

URGENT
By e-mail

No.EA4/17118/2015/IHRD

Dated, 22.01.2016

From
The Director
To
The Heads of all associate Institutions

Sir,

Sub:- IHRD- promotion to the cadre of Head Clerk- Performance Evaluation Report in respect of qualified Senior Office Assistants – called for -reg

As per the Government approved Special Rules of IHRD, the appointment to the post up to the level of Junior Superintendent in the ministerial category is to be done by promotion from the respective feeder category strictly on the basis of seniority and the latest Annual Confidential Report.

As of now there are some vacancies existing in the cadre of Head Clerk in IHRD and Senior Office Assistant is the feeder category of the said post. The final seniority list in respect of Senior Office Assistants under IHRD service had already been published as on 15.02.2012. Hence you are directed to forward a Performance Evaluation Report in the enclosed format, in respect of the Senior Office Assistants in your institution who have got 8 years experience in office work under IHRD service.

This may be treated as urgent and the duly filled in format should reach this office not later than 30.01.2016.

Yours faithfully
Sd/-
Dr. K. Vijayakumar
DIRECTOR (i/c)

Encl:- As stated above

Approved for issue

Office Superintendent

No: EA4/17118/2015/HRD

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.*

Place: _____ *Signature* : _____
Date : _____ *Name* : _____
_____ *Designation* : _____
_____ *Institution* : _____