**Section A: Performance Planning and Assessment**

**B.1. Individual Work Plan (70%). All activities should be SMART (Specific, Measurable, Attainable, Realistic (not easy and Timeline.)**

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| --- | --- | --- | --- | --- | --- | --- |
| **KPI (Key Performing Indicators)** | **Weightage (Max total 70%)** | **Outstanding**  **90.1 – 100.0** | **Very Good**  **80.1 – 90.0** | **Good**  **75.1 – 80.0** | **Satisfactory**  **50.1 – 75.0** | **Unsatisfactory**  **Below 50.0** |
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| **TOTAL Score :** | **70.00** |  |  |  |  |  |

The Divisions will submit the report on the stipulated time for approval, timing may change due to the availability of the Management / board members for final decision and thus, the delay should not be imposed to the division and designated staff.

Employee name and signature Reporting Authority name and signature Reviewing Authority name and signature

Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_