

होटल प्रबंध, खानपान एवं पोषाहार संस्थान, पूसा, नई दिल्ली
Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi

वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट
Annual Performance Appraisal Report

Report for the year/period from _____ to _____.

Part I- Personal Data

1. Name of the official :
2. Date of Birth :
3. Present Post & Scale of Pay :
4. Whether official belongs to SC/ST :
5. Date of continuous appointment to :
the present post
6. Whether Permanent, Temporary :
or Officiating
7. Period of absence from duty :
(on leave, training, etc.) during the
year/period
8. Department in which served during :
the year/period under report and
period of service in each

Part II- Self Appraisal

1. Brief description of duties:

2. Brief resume of the work done by you during the year/period
from_____to_____bringing out any special achievements during the
year/period. In the event of shortfall in achievement, furnish reasons. (The resume
is to be furnished within the space provided, limited to 100 words and is required to
be signed)

Signature of the Official

Date:

Name in block letters_____

Place:

Designation_____

Part III- Assessment by the Reporting Officer

1. Does the Reporting Officer agree with the statement made in Part II, if not, the extent of disagreement and reasons therefore:

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(Numerical grading is to be awarded for each of the attributes by the Reporting Authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.)

A. Assessment of work output (weightage to this section would be 40%)

	Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col.2)	Initials of Reviewing Authority
1	2	3	4
Accomplishment of planned work/work allotted, as per subjects allotted			
Quality of work			
Proficiency in typing (speed and accuracy)			
Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on Work Output			

B. Assessment of personal attributes (weightage to this section would be 30%)

	Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col.2)	Initials of Reviewing Authority
1	2	3	4
Attitude to work			
Sense of responsibility			
Maintenance of discipline			
Communication skills			
Analytical ability			
Ability to work in team			
Ability to meet deadline			
Inter personal relations			
Overall Grading on Personal Attributes			

C. Assessment of functional competency (weightage to this section would be 30%)

	Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with Col.2)	Initials of Reviewing Authority
1	2	3	4
Knowledge of rules & regulations / procedures in the area of function and ability to apply them correctly			
Coordination ability			
Initiative			
Proficiency in working on computer			
Overall Grading on Functional Competency			

Part IV- General

1. Relations with the public (wherever applicable):

2. Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer.)

3. State of Health:

4. Integrity (Please comment on the integrity of the officer):

5. Pen picture by Reporting Officer (in 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections:

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-III of the report:

Signature of the Reporting Officer

Date: Name in block letters_____

Place: Designation_____

During the period of report_____

Part V- Remarks of the Reviewing Officer

1. Length of service under Reviewing Officer:

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part III and Part IV?

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC/ST officer:

5. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his/her attitude towards weaker sections:

6. Overall numerical grading on the basis of weightage given in Section A, Section B and Section C in Part-III of the report:

Signature of the Reviewing Officer

Date: Name in block letters_____

Place: Designation_____

During the period of report_____