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

Name:	<u> </u>	·		
Current Designation:				
Place of posting (unit, institut	tion & district) :			
Division:				
Monthly Remuneration : Rs.				
Period of Contract :			31-03-2016	
Current Assessment period:	From	Till		(till date)
Educational Qualifications: Experience:				
		Ud. dan Harrisa		0
Self Appraisal (Key Job Respo	nsibilities performed	during the asse	ssment period) <i>:</i>
				<u>Part II</u>
What are the activities which	you carried out whi	ch were outside	the scope of y	our key responsibilities:
Factors which hinder your per	rformance during the	e assessment pe	riod:	
Please mention any special a	chievements or outst	anding work do	ne during the	current appraisal period:
Signature of Contractual P	ersonnel			
Nama				
Name	·····			

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	
	g Descriptions: xcellent (Above 90) :Commendable job, far exceeded the se ery Good (81-90): Exceeded the targets and demonstrated pe		de and teamwork
V G A fo In kr	ery Good (81-90): Exceeded the targets and demonstrated per Good (81-90): Exceeded the targets and demonstrated per Good (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 senowledge, skills and respect for colleagues, organization rules amwork	ositive attitudening, attitudended edge, taking ems to lack, attendance	de and teamwork initiative, respect the drive, job e, punctuality and
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