

केंद्रीय भूमि जल बोर्ड के कर्मचारियों की वार्षिक कार्यनिष्पादन मूल्यांकन
रिपोर्ट

Annual Performance Appraisal Report for Officials of the Central
Ground Water Board

स्टाफ कार ड्राइवर(एसजी)/ग्रेड-I, ग्रेड-II /ओजी/सवार हरकारा

Staff Car Driver (SG)/Ggrade-I, Grade-II/OG / Dispatch Rider

कर्मचारी का नाम:-

Name of Official

पदनाम:-

Designation

अनुभाग का नाम:-

Name of Section.....

.....को समाप्त होने वाले वर्ष / अवधि की रिपोर्ट Report
for the year / period ending

जल संसाधन मंत्रालय / केंद्रीय भूमि जल बोर्ड

Ministry of Water Resources / Central Ground Water Board

प्रपत्र / FORM

स्टाफ कार ड्राइवर(एसजी)/ग्रेड-I, ग्रेड-II /ओजी/सवार हरकारा

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ANNUAL PERFORMANCE APPRAISAL REPORT OF STAFF CAR DRIVERS

Report for the year / Period ending

PERSONAL DATA

PART – 1 A

(To be filled by the Administration Section)

1. Name of the Officer :
2. Date of Birth(DD/MM/YYYY) :
(In words) :
3. Date of entry in Board :
4. Date of continuous appointment to the present grade:
5. Present post and date of appointment thereto :Post
Date
6. Whether the officer belongs to Scheduled Caste/
Scheduled Tribe ?
7. Period of absence from duty (on training, leave etc)
during the year. If he/she has undergone training,
specify :

PART – 1 B

1. Name and designation of the Reporting Officer:
2. Name and designation of the Reviewing Officer:

PART -2

ASSESSMENT BY THE REPORTING OFFICER

Numerical grading is to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(I) Assessment of work output (weightage to this Section would be 40%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.3)	Initials of Reviewing Authority
1	2	3	4	5
1	Ability to drive the vehicle entrusted to him, (Faults such as rashness in driving, nervousness, lack of attention/ concentration)			
2	Eye - sight and presence of mind			
3	Care of the vehicle			
4	Proper watch on the requirement of fuels, repairs etc.			
5	Observance of traffic rules and regulations			
6	Regular and clean use of uniform, if any			
7	Fitness for promotion to higher grade(s) in his turn			
	Overall Grading on "Work Output" (Total 1 to 7/7)			

(J) Assessment of personal attributes (weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5
1	Attitude to work			
2	Intelligence and keenness			
3	Maintenance of discipline			
4	Sense of responsibility			
5	Communication skills			
6	Ability to work in team			
7	Regularity and Punctuality in attendance			
	Overall Grading on "Personal Attributes" (Total 1 to 7/7)			

(C) Assessment of functional competency (weightage to this Section would be 30%)

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (If doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5
1	Energy and reliability			
2	Behaviour – showing proper courtesy and good manners towards all persons using staff car			
3	Technical knowledge and ability			
4	Capability to keep the vehicle clean and tidy			
5	Capability in attending to petty repairs of the vehicles			
6	Timely action for making proper entries in the log book			
7	Economy in the use of petrol, lubricating oil etc.			
	Overall Grading on 'Functional Competency' (Total 1 to 7/7)			

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

PART 3 GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. **State of health**

3. **Integrity**
(Please comment on the integrity of the Officer)

4 Number of accidents, if any

Major	Minor

5 Has he ever been reprimanded for indifferent work or for other causes, if so, brief particulars may be given

6 Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

7 Overall numerical grading on the basis of weightage given in Section A, B, and C in Part 2 of the Report

Signature of the Reporting Officer

Name in Block Letters:.....

Designation:.....

During the period of Report

Place:.....

Date.....

PART – 4

REMARKS OF THE REVIEWING OFFICER:

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Part-2 & Part 3? (Incase you do not agree with any of the numerical assessments to the attributes please record your assessment on the column provided for you in that section and initial your entries.)

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC/ST official

5. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section-A, Section B and Section C in Part-2 of the Report.

Signature of the Reviewing Officer

Name in Block Letters:.....

Designation:.....

During the period of Report

Place.....

Date :.....