

**Performance Appraisal Form for Public Servants  
and Employees of Corporations / Statutory Boards / Government owned Companies  
(Individual Performance)**

1.	Organization	
2.	Division / Branch / Section	
3.	Location	
4.	Period of Appraisal	From. .... to. ....

**Part - I  
Basic Information - (Appraisee to Complete)**

5.	Name	
6.	Date of Birth	
7.	a. Current Service & Class / Grade b. Date of appointment to Class / Grade	
8.	Current Post	
9.	Date of Appointment to the Current Post	
10.	Leave: No of Days (Previous Year)	(a) Total Entitled: <input type="text"/> (b) Total Taken: <input type="text"/> (c) Total on unauthorized No Pay: <input type="text"/>
11.	Disciplinary (Previous year)	(a) No. of Warnings <input type="text"/> (b) No. of Punishments : Minor <input type="text"/> Major <input type="text"/>
12.	Commendations arising from outstanding performance	(a) No. of Commendations <input type="text"/>

Certified as Correct

Signature of the Appraisee

Signature of Officer In charge of the  
Administration/Human Resources Management

Date :

Date :

## PART II

### 13. Agreed & Assigned Functions, Activities and Targets (Appraisee and Immediate Supervisor to Complete)

Agreed Functions  1	Agreed Key Activities  2	Time Targets (Where applicable) 3		Measurable Targets (Where applicable) 4	
		Mid Term	Final	Mid Term	Final
Function No. 1	1.1				
	1.2				
	1.3				
	1.4				
	1.5				
Function No. 2	2.1				
	2.2				
	2.3				
	2.4				
	2.5				
Function No. 3	3.1				
	3.2				
	3.3				
	3.4				
	3.5				

Agreed.

Signature of the Appraisee  
Date:

Signature of Immediate Supervisor  
Date:

### 14. Performance Appraisal

Performance Evaluation Score (70% of 100)

(To be filled jointly by Appraiser and Appraisee)

1	Key Activities 2	Agreed Weight % 3	Agreed Target 4		Achieved 5		% Achievement 6		Degree of Achievement % (3 X 6) 7		Degree of Achievement awarded by the Panel (If necessary) 8
			Mid Term	Final	Mid Term	Final	Mid Term	Final	Mid Term	Final	
1.1											
1.2											
1.3											
1.4											
1.5											
2.1											
2.2											
2.3											
2.4											
2.5											
3.1											
3.2											
3.3											
3.4											
3.5											
	Total	100									
Final score to be carried forward to Part IV Serial No 17 to be worked out by multiplying the total at column 7/8 above by 0.7											
Degree of achievement X 0.7											

Mid Term appraisal

Agreed.

Certified as Correct.

Signature of the Appraisee

Date:

Signature of the Appraiser

Date:

Final Appraisal

Agreed.

Certified as Correct.

Signature of the Appraisee

Date:

Signature of the Appraiser

Date:

## PART – III

### Competency Score

(To be completed by Supervisory Officer Final evaluation by the panel after the random Interview)

#### Degree of Qualities and Skills (30% of 100)

- 4. Very good      3. Good**  
**2. Fair            1. Poor**  
**NA. Not Applicable**

15	Personal Qualities & Skills	Mid Term					Final					Panel Appraisal
<b>15.1</b>	<b>Personal</b>											
1	Attitude (Positive/Negative)	4	3	2	1	NA	4	3	2	1	NA	
2	Knowledge in the Area /Field of Work	4	3	2	1	NA	4	3	2	1	NA	
3	Ability to work under Pressure	4	3	2	1	NA	4	3	2	1	NA	
4	Adaptability/Flexibility	4	3	2	1	NA	4	3	2	1	NA	
5	Innovation	4	3	2	1	NA	4	3	2	1	NA	
6	Creativity	4	3	2	1	NA	4	3	2	1	NA	
7	Computer Skills	4	3	2	1	NA	4	3	2	1	NA	
<b>15.2</b>	<b>Inter Personal</b>											
8	Working with Subordinates	4	3	2	1	NA	4	3	2	1	NA	
9	Working with Superiors	4	3	2	1	NA	4	3	2	1	NA	
10	Working with Colleagues	4	3	2	1	NA	4	3	2	1	NA	
11	Working with General Public/ Beneficiaries/ Customers/Suppliers	4	3	2	1	NA	4	3	2	1	NA	
12	Negotiation /Persuasion Skills	4	3	2	1	NA	4	3	2	1	NA	
13	Cross Cultural Awareness	4	3	2	1	NA	4	3	2	1	NA	
<b>15.3</b>	<b>Managing Tasks</b>	4	3	2	1	NA	4	3	2	1	NA	
14	Policy Making	4	3	2	1	NA	4	3	2	1	NA	
15	Project Planning, Implementation & Control	4	3	2	1	NA	4	3	2	1	NA	
16	Disaster Management (Natural/Man-Made)	4	3	2	1	NA	4	3	2	1	NA	
17	Control of Cost	4	3	2	1	NA	4	3	2	1	NA	
18	Control of Quality	4	3	2	1	NA	4	3	2	1	NA	
19	Decision Making /Problem Solving	4	3	2	1	NA	4	3	2	1	NA	
20	Creating / Maintaining Standards	4	3	2	1	NA	4	3	2	1	NA	
21	Time Management	4	3	2	1	NA	4	3	2	1	NA	
<b>15.4</b>	<b>Communication Skills</b>											
22	Listening	4	3	2	1	NA	4	3	2	1	NA	
23	Written Communication	4	3	2	1	NA	4	3	2	1	NA	
24	Verbal Communication	4	3	2	1	NA	4	3	2	1	NA	
25	Presentation	4	3	2	1	NA	4	3	2	1	NA	
26	Ability to work in other languages	4	3	2	1	NA	4	3	2	1	NA	
<b>15.5</b>	<b>Leadership Skills</b>											
27	Handling of Power and Managing Grievances	4	3	2	1	NA	4	3	2	1	NA	
28	Risk Taking	4	3	2	1	NA	4	3	2	1	NA	
29	Change Management	4	3	2	1	NA	4	3	2	1	NA	
30	Strategic Planning	4	3	2	1	NA	4	3	2	1	NA	

31	Judgment	4	3	2	1	NA		4	3	2	1	NA	
32	Ingenuity	4	3	2	1	NA		4	3	2	1	NA	
33	Global Awareness	4	3	2	1	NA		4	3	2	1	NA	
34	Leading Ability	4	3	2	1	NA		4	3	2	1	NA	
<b>15.6</b>	<b>Supervisory</b>												
35	Counseling	4	3	2	1	NA		4	3	2	1	NA	
36	Coaching	4	3	2	1	NA		4	3	2	1	NA	
37	Delegating Functions and Responsibilities	4	3	2	1	NA		4	3	2	1	NA	
38	Motivating Others	4	3	2	1	NA		4	3	2	1	NA	
39	Creating Team Spirit	4	3	2	1	NA		4	3	2	1	NA	
40	Appraising	4	3	2	1	NA		4	3	2	1	NA	

### 16. Competency Score (30% of 100)

No. of attributes considered		Total highest rating (Highest rating (4) x No. of attributes)		Total ratings earned		Earned ratings as a % Column 3 ----- X 100 Column 2 4		Competency Score (Column 4 x 0.3)	
1		2		3		4		5	
Mid Term	Final	Mid Term	Final	Mid Term	Final	Mid Term	Final	Mid Term	Final

Mid Term

Final

Signature of the Appraiser

Signature of the Appraiser

Date:

Date

Note: Panel to select few "Qualities & Skills" on random basis and lead questions at the interview to form a general idea about the Appraisee. Marks should be awarded for selected Qualities and Skills only.

### PART - IV

### 17. Final Appraisal

Summary of Score	Score %	
	Mid Term	Final
Performance Appraisal Score 70% (Serial No.14 above)		
Competency Score 30% (Serial No. 16 above)		
<b>Total Score 100%</b>		

## PART V

(Appraisee and Head of the Institution / Human Resources Division to Complete)

A total of 6 marks can be awarded as follows. The aggregate marks awarded to the employee at the final appraisal will be enhanced at the rate of 0.25% on each 1 mark obtained within these 6 marks.

<b>18. Special Achievements During the Period of Appraisal (Applicable only for final appraisal at the end of the year.)</b>				
	Area	Impact	Total Marks to be Awarded	Total Marks Earned
18.1	Inventions (Applicable only once, at the time of achievement)		Maximum 3 marks	
	a. Relevant field		2	
	b. General		1	
18.2	Additional Professional / Educational qualifications (Not required by Scheme of Recruitment / Promotion. Applicable only once, at the time of achievement)		Maximum 3 marks	
	a. Diploma (1 year and above)		1	
	b. Degree or equivalent		2	
	c. Post graduate		3	
18.3	Total Marks		6	

**Note:** Details to be filled by the Appraisee. Head of the Organization to award marks in consultation with the Appraisee

### **19. Leave and Punishments During the Period of Appraisal (Applicable only for final appraisal at the end of the year.)**

A total of 10 marks on the following basis

- a. No pay leave (unauthorized): Maximum 5 at the rate of 1 for each 3 days or part of it.
- b. Punishments: Maximum 5 marks
  - i. Minor (Ecode XLVIII –24.2) 2 marks
  - ii. Major (Ecode XLVIII –24.3.6) 5 marks

The aggregate marks awarded to the employee at final appraisal will be reduced at the rate of 0.25% on each 1 mark within the above 10 marks.

Leave & Punishments	No. of days / Punishments	Total marks	Number of marks
On no pay		Maximum 5	
Punishments		Maximum 5	
a. Minor		2	
b. Major		5	
Total marks		10	

## 20. Merit / Demerit Points earned at the overall performance as indicated in Form A

### 20.1 Enhancement Factor (Merit)

Organisational Performance 1	Factor for multiplication of the Performance Appraisal Score (PAS) (Serial No. 14) 2	PAS (Serial No. 14) 3	Merit Points + (2x3) 4
100%	0.03		
101 – 105 %	0.04		
106 – 110%	0.05		
111 – 115%	0.06		
116 – 120%	0.07		
121% and above	0.08		

### 20.2 Reduction Factor (Demerit)

Organisational Performance 1	Method of calculating marks to be reduced 2	PAS (Serial No. 14) 3	Demerit Points – 4
99 – 95%	1 for the maximum 70. Add 0.1 for each 1% reduction of PAS from 70.		
94 – 90%	1.5 for the maximum 70. Add 0.1 for each 1% reduction of PAS from 70.		
89 – 85%	2 for the maximum 70. Add 0.1 for each 1% reduction of PAS from 70.		
84 – 80%	2.5 for the maximum 70. Add 0.1 for each 1% reduction of PAS from 70.		
79 and below	3 for the maximum 70. Add 0.1 for each 1% reduction of PAS from 70.		

## PART VI

### 21. Ultimate Total

	Mid Term	Final
Final appraisal total (Serial No.17 above)		
Add Special Achievement total (If any) (Serial No. 18 above)	Not Applicable	
Total Score		
Deduct No Pay Leave / Punishments total (If any) (Serial No.19 above)	Not Applicable	
Add Merit score (Serial No. 20.1)	Not Applicable	
Deduct Demerit score (Serial No. 20.2)	Not Applicable	
Ultimate Total (Final)		

Grading for achievements are given below.

Below average	Average	Above Average	Excellent
less than 50%	50% and above - less than 70%	70% and above - less than 85%	85% and above

**22. Recommendations of the Moderator / Moderator Panel**

22.1	Final Grading of the Performance of Appraisee	Excellent/Above Average /Average/Below Average
22.2	Annual Increments	
22.3	Promotion	
22.4	Bonus Payments (In respect Corporation)	
22.5	Awards/Rewards (where applicable)	
22.6	Transfers	
22.7	Extension of Service	
22.8	Training Opportunities	
22.9	Improvement of Performance	
22.10	Any Other Comments	

**Members of the Moderator / Moderator Panel**

Name: .....  
 Designation: .....  
 Signature: .....  
 Date: .....

**PART VII**

**Final Approval /Order** (By Head of the Organization / Delegated Authority)

23.	<b>Final Approval/Order</b>	
23.1	Annual Increments	
23.2	Promotion	
23.3	Bonus Payment (In respect Corporation)	
23.4	Awards/Rewards	
23.5	Transfers	
23.6	Extension of Service	
23.7	Training Opportunities	
23.8	Improvement of Performance	
23.9	No-Pay Leave Remedy	
23.10	Any Other Comments	

Name: .....  
 Designation: .....  
 Signature: .....  
 Date: .....