

Confidential

Assessment by Reporting Officer

Name of the Assessee : _____ Designation: _____

S.No.	Key Assessment Indicators	Maximum Marks	Marks awarded by Controlling Officer
1	<i>Fulfillment of tasks assigned as per guidelines and timeline</i>	15	
2	<i>Quality of output</i>	15	
3	<i>Takes initiative to perform beyond normal course of responsibilities</i>	15	
4	<i>Analytical Ability</i>	15	
5	<i>Attitude towards work and sense of responsibility</i>	10	
6	<i>Inter personal relations with superiors/ colleagues/teams/stakeholders</i>	10	
7	<i>Knowledge of rules/regulations/procedure of the function and ability to apply them correctly</i>	10	
8	<i>Maintenance of discipline/attendance & punctuality</i>	10	
	TOTAL SCORE	100	

Rating Descriptions:

Excellent (Above 90) :Commendable job, far exceeded the set goals

Very Good (81-90): Exceeded the targets and demonstrated positive attitude and teamwork

Good (61-80): Met most goals but was lacking in proactive planning, attitude and teamwork

Average (51-60): Met a few goals, needs to improve job knowledge, taking initiative, respect for colleagues, organization rules, punctuality and teamwork

Inadequate(less than 50): Hardly met any goals and seems to lack the drive, job knowledge, skills and respect for colleagues, organization rules, attendance, punctuality and teamwork

Areas of development/ Training : _____

Recommendations by Reporting Officer : _____

(Signature of the Reporting Officer with date & seal)

Assessment by Dy. CMOH-II (as applicable) : _____

(Signature of the Dy. CMOH-II with date & seal)

Remarks on Renewal, or otherwise by the Divisional Head of WBSAP&CS:

(Signature of the Divisional Head of WBSAP&CS with date & seal)