OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL & MEDIUM ENTERPRISES)

Forms of Annual Performance Assessment Report for Skilled Workers (Grade I & II)

REPORT FOR THE YEAR/PERIOD ENDING………………………………………

PART – I    PERSONAL DATA

1. Name of Officer
2. Designation/Post held
3. Date of birth
4. Whether the Officer belongs to SC/ST
5. Present Grade
6. Date of continuous appointment to the present grade, viz
7. Section in which served during the year
   Under report and period of service in each

8. Period of absence from duty (on leave, Training etc.) during the year
PART – II

SELF APPRAISAL

जिस अधिकारी की रिपोर्ट लिखी जा रही है उसके द्वारा भरे जाने के लिए

(To be filled by the Officer Reported upon)

1. **Brief description of duties**

   **ड्यूटियों का संक्षिप्त विवरण**

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 to be furnished within the space provided limited to 100 words and is required to be signed)**

   सारांश 100 शब्दों से अधिक नहीं होना चाहिए तथा सारांश के लिए निर्धारित स्थान में और हस्ताक्षरित होना चाहिए )

   वर्ष/अवधि में किए गए कार्य का संक्षिप्त विवरण जिनमें वर्ष/अवधि में विशेष उपलब्धियाँ का विवरण और उपलब्धियाँ में कोई कमी हो, तो उसके कारण दिए जायेंगे।
PART III – ASSESSMENT OF 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 thereof.

2. State of health

3. General Intelligence and keenness to learn

4. Knowledge of work

(A) Knowledge of office and workshop procedures, rules & regulations and instructions in general

(B) Knowledge of the trade

(C) Ability to read drawing and interpret instructions given in the drawing correctly.
5. क्या उन्हें अपने कार्य निष्ठान की विधिवत् जानकारी है
Is he systematic in his approach and work.

6. कार्य का स्तर
Quality of work
(a) भारीपत्ती, उपकरण व औद्योगिक इत्यादि का रखरखाव व देखभाल
(a) Maintenance and upkeep of machinery, equipment tools etc.

(b) कार्य कृतिवशता व गलति
(b) Skill and speed of his work

(ग) कार्य निष्ठान में तपस्तता
(c) Promptness in disposal of work

(घ) कर्म कौशल, संशोधनता, कार्य नियमन में तपस्तता
(d) Quality of workmanship, precision including finish of the job

7. अनुशासन में रहने की क्षमता
Amenability to discipline

8. हाज़िरी में समय की पाबंदी
Punctuality in attendance

9. साथी कर्मचारियों के साथ संबंध / जनसम्पर्क (जहां लागू हो)
Relations with fellow employees/Public relations (Wherever applicable)

10. सत्यनिष्ठा
Integrity

(Please see Note below instructions)
11. Has the officer been reprimanded for indifferent work or her other causes during the period under report? If so, give brief particulars.

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

13. Grading

Grading

(Outstanding/Very good/Good/Average/Below Average)

(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).

Report writing officer's mandate

Signature of the Reporting Officer

Name in block letters

Designation (During the period of report)
Remarks of the Reviewing Officer

1. पुनरीक्षण अधिकारी के अधीन की गई सेवा की अवधि
Length of service under the Reviewing Officer

2. क्या पुनरीक्षण अधिकारी इस बात से संतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने अपनी रिपोर्ट उचित साक्षात्कारी और ध्यान के साथ तथा सभी संगत कार्यों को ध्यान में रखते हुए दी है?
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. क्या आप रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए अधिकारी के मूल्यांकन से सहमत हैं?
Do you agree with the assessment of the official given by the Reporting Officer?

4. जिस अधिकारी की रिपोर्ट लिखी जा रही है क्या वह अनुसूचित जाति/जनजाति का है? यदि ऐसा है तो क्या इस बात को विशेष रूप से बताए कि क्या अनुसूचित जाति/जनजाति के अधिकारी के कार्य निपादन का मूल्यांकन करने का दृष्टिकोण उचित रहा है?
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 Officers has been fair and just.

5. रिपोर्ट लिखने वाले अधिकारी द्वारा दी गई सामान्य अभियुक्तियाँ के बारे में विशिष्ट टिप्पणियों के साथ सामान्य अभियुक्तियों और कोटि निर्धारण—अधिकारी के सराहनीय कार्य के बारे में अभियुक्तियों।
General remarks with specific comments about the meritorious work of the official 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? If so, specify.

punarshikshan adhikari ke harsatkara

sthan : 
Place: (Signature of the Reviewing Officer)

name in block letters: ____________________

tarikh : 
Date: report ko avdha me padnam

designation: __________________________
(During the period of report)