Annual Performance Report (Confidential)

Report for the year…………………

Period ending………………………….

Office … … … … … … … … … … … … … … … … … … … … … … .

1 .Name in full … … … … … … … … … … … … … … …

2 .Post and office in which served

During the year/ period under report… … … … … … … … … … … … …

3 .Date of continuous appointment

to the post … … … … … … … … … … … …

4. Date of birth … … … … …. … … … … …

5. Whether permanent /QP or temporary … …. …. …. …. …. …. …

6. Intelligence : (i) Capacity in understanding

the schedules and instructions … …. …. …. …. … … …

ii) Energy and reliability in

carrying out the work entrust to him. … … … … … …. ….

iii) Timely disposal and submission

of returns and schedules. … … … … …. …. ….

7. i) Initiative & Grasp of work … … …. …. … … … …

ii) Behavior to superiors … … … … … … … … …

iii) Assistance rendered to

subordinates and colleagues … … … … … … … … … ..

8. Tours: No. of days available … … … … … … … … … …

No. of days on tour percentage … … … … … … … … … …

9. i) Organization & distribution of

Work in large teams … … … … … … …. … … ..

ii) Capacity in imparting training to

the staff (under him/State Field staff) …. …. … … … …. …. … ….

iii) Control over the staff under him …. …. … …. …. …. …. …. …

10. Any outstanding work done during

the time under review. Mention

special recommendation. …. …. …. …. …. …. …. …. …. …

11. Whether he/she had been reprimanded

For different work or other cases

during the period under review ,brief

particulars to be given. … … … … … … … … … …

K .T. O

12. Remarks as to defects in character etc.

which intimate against efficiency and

suitability for particular classes. …. ….. ….. …. ….. ….. ….. …..

13. Assessment of integrity (if anything

adverse has come up to your notice,

Please specify) …. …. …. …. …. ….. ….. …. …. ….

14. Do you consider him/her fit for promotion

to the next higher grade …. ….. ….. ….. ….. ….. ….. ….. …

15. Marks obtained at examination during

the year (%age in each subject) …. …. ….. …. …. …. …. …. ….. ……..

16. General assessment (with special

Remarks, If any ) …. … ….. ….. ….. ….. ….. ….. ….

Grading:

1 ) Outstanding 2 ) Very good

3 ) Good 4 ) Fair

5 ) Poor

Signature

Initiating Officer

(Name, Designation with seal)

Remarks of the Reviewing Officer

Signature

(Name, Designation with seal)

Remarks of the Accepting Authority

. Signature

(Name, Designation with seal)