

Assessment of Performance for Staff Grade Officers

A. Personal Particulars

01. Name:-

02. Date Of Birth:-

03. Department:-

04. Post:-

05. Date of Appointment for the above Post:-

06. The Officer you report duties to:-

## B. Assessment Plan

Assessment period agreed upon (For one calendar Year Form 1<sup>st</sup> of January to 31<sup>st</sup> December)

Areas which you are held responsible for	Tasks to be achieved / performed during the given year	Precise performance index for each task
a.	a.	Task 3 a
b.	b.	Task 3 b
c.	c.	Task 3 c
d.	d.	Task 3 d
e.	e.	Task 3 e

5. Facilities and resources required to guarantee the performance.

a.

b.

c.

.....  
Name And Post  
of the assessee

.....  
Signature and Date

.....  
Name and post  
of the assessor

.....  
Signature and Date

.....  
Name and post  
of the estimator

.....  
Signature and Date

C. Mid Term Assessment

1. Comments of the assessee on the process of assessment up to this:-
2. Comments of the assessor on the performance of the tasks:-
3. Strategies required for a promotion in the tasks:-  
(If the assessee shows a set back)
4. Amendments for the performance Plan (if there is any):-
5. Reasons for the amendment:-
6. Comments of the estimator:-

.....  
Name And Post  
of the assessee

.....  
Signature and Date

.....  
Name and post  
of the assessor

.....  
Signature and Date

.....  
Name and post  
of the estimator

.....  
Signature and Date

D. Final Assessment (temporary)		E. Final Assessment(Note: Estimator must fill either 1or 3 here)
<p>I. Comments of the assessee on the performance:</p> <p>Task a</p> <p>Task b.</p> <p>Task c.</p> <p>Task d.</p>	<p>I. Comments of the assessor on the performance</p> <p>Task a.</p> <p>Task b</p> <p>Task c</p> <p>Task d</p> <p>3. Assessment (temporary) after considering the comments on the performance by the assessee and the comments given by me and describing verbally the reasons for such comments , I assessee is dissatisfactory/satisfactory/above the average excellent.</p>	<p>I (a) I confirm the mid -term assessment results and</p> <p>(b) The temporary assessment after examining the temporary assessment.</p> <p>2.(a) I confirm the results of the mid - term assessment</p> <p>(b) temporary assessment and</p> <p>(c) The temporary assessment of the assessor after discussing with the assessee in front of the assessor. I amend the temporary assessment of assessor as indicated below</p> <p>Reasons for the amendment:</p>
<p>.....</p> <p>Name And Post of the assessee</p> <p>.....</p> <p>Signature and Date</p>	<p>.....</p> <p>Name And Post of the assessor</p> <p>.....</p> <p>Signature and Date</p>	<p>.....</p> <p>Name And Post of the estimator</p> <p>.....</p> <p>Signature and Date</p>