**LSGD/PUBLIC WORKS DEPARTMENT**

**PERFORMANCE APPRAISAL FORM**

**For Assistant Engineers/Assistant Executive Engineers/Executive Engineer/Superintending Engineer/Chief Engineer)**

**Performance Appraisal Report for the period from .......................................**

**SECTION I – BASIC INFORMATION**

1. Department: :
2. Name :
3. PEN :
4. Date of birth :
5. Present Post :
6. Date of entry in Government Service :
7. Date of appointment to the present post :
8. Date of entry in the present Office :
9. Pay and Scale of pay :
10. Date from which functioning in

the present grade continuously :

1. Name and address of present office :
2. Name and address (official) of Reporting

Authority for the reporting period of CR :

1. Name and address (official) of Reviewing

 Authority for the reporting period of CR :

**SECTION II- SELF APPRAISAL (to be filled by the Officer reported upon)**

|  |  |
| --- | --- |
| 1 | **Educational and other qualifications** |
|  | 1.1 | Taken prior to entry in the department |
|  |  | **Qualification** | **Board/University** | **Year** |
|  | 1 |  |  |  |
|  | 1.2 | Taken after entry in the Department |
|  |  | **Qualification** | **Board/University** | **Year** |
|  | 1 |  |  |  |
|  | 2 |  |  |  |

|  |  |
| --- | --- |
| 2 | **Incumbency details/ Service details** |
|  | **Department/Office** | **Name of Post** | **Work Nature** | **Period** |
|  |  |  |  | **From** | **To** |
|  |  |
| 3 | **Training Programs attended** |
|  | **Date from** | **Date to** | **Institue** |
|  |  |  |  |
| 4 | **Awards and Honours receive** |  |
| 5 | **Period of absence on leave, etc. During the reporting period** | **Period** | **Type of leave/others** | **Remarks** |
| **From** |  **To** |  |  |
|  |  |  |  |
| 6 | **Brief description of duties : (Objective of the position you hold and the tasks required to perform, in about 100 words)** |  |
| 7 | **Nature of current works/duty** | **Management and execution of projects** | **Office works related to Projects and Administration** |

|  |  |
| --- | --- |
| 8 | **Targets/Deliverables and achievements during the reporting period** |
|  | **Name of Project /Work/Task** | **Target /Deliverable** | **Time frame of deliverable of target.** |
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| 9 | **During the period under report if the officer reported up on believe that he have made any exceptional contribution, eg. Sucessful completion of an extra ordinary challenging task or major projects (resulting is significant benefites to the Department and / or reduction in time and cost of project /If so give a verbal description 9with in 100 words)** |  |
| 10 | **Factors if any, which hindered the performance of Officer reported up on during the reporting period** |  |
| 11 | **Indicate Specify areas in which the officers reported up on feel that there is need to upgrade his skills through training programs** | **For the Current post/ duties** |  |
| **For Further career objectives** |  |
| 12 | **Punishment awarded or disciplinary action taken on the officer reported upon during the reporting period, if any. If yes, give details** |  |
| 13 | **Declaration**I, Hereby declare that the details submitted by me in Section I and Section II of this Performance Appraisal Form for the reporting period from ........................ to ......................... are true and correct as per my knowledge and belief. I hereby undertake that I shall submit necessary proof and evidence in connection with the authenticity of details submitted by me in the above sections, if asked to do so. **Date ........................ Signature and name of the officer reported upon :** |