

C/253

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

OFFICERS OF THE SENIOR STENOGRAPHER / JUNIOR STENOGRAPHER

Name of the Officer _____

Report for the year / period _____

C/252

Department / Directorate of _____

FORM

Annual Performance Assessment Report of Senior Stenographer / Junior Stenographer

Report for the year / period

PERSONAL DATA

PART-1A

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

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)/...../.....
3. Designation of Post held.....
4. Date of continuous appointment to the present grade Date.....Grade.....
5. Nam of the Officer with designation
with whom attached during the period under report
6. Period of absence from duty on leave, training, etc.

PART-1 B

1. Name and designation of the Reporting Officer :.....
2. Name and designation of the Reviewing Officer :.....

C/251

Part 2 - SELF APPRAISAL

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(To be filled in by the Officer reported upon)

(To be filled in by the Officer reported upon)

(Please read carefully the instruction before filling the entries)

1. 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)

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 thereof, if any.
4. Please state whether the annual return on immoveable 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.

Place :

Date :

Signature of the officer reported upon

c/250

Part 3 – APPRAISAL

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	
ii) Level of professional skill	
iii) Trust worthiness in handling secret and top secret matters and papers	
iv) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
Overall Grading on 'Work Output' (i to iv) /4	

c/249

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

	Grading
i) Attitude to work	
ii) Intelligence, keenness	
iii) Maintenance of discipline	
iv) Sense of responsibility	
v) Communication skills	
vi) Ability to work in team	
vii) Regularity and Punctuality in attendance	
Overall Grading on 'Personal Attributes' (i to vii) /7	

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

	Grading
i) Proficiency and accuracy in Stenographic work	
ii) Inter-personal relations	
iii) Coordination ability	
iv) Effective Liaison, Initiative and tact in dealing with telephone calls & visitor	
Overall Grading on 'functional Competency' (i to iv) /4	

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

C1248

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 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)

e/247

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 Part4? 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.]

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 official.

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

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 of Report)