

Annexure – I
Performance Report for Group – ‘B’ and Group – ‘C’ Employees
(To be filled in by the Reporting Officer)

Performance Report for the period from to

1. Name of the Employee :
2. Department / Office :
3. Designation / Post held :
4. Date of birth and date of entry into Government Service :

Part – I: Appraisal of Attendance, Performance & Efficiency.

A. Attendance

Marks – 25

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early departure during the period under review :
4. No. of days of unauthorized absence without leave :
5. No. of days deducted as leave due to late attendance / early departure :
6. No. of days of effective attendance of the incumbent during the period under review (item 1 minus item 4 & 5) :
7. Percentage of late attendance or early departure as against the total no. of working days during the period under review (item 3 / item 1 %) :
8. Percentage of effective attendance as against the total no. of working days during period of review (item 6/Item 1%) :

B. Performance & Efficiency

Marks – 60

Grading with the corresponding marks: Excellent (6), Very Good (5), Good (4), Average (3), Below Average (0).

On the basis of record such as case Book, Case Diary, Field Diary, etc. Where ever applicable, marks will have to be given

1. The extent to which the employee take his/her job seriously :
2. The quality of maintenance of the work diary / Case diary / Case Book / Note Book / Field diary etc. as applicable :
3. The quantum of disposal of allotted work promptly and completely :

4. The capability of completing the work in time or within justifiably extra time :
5. The capacity of the employee to inspire public confidence :
6. Quality of disposal of work of the employee :
7. Knowledge of the employee regarding office procedure, Rules, Regulations and Instructions in general and with reference to work of the Post/Office :
8. Ability to apply relevant Rules and Regulations correctly :
9. Capacity of examining cases thoroughly :
10. Capacity and resourcefulness of the employee in handling normal as well as unforeseen problems / situations and willingness to take new challenges :

Signature of the employee with date

Accepting Authority	Countersigning Officer	Reporting Officer
---------------------	------------------------	-------------------

Part – II: Appraisal of Accountability & Integrity of Group – ‘B’ & Group – ‘C’ Employees

C. Accountability

Marks – 15

Grading with the corresponding marks: - Excellent (5) / Very Good (4) / Good (3) / Average (2) / Below Average (0).

1. Reliability in carrying out instructions :
2. Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency :
3. Behavior with colleagues and members of public :

D. Assessment of Integrity

(If anything adverse has come to notice, please specify it also).

Marks – Obtained

Part – I :
Part – II :
Total :

Accepting Authority	Countersigning Officer	Reporting Officer
---------------------	------------------------	-------------------