

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR NON TEACHING STAFF

DEPARTMENT -------------------------------------------------------------------------------------

REPORT FOR THE YEAR/PERIOD ENDING ------------------------------------------------

## PART-I - PERSONAL DATA

Name :

Designation :

DOB(DD/MM/YYYY) :

Educational Qualification :

Professional & Technical Qualification :

Charge held period under report :

**PART-II - SELF APPRIASAL BY THE STAFF**

## (To be filled in by the Staff reported upon, if necessary extra sheet to be used)

1. Brief description of duties:

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1. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.(Example Annual Action Plan for your Section/ Office/ Department)

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| **Target/Objectives/Goal** | **Achievements** |
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1. Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item

(Please specify constraints, if any, in achieving the targets.)

1. A. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

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B. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

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1. Please indicate specific area in which you feel the need to upgrade your skill through training programme.

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**Date:...................... Signature of the Staff / Officer**

Multitasking Staff: from S.No. 1 to 2

Junior / Senior Assistant: from S.No. 1 to 3

Section Officer / Senior Officer /Senior Personal Assistant: from S.No. 1 to 4A

Administrative Officer / Asst. Registrar/ Dy. Registrar / Jt. Registrar: from S.No. 1 to 5