

**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	9.5
ii) Quality of output	9.6
iii) Proficiency in System development related activities	9.6
iv) Proficiency in work, namely maintenance of backups/ output reports/ documents/ other ICT activities	9.6
Overall Grading on 'Work Output' $A = [(i)+(ii)+(iii)+(iv)] / 4$	9.575

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

	Grades by Reporting Authority
(1)	(2)
i) Attitude to work	9.5
ii) Sense of responsibility	9.5
iii) Maintenance of Discipline	9.5
iv) Communication skills	9.6
v) Analytic ability	9.6
vi) Ability to work in team	9.6
vii) Ability to meet deadline	9.6
viii) Inter personal relations	9.6
Overall Grading on 'Personal Attributes' $B = [(i)+(ii)+(iii)+(iv)+(v)+(vi)+(vii)+(viii)] / 8$	9.563

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

	Grades by Reporting Authority
(1)	(2)
i) Professional knowledge	9.6
ii) Ability to execute work	9.5
iii) Adaptabilities to change	9.5
iv) Initiative	9.6
Overall Grading on 'Functional Competency' $C = [(i)+(ii)+(iii)+(iv)] / 4$	9.55

**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 an excellent relationship with officers and staff of departments she is working with

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

Recommended to go for more training to enhance her 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**

The officer is a very responsible and sincere worker. She has worked very hard in the development and customization of the Megh e-Billing project so that they fit the requirements of the Government of Meghalaya. She was actively involved in its deployment and Implementation. She takes great care to provide continuous technical support to the various user departments. She also takes the initiative to learn and try out new things and has significantly contributed to the development of an AI-powered sign language recognition application a Proof of Concept work which is being done in collaboration with NERIE (NCERT)

**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)**

9.564

Name: Ms. CANDIDA B.M.BOOTH SHADAP

Designation: Scientist-E