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

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT ON SUPERINTENDENT

Report for the year/period ending………………………………………………

PART – I PERSONAL DATA

1. Name of Officer
   अधिकारी का नाम

2. Designation/Post held
   पदनाम/धारित पद

3. Date of birth
   जन्म की तारीख

4. Whether the Officer belongs to SC/ST
   क्या अधिकारी अनुसूचित जाति/अनुसूचित जनजाति का है?

5. Date of continuous appointment to the present grade, viz
   वर्तमान व्रेष्ट में लगातार नियुकित की तारीख अर्थात्

6. Whether Permanent/Temporary/Officiating
   स्थायी/अस्थायी/स्थानान्तर

7. Section in which served during the year
   रिपोर्टकी से प्रयुक्त किस अनुभाग/प्रमाण में काम किया और प्रत्येक अनुभाग में सेवा की अवधि
   Under report and period of service in each
   Section                        Period

8. Period of absence from duty (on leave, Training etc.) during the year
   वर्ष के दौरान छुट्टी, प्रशिक्षण आदि के कारण झुट्टी से अनुपस्थित
   रहने की अवधि
PART -II- SELF APPRAISAL

(To be filled by the Officer Reported upon)

1. **Brief description of duties**
   - उद्योगों का सार्वजनिक 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)
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. Attention to routine aspects of work such as proper maintenance of Guard Files, Recording indexing and weeding of files.

5. Knowledge of office procedure

6. Knowledge of Rules & Regulations and Instructions in general and with particular reference to the work allotted to him.
7. **Quality of Work:**

(a) Ability to apply the relevant rules and regulations correctly.

(b) Capacity for examining cases thoroughly

(c) Quality of noting and drafting

(d) Promptness in disposal of work

8. **Amenability to discipline**

9. **Supervisory ability:**

(i) Control and management of staff

(ii) Ability to inspire confidence and to get the best out of the staff

(iii) Capacity to train, help and advise the staff and ability to handle his subordinates:
10. Relations with fellow employees/Public relations (Wherever applicable)

11. Integrity
(Please see Note below instructions)

12. Has the officer been reprimanded for indifferent work or her other causes during the period under report? If so, give brief particulars.

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

14. 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).

\[
\text{Signature of the Reporting Officer}
\]

\[
\text{Name in block letters}
\]

\[
\text{Designation (During the period of report)}
\]
भाग 4 —पुनरीशण अधिकारी द्वारा अनुकूलितयां
Part – IV- Remarks of the Reviewing Officer

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

2. क्या पुनरीशण अधिकारी इस बात से संतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने अपनी रिपोर्ट उचित साफ़साफ़ी और ध्यान के साथ तथा सभी संगत बातों को ध्यान रखते हुए दी गई 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 है? (यदि असहमति हैं तो कृपया कारण स्पष्ट करें) क्या आप कुछ बदलना चाहते हैं?
Do you agree with the assessment of the official given by the Reporting Officer? (In case of disagreement, please specify reasons)
Is there anything you wish to modify or add?

4. रिपोर्ट लिखने वाले अधिकारी द्वारा दी गई सामान्य अनुकूलितयां के बारे में विशेष टिप्पणियों के साथ सामान्य अनुकूलितयां और कोटि निर्धारण सहित अधिकारी के सराहनीय कार्य के बारे में अनुकूलितयां।
General remarks with specific comments about the meritorious work of the official including the grading

5. क्या अधिकारी में ऐसी कोई विशेषताएं हैं और/या योगदान छात्राओं, जिनके कारण विशेष कार्य के लिए उनका युग्म जाना या बाहर न होते हुए भी उनकी पदोन्नति उचित ही? यदि हां, तो विशेष रूप से बताएं।
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

स्थान
Place:

पुनरीशण अधिकारी के हस्ताक्षर
(Signature of the Reviewing Officer)

नाम साफ अंकारें में—
Name in Block Letters:_________________

निम्नांक
Date:

रिपोर्ट की अवधि के दौरान पदनाम
Designation:_________________

(During the period of report)