

**Performance Appraisal Form for Public Servants
and Corporations /Statutory Boards - TEMPLATE
(Individual Performance)**

Guide Lines

1. Objectives

- 1.1 Improve the productivity and efficiency of public Servants and employees of Public Corporations/ Statutory Boards.
- 1.2 Grant Annual Increments, Bonus Payments, Awards/Rewards, Promotions, Transfers, Extension of Service, Training opportunities and Improvement of Performance
- 1.3 Grant Awards/Rewards for special achievements/Inventions.
- 1.4 Improve the personal qualities, skills and knowledge of below average level performers.

2 Period

Performance Appraisal should be done on an annual basis. (January to December or Half yearly basis)

3 Participants of Performance Appraisal

3.1 Appraisee

A permanent or Probation Public Servant/Employee of the Organization / Institution , whose performance is appraised.

3.2 Officer In charge of the Administration/Human resources

The staff officer, in charge of establishment matters.

3.3 Immediate Supervisor

The staff officer, who immediately supervises the Appraisee.

3.4 Panel of Appraisers

The panel of 03 staff officers, should be appointed by the Head of the Organization/Institution for the appraisal of performances of the relevant category of Staff/Employees of the organization/Institution. One of the members should be appointed as the Chairman of the Panel. Few Panels could be appointed as and when required for appraisal of various levels of Staff/Employees. Seniority shall be maintained when appointing the members of the panel by taking in to the consideration of the seniority of the Appraisee

The Chief Executive Officer/ Head of the Organization should chair the Panel of Appraisers, which appraises the performance of the Senior Managers. Even the managers, if necessity arises

The Appraisal Interview conducted by the panel is compulsory for all categories of Staff/Employees of the Organization/Institution.

3.5 Head of the Institution

Chief Executive Officer (CEO) of the Organization /Institution

3.6 Responsibility of all the Participants of Performance Appraisal

All the Permanent/Probation Staff/Employees, working in the Organization /Institution should be appraised on an annual basis or half yearly basis with in a specific time period .

The Participants are expected to perform impartially and maintain the highest degree of integrity in their assessment.

4. Filling of the Form

4.1 Serial No. 1 to 4 & 5 to 12 (Part -1)

- (a) Appraisee to fill and sign.
- (b) Certification by the officer Incharge of Administration/Human Resources Development.

4.2 Serial No. 13 & 14 (Part – II)

- (a) Appraisee to fill in consultation with the Immediate Supervisory Officer and sign by both parties. It is suggested to assign agreed Functions, Activities and Targets in writing before commencement of the duties.
- (b) Award of Marks is the responsibility of the Immediate Supervisory officer. The marks should be awarded in the presence of Appraisee

5. Serial No. 15 (Part III)

- (a) Appraisee to fill and sign
- (b) Certification and award of marks by the head of the Institution in the presence of Appraisee.

6. **Serial No. 16 (Part - IV) –**

- (a) Supervisory Officer to award marks and enter in the cage: "Total Marks Awarded by the Sup. Officer "and sign.
- (b) The panel to select few Qualities and Skills on random basis and lead questions at the interview to form a general idea about the Appraiser. Marks should be awarded for selected Qualities and Skills only. Enter the marks in the cage:" Final Marks Awarded by the panel.
- (c) Enter the "Total Marks Awarded by the panel". The "Total Marks Awarded by the Sup. Officer. " should be revised by the panel either by adding or reducing based on the marks awarded by them.

Note: Description of each Quality and Ability is annexed. (Annex -1)

7. **Serial No. 17,18 & 19 (Part – V)**

The Panel to complete all the charges.

- (a). The Panel to interview the Appraiser and assess the marks awarded by supervising officers/ Heads of Institutions under Serial No's. 14,15 & 16 only

(c) Determination of Total marks to be awarded and "Total Marks Awarded"

Take only the number of qualities & Activities , which has been awarded the marks and multiply it by the maximum marks for each item for determination of "total marks to be Awarded." & Total Marks Awarded'

e.g.	Activity	Total Marks to be Awarded (each)		Total Marks Awarded by the Sup. Officer
	1.1 -	10	-	06
	1.2 -	NIL	-	NIL
	1.3 -	<u>10</u>	-	<u>02</u>
	Total	20		08
		===		===

"Total Marks to be Awarded " is 20 marks. The marks Awarded by the Supervisory Officer is 08. Take the marks of the other categories also in the similar manner.

(c) "Total Marks to be Deducted"

- (i) Deduct 10 Marks per day. for unauthorized No-pay leave.
 - (ii) Deduct 10 Marks for each punishment.
- The total deducted marks should be entered in the cage: "total Marks to be deducted /Total marks Deducted".

(d) "Final Total Marks Awarded."

After the deduction of marks from awarded total marks and enter the Final Marks Awarded by the panel in relevant cages.

(e) " Average Final Marks"

Calculate the average Final Marks as given below and enter it in the relevant cage.

$$\frac{\text{Final Total Marks Awarded}}{\text{Final Total marks to be awarded}}$$

$\frac{_}{\text{by 100}} = \% \\ \text{=====}$

8. Serial No. 20 (Part -V)

(a) To be filled by the panel.

Final Grading of the Appraisee.: Based on the "Average Final Marks" make the grading of the Appraisee on the following basis.

Excellent	-	80%	-	100%
Above Average	-	70%	-	84%
Average	-	50%	-	69%
Below Average	-	01%	-	49%

(c) Make necessary recommendations on the appropriate cages only.

9. Serial No. 21 - Final Approval /Order – (Part – VI)

To be filled by Head of the Organization/Moderator based on the recommendations made by the panel.

10. Comments

Comments on specific areas relevant to the Appraisee should be made by the panel and the Head of the Organization /Moderator for implementation.

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05.01.2007

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