



**THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS  
ANNUAL CONFIDENTIAL/ SPECIAL/ PROBATION REPORT ON STAFF  
YEAR \_\_\_\_\_ / PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_**

(To be completed by Administration)

**PERSONAL DATA**

Name : Shri/ Smt/ Km

Staff No:

Date of Birth:

Qualifications:

Date of Joining:

Appointment/Department

Date of Promotion/ACP

(1<sup>st</sup>)

(2<sup>nd</sup>)

(3<sup>rd</sup>)

(4<sup>th</sup>)

(5<sup>th</sup>)

(6<sup>th</sup>)

Leave availed during the period under Consideration: EL ML Mat L L w/o P

**Pay Scale**

**Present Pay Rs**

**Disciplinary action, if any**

**Self Appraisal not exceeding 300 words duly signed including the task assigned**

**Instructions:**

The assessment of the staff is very important administrative function and Reporting Officers should take great pains to complete the report as accurately as possible. Various qualities have been listed and the marks to be allotted are indicated on a 10 point scale. When the individual is given less than 4 marks or more than 8 marks, it will be mandatory to give the details , explaining the short comings or the outstanding performance meriting such marks. The form is to be completed in the Reporting Officers own handwriting by giving marks in the appropriate box below.

**ASSESSMENT**

Ten point scale: [9-10: Outstanding (A)]; [7-8: Very good (AA-)]; [6: Good (A-)]; [5: Average (B)]; [4: Poor (B-)]; [3 & below: Bad (C)]

<b>PERFORMANCE APPRAISAL</b>		
<b>Assessment Parameters</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
1. Personality (General Bearing, smartness, inspiring confidence)		
2. Work knowledge ( knowledge of rules & procedures, quality of work, promptness, accuracy and capability)		
3. Devotion to duty & Institution (Institution's Interest, Implementation of decisions, ability to work hard, efficiency)		
4. Responsibility (goes ahead with work unguided, acceptance of additional responsibility, good housekeeping & reporting to the supervisor about the completion of job and status)		
5. Reliability (Dependability without reminder/ supervision)		
6. Integrity and Honesty (honouring norms, rules and regulations)		
7. Discipline (conduct and behaviors, good house-keeping, adherence to orders, Instructions)		
8. Cooperation (Inter-relationship and readiness to work with superiors, co-workers and subordinates.		
9. Group Behavior (readiness to cover accomplishment a task as a team, tact, awareness, esprit-de-corps)		
10. Punctuality (regularity and punctuality in attendance and also of the work allotted )		

**Reporting Officer (RO)****Date****Designation****Signature****Reviewing Officer (RO)****Date****Designation****Signature**

**Reporting- Officer's Observations / Remarks  
(Obligatory if the marks are more than 8 or less than 4)**

**Date**

**Designation**

**Signature**

**Reviewing Officer**

Report of the period from \_\_\_\_\_ to \_\_\_\_\_

Length of service under the Assessor from \_\_\_\_\_ to \_\_\_\_\_

**1. Do you agree with the assessment of Reporting Officer?**

If NOT, in what respects?

**Date**

**Designation**

**Signature**

**RECOMMENDATIONS**

1. Fitness for increment.

	YES	NOT YET	NO
RO			
RO			

2. Suitability for promotion.

RO			
RO			

3. Special achievements meriting  
Accelerated increment/ Promotion

Secretary General

4. Overall Grading & General Remarks : Outstanding (A), Very good (AA-), Good (A-), Average (B), Poor (B-), Bad (C), (Based on the recordings of the Officer, Reporting Officer & Reviewing Officer + own impressions about the work)

Secretary General

5. Any oral/ in writing remarks for improvement during the  
Period by Reporting Officer/ Reviewing Officer/CSO

6. Adverse remarks communicated if any:      Ref                      Date

7. Meritorious remarks if any:                      Ref                      Date

Date:

Secretary General

8. General Remarks (where ever applicable)

Date:

President