

ANNUAL PERFORMANCE ASSESSMENT REPORT

FORM

Annual Performance Assessment of LIGHTHOUSE KEEPER

FOR

Report for the year/period

**LIGHT HOUSEKEEPER OF PORT OFFICE
U. T. ADMINISTRATION OF DAMAN & DIU**

PART-A

(To be filled by the Administrative Section concerned of the Department/Office)

1. Name of the Officer
Name of the Officer _____

2. Date of Birth (DD/MM/YYYY)

3. Designation of Post held

4. Date of continuous appointment to the present grade

5. Name of the Officer with designation with whom attached during the period under report

6. Period of absence from duty on leave, training, etc.

PART-B

1. Name and designation of the Reporting Officer

2. Name and designation of the Reviewing Officer

Department/Directorate of _____

FORM

Annual Performance Assessment Report of LIGHTHOUSE KEEPER

Report for the year/period

PERSONAL DATA

PART-A

(To be filled the Administrative Section concerned of the Department/Office)

1. Name of the Officer.....
2. Date of Birth (DD/MM/YYYY)...../...../.....
3. Designation of Post held.....
4. Date of continuous appointment
to the present grade Date..... Grade.....
5. Name of the Officer with designation
with whom attached during the period under report
6. Period of absence from duty on leave, training, etc.

PART-1 B

1. Name and designation of the Reporting Officer.....
2. Name and designation of the Reviewing Officer.....

PART-3

(ASSESSMENT BY THE REPORTING OFFICER)

Numeric grading is to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this section would be 40%)

	Numerical Grading by Reporting Authority	Revised Grade by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Ability for routine maintenance of Light house			
ii) Care of the Lighthouse equipments			
iii) Ability to find technical faults and its repair			
Over all Grading on 'Work Output' (1 to vii)/7)			

Signature of the Reporting Officer

Name in block letters

Designation

(During the period of Report)

Place

Date

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Attitude to work			
ii) Intelligence, keenness			
iii) Maintenance of discipline			
iv) Sense of responsibility			
v) Communication skills			
vi) Ability to work in team			
vii) Regularity and Punctuality in attendance			
Overall Grading on 'Personal Attributes' (i to vii)/7)			

The overall grading will be assessed on addition of the mean value of each group of indicators in proportion to weightage assigned.

Signature of the Reviewing Officer

Place :

Name in Block Letters.....

Date:.....

Designation:.....
(During the period of Report)

PART-4 REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3. [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.]

3. In case of disagreement please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC/ST official.

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section-A and Section-B in Part-3 of the report.

[Signature Box]

Signature of the Reviewing Officer

Place :.....

Name in Block Letters.....

Date:.....

Designation:.....
(During the period of Report)