

PERFORMANCE EVALUATION REPORT

In respect of

Sri./Smt.....

1.	<i>Name of Employee & Designation</i>	
2.	<i>Date of birth</i>	
3.	<i>Qualification</i>	
4.	<i>Details of commencement of regular service in the present designation</i>	
5.	<i>No. of years experience in office work under IHRD</i>	
6.	<i>Date of passing of Account Test Lower</i>	
7.	<i>Date of passing of MOP</i>	
8.	<i>Date from which the employee is working in the present institution</i>	
9.	<i>Details of leave other than casual leave availed of by the employee during the last two years.</i>	
10.	<i>Nature of duties and responsibilities assigned</i>	
11.	<i>Quality of output in work</i>	
12.	<i>Knowledge of sphere of work</i>	
13.	<i>Whether he/she is effective in the day to day work</i>	
14.	<i>Initiative on the post of the employee</i>	
15.	<i>Attitude to work</i>	

16.	<i>Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.</i>	
17.	<i>Interpersonal relationship and team spirit</i>	
18.	<i>Health</i>	
19.	<i>Integrity</i>	
20.	<i>Punctuality</i>	
21.	<i>General assessment</i>	
22.	<i>Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)</i>	
23.	<i>General Remarks</i>	

*Certified that the assessment of Performance of
Sri./Smt.....is accurate to
the best of my knowledge and belief.*

*Signature :
Name :
Designation :
Institution :*

Place:

Date :