

LSGD / PUBLIC WORKS DEPARTMENT

PERFORMANCE APPRAISAL FORM

VIDE G.O(Rt) No.971/2018/ PWD dtd 13-6-2018

(For Assistant Engineers / Assistant Executive Engineers / Executive Engineers / Superintending Engineers / Chief Engineers)

Performance Appraisal Report for the period from _____ to _____

SECTION I- BASIC INFORMATION

- 1 Department :
- 2 Name of the officer reported upon :
- 3 PEN :
- 4 Date of Birth :
- 5 Present Post :
- 6 Date of entry in Government Service :
- 7 Date of appointment to the present post :
- 8 Date of entry in the Present Office :
- 9 Pay and scale of pay :
- 10 Date from which functioning in the present grade continuously :
- 11 Name and address of present office :
- 12 Name and address(official) of Reporting Authority for the reporting period of CR :
- 13 Name and address(official) of Reviewing Authority for the reporting period of CR :

SECTION II-SELF APPRAISAL (to be filled by the Officer reported upon)

1	Educational and other qualifications				
1.1	Taken prior to entry in the Department				
	Qualification	Board/University	Year		
1.2	Taken after entry in the Department				
	Qualification	Board/University	Year		
2	Incumbency details/Service details				
	Department/Office	Name of Post	Work nature	Period	
				from	To

3	Training Programs attended				
		Date from	Date to	Institute	
4	Awards and Honours received				
5	Period of absence on leave, etc. During the reporting period	Period		Type of leave/others	Remarks
		from	To		
6	Brief description of duties : (Objective of the position you hold and the tasks required to perform, in about 100 words)				
7	Nature of Current work/duty	Management and execution of Projects		Office Works related to Projects and administration	
8	Targets/Deliverables and achievements during the reporting period				
	Name of project/work/Task		Target/Deliverable		Time frame of deliverable of target
9	During the period under report if the officer reported upon believe that he have made any exceptional contribution, eg:- successful completion of an extra ordinary challenging task or major project (resulting is significant benefits to the Department and / or reduction in time and cost of project / If so give a verbal description (within 100 words)				
10	Factors if any, which hindered the performance of officer reported upon during the reporting period				
11	Indicate specify areas in which the officer reported upon feel that there is need to upgrade his skills through training programs	For the current post / duties			
		For future career objectives			
12	Punishments awarded or disciplinary actions taken on the officer reported upon during the reporting period, if any. If yes, give details				
13	Declaration I hereby declare that the details submitted by me in Section I and Section II of this Performance Appraisal Form for the reporting period from toare true and correct as per my knowledge and belief. I hereby undertake that I shall submit necessary proof and evidence in connection with the authenticity of details submitted by me in the above sections, if asked to do so. Date: _____ Signature and name of the officer reported upon: _____				

SECTION III - ASSESSMENT BY THE REPORTING OFFICER (to be filled by the Reporting Officer)

1	State whether you agree with the responses given by the officer reported upon for Sl.No 1 to 6 in section no II. If not, furnish factual details/your comments		Yes ()	No ()
2	State whether you agree with the responses given by the officer reported upon for Sl.No 7 in section II. If not, furnish factual details/your comments		Yes ()	No ()
3	comment on the claim (if made) of exceptional contribution by the officer reported upon		Yes ()	No ()
4	Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details		Yes ()	No ()
5	Do you agree with the skill up-gradation needs as identified by the officer if any		Yes ()	No ()
6	Do you agree with Punishments awarded or disciplinary actions as noted by the officer if any		Yes ()	No ()
7	Do you know of any physical disability of health problem which prevents this Officer from working to full capacity? If yes, please explain the nature of the problem		Yes ()	No ()
8	Has anything come to your knowledge which reflects adversely on the officer's loyalty. If Yes, please give details		Yes ()	No ()
9	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 favouritism in discharging his duties	Yes ()	No ()
	b)	Is there been any preliminary finding regarding the corrupt practices of the Officer		
	i.	Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries. If 'Yes' give details	Yes ()	No ()
10	Assessment of personnel Attributes (on a scale of 1-10).			
	No	Items	Score - by Reporting Officer	Review by Reviewing officer (difference in opinion)
	i	Intelligence		
	ii	Initiative and Resourcefulness		
	iii	Discipline and punctuality		
	iv	Responsibility and Dependability		
	v	Co-operation and Personal relations		
	vi	Interest in the Assignment		
	vii	Job Knowledge- Technical and general knowledge about the job he/she is doing		
	viii	Noting, Drafting and Correspondence - Ability to prepare notes, drafts and handle correspondence with special reference to - Accuracy, Thoroughness. Power of analysis and Power of expression		
	ix	Leadership and Drive		

x	Power of Analysis and Judgment - Capacity to analyse problems and ability to arrive at sound conclusions and ability to appraise subordinate officers		
xi	Ability to communicate and Receptiveness to ideas and adaptability to change		
xii	Attitudes / achievements in the implementation of programmes Schemes of SCs/STs and prevention of atrocities on them		
Average Grading on Personal Attributes (Total score/12) rounded to the nearest integer(if the dec mal part is 0.5 and below-then rounded to nearest lowest integer if the decimal part is above 0.5 -then rounded to next integer)			
11 Assessment of Work (on a scale of 1-10)			
No	Items	Score - by Reporting Officer	Review by Reviewing officer(difference in opinion)
i	Supervision and Control -Ability to supervise and control. Skill in maintaining the morale of his/her staff. Capacity to train, help advise and handle subordinates		
ii	Use of delegated powers		
iii	Accomplishment of deliverables / Tasks in time		
iv	Quality of work / deliverables		
v	Knowledge of manuals/ laws/ rules/ procedures/ proficiency in use of Department's e- Governance or IT related systems and awareness of engineering standards in the relevant area of work		
vi	Accomplishment of exceptional work unforeseen / tasks performed		
Average Grading on Work Assessment (Total score/6) rounded to the nearest integer(if the dec mal part is 0.5 and below-then rounded to nearest lowest integer if the decimal part is above 0.5 -then rounded to next integer)			
12 Overall grade (on a score of 1-10)- This Is the average score of item 10 and 11 rounded to the nearest integer(if the dec mal part is 0.5 and below-then rounded to nearest lowest integer if the decimal part is above 0.5 -then rounded to next integer)		Reporting Officer	Reviewing officer
13 Concluding remarks of the Reporting Authority on the officer reported upon on the overall qualities of the officer including areas of strengths and weakness and recommendations if any.			
Signature of Reporting Officer : Name : Designation : Date :			

SECTION IV-REVIEW BY THE REVIEWING OFFICER (to be filled by the Reviewing Authority)

1	Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III?	Yes () No ()
2	Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or Significant failures officer reported upon?	Yes () No ()
3	Do you agree with the numerical assessments of attributes? 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 In case of difference of opinion details and reasons for the same may be given	Yes () No ()
4	Overall grade of the officer reported upon (as per item no-12 of Section-III) according to the item no-3 above	Yes () No ()
Date : Signature of Reviewing Officer /Authority : Name : Designation :		

SECTION V- ACCEPTANCE (tick appropriate and strikeout whichever is not applicable)

I have read the report agrees with the assessment made by the reporting and reviewing Officers

I have read the report agrees with the assessment made by the reporting and reviewing Officers

I have read the report and not agree with the assessment made by the reporting and reviewing Officers. I would like to have a review on this PAR specific to the following attributes of Section-III based on reasons as give below

Date : Name and Signature of Officer reported upon :

Comments of the Reporting Authority (on the above representation)

Overall grade :

Name and Signature of Reporting Authority :

Date :

Comments of the Reviewing Authority (on the above representation)

Overall grade :

Name and Signature of Reporting Authority :

Date :