

Part-3 : ASSESSMENT BY THE REPORTING OFFICER

Numeric grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A). Assessment of work output (weightage to this section would be 40%)

	Grades by Reporting Authority
(1)	(2)
i) Accomplishment of planned work/ work allotted as per subjects allotted	9.2
ii) Quality of output	9.3
iii) Proficiency in System development related activities	9.3
iv) Proficiency in work, namely maintenance of backups/ output reports/ documents/ other ICT activities	9.0
Overall Grading on 'Work Output' $A = [(i)+(ii)+(iii)+(iv)] / 4$	9.2

(B). Assessment of personal attributes (weightage to this section would be 30%)

	Grades by Reporting Authority
(1)	(2)
i) Attitude to work	9.2
ii) Sense of responsibility	9.2
iii) Maintenance of Discipline	9.3
iv) Communication skills	9.3
v) Analytic ability	9.2
vi) Ability to work in team	9.3
vii) Ability to meet deadline	9.2
viii) Inter personal relations	9.3
Overall Grading on 'Personal Attributes' $B = [(i)+(ii)+(iii)+(iv)+(v)+(vi)+(vii)+(viii)] / 8$	9.25

(C). Assessment of functional competency (weightage to this section would be 30%)

	Grades by Reporting Authority
(1)	(2)
i) Professional knowledge	9.2
ii) Ability to execute work	9.3
iii) Adaptabilities to change	9.2
iv) Initiative	9.1
Overall Grading on 'Functional Competency' $C = [(i)+(ii)+(iii)+(iv)] / 4$	9.2

Pat-4 : GENERAL

1. Relation with the public user (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

Maintains good relationship with the officers and staff of the Departments.

2. Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

Recommended to sent for further training to improve the skill sets and productivity.

3. State of health

Good

4. Integrity

(Please comment on the integrity of the officer)

Beyond doubt

5. Pen picture by Reporting Officer (in maximum 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections

In addition to being focused and completing the task and assignments, she is very dedicated to her work.

6. Overall numerical grading on the basis of weightage given in Section A,B and C in part-3 of the Report [A*0.40+B*0.30+C*0.30]:Column 2 of Part 3 (A),(B)& (C)

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