exactness in keeping tune in attending office, keeping appointments, discharge of official duties and observance of time - Units as per manuals; standing orders	Exceptionally punctual and prompt  <input type="checkbox"/>	Always punctual and prompt  <input type="checkbox"/>	Usually punctual and prompt  <input type="checkbox"/>	Not punctual and prompt  <input type="checkbox"/>
4	<b>Responsibility and Dependability</b>  Conscientiousness towards duty	Very conscientious and dependable in the performance of his / her job. Always ready to take responsibility  <input type="checkbox"/>	Conscientious and steady worker. Has a good record of dependability  <input type="checkbox"/>	Carries out his responsibility in a routine manner  <input type="checkbox"/>	Often fails to perform his/ her duty shirks responsibility  <input type="checkbox"/>
5	<b>Interest in the Assignment</b>  Interest and the capacity to see that the work is done	Has initiative and 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"/>

St.	Factors	A	B	C	D
6.	<p>Job Knowledge Technical and general knowledge about the job he / she is doing</p> <p>(a) General (of this and related subjects or versatility)</p> <p>(b) Of work</p> <p>(c) Up - to - darkness</p>	<p>Has an unusually thorough and comprehensive mastery of his / her field of work. Strives to expand his / her frontier of knowledge</p> <p><input type="checkbox"/></p>	<p>Knows his / her job thoroughly</p> <p><input type="checkbox"/></p>	<p>Possess just adequate knowledge required for the job</p> <p><input type="checkbox"/></p>	<p>Knowledge inadequate. Has not yet gained competence</p> <p><input type="checkbox"/></p>
7	<p><b>Noting, Drafting and Correspondence</b></p> <p>Ability to prepare notes, drafts and handle correspondence with special reference to -</p> <p>(1)Accuracy (2)Thoroughness (3)Power of analysis (4) Power of expression</p>	<p>Very precise in noting &amp; drafting. Very prompt and accurate at correspondence. His / her drafts need no editing</p> <p><input type="checkbox"/></p>	<p>Precise in noting and drafting. Good at correspondence. His / her drafts seldom require editing</p> <p><input type="checkbox"/></p>	<p>Ordinary at noting and drafting. His / her drafts need editing. Tries to handle correspondence in time if properly supervised</p> <p><input type="checkbox"/></p>	<p>Poor in nothing and drafting. Careless in handling  Correspondence</p> <p><input type="checkbox"/></p>
8	<p><b>Maintenance of Registers and Records.</b></p> <p>Ability in maintaining register and records keeping</p>	<p>Very neat and meticulous in the maintenance of registers and records</p> <p><input type="checkbox"/></p>	<p>Keeps registers and records clean and up-to-date</p> <p><input type="checkbox"/></p>	<p>Tries to maintain registers and records in a routine manner</p> <p><input type="checkbox"/></p>	<p>Does not maintain registers and records properly</p> <p><input type="checkbox"/></p>
9.	<p><b>Work Turnover</b></p>	<p>Consistently exceeds requirements</p> <p><input type="checkbox"/></p>	<p>Frequently exceeds requirements</p> <p><input type="checkbox"/></p>	<p>Meets requirements</p> <p><input type="checkbox"/></p>	<p>Consistently below requirements</p> <p><input type="checkbox"/></p>
10.	<p><b>Supervision and Control</b></p>	<p>Extremely proficient in supervision and control</p> <p><input type="checkbox"/></p>	<p>Possesses very high ability in supervision</p> <p><input type="checkbox"/></p>	<p>Always possesses the ability to supervise</p> <p><input type="checkbox"/></p>	<p>Very poor in supervisory control</p> <p><input type="checkbox"/></p>

## II. Punishments Awarded to the Officer if any

(Attach copies of the orders or punishment also)

Signature of Reporting Officer

**GENERAL**

1. Do you know of any physical disability of health problem which prevent 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 / her performance or the disciplinary action taken against him / her during the period under report.
2. The efforts made to improve the functioning of the employee where his / her performance with reference to the factors enumerated in this report is considered not up to the mark of poor.
4. 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
5. Specific instances of any work worth of being mentioned in support of the assessment in the graphic section. (Add separate sheets if necessary)

Signature of Reporting Officer

Name:

Date of submission to Reviewing Officer

Designation:

**REMARKS OF THE REVIEWING OFFICER /AUTHORITY**

Signature of the  
Reviewing Officer / Authority

Name:

Designation:

I have read the report

Date:

Signature of 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/her suitability for assignment to sensitive posts)**

Has anything come to your knowledge which reflects adversely on the officers 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

1) On the Officers ability to honestly execute his duties

Yes ( ) No ( )

ii) Showing favouritism in discharging his duties

Yes ( ) No ( )

(iii) If 'Yes' please give details of particulars

Yes ( ) No ( )

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

(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 purpose 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 ( )

Date:

Signature of the Reporting Officer

Name:

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

Yes ( ) No ( )

If you wish to modify anything or add, please elaborate

Signature of the Reviewing Officer/Authority

Name

Designation

## INSTRUCTIONS

1. Performance Appraisal Form II (A) is meant for the category of Head Clerks, Junior Superintendent etc. of Non-Secretariat Service.
2. The form will also used for the personnel 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 designation of the officers will be typewritten at the top of the forms and against irrelevant columns, the works '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" to the 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 filled 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 and his signature obtained. Part 11 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 be 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 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. 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 grading 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 22-8-1966 as amended from time to time will apply.