

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

ANNUAL PERFORMANCE ASSESSMENT REPORT

**FOR
GROUP 'B' 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 'B' 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 Leave
training/long leave (more than 3 months) _____
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)

3. Brief description of duties:

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4. 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:

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

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Date:

Signature of officer reported upon

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PART – III

GENERAL

(Assessment by the Reporting Officer)

5. Relations with public (wherever applicable)

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

6. Training

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

7. State of health

8. 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'				

