

PERFORMANCE APPRAISAL FORM 1 (A)
TRAVANCORE DEVASWOM BOARD

PART - I
APPRAISAL OF

Shri/Smt(in block letters)

Departmentfor the period

Name

Date of birth

Date of appointment in Devaswom Board service

Date of appointment to the present post

Pay and scale of pay

Date from which functioning in the present grade continuously

List of subjects dealt with according to the Office under distributing work

EDUCATIONAL AND OTHER QUALIFICATIONS

General	Department	Special	Other skills if any
1.			
2.			
3.			

EXPERIENCE

Departmental	*Category of work	Period	
		From	To

- Category of work may be any of the following items :
Establishment, Accounts, Cash, Stores, Records, Planning Budget and Miscellaneous.

SELF ASSESSMENT

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

Instructions to Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specifications for each grade.
3. Review upon completion to see that the rating of each factor applied exclusively to the individuals actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanations.
5. Put a tick (✓) mark in the appropriate boxes provided hereunder.

Section A

Assessment by the Reporting Officer

Sl. No. Factors	A	B	C	D
1. INTELLIGENCE	Extraordinarily proficient and resourceful and understands new and difficult matters	Quite able to handle new and difficult matters	Normally understands a new situation after proper explanations and handles it if given all directions	Poor comprehension Fails to perform a function despite prior instructions.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. DISCIPLINE	Exemplary Conduct	Observes the code of conduct	Tries to follow the general code of conduct	Indifferent to the general code of conduct
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. PUNCTUALITY AND PROMPTNESS	Exceptionally punctual and prompt	Always punctual and prompt	Usually punctual and prompt	Not punctual and prompt
Exactness in keeping time in attending office. Keeping appointment, discharge of official duties and observance of time limits as per manuals standing orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. RESPONSIBILITY AND DEPENDABILITY Conscientiousness towards duty	Very conscientious & dependable in the performance of his job. Always ready to take responsibility	Conscientious & steady worker. Has a good record of dependability	Carries out his responsibility in a routine manner	Often fails to perform his duty. Shirks responsibility
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. INTEREST IN THE ASSIGNMENT and the capacity to see that the work is done	Has initiative & take keen interest	Takes adequate interest	Does his work in a routine way duties.	Indifferent in the discharge of his Interest
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sl. No.	Factors	A	B	C	D
6.	JOB KNOWLEDGE Technical and General knowledge about the job he is doing (a) General(of this & related subject) or versatility (b) Of work (c) Uptodateness	Has an unusually thorough and comprehensive mastery of his field of work Strives to expand his frontier of knowledge	Knows his job thoroughly	Possesses just adequate knowledge required of the job	Knowledge inadequate. has not yet gained competence
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	NOTING, DRAFTING AND CORRESPONDENCE Ability to prepare notes, drafts and handle correspondence, with special reference to (1) Accuracy (2) Thoroughness (3) Power of analysis (4) Power of expression	Very precise in noting & drafting. Very prompt and accurate at correspondence. His drafts need no editing	Precise in noting & drafting. Good at correspondence His drafts seldom require editing.	Ordinary at noting & drafting. His drafts needs editing. Tries to handle correspondence in time if properly supervised	Poor in noting & drafting. Careless in handling correspondence.
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	MAINTENANCE OF REGISTERS AND RECORDS Ability in maintaining register & records keeping	Very neat and meticulous in the maintenance of registers & records	Keeps registers & records clean and up-to-date	Tries to maintain registers and records in a routine manner	Does not maintain registers and records properly
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	WORK TURN OVER	Consistently exceeds requirements	Frequently exceeds requirements	Meets requirements	Consistently below requirements
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	PUNISHMENTS AWARDS TO THE OFFICER, IF ANY (Attach copies of the orders of punishments also)				

GENERAL

1. Do you know of any Physical disability or health problem which prevents this officer from working to full capacity ? Yes () No ()

If yes, please explain the nature of this problem

2. **General Grading :**

1. No. of items in Grade A
2. No. of items in Grade B
3. No. of items in Grade C
4. No. of items in Grade D

Comment with special reference to :

- (1) The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report;
- (2) The efforts made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or poor;
- (3) The important requirements of factors which affect the effectiveness of the work of the officer such as special difficulties or handicap, amount of direct or indirect supervision, the emergency demands, if any, etc., and
- (4) Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.
(add separate sheets if necessary)

Signature of Reporting Officer :

Name:

Designation :

(Date of submission to Reviewing Officer)

Section B

Remarks of the Reviewing Officer/Authority

Signature of Reviewing Officer/Authority :

Name :

Designation :

Date :

I have read this report.

Date :

Signature of Officer reported upon.

PART II - SECRET

(Not to be shown to the Officer reported upon)

*(This part will not be the basis for promotion in the normal course)***1. Loyalty :** (So as to Judge his suitability for assignment to Sensitive Posts)

Has anything come to your knowledge which reflects adversely on the Officer's loyalty.

Yes () No ()

If 'Yes' please give details
(Add separate sheets if necessary)**2. Integrity and General Reputation :**

(a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely :-

(i) On the Officer's ability to honestly execute his duties Yes () No ()
(ii) Showing favouritism in discharging his duties Yes () No ()

(b) If 'Yes' please give details of the case/cases Yes () No ()

(i) Has there been any preliminary findings regarding the corrupt practices, of the officer Yes () No ()

(ii) Has any case of corruption on the officer been referred to Vigilance Department, after preliminary enquiries. Yes () No ()

3. Whether the Assistant requires any training for the purposes of his present job or for any higher responsibilities Yes () No ()

4. Whether the Assistant should be posted to some other section/office for better work experience or for other reasons (to be specified) Yes () No ()

Date :

Signature of the Reporting Officer :

Name :

(Date of submission to Reviewing Officer)

Designation :

Remarks of the Reviewing Officer/Authority

Do you agree with the assessment made by the Reporting Officer Yes () No ()

If you wish to modify anything or add, please elaborate.

Signature of the Reviewing

Officer/Authority

Name :

Date :

Designation :