

Ministry of Health & Family Welfare, CGHS, Mumbai

Form

Annual Performance Appraisal Report of Upper Division Clerk and Lower Division Clerk of the Central Secretariat Clerical Services.

Report for the year/period _____

Personal Data

Part – 1

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1.	Name of the Officer		
2.	Date of Birth (DD/MM/YYYY)/...../..... (in words)		
3.	Designation of Post held		
4.	Whether the Officer belongs to Scheduled Caste/Scheduled Tribes ?		
5.	Date of continuous appointment in the present grade	Date	Grade
6.	Period of absence from duty on leave, training etc. during the year		

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 from to

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

Place :

Date :

Signature of the Officer reported upon

Part 3 – ASSESSMENT 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 which should be on a scale of 1-12, 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.
1)	Accomplishment of planned work/work allotted as per subjects allotted			
2)	Quality of work			
3)	Proficiency in typing (speed and accuracy)			
4)	Proficiency in work, namely maintenance of prescribed registers and charls etc.			
Overall Grading on Water output (total) I to iv / 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 weightage assigned.

GENERAL

Part – 4

Relations with the public (whichever 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. Pan picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of 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-III of the Report.

Signature of the

Reporting Officer

Place :

Name in Block letters

Date :

Designation

During the period of 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 and Part-4 ? (Ret: Part 3 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).

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

4. The attitude of the Reporting Officers is 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 and Section B and Section C in Part-3 of the Report.

Signature of the

Place

Date :

Signature of the Reviewing Officer

Name in Block letters

Designation

During the period of report