

Confidential

GOVERNMENT OF JAMMU AND KASHMIR



**Annual Performance Report
for
Officers**

Department/Office _____

Report for the year/period ending _____

Name of the Officer _____

Designation _____

Part—I

Personal Data

(To be filled in by the Department/Office)

1.1	Service Code :	
1.2	Individual's Computer Code :	
1.3	Name of the Officer :	
1.4	Designation :	
1.5	Date of Birth :	
1.6	Grade :	
1.7	Date of continuous appointment in the present grade :	
1.8	Present Post :	
1.9	Date of appointment to present post :	
1.10	Period of absence from duty on leave, training, etc. during the year :	
1.11	Date of filling the Annual Property Returns, indicating the Department from where the return was filed :	
1.12	Qualification : (a) Academic : (b) Professional .	

Part—II

(To be filled in by the Officer reported upon. Please read carefully the instructions given at the end of the form before filling the entries)

2.1 (a) Brief description of duties

(b) Please specify the quantitative/financial targets/objections set yourself or that were set for you in respect of eight to ten times of work, in order of priority, and your achievements against each target. In respect of officer connected with Public Distribution System, he should indicate supplies made available to farflung/bad pocket/areas falling within his jurisdiction ; targets, achievements in PDS for below poverty line vis a vis general support.

Targets	Achievements

(c) Please indicate the number of days/nights spent on :

Activity	Days	Nights
(a) Tours		
(b) Attending public grievances and redressal thereof		

- 2.2 (a) Please state briefly the shortfalls with reference to the targets/objectives referred to the Column 2. Please specify constraints, if any, in achieving the targets.

- (b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

Dated :
Station :

Signature of the Officer
(Reported upon with date)

Part—III

(To be filled in by the initiating officer. Please read carefully the instructions given at the end of the form before filling the entries).

- 3.1 (a) **Nature and quality of work :**

Please comment on Part-II as filled out by the officer and specifically state whether you agree with the answer relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objects.

(b) **Quality of Output :**

Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

	Sphere of appraisal	Outstanding	Very Good	Good	Average	Below Average
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3.2 **Knowledge :**

- (a) Of functions
- (b) Relating to rules

3.3 Knowledge about usage of Computer

3.4 **Attributes :**

- (a) Attitude to work
- (b) Decision making ability
- (c) Initiative
- (d) Promptness
- (e) Ability to inspire and motivate
- (f) Communication skill (written and oral)
- (g) Inter-personal relations and team work
- (h) Relation with the Public
 - (i) Accessibility
 - (ii) Responsiveness
- (i) Attitude towards Scheduled Castes/Tribes/Weaker Sections

3.5 (a) **Managerial ability :**

- (b) Ability for planning in perspective
- (c) Supervisory ability
- (d) Coordination ability

3.6 **Aptitude and potential :**

A. Please indicate three fields of work assigning 1, 2, 3 against three appropriate boxes.

(a) Personnel Administration	
(b) Law and Order	
(c) Financial Administration	
(d) Agriculture and Rural Development	
(e) Social/Educational Services	
(f) Planning	
(g) Commercial/Industrial Administration	
(h) Any other field (please specify)	

B. Please indicate, paper presented/published, if any.

Part-IV (A)

General

4.1	State of Health :	
4.2	Integrity : Please give an overall assessment of the Officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.	
4.3	General assessment : Please give an overall assessment of the Officer with reference to his/her strength and shortcomings.	

4.4	Grading : (An officer should not be graded outstanding unless exceptional qualities and performance has been noticed. Grounds for giving such a grading should be clearly brought out).	Outstanding. Very good. Good. Average. Below average.
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Place _____ Signature _____

Date _____ Name in Block Letters _____

Designation of Initiating Officer _____
(During the period of Report).

Part-IV (B)

Remarks of IInd Initiating Officer, where prescribed

4.5 Please Comment Upon :

(a) Planning ability of the officer reported upon ;

(b) Financial administration ;

(c) Personal management ;

(d) Technical capability/skillfulness in his functioning ;

(e) Inclination towards upgradation of skills and adoption of latest trends.

Part-V (A)

Remarks of the Reviewing Authority.

5.1 Length of service under the Reviewing Authority.

5.2 Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material ?

5.3 Do you agree with the assessment of the officer given by the reporting authority ?

(In case of disagreement, please specify the reasons : Is there anything you wish to modify or add ?)

5.4 General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer including the grading.

5.5 Has the officer any special characteristics and or any abilities which would justify his/her selection for special assignment or/out of turn promotion ? if so specify.

Place : Signature of the Reviewing Authority
Date : Name in block letters
Designation
(During the period of Report)

5.6 (B) Remarks of the IInd Reviewing Authority Where Prescribed :

Place : Signature of the IInd Reviewing Authority
Date : Name in block letters
Designation
(During the period of Report)

PART-VI

Remarks of the Accepting Authority
(i.e. next superior authority)

Place : Signature of the Accepting Authority
Date : Name in block letters
Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraised through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realise his/her true potential. It is not meant to be a fault-finding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcoming in performance, attitude or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and for devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the Higher Authority.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at commencement of the reporting year i.e. April. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be

assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.

8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraiser's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note :

The following procedure should be followed in filling up the column relating to integrity :—

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under :
 - (a) A separate note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officers's integrity should be

certified and an entry made accordingly in the Confidential Report.

- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- (d) If as a result of the follow up action the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.