West Bengal State AIDS Prevention & Control Society Performance Assessment of Contractual Personnel (To be filled by the employee)

Name:		
Current Designation:		
Division:		
Monthly Remuneration : Rs.		
Period of Contract:	From	Till
Current Assessment period :	From	Till
Educational Qualifications:		
Experience:		
Self Appraisal (Key Job Responsibl	lities performed during th	e assessment period):
		<u>Part II</u>
What are the activities which you	carried out which were ou	itside the scope of your key responsibilities:
Factors which hinder your perform	nance during the assessm	ent period:
Please mention any special achiev	vements or outstanding wo	ork done during the current appraisal period:
Signature of Contractual Perso	nnel	
Name		

Date _____

Confidential

Assessment by Reporting Officer

S.No.	Key Assessment Indicators	Maximum Marks	Marks awarded by Controlling Officer
1	Fulfillment of tasks assigned as per guidelines and timeline	15	
2	Quality of output	15	
3	Takes initiative to perform beyond normal course of responsibilities	15	
4	Analytical Ability	15	
5	Attitude towards work and sense of responsibility	10	
6	Inter personal relations with superiors/ colleagues/teams/stakeholders	10	
7	Knowledge of rules/regulations/procedure of the function and ability to apply them correctly	10	
8	Maintenance of discipline/attendance & punctuality	10	
	TOTAL SCORE	100	
V G	xcellent (Above 90) :Commendable job, far exceeded the seery Good (81-90): Exceeded the targets and demonstrated peood (61-80): Met most goals but was lacking in proactive plar verage (51-60): Met a few goals, needs to improve job knowledge.	ositive attitu	de and teamwork
V G A fo Ir kı	ery Good (81-90): Exceeded the targets and demonstrated pood (61-80): Met most goals but was lacking in proactive plar	ositive attituenning, attitudedge, takingeems to lack, attendance	de and teamwork i initiative, respec ck the drive, jok e, punctuality and
V G A fc Ir ki te	ery Good (81-90): Exceeded the targets and demonstrated per cood (61-80): Met most goals but was lacking in proactive plant verage (51-60): Met a few goals, needs to improve job knowled recolleagues, organization rules, punctuality and teamwork adequate(less than 50): Hardly met any goals and semowledge, skills and respect for colleagues, organization rules eamwork	ositive attitudening, attitudended to lace to lace to lace, attendance	de and teamwork i initiative, respec ck the drive, jok e, punctuality and
V G A fc Ir ki te Area:	ery Good (81-90): Exceeded the targets and demonstrated per cood (61-80): Met most goals but was lacking in proactive plant verage (51-60): Met a few goals, needs to improve job knowled recolleagues, organization rules, punctuality and teamwork ladequate(less than 50): Hardly met any goals and semowledge, skills and respect for colleagues, organization rules eamwork se of development/ Training:	ositive attitudenting, attitudenting, attitudenting to lace the lace of the la	de and teamwork i initiative, respect the drive, job e, punctuality and r with date & seal