

EMPLOYEE SERVICE RECORD FOR GROUP S - 5 & BELOW

Confidential Report for the half year / year ending..... 20.....

NAME :

Dept.

Staff No.

Designation :

Positional held since :

NOTE : Before filling up the rating below, please study the instructions carefully given on the reverse and also Rating Guide which is issued separately.

Sl. No.	FACTORS	RATING			REMARKS
		Maximum Marks	Assessed Marks by Reporting Authority	Assessed Marks by Reviewing Officer	
		(a)	(b)	(c)	
1.	Knowledge of work	15			
2.	Performance	15			
3.	Dependability	15			
4.	Attendance & Punctuality	10			
5.	Conduct	10			
6.	Co-operation	7			
7.	Initiative	7			
8.	House - Keeping	7			
9.	Health & Presentability	7			
10.	Leadership	7			
	TOTAL	100			
	Supervisory Capacity (in case of Group D, E, S1, S2, S3, S4 & S5)	10			

i) Name & Designation of the Reporting Authority

Signature

Date

ii) Name & Designation of the Reviewing Officer

Signature

Date

REMARKS :

iii) Name & Designation of the Next Higher Officer

Signature

Date

INSTRUCTIONS

The following instructions should be carefully studied before filling the form :

1. a) Reports on employees in Group A.B.C. and D should be originated by atleast an Asst. Supervisor / Equivalent and should be reviewed by two immediate higher levels of supervision.
b) Reports on employees in Group S1, S2, S3, S4 & S5 will be originated by atleast a Supervisor/ Equivalent and should be reviewed by two immediate Higher level of Supervision.
2. If an employee has not worked under the Reporting Authority for atleast three months at the time of submitting the Report, a Report from the Authority under whom he worked for the major portion of the period should be obtained.
3. a) The individual should be appraised in present position only.
b) The appraisal should be based on impression for the entire period covered and not upon isolated period alone.
c) Column 2 (b) and 2 (c) are not to be filled by marks not exceeding marks shown under 2 (a)
d) Column 3 may contain some General Remarks in a narrative form giving a picture of the employee reported upon. Any draw-back or adverse points on the employee should be brought out in this column.
e) Rating 33 1/3 on any trail will be considered "Unsatisfactory" and should normally be intimated to the individual by Personnel Department through the Head of the Department.
4. After completion of all entries in the form duly signed by all concerned should be sent to the Personnel Department in a sealed cover marked 'CONFIDENTIAL'
5. Annual Report for the year ending 31st December should reach the Personnel Department not later than 31st January.