

Government of

(Name of the Ministry/Division/Department/Office)

Name of the Service

**PERFORMANCE EVALUATION REPORT**

For the period

to

**PART 1**

1. Name:  
(IN BLOCK LETTERS)

2. Date of Birth:

3. Grade with Present Pay:

4. Post held during the period:

5. Academic  
Qualifications:

6. Knowledge of Languages:  
(Please indicate proficiency) in speaking (S),  
Reading (R) and working (W)

7. Hobbies:

8. Trainings received:

| Name of the Course/Workshop Attended | Date                 |                      | Name of the Institution & Country |
|--------------------------------------|----------------------|----------------------|-----------------------------------|
|                                      | From                 | To                   |                                   |
| <input type="text"/>                 | <input type="text"/> | <input type="text"/> | <input type="text"/>              |
| <input type="text"/>                 | <input type="text"/> | <input type="text"/> | <input type="text"/>              |
| <input type="text"/>                 | <input type="text"/> | <input type="text"/> | <input type="text"/>              |

9. Job Descriptions (Set out broadly in order of importance the main duties performed. Also mentioned any special work assigned during the period.)

10. Period served:

(a) In present post

(b) Under the reporting officer

11. Date of last Annual  
Medical Checkup:

(2)

The rating in Parts II, III, and IV should be recorded by initialing the appropriate box. The rating denoted by alphabets as follows:

**"A1" Very Good, "A" Good, "B" Average, "C" Below Average, "D" Poor**

For uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item.

Please see para 7 of instruction.

### PART II

| PERSONAL QUALITIES |                                   |                                                  |    |   |   |   |                                                                           |
|--------------------|-----------------------------------|--------------------------------------------------|----|---|---|---|---------------------------------------------------------------------------|
|                    |                                   |                                                  | A1 | A | B | C | D                                                                         |
| 1 .                | Intelligence                      | Exceptionally Bright,<br>Excellent Comprehension |    |   |   |   | Dull, Slow                                                                |
| 2 .                | Confidence & will<br>power        | Exceptionally Confident &<br>Resolute            |    |   |   |   | Uncertain, Hesitant                                                       |
| 3 .                | Emotional Stability               | Mature Balanced                                  |    |   |   |   | Unstable, Immature                                                        |
| 4 .                | Adaptability                      | Alert & Highly<br>Responsible                    |    |   |   |   | Rigid, Inflexible                                                         |
| 5 .                | Understanding &<br>Tolerance      | Considerate &<br>Cooperative                     |    |   |   |   | Lacks ability to<br>appreciate other's<br>point of view,<br>unsympathetic |
| 6 .                | Appearance &<br>bearing           | Creates Excellent<br>Impression                  |    |   |   |   | Clumsy,<br>Unimpressive                                                   |
| 7 .                | <b>OVERALL GRADING IN PART II</b> |                                                  |    |   |   |   |                                                                           |

### PART III

| ATTITUDES |                                              |                                                                                      |    |   |   |   |                                                                           |
|-----------|----------------------------------------------|--------------------------------------------------------------------------------------|----|---|---|---|---------------------------------------------------------------------------|
|           |                                              |                                                                                      | A1 | A | B | C | D                                                                         |
| 1.        | Knowledge of<br>Islam                        | Well read                                                                            |    |   |   |   | Narrow & Superficial                                                      |
| 2.        | Attitude towards<br>Islamic Ideology         | Deeply Motivated                                                                     |    |   |   |   | Indifferent, Intolerant                                                   |
| 3.        | Integrity<br>(a) General<br>(b) Intellectual | Irreproachable                                                                       |    |   |   |   | Unscrupulous                                                              |
| 4.        | Acceptance of<br>Responsibility              | Always prepared to take<br>on responsibility even in<br>different cases.             |    |   |   |   | Reluctant to take<br>responsibility will<br>avoid it whenever<br>possible |
| 5.        | Ability to produce<br>constructive ideas     | Full of ideas, always<br>comes up with ingenious<br>solution to problems,<br>fertile |    |   |   |   | Dull, has to be told<br>what to rhonk.                                    |

**P-T-O**

|     |                                    |                                                     | A1 | A | B | C | D |                                                         |
|-----|------------------------------------|-----------------------------------------------------|----|---|---|---|---|---------------------------------------------------------|
| 6.  | Foresight                          | Anticipates Problems & Plans ahead                  |    |   |   |   |   | Handles problems only after they arise                  |
| 7.  | Initiative & Drive                 | Bold & Enterprising, Dynamic                        |    |   |   |   |   | Timid & Defied                                          |
| 8.  | Reliability under pressure         | Imperturbable & exceptionally reliable at all times |    |   |   |   |   | Confused & easily flustered even under normal pressures |
| 9.  | Judgment                           | Makes consistently sound Proposals/Decisions        |    |   |   |   |   | Lacks balance & consistency immature                    |
| 10. | Financial Responsibility           | Exercises due care discipline                       |    |   |   |   |   | Irresponsible                                           |
| 11. | Perseverance devotion duty         | Resolute, carries a task through to the end         |    |   |   |   |   | Negligent & Disinterested                               |
| 12. | Relation with<br>(a) Superiors     | Cooperative, well-liked & trusted                   |    |   |   |   |   | Uncooperative, does not inspire confidence              |
|     | (b) Colleagues                     | Works well in team                                  |    |   |   |   |   | Difficult Colleague                                     |
|     | (c) Subordinates                   | Courteous & effective, inspires confidence          |    |   |   |   |   | Brusque and intolerant, does not earn respect           |
| 13. | Behavior with public               | Courteous & helpful                                 |    |   |   |   |   | Haughty unsympathetic & ill-behaved                     |
| 14. | <b>OVERALL GRADING IN PART III</b> |                                                     |    |   |   |   |   |                                                         |

#### PART IV

| <b>PROFICIENCY IN JOB</b> |                                                |                                                                                |    |   |   |   |   |                                            |
|---------------------------|------------------------------------------------|--------------------------------------------------------------------------------|----|---|---|---|---|--------------------------------------------|
|                           |                                                |                                                                                | A1 | A | B | C | D |                                            |
| 1.                        | Power of Expression<br>(a) Written<br>(b) Oral | Always precise, clear & well set out<br>Puts across convincingly and concisely |    |   |   |   |   | Clumsy & vague, ineffective                |
| 2.                        | Knowledge of work                              | Has a through grasp of the knowledge relevant to his/her job                   |    |   |   |   |   | Doesn't know enough about the present job  |
| 3.                        | Analytical ability                             | Picks out the essential without wasting time on irrelevant details             |    |   |   |   |   | Seldom see below the surface of a problem  |
| 4.                        | Supervision & Guidance                         | Organizes & uses staff & other resources effectively                           |    |   |   |   |   | Lacks control, ineffective                 |
| 5.                        | Ability to take Decision                       | Very logical & decisive                                                        |    |   |   |   |   | Indecisive & Vacillating                   |
| 6.                        | Work<br>(a) Output                             | Always up-to-date, accumulates no arrears                                      |    |   |   |   |   | Always behind schedule, very slow disposal |
|                           | (b) Quality                                    | Always produces work of exceptionally high quality                             |    |   |   |   |   | Generally produces work of poor quality    |
| 7.                        | <b>OVERALL GRADING IN PART IV</b>              |                                                                                |    |   |   |   |   |                                            |

## PART V

(a) Pen-picture: please comment on any particularly strong or weak points without repeating earlier parts of the report. Also indicate the future posting considered most suitable for the officer.

(b) Counseling: was the officer advised to improve vide instruction No. 4 during the period under report? If so, in what aspect and with what results?

**Assessment of Performance:** Please comment on how effective the officer has been in performing the duties mentioned at Sr. No. 9 in Part 1. Also comment on the officer's contribution to the overall performance of your office/organization specially in the light of any numerical measure e.g. examination result for teaching staff of other applicable index such as probability, project implementation, tax collection, etc. in other case given your assessment of relative proportion of (i) routine case (ii) complicated cases/situations (iii) policy cases/crisis situations death with by the officer. Also indicate whether training is required for increasing his effectiveness also if so, in which area.

**PART VI**

Comparing him with other officers of the same level and keeping in view the overall grading in part II, III and IV, give your general assessment of the officer by initialing the appropriate box below:

| <b>(a) OVERALL GRADING</b>                         |                             |                                  |
|----------------------------------------------------|-----------------------------|----------------------------------|
|                                                    | <b>BY REPORTING OFFICER</b> | <b>BY COUNTERSIGNING OFFICER</b> |
| (1) Equals by very few of the officers (very Good) |                             |                                  |
| (2) Better than the majority (Good)                |                             |                                  |
| (3) Equals the majority of officers (Average)      |                             |                                  |
| (4) Meets bare minimum standards (below average)   |                             |                                  |
| (5) Unsatisfactory (Poor)                          |                             |                                  |

| <b>(b) FITNESS FOR PROMOTION</b>  |                             |                                  |
|-----------------------------------|-----------------------------|----------------------------------|
|                                   | <b>BY REPORTING OFFICER</b> | <b>BY COUNTERSIGNING OFFICER</b> |
| (1) Fit for accelerated promotion |                             |                                  |
| (2) Fit for promotion in his turn |                             |                                  |
| (3) Not yet fit for promotion     |                             |                                  |
| (4) Unlikely to progress further  |                             |                                  |

Name of the Reporting Officer (capital letters)

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Dated

**PART VII**

**(a) REMARKS OF THE COUNTERSIGNING OFFICERS**

Please report on the aspects not touched upon by the reporting officer. If you disagree with assessment of the reporting officer, please give reasons therefore, you should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for the promotion, would you be prepared to accept him in the higher grade? If no, please give your reasons.

Name (capital letters) \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**(b) REMARKS OF THE COUNTERSIGNING OFFICER (IF ANY)**

Name (capital letters)

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date

**PART VIII**

1. Adverse remarks, if any, communicated vide

Date \_\_\_\_\_

2. Decision on representation of any \_\_\_\_\_

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# PART IX

## ANNUAL CONFIDENTIAL REPORT FOR THE PERIOD

For the period

to

BY THE COMMISSIONER/DEPUTY COMMISSIONER

Division/District

Name of the officer

Designation

Name of Department

The assessment should be based on personal observation should relate to the Annual performance of the officer reported upon during the period under report at should be recorded by initialling the appropriate box against columns 1 - 4 :

1. Integrity \_\_\_\_\_ Assessment

(i) Incorruptible \_\_\_\_\_

(ii) Reported to be corrupt \_\_\_\_\_

(iii) Believed to be corrupt because of \_\_\_\_\_

(a) Monetary consideration \_\_\_\_\_

(b) Other considerations \_\_\_\_\_

2. Co-operation with other departments:-

(i) Very cooperative \_\_\_\_\_

(ii) Works well in harmony with other \_\_\_\_\_

(iii) Difficult to work with \_\_\_\_\_

3. Relations with public:-

(i) Very well behaved & helpful, inspires confidence \_\_\_\_\_

(ii) Well behaved & Courteous \_\_\_\_\_

(iii) Inclined to be unhelpful rude & discourteous \_\_\_\_\_

4. Interest shown in development activities:-

(i) is keenly interested in planning & execution of the development schemes. \_\_\_\_\_

(ii) Takes interested in planning & development work. \_\_\_\_\_

(iii) is inclined to treat this aspect of this duty as a routine functions.

Dated \_\_\_\_\_ Reporting Officer's Signature: \_\_\_\_\_

Name: (in block letters) \_\_\_\_\_

Designation: \_\_\_\_\_

## INSTRUCTIONS FOR FILLING THE ACR FORMS

1.

- (i) **ACR is the most important record for the assessment of an officer. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is therefore, essential that almost case is exercised by all Reporting & Counter-signing Officers.**
- (ii) The reporting and countersigning officer should be.
  - a. **As objective as possible &**
  - b. Clear & direct, not ambiguous or evasive in their remarks.
- (iii) **The over-rating importance of part IV should be clearly understood in.**
- (iv) Over-rating should be eschewed by all Reporting/Countersigning officers.
- (v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.

2. **The forms are to be filled duplicate. Part 1 will be filled by the officer being reported upon and should be type/written. Parts II to VII will be filled by the reporting officer & Part VII by the countersigning officers. Both the reporting offices and countersigning officers should give their assessment of the officer reported upon in respective boxes in Part V. The Ministry/Division/Department concerned will fill Part-VIII if any adverse remarks are recorded in the report.**

- 3. Assessment in the ACR should be confirmed to be done by the officer reported upon during the period covered by the report.
- 4. Reporting officer is expected to counsel the officer being reported upon about his weak points and advise him to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
- 5. The ACR form should be filled in a neat and tidy manner. Cuttings/erasures should be avoided and must be initialed, where made.
- 6. The ratings in parts II, III, IV and VI should be recorded by initialing the appropriate box.
- 7. For uniform interpretation of qualities etc. Listed in parts II, III and IV, the two extreme shades are mentioned against each item, for example, an exceptionally bright officer with excellent comprehension will be rated "A1" in intelligence box-1 of Part-II. A dull and slow officer will merit a rating A, B and C rating will denote shades between the above two extremes.
- 8. The rating should be clear and given in one of the boxes provided for the purpose in Part II, III, IV and VI. So not grade an officer between two shades, i.e. between "very good" or "good & average" or average and below average.
- 9. The countersigning officer should weight the remarks of the reporting officer against his personal knowledge of the officer being reported upon, compare him with other officer of the same working under different reporting officers but under the same countersigning officer, and then give his overall assessment in part VI and remarks in Part-III (a). In certain categories of cases remarks of a second countersigning officer may also be required to be recorded. The establishment division will identify such cases from time to time and also designate an officer will record his remarks in part VII (b).
- 10. If the countersigning officers differ with the grading or remarks given (in parts other than part-VI) by the reporting officer, he should score it out and give his own grading in ink. In part VI is required to give his own assessment.
- 11. The countersigning officer should underline, in red ink remarks which in his opinion are adverse & should be communicated to the officer reported upon.

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