

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES
NO.61-65, INSTITUTIONAL AREA, OPP. D-BLOCK,
JANAKPURI, NEW DELHI-110058**

PROFORMA FOR ANNUAL PERFORMANCE APPRAISAL REPORTS FOR
SISTER INCHARGE, STAFF NURSE, PHARMACIST, LAB. TECHNICIAN, LAB.
ATTENDANT, ARTIST, OFFSET MACHINE OPERATOR, RADIOGRAPHER,
PHOTOGRAPHER, PANCHAKARMA TECH.

REPORT FOR THE PERIOD ENDING _____

PART - I

PERSONAL - DATA

1. Name of Officer :
2. Designation with scale of pay and date of appointment there to :
3. Date of Birth :
4. Qualification :
5. Date of App. into continuous service of the Council/Instt/Unit. :
6. Present basic pay with date of acquiring :
7. Please state whether the Annual Return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the following calendar year. If not, the date of filing the return should be given. :
8. Date of posting to present Section :
9. Period of absence, from duty or leave (Other than casual Leave) i.e. training, study leave etc. during the year. :
10. Whether belonging to SC/ST :

PART - II

Brief resume of the work done by the officer reported upon during the period from..... to..... bringing out any special achievement of his during the period. (The resume should not exceed three hundred words)

Signature of the Officer.....
Name in Block Letters.....

Designation.....

Dated:

(PART I & II to be filled by the officer reported upon)

PART-III

ASSESSMENT BY REPORTING OFFICER

Note: Assessment under rules 3 to 18 below should not be indicated by tick marks (✓) but should be expressed clearly in suitable words.

1. Length of service under the Reporting Officer:—
2. Do you agree with the resume of work as indicated by the Officer in part-II of the report and in particular regarding the special achievements, if any, mentioned by the Officer? If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
3. *States of Health:*
Please indicate whether
 - a) The Officer is physically energetic and
 - b) Mentally alert
 - c) Punctuality:
 - i) Very punctual and extremely regular
 - ii) Punctual but frequently remains on leave
 - iii) Unpunctual and irregular
4. *Temperament:*
 - a) Is he calm and does he retain poise at time of pressure of work?
 - b) Does he get provoked easily?
 - c) Is he able to tolerate differences of opinion?
5. *Intelligence & understanding:*
 - a) Exceptional and has clear grasp of any matter, however complicated.
 - b) Is intelligent and grasps a point correctly with reasonable speed.
 - c) Shows a barely adequate grasp
 - d) Very slow and/or often misses the point.
6. *Knowledge of Rules, Code, Manuals, Instructions and Procedures:*
 - a) Has an exceptionally good grasp of the work of the office as a whole and rules, codes manuals generally, and thorough and intensive knowledge of the work of the project.
 - b) Has a sound knowledge both of the work of the Project and that of the Council as a whole.
7. *Opinion regarding Professional/technical ability:*
 - i) General Professional/Technical ability.
 - a) Excellent
 - b) Very Good
 - c) Good
 - d) Average
 - e) Poor

- ii) Special knowledge or ability in any branch of professional work.
 - iii) Has he/she been contributing to modern journal and keeping his/her professional knowledge upto date.
 - iv) Any Research work done during the year.
 - v) Examinations passed and degree or Diploma if any obtained during the reporting period.
8. Quality of works:
- i) Attention to detail.
 - a) Most reliable & comprehensive
 - b) Apt to be over-concerned with petty details and loses perspective
 - c) Inclined to be superficial
 - ii) Judgement:
 - a) His/Her proposal or decisions are consistently sound and well thought of.
 - b) Reliable
 - c) Takes a reasonable view
 - d) Unreliable, undecided, rigid superficial or erratic.
 - iii) Presentation of cases
 - a) Extremely clear cogent and logical.
 - b) Very Good and expresses himself clearly and concisely
 - c) Just good enough
 - d) Does not have ability to present cases
 - iv) Ability in Noting and Drafting:
 - a) Excellent
 - b) Very Good
 - c) Good
 - d) Average
 - e) Poor
 - v) Promptness in disposal of work
 - a) Very Prompt
 - b) Reasonably prompt
 - c) Is slow and tends to delay.
9. Ability in discussion and conversation:
- a) Very effective and convincing
 - b) Good and puts across his points clearly
 - c) Expresses adequately
 - d) Poor
10. Ability to analyse facts, propose alternatives and visualise consequences and repercussions to help decision taking:
- a) Excellent
 - b) Very Good
 - c) Good
 - d) Average
 - e) Poor

11. Quality of Supervision:
 - a) Very thorough and of high order.
 - b) Good and useful
 - c) Average and routine
 - d) Poor
12. Initiative and Drive:
 - a) Very High Order
 - b) Very resourceful
 - c) Shows initiative occasionally
 - d) Rarely shows initiative
 - e) Needs constant prodding.
13. Readiness to assume responsibility
 - a) Prompt, comes forward and accepts responsibility
 - b) Accepts responsibility if it comes
 - c) Tends to evade
 - d) Passes responsibility to others
14. Control and management of staff:
 - i) Ability to inspire confidence and to get the best out of the staff
 - a) Gets the best from them
 - b) Gets along well
 - c) Just manages
 - d) Inadequate
 - ii) Capacity to train, help and advise the staff and ability to handle his subordinates.
 - a) Excellent
 - b) Very Good
 - c) Good
 - d) Average
 - e) Poor
15. Relationship with colleagues and with general public.
 - a) Wins and retains the highest regard of all
 - b) Is generally liked and respected
 - c) Not easy in his relationship but gets by
 - d) Difficult colleague
16. Introduction of a separate column to indicate the effectiveness in the development and protection of SCs/STs

has been decided that in the C.R. Forms for officers, there should be a column enabling the reporting officers to give his specific comments on the effectiveness of the officers concerned the development and protection of S.Cs & S.Ts Accordingly the following column may be incorporated in the Reporting Officer's part of the C.R. as under:-

Effectiveness in the development of S.Cs & or S.Ts

- a) Attitude towards S.Cs/S.Ts
- b) Sensitivity to social justice
- c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs/Sts.

17. Written or oral warning given, if any (mention briefly specific cases)

18. *Other Observations:*

(This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the reporting officer considers specially worth mentioning may also be indicated here)

19. *Integrity*

(No entry should be made in this column on the basis of unconfirmed suspicion about the integrity where suspicion has not been verified this column should be left blank. A separate secret note should be sent to the superior officer in case of doubtful integrity requiring verification and confirmation).

Signature of the Reporting Officer

Designation

Date:

PART-IV

(REMARKS OF THE REVIEWING OFFICER)

Note: The Reviewing Officer should bear in mind that the final appraisal of the employee should reflect his overall judgement on the basis of the assessment made against items 3 to 18.

20. Length of service Under the Review officer

21. Do you agree with Reporting Officer in regard to his remarks on the resume of the work done by the officers as contained in Part-II of the Report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.

22. Overall assessment of performance of all qualities.

23. Has the Officer any special characteristic and/or any outstanding merits or abilities or has done any outstanding or notable work, which would justify his advancement and special selection for higher appointment out of turn? If so, mention these briefly and indicate why you consider him fit for out of turn promotion.

24. Adverse remarks in column No. (s)----- to be communicated.

Signature of Reviewing Officer

Name in Block Letters:

Designation:

Date:

PART-V (Countersignature of the Accepting Authority (i.e. next higher officer) with remarks of any)

Countersignature:

Name in Block letters:

Designation:

Date:

PART-VI

- 1. Adverse remarks communicated on in respect of columns
- 2. Representation received on
- 3. Final decision taken on

Adverse remarks retained/modified/expunged as indicated below:

Dated:

Signature of Head of Office/
Communicating Officer.

Note: Where any adverse entry is made whether it relates to a remediable or to an irremediable defect, it should be communicated; but while doing so, the substance of the entire report including what may have been said in praise of the Officer reported upon should be communicated.