



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

നമ്പർ. 3695/AD A1/ASO1/എ ഡി എ 1/AD A

തീയതി: 09.12.2024

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സർക്കുലർ

വിഷയം:- ഉദ്യോഗസ്ഥരെ സംബന്ധിച്ച വാർഷിക രഹസ്യ റിപ്പോർട്ട് 2024 (Confidential Report) സമർപ്പിക്കുന്നത് - സംബന്ധിച്ച്.

സൂചന :- 1. മഹാത്മാഗാന്ധി സർവ്വകലാശാല സ്റ്റാറ്റ്യൂട്ട്സ് 1997, അദ്ധ്യായം 4 ഭാഗം II, സ്റ്റാറ്റ്യൂട്ട് 23
2. സർവ്വകലാശാല ഉത്തരവ് നമ്പർ: 54/AD A1/2021/എം.ജി.യു., തീയതി: 04.01.2021

മഹാത്മാഗാന്ധി സർവ്വകലാശാല സ്റ്റാറ്റ്യൂട്ട്സ് 1997, അദ്ധ്യായം 4, ഭാഗം II, സ്റ്റാറ്റ്യൂട്ട് 23-ലെ വ്യവസ്ഥകൾ പ്രകാരം എല്ലാ ക്ലാസ്സ് I & II ഓഫീസർമാരും കഴിഞ്ഞുപോയ കലണ്ടർ വർഷത്തിൽ 4 മാസത്തിൽ കുറയാതെ അവരുടെ കീഴിൽ ജോലി ചെയ്തിരുന്നവരും /ചെയ്യുന്നതുമായ അസിസ്റ്റന്റ്, സീനിയർ ഗ്രേഡ് അസിസ്റ്റന്റ്, സെനോഗ്രാഫർ, ടൈപ്പിസ്റ്റ്, ലൈബ്രറി അസിസ്റ്റന്റ്, സർജൻ, ക്ലാസ്സ് 4 ജീവനക്കാർ ഒഴികെയുള്ള എല്ലാ നോൺ-ഗസറ്റഡ് ജീവനക്കാരുടെയും, ജോലി, സ്വഭാവം എന്നിവ സംബന്ധിച്ചുള്ള വാർഷിക രഹസ്യ റിപ്പോർട്ട് ഫോറം 1 A-യിൽ, സൂചന (2)-ലെ വ്യവസ്ഥകൾ പ്രകാരം നിർബന്ധമായും സമർപ്പിക്കേണ്ടതാണ്.

മഹാത്മാഗാന്ധി സർവ്വകലാശാല സ്റ്റാറ്റ്യൂട്ട്സ് 1997, അദ്ധ്യായം 4, ഭാഗം II, സ്റ്റാറ്റ്യൂട്ട്സ് 23 (1) മുതൽ (3) വരെയുള്ള വ്യവസ്ഥ പ്രകാരം, ജോയിന്റ് രജിസ്ട്രാർ, ഡെപ്യൂട്ടി രജിസ്ട്രാർ, അസിസ്റ്റന്റ് രജിസ്ട്രാർ എന്നീ സ്റ്റാറ്റ്യൂട്ടറി ഉദ്യോഗസ്ഥരും തങ്ങളുടെ കീഴിലുള്ള ഗസറ്റഡ് ഉദ്യോഗസ്ഥരുടെ വാർഷിക രഹസ്യ റിപ്പോർട്ട് സമർപ്പിക്കേണ്ടതാണ്. രജിസ്ട്രാർ/പരീക്ഷാ കൺട്രോളർ/ ഫിനാൻസ് ഓഫീസർ എന്നിവർ അവരുടെ കീഴിൽ ജോലി ചെയ്യുന്ന സ്റ്റാറ്റ്യൂട്ടറി ഉദ്യോഗസ്ഥരെക്കുറിച്ചുള്ള വാർഷിക രഹസ്യ റിപ്പോർട്ട് 2025 ജനുവരി 16-ന് ഫോറം 1 (B)-യിൽ, സൂചന (2)-ലെ വ്യവസ്ഥകൾ പ്രകാരം എഴുതി തയ്യാറാക്കേണ്ടതാണ്.

രഹസ്യ റിപ്പോർട്ടിൽ അതാത് മേലുദ്യോഗസ്ഥർ, കീഴുദ്യോഗസ്ഥരെക്കുറിച്ച് അവരുടെ ശ്രദ്ധയിൽപ്പെട്ട കാര്യങ്ങൾ/നിരീക്ഷണങ്ങൾ എഴുതി രേഖപ്പെടുത്തി മേലോപ്പ് വച്ചതിനുശേഷം, 2025 ജനുവരി 31-ന് മുമ്പായി രജിസ്ട്രാർക്ക് സമർപ്പിക്കേണ്ടതാണ്.

സ്റ്റാറ്റ്യൂട്ട്സിലെ വ്യവസ്ഥകൾ പ്രകാരം കീഴുദ്യോഗസ്ഥരെക്കുറിച്ച് രഹസ്യ റിപ്പോർട്ട് സമർപ്പിക്കുവാൻ ഉത്തരവാദിത്തപ്പെട്ട ഓഫീസർമാർ വാർഷിക രഹസ്യ റിപ്പോർട്ടിനെക്കുറിച്ചുള്ള സ്റ്റാറ്റ്യൂട്ടറി വ്യവസ്ഥകൾ കൃത്യമായി പാലിക്കേണ്ടതാണ്. എല്ലാ ഓഫീസർമാരും അവരുടെ സ്റ്റാറ്റ്യൂട്ടറി കർത്തവ്യങ്ങൾ നിർവ്വഹിക്കേണ്ടതും, അതിൽവരുന്ന വീഴ്ച കാരണം സ്ഥാനക്കയറ്റ ലിസ്റ്റിൽ ഏതെങ്കിലും ഉദ്യോഗസ്ഥരുടെ പേര് ഒഴിവാക്കപ്പെടുന്ന പക്ഷം, ആയത് അച്ചടക്കനടപടിക്ക് കാരണമാകുമെന്ന് അറിയിക്കുന്നു.

സർവ്വകലാശാലയിലെ വിവിധ പഠനവകുപ്പുകളിലെ ജീവനക്കാരുടെ വാർഷിക രഹസ്യ റിപ്പോർട്ടും സൂചന (2)-ലെ വ്യവസ്ഥകൾ പ്രകാരം സമർപ്പിക്കേണ്ടതാണ്.

ഫോറം 1 (A), 1(B) എന്നിവ അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.

ഡോ.ബിസ്മി ഗോപാലകൃഷ്ണൻ
രജിസ്ട്രാർ

സവീകർത്താവ്

1. എല്ലാ സെക്ഷനുകൾ/ഡിപ്പാർട്ട്മെന്റുകൾ/സ്കൂളുകൾ/സെന്ററുകൾ
2. വൈസ് ചാൻസലറുടെ പി.എസ്.
3. രജിസ്ട്രാർ/ഫിനാൻസ് ഓഫീസർ/പരീക്ഷാ കൺട്രോളർ എന്നിവരുടെ പി.എ.മാർ
4. ജോയിന്റ് രജിസ്ട്രാർ/ഡെപ്യൂട്ടി രജിസ്ട്രാർ/അസിസ്റ്റന്റ് രജിസ്ട്രാർ (ഭരണം/അക്കാദമിക്/പരീക്ഷാ/ധനകാര്യം)
5. പബ്ലിക് റിലേഷൻസ് ഓഫീസർ/ഐ.ക്യു.എ.സി./ യൂണിവേഴ്സിറ്റി വെബ്സൈറ്റ്
6. റെക്കോർഡ്സ്/സ്റ്റോക്ക് ഫയൽ/ഫയൽകോപ്പി/നോട്ടീസ് ബോർഡ്

SELF ASSESSMENT

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

Instructions to Reporting Officers

1. Consider only one factor at a time.
2. Study each factor and the specifications for each grade.
3. Review upon completion to see that the rating of each factor applied exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick mark (✓) in the appropriate boxes provided hereunder.

Section A

ASSESSMENT BY THE REPORTING OFFICER

Sl. No	Factors	A	B	C	D
1	Intelligence	Extraordinarily proficient and resourceful and understands new and difficult matters ☐	Quite able to handle new and difficult matters ☐	Normally understands new situation after proper explanations and handles it if given all directions ☐	Poor comprehension, fails to perform a function despite prior instructions ☐
2	Discipline	Exemplary conduct ☐	Observes the code of conduct ☐	Tries to follow the general code of conduct ☐	Indifferent to the general code of conduct ☐
3	Punctuality and promptness Exactness in keeping time in attending office, keeping appointment, discharge of official duties and observance of time limits as per manuals standing orders	Exceptionally punctual and prompt ☐	Always punctual and prompt ☐	Usually punctual and prompt ☐	Not punctual and prompt ☐
4	Responsibility and Dependability Conscientiousness towards duty	Very conscientious and dependable in the performance of his/her job. Always ready to take responsibility ☐	Conscientious and steady worker; has a good record of dependability ☐	Carries out his responsibility in a routine manner ☐	Often fails to perform his/her duty shirks responsibility ☐
5	Interest in the Assignment Interest and the capacity to see that the work is done	Has initiative and takes keen interest ☐	Takes adequate interest ☐	Does his/her work in a routine way ☐	Indifferent in the discharge of his/her duties ☐

6	Job knowledge Technical and general knowledge about the job he/she is doing (a) General (of this and related subject or versatality) (b) of work (c) up-to-dateness	Has an unusually thorough and comprehensive mastery of his/her field of work. Strives to expand his/her frontier of knowledge ☐	Knows his/her job thoroughly ☐	Possess just adequate knowledge required for the job ☐	Knowledge inadequate. Has not yet gained competence ☐
7	Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle correspondence with special reference to (1) Accuracy (2) Thoroughness (3) Power of analysis (4) Power of expression	Very precise in noting and drafting. Very prompt and accurate at correspondence. His/Her drafts need no editing ☐	Precise in noting and drafting. Good at correspondence. His/her drafts seldom require editing. ☐	Ordinary at noting and drafting. His/her drafts need editing. Tries to handle correspondence in time if properly supervised. ☐	Poor in noting and drafting. Careless in handling correspondence. ☐
8	Maintenance of Registers and Records Ability in maintaining register and records keeping	Very neat and meticulous in the maintenance of registers and records ☐	Keeps registers and records clean and up-to-date ☐	Tries to maintain registers and records in a routine manner ☐	Does not maintain registers and records properly ☐
9	Work Turnover	Consistently exceeds requirements ☐	Frequently exceeds requirements ☐	Meets requirements ☐	Consistently below requirements ☐
10	Supervision and Control (Ability to supervision and control)	Extremely proficient in supervision and control ☐	Possess very high ability in supervision ☐	Always possesses the ability to supervise ☐	Very poor in supervisory control ☐

11. Punishments awarded to the Officer if any
 (Attach copies of the orders of punishments also)

GENERAL

1. Do you know of any physical disability or health problem which prevents this Officer from working to full capacity?

Yes () No ()

If yes, please explain the nature of this problem

2. General gardening:

- (1) No. of items in Grade A
- (2) No. of items in Grade B
- (3) No. of items in Grade C
- (4) No. of items in Grade D

Comment with special reference to:

- 1. The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report.
- 2. The effort made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not upto the mark or poor
- 3. The important requirements or factors which affect the effectiveness of the work of the officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc. and
- 4. Specific instances of any work worthy of being mentioned in support of the assessment in the graphic section.
(Add separate sheets if necessary)

Signature of Reporting Officer

Date of submission to Reviewing Officer

Name:

Designation:

REMARKS OF THE REVIEWING OFFICER / AUTHORITY

Signature of Reviewing Officer/Authority

Name :

Designation:

I have read this report.

Date:

Signature of Officer reported upon.

PART II - SECRET

(Not to be shown to the Officer reported upon)

(This part will not be the basis for promotion in the normal course)

1. Loyalty : (So as to Judge his suitability for assignment to Sensitive Posts)

Has anything come to your knowledge which reflects adversely on the Officer's loyalty

Yes () No ()

If 'Yes' please give details
(Add separate sheets if necessary)**2. Integrity and General Reputation:**

(a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely

(i) On the Officer's ability to honestly execute his duties

Yes () No ()

(ii) Showing favoritism in discharging his duties
If 'Yes' please give details of particulars

Yes () No ()

(b) (i) Has there been any preliminary finding regarding the corrupt practices of the Officer

Yes () No ()

(ii) Has any case of corruption on the Officer been referred to Vigilance Department, after preliminary enquiries. If 'Yes' give details

Yes () No ()

3. Whether the Officer requires any training for the purpose of his present job or for any higher responsibilities

Yes () No ()

4. Whether the Officer should be posted to some other section/ office for better work or for other reasons (to be specified)

Yes () No ()

Date:

Signature of the Reporting Officer

Name:

Designation:

Date of submission to the Reviewing Officer

REMARKS OF THE REVIEWING OFFICER/AUTHORITYDo you agree with the assessment made by the Reporting Officer
If you wish to modify anything or add, please elaborate.

Yes () No ()

Signature of the Reviewing Officer/Authority

Date:

Name:

Designation:

REGISTRAR / APPOINTING AUTHORITY

INSTRUCTIONS

1. Performance Appraisal Form II (A) is meant for the category of Head Clerks, Junior Superintendents etc. of Non-Secretariat Service.
 2. The form will also be used for the personnel belonging to the above said categories working in other Departments/Institutions on deputation, Foreign Service conditions, etc. and for 'Non-gazetted' Technical Officers. When this is used for Non-gazetted Technical Officers the designations of the officers will be type written at the top of the forms and against irrelevant columns, the words 'not applicable' will be entered.
 3. The forms consists of two parts viz. Part I and Part II. The facing sheets of Part I will be got filled up by the reportee. A note on "Self Assessment" should be obtained from the reportee and filed as part of the facing sheets. "Self Assessment" in this context means a brief resume of work done by the Officer reported upon during the period under report bringing out any special achievement of his/her during the period, to be filed by the Officer reported upon. The resume should not exceed three hundred words. The "Self Assessment" given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II is meant for recording the assessment of the Reporting/Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as "Secret" and should not be shown to the reportee. This will not be a basis for determining the Officer's suitability for promotion/appointment to higher posts.
 4. Special care should be taken in filling up the Performance Appraisal Forms by the Reporting and Reviewing Officer.
 5. The ratings should be done taking into account the individual's actual performance on the job during the period under report.
 6. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance. Normally, an impartial Officer can give only a few number of "A" Grades to an Officer reported upon. Award of 'A' Grade should be substantiated.
 7. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer he will do so, in which case the gradings given by the Reviewing Authority will prevail.
 8. It is the duty of Reporting Officers/Reviewing Officers to see that no item in the form is left unfilled.
 9. In all other matters viz. disposal of representations received from the reportees, period of writing the report, etc., and on matters not covered by these instructions, the procedure laid down in G.O(P)No.344/PD dated: 22-08-1966 as amended from time to time will apply.
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PERFORMANCE APPRAISAL FORM 1 (B)
(For Gazetted Officers)

Department / Section / Office: _____ Shri./Smt. _____ (in block letters)

for the period of _____

Name : _____

Date of birth : _____

Post : _____

Date of entry in University Service : _____

Date of appointment to the present post : _____

Date of entry in the present Department / Office : _____

Pay and Scale of Pay : _____

Date from which functioning in the present grade continuously : _____

List of subjects dealt with according to the office order distributing work : _____

- 1.
- 2.
- 3.

Department	Category of work	Period	
		From	To

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SELF ASSESSMENT

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

Instructions to Reporting Officers

1. Consider only one factor at a time
2. Study each factor and the specification for each grade
3. Review upon completion to see that the rating of each factor applies exclusively to the individual's actual performance on his present job.
4. Comment fully at the bottom of the page and on reverse side upon any matter which in your opinion needs explanation.
5. Put a tick (S) mark in the appropriate boxes provided hereunder-

Section A

ASSESSMENT BY THE REPORTING OFFICER

Sl. No.	Factors	A	B	C	D
1.	Intelligence	Extraordinarily proficient and resourceful and understands new and difficult matters ☐	Quite able to handle new and difficult matters. ☐	Normally under- stands a new situation after proper explanations and handles it if given all directions ☐	Poor comprehension as usually. Fails to perform a function despite prior instructions ☐
2.	Initiative and Resourcefulness	Resourceful & original in giving suggestions and pursues them constructively ☐	Shows reasonable degree of initiative and resourcefulness ☐	Tends to wait for direction ☐	Cannot perform without close supervision and guidance. Limited desire to achieve task ☐
3.	Discipline	Exceptionally punctual in all matters and exemplary conduct ☐	Always punctual, observes the code of conduct ☐	Usually punctual, tries to follow the general code of conduct ☐	Not punctual, indifferent to general code of conduct. Shirks responsibility ☐
4.	Responsibility and Dependability Sincerity of responsibility and Conscientiousness towards duty	Very conscientious and dependable in the performance of his / her job. Always ready to take responsibility ☐	A steady worker with a good record of dependability ☐	Reasonably conscientiousness and does his / her job in a routine manner ☐	Often fails to perform his/ her duty ☐
5.	Co-operation and Personal relations Co-operation with superious and colleagues and personal relations with public where relevant	Extremely Cooperative, maintains outstanding good relations, alround earning respect from his / her colleagues ☐	Always Cooperative and generally maintains with effort reasonably good relations ☐	Co-operative maintains with effort reasonably good relations ☐	Does not get along well ☐

No.	Factors	A	B	c	D
6.	Interest in the Assignment	Takes keen interest ☐	Takes adequate interest ☐	Does his / her work in a routine way ☐	Indifferent in the discharge of his / her duties ☐
7.	Job Knowledge Technical and general knowledge about the job. he/she is doing (a) General (of this and related subjects or versatility) (b) Of work (c) Up - to - darkness	Has an unusually thorough and comprehensive mastery of his / her field of work. Strives to expand his / her frontier of knowledge ☐	Knows his / her job thoroughly ☐	Possesses just adequate knowledge required of the job ☐	Knowledge inadequate. Has not yet gained competence ☐
8.	Noting, Drafting and Correspondence Ability to prepare notes, drafts and handle correspondence with special reference to - (1) Accuracy (2) Thoroughness (3) Power of analysis (4) Power of expression	Very precise in noting & drafting. Very prompt and accurate at correspondence. His / her drafts need no editing ☐	Precise in noting and drafting. Good at correspondence. His / her drafts seldom require editing ☐	Ordinary at noting and drafting. His / her drafts need editing. Tries to handle correspondence in time if properly supervised ☐	Poor in noting and drafting. Careless in handling correspondence ☐
9.	Leadership and Drive	Possesses excellent qualities of leadership and drive ☐	Possesses good qualities of leadership and drive ☐	Has qualities of leadership and drive ☐	Poor to leadership and drive ☐
10.	Power of Analysis Judgment Capacity to analyse problems and ability to arrive at sound conclusions	Gets systematically to the root of the problems and his / her judgment is consistently sound and comprehensive ☐	Almost invariably analysis the problems thoroughly. His / her view is nearly always sound and comprehensive ☐	Usually analyses the problems adequately and generally takes a sound view ☐	Often misses the essential point Judgment often not sound ☐
11.	Supervision and Control Ability to supervise and control. Skill in maintaining the morale of his / her staff. Capacity to train, help advise and handle subordinates	Successful, efficient and capable supervisor. Runs his / her organisation smoothly and effectively. Very capable and successful to train, help advise and to handle his / her subordinates ☐	Good Supervisor. Runs his / her organisation reasonably well. Capable to train help, advise and to handle his / her subordinates ☐	Moderate ability to supervise and run the organisation. Ordinary to train, help, advise and to handle his / her subordinates ☐	Lacks control over staff and leaves things to his / her subordinates. Capacity to train, help, advise and to handle subordinate, inadequate. ☐

Sl. No.	Factors	A	B	C	D
12.	Quality and Quantity of Work Quantum of work to be done, quantum actually done and the promptness with which it is done	Distinguished output of work both in quantity and quality ☐	Turns out more than adequate volume of work of good quality ☐	Adequate output and quality ☐	Output and quality regularly insufficient ☐
13.	Ability to communicate and Receptiveness to ideas of others	Exceptionally skilled in conveying ideas in clear, logical and convincing manner. Extremely receptive to ideas of others ☐	Able to convey ideas in clear logical and convincing manner. Receptive to ideas of others ☐	Moderate ability to convey ideas and moderately receptive to others' ideas ☐	Lacks ability to convey ideas in clear, logical and convincing manner. Not receptive to others' ideas. ☐
14.	Use of delegated powers	Always uses delegated powers and takes responsibilities ☐	Generally uses delegated powers ☐	Has to be told to use his / her delegate powers ☐	Fails to use delegated powers even after being instructed ☐
15.	Attitudes / achievements in the implementation of programmes Schemes of SCs/STs and prevention of atrocities on them	Extremely alert in tackling the problems of downtrodden ☐	Always takes keen interest in solving the problems of SC / ST ☐	Usually analyses the problems and finds a solution ☐	Fails to solve the problems of SC ☐

16. Punishments Awarded to the Officer if any

(Attach copies of the orders or punishment also)

* This will apply only to those employees who deal with the protection of and implementation of welfare and development schemes of SCs./STs.

GENERAL

1. Do you know of any physical disability or health problem which prevent this Officer from working to full capacity?

Yes () No ()

If yes, please explain the nature of this problem

2. General grading :

- (5) No. of items in Grade A
 (6) No. of items in Grade B
 (7) No. of items in Grade C
 (8) No. of items in Grade D

Comment with special reference to :

1. The adverse remarks passed against the employee within the course of his / her performance or the disciplinary action taken against him / her during the period under report.
2. The efforts made to improve the functioning of the employee where his / her performance with reference to the factors enumerated in this report is considered not up to the mark of poor.
6. The important requirements or factors which affect the effectiveness of the work of the Officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc., and
7. Specific instances of any work worth of being mentioned in support of the assessment in the graphic section. (Add separate sheets if necessary)

Signature of Reporting Officer

Name:

Date of submission to Reviewing Officer

Designation:

Section B**REMARKS OF THE REVIEWING OFFICER / AUTHORITY**

Signature of the

Reviewing Officer / Authority

Name:

Designation:

REMARKS OF THE NEXT HIGHER AUTHORITY

(In cases where the Head of Department is not reviewing authority)

Signature

Date:

Name:

I have read the report

Date:

Signature of Officer reported upon

PART - II**SECRET**

(Not to be shown to the Officer reported upon)

(This part will not be the basis for promotion in the normal course)

2. Loyalty (so as to judge his/her suitability for assignment to sensitive posts)

Has anything come to your knowledge which reflects adversely on the officers loyalty.

Yes () No ()

If 'Yes' please give details (Add separate sheets if necessary)

2. Integrity and General Reputation :

a). Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely

1) On the Officers ability to honestly execute his duties

Yes () No ()

ii) Showing favouritism in discharging his duties

Yes () No ()

(iii) If 'Yes' please give details of particulars

Yes () No ()

b) (i) Is there been any preliminary finding regarding the corrupt practices of the Officer

(ii) Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries

Yes () No ()

If 'Yes' give details

3. Whether the officer requires any training for the purpose of his present job or for any higher responsibilities

Yes () No ()

4. Whether the officer should be posted to some other section/office for better work or for other reasons (to be specified)

Yes () No ()

Date:

Signature of the Reporting Officer

Name:

Designation

Date/ of submission to the Reviewing Officer

REMARKS OF THE REVIEWING OFFICER /AUTHORITY

Do you agree with the assessment made by the Reporting Officer

Yes () No ()

If you wish to modify anything or add, please elaborate

Signature of the Reviewing Officer/Authority

Name

Designation

REGISTRAR /APPOINTING AUTHORITY

INSTRUCTIONS

1. Performance Appraisal Form II (A) is meant for the category of Head Clerks, Junior Superintendent etc. of Non-Secretariat Service.
2. The form will also be used for the personnel belonging to the above said categories working in other Departments / Institutions on deputation, Foreign Service conditions, etc, and for 'Non-gazetted' Technical Officers. When this is used for Non-gazetted Technical Officers, the designation of the officers will be typewritten at the top of the forms and against irrelevant columns, the words 'not applicable' will be entered.
3. The form consists of two parts viz : Part I and Part II. The facing sheet of Part I will be got filled up by the reportee. A note on "Self Assessment" should be obtained from the reportee and filed as part of the facing sheet. "Self Assessment" to the context means a brief resume of work done by the Officer reported upon during the period under report bringing out any special achievement of his / her during the period, to be filled by the Officer reported upon. The resume should not exceed three hundred words. The "Self Assessment" given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II is meant for recording the assessment of the Reporting / Reviewing Officer and his signature obtained. Part II is meant for recording the assessment of the Reporting / Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as "Secret" and should not be shown to the reportee. This will not be a basis for determining the Officer's suitability for promotion / appointment to higher posts.
4. Special care should be taken in filling up the Performance Appraisal forms by the Reporting and reviewing Officer.
5. The rating should be done taking into account the individual's actual performance on the job during the period under report.
6. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance.
7. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer he will do so, in which case the grading given by the Reviewing Authority will prevail.
8. It is the duty of the Reporting Officers / Reviewing Officers to see that no item in the form is left unfilled.
9. The Reporting Officer in respect of a person in the category of Managers / Senior Superintendents / Financial Assistants / Administrative Assistants / Junior Executive Officers / Senior Executive Officers, etc., shall be his immediate superior under whom he is working and the Reviewing Officer shall be the authority to which the reporting Officer is subordinate.
10. In the case of other categories of Officers like Administrative Officers / Financial Assistants / Financial Officers, Accounts Officers in Regional Offices and Institutions, the immediate Superior Officer concerned will write up the appraisal form / confidential records and the heads of departments shall be the Reviewing Officer.
11. In all other matters, viz disposal of representations received from the reportees, period of writing the report etc., and on matters not covered by these instructions, the procedure laid down in G.O. (P) No. 344/PD. dated 22-8-1966 as amended from time to time will apply.
12. In the case of Joint Secretary to Government working on other duty as Administrative Officer in the State Institute of Encyclopaedic Publications, the Secretary / Special Secretary, Higher Education will be the Reporting Officer and the Chief Minister will be Reviewing Authority.