D.T.E. Code - 3465

IDEAL
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6.3.5PerformanceAppraisalofNon-Teaching Staff

1. BlankPerformanceAppraisalForm

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Date:

ANNUALPERFORMANCEAPPRAISALFORMFORNON-TEACHING
PART-A
(TobefilledbyStaffMember)

AcademicYear:2020-2021

.Name	
2.Dateofjoining	
3.Designation	
4.Department/Section	
5.PayBand	Rs.
6.GradePay	Rs.
7.Academic/TechnicalQualification	
8.DetailsofEducationalcoursesbeing pursued	
9.Detailsof thepresentduties	

Date: **Signatureofthestaffmember**

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PART-B
(TobefilledbyReportingOfficer)

Name:							
Designation:				PayBand:Rs.			
DateofAppointment:				GradePay:Rs.			
Department/Section:							
CATEGORY	OUTSTA NDING	EXCEL LENT	VERY GOOD	GOOD	SATISF ACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulationandprocedure							
1.2 Abilitytoorganizework and carry it out							
1.3 Abilityandwillingnessto takeupadditionalloadin times of emergency							
1.4 Creativityand innovation							
1.5 Abilitytolearnnewskills							
2.PERFORMANCE							
2.1 Maintenanceof Files/Records							
2.2 Accuracy&Speedof work							
2.3 Neatness&tidinessof work							
2.4 Completionofworkon schedule							
2.5 Diligenceandsenseof responsibility							

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3.PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1Attendance							
3.2Punctuality							
3.3Discipline							
3.4Interactionwithcolleagues							
3.5Integrityandbehavior							
TOTALPOINTS:				/150			

4.OVERALLEVALUATION

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

5.**AnysignificantcontributionmadebytheEmployee:**

6.**SpecialremarksifanyoftheReportingOfficer:**

Date: **SignatureoftheReportingOfficer**

7.**RemarksifanyofReviewingofficer:**

Date: **SignatureofReviewingOfficer**

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*COMPUTATIONOF OVERALLEVALUATION	Points	PercentageofPoints
Outstanding	142 to 150	95to100
Excellent	135 to 141	90to94
VeryGood	120to 134	80to89
Good	90to119	60to79
Satisfactory	75to89	50to59
Marginal	60to74	40to49
Poor	30to59	20to39
TotalPoints150		