

**Quarterly Self Appraisal and assessment by the Reporting Officer**  
**(For optional use in case of Group 'A' Staff)**

Quarter: 1 / 2 / 3 / 4 (Please tick one)

FOR THE PERIOD (Mention dates): FROM TO

**1. Personal Details**

Name in Full : Mr./Ms.

Employee Code:

Father's Name :

Designation :

School/Section :

**Demonstrated Performance** (Please see page No. 1 for guidelines. \*Additional justification must be given, if the rating is **9 and above** or **3 and below**. Include additional sheet (if necessary))

**D-1 WORK COMPETENCE**

S. No.	Attributes	Self assessment		Reviewing officer	
		Rating/10	Remarks*	Rating/10	Remarks*
D1-1	Professional /Technical knowledge				
D1-2	Knowledge of administrative procedures				
D1-3	Planning /Organization				
D1-4	Receptivity to new ideas				
D1-5	Work Output				
D1-6	Promptness in work				
D1-7	Quality of work				
D1-8	Innovation				
D1-9	Written Communication				
D1-10	Oral Communication				
<b>Average score out of 10 = (Sum of D1-1 to D1-10) ÷ 10</b>					

Justification (if applicable):

**D-2 SUPERVISORY COMPETENCE**

S. No.	Attributes	Self assessment		Reviewing officer	
		Rating/10	Remarks*	Rating/10	Remarks*
D2-1	Delegation				
D2-2	Resolving of Conflicts/differences				
D2-3	Motivating the subordinates				
D2-4	Monitoring quality & timely				
D2-5	Ability to train subordinates				
<b>Average score out of 10 = Sum of D1-1 to D1-5) ÷ 5</b>					

Justification (if applicable):

**D-3 PERSONAL CHARACTERISTICS**

S. No.	Attributes	Self assessment		Reviewing officer	
		Rating/10	Remarks*	Rating/10	Remarks*
<b>S. No.</b>	<b>Attributes</b>				
D3-1	Leadership				
D3-2	Initiative /Drive				
D3-3	Integrity				
D3-4	Relations with superiors				
D3-5	Relations with colleagues				
D3-6	Relations with subordinates				
D3-7	Maturity /Stability				
D3-8	Attitude to serve				
D3-9	Commitment to the Institute				
<b>Average score out of 10 = (Sum of D1-1 to D1-9) ÷ 9</b>					

Justification (if applicable:

3. Exemplary proactive initiative taken by the assessee (if any) :

**3a.** Overall Assessment score out of 10 (D1 + D2 + D3) / 3 :

**3b.** Overall rating (**Exceptional/Outstanding/Excellent/Very Good/Good/satisfactory/Marginal/Poor**)

Signature of the Employee

Place : .....

Date : .....

Signature of Reporting Officer

Name .....

Designation.....