

key indicators - 6.3.5

Performance Appraisal Report (PAR) for Group 'A' & 'B' officers of Govt. of Odisha

Transmission Record

(To be filled in by Appraisee)


Financial Year: (for the period from 01-APR- to 31-MAR-)

Name and Designation of the Officer Reported
Upon

Service and Group (A/B) to which the Officer
belongs ODISHA EDUCATION SERVICE

Details of Transmission / Movement of PAR
(To be filled in at the time of transmission
by respective officer/staff)

Transmission By	Transmitted to whom (Name, Designation and Address)
Reporting Authority	
Reviewing Authority	
Accepting Authority	


Principal
Govt. Women's College

PERFORMANCE APPRAISAL REPORT

for

Group A and Group B Officers of Govt. of Odisha

Report for the financial year

(Period from **01-APR-** . . . to **31-MAR-**)

PART-I

PERSONAL DATA
(To be filled in by the Appraisee)

1. Full Name of the Officer
2. Date of Birth
3. Service to which the officer belongs
4. Group to which the officer belongs
5. Designation during the period of report
6. Office to which posted with Head Quarters
7. Period(s) of absence (on leave, training etc, if 30 days or more). Please mention date(s):
8. Name and Designation of the Reporting Authority and period worked under him/her:
9. Name and Designation of the Reviewing Authority and period worked under him/her:
10. Name and Designation of the Accepting Authority and period worked under him/her:

PART II

SELF-APPRAISAL
(To be filled in by the Appraisee)

i. Brief description of your tasks assigned in about 100 words)

Area for writing a brief description of tasks assigned.

Physical/Financial targets and Achievement

SL No	Task	Target	Achievement	Qualitative % of Achievement	% of Achievement
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3					
4					
P					

Key indicator - 6.3.5

CONFIDENTIAL

ANNEXURE - 4

**CONFIDENTIAL CHARACTER ROLL OF MINISTERIAL OFFICERS-VIZ.
SENIOR ASSISTANT / JUNIOR ASSISTANT / HEAD CLERKS / SENIOR
CLERKS / JUNIOR CLERKS / JUNIOR CLERK-CUM-TYPIST.**

1. Name. :
2. Designation. :
Sr.Asstt. / Jr.Asstt.
3. Department. :
4. Branch / Section. :
5. Date of joining in the Branch / :
Section.
6. Reporting Period. :
7. (I) Item wise report by the Reporting :
Officer.
8. (a) State of Health. :

- (b) Attendance and discipline. :

- (c) Clearance of routine. :

- (d) Noting. :

- (e) Drafting. :

- (f) Disposal. :

- (g) Knowledge of rules and :
procedure.
- (h) Ability to deal with cases. :

- (i) Integrity. :

- (II) Steps taken to point out defects :
if any with results.

(P.T.O.)

Principal

St. Women's College

(III) General remarks of the Reporting Officer (Official conduct, fitness for promotion, other assignment and over all rating etc.). :

Signature:

Date :

Seal :

(IV) Remarks of the Countersigning Officer. :

Signature:

Date :

Seal :

(v) Remarks of the Accepting Authority. :

Signature :

Date :

Seal :

(VI) Date of communication of Adverse Remarks if any: (With Initial Communicating Officer). :