Emp. Code: _____

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY
NATIONAL INFORMATICS CENTRE

ANNUAL PERFORMANCE REPORT

(For all Scientists of and above the grade of Scientific Officer/Engineer Grade 'SB')

<u>Note</u>: Please ensure that there is no overwriting under any column.

PART - I

PERSONAL DATA

1. Name _____

2. Period of Report _____ From _____ To _____

3. Date of Joining _____

4. Designation _____

5. Date of appointment to the present grade _____

6. Present Pay Scale _____ Present Basic Pay _____

7. Period of absence from duty (On leave, training etc. during the period under report. If undergone training, please specify) _____

   _____

   _____

   _____

   _____

8. Academic Qualifications _____

PART - II

SELF-APPRAISAL REPORT

(To be filled in by the Officer Reported upon)

1.   Name of the Group/Division to which the officer was assigned during the year

_____

_____

2.   Area of activities assigned (including number of projects assigned to you)

_____

_____

3.   Summary of the projects completed during the year

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Please use additional sheet if necessary, not exceeding two sheets)

4.   Any other major activities

_____

_____

_____

_____

_____

5.   Significant achievements and contribution

_____

_____

_____

_____

6.   Please state briefly any bottlenecks or constraints which might have affected your professional productivity and suggestions to remove the same

_____

_____

_____

_____

_____

_____

_____

Date : _____   (Signature)

PART - III

ASSESSMENT BY THE REPORTING OFFICER

Name of the officer whose CR is being assessed _____

Designation _____

Length of Service under
the Reporting Officer _____Year(s) _____Month(s)

A.   Assessment of personality

	Grade	Remarks

1.   Professional
      Knowledge :

      (i)   Depth

      (ii) Breadth

      (iii) Capability to upgrade

2.   Degree of perception
      & Conceptualisation

3.   Analytical Ability

4.   Self-confidence

5.   Technical Coordination

6.   Communication skill

      (i)   Oral

      (i)   In writing

7.   Objectivity

	Grade	Remarks

8. Administrative judgment and foresight

9. Organisational ability

10. Initiative

11. Dependability

12. Sense of Responsibility

13. Human Relations

14. Integrity

Overall Grade:

A+ (Outstanding)	A (Very Good)	B+ (Good)	B (Average)	C (Poor)

(Tick the appropriate Grade and Initial)

B. General Performance

1. Please comment on "Self Appraisal Report" submitted by the officer in Part II and state whether you agree with the details therein. In particular, please indicate whether you agree with the bottlenecks and constraints mentioned by the officer. If so, what steps would you like to suggest to reduce/eliminate the same in order to improve overall productivity of the officer.

_____

_____

_____

_____

_____

_____

_____

2. Any other general remarks/special attributes of the officer about which you may like to make a special mention

_____

_____

_____

_____

_____

3. Any adverse remarks/weak points of the officer. Also indicate whether these were communicated to the officer. If so, when and whether any improvement has been noticed in the performance of the officer as a result of this communication.

_____

_____

_____

_____

4. Recommendations
   [Please tick mark (✔) any one]

   Deserves incentive for outstanding performance   [   ]

   Fit for Retention   [   ]

   Needs to be guided for improving performance   [   ]

   Not fit for retention   [   ]

(Signature of Reporting Officer)

Name _____
(in Block letters)

Date :   Designation _____

PART - IV

REPORT OF THE REVIEWING OFFICER

1.   Do you agree with the assessment given by the Reporting Officer? Please indicate
        whether you would like to modify or add anything to this report :

        _____

        _____

        _____

        _____

        _____

        _____

2.   What action would you like to take on the recommendation of the Reporting Officer
        in column 4 of Part III(B).

        _____

        _____

        _____

        _____

        _____

(Signature)

Name _____
                    (in Block letters)

Date :   Designation _____