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 / Smt. .......................................................... (in block letters)

for the period of ..............................................................

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Category of work</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

Category of work may be any of the following items: Establishment, Accounts & Budgetting, Cash, Stores, Records, Planning, Office Section and Miscellaneous and in the case of Executive Officer 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 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 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 ( S) mark in the appropriate boxes provided hereunder-

Section A
ASSESSMENT BY THE REPORTING OFFICER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Factors</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Intelligence</td>
<td>Extraordinarily proficient and resourceful and understands new and difficult matters</td>
<td>Quite able to handle new and difficult matters</td>
<td>Normally under-stands a new situation after proper explanations and handles it if given all directions</td>
<td>Poor comprehension as usually. Fails to perform a function despite prior instructions</td>
</tr>
<tr>
<td>2.</td>
<td>Initiative and Resourcefulness</td>
<td>Resourceful &amp; original in giving suggestions and pursues them constructively</td>
<td>Shows reasonable degree of initiative and resourcefulness</td>
<td>Tends to wait for direction</td>
<td>Cannot perform without close supervision and guidance. Limited desire to achieve task</td>
</tr>
<tr>
<td>3.</td>
<td>Discipline</td>
<td>Exceptionally punctual in all matters and exemplary conduct</td>
<td>Always punctual, observes the code of conduct</td>
<td>Usually punctual, tries to follow the general code of conduct</td>
<td>Not punctual, indifferent to general code of conduct. Shrinks responsibility</td>
</tr>
<tr>
<td>4.</td>
<td>Responsibility and Dependability</td>
<td>Very conscientious and dependable in the performance of his / her job. Always ready to take responsibility</td>
<td>A steady worker with a good record of dependability</td>
<td>Reasonably conscientious and does his / her job in a routine manner</td>
<td>Often fails to perform his/ her duty</td>
</tr>
<tr>
<td>5.</td>
<td>Co-operation and Personal relations</td>
<td>Extremely Cooperative, maintains outstanding good relations, around earning respect from his / her colleagues</td>
<td>Always Cooperative and generally maintains with effort reasonably good relations</td>
<td>Co-operative maintains with effort reasonably good relations</td>
<td>Does not get along well</td>
</tr>
<tr>
<td>No.</td>
<td>Factors</td>
<td>A</td>
<td>B</td>
<td>c</td>
<td>D</td>
</tr>
<tr>
<td>-----</td>
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<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>6.</td>
<td>Interest In the Assignment</td>
<td>Takes keen interest</td>
<td>Takes adequate interest</td>
<td>Does his / her work in a routine way</td>
<td>Indifferent in the discharge of his / her duties</td>
</tr>
<tr>
<td>7.</td>
<td>Job Knowledge</td>
<td>Has an unusually thorough and comprehensive mastery of his / her field of work. Strives to expand his / her frontier of knowledge</td>
<td>Knows his / her job thoroughly</td>
<td>Possesses just adequate knowledge required of the job</td>
<td>Knowledge inadequate. Has not yet gained competence</td>
</tr>
<tr>
<td>8.</td>
<td>Noting, Drafting and Correspondence</td>
<td>Very precise in nothing &amp; drafting. Very prompt and accurate at correspondence. His / her drafts need no editing</td>
<td>Precise in nothing and drafting. Good at correspondence. His / her drafts seldom require editing</td>
<td>Ordinary at nothing and drafting. His / her drafts need editing. Tries to handle correspondence in time if properly supervised</td>
<td>Poor in nothing and drafting. Careless in handling correspondence</td>
</tr>
<tr>
<td>9.</td>
<td>Leadership and Drive</td>
<td>Possesses excellent qualities of leadership and drive</td>
<td>Possesses good qualities of leadership and drive</td>
<td>Has qualities of leadership and drive</td>
<td>Poor to leadership and drive</td>
</tr>
<tr>
<td>10.</td>
<td>Power of Analysis Judgment</td>
<td>Gets systematically to the root of the problems and his / her judgment is consistently sound and comprehensive</td>
<td>Almost invariably analysis the problems thoroughly. His / her view is nearly always sound and comprehensive</td>
<td>Usually analyses the problems adequately and generally takes a sound view</td>
<td>Often misses the essential point. Judgement often not sound</td>
</tr>
<tr>
<td>11.</td>
<td>Supervision and Control</td>
<td>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</td>
<td>Good Supervisor. Runs his / her organisation reasonably well. Capable to train help, advise and to handle his / her subordinates</td>
<td>Moderate ability to supervise and run the organisation. Ordinary to train, help, advise and to handle his / her subordinates</td>
<td>Lacks control over staff and leaves things to his / her subordinates. Capacity to train, help, advise and to handle subordinate, inadequate.</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Factors</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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<tr>
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<tr>
<td>12.</td>
<td>Quality and Quantity of Work</td>
<td>Distinguished output of work both in quantity and quality</td>
<td>Turns out more than adequate volume of work of good quality</td>
<td>Adequate output and quality</td>
<td>Output and quality regularly insufficient</td>
</tr>
<tr>
<td></td>
<td>Quantum of work to be done, quantum actually done and the promptness with which it is done</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Ability to communicate and Receptiveness to ideas of others</td>
<td>Exceptionally skilled in conveying ideas in clear, logical and convincing manner. Extremely receptive to ideas of others</td>
<td>Able to convey ideas in clear logical and convincing manner. Receptive to ideas of others</td>
<td>Moderate ability to convey ideas and moderately receptive to others’ ideas</td>
<td>Lacks ability to convey ideas in clear, logical and convincing manner. Not receptive to others’ ideas.</td>
</tr>
<tr>
<td>14.</td>
<td>Use of delegated powers</td>
<td>Always uses delegated powers and takes responsibilities</td>
<td>Generally uses delegated powers</td>
<td>Has to be told to use his / her delegate powers</td>
<td>Fails to use delegated powers even after being instructed</td>
</tr>
<tr>
<td>15.</td>
<td>Attitudes / achievements in the implementation of programmes</td>
<td>Extremely alert in tackling the problems of downtrodden</td>
<td>Always takes keen interest in solving the problems of SC / ST</td>
<td>Usually analyses the problems and finds a solution</td>
<td>Fails to solve the problems of SC</td>
</tr>
<tr>
<td></td>
<td>Schemes of SCs/STs and prevention of atrocities on them</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. **Punishments Awarded to the Officer if any**

   (Attach copies of the orders or punishment also)

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* This will apply only to those employees who deal with the protection of and implementation of welfare and development schemes of SCs./STs.
GENERAL

1. Do you know of any physical disability or 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:
   (5) No. of items in Grade A
   (6) No. of items in Grade B
   (7) No. of items in Grade C
   (8) 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.

6. 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

7. 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:

Section B

REMARKS OF THE REVIEWING OFFICER / AUTHORITY

Signature of the Reviewing Officer / Authority
Name:
Designation:

REMARKS OF THE NEXT HIGHER AUTHORITY

(In cases where the Head of Department is not reviewing authority)

Signature
Date:
Name:

I have read the report

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)

2. Loyalty (so as to judge his/her 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
      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
      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 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:                                              Name
Designation                                      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 be 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 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” 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 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 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.

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. 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 he 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, 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.

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 Reviewing Authority.