PERFORMANCE APPRAISAL FORM II (A)

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

APPRaisal of

Department: [Name], (in block letters)
for the period [Dates]

Name: [Name]
Date of birth: [Date]
Date of appointment in Government Service: [Date]
Date of appointment to the present post: [Date]
Date of entry in the present Office/Department: [Date]
Pay and Scale of Pay: [Details]
Date from which functioning in the present grade continuously: [Date]

List of subjects dealt with according to the office Order distributing work: [Details]

EDUCATIONAL AND OTHER QUALIFICATIONS

<table>
<thead>
<tr>
<th>General</th>
<th>Departmental</th>
<th>Special</th>
<th>Other skills if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, 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 specifications for each grade.
3. Review upon completion to see that the rating of each factor applied 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 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 understands new situation after proper explanations and handles it if given all directions</td>
<td>Poor comprehension, fails to perform a function despite prior instructions</td>
</tr>
<tr>
<td>2</td>
<td>Discipline</td>
<td>Exemplary conduct</td>
<td>Observes the code of conduct</td>
<td>Tries to follow the general code of conduct</td>
<td>Indifferent to the general code of conduct</td>
</tr>
<tr>
<td>3</td>
<td>Punctuality and promptness</td>
<td>Exceptionally punctual and prompt</td>
<td>Always punctual and prompt</td>
<td>Usually punctual and prompt</td>
<td>Not punctual and prompt</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>Conscientious and steady worker: has a good record of dependability</td>
<td>Carries out his responsibility in a routine manner</td>
<td>Often fails to perform his/her duty shirks responsibility</td>
</tr>
<tr>
<td>5</td>
<td>Interest in the Assignment</td>
<td>Has initiative and 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></td>
<td>Job knowledge</td>
<td>Noting, Drafting and Correspondence</td>
<td>Maintenance of Registers and Records</td>
<td>Work Turnover</td>
<td>Supervision and Control</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>6</td>
<td>Technical and general knowledge about the job he/she is doing (a) General (of this and related subject or versatality) (b) of work (c) up-to-dateness</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>Very precise in noting and drafting. Very prompt and accurate at correspondence. His/Her drafts need no editing</td>
<td>Consistently exceeds requirements</td>
<td>Extremely proficient in supervision and control</td>
</tr>
<tr>
<td></td>
<td>Knows his/her job thoroughly</td>
<td>Precise in noting and drafting. Good at correspondence. His/her drafts seldom require editing.</td>
<td>Keeps registers and records clean and up-to-date</td>
<td>Frequently exceeds requirements</td>
<td>Possess very high ability in supervision</td>
</tr>
<tr>
<td></td>
<td>Possess just adequate knowledge required for the job</td>
<td>Ordinary at noting and drafting. His/her drafts need editing. Tries to handle correspondence in time if properly supervised.</td>
<td>Tries to maintain registers and records in a routine manner</td>
<td>Meets requirements</td>
<td>Always possesses the ability to supervise</td>
</tr>
<tr>
<td></td>
<td>Knowledge inadequate. Has not yet gained competence</td>
<td>Poor in noting and drafting. Careless in handling correspondence.</td>
<td>Does not maintain registers and records properly</td>
<td>Consistently below requirements</td>
<td>Very poor in supervisory control</td>
</tr>
</tbody>
</table>

11. Punishments awarded to the Officer if any  
(Attach copies of the orders of punishments also)
GENERAL

1. Do you know of any physical disability or health problem which prevents this Officer from working to full capacity?

   Yes (  )   No (  )

   If yes, please explain the nature of this problem

2. General guarding:

   (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 performance or the disciplinary action taken against him during the period under report.

2. The effort made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or poor

3. 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

4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.

(Add separate sheets if necessary)

Signature of Reporting Officer

Date of submission to Reviewing Officer

Name:

Designation:

REMARKS OF THE REVIEWING OFFICER / AUTHORITY

Signature of Reviewing Officer/Authority

Name :

Designation:

I have read this 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 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
   (i) On the Officer’s ability to honestly execute his duties
       Yes (    ) No (    )
   (ii) Showing favoritism in discharging his duties
       If ‘Yes’ please give details of particulars
       Yes (    ) No (    )
   (b) (i) Has 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. If ‘Yes’ give details
       Yes (    ) No (    )

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

Date:                                                   Name:
INSTRUCTIONS

1. Performance Appraisal Form II (A) is meant for the category of Head Clerks, Junior Superintendents 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 designations of the officers will be type written at the top of the forms and against irrevant columns, the words ‘not applicable’ will be entered.

3. The forms consists of two parts viz. Part I and Part II. The facing sheets 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 sheets. “Self Assessment” in this 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 filed 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 on the loyalty and integrity of the reportee. This part will be considered as “Secret” and should not be shown to the 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 ratings 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 given only a few number of “A” Grades to an Officer reported upon. Award of ‘A’ Grade 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 gradings given by the Reviewing Authority will prevail.

8. It is the duty of 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: 22-08-1966 as amended from time to time will apply.