



GARGI COLLEGE

(UNIVERSITY OF DELHI)
Siri Fort Road, New Delhi-110049

ANNUAL PERFORMANCE APPRAISAL REPORT FOR JUNIOR ASSISTANT

OFFICE/FACULTY/DEPARTMENT

REPORT FOR THE YEAR/PERIOD ENDING

PERSONAL DATA - (PART-1)

1. Name of Officer : _____
2. Designation / Post held : _____ / _____ / _____
3. Date of Birth : _____
4. Whether official belongs to Scheduled Caste/Scheduled Tribe? : _____
5. Date of continuous appointment to the present grade : Date _____
: Grade: _____
6. Whether permanent, temporary or officiating : _____
7. Section(s) in which served during the year/period under report and period of service in each : Section: _____
: Period: _____
8. Period of absence from duty (on leave, training etc.) during the year/period. : _____

Contd.....P-2/-

PART-2 - SELF APPRAISAL
(To be filled in by the Officer reported upon)

1. Brief description of duties :

2. Brief resume of the work done by you during the year/period from _____
to _____ bringing out any special achievements during the year/period.
In the event of shortfall in achievement furnish reasons.

(The resume is to be furnished within the space provided limited to 300 words and is required to be signed.)

Signature of the Officer reported upon

Contd.....P-3/-

PART-3 - ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with the statement made in Part-II; if not, the extent of disagreement and reasons therefore

2. State of Health

3. General intelligence and keenness

4. Proficiency in typing (in both speed and accuracy)

5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc.

6. Intelligence, Keeness and industry

7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.

8. Amenability to discipline.

9. Punctuality in attendance.

10. Relations with fellow employees/Public Relations (wherever applicable).

11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

12. Has the officer done any outstanding or notable work meriting recommendation? Briefly mention them.

13. Integrity (Please comment on the integrity of the officer)

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14. Grading. (An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

1	Outstanding	
2	Very Good	
3	Good	
4	Average	
5	Below Average	

15. Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes.

i)	Attitude towards SCs/STs	
ii)	Sensitivity to social justice	
iii)	Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs/STs	
iv)	Effectiveness in bringing about the development of SCs/STs	

Signature of the Reporting Officer

Place :

Name in Block Letters : _____

Date :

Designation : _____

During the period of Report : _____

PART-IV - REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of a Scheduled Caste/ Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just.

5. General remarks with specific comments about the general remarks given by Reporting Officer and remarks about the meritorious work of the officer including the grading.

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

Signature of the Reviewing Officer

Place :

Name in Block Letters : _____

Date :

Designation : _____

During the period of Report : _____
