PERFORMANCE APPRAISAL FORM II(A)
For Head Clerks / Junior Superintendents and other Non-Gazetted Ministerial Staff (Non-Secretariat Service)

APPRAISAL OF
Department: Sri/Smt… (in block letters)
for the period ……

Name
Date of birth:
Date of appointment in Government Service:
Date of appointment to the present post:
Date of entry in the present Office/Department:
Pay and Scale of Pay:
Date from which functioning in the present grade continuously:
List of subjects dealt with according to the office:
Order distributing work:

EDUCATIONAL AND OTHER QUALIFICATIONS

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Departmental</th>
<th>Special</th>
<th>Other skills if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

EXPERIENCE

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>*Category of work</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

* Category of work may be any of the following items: Establishment, Accounts, Cash, Stores, Records Planning, Office Section and Miscellaneous.
### Self Assessment

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

#### Instructions to Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specifications for each grade.
3. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick (    ) mark in the appropriate boxes provided hereunder.

#### Section A

**Assessment by the Reporting Officer**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Factors</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intelligence</td>
<td>Extraordinarily proficient and resourceful and understands new and difficult matters</td>
<td>Quite able to handle new and difficult matters</td>
<td>Normally understands new situation after proper explanations and handles it if given all directions</td>
<td>Poor comprehension, fails to perform a functional despite prior instructions</td>
</tr>
<tr>
<td>2</td>
<td>Discipline</td>
<td>Exemplary conduct</td>
<td>Observes the code of conduct</td>
<td>Tries to follow the general code of conduct</td>
<td>Indifferent to the general code of conduct</td>
</tr>
<tr>
<td>3</td>
<td>Punctuality and promptness</td>
<td>Exceptionally punctual and prompt</td>
<td>Always punctual and prompt</td>
<td>Usually punctual and prompt</td>
<td>Not punctual and prompt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exactness in keeping time in attending office, keeping appointment, discharge of official duties and observance of time limits as per manuals standing orders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Responsibility and dependability</td>
<td>Very conscientious and dependable in the performance of his job. Always ready to take responsibility</td>
<td>Conscientious and steady worker has a good record of dependability</td>
<td>Carries out his responsibility in a routine manner</td>
<td>Often fails to perform his duty shirks responsibility</td>
</tr>
<tr>
<td>5</td>
<td>Interest in the Assignment</td>
<td>Has initiative and takes keen interest</td>
<td>Takes adequate interest</td>
<td>Does his work in a routine way</td>
<td>Indifferent in the discharge of his duties</td>
</tr>
</tbody>
</table>

**Self Assessment**

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**Instructions to Reporting Officers**

1. Consider only one factor at a time.
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3. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
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<tr>
<td>6</td>
<td><strong>Job knowledge</strong></td>
<td>Has an unusually through and comprehensive mastery of his field of work. Strives to expand his frontier of knowledge</td>
<td></td>
<td>Knows his job thoroughly</td>
<td>Possesses just adequate knowledge required for the job</td>
</tr>
<tr>
<td>7</td>
<td><strong>Noting, Drafting and Correspondence</strong></td>
<td>Very precise in noting and drafting. Very prompt and accurate at correspondence. His drafts need no editing</td>
<td>Precise in noting and drafting. Good at correspondence. His drafts seldom require editing</td>
<td>Ordinary at noting and drafting. His drafts need editing. Tries to handle correspondence in time if properly supervised</td>
<td>Poor in noting and drafting. Careless in handling correspondence.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Maintenance of Registers and Records</strong></td>
<td>Very neat and meticulous in the maintenance of registers and records</td>
<td>Keeps registers and records clean and up-to-date</td>
<td>Tries to maintain registers and records in a routine manner</td>
<td>Does not maintain registers and records properly</td>
</tr>
<tr>
<td>9</td>
<td><strong>Work Turnover</strong></td>
<td>Consistently exceeds requirements</td>
<td>Frequently exceeds requirements</td>
<td>Meet requirements</td>
<td>Consistently below requirements</td>
</tr>
<tr>
<td>10</td>
<td><strong>Supervision and Control</strong> (Ability to supervision and control)</td>
<td>Extreamly proficient in supervision and control</td>
<td>Possesses very high ability in supervision</td>
<td>Always possesses the ability to supervise</td>
<td>Very poor in supervisory control</td>
</tr>
</tbody>
</table>

11. **Punishments Awarded to the Officer, if any**  
(Attach copies of the orders of punishments also)
GENERAL

1. Do you know of any physical disability or health problem which prevents this Officer from working to full capacity?  
   Yes ( ) No ( ) : 

   If yes, please explain the nature of his problem : 

2. General grading :
   (1) No. of items in Grade A : 
   (2) No. of items in Grade B : 
   (3) No. of items in Grade C : 
   (4) No. of items in Grade D : 

Comment with special reference to :

1. The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report. : 

2. The efforts made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or poor. : 

3. The important requirements or factors which affect the effectiveness of the work of the Officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc. and : 

4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section. (Add separate sheets if necessary) : 

Date of submission to Reviewing Officer : 

REMARKS OF THE REVIEWING OFFICER / AUTHORITY

Signature of the reviewing Officer/Authority 
Name : 
Designation : 
I have read this report

Date Signature of the Officer reported upon
PART II - SECRET
(Not to be shown to the Officer reported upon)
(This part will not be the basis for promotion in the normal course)

1. Loyalty : (So as to judge his suitability for assignment to sensitive post)
   Has anything come to your knowledge which reflects adversely on the Officer's loyalty:
   Yes ( ) No ( )
   If 'Yes' please give details:
   (Add separate sheets if necessary)

2. Integrity and general reputation:
   (a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely:
      : Yes ( ) No ( )
   (i) On the Officer's ability to honestly execute his duties:
      : Yes ( ) No ( )
   (ii) Showing favouritism in discharging his duties:
      : Yes ( ) No ( )
   (iii) If 'Yes' please give details of particulars:
      :
   (b) (i) Has there been any preliminary finding regarding the corrupt practices of the Officer:
      Yes ( ) No ( )
   (ii) Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries:
      Yes ( ) No ( )
      If 'Yes' give details:

3. Whether the Officer requires any training for the purposes of his present job or for any higher responsibilities:
   : Yes ( ) No ( )

4. Whether the Officer should be posted to some other Section/Office for better work or for other reasons (to be specified):
   : Yes ( ) No ( )

Date:
Signature of the Reporting Officer
Name:
Designation:

Date of submission to the Reviesing Officer

REMARKS OF THE REVIEWING OFFICER / AUTHORITY

Do you agree with the assessment made by the Reporting Officer:
   Yes ( ) No ( )
If you wish to modify anything or add please elaborate:
Signature of the Reviewing Officer/Authority
Name:
Designation:

Date:
INSTRUCTIONS

1. Performance Appraisal Form II(A) is meant for the category of Head Clerks, Junior Superintendents etc. of non-secretariat service.

2. The form will also be used for the personal belonging to the above said categories working in other Departments/Institutions on deputation, Foreign Service conditions etc.

3. The form consists of two parts viz: Part I and Part II. The facing sheet of Part I will be got filled up by the reportee. A note on "Self Assessment" should be obtained from the reportee and filed as part of the facing sheet. "Self Assessment" in this context means a brief resume of work done by the Officer reported upon during the period under report bringingout any special achievement of his/her during the period, to be filled by the Officer reported upon. The resume should not exceed three hundred words. The "Self Assessment" given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II meant for recording the assessment of the Reporting/Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as "secret" and should not be shown to the reportee. This will not be a basis for determining the Officer's suitability for promotion/appointment to the higher posts.

4. Special care should be taken in filing up the Performance Appraisal forms by the Reporting and Reviewing Officer.

5. The rating should be done taking into account the individual's actual performance on the job during the period under report.

6. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance. Normally, an impartial Officer can give only a few number of 'A' Grade to an Officer reported upon. Award of 'A' Grade should be substantiated.

7. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the grading given by the Reporting Officer he will do so, in which case the grading given by the former will prevail.

8. It is the duty of the Reporting Officers/Reviewing Officer to see that no item in the form is left unfilled.

9. In all other matters, viz. disposal of representation received from the reportee's period writing the report, etc. and on matters not covered by these instructions, the proceeding laid down in G O (P) No. 344/PD dated 22-08-1966 as amende from time to time will apply.
SELF ASSESSMENT

I do hereby declare that I am disciplined, prompt, and responsible, interested in assignments and having job knowledge such as drafting correspondence and efficient in maintaining registers and able in supervision more over, I am loyal, honest and impartial in delivering my duties and good leadership qualities. It is also declared that no disciplinary action has been taken against me till date.

Place
Date

sajeevpvm@gmail.com

Name
Designation