

Quarterly Self Appraisal and assessment by the Reporting Officer, Section - D
(For optional use in case of Group 'B' & 'C' 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 :

2. **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)

S. No	Attribute	Self assessment		Reporting officer	
		Rating/10	Remark (if any)	Rating/10	Remark (if any)
D2-1	Output of Work				
D2 -2	Quality of Work				
D2-3	Knowledge of administrative procedures /technical aspects				
D2-4	Punctuality				
D2-5	Reliability/ Trustworthiness				
D2-6	Initiative and Tact				
D2-7	Ability to handle difficult case/job				
D2-8	Receptivity of ideas				
D2-9	Relationship with fellow workers and Subordinate(s)				
D2-10	Relationship with Superiors				
D2-11	Relationship with students/others				
Average score out of 10 = Sum of D2-1 to D2-11 / 11					

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

3a. Overall Assessment score out of 10 from B1:

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

Signature of the Employee

Signature of Reporting Officer

Place :

Name

Date :

Designation.....