

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

FORM

Annual Performance Assessment Report of SAILOR  
**FOR**

Report for the year/period .....

**SAILOR 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).....  
Date of Birth (DD/MM/YYYY) \_\_\_\_\_

3. Designation of Post held.....  
Report for the year/period \_\_\_\_\_

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-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 to ply the vessel entrusted to him (Faults such as lack of attention / concentration)			
ii) Eye-sight and presence of mind			
iii) Care of the Lighthouse			
iv) Proper watch and ward of Lighthouse.			
v) Proper watch on vessel traffic			
Over all Grading on 'Work Output' (1 to vii)/7			

Signature of the Reporting Officer  
(During the period of Report)

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

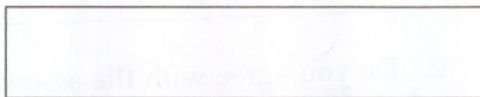
2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3. [In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial 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. Section-B in Part-3 of the report.



Signature of the Reviewing Officer

Place : .....

Name in Block Letters.....

Date:.....

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