

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT ON CLASS-1 AND II OFFICERS

Report for the year/ period from..... to Department/ Office of
.....

PART-1

**Passport
size
photograph**

(TO BE FILLED BY OFFICE)

Section-I (Basic Information)

1. Name of officer and Designation ..
2. Date of birth ..
3. Date of First appointment in service ..
4. Date of appointment to the present post ..
5. Period of absence on leave during
the reporting year/period ..
6. Training received during the reporting
year/period, indicating the course
attended, duration of the course and the
institution where attended. ..

PART-II

(SELF APPRISAL)

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (objective of the position you hold and the tasks you are required to perform, in about 100 words):

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2. Please specify important items of work in order of priority wherein quantitative physical or financial targets/ objectives/ goals were set for you or set by yourself for the reporting year:

Item of work	Physical objective/goal	Achievements
1 Case work (Criminal & Civil Work)		
2 Drafting of pleadings and opinions tendered		
3 e-prosecution		
4 Trainings, inspections & monitoring for officers of the rank of District Attorney and above.		
5 Extra administrative achievements		
6 Conviction rate in Cr. Cases/ Success rate in Civil Cases.		

3. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/ or reduction in time and costs)? If so, please give a verbal description (within 100 words.)

4. **What are the factors that hindered your performance?**

5. **Declaration**

Have you filed your immovable property return, as due, if yes, please mention date.	Yes/ No	Date
Have you set the annual work plan for all officers for the current year, in the respect of whom you are the reporting authority?	Yes/No	

Signature of officer reported upon

Date:

PART-III

(TO BE FILLED BY REPORTING OFFICER)

Note :- Every answer shall be given in a narrative form using unambiguous and simple languages. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like ‘outstanding’, ‘very good’, ‘good’, ‘average’, ‘below average’ ‘poor’ while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

- Please comment on part-II as filled in by the Officer especially on the self assessment of his/ her performance.
 - Please give your assessment commenting upon the following traits/ attributes of the officer.
- 1 Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers with 1 referring to the lowest grade and 10 to the best grade.
Weightage to this Section will be 70%

	Reporting Authority	Initial of Reporting Authority	Reviewing authority	Initial of Reviewing Authority
I. Accomplishment of Planned work				
II. Quality of output				
III. Accomplishment of exceptional work/unforeseen tasks performed.				
IV. Knowledge of Law and Rules				
Overall Grading on ‘Work Output’				

2. Overall gradingx.7
3. Assessment of Personal Attributes
(on a scale of 1-10, weightage to this Section will be 30%)

		Reporting Authority	Initial of Reporting Authority	Reviewing authority	Initial of Reviewing Authority
1	Ability to coordinate with superiors and subordinates				
ii	Sense of responsibility				
iii	Communication skills				
iv	Sincerity and devotion to duty				
v	Behaviour with general public				
	Overall Grading on personal attributes				

4. Overall gradingX.3=

5. (i) Please state with details if the Officer has been punished during the period under report. :

(ii) Please state with details if the Officer has received any commendation during the period under report. :

6. Please comment on the Officer's integrity. :

7. Overall grading : (Automatic 2+4)

(Please put a ring round the appropriate Grading and strike out other grading) :

Good

Very Good

Outstanding

Note:- An officer should not be graded outstanding unless exceptional qualities and performance have been noticed: grounds for giving such a grading should be clearly brought out.

Signature of Reporting Officer

Name in Block Letters

Designation

Place:

Date

(During the period of Report)

PART-IV

REMARKS OF THE REVIEWING OFFICER

1. Length of Service under the Reviewing Authority :

2. Do you agree with assessment of the Officer given by the Reporting Officer? If not, indicate the items/ aspection Which you disagree and give your own assessment on those aspects/ items. :

3. General remarks with specific comments about the General remarks given by the Reporting Officer including grading. :

4. Overall grading :

Signature of the Reviewing Officer

Name in Block Letters

Designation

(During the period of Review)

Place:

Date:

PART-V

REMARKS OF THE ACCEPTING AUTHORITY (Authority next superior to the Reviewing authority)

1. Do you agree with the remarks of the reporting/ reviewing authorities?

Yes	No
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2. In case of difference of opinion, details and reasons for the same may be given

3. Overall grading

Signature of the Accepting Authority

Name in Block Letters

Date:

Designation

(During the period of Report)