**FORM I**

**(See rule-4)**

**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010**

Performance Appraisal Report for the period from **1st April 20.. to 31st March 20..**

**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: \_\_\_\_\_\_ 6.Present post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Date of appointment to present post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
|  |  Name & Designation |  Period worked |
| Reporting Authority |  |  |
| Reviewing Authority |  |  |
| Accepting Authority |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  Period |  Type |  Remarks |
| Earned Leave |  |  |  |
| Earned Leave |  |  |  |

10. **Training Programs attended**

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

11. **Awards/ Honours**

 NIL

12. Details of performance appraisal reports of Officers not written by the Officer

as reporting reviewing authority for the previous year.

 NIL

13. Date of filling the property return for year ending December 2014: **\_\_\_\_\_\_\_\_\_\_\_\_**

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

14. Date of last prescribe medical examination: Not Applicable

(for officers over 40 years of age) (Attach copy of Part ‘C’ of Report).

Date \_\_\_\_\_\_\_\_\_ **Signature on behalf**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Admn /Personnel Department**.

**Section - II - Self Appraisal**

**1. Brief descriptive of duties**

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

**2. Annual work plan and achievement**

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

**3**. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily task or, major systematic improvement (resulting in)

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

(2) Actual achievement refers to achievement against specified deliverables in respect of each task. no explanation for divergences are to be given in this table.

**Significant benefits to the public and / or reduction in time and cost? 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 / publication/ Special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with Cadre controlling Authority remain updated.

**6. Declaration Date**

|  |  |  |
| --- | --- | --- |
| Have you filled your immovable Property Returns, as due. If yes, please mention date. |  |  |
| Have you under gone the prescribed medical checkup? |  |  |
| Have you set annual work plan for all officers for the current year, in respect of which you are the reporting authority? |  |  |

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

**7.(a)** If yes, please indicate order No & date and 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 task 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 officers 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%.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | ReportingAuthority | ReviewingAuthority | Initial of ReviewingAuthority |
| i | Accomplishment of planned work |  |  |  |
| ii | Quality of output |  |  |  |
| iii | Accomplishment of the exceptional work or 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 reviewingAuthority |
| i | Attitude to work |  |  |  |
| ii | Sense of responsibility |  |  |  |
| iii | Overall bearing & personality |  |  |  |
| iv | Emotional Stability |  |  |  |
| v | Communication Skill |  |  |  |
| 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** |  |  |  |

**7**. Assessment of Functional competency (on a scale of **1 – 10** Weightage to this Section will be 30%)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | ReportingAuthority | ReviewingAuthority | Initial of ReviewingAuthority |
| 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 motivate 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 wards) on the Overall qualities of the officer including areas of strengths and lesser strengths and attitude to words weaker section.

**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 Reporting 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 assessment 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 wards) on the overall qualities of the officer including areas strengths and lesser strengths and his attitude towards weaker section.

**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**. Incase 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_