

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
WBSAP&CS

Swasthya Bhawan, 1st Floor, Wing-B, GN-29, Sector-V, Salt Lake, Kolkata-700 091

PERFORMANCE ASSESSMENT OF CONTRACTUAL PERSONNEL (To be filled by the employee)

For the year/ period _____

Part I

<i>Name:</i>	
<i>Current Designation:</i>	<i>Division :</i>
<i>Unit/ Institution:</i>	<i>District :</i>
<i>Monthly Remuneration :</i>	
<i>Period of Contract : From</i>	<i>Till</i>
<i>Educational Qualifications:</i>	
<i>Experience:</i>	
<i>Self Appraisal (Key Job Responsibilities performed during the assessment period):</i>	

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Part II

What are the activities which you carried out which were outside the scope of your key responsibilities:

Factors which hinder your performance during the assessment period:

Please mention any special achievements or outstanding work done during the current appraisal period:

Signature of Contractual Personnel _____

Name _____

Date _____

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Confidential

Part III

Assessment by Reporting Officer

For the year/ period _____

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: _____

(Signature of Reporting Officer)

Assessment by HoD : _____
