

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

PORT OFFICER (GAZETTED/NON-GAZETTED)

U. T. ADMINISTRATION OF DAMAN & DIU.

PERSONAL DATA

Name of the Officer _____

PART-1A

Report for the year/period _____

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

1. Name of the Officer.....
2. Date of Birth (DD/MM/YYYY).....
(in words).....
3. Date of continuous appointment
to the present grade.....
Date..... Grade.....
4. Post held and date of appointment
There to..... Date.....
5. Period of absence from duty (on training/leave, etc.)
during the period. If he has undergone training specify)

PART-1 B

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

PART-2

(SELF APPRAISAL)

(To be filled in by the Officer reported upon)

(Please read the instruction carefully before filling the entries)

2. Brief description of duties.

3. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (if applicable).
(Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

Signature of officer reported upon

Place

Date

3. (A) Please state briefly the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given. (To be filled if applicable).

Place: _____

Date: _____

Signature of officer reported upon

PART-3 (ASSESSMENT BY THE REPORTING OFFICER)

Numerical 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)

(C) 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) Accomplishment of planned work/ work allotted as per subjects allotted.			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exception work / unforeseen tasks performed.			
Overall Grading on "Work Output"			

(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) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

(C) Assessment of functional competency (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) Knowledge of rules/ regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

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

GENERAL

PART- 4

1. Relations with the public (wherever applicable)
(please comment on the officer's accessibility to the public and responsiveness to their needs)

2. Training
(please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. State of Health

4. Integrity (Please comment on the integrity of the officer)

PART-5 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 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and Part-4(5)).

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

4. 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.

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

Signature of the Reviewing Officer

Place :

Name in Block Letters.....

Date:.....

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

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

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

Signature of the Reporting Officer

Place :.....

Name in Block Letters.....

Date:.....

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