



(2)

**PART-2**

**(SELF APPRAISAL)**

To be filled in by the Officer reported upon

(Please read the instructions carefully before filling the entries)

1. Brief description of duties.

2. Brief resume of the work done by you during the period from ..... to .....  
(The resume to be furnished should be limited to 100 words)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Officer reported upon

(3)

**PART - 3 (ASSESSMENT BY THE REPORTING OFFICER)**

Numerical grading is to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.  
(Please read carefully the guidelines before filling the entries)

**(A) Assessment of work output (weightage to this Section would be 40%)**

|   | Numerical Grading by the Reporting Authority | Revised Grades by Reviewing Authority (if does not agree with column No. 2) | Initials of Reviewing Authority |
|---|--|---|---------------------------------|
| (i) Accomplishment of Planned work / work allotted as per subjects allotted (whether applicable). |  |   |                                 |
| (ii) Quality of output  |  |   |                                 |
| (iii) Proficiency in Survey, Mapping and calculation  |  |   |                                 |
| (iv) Proficiency in work, namely, maintenance of prescribed registers and P.T. Sheets etc.        |  |   |                                 |
| Overall Grading on "Work Output" (Total [i to iv]/4)  |  |   |                                 |

**(B) Assessment of personal attributes (weightage to this Section would be 30%)**

|  | Reporting Authority | Reviewing Authority (Refer Para 2 of part-5) | Initials of Reviewing Authority |
|--|---------------------|--|---------------------------------|
| (i) Attitude to work   |                     |  |                                 |
| (ii) Sense of responsibility                                   |                     |  |                                 |
| (iii) Maintenance of Discipline                                |                     |  |                                 |
| (iv) Communication skills                                      |                     |  |                                 |
| (v) Analytical Ability   |                     |  |                                 |
| (vi) Ability to work in team                                   |                     |  |                                 |
| (vii) Ability to meet deadline                                 |                     |  |                                 |
| (viii) Inter-personal relations                                |                     |  |                                 |
| Overall Grading on "Personal Attributes" (Total [i to viii]/8) |                     |  |                                 |

Contd. (4)

(4)

**(C) Assessment of functional competency (weightage to this Section would be 30%)**

|   | Reporting Authority | Reviewing Authority<br>(Refer Para 2 of Part-5) | Initials of Reviewing Authority |
|---|---------------------|---|---------------------------------|
| (i) Knowledge of Rules / regulations / procedures in the area of function and ability to apply them correctly |                     |   |                                 |
| (ii) Coordination ability   |                     |   |                                 |
| (iii) Initiative  |                     |   |                                 |
| (iv) Proficiency in working on computer, wherever available   |                     |   |                                 |
| Overall Grading on 'Functional Competency'<br>(Total [i to iv] / 4)   |                     |   |                                 |

**Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.**

**PART-4**

**GENERAL**

1. Relations with the public (wherever applicable)  
(Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training  
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

Contd. (5)

(5)

3. State of health

4. Integrity

(Please comment on the integrity of the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

Signature of the Reporting Officer

Place: .....

Name in Block Letters: .....

Date: .....

Designation: .....  
(During the period of Report)

Contd. (6)

**PART-5 (REMARKS OF THE REVIEWING OFFICER)**

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements / significant failures of the officer reported upon? (Ref. Part-3 (A) (iv) and Part-4 (5)) [In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for your in that section and initial your entries.

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC/ST official.

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in part-3 of the Report.

Signature of the Reviewing Officer

Place: .....

Name in Block Letters: .....

Date: .....

Designation: .....  
(During the period of Report)