

Department/Directorate of \_\_\_\_\_  
FORM  
Annual Performance Assessment Report of Senior Lighthouse Keeper  
Report for the year/period .....  
**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

PERSONAL DATA  
PART-A  
(To be filled the Administrative Section concerned of the Department/Office)  
**SENIOR LIGHTHOUSE KEEPER OF PORT OFFICE, DAMAN  
U. T. ADMINISTRATION OF DAMAN & DIU**

Name of the Officer \_\_\_\_\_  
1. Name of the Officer

Report for the year/period \_\_\_\_\_  
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 Senior 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-2 - SELF APPRAISAL

(To be filled in by the Officer reported upon)

(Please read carefully the instruction before filling the entries)

Brief resume of the work done by you during the year/ period  
from \_\_\_\_\_ to \_\_\_\_\_

(The resume to be furnished should be limited to 100 words)

[Empty box for writing the resume]

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

Please state, briefly, the shortfalls in your input and reasons thereof, if any.

Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Signature of the officer reported upon

### PART-3 - APPRAISAL

1. Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

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2. Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refer 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%)**

	Grading
i) Quality of work	
ii) Level of Technical skill for Light House	
iii) Proper watch on the characteristic of light house and requirement of spare, repairs etc.	
iii) Promptness to put up routine Establishment / Technical matter.	
Overall Grading on 'Work Output' (I to iv/4)	



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

	Grading
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)	

Assessment of functional competency (weightage to this section would be 30%)

	Grading
i) Proficiency and accuracy in Lighthouse work	
ii) Inter-personal relations	
iii) Coordination ability	
iv) Effective, Initiative and tact in over all supervision and maintenance of Lighthouse	
Overall Grading on 'functional Competency' (i to iv)/4)	

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

[Empty box for overall grading assessment]

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 attitudes towards weaker sections.

[Empty box for pen picture]

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

[Empty box for overall numerical grading]

Signature of the Reporting Officer  
Name in Block Letters  
Designation  
(During the period of Report)

Place  
Date

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)

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-III of the Report.

Signature of the Reporting Officer

Place :.....  
Date:.....

Name in Block Letters.....  
Designation:.....  
(During the period of Report)



**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)). [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 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)