PERFORMANCE APPRAISAL FORM II (B)

For
Block Development Officers, Assistant Development Commissioners, Project Officers and Assistant Project Officers of District Rural Development Agencies
(Non-Secretariat Service)

PART I

APPRAISAL OF

Department: ...........................................(in block letters)
for the period...........................................

Name
Date of birth
Post
Date of entry in Government Service
Date of appointment to the present post
Date of entry in the present Department/Office
Pay and Scale of pay
Date from which functioning in the present grade continuously
List of subjects dealt with according to the Office Order distributing work

EDUCATIONAL AND OTHER QUALIFICATIONS

1.
2.
3.

EXPERIENCE

<table>
<thead>
<tr>
<th>Department</th>
<th>* Category of work</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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* Category of work may be any of the following items of work:
  Field programmes like Plan Schemes, Centrally Sponsored Schemes, etc. and Office/Personnel Management

GPT. 3/606/90/5000/J.
SELF ASSESSMENT

(To be obtained from the reportee in a separate sheet and filed as part of the facing sheet of the form)

Instructions to Reporting Officers

1. Consider only one factor at a time.

2. Study each factor and the specifications for each grade.

3. Review upon completion to see that the rating of each factor applies exclusively to the individual's actual performance on his present job.

4. Comment fully at the bottom of the page and on reverse side any matter which in your opinion needs explanation.

5. Put a tick (√) mark in the appropriate boxes provided hereunder.

Section A

ASSESSMENT BY THE REPORTING OFFICER

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Factors</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intelligence</td>
<td>Extraordinarily proficient in understanding new and difficult matters</td>
<td>Quite able to handle new and difficult matters</td>
<td>Normally understands a new situation after proper explanations and handles it if given all directions</td>
<td>Poor comprehension. Usually fails to perform a functional despite prior instructions</td>
</tr>
<tr>
<td>2</td>
<td>Initiative and Resourcefulness</td>
<td>Resourceful &amp; original in giving suggestions and pursues them constructively</td>
<td>Shown reasonable degree of initiative and resourcefulness</td>
<td>Tends to wait for direction</td>
<td>Cannot perform without close supervision and guidance. Limited desire to achieve task</td>
</tr>
<tr>
<td>3</td>
<td>Discipline</td>
<td>Exceptionally punctual in all matters and exemplary conduct</td>
<td>Always punctual. Observes the code of conduct</td>
<td>Usually punctual. Tries to follow the general code of conduct</td>
<td>Not punctual. Indifferent to general code of conduct Shirks responsibility</td>
</tr>
<tr>
<td>4</td>
<td>Responsibility and Dependability</td>
<td>Sincerity of responsibility and Conscientiousness towards duty</td>
<td>Very conscientious and dependable in the performance of his job. Always ready to take responsibility</td>
<td>A steady worker with a good record of dependability</td>
<td>Reasonably conscientious and does his job in a routine manner</td>
</tr>
<tr>
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<td>D</td>
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<tr>
<td>5</td>
<td><strong>Co-operation and Personal relations</strong></td>
<td>Extremely Co-operative and generally maintains outstanding good relations all round earning respect from his colleagues</td>
<td>Always Co-operative and generally maintains with effort reasonably good relations</td>
<td>Co-operative maintains with effort reasonably good relations</td>
<td>Does not get along well</td>
</tr>
<tr>
<td>6</td>
<td><strong>Interest in the Assignment</strong></td>
<td>Takes keen interest</td>
<td>Takes adequate interest</td>
<td>Does his work in a routine way</td>
<td>Indifferent in the discharge of his duties</td>
</tr>
<tr>
<td>7</td>
<td><strong>Job knowledge</strong></td>
<td>Has an unusually thorough and comprehensive mastery of his field of work. Strives to expand his frontier of knowledge</td>
<td>Knows his job thoroughly</td>
<td>Possesses just adequate knowledge required for the job</td>
<td>Knowledge inadequate. Has not yet gained competence</td>
</tr>
<tr>
<td>8</td>
<td><strong>Noting Drafting and Correspondence</strong></td>
<td>Very precise in noting &amp; drafting. Very prompt and accurate at correspondence. His drafts need no editing</td>
<td>Precise in noting and drafting. Good at correspondence. His drafts seldom require editing.</td>
<td>Ordinary at noting and drafting. His drafts need editing. Tries to handle correspondence in time if properly supervised</td>
<td>Poor in noting and drafting. Careless in handling correspondence</td>
</tr>
<tr>
<td>9</td>
<td><strong>Leadership and Drive</strong></td>
<td>Possesses excellent qualities of leadership and drive</td>
<td>Possesses good qualities of leadership and drive</td>
<td>Has qualities of leadership and drive</td>
<td>Poor in leadership and drive</td>
</tr>
<tr>
<td>10</td>
<td><strong>Power of Analysis and Judgement</strong></td>
<td>Gets systematically to the root of the problems and his judgement is consistently sound and well balanced</td>
<td>Almost invariably analyses the problems thoroughly. His view is nearly always sound and comprehensive</td>
<td>Usually analyses the problems adequately and generally takes a sound view</td>
<td>Often misses the essential point. Judgement often not sound</td>
</tr>
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</table>
| 11     | **Supervision and Control**  
Ability to supervise and control skill in maintaining the morale of his staff. Capacity to train help, advise and handle subordinates | Successful, efficient and capable supervisor. Runs his organisation smoothly and effectively. Very capable and successful to train help, advise and to handle his subordinates | Good supervisor, runs his organisation reasonably well. Capable to train, help, advise and to handle his subordinates | Moderate ability to supervise and run the organisation. Ordinary to train, help, advise and to handle his subordinates | Lacks control of staff and leaves things to his subordinates. Capacity to help, advise and to handle subordinates inadequate |
| 12     | **Quality and Quantity of Work**  
Quantum of work to be done, quantum actually done, and the promptness with which it is done | Distinguished output of work both in quantity and quality | Turns out more than adequate volume of work of good quality | Adequate output and quality | Output and quantity regularly insufficient |
| 13     | **Ability to Communicate and Receptiveness to Ideas of Others**  
Exceptionally skilled in conveying ideas in clear logical and convincing manner. Extremely receptive to ideas of others | Exceptionally skilled in conveying ideas in clear logical and convincing manner. Extremely receptive to ideas of others | Able to convey ideas in clear logical and convincing manner. Receptive to ideas of others | Moderate ability to convey ideas and moderately receptive to others' ideas | Lacks ability to convey ideas in clear logical and convincing manner. Not extremely receptive to others' ideas |
| 14     | Use of delegated powers | Always uses delegated powers and takes responsibility | Generally uses delegated powers | Has to be told to use his delegated powers | Fails to use delegated powers even after being instructed |
| 15     | **Ability to involve people's representatives in programmes and guides them in such a way as to get maximum result from the programmes** | Extremely able | Always involve them | Generally involve them | Not effective in this respect |

*Note.—Items (15) to (30) added as per suggestion of District Collectors.*
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<td>16</td>
<td><strong>Interest in involving Voluntary Organisations in the implementations of Programmes</strong></td>
<td>Extremely interested</td>
<td>Always takes interest</td>
<td>Generally interested</td>
<td>Lack interested</td>
</tr>
<tr>
<td>17</td>
<td><strong>Public Relations</strong></td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Poor</td>
</tr>
<tr>
<td>18</td>
<td><strong>Public acceptance</strong></td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not satisfactory</td>
</tr>
<tr>
<td>19</td>
<td><strong>Ability in organising Social and cultural activities</strong></td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not satisfactory</td>
</tr>
<tr>
<td>20</td>
<td><strong>Co-ordination with other Departments and Agencies</strong></td>
<td>Invariably Maintain co-ordination</td>
<td>Generally keep co-ordination</td>
<td>Occasionally co-ordination</td>
<td>Seldom takes interest in this respect</td>
</tr>
<tr>
<td>21</td>
<td><strong>Interest taken for the welfare of SC/ST and in achieving targets set for them</strong></td>
<td>Takes exceptional interest</td>
<td>Takes interest</td>
<td>Works as per targets only</td>
<td>Takes not much interest</td>
</tr>
<tr>
<td>22</td>
<td><strong>Interest taken for the welfare of Women and Children and Nutrition Schemes of the Rural Development Department</strong></td>
<td>Takes exceptional interest</td>
<td>Takes interest</td>
<td>Works as per targets only</td>
<td>Takes not much interest</td>
</tr>
<tr>
<td>23</td>
<td><strong>Ability in Extension Education</strong></td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not satisfactory</td>
</tr>
<tr>
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<tr>
<td>24</td>
<td>Ability in improve effectiveness of self-employment Programme like IRDP</td>
<td>Exceptionally capable</td>
<td>Good effort taken</td>
<td>Generally able to improve the effectiveness</td>
<td>Lacks ability on this count</td>
</tr>
<tr>
<td>25</td>
<td>Performance under Welfare Programmes like Housing, Drinking Water, Sanitation etc.</td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not satisfactory</td>
</tr>
<tr>
<td>26</td>
<td>Ability for Innovation</td>
<td>Extremely efficient</td>
<td>Efficient</td>
<td>Satisfactorily efficient</td>
<td>Lack of efficiency in innovation</td>
</tr>
<tr>
<td>27</td>
<td>Performance in Organising Group Economic Activities/ DWCRA</td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not Satisfactory</td>
</tr>
<tr>
<td>28</td>
<td>Performance in TRYSEM Training and successes in settling TRYSEM Trainees</td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not satisfactory</td>
</tr>
<tr>
<td>29</td>
<td>Effectiveness in promoting National Savings Schemes</td>
<td>Exceptionally good</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Not satisfactory</td>
</tr>
<tr>
<td>30</td>
<td>Ability in monitoring and follow-up</td>
<td>Exceptionally capable</td>
<td>Generally able to</td>
<td>Only able to do this as per guidance</td>
<td>Poor monitoring and follow-up</td>
</tr>
<tr>
<td>31</td>
<td>Punishments awarded to the Officer if any (Attach copies of the orders of punishments also)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GENERAL

1. Do you know of any physical disability of health problem which prevents this Officer from working to full capacity? If yes, please explain the nature of this problem.
   Yes ( ) No ( )

2. General grading:
   (1) No. of items in Grade A
   (2) No. of items in Grade B
   (3) No. of items in Grade C
   (4) No. of items in Grade D

General with special reference to:
1. The adverse remarks passed against the employee within the course of his performance or the disciplinary action taken against him during the period under report.
2. The efforts made to improve the functioning of the employee where his performance with reference to the factors enumerated in this report is considered not up to the mark or poor.
3. The important requirements or factors which affect the effectiveness of the work of the Officer such as special difficulties or handicaps, amount of direct or indirect supervision, the emergency demands, if any, etc., and
4. Specific instances of any work-worthy of being mentioned in support of the assessment in the graphic section.
   (Add separate sheets if necessary)

(Date of submission to Reviewing Officer)

Signature of the Reporting Officer:
Name:
Designation:

REMARKS OF THE REVIEWING OFFICER/AUTHORITY

Signature of the Reviewing Officer/Authority
Name:
Designation:

REMARKS OF THE NEXT HIGHER AUTHORITY
(In case where the Head of Department is not reviewing authority)

Signature:
Name:

Date:

I have read the report.

Signature of the Officer reported upon.
PART II—SECRET
(Not to be shown to the Officer reported upon)
(This part will not be the basis for promotion in the normal course)

1. Loyalty: (So as to judge his suitability for assignment to Sensitive Posts)
   Has anything come to your knowledge which reflects adversely on the Officer's loyalty:
   If (Yes) please give details
   (Add separate sheets if necessary)

2. Integrity and General Reputation:
   (a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely:
      On the Officer's ability to honestly execute his duties
      Showing favouritism in discharging his duties
      If yes, please give details of particulars
   (b) Has there been any preliminary finding regarding the corrupt practices of the Officer
      Has any case of corruption on the Officer been referred to Vigilance Department after preliminary enquiries
      If 'Yes' give details

3. Whether the Officer require any training for the purposes of his present job or for any higher responsibilities

4. Whether the Officer should be posted to some other Section, Office for better work or for other reasons (to be specified)

Signature of the Reporting Officer:
Name:
Date:
Designation:

Date of submission to the Reviewing Officer

REMARKS OF THE REVIEWING OFFICER/AUTHORITY

Do you agree with the assessment made by the Reporting Officer

Yes ( ) No ( )

If you wish to modify anything or add please elaborate

Signature of the Reviewing Officer/Authority:
Name:
Date:
Designation:
INSTRUCTIONS

Performance Appraisal Form II (B) is meant for the categories of Block Development Officers, Assistant Development Commissioners, Project Officers and Assistant Project Officers of District Rural Development Agencies and their equivalent categories of officers working in the Rural Development Department.

2. The form consists of two parts viz: Part I and Part II. The facing sheet of Part I will be got filled up by the reportee. A note on "Self Assessment" should be obtained from the reportee and filed as part of the facing sheet. "Self Assessment" in this context means a brief resume of work done by the Officer reported upon during the period under report bringing out any special achievement of his/her during the period, to be filled by the Officer reported upon. The resume should not exceed three hundred words. The "Self Assessment" given by the reportee will help the Reporting Officer to make the ratings. The graphic portion of Section A of Part I will be prepared by marking the appropriate grading items against the factors given. Part I will be shown to the reportee and his signature obtained. Part II is meant for recording the assessment of the Reporting/Reviewing Officer on the loyalty and integrity of the reportee. This part will be considered as "Secret" and should not be shown to the reportee. This will not be a basis for determining the Officer's suitability for promotion/appointment to higher posts.

3. Special care should be taken in filling up the Performance Appraisal forms by the Reporting and Reviewing Officers.

4. The rating should be done taking into account the individual's actual performance on the job during the period under report.

5. The Reporting Officer should take special care to study the factors for appraisal and apply them judiciously on the reportee's performance.

6. The Reviewing Officer will record his remarks in a narrative form in the column provided in the form. If he finds it necessary to revise the gradings given by the Reporting Officer he will do so, in which case the gradings given by the former will prevail.

7. It is the duty of the Reporting Officers/Reviewing Officers to see that no item in the form is left unfilled.

8. The Reporting Officer shall be his immediate superior under whom he is working and the Reviewing Officer shall be the authority to which the reporting Officers is subordinate.

9. In case of other categories of Officers other than Block Development Officers, Assistant Development Commissioners, Project Officers and Assistant Project Officers of District Rural Development Agencies the Committee (Rural Development) shall be the Reviewing Officer.