

(Annexure to B.O.(CMD) No.1579/2015(Estt III/CR-Rules/2006),
Dated Thiruvananthapuram, 27/06/2015).

Form I

PERFORMANCE APPRAISAL REPORT

(For employees of Workmen category)

PART – I Self Appraisal Report

(Employee shall submit here a duly signed and dated self appraisal report to his immediate superior controlling officer. The report should be brief and clear and either be in English or in Malayalam)

PERFORMANCE APPRAISAL REPORT

PART – II Report of the Controlling Officer

[Controlling Officer shall fill up the following and forward it along with the self appraisal report of the employee concerned, to the Chief Engineer (HRM)]

1. (a) Name of employee reported upon -
- (b) Designation -
- (c) Employee Code -
2. Post held and name of Office -
3. The period for which the employee reported upon is working in the present post -
4. Signature of the employee reported upon -
5. Appraisal by the Reporting Officer
(please tick mark in the grade column applicable) –

Factors	Grade A Excellent	Grade B Good	Grade C Satisfactory	Grade D Below Average
Integrity				
Professional Knowledge				
Organisational Knowledge				
Departmental Experience				
Ability to complete a task despite difficulties				
Interpersonal skills (Ability to relate to others, particularly in obtaining and giving cooperation; effective team member.)				
Communication skill: Ability to express ideas clearly				
Ability to accept responsibility				
Dependability in job performance				
Dependability in punctuality and attendance				
Total number of items under				

6. General remarks

Station:
Date:

Signature:
Name:
Designation of the Reporting Officer
Office seal