



## Part I - SELF-ASSESSMENT REPORT BY THE EMPLOYEE

(To be filled by the Employee)

For the Period /

PF No. \_\_\_\_\_

ID Card No. \_\_\_\_\_

1. Full Name ( \_\_\_\_\_ )
2. Designation/Post held ( \_\_\_\_\_ )
3. Section/Dept./Unit ( \_\_\_\_\_ )
4. Brief description of duties ( \_\_\_\_\_ )
5. Any additional qualifications achieved during the period of this report ( \_\_\_\_\_ )
6. Brief resume of the work done during the year/period bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reason. (The resume is to be furnished within the space provided) ( \_\_\_\_\_ )
7. Any significant additional achievements made in addition to those mentioned in item 4 above through your own initiative and innovativeness. ( \_\_\_\_\_ )
8. Training programs attended, if any ( \_\_\_\_\_ )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## PART II - ASSESSMENT BY THE REPORTING OFFICER

(To be filled by the Reporting Officer)

1. Does the reporting officer agree with the statement made in Part-I; if not, the extent of disagreement and reasons there for (क्या आख्या अधिकारी भाग-1 में दिए गए विवरण से सहमत है? यदि नहीं, तो उसके लिए असहमति की सीमा एवं कारण) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. State of health (स्वस्थ की स्थिति): \_\_\_\_\_
3. General Intelligence and keenness to learn (सामान्य बुद्धि एवं सिखने की रुचि): \_\_\_\_\_  
\_\_\_\_\_
4. Proficiency in his work (अपने कार्य में दक्षता): \_\_\_\_\_  
\_\_\_\_\_
5. Quality of Work (कार्य का गुण)
  - a. Ability to apply the relevant Rules and Regulations correctly (सम्बंधित नियमों एवं विनियमों का शुद्धता के साथ प्रयोग करने की योग्यता): \_\_\_\_\_  
\_\_\_\_\_
  - b. Capacity for examining cases thoroughly (मामलों के परिपूर्ण जाँच की क्षमता): \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. Quality of noting and drafting (टिप्पणी एवं प्रारूप की गुणवत्ता): \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. Promptness in disposal of work (कार्य निष्पादन में तीव्रता): \_\_\_\_\_
  - g. \_\_\_\_\_
6. Knowledge of office procedures (कार्यलय प्रणाली का ज्ञान) : \_\_\_\_\_
7. Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him (नियमों, विनियमों एवं अनुदेशों का सामान्य रूप से ज्ञान सहित आवंटित कार्य के सन्दर्भ में विशेष रूप से ज्ञान)  
\_\_\_\_\_  
\_\_\_\_\_
8. Has he ever been entrusted with work other than routine work? (नैतिक कार्य के अतिरिक्त क्या कभी अन्य कार्य सौंपे गए?): \_\_\_\_\_  
\_\_\_\_\_

9. Amenability to discipline (अनुशासन प्रियता): \_\_\_\_\_  
 \_\_\_\_\_
10. Punctuality in attendance (उपस्थिति में समय पालन): \_\_\_\_\_
11. Relationship with fellow employees/Public relations (wherever applicable) (सहकर्मियों के साथ सम्बन्ध/जन संपर्क (जहाँ प्रयोग हो) \_\_\_\_\_
12. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, give particulars. (इस आख्या की अवधि में क्या कर्मचारी को किसी कार्य में लापरवाही/उदासीनता या किसी अन्य कारणवश डांट-फटकार की गयी है? यदि ऐसा है तो विवरण दे) \_\_\_\_\_  
 \_\_\_\_\_
13. Has the employee done any outstanding or notable work meriting commendation? If so, please give brief particulars. (क्या कर्मचारी ने कुशलता प्रस्तावित करने योग्य कोई विशिष्ट या विशेष कार्य किया है? यदि ऐसा है, तो कृपया संक्षिप्त विवरण दें) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Integrity : Excellent/V. Good/Good/Satisfactory/Doubtful (सत्यनिष्ठा : उत्कृष्ट / बहुत अच्छा / अच्छा / संतोषजनक / संदेहास्पद) \_\_\_\_\_
15. Effectiveness in the development and protection of SC/ST (अनुसूचित जाति / जनजाति की रक्षा एवं विकास में प्रभावशीलता) \_\_\_\_\_
16. Grading (Outstanding/Very Good / Good / Average / Below Average) (श्रेणीबद्ध : विशिष्ट / बहुत अच्छा / अच्छा / औसत / औसत के नीचे) \_\_\_\_\_  
 \_\_\_\_\_

(An employee should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place

Signature of Reporting Office

Date

Name in block letters

Designation during period of Report