

Performance Appraisal Report – Junior Employee Services

Ministry:

Divisional Secretariat :

Vidatha Resource Center :

Part I : Self Appraisal (to be filled in by the appraisee)

(Give answers by filling in the blanks appropriately or crossing out the irrelevant words)

Period under appraisal : from..... to

(The period of an year immediately preceding the date of increment)

01. Bio data

- 1.1 Name :
- 1.2 Post :
- 1.3 Date of appointment to the above post :
- 1.4 Date of Birth :
- 1.5 Total period of service :
- 1.6 Date of Increment :
- 1.7 Class & Grade :

02. Scope of Duty

2.1 Have you been provided with a duty list or a job description ? Yes/ No

2.2 State briefly the main responsibilities and tasks assigned to your subject

2.2.1 Responsibilities

.....
.....

2.2.2 Tasks

.....
.....
.....

03. Public Relations

3.1 Do you have to liaise directly with the public and/or officers of other divisions/ institutions while carrying out your official duties ? Yes/No

3.2 Do you feel that you are maintaining good relations with the general public? Yes/No

3.3 Were there instances where public and/or other officers were left unsatisfied? Yes/No

3.4 If the answer for the above 4.3 is "Yes" what reasons do you think led to this state of affairs?

.....
.....
.....

04. Productivity.

- 4.1 Are you a member of a productivity development circle? Yes/No
- 4.2 What is the general percentage of your engagement in productive official work daily, during the office hours?
100%, 75%, 50%, 25%%
- 4.3 Do you feel that your work is always pending? Yes/No
- 4.4 If the answer for the above 4.3 is "Yes", adduce reasons.
- 4.5 Are you maintaining your desk, chair and other furniture and equipment tidily and in an attractive manner? very good/good/satisfactory/not satisfactory
- 4.6 State briefly your suggestions to improve the productivity of your official duties.
.....
.....
.....
.....

05. Training

- 5.1 Training received
 - 1.
 - 2.
- 5.2 If you require training, mention the areas that you wish to receive training in
 - 1.
 - 2.

Date :

.....
Signature of the appraise

Observations of the Science & Technology Officer:

I agree/do not agree with the above of the appraisal.

Other observations :

Date:

.....
Signature of the Science & Technology Officer :
Name:

Part II [to be filled in by the staff officer (appraiser)]

(to be graded as very good/good/satisfactory/unsatisfactory)

01. Performance

1.1 Scope of duties

- 1.1.1 The officer's understanding of the tasks pertaining to the subject he/she is handling
- 1.1.2 Prompt completion of the official duties being daily assigned & entrusted to the officer
- 1.1.3 Officer's daily engagement in his/her duties productively.
- 1.1.4 Diligence
- 1.1.5 productive contribution by the officer in achieving the targeted objectives of the institution
- 1.1.6 Overall qualitative performance of the official duties.

1.2 Public relations

- 1.2.1 Public relations and courtesy
- 1.2.2 Nature of inter personal relationship

02. Special attributes

- 2.1 Dedication to service and attitudes
- 2.2 Leadership and the willingness to bear responsibilities
- 2.3 Impartiality
- 2.4 Creativity

03. Appraisal & Observations

- 3.1 Overall appraisal – very good/good/satisfactory/unsatisfactory
- 3.2 Observations

Date:

Signature of the appraiser :

Name:

Post:

The officer has been made aware of the above appraisal conducted on him/ her. He/ She has noted it down.

.....
Signature of the appraisee

.....
Signature of the appraiser

Part III (to be completed by the moderator)

Conclusion and Observations of the moderator concerning the appraisal

1. Conclusion : very good/good/satisfactory/unsatisfactory

2. Observations :

Date :

.....
Signature of the moderator

Name:

Post :