

EMPLOYEE NO : NAME :



ANNEXURE "B"
AHMEDABAD MUNICIPAL CORPORATION
FORM OF ANNUAL CONFIDENTIAL REPORT OF TECHNICAL OFFICERS OF
CLASS I, CLASS II OF THE TDO/ESTATE DEPARTMENT

PART-I (To be filled by office)

Department / Office of	Employee No
Zone / Department / Cell	
If allocation, Name Of Department	
Report for the year / period from	to

1. Name of Officer/Employee :	
2. Date of Birth	
3. Date of Appointment.	Post Grade
4. Educational degree/diploma on date of appointment	
5. Present post, and date of appointment there to	Post Grade
6. Period of absence on leave during the year.	
7. Educational degree/diploma received by him during the year under review	
8. Training received during the year (indicate period of training name of course and Institution attended)	

PART-II SELF APPRAISAL

(To be filled by the officer reported upon)

1. A brief summury of your main duties and repsonsibilities.(if any norms and targets have been fixed for your work, they many also be indicated.(in not more than 100 words) add extra sheets if necessary	
2. A brief account of your contribution during the year which reference to a)Attendance in Hon'ble High Court/City Civil Court at the time of hearing b) Site visit for progress checking c) Site visit for B U Permission approval d) Site visit for unauthorised construction e) Swagat on-line question i) above (in not more than 200 words) add extra sheets if necessary	
3. Details of any specific item of work done by you which consider especially noteworthy (in 50	

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words) add extra sheets if necessary	
4. 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) add extra sheets if necessary	
5. How many training attended on which subject and for how many duration? (attach details)	
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 part-II? If not give reasons why you do not agree.
- What is your assessment of his/her :

A. INITIATIVE

Marks

- 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

Reporting Officer Assesment	
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B. INTEGRITY

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

Reporting Officer Assessment	
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C. PUNCTUALITY

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

Reporting Officer Assessment	
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D. KNOWLEDGE OFWORK

- Excellent 8
- Very good 6
- Reasonably well 4

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- Limited knowledge 2
- Poor knowledge 0

Reporting Officer Assessment	
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E. WORK EXECUTION

- To assist advocate in draft affidavit
 - Good 4
 - Average 2
 - Below Average 0

Reporting Officer Assessment	
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- To take action against unauthorised work
 - Good 4
 - Average 2
 - Not able to prepare herself/himself 0

Reporting Officer Assessment	
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- In time inspection /check of progress report
 - Good 4
 - Average 2
 - Not in time 0

Reporting Officer Assessment	
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F. WORK EXECUTION

- Record update
 - Good 4
 - Average 2
 - Not maintaining properly 0

Reporting Officer Assessment	
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- Knowledge of AUTOCAD/Computer 5
 - No Knowledge 0

Reporting Officer Assessment	
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- Processing file and check in time 4
 - Average 2
 - Delays 0

Reporting Officer Assessment	
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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 Assessment	
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H. QUALITIES AND ACCURACY OF WORK

- High degree of accuracy & thoroughness 8
- Generally accurate 6
- Meets the requirements of job 4
- Below average 2
- Makes errors very frequently 0

Reporting Officer Assessment	
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I. PERFECTNESS

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

Reporting Officer Assessment	
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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 Assessment	
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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 Assessment	
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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
- Sometimes tries to evade responsibility. 1
- Generally tries to evade responsibility. 0

Reporting Officer Assessment	
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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 Assessment	
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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 Assessment	
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O. SUBORDINATES

- Capable of very objective clear and accurate assessment of his/her subordinates 4
- 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 Assessment	
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EMPLOYEE NO : NAME :

P. FINAL ASSESSMENT

Marks

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

Description	Total Marks Obtains	Overall Assessment
Reporting Officer FINAL Assessment 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: _____

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 Authority Officer :

મંજૂર રાખનાર સત્તા/અધિકારીની સહી.

Name in block letters:

Designation: