

INSTRUCTIONS

Guidelines regarding filling up of APAR with numerical grading

- i) The APAR is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority and the Reviewing Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- ii) Performance appraisal through APAR should be used as a tool for human resource development. Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
- iii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- iv) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- v) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- vi) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- vii) APARs graded below 4 will be given a score of "Zero"

NOTE: The following procedure should be followed in filling up the column relating to Integrity:

- 1. If the Official's integrity is beyond doubt, it may be so stated.
- 2. If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Assessment Report to the next superior officer who will ensure that the follow up action is taken expeditiously. If the Reporting officer, for any reason, is not in position to form a definite judgement, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he had heard nothing against the officer, as the case may be.
 - b) If, as a result of the follow up action, the doubt or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Assessment Report.
 - c) If the doubts or suspicions are confirmed the fact should also be recorded and duly communicated to the officer concerned.
 - d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

**Assistant Secretary/Section Officer/Law Officer/
Library Assistant /Assistant/Head Clerk**

Name of Officer.....

Report for the year / period ending.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

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2. 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Dated:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes"			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules/ Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

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2. Training

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

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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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

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

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Signature of the Reporting Officer

Place

Name in Block Letters.....

Date.....

Designation.....

(During the period under Report)

PART – 5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

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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 & 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 you in that section and initial your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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

5. Overall numerical grading on the basis of weightage given in Section-, 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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

Officers of the Inland Waterways Authority of India

Upper Division Clerk / Lower Division Clerk / Store Clerk / Accounts Clerk / Hindi Typist / Staff Car Driver / Attendant / G.O. / Electrician

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report

Upper Division Clerk / Lower Division Clerk / Accounts Clerk/Store Clerk/ Hindi
Typist/ Driver/ Attendant

PART – I

PERSONAL DATA

(To be filled by the Administrative Section / concerned office In-charge)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)...../...../..... (In words).....
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn.....
5. Period of absence from duty during the year (on training, leave etc.).....
If he has undergone training, specify.....

PART – 2- SELF APPRAISAL

(to be filled in by the Officer reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

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

Signature of the officer reported upon

Place:.....

Date:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

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

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

	Grades by Reporting authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of work			
iii) Proficiency in typing (speed and accuracy)			
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on 'Work Output' (Total (i to v)/4)			

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

	Grades by Reporting authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial 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)			

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

	Grades by Reporting authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial 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			
Overall Grading on 'Functional Competency' (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 weight age assigned.

GENERAL

PART – 4

1. Relations with the public (wherever applicable)

(Please comment on the officer’s accessibility to the public and responsiveness to their needs)

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

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 strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

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

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Date.....

Designation.....

(During the period under Report)

PART – 5 - REMARK 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? (Ref. part 3 & 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 you 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 officer

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

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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

Officers of the Inland Waterways Authority of India

**Principal Private Secretary /Private Secretary / Sr. Private Assistant
/ Steno Gde 'C'/Steno Gde 'D'**

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report
Private Secretary/ Sr. Private Secretary / Private Secretary /
Steno Gde 'C'/Steno Gde 'D'

PERSONAL DATA

PART – 1

(To be filled by the Administrative Section/Officer-In-charge)

1.	Name of the officer.....	
2.	Date of birth (DD/MM/YYYY...../...../.....(in words).....	
3.	Present post and appointment thereto.....	
4.	Present Grade Pay and date from which drawn	
5.	Name of Officer with designation with whom attached during the period under report alongwith date	
6	Period of absence from duty (on leave/training, etc.) during the year. If he has undergone training, specify	

PART- 2 – TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief resume of the work done by you during the year/period fromto.....

(The resume to be furnished should be limited to 100 words)

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

3. Please state briefly, the shortfalls in your input and reasons therefor, if any.

4. Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date ie. 31st January of the year following the calendar year. If not, the date of filling the return should be given.

Signature of the officer reported upon

Place:.....

Date:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

1. Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

2. Numerical grading is to be awarded for each of the attribute by the 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%)

	Grading
i) Quality of work and level of professional skill	
ii) Trust worthiness in handling secret and top secret matters and papers	
iii) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
iv) Accomplishment of exceptional work/unforeseen tasks performed.	
Overall Grading on 'Work Output' [i to iv]/4)	

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

	Grading
i) Attitude to work	
ii) Intelligence, keenness and industry	
iii) Maintenance of discipline	
iv) Sense of responsibility	
v) Communication skills	
vi) Leadership qualities	
Vii) Ability to works in team	
viii) Ability to meet deadline	
Overall Grading on 'Personal Attributes' [i to viii]/8)	

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

	Grading
i) Ability to draft notes, letter minutes, briefs and ability to prepare summary etc.	
ii) Strategic planning ability	
iii) Inter-personal relations	
iv) Co-ordination ability	
v) Effective liaison, initiative and tact in dealing with telephone calls & visitor	
vi) Ability to motivate and develop subordinates	
Overall Grading on 'Functional Competency' (Total [i to iv])/6)	

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

GENERAL

PART – 4

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

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

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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 for the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

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

Signature of the Reporting Officer

Name in Block letters.....

Designation.....

(During the period under report)

Place:.....

Date:.....

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

**Director (F&A) / Deputy Director (Finance)/Accounts Officer/Junior
Accounts Officer/Accounts Assistant**

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report of Director (F&A) / Deputy Chief Accounts Officer/ Accounts Officer/ Junior Accounts Officer/Accounts Assistant

PAPRT – I

PERSONAL DATA

(To be filled by the Administrative Section/Officer-In-charge concerned)

1. Name of the Officer.....

2. Date of Birth (DD/MM/YYYY)...../...../..... (In words).....

3. Present post and date of appointment thereto.....

4. Present Grade Pay and date from which drawn.....

5. Period of absence from duty (on training, leave etc.)

during the year. If he has under gone training, specify.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (for 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Date:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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 (weight age to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes"			

(C) Assessment of functional competency (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function with particular reference to financial rules/regulations, Accounts and Audit and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

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2. Training

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

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3. Sate 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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

6. Overall numerical grading on the basis of weight age 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 under Report)

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 & 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 you in that section and initial your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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

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5. Overall numerical grading on the basis of weight age given in Section-A Section-B and Section-C in Part-3 of the Report.

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Signature of the Reviewing Officer

Place:.....

Name in Block Letters.....

Date:.....

Designation.....

(During the period under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

Officers of the Inland Waterways Authority of India

**Chief Engineer / Director / Deputy Director / Assistant Director/
Technical Assistant/Supervisor**

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report

Chief Engineer / Director / Deputy Director / Assistant Director/ Technical Assistant/Supervisor

PART – I

PERSONAL DATA

(To be filled by the Administrative Section/office/In-charge concerned)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)...../...../..... (In words).....
3. Present post and date of appointment thereto.....
4. Present Grade Pay and date from which drawn.....
5. Period of absence from duty (on training, leave etc.)
during the year
6. Academic and Professional qualifications
7. Domestic/Foreign Training/Refresher Courses undertaken during the year.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (for 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Date:.....

PART- 3

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes"			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
vii) Knowledge and Proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques.			
viii) Management organization and supervision of works			
ix) Promptness in initiating extra substituted items, Finalizing measurements, test checks, recording completion certificate, Responding to CTE's observation .			
x) Overall Grading on 'Functional Competency'			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

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2. Training

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

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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

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

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Signature of the Reporting Officer

Place

Name in Block Letters.....

Date.....

Designation.....

(During the period under Report)

PART – 5

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

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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 & 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 you in that section and initial your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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

5. 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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

Officers of the Inland Waterways Authority of India

**Hydrographic Chief / Sr. Hydrographic Surveyor/Assistant
Hydrographic Surveyor/Jr. Hydrographic Surveyor/Assistant
Cartographic Officer**

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report

Hydrographic Chief / Sr. Hydrographic Surveyor/Assistant Hydrographic Surveyor/Junior Hydrographic Surveyor/Assistant Cartographic officer

PART – I

PERSONAL DATA

(To be filled by the Administrative Section/office/In-charge concerned)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)...../...../..... (In words).....
3. Present post and date of appointment thereto.....
4. Present Grade Pay and date from which drawn.....
5. Period of absence from duty (on training, leave etc.)
during the year.....
6. Academic and Professional qualifications.....
7. Domestic/Foreign Training/Refresher Courses undertaken during the year.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (for 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Date:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes"			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
vii) Knowledge and Proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques.			
viii) Management organization and supervision of works			
ix) Promptness in initiating extra substituted items, Finalizing measurements, test checks, recording completion certificate, Responding to CTE's observation.			
x) Overall Grading on 'Functional Competency'			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility 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).

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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

6. Overall numerical grading on the basis of weight age 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 under Report)

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 & 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 you in that section and initial your entries).

Yes	No
-----	----

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

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

5. Overall numerical grading on the basis of weight age 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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

Officers of the Inland Waterways Authority of India

Draftsman Grade-I / Draftsman Grade-II / Draftsman Grade - III

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report

Draftsman Grade- I/Draftsman Grade – II/Draftsman Grade - III

PART – I

PERSONAL DATA

(To be filled by the Administrative Section/office/In-charge concerned)

1. Name of the Officer

2. Date of Birth (DD/MM/YYYY)...../...../..... (In words)

.....

3. Present post and date of appointment thereto

.....

4. Present Grade Pay and date from which drawn

.....

5. Period of absence from duty (on training, leave etc.)

during the year.....

6. Academic and Professional qualifications

.....

7. Domestic/Foreign Training/Refresher Courses undertaken during the year.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (for 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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.

Signature of officer reported upon

Place:.....

Date:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes"			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Quality of tracing and capacity to read drawings			
ii) Preparation of drawing, structural drawing work			
iii) Ability to check estimate			
iv) Ability to prepare and check extra substituted items and contract documents, wherever applicable			
v) Coordination ability			
vi) Ability to prepare, check NITs, Contract documents			
Overall Grading			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility 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).

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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak 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 under Report)

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 & 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 you in that section and initial your entries).

Yes	No
-----	----

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

--

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

--

5. Overall numerical grading on the basis of weight age 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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

Director (IT) / EDP Assistant / EDP Officer

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report

Director (IT) / EDP Assistant

PART – I

PERSONAL DATA

(To be filled by the Administrative Section/officer-In-charge concerned)

1. Name of the Officer

2. Date of Birth (DD/MM/YYYY)...../...../..... (In words)
.....

3. Present post and date of appointment thereto.....

4. Present Grade Pay and date from which drawn.....

5. Period of absence from duty (on training, leave etc.)
during the year.....

6. Academic and Professional qualifications
.....

7. Domestic/Foreign Training/Refresher Courses undertaken during the year.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (for 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Date:.....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes"			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
vii) Knowledge and Proficiency in Planning & Designing Management Information Systems, development of Applications software and data processing			
viii) Management organization and supervision of works			
ix) Overall Grading on 'Functional Competency'			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility 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).

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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

--

6. Overall numerical grading on the basis of weight age 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 under Report)

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 & 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 you in that section and initial your entries).

Yes	No
-----	----

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

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

5. 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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

Hindi Officer

Name of Officer.....

Report for the year / period ending.....

Annual Performance Appraisal Report of Hindi Officer

PART – I

PERSONAL DATA

(To be filled by the Administrative Section/officer-In charge concerned)

1. Name of the Officer _____

2. Date of Birth (DD/MM/YYYY)...../...../..... (In words)
.....

3. Present post and date of appointment thereto

4. Present Grade Pay and date from which drawn.....

5. Period of absence from duty (on training, leave etc.)

during the year. If he has undergone training, specify.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Dated:.....

PART – 3 TO BE FILLED BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
<p>i) Translator Work</p> <p>(a) Knowledge & Comprehension of Hindi and English language and ability to translating for language to the other.</p> <p>(b) Capability of effecting qualitative improvement in the process of vetting of translation doing the translators working under him.</p> <p>(c) Ability in preparation of speeches, articles etc. for Minister & Senior Officers.</p>			
<p>ii) Implementation of the Official Language Policy.</p> <p>(a) General awareness of the official language policy of the government</p> <p>(b) Ability shown in watching and ensuring the implementation of the statutory and administrative requirement regarding the use of Hindi in Official work.</p> <p>(c) Preparation and production of help and reference material / literature for facilitating the use of Hindi/literature for facilitating the use of Hindi in Noting and Drafting.</p>			

<p>iii) Meeting and Conferences</p> <p>(a) capability for organising the meetings of Committees, such as Official Language Implementation Committee. Hindi Salahkar Samiti etc.</p> <p>(b) Promptness and accuracy in preparation of agenda papers etc for the meetings</p> <p>(c) Follow up action on the decisions/recommendations of the Committee</p>			
iv) Accomplishment of exceptional work/unforeseen tasks performed.			
v) Quality of output			
vi) Accomplishment of planned work/work allotted as per subjects allotted.			
Overall grading on work output.			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5	Initial of Reviewing Authority
i) Analytical Ability			
ii) Attitude to work			
iii) Sense of Responsibility			
iv) Maintenance of Discipline			
v) Communication skills			
vi) Leadership qualities			
vii) Capacity to work in team spirit			
viii) Capacity to adhere to time-schedule			

ix) Inter-personal relations			
x) Overall bearing and personality			
Overall Grading on “Personal Attributes’			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on ‘Functional Competency’			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer’s accessibility 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).

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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

6. Overall numerical grading on the basis of weight age 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 under Report)

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 & 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 you in that section and initial your entries).

Yes	No
-----	----

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

--

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

--

5. 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 under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

Hindi Translator

Name of Officer.....

Report for the year / period ending.....

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. 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 Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets.

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

4. 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 filling the return should be given.

Signature of officer reported upon

Place:.....

Dated:.....

PART – 3 ASSESSMENT BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing 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%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
i) Translator Work (a) Knowledge of terminological grammatical and linguistic aspects of translation (b) Ability to translate with speed and accuracy taking care to see that faithful rendering of the original does not effect simplicity, natural form of expression and intelligibility. (c) Comprehension of the languages and ability to effect improvement in the process of meeting. e) Attention to avoidance of mistakes and defective translation corrected by the superior officers.			
ii) Accomplishment of planned work/work allotted as per subjects allotted.			
iii) Quality of output			
iv) Accomplishment exceptional work/unforeseen task performed			
Overall grading on work output.			

B) Assessment of personal attributes (weightage to this Section would be 50%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on “Personal Attributes’			

PART – 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer’s accessibility 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).

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 strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

6. Overall numerical grading on the basis of weight age 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 under Report)

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 & 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 you in that section and initial your entries).

Yes	No
-----	----

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

--

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

--

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

[Empty rectangular box for signature]

Signature of the Reviewing Officer

Place:.....

Name in Block Letters.....

Date:.....

Designation.....

(During the period under Report)