

Annual Performance Appraisal Report
for
Group 'C' Officers of Departmental Canteens
(For Clerk and Asstt. Manager-cum-Storekeeper)

Name of
Officer.....

Report for the year/period
ending.....

PART – 2 – SELF APPRAISAL

To be filled in by the Officer reported upon

(Please read carefully the instructions before making the entries)

1. Brief description of duties

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2. Please also indicate items in which there have been significantly higher achievements and your contribution thereto

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- Note :
- (i) The targets as set in 'Annual Action Plan' by the concerned Admn. of the organisation should be reflected in the above table.
 - (ii) The targets/objectives must include level of clientele served.

Date.....

Signature of officer reported upon

Part – 3

Numerical grading is to be awarded by Reporting and Reviewing 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)

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) Contribution in ensuring quality of Food/Food items/Materials			
(iii) Ability to handle canteen work			
(iv) Action taken to comply with hygiene/cleanliness-norms as exist or as proposed to be instituted.			
Overall Grading on 'Work Output'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Level of knowledge of functions related to job/post in the canteens			
(ii) Attitude towards work			
(iii) Responsiveness			
(iv) Maintenance of Discipline			
(v) Communication skills			
(vi) Initiatives taken to run the canteen			
(vii) Capacity to work in team			
(viii) Capacity to adhere to time-schedule			
(ix) Initiative to change with regard to taste and type of food etc. demanded			
(x) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

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

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Work planning ability			
(ii) Decision making ability			
(iii) Coordination ability			
(iv) Initiative taken to improve the standard/performance of the canteen			
Overall Grading on 'Functional Competency'			

Part - 4

GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer).

3. State of health

4. Integrity

(Please comment on the integrity of the Officer).

5. Comments 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 (ref 3(A) & 3(B) of Part (2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place :

Name In Block Letters :

Date :

Designation during the period of Report :

PART - 5

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part - 3 & Part 4 ? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and Part -4(5))

(In case you do not agree with any of the numerical assessments attributes please record your assessment in the column provided for you in that section and initial your entries.

Yes	No
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3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add ?

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4. Comments 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.

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5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part 3 of the Report.



Signature of the Reviewing Officer

Place

Name in Block Letters.....

Date :

Designation during the period

of Report :