

**DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005.**

**CONFIDENTIAL REPORT OF CHIEF ENGINEER**

**PART-I—Personal Data and Duties & Responsibilities: ---**  
(to be filled by the Administrative Section concerned)

1. Period of Report .....
2. Name of Officer .....
3. Father's/Husband's Name .....
4. Date of Birth .....
5. Date of continuous appointment to the present grade .....
6. Present residential address .....
7. Post held during period of report .....
8. Period of absence from duty on leave, training etc. during the year .....
9. Key items of the duties and responsibilities of the post in order of importance (care is to be taken that no item is left out). .....

**10. Reporting & Reviewing authorities during the period of Report :-**

	Name	Designation
Reporting Authority		Member(WS)
		Member(Dr.)
Reviewing Authority		

**PART-II—(A) Self Appraisal:-**  
(to be filled by the Officer reported upon)

1. Academic and professional achievement during the year including degree obtained, books/article published etc. The training course attended during the reported year need also be mentioned.

2. Enumerate items of task and targets :  
assigned to the officer for completion  
during the year/period from..... to  
.....
3. Inspections carried out by :  
EE/SE/CE/Jt,Directors/Dy,Directors  
during the year with outcome
4. Please state whether the annual return :  
on movable/Immovable property for  
the preceding calendar year was filed  
within the prescribed date, i.e. 31st  
January of the year following the  
calendar year. If not the date of filing  
the return should be given
5. The ACRs of all the staff working :  
under my control during the report  
period have been filled up and handed  
over to the Reviewing/Accepting  
authority
6. Total Nos. of ACR reported and :  
reviewed
7. Brief resume of the work done by the :  
officer during the year/period from  
.....to ..... bringing out any  
special achievement of his work during  
the year/period. In the event of  
achievement gap, furnish reasons. (The  
resume should not exceed 300 words).

**PART-III** Assessment by the Reporting Officer on scale 1-10 :-

Numerical grading is to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

Grading given by M(W)

- a) Does the Reporting Officer agree with all that is recorded under Part-II by the Officer. If not enumerate precisely the extent of disagreement with and reasons therefore ? :
- b) General comment on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job. :
- c) Comments clearly and in an unambiguous terms on the following attributes of the officer in relation to his performance: :
- (i) Commitment to the tasks assigned :
- (ii) Devotion to duty :
- (iii) Human relations (his conduct with colleagues, superiors and subordinates and capacity to get work done) :
- (iv) Public relation :
- (v) Intellectual honesty, reactivity and innovative qualities :
- (vi) Integrity (Please comment on the integrity of the officer) :
- d) Please indicate if on any of the item in this part the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter :

Signature of Reporting officer/Member(W)

Name in Block Letters .....

**ART-III Assessment by the Reporting Officer on scale 1-10 :-**

Numerical grading is to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

**Grading given by M(DR.)**

- a) Does the Reporting Officer agree with all that is recorded under Part-II by the Officer. If not enumerate precisely the extent of disagreement with and reasons therefore ? :
- b) General comment on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job. :
- c) Comments clearly and in an unambiguous terms on the following attributes of the officer in relation to his performance: :
- (i) Commitment to the tasks assigned :
- (ii) Devotion to duty :
- (iii) Human relations (his conduct with colleagues, superiors and subordinates and capacity to get work done) :
- (iv) Public relation :
- (v) Intellectual honesty, reactivity and innovative qualities :
- (vi) Integrity (Please comment on the integrity of the officer) :
- d) Please indicate if on any of the item in this part the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter :

Signature of Reporting officer/Member(Dr.)

Name in Block Letters .....

Average numerical grading given by M(WS) & M(Dr.)

Asstt. Commissioner(W)

**PART-IV—Remarks of the Reviewing Officer:-**

1. Length of service under the Reviewing Officer :
2. Does the Reviewing Officer fully agree with the remarks of the Reporting Officer recorded in Part-III of the proforma. If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be specifically mentioned for expunction or modification :
3. If the officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. :
4. Is the officer reported upon specifically suited for particular job (including his/her role and responsibility as Revenue Incharge of the Division? If so the nature of placement should be suggested. :
5. Aptitude and potentials of the officer reported upon and suggestion for possible lines of growth and development. :
6. Overall Grade on scale 1-10 :

**Signature of the Reviewing Officer.....**

**Name in Block Letters .....**

**Designation.....**

**Date .....**

**DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005.**

**CONFIDENTIAL REPORT OF EXECUTIVE ENGINEERS (E&M) WTPs INCHARGE  
Not Valid For Other Engineers**

**PART-I**—Personal Data and Duties & Responsibilities: ---  
(To be filled by the Administrative Section concerned)

1. Period of Report .....
2. Name of Officer .....
3. Father's/Husband's Name .....
4. Date of Birth .....
5. Date of continuous appointment to the present grade .....
6. Present residential address .....
7. Post held during period of report .....
8. Period of absence from duty on leave, training etc. during the year .....
9. Academic and professional achievement during the year including degree obtained, books/article published etc. The training course attended during the reported year may also be mentioned .....
10. **Reporting, Reviewing & Accepting Authorities during period of report:**

	Name & Designation
Reporting Authority	
Reviewing Authority	
Accepting Authority	

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART -II** (To be filled by Designated Officer In charge of record keeping except remarks column which need to be filled in by the officer being reported upon and this page to be jointly signed by both the officers)

- Plant Details<sup>1</sup> :
  - i) Name of Plant and locations :
  - ii) Year of commissioning
  - iii) Design capacity including recycling
  - iv) Out sourced or DJB operated
  - v) No. of flow meter installed –

Parameters	Year of Report	One Year Previous	Two year Previous	Remarks
➤ Average production of Water per day(MGD)				
➤ Peak day production of Water in MGD				
➤ Cost of production of Water <sup>2</sup> per MGD				
➤ Power Cost per MGD				
➤ Power Consumed in units KVAH per MGD				
➤ No. of Staff posted (for O&M up to level of Foreman) in Plant				
➤ No. of Major/Rehabilitation/ Renovation /Extension works Executed. (Details of the Works with cost) shown in separate Sheet				

Signature.....

Name .....

Designation .....

<sup>1</sup> In case of more than one plant add separate sheet

<sup>2</sup> Total Expenditure i.e. Raw Water cost, carrier maintenance cost, Power, Maintenance, Staff, Chemicals and consumables etc. Maintenance cost does not include the cost of Major works as specified above in last row.

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART-III—Self-Appraisal:-**

(To be filled by the Officer Reported upon)

1. *Status of Flow Meter* - No. of Functional :  
(Period to be specified)

No. of Non-Functional:  
(Period to be specified)

2) Quality of water produced :

3) Any Major Break Down :

4) No. of instances of unauthorized /unplanned shutdown:

5) Any Exceptional event during Reporting Period :

6) Performance of associated infrastructure such as booster plant :

7) Brief description of duties :

8) Annual Work Plan and Achievement :

Task to be performed	Actual achievement
	•
	•
	•
	•
	•
	•
	•
	•
	•

Employee Name:.....

Employee Code:.....

Employee Signature:.....



1. During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a brief description. (within 100 words).

2. What are the factors that hindered your performance?

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

<p>❖ For the current assignment:</p>  <p>❖ For your future career:</p>
--

4. Declaration :

<p>Have you filed your immovable property return, as due? If Yes, please mention date:</p>	
--	--

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART-IV (i) Assessment of Reporting Officer:-**

- a) Does the Reporting Officer agree with all that is recorded under Part-II and Part - III? If not enumerate precisely the extent of disagreement with and reasons therefore? :
- b) General comment on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job. :
- c) Comments clearly and in an unambiguous terms on the following attributes of the officer in relation to his performance:
  - (i) Commitment to the tasks assigned :
  - (ii) Devotion to duty :
  - (iii) Human relations (his conduct with colleagues, superiors and subordinates and capacity to get work done) :
  - (iv) Public relation :
  - (v) Intellectual honesty, creativity and innovative qualities :
  - (vi) Integrity :
- d) Please indicate if on any of the item in this part the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter :

**GRADING: OUTSTANDING/VERY GOOD/GOOD/AVERAGE/BELOW AVERAGE  
(if Below Bench Mark or Outstanding Grading is given, then reason may also be mentioned)**

Signature of the Reporting Officer.....

Name in Block Letters .....

Designation.....

Date .....

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART-V—Remarks of the Reviewing Officer:-**

- 1. Length of service under the Reviewing Officer :
- 2. Does the Reviewing Officer fully agree with the remarks of the Reporting Officer recorded in Part-III of the proforma. If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be specifically mentioned for expunction or modification :
- 3. If the officer reported upon is a member of Scheduled Caste/Tribe. please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. :
- 4. Is the officer reported upon specifically suited for particular job (including his/her role and responsibility as Revenue In charge of the Division? If so the nature of placement should be suggested. :
- 5. Aptitude and potentials of the officer reported upon and suggestion for possible lines of growth and development. :

Signature of the Reviewing Officer.....  
 Name in Block Letters .....  
 Designation.....  
 Date .....

**PART-VI—Remarks of Accepting Authority:--**

Signature .....  
 Name & Designation.....  
 Date.....

Employee Name:.....  
 Employee Code:.....  
 Employee Signature:.....

**DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005.**

**CONFIDENTIAL REPORT OF EXECUTIVE ENGINEERS (E&M) INCHARGE STPs**

**Not Valid For Other Engineers**

**PART-I**—Personal Data and Duties & Responsibilities: ---  
(To be filled by the Administrative Section concerned)

1. Period of Report .....
2. Name of Officer .....
3. Father's/Husband's Name .....
4. Date of Birth .....
5. Date of continuous appointment to the present grade .....
6. Present residential address .....
7. Post held during period of report .....
8. Period of absence from duty on leave, training etc. during the year .....
9. Academic and professional achievement during the year including degree obtained, books/article published etc. The training course attended during the reported year may also be mentioned .....

**10. Reporting, Reviewing & Accepting Authorities during period of report:**

	Name & Designation
Reporting Authority	
Reviewing Authority	
Accepting Authority	

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART –II** (To be filled by Designated Officer In charge of record keeping except remarks column in the table below to be filled in by the officer being reported upon and this page to be jointly signed by both the officers)

- Plant Details<sup>1</sup> :
  - i) Name of Plant and location
  - ii) Year of commissioning
  - iii) Design capacity
  - iv) Designed parameters
  - v) Out sourced or DJB operated
  - vi) No. of flow meter installed
  - vii) Power generation capacity
  - viii) Gas production capacity

Parameters	Year of Report	One Year Previous	Two year Previous	Remarks
➤ Average treatment of Sewage per day(MGD)				
➤ Peak day treatment of sewage in MGD				
➤ Cost of treatment of Sewage <sup>2</sup> per MGD				
➤ Power Cost per MGD				
➤ Power Consumed in units (KVAH) per MGD				
➤ No. of Staff (O&M) posted in Plant (up to the level of Foreman)				
➤ Quantity of treated effluent sold /utilized /recycled				
➤ Gas Produced				
➤ Power generated				
➤ No. of Major/Rehabilitation/Renovation /Extension works executed. (Details of the Works with cost, be added in separate Sheet)				

Signature .....

Name: .....

Designations: .....

<sup>1</sup> In case of more than one plant add separate sheet

<sup>2</sup> Total Expenditure i.e. Power, Maintenance, Staff (O&M), Chemicals and consumables etc. Maintenance cost does not include the cost of Major works as specified above in last row.

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART-III— Self-Appraisal:-**

(To be filled by the Officer Reported upon)

1. Status of Flow Meter – No. of Functional :  
(Period to be specified)  
  
– No. of Non-Functional:  
(Period to be specified)
2. Parameters achieved of treated effluent :  
(Yearly average)
3. No of instances of Quality parameter not achieved :
4. Any Major Break Down :
5. No. of instances of unplanned bypass with reasons:
6. Any Exceptional event during Reporting Period :
7. Performance of associated infrastructure such as SPS and rising main :
8. Brief description of duties :
9. Annual Work Plan and Achievement :

Task to be performed	Actual achievement
	•
	•
	•
	•
	•
	•
	•
	•

Employee Name:.....

Employee Code:.....

Employee Signature:.....

10. During the period under report, do you believe that you have made any exceptional contribution successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a brief description (within 100 words).

11. What are the factors that hindered your performance?

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

<p>❖ For the current assignment:</p>  <p>❖ For your future career:</p>
--

13. Declaration :

<p>Have you filed your immovable property return, as due? If Yes, please mention date.</p>	
--	--

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART-IV (i) Assessment of Reporting Officer:-**

- a) Does the Reporting Officer agree with all that is recorded under Part-II and Part III? If not enumerate precisely the extent of disagreement with and reasons therefore? :
- b) General comment on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job. :
- c) Comments clearly and in an unambiguous terms on the following attributes of the officer in relation to his performance: :
  - (i) Commitment to the tasks assigned :
  - (ii) Devotion to duty :
  - (iii) Human relations (his conduct with colleagues, superiors and subordinates and capacity to get work done) :
  - (iv) Public relation :
  - (v) Intellectual honesty, creativity and innovative qualities :
  - (vi) Integrity :
- d) Please indicate if on any of the item in this part the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter :

**GRADING: OUTSTANDING/VERY GOOD/GOOD/AVERAGE/BELOW AVERAGE  
(if Below Bench Mark or Outstanding Grading is given, then reason may also be mentioned)**

Signature of the Reporting Officer.....

Name in Block Letters .....

Designation.....

Date .....

**Employee Name:.....**

**Employee Code:.....**

**Employee Signature:.....**



**PART-V—Remarks of the Reviewing Officer:-**

1. Length of service under the Reviewing Officer :
2. Does the Reviewing Officer fully agree with the remarks of the Reporting Officer recorded in Part-III of the proforma. If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be specifically mentioned for expunction or modification :
3. If the officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. :
4. Is the officer reported upon specifically suited for particular job (including his/her role and responsibility as Revenue In charge of the Division? If so the nature of placement should be suggested. :
5. Aptitude and potentials of the officer reported upon and suggestion for possible lines of growth and development. :

Signature of the Reviewing Officer.....

Name in Block Letters .....

Designation.....

Date .....

**PART-VI—Remarks of Accepting Authority:-**

Signature .....

Name &amp; Designation.....

Date.....

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**DELHI JAL BOARD: DELHI SARKAR  
VARUNALAYA PHASE-II, KAROL BAGH  
NEW DELHI-110005.**

**CONFIDENTIAL REPORT OF ZONAL REVENUE OFFICERS**

**PART-I**—Personal Data and Duties & Responsibilities: -  
(to be filled by the Administrative Section concerned)

1. Period of Report .....
2. Name of Officer .....
3. Father's/Husband's Name .....
4. Date of Birth .....
5. Date of continuous appointment to the present grade .....
6. Present residential address .....
7. Post held during period of report .....
8. Period of absence from duty on leave, training etc. during the year .....
9. Academic and professional achievement during the year including degree obtained, books/article published etc. The training course attended during the reported year may also be mentioned .....

**10. Reporting & Reviewing Officers during period of report:**

	Name & Designation
Reporting Authority	
Reviewing Authority	

**Employee Name:**.....

**Employee Code:**.....

**Employee Signature:**.....

**PART –II- A Self-Appraisal:-**

(To be filled by Officer Reported upon)

a) Parameters	Year of Report	One Year Previous	Two year Previous
<ul style="list-style-type: none"> <li>• Zone Details<sup>1</sup> :               <ul style="list-style-type: none"> <li>i) Name of Zone and location</li> <li>ii) Total No. of staff posted</li> <li>iii) Total No. of sanctioned water Connections</li> <li>iv) No. of domestic water connections</li> <li>v) No. of Mixed Use water connections</li> <li>vi) No. of commercial water connections</li> <li>vii) No. of bulk water connections</li> <li>viii) Total Quantity of water Billed in (MGD)</li> </ul> </li> <li>ix) No. of grievances addressed(Total/disposed)</li> <li>x) No. of Water Connections added during the period under report</li> </ul> <p>(In case of more than one Zone add separate sheet)</p>			
➤ Total Revenue target Assigned			
➤ Total Revenue collected excluding infrastructure fund.			
➤ Total arrears of water charges at the beginning of the Financial Year under the report.			
➤ How much amount realized out of arrears			
➤ Total target achieved in %			
➤ Reason for not achieving target (if target not achieved)			
➤ Any major drive started for achieving the target			
➤ Total No. of camps organized for achieving target.			

<sup>1</sup>In case of more than one Zone add separate sheet

Employee Name:.....

Employee Code:.....

Employee Signature:.....

<ul style="list-style-type: none"> <li>➤ Total No. of connections disconnected for default/total number of defaulters in the category. <ul style="list-style-type: none"> <li>i) Government <ul style="list-style-type: none"> <li>a) Domestic</li> <li>b) Commercial</li> <li>c) Bulk</li> </ul> </li> <li>ii) Private – <ul style="list-style-type: none"> <li>a) Domestic</li> <li>b) Commercial</li> <li>c) Bulk</li> </ul> </li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>➤ Total no. of unauthorized connections, at the beginning of the Financial Year.</li> <li>➤ Total No. of unauthorized connections detected during the period under report.</li> <li>➤ Total No. of cases detected for use of water in Civil Constructions in Financial Year.</li> <li>➤ No. of Cases where Cost of Construction was imposed and recovered in Financial Year.</li> <li>➤ How many unauthorized connection were:- <ul style="list-style-type: none"> <li>a) Regularized</li> <li>b) Challaned</li> <li>c) Disconnected</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>➤ How many site checking were made during the year? <ul style="list-style-type: none"> <li>○ No. of Bulk connection checked out of total bulk connection?</li> <li>○ No. of Domestic connection checked out of total domestic connection?</li> <li>○ No. of Commercial connection checked out of total commercial connection?</li> <li>○ Discrepancies found (No. of cases)</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>➤ Total No. of Pending applications of New Water Connection in the beginning of the Reporting Year.</li> <li>➤ Total No. of applications received for New Water Connection in the Reporting Year.</li> <li>➤ No. of New Water connections sanctioned within time limit in the reporting year.</li> <li>➤ No. of water connections sanctioned after 35 days.</li> <li>➤ Total No. Pending applications of New Water Connection at the end of the reporting year.</li> </ul>	
---	--

**Employee Name:.....**

**Employee Code:.....**

**Employee Signature:.....**

<ul style="list-style-type: none"> <li>➤ No. of Pending mutation applications in the beginning of the Reporting Year.</li> <li>➤ Total No. of applications received for mutation in the Reporting Year.</li> <li>➤ No. of mutations cases done within time limit in the Reporting Year.</li> <li>➤ No. of mutations done after 15 days of receipt.</li> <li>➤ Total No. of Pending cases left for mutation at the end of the Reporting Year.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ No. of Pending applications for Disconnection of water connections in the beginning of the Reporting Year.</li> <li>➤ Total No. of application received for Disconnection of water connections in the Reporting Year.</li> <li>➤ No. of Disconnection cases done within time limit in the Reporting Year.</li> <li>➤ No. of delayed cases after 15 days of receipt of application.</li> <li>➤ Total No. of Pending Cases left for Disconnection of Water connections in the Reporting Year.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Reason for delay, if beyond time limit in .....</li> </ul>	

	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6
<ul style="list-style-type: none"> <li>➤ Total no. of Active water connections                             <ul style="list-style-type: none"> <li>○ Bulk</li> <li>○ Domestic</li> <li>○ Commercial</li> <li>○ Mixed use</li> </ul> </li> </ul>						
<p><b>Billing Efficiency</b></p> <ul style="list-style-type: none"> <li>➤ No. of bills generated on actual reading                             <ul style="list-style-type: none"> <li>○ Bulk</li> <li>○ Domestic</li> <li>○ Commercial</li> <li>○ Mixed Use</li> </ul> </li> <li>➤ No. of bills generated on Average/provisional                             <ul style="list-style-type: none"> <li>○ Bulk</li> <li>○ Domestic</li> <li>○ Commercial</li> <li>○ Mixed Use</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>➤ No. of exceptional billing cases–(Total/Resolved)</li> <li>➤ No. of Gap billing cases–(Total/Resolved)</li> <li>➤ No of unresolved exceptional/Gap cases of previous round carried forwarded</li> <li>➤ No. of Meter Readers who could not complete meter readings.</li> <li>➤ No. of Meter Readers against whom action recommended for not completing the assigned work in time.</li> </ul>						

**Employee Name:**.....

**Employee Code:**.....

**Employee Signature:**.....

**b) Demand wise Amount /collection for the year :**

**c) Collection in Percentage/Efficiency for the year :**

**d) Number of ACRs reported/ not reported**

--	--

**e) Number of ACRs reviewed/ not reviewed**

--	--

**f) Brief description of duties:**

**g) Specific task assigned in addition to normal duties & responsibilities**

Specified task assigned in addition to normal duties & responsibilities	Actual achievement

**Employee Name:.....**

**Employee Code:.....**

**Employee Signature:.....**

j) During the period under report, do you believe that you have made any exceptional contribution e.g successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a brief description.(Within 100 words).

f) What are the factors that hindered your performance, if any?

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

<p>❖ For the current assignment:</p>          <p>❖ For your future career:</p>
--

h) Declaration :

Have you filled your immovable property return, as due? If Yes, please mention date.	
---	--

Employee Name:.....

Employee Code:.....

Employee Signature:.....

**PART-III (i) Assessment of Reporting Officer:-**

- a) Does the Reporting Officer agree with all that is recorded under Part-II by the Officer. If not enumerate precisely the extent of disagreement with and reasons therefore? \*
- b) General comment on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job.
- c) Comments clearly and in an unambiguous terms on the following attributes of the officer in relation to his performance:
- (i) Commitment to the tasks assigned
- (ii) Level of Supervising and monitoring regularly the work performance of the staff.
- (iii) Devotion to duty
- (iv) Human relations (his conduct with colleagues, superiors and subordinates and capacity to get work done)
- (v) Public relation
- (vi) Intellectual honesty, reactivity and innovative qualities
- (vii) Integrity
- (viii) Sense of responsibility
- (ix) Knowledge of Rules / Procedures
- (x) Knowledge of IT Skills/Relevant Subject
- (xi) Leadership Qualities
- xii) Please indicate if on any of the item in this part the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter

**GRADING: OUTSTANDING/VERY GOOD/GOOD/AVERAGE/BELOW AVERAGE  
(If Below Bench Mark or Outstanding Grading is given, then reason may also be mentioned)**

**Signature of the Reporting Officer.....**

**Name & Designation Block Letters .....**

**Date .....**

**Employee Name:.....**

**Employee Code:.....**

**Employee Signature:.....**



**PART-IV—Remarks of the Reviewing Officer:-**

- 1. Length of service under the Reviewing Officer :
- 2. Does the Reviewing Officer fully agree with the remarks of the Reporting Officer recorded in Part-III of the proforma? If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be specifically mentioned for expunction or modification :
- 3. If the officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. :
- 4. Is the officer reported upon specifically suited for particular job (including his/her role and responsibility as Revenue In charge of the Division? If so the nature of placement should be suggested. :
- 5. Aptitude and potentials of the officer reported upon and suggestion for possible lines of growth and development. :

**Signature of the Reviewing Officer.....**

**Name in Block Letters .....**

**Designation.....**

**Date .....**

**PART-VI—Remarks of Accepting Authority:--**

**Signature .....**

**Name & Designation.....**

**Date.....**

**Employee Name:.....**

**Employee Code:.....**

**Employee Signature:.....**