



കേരള വാട്ടർ അതോറിറ്റി

ജലഭവൻ,
വാട്ടർ അതോറിറ്റി ക്യൂമ്പസ്
വെള്ളയമ്പലം

നമ്പർ. 6730/E1/2020/കെ ഡബ്ല്യൂ എ

തീയതി: 03.01.2022

സർക്കുലർ

വിഷയം:- കേരള ജല അതോറിറ്റി - ഭരണനിർവ്വഹണം - വകുപ്പ് തല പ്രൊമോഷൻ കമ്മിറ്റി മുൻപാകെ വ്യക്തിഗത കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് സമർപ്പിക്കുന്നത് സംബന്ധിച്ച്.

സൂചന :- 01.12.2021 ന് മാനേജിംഗ് ഡയറക്ടറുടെ അധ്യക്ഷതയിൽ ചേർന്ന അഡ്മിനിസ്ട്രേറ്റീവ് വിഭാഗത്തിന്റെ പ്രതിമാസ അവലോകന യോഗതീരുമാനം.

കേരള ജല അതോറിറ്റിയുടെ വകുപ്പ് തല പ്രൊമോഷൻ കമ്മിറ്റി മുൻപാകെ സമർപ്പിക്കേണ്ട വ്യക്തിഗത കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് ധനകാര്യ ഐ ടി വിഭാഗം തയ്യാറാക്കിയിട്ടുള്ള ജി-സ്റ്റാർക്ക് ഡാറ്റാബേസ് അധിഷ്ഠിത ഓൺലൈൻ സംവിധാനത്തിലേക്ക് മാറ്റുന്നതിനുള്ള നടപടികൾ പുരോഗമിക്കുകയാണ്. പ്രസ്തുത നടപടി പൂർത്തിയാകും വരെ സ്ഥാനക്കയറ്റ നടപടികൾക്കായി വകുപ്പ് തല പ്രൊമോഷൻ കമ്മിറ്റി മുൻപാകെ സമർപ്പിക്കേണ്ട കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് 2022 ജനുവരി ഒന്നാം തീയതി മുതൽ ഇതോടൊപ്പം നൽകിയിരിക്കുന്ന മാതൃകയിൽ സമയബന്ധിതമായി സമർപ്പിക്കേണ്ടതാണ്. പ്രസ്തുത മാതൃകയിൽ അല്ലാത്തവ സ്വീകരിക്കുന്നതല്ല.

SETHUKUMAR S

ചീഫ് എഞ്ചിനീയർ (എച്ച് ആർ ഡി & ജനറൽ)

സ്വീകർത്താവ്

എല്ലാ ജീവനക്കാർക്കും

പകർപ്പ്:-

1. എല്ലാ ഓഫീസ് മേധാവികൾക്കും
2. PA to MD / PA to TM / PA to AM / CA to CE(HRD&GL) / CA to FM&CAO / CA to DCE(GL) / CA to SR AO / AO(Admn&Est) / JS (admn) / JS (accounts) / File / SF

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KERALA WATER AUTHORITY

PERFORMANCE APPRAISAL FORM

(For Assistant Engineers/Assistant Executive Engineers/Executive Engineer/Superintending Engineer/Chief Engineer)

Performance Appraisal Report for the period from

SECTION I – BASIC INFORMATION

1. Department: :
2. Name :
3. PEN :
4. Date of birth :
5. Present Post :

6. Date of entry in Government Service :
7. Date of appointment to the present post :
8. Date of entry in the present Office :
9. Pay and Scale of pay :
10. Date from which functioning in the present grade continuously :
11. Name and address of present office :
12. Name and address (official) of Reporting Authority for the reporting period of CR :
13. Name and address (official) of Reviewing Authority for the reporting period of CR :

SECTION II- SELF APPRAISAL (to be filled by the Officer reported upon)

1 Educational and other qualifications				
	1.1	Taken prior to entry in the department		
		Qualification	Board/University	Year
	1			
	2			
	3			
	1.2	Taken after entry in the Department		
		Qualification	Board/University	Year
	1			
	2			
	3			



2	Incumbency details/ Service details				
	Department/Office	Name of Post	Nature of Work		Period
					From
					To
3	Training Programs attended				
		Date from	Date to	Institute	
4	Awards and Honours received				
5	Period of absence on leave, etc. during the reporting period	Period		Type of leave/others	Remarks
		From	To		Nil
6	Brief description of duties: (Objective of the position you hold and the tasks required to perform, in about 100 words)				



7	Nature of current works/duty	Management and execution of projects	Office works related to Projects and Administration	
8	Targets/Deliverables and achievements during the reporting period			
Sl. No	Name of Project/Work/Task	Target/Deliverable	Time frame of deliverable or target	Achievement
9	PROGRESS OF PROJECTS DURING REPORTING PERIOD			
Sl. No	Name of Project/Work/Task	Progress as on last date		
		Physical	Financial	
9	During the period under report if the officer reported up on believe that he has made any exceptional contribution, eg. Successful completion of an extra ordinary challenging task or major projects (resulting is significant benefits to the Department and / or			



	reduction in time and cost of project. If so, give a verbal description (with in 100 words)		
10	Factors if any, which hindered the performance of Officer reported up on during the reporting period		
11	Indicate Specify areas in which the officers reported up on feel that there is need to upgrade his skills through training programs	For the Current post/ duties	
		For Further career objectives	
12	Punishment awarded or disciplinary action taken on the officer reported upon during the reporting period, if any. If yes, give details		
13	<p style="text-align: center;"><u>Declaration</u></p> <p>I, Hereby declare that the details submitted by me in Section I and Section II of this Performance Appraisal Form for the reporting period from 24/12/2021 to 31/01/2021 are true and correct as per my knowledge and belief. I hereby undertake that I shall submit necessary proof and evidence in connection with the authenticity of details submitted by me in the above sections, if asked to do so.</p> <p>Date Signature and name of the officer reported upon :</p>		



SECTION III-ASSESSMENT BY THE REPORTING OFFICER (to be filled by the Reporting Officer)

1	State whether you agree with the responses given by the officer reported upon for Sl. No1 to 6 in section	Yes () No ()		
	If not, furnish factual details/your comments			
2	State whether you agree with the responses given by the officer reported upon for Sl. No 7 in section II. If not, furnish factual details/your comments	Yes () No ()		
3	Comment on the claim (if made) of exceptional contribution by the officer reported upon	Yes () No ()		
4	Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details	Yes () No ()		
5	Do you agree with the skill up-gradation needs as identified by the officer if any	Yes () No ()		
6	Do you agree with Punishments awarded or disciplinary actions as noted by the officer if any	Yes () No ()		
7	Do you know of any physical disability of health problem which prevent this Officer from working to full capacity?	Yes () No ()		
	If yes, please explain the nature of this problem			
8	Has anything come to your knowledge which reflects adversely on the officer's loyalty? If Yes, please give details	Yes () No ()		
9	a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely	Yes () No ()		
	i. On the Officer's ability to honestly execute his duties	Yes () No ()		
	ii. Showing favouritism in discharging his duties	Yes () No ()		
	b) Is there been any preliminary finding regarding the corrupt practices of the Officer	Yes () No ()		
	Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries? If 'Yes' give details			
10	Assessment of personnel Attributes (on a scale of 1-10).			
	No	Item	Score-by Reporting Officer	Review Reviewing Officer (difference in opinion if any)
	ii.	Intelligence		
	ii.	Initiative and resourcefulness		
	iii.	Discipline and punctuality		
	iv	Responsibility and dependability		
	v	Co-operation and personal relations		
	vi	Interest in the assignment		
	vii.	Job knowledge- technical and general knowledge about the job he/she is doing		
viii	Noting, drafting and correspondence- Ability to prepare notes, drafts and handle correspondence with special reference to -			



		accuracy, thoroughness, power of analysis and power of expression		
	ix	Leadership and Drive		
	x	Power of Analysis and Judgment- Capacity to analyse problems and ability to arrive at sound conclusions and ability to appraise subordinate officers		
	xi	Ability to communicate and Receptiveness to ideas and adaptability to change		
	xii	Attitudes / achievements in the implementation of programmes Schemes of SCs/STs and prevention of atrocities on them		
		Average Grading on Personal Attributes (Total score/12) rounded to the nearest integer (if the decimal part is 0.5 and below-then rounded to nearest lowest integer. If the decimal part is above 0.5 -then rounded to next integer)		

	Assessment of Work (on a scale of 1-10).			
	No	Item	Score-by Reporting Officer	Review Review Officer (difference in opinion if any)
11	ii.	Supervision and Control -Ability to supervise and control. Skill in maintaining the morale of his /her staff. Capacity to train, help advise and handle subordinates		
	ii.	Use of delegated powers		
	iii.	Accomplishment of deliverables/Tasks in time		
	iv	Quality of work/deliverables		
	v	Knowledge of manuals/ laws/ rules/ procedures/ proficiency in use of Department's e- Governance or IT related systems and awareness of engineering standards in the relevant area of work		
	vi	Accomplishment of exceptional work/ unforeseen tasks performed		
		Average Grading on work assessment (Total score/6, rounded to the nearest integer if the decimal part is 0.5 and below then rounded to nearest lowest integer, if the decimal part is above 0.5 -then rounded to next integer.)		

12	Overall grade (on a score of 1-10)- This is the average score of items 10 and 11 rounded to the nearest integer (if the decimal part is 0.5 and below- then rounded to nearest lowest integer, if the decimal part is above 0.5 -then rounded to next integer)	(Reporting Officer)	(Reviewing Officer)
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13	<p>Concluding remarks of the Reporting Authority on the on the officer reported upon on the overall qualities of the officer including areas of strengths and weakness and recommendations if any.</p> <p>----- ----- -----</p> <p style="text-align: right;">Signature of Reporting Officer</p> <p style="text-align: center;">Name: Designation:</p> <p>Date</p>
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SECTION IV-REVIEW BY THE REVIEWING OFFICER (to be filled by the Reviewing Authority)

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?	Yes () No ()
2	Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or significant failures officer reported upon?	Yes () No ()
3	Do you agree with the numerical assessments of attributes? 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 your entries In case of difference of opinion details and reasons for the same may be given	Yes () No ()
4	Overall grade of the officer reported upon (as per item no-12 of Section-III) according to the item no-3 above.	.
	<p>Date</p> <p style="text-align: right;">Signature of the Reviewing Officer/ Authority Name: Designation:</p>	



SECTION V-ACCEPTANCE *(tick appropriate and strikeout whichever is not applicable)*

I have read the report agrees with the assessment made by the reporting and reviewing Officers

I have read the report and **not** agree with the assessment made by the reporting and reviewing Officers. I would like to have a review on this PAR specific to the following attributes of Section-III based on reasons as give below

Date:

Name and Signature of Officer reported upon

Comments of the Reporting Authority (on the above representation)

Overall grade:

Date:

Name and Signature of Reporting Officer

Comments of the Reviewing Authority (on the above representation)

Date:

Name and Signature of Reviewing Officer



SELF ASSESSMENT

..... to

During the period under review I was in charge of..... seats/sections. The duties entrusted to me include..... I have discharged the duties assigned to me to the best of my knowledge, ability and to the best satisfaction of all my superior officers.

PEN :

Name:

Designation :

Department:.....

Submitted Date :

Reporting Officer:.....

Reviewing Officer:.....

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ASSESSMENT BY REPORTING OFFICER (FORM II(B))

For Junior Superintendent/Divisional Accounts Officer/Senior Superintendent/Revenue Officer/Accounts Officer/Administrative Officer/Internal Auditor/Deputy Accounts Manager/Accounts Manager/Legal Assistant/Deputy Law Officer

APPRAISAL OF
PART I

Shri/Smt (in block letters)

Department:

for the period to

- Name
- Date of birth
- Post
- Date of entry in Government Service
- Date of appointment to the present post
- Date of entry in the present Department
- Pay and scale of pay
- Date from which functioning in the present
- Grade Continuously
- Name and address of present office
- List of Subjects dealt/Category of work

EDUCATIONAL AND OTHER QUALIFICATIONS

EXPERIENCE

Department	* Category of Work	Period From	Period To
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* Category of Work may be any one of the following items: Establishment, Accounts, Cash, Stores, Records, Planning, Office Section and Miscellaneous

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TRAINING PROGRAMMES ATTENDED

Programme Name	Institute	PeriodFrom	PeriodTo
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AWARDS AND HONOURS RECEIVED

TARGETS/DELIVERABLES AND ACHIEVEMENTS

Name of Project/Work/Task	Target/Deliverable	Time Frame	Percentage of Remarks Completion
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PROBATION

Order No&Date of Promotion	Designation Probation Declaration Order Date	Effect Date	Present Cadre	Remarks
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PUNISHMENT AWARDED

Nature of the Case	Status	Remarks
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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 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 explanation.
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 Extraordianrily proficient in understanding new and difficult matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Initiative and Resourcefulness Resourceful and original in suggestions and Pursues them constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Discipline Exceptionally punctual in all matters and exemplary conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Responsibility Dependability Very conscientious and dependable in the performance of his job. Always ready to take responsibility. Sense of respon- sibility and consci- entiousness towards duty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>5 Co-Operation and Personal Relations Co-operation with superiors and colleagues and personal relations and relation with public where relevant</p>	<p>Extremely co-operative. Maintains outstandingly good relations allround earning respect from his colleagues.</p>	<p>Always co-operative and generally maintains with effort good relations.</p>	<p>Co-operative. Maintains with effort reasonably good relations.</p>	<p>Does not get along well.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>6 Interest in the Assignment</p>	<p>Takes keen interest</p>	<p>Takes adequate interest</p>	<p>Does his work in a routine way</p>	<p>Indifferent in the discharge of his duties</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>7 Job Knowledge Technical and General knowledge about the job he is doing. (a) General(of this and related subjects) or versatality. (b) Of work (c)Uptodateness.</p>	<p>Has an unusually thorough and com- prehensive mastery of his field of work.Strives to expand his frontier of knowledge.</p>	<p>Knows his job throughly</p>	<p>Possessess just adequ- ate knowledge required of the job.</p>	<p>Knowledge inade- quate.Has not yet gained competence.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>8 Noting,Drafting and Correspondence Ability to prepare notes , drafts and handle correspond- ence,with special ref- erence . (1) Accuracy (2) Thouroughness (3) Power of analysis (4) Power of expression</p>	<p>Very precise in noting and drafting. Very prompt and accurate at correspondence.His drafts need no editing</p>	<p>Precise in noting and drafting.Good at correspondence.His drafts seldom require editing</p>	<p>Ordinary at noting and drafting.His drafts need editing.Tries to handle correspondence in time if properly suvervised</p>	<p>Poor in noting and drafting.Careless in handing correspond- ence</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>9 Leadership and Drive</p>	<p>Possesses excellent qualities of leadership and drive</p>	<p>Possesses good of qualities of leadership and drive.</p>	<p>Has qualities of leadership and drive.</p>	<p>Poor to leadership and drive.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>10 Power of analysis and judgement</p> <p>Capacity to analyse problems and ability to arrive at sound conclusions.</p>	<p>Gets systematically to the root of the problems and his judgement is consistently sound and well balanced.</p>	<p>Almost invariably analyses the problems thoroughly. His view is nearly always sound and comprehensive.</p>	<p>Usually analyses the problem adequately and generally takes a sound view.</p>	<p>Often misses the essential point judgement often not sound.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>11 Supervision and control</p> <p>Ability to supervise and control. Skill in maintaining the morale of his staff. Capacity to train, help, advise and handle subordinates.</p>	<p>Successful, efficient and capable supervisor. Runs his organisation smoothly and effectively. Very capable and successful to train, help, advise and to handle his subordinates.</p>	<p>Good supervisor. Runs his organisation reasonably well. Capable to train, help, advise, and to handle his subordinates</p>	<p>Moderate ability to supervise and run the organisation. Ordinary to train, help, advise and to handle his subordinates.</p>	<p>Lacks control over staff and leaves things to his subordinates. Capacity to train, help, advise and to handle subordinates, inadequate.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>12 Quantity and quality of work</p> <p>Quantum of work to be done, quantum actually done and the promptness with which it is done.</p>	<p>Distinguished output of work both in quantity and quality.</p>	<p>Turns out more than adequate volume of work of good quality.</p>	<p>Adequate output and quality</p>	<p>Output and quality regularly insufficient.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>13 Ability to communicate and receptiveness to ideas of others</p>	<p>Exceptionally skilled in conveying ideas in clear, logical and convincing manner. Extremely receptive to ideas of others.</p>	<p>Able to convey ideas in clear logical and convincing manner. Receptive to ideas of others.</p>	<p>Moderate ability to convey ideas and moderately receptive to others ideas.</p>	<p>Lacks ability to convey ideas in clear logical and convincing manner. Not receptive to others ideas.</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>14 Use of delegated powers</p>	<p>Always uses delegated powers and takes responsibility</p>	<p>Generally uses delegated powers</p>	<p>Has to be told to use his delegated powers</p>	<p>Fails to use delegated powers even after being instructed</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>15 Attitudes / achievements in the implementation of programmes Schemes of SCs/STs and prevention of atrocities on them</p>	<p>Extremely alert in tackling the problems of downtrodden</p>	<p>Always takes keen interest in solving the problems of SC / ST</p>	<p>Usually analyses the problems and finds a solution</p>	<p>Fails to solve the problems of SC</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**16 Punishments
Awarded 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(**N**)

If yes,please explain the nature of this problem

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 upto 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 handicaps,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)

Remarks by Reporting Officer:

Signature of Reporting Officer:

PEN:.....

Name:

Designation:

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REMARKS OF THE REVIEWING OFFICER/AUTHORITY

Remarks by Reviewing
Officer/Authority :

Date **20/07/2021**

Signature of Reviewing Officer/Authority:

PEN:

Name:.....

Designation:.....

REMARKS OF THE HIGHER AUTHORITY
(In case where the Secretary is not the reviewing authority)

Date

Signature:.....

PEN:.....

Name:.....

PEN:.....

Name:.....

Designation.....

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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) (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()

If 'Yes' please give details

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

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

Signature of the Reporting Officer :

PEN:

Name:

Designation:

Date

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Remarks of the Reviewing Officer/Authority

Do You agree with the assessment made by the Reporting Officer

Yes()

No()

Signature of the Reviewing Officer/Authority

PEN:

Name:.....

Designation:

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Date



Instructions

1. *Performance Appraisal Form II(A)* is meant for the category of Head Clerks, Junior Superintendent etc. of Non -Secretariat Service.

2. The form will also used for the personnel belonging to the above said categories working in other Departments / Institutions on deputation, Foreign Service conditions, etc, and for „Non-gazetted“ Technical Officers, When this is used for Non- gazetted Technical Officers, the designation of the officers will be typewritten at the top of the forms and against irrelevant columns, the works 'not applicable' will be entered.

3. The form consists of two parts viz : Part I and Part II. The facing sheet of Part I will be got filled up by the reportee. A note on "Self Assessment" should be obtained from the reportee and filed as part of the facing sheet. "Self Assessment" to the context means a brief resume of work done by the Officer reported upon during the period under report bringing out any special achievement of his / her during the period, to be filled by the Officer reported upon. The resume should not exceed three hundred words. The "Self Assessment" given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II is meant for recording the assessment of the Reporting / Reviewing Officer and his signature obtained. Part 11 is meant for recording the assessment of the Reporting / Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as "Secret" and should not be shown to be reportee. This will not be a basis for determining the Officer"s suitability for promotion / appointment to higher posts.

4. Special care should be taken in filling up the Performance Appraisal forms by the Reporting and reviewing Officer.

5. The rating should be done taking into account the individual's actual performance on the job during the period under report.

6. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance.

7. The Reviewing Officer will record his remarks in narrative form in the column provided in the forms. If he finds its necessary to revise the gradings given by the Reporting Officer he will do so, in which case the gradings given by the former will prevail.

8. It is the duty of the Reporting Officers/Reviewing Officers to see that no item in the form is left unfilled.

9. The Reporting Officer in respect of a person in the category of Managers / Senior Superintendents / Financial Assistants / Administrative Assistants / Junior Executive Officers / Senior Executive Officers, etc., shall be his immediate superior under whom he is working and the Reviewing Officer shall be the authority to which he reporting Officer is subordinate.

10. In the case of other categories of Officers like Administrative Officers / Financial Assistants / Financial Officers, Accounts Officers in Regional Offices and Institutions, the immediate Superior Officer concerned will write up the appraisal form / confidential records and the heads of departments shall be the Reviewing Officer.

11. In all other matters, viz disposal of representations received from the reportees, period of writing the report etc., and on matters not covered by these instructions, the procedure laid down in G.O. (P) No. 344/PD. dated 22-8-1966 as amended from time to time will apply.

12. In the case of Joint Secretary to Government working on other duty as Administrative Officer in the State Institute of Encyclopaedic Publications, the Secretary / Special Secretary, Higher Education will be the Reporting Officer and the Chief Minister will be Reviewing Authority.

