

Science and Technology Officers / Technology and Human Resource Promotion Assistant / Development Officer who are not covered by Performance Appraisal Report Forms “B” to “C”

Ministry.....
Department..... Division

Part 1 Self-Appraisal (To be perfected by the Appraisee)
(To answer by filling blank spaces as applicable or by deleting words not applicable)

Period in respect of which Appraisal is made fromto..... (One year’s period prior to the date of increment is applicable.)

1. Bio -Data -

- 1.1. Name -.....
- 1.2. Date of Birth -
- 1.3. Designation -
- 1.4. Class and grade -
- 1.5. Total period of service -
- 1.6. Date of increment -

2. Scope of Duties-

- 2.1. Have you been provided with a specific duty list or Job description?
 - 2.2. State in brief, the main responsibilities and functions connected with your work.

2.2.1. Responsibilities

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2.2.2. Functions

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3. Performance -

3.1. Have you been provided with a specific duty list or Job description? Yes/ No
State in brief, the main responsibilities and functions connected with your work .

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3.2. State briefly the proposals you make for the improvement of your Performance.

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4. Public Relations -

4.1. Do you have direct contacts with the general public and / officers Other divisions / institutions in connections with your duties ? Yes/No

4.2. Do you think that you maintain satisfactory public relations? Yes/ No

4.3. Were there any occasions when the public and / or other officers were not satisfied with your service? Yes/ No

4.4. If the answer for 4. 3 above is “yes” what are the reasons?.....

5. Training

5.1. Training received

- 1.
- 2.

5.2. If you need training indicate the fields in which you need training.

- 1.
- 2.
- 3.
- 4.
- 5.

Date-.....

.....
Signature of Appraisee

PART 11 – { To be perfected by the Supervising staff officer (Appraisal) }
(Rank as Excellent / Good/ Satisfactory /Unsatisfactory for the Appraisal)

1. Performance -

- 1.1. Knowledge of work (Excellent / Good/ Satisfactory /Unsatisfactory)
- 1.2. Whether routine duties / are completed without delay (Excellent / Good/ Satisfactory /Unsatisfactory)
- 1.3. Dynamism (Excellent / Good/ Satisfactory /Unsatisfactory)
- 1.4. Contribution of the officer in achieving the organizational objectives (Excellent / Good/ Satisfactory /Unsatisfactory)
- 1.5. Overall quality of the work (Excellent / Good/ Satisfactory /Unsatisfactory)
- 1.6. Economy in using resources (Excellent / Good/ Satisfactory /Unsatisfactory)

1.7 Efficiency displayed in performing the specific duties indicated in 2.2.2 in Part 1 of this report

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2. Public Relations-

- 2.1. Relations and courtesy (Excellent / Good/ Satisfactory /Unsatisfactory)
- 2.2. Inter – Personal relationship (Excellent / Good/ Satisfactory /Unsatisfactory)

3. General conduct

- 3.1. Punctuality in attendance (Excellent / Good/ Satisfactory /Unsatisfactory)
- 3.2. The effect on work of availing of leave (Excellent / Good/ Satisfactory /Unsatisfactory)
- 3.3. Assistance rendered after office hours when occurs (Excellent / Good/ Satisfactory /Unsatisfactory)

4. Special Attributes -

- 4.1. Attitude to work - (Excellent / Good/ Satisfactory /Unsatisfactory)
- 4.2. Commitment to service - (Excellent / Good/ Satisfactory /Unsatisfactory)
- 4.3. Leadership - (Excellent / Good/ Satisfactory /Unsatisfactory)
- 4.4. Impartiality - (Excellent / Good/ Satisfactory /Unsatisfactory)
- 4.5. Creativity - (Excellent / Good/ Satisfactory /Unsatisfactory)

5. Appraisal and observations -

5.1. Overall appraisal - Excellent / Good/ Satisfactory /Unsatisfactory

Date -

.....
Signature of appraiser
Name
Designation

The above appraisal made in respect of the officer was brought to his/ her notice and was noted by him / her.

.....
Signature of Appraisee

.....
Signature of Appraiser

PART III (To be perfected by the Moderator)

Observations and conclusions of the moderator regarding the appraisal-

1. Conclusion - Excellent/ Good/ Satisfactory/ Unsatisfactory
2. Observations -

Date-

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Signature of Moderator
Name –
Designation -