12.01 The format comprises of two parts; part (I) covers the information about the appraisee in the form of a basic data and part (II) covers the appraisal of the appraisee. Part-I is to be filled in by the officer-in-charge of the Personnel Department and is useful for knowing the age, qualifications, postings and training and development needs. Part-II is to be filled in by the reporting officer (his immediate superior officer), by the reviewing officer (officer supervisor to the superior officer), and by the senior officer (who can be the Departmental Head or another Senior Officer/Chief Executive). The Part-II is designed in such a manner to bring out all required attributes and these are assigned marks by the three evaluating officers thus bringing maximum objectivity and quantified accuracy. The appraisee gets accurately placed relative to the other appraisees in the organisation. The demand of bias is eliminated because of evaluation by three different officers and their evaluations are given different weightages commensurate with their interface with the appraisee. Introduction of quantification in the appraisal format is the novel
approach in the Semi-Government organisations and will go a long way to eliminate the doubts, fears and anxieties in the minds of appraisees and appraisers.
12.02 **Recommended format Part-I.**

**ANNUAL APPRAISAL REPORT**

**FOR THE PERIOD 1-4-19... TO 31-3-19...**

**PART-I**

(1) Name in full:
   (Capital letters)
(2) Date of birth:
(3) Age as on 31-3-19...:
(4) Qualifications:
(5) Total service (if any) before entering in the present organisation. Indicate work purview with designations:
(6) Date of entry in the organisation:
(7) Total service in the organisation:
(8) Present post held:
(9) Duration of present post held:
(10) Immediate previous post held:
(11) Duration of immediate previous post:
(12) Training attended so far
   (a) in the organisation
   (b) outside the organisation in the country
(13) Foreign training attended so far:
(14) Foreign tours (if any) for works so far:
(15) Details of deputations (if any) to other organisations:

(16) Disciplinary actions taken so far (if any):

(17) Punishments awarded so far (if any):

(18) Merit certificates/prizes awarded so far (if any):

Remarks of the Reporting Officer regarding Training and Development needs of the appraisee:

(1) Whether the appraisee needs further training in any area? If yes, in which area?

(2) Whether the appraisee needs to be transferred to any other section (Reasons for such transfer to be mentioned)

Reporting Officer
12.03 Recommended format Part-II.

**PART-II**

*The reporting officer, reviewing officer and the senior officer have to assign the marks to the attributes as given below.*

| If the appraisee is excellent | 4 marks |
| If the appraisee is Very good | 3 marks |
| If the appraisee is Good | 2 marks |
| If the appraisee is Average | 1 mark |
| If the appraisee is Below average | 0 mark |

**PERSONAL QUALITIES**

<table>
<thead>
<tr>
<th></th>
<th>Reporting officer</th>
<th>Reviewing officer</th>
<th>Senior officer</th>
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</thead>
<tbody>
<tr>
<td>1. Personality</td>
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<td>2. Intelligence</td>
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<td>3. Behaviour with superiors</td>
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<td>4. Behaviour with subordinates</td>
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<td>5. Judgement</td>
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<td>6. Initiative and Drive</td>
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<td>7. Leadership</td>
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<td>8. Attendance to duties</td>
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<td>9. Ability to improve on shortcomings</td>
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<td>10. Creativity</td>
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<td>11. Physical fitness</td>
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<tr>
<td>12. Readiness to take challenges</td>
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</table>
13. Dependability:

PROFESSIONAL ABILITIES

1. Job knowledge:
2. Quality of work:
3. Ability to tackle emergencies:
4. Ability to handle industrial relations:
5. Cost consciousness:
6. Achievement of physical and financial targets:
7. Ability in communication:
8. Ability to conduct meetings:
9. Ability to prepare reports and make presentations:
10. Managerial ability:

GENERAL REMARKS

1. Interest in work:
2. Relations with public and outsiders:
3. Interest in extra curricular activities:
4. Integrity:
5. Moral reputation:
6. Ability to establish rapport:
7. Ability to gather information:

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<thead>
<tr>
<th>Reporting officer</th>
<th>Reviewing officer</th>
<th>Senior officer</th>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>Total converted to 100</strong> (multiply by 5/6)</td>
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<td>( )</td>
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<tr>
<td><strong>Marks for final assessment 50%, 30% and 20% respectively</strong></td>
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</table>

- **TOTAL MARKS SECURED**
The recommended appraisal format is helpful:

(i) to evaluate the performance of the officer on his present job,
(ii) to promote objectivity in evaluation,
(iii) to determine steps to be taken to improve his performance on the present job,
(iv) to consider appraisee's potential for promotion
(v) to evaluate appraisee's value to the organisation as compared to others,
(vi) to consider appraisee's suitability for different types of assignments,
(vii) to identify unsatisfactory persons for demotion and even for terminations,
(viii) to recognise contribution of the appraisee,
(ix) to make inventories of talent within the organisation for purpose of organisational and personnel planning,
(x) to help discover growth potential and provide supportive opportunities,
(xi) to know where the appraisee gets placed relatively in the organisation.