

FORM – I
(See rule – 4)

The Mizoram State Government Employees (Performance Appraisal Report)
Rules, 2010.

Performance Appraisal Report for the period from _____ to

Section I – Basic Information.

(To be filled in by the Administration Division / Personnel Department)

1. **Name of the Officer reported upon:**

2. **Service** _____ 3. **Year of entry** _____ 4. **Date of Birth**

5. **Present Grade** _____ 6. **Present post** _____

7. **Date of appointment to present post**

8. **Reporting, Reviewing and Accepting Authorities :**

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

9. **Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

10. Training Programs attended

Date from	Date to	Institute	Subject

11. Awards / Honours

12. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting / reviewing authority for the previous year.

13. Date of filing the property return for year ending December

(Note: Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted.)

14. Date of last prescribed medical examination (for officers over _____
40 years of age) (Attach copy of Part 'C' of Report).

Date : _____

Signature on behalf of

Admn / Cadre Controlling Deptt.

Section – II – Self Appraisal

1. **Brief description of duties :**
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

- 1 (1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
- 2 (2) Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

4. What are the factors that hindered your performance?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment

For your future career

Please Note : You should send an updated CV, including educational qualifications acquired / training programs attended / publications / special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. Declaration :

Have you filed your immovable property return, as due. If yes, please mention date.	Yes / No	Date
Have you undergone the prescribed medical check up?	Yes / No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes / No	

7. Whether any order for your transfer and posting was issued by the Government during the period under report.

Yes/No

7.(a) If yes, please indicate order No & date and date of joining at the new place of posting .

4. Do you agree with the skill upgradation needs as identified by the officer?

5. **Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population Grades should be assigned on a scale of 1 – 10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%.

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'				

6. **Assessment of Personal Attributes (on a scale of 1-10 weightage to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
Overall Grading on Personal Attributes				

7. Assessment of Functional Competency (on a scale of 1 – 10)
Weightage to this Section will be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of laws / rules /procedures / IT skills and awareness of the local norms in the relevant areas			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Coordination ability			
vi.	Ability to motivate and develop subordinates / work in a team			
Overall Grading on Functional Competency				

8. Integrity

Please comment on the integrity of the officer:

9. Pen picture by Reporting Officer : Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No

- (a) If yes, please comment _____ whether the officer complied with the orders in time/without delay.
- (b) If No, reason for not complying with the orders.

11. **Overall grade** (on a score of 1 – 10) _____

Date : _____

Signature of Reporting Authority

Section – IV - Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section – III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or significant failures of the MOS/officer reported upon? (*In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial entries*).

Yes / No.

2. **In case of difference of opinion details and reasons for the same may be given.**

3. **Pen picture by Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

4. **Overall grade on a scale of 1 – 10** _____

Date : _____

Signature of Reviewing Authority

Section – V - Acceptance

1. **Do you agree with the remarks of the reporting / reviewing authorities?**

Yes / No

2. **In case of difference of opinion details and reasons for the same may be given.**

3. **Overall grade** (on a score of 1 – 10) _____

Date : _____ **Signature of Accepting Authority**
