

EMPLOYEE NO : NAME :

ANNEXURE "D"

AHMEDABAD MUNICIPAL CORPORATION

FORM OF ANNUAL CONFIDENTIAL REPORT ON TECHNICAL OFFICERS OF CLASS I, CLASS II
OF THE ENGINEERING DEPARTMENT



PART-I

(To be filled in by office)

Department / Office of વિભાગ ખાતુ/કચેરી	Employee No એમ્પ્લોઈ નંબર
Zone / ઝોન	
IF ALLOCATION GIVE THE NAME OF DEPARTMENT ફાળવણી થયેલ હોય તો ફાળવણી થયેલ ખાતાનું નામ	
Report for the year / period from સુધીના સમય/વર્ષ માટે અહેવાલ	to થી

1. Name of Officer/Employee : અધિકારી/ કર્મચારીનું નામ	
2. Date of Birth જન્મ તારીખ	
3. Date of Appointment. નોકરીમાં નિમણૂકની તારીખ	Post હોદ્દો Grade ગ્રેડ
4. Educational degree/diploma on date of appointment નિમણૂક તારીખે શૈક્ષણિક ડિગ્રી/ ડિપ્લોમા લાયકાત	
5. Present post, and date of appointment there to હાલના હોદ્દા પર નિમણૂકની તારીખ	Post હોદ્દો Grade ગ્રેડ
6. Period of absence on leave during the year. or deputation during the Year. વર્ષ દરમિયાન રજાના કારણસર ફરજ પરની ગેરહાજરીની મુદત અથવા વર્ષ દરમિયાન ડેપ્યુટેશન થયેલ હોય તો તેની વિગત	
7. Educational degree/diploma received by him during the year under review સમીક્ષા હેઠળ વર્ષ દરમિયાન એમણે મેળવેલ શૈક્ષણિક ડિગ્રી/ ડિપ્લોમા	

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8. Training received during the year (indicate period of training name of course and Institution attended) વર્ષ દરમ્યાન મેળવેલી તાલીમ (તાલીમનું મુદત, અભ્યાસ ક્રમ અને જે સંસ્થામાં તાલીમ લીધી હોય એના નામ દર્શાવવા.)	
DATE :	SIGNATURE : DESIGNATION DEPARTMENT NAME

PART-II-SELF APPRAISAL

(To be filled by the officer reported upon)

(i) A brief summary of your main duties and responsibilities. (if any norms and targets have been fixed for your work, they may also be indicated. (in not more than 100 words)	
(ii) A brief account of your contribution during the year with reference to the norms and targets, if any, indicated at (i) above (in not more than 200 words) Add extra sheets, if necessary)	
(iii) Details of any specific item of work done by you which consider especially noteworthy (in 50 words)	

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<p>(iv) If your opinion, you were unable to achieve the expected quality or quantity of performance in respect any aspect of your work, indicate briefly your reasons why it happened(in 50 words)</p>	
<p>(v) How many training attended on which subject & for how many duration? (attach details)</p>	

Date:

Signature

Designation:

PART-III-ASSESSMENT

(To be filled by Reporting Officer)

- Do you agree with the self assessment of his/her performance done by the officer at patr-II ?
If not give reasons why you do not agree.

- What is your assessment of his/her:

Marks

A. INITIATIVE

- A self-starter. Does not require more than general instructions 5
- Takes initiative in clear & simple matters 4
- Sometimes takes the initiative but sometimes require specific instructions 3
- Does not take initiative but requires specific instructions 1
- Even after instruction needs continuous follow up to get work done 0

Reporting Officer Assessment	
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EMPLOYEE NO : NAME :

B. INTEGRITY

- Absolutely above board 6
- Satisfactory integrity 4
- Nothing adverse has come to notice 2
- Integrity doubtful 0

Reporting Officer Assesment	
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C. PUNCTUALITY

- Very Regular 5
- Regular 4
- Satisfactory 3
- Poor 1
- Very irregular 0

Reporting Officer Assesment	
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D. KNOWLEDGE OF WORK

- Excellent 8
- Very good 6
- Reasonably well 4
- Limited knowledge 2
- Poor knowledge 0

Reporting Officer Assesment	
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E. WORK EXECUTION

- Prepares estimate himself / herself 4
 - Average 2
 - Not able to maintain 0

Reporting Officer Assesment	
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- Prepares Tenders / drawings himself / herself 4
 - Average 2
 - Not able to prepare himself / herself 0

Reporting Officer Assesment	
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EMPLOYEE NO : NAME :

- M. B. recording in time 4
- Average 2
- Not in time 0

Reporting Officer Assesment	
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F. WORK EXECUTION

- Record book maintained excellent 4
- Record book maintained average 2
- Not maintaining properly 0

Reporting Officer Assesment	
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- Knowledge of AUTOCAD 5
- No Knowledge 0

Reporting Officer Assesment	
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- Processing & certifying the bill in time 4
- Average 2
- Delays the certification 0

Reporting Officer Assesment	
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G. WORK IMPLEMENTATION

- No. of same works completed in time 4
- Not in time Slightly Delay (25% of T.L.) 2
- Extreme Delay 0

Reporting Officer Assesment	
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H. QUALITIES AND ACCURACY OF WORK

- High degree of accuracy & thoroughness 8
- Generally accurate 6

EMPLOYEE NO : NAME :

- Meets the requirements of job 4
- Below average 2
- Makes errors very frequently 0

Reporting Officer Assesment	
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I. PERFECTNESS

- Never extra item is required 2
- Sometimes, extra item required 1
- Always, extra item is required 0

Reporting Officer Assesment	
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J. WORK OUTPUT

- High Output 8
- Good Output 6
- Output equal to average for the job 4
- Below average output 2
- Very poor output 0

Reporting Officer Assesment	
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K. INTEREST IN WORK

- Very anxious to learn and eager to do more than required 8
- Takes good interest in the work allotted to him 6
- Carries on work as required 4
- Limited interest in the work 2
- Indifferent 0

Reporting Officer Assesment	
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L. WILLINGNESS TO ACCEPT RESPONSIBILITY

- Very eager to be useful, actively seek responsibility. 4
- Responsible and willing. 3
- Accepts but does not seek responsibility. 2

EMPLOYEE NO : NAME :

- Sometimes tries to evade responsibility. 1
- Generally tries to evade responsibility. 0

Reporting Officer Assesment	
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M. ORGANISATIONAL AND SUPERVISORY ABILITY

- Outstanding ability in organizing and Planning Works,
an able leader. 8
- A good organizer and efficient planning ability. 6
- Usually gets work done in time but has a tendency to be
satisfied with things as they are. 4
- Requires very frequent reminders to get work done. 2
- Poor supervision. 0

Reporting Officer Assesment	
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N. COMMUNICATION

- Can make very clear, concise and Understandable reports
and Is able to put forward his/her ideas effectively. 5
- Good drafting ability
 - In English 4
 - In Gujarati 3
- Average power of expressing his/her view in writing. 2
- Below average 1
- Very poor power of written expression and
unable to convey his/her ideas on paper. 0

Reporting Officer Assesment	
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O. SUBORDINATES

- Capable of very objective clear and
accurate assessment of his/her subordinates 4

EMPLOYEE NO : NAME :

- Makes proper and reasonable assessment in His/her reports. 3
- Occasionally makes error in his/her Assessment reports;
otherwise generally acceptable reporting. 2
- Frequently misjudge and makes errors in his/her reports. 1
- Very biased and perverse reporting. 0

Reporting Officer Assesment	
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P. FINAL ASSESSMENT

Marks

above 80 Excellent
65 to 80 Very good
50 to 65 Good
Less than 50 Poor

Description	Total Marks Obtain	Overall Assessment
Reporting Officer FINAL Assesment A To O		

This rating is to be fully justified in the remark column.

Q. REMARKS

(Use this space for specification of the above assessment as well as for special comments with reference to areas not reported above. If you consider him/her already fit for assuming responsibilities of the next higher position please elaborate)

Name : _____

(Signature of the Reporting authority)

Designation : _____ Date : _____

EMPLOYEE NO : NAME :

PART-IV-REMARKS OF THE REVIEWING AUTHORITY

- (i) Length of service under him.

- (ii) Do you accept the assessment by the Reporting Officer in all respects? If not, indicate the items on which you disagree, and give your assessment on those items.

- (iii) Do you accept the Reporting Officer's assessment about integrity.

- (iv) Overall assessment, including mention of outstanding work, if any.

Date: _____ Signature of Reviewing Officer
Name in block letters:
Designation:

PART-V-REMARKS OF ACCEPTING AUTHORITY

Remarks:

Date:
Signature of Accepting Officer

Name in block letters:

Designation: