

ORIENTAL UNIVERSITY INDORE



PERFORMANCE APPRAISAL NON - TEACHING STAFF

1. Name :	2. Date of joining :
3. Designation :	4. Date of Taking Over Duties:
5. Department/Section :	6. Grade Pay : Rs.
7. Academic/Technical Qualification :	
8. Details of Educational courses being pursued, if any :	
9. Any other information /Details of the present duties :	

I have been briefed about my performance for the reporting year by my reporting officer and I am in agreement with his assessment.

Date :

Signature of the staff member

FORM TO BE FILLED IN BY THE REPORTING OFFICER

NAME :				YEAR OF ASSESSMENT :			
DESIGNATION :				DATE OF APPOINTMENT TO THE POST :			
PAY BAND : Rs.				GRADE PAY : Rs.			
DEPARTMENT/CENTRE/SECTION :							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of exigencies							
1.4 Creativity and innovation							
1.5 Ability to learn and perform new duties							
1.6 Capacity to supervise*							
2 PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3 PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behaviour							
3.6 Planning & Organisation*							
TOTAL POINTS :	/150			/170			

*** For supervisory staff only**

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any outstanding contribution made by the Employee :						
6. Special remarks, if any, by the Reporting Officer :						
Date :			SIGNATURE OF THE REPORTING OFFICER			
7. Remarks if any, by the Reviewing officer :						
Date :			SIGNATURE OF THE REVIEWING OFFICER			
* COMPUTATION OF OVERALL EVALUATION			170 Points		150 Points	

Outstanding	161 to 170	141 to 150
Excellent	153 to 160	135 to 140
Very Good	136 to 152	120 to 134
Good	102 to 135	90 to 119
Satisfactory	85 to 101	75 to 89
Marginal	38 to 84	60 to 74
Poor	34 to 67	30 to 59