**FORM –I**

( *See rule-4 )*

**The Mizoram State Government Employees (Performance Appraisal Report)**

**Rules, 2010.**

Performance Appraisal Report for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section I- Basic Information**

*( To be filled in by the Administration Division/Personnel Department )*

**1. Name of the Officer reported upon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Year of entry \_\_\_\_\_\_\_\_\_\_\_ 4. Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Present Grade \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(with Pay Scale/Pay Band+Grade Pay)**

**6. Present post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Actual designation with place of posting)**

**7. Date of appointment to the post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Reporting, Reviewing and Accepting Authorities :**

|  |  |  |
| --- | --- | --- |
|  | **Name & Designation** | **Period Worked** |
| Reporting Authority |  |  |
| Reviewing Authority |  |  |
| Accepting Authority |  |  |

**9. Period of absence on leave, etc.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Period** | **Type** | **Remarks** |
| On Leave (Specify type) |  |  |  |
| Others (specify) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**10. Training Programmes attended.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** | **Date to** | **Institute** | **Subject** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**11. Awards/Honours**

12. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting/reviewing authority for the previous year.

13. **Date of filling the property return for year ending December \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Note: Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted)

14. Date of last prescribed medical examination(for officers over : ***Dispensed with vide***

40 years of age) (Attach copy of Part ‘C’ of Report). ***No.A.28011/1/2002-P&AR***

***(GSW)/Pt. dated 16.12.2011***

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrative/Cadre Controlling Deptt.**

**i.e DP &AR(SSW)**

**Section – II – Self Appraisal**

**1. Brief description of duties :**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words).

**2. Annual work plan and achievement :**

|  |  |  |
| --- | --- | --- |
| **Tasks to be performed** | **Deliverables 1(1)** | **Actual Achievement 2(2)** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

*1(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.*

*2(2) Actual achievements refer to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.*

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or; major systemic improvement (*resulting in significant benefits to the public and/or reduction in time and costs*) ? If so, please give a verbal description (*within 100 words*).

**4. What are the factors that hindered your performance?**

**5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:**

*For the current assignment :*

*For your future career :*

**Please Note :** You should send an updated CV, including educational qualifications acquired/training programs attended/publications/special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. **Declaration :**

|  |  |  |
| --- | --- | --- |
| Have you filled our immovable property return, as due. If yes, please mention date. | Yes/No | Date |
| Have you undergone the prescribed medical check up? | Yes/No |  |
| Have you set the annual work plan for all officers for the current year, in respect of whom you are reporting authority? | Yes/No |  |

7. Whether any order for transfer and posting of the officer was issued by the Government during the period under report.

Yes/No

7.(a) If yes, please indicate order No & date and date of joining at the new place of posting.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of officer reported upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section –III- Appraisal**

**1. Please state whether you agree with the responses relating to the accomplishment of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.**

**2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**

**3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.**

**4. Do you agree with the skill upgraded or needs as identified by the officer?**

**5. Assessment of work output** ( This assessment should rate the officer vis-à-vis his peers and not the general population Grades should be assigned on a scale of 1-10, in whole numbers with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| i. | Accomplishment of planned work |  |  |  |
| ii. | Quality of output |  |  |  |
| iii. | Accomplishment of exceptional work/unforeseen tasks performed |  |  |  |
| **Overall Grading on ‘Work Output’** | |  |  |  |

**6. Assessment of Personal Attributes (on a scale of 1-10 weightage to this Section will be 30%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| i. | Attitude to work |  |  |  |
| ii. | Sense of responsibility |  |  |  |
| iii. | Overall bearing and personality |  |  |  |
| iv. | Emotional stability |  |  |  |
| v. | Communication skills |  |  |  |
| vi. | Moral courage and willingness to take a professional stand |  |  |  |
| vii. | Leadership qualities |  |  |  |
| viii. | Capacity to work in time limit |  |  |  |
| **Overall Grading on Personal Attributes** | |  |  |  |

**6. Assessment of Functional Competency (on a scale of 1-10 weightage to this Section will be 30%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Reporting Authority** | **Reviewing Authority** | **Initial of Reviewing Authority** |
| i. | Knowledge of laws/rules/ procedures/IT skills and awareness of the local norms in the relevant areas |  |  |  |
| ii. | Strategic planning ability |  |  |  |
| iii. | Decision making ability |  |  |  |
| iv. | Initiative |  |  |  |
| v. | Coordination ability |  |  |  |
| vi. | Ability to motivated and develop subordinates/work in a team |  |  |  |
| **Overall Grading on Personal Attributes** | |  |  |  |

**8. Integrity**

Please comment on the integrity of the officer.

**9. Pen picture by Reporting Officer:** Please comment (in about 100 words) on the overall qualities of the officer including areas of strength and lesser strengths and his attitude towards weaker sections.

10. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No.

(a) If yes, please comment whether the officer complied with the orders in time/ without delay.

(b) If No, reason for not complying with the orders.

11. **Overall grade** (on a score of 1-10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Reviewing Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section –IV-Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section-III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/ or significant failures of the MOS/Officer reported upon?

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

Yes/No.

**2. In case of difference of opinion details and reasons for the same may be given.**

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

**4. Overall grade on a scale of 1-10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Reviewing Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section –V- Acceptance**

**1. Do you agree with the remarks of the reporting/reviewing authorities?**

**Yes/No.**

**2. In case of difference of opinion details and reasons for the same may be given.**

**3. Overall grade** (on a score of 1-10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Accepting Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**