

(4)

**GOVERNMENT OF INDIA  
DR. RAM MANOHAR LOHIA HOSPITAL,  
NEW DELHI**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**GROUP 'A' GAZETTED POST**

**NAME OF THE OFFICER** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**REPORT FOR THE  
YEAR/PERIOD FROM** : \_\_\_\_\_

**GOVERNMENT OF INDIA**  
**DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

**ANNUAL PERFORMANCE APPRAISAL REPORT**  
(For Group 'A' post)

Report for the year/period \_\_\_\_\_

**PART – I**  
(To be filled by the Office)

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Date of joining \_\_\_\_\_
5. Qualification \_\_\_\_\_  
\_\_\_\_\_
6. Scale of Pay  
i) Grade Pay \_\_\_\_\_  
ii) Pay Band \_\_\_\_\_
7. Date of continuous appointment to present grade \_\_\_\_\_
8. Period of absence on account of training/long leave (more than 3 months)  
Training \_\_\_\_\_  
Leave \_\_\_\_\_
9. Date of filling the Annual Property Return \_\_\_\_\_

## PART-2

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties:

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2. Please specify targets/objectives/goals (in qualitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievements against each target. (Example: Annual Action Plan for your division)

Targets/Objectives/Goals	Achievements

- 3(A) Please state briefly, the shortfalls with reference to the targets, objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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(B) Please also indicate items in which there have been significantly higher achievements and your contributions thereto:

4. Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given:

Date: .....

\_\_\_\_\_ Signature of officer reported upon

**PART – III**

**GENERAL**

**(Assessment by the Reporting Officer)**

**1. Relations with public (wherever applicable)**

(Please comment on the officers accessibility to the public and responsiveness to their needs)

**2. Training**

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

**3. State of health**

**4. Integrity**

(Please comment on the integrity of the officer)

#### PART – IV

Numerical grading is to be awarded by reporting and reviewing authority, which should be on a scale of 1-10, where 1, refers to the lowest grade and 10 to the highest. \*

**(1) Assessment of work output (weightage to this Section would be 40%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Accomplishment of planned work / work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on 'Work Output'				

**(2) Assessment of personal attributes (weightage to this Section would be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
Overall Grading on 'personal attributes'				

