

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR NON TEACHING STAFF

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

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

**PART-III - ASSESSMENT AND REPORT BY THE REPORTING OFFICER**

**(Please read carefully the guidelines before filling the entries)**

Numerical grading is to be awarded for each of the attributes by the reporting authority / reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

1. Assessment of “Work Output” (weightage to this section would be 40%)

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Reporting Authority** | **Reviewing Authority** |
| i) Accomplishment of planned work/work allotted as per subjects allotted |  |  |
| ii) Quality of work output |  |  |
| iii) Proficiency in Typing (Speed and Accuracy) |  |  |
| iv)Proficiency in work namely maintenance of prescribed Registers and Charts etc. |  |  |
| v) Accomplishment of exceptional work/unforeseen tasks performed |  |  |
| Overall Grading on ‘Work Output’ |  |  |
| **Initials** |  |  |

1. Assessment of “Personal Attributes” (Scale of 1-10); weightage to this Section would be 30%

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Reporting Authority** | **Reviewing Authority** |
| i) Attitude to work |  |  |
| ii) Sense of responsibility |  |  |
| iii) Capacity to work in team spirit |  |  |
| iv) Communication skills |  |  |
| v) Analytical ability |  |  |
| vi) Leadership Qualities |  |  |
| vii) Ability to working team |  |  |
| viii) Maintenance of Discipline |  |  |
| ix) Capacity to work in time limit - meet deadlines |  |  |
| x) Inter-Personal relations |  |  |
| Overall Grading on ‘Personal Attributes’ |  |  |
| **Initials** |  |  |

1. Assessment of “Functional Competency” (Scale of 1-10); weightage to this Section would be 30%

|  |  |  |
| --- | --- | --- |
| Attributes | Reporting Authority | Reviewing Authority |
| i) Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly. |  |  |
| ii) Initiative |  |  |
| iii)Strategic planning ability |  |  |
| iv) Supervisory ability |  |  |
| v) Decision making ability |  |  |
| vi) Coordination ability |  |  |
| vii) Proficiency in working on computers |  |  |
| viii) Ability to motivate and develop subordinates |  |  |
| Overall Grading on ‘Functional Competency’ |  |  |
| **Initials** |  |  |

**Signature of the Reporting Officer**

Name in Block letters:

Designation:

Date: During the Period of Report

**PART-IV - GENERAL**

**(Please read carefully the guidelines before filling the entries)**

1. Relations with Student Faculty and Public

(Officer’s accessibility and responsiveness to the needs wherever applicable)

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| --- |
|  |

1. Training

(Please give recommendations for training with a view to future improving the effectiveness and capabilities of the Officer)

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| --- |
|  |

1. State of Health

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| --- |
|  |

1. Integrity

(Please comment on the integrity of the Officer /staff)

|  |  |  |
| --- | --- | --- |
| i) Beyond Doubt; or |  |  |
| ii) Nothing adverse has come to my notice; or |  |  |
| iii) Since the integrity of the officer is doubtful, a Secret Note is attached herewith. |  |  |

1. Attitudes towards Colleague/SC-ST/OBC/PH/KM/Other Gender:

|  |
| --- |
|  |

1. Pen-Picture by Reporting Officer

(General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

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|  |

1. Overall Numerical Grading on the basis of weightage given section A, B, C of Part III of the report. (on score of 1-10):

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|  |

**Signature of the Reporting Officer**

Name in Block letters:

Designation:

Date: During the Period of Report