

Public Administration Circular No. 08/98 (II)

My No. AR/15/1/1
Ministry of Public Administration
Home Affairs and Plantation Industries
Independence Square
Colombo 07.

December 11, 1998

To : All Secretaries of Ministries and
Heads of Department

PERFORMANCE APPRAISAL OF STAFF OFFICERS

This has reference to the Public Administration Circular No. 08/98 issued by me on the above subject.

02. In terms of paragraph 05 of Public Administration Circular No. 07/98 the Form to be used (Four, 'A') for performance appraisal in respect of all staff officers in the public service from the year 1999 is hereby prescribed and attached to this circular.

03. The use of Form 'A' which was introduced by the Circular No. 08/98 should be discontinued after completion of the final appraisal for 1998.

Sgd. P.A. Senaratne
Secretary
Ministry of Public Administration, Home Affairs
and Plantation Industries

PERFORMANCE APPRAISAL OF OFFICERS

A. Personal Details

1. Name :
2. Date of birth :
3. Ministry/Department/Institution :
4. Title of Post :
5. Date of appointment to the above post;
6. To whom do you report:

A. Performance Plan

1. Agreed period of Appraisal (one calendar year) : From January to December

2. Main Areas of Responsibility	3. Key Tasks to be Completed/ Performed During the Year	Specific Performance Indicators for each Task
a.	a.	Task 3a:
b.	b.	Task 3b:
c.	c.	Task 3c:
d.	d.	Task 3d:
e.	e.	Task 3e :

5. Facilities and resources that are necessary to ensure performance :

- a.
- b.
- c.

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Name of Appraisee & Title of Post	Signature and Date	Name of Appraiser & Title of Post	Signature and date	Name of Moderator	Signature and Date

C. Mid Term Appraisal

1. Comment by Appraisee on performance so far :

2. Comment by appraiser on the Appraisee's performance:

3. Strategies for improvement (if Appraisee is lagging behind):

4. Amendments to Performance Plan (If any):

5. Reasons for Amendments :

6. Comment by Moderator :

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Signature, Name & Title of
Appraisee

.....
Signature, Name & Title of
Appraiser

.....
Signature, Name & Title of
Moderator

Date.....

Date

Date

D. Final Appraisal (Provincial)		E. Final Appraisal (Note : Moderator to fill either 1 or 2 only)
1. Comment by Appraisee on Performance	2. Comment by Appraiser Performance	1. Having examined - a. the mid-term appraisal outcome, and b. the provincial assesment
Task a:	Task a :	I confirm the provisional assesment
Task b:	Taskb:	2. Having examined - a. the mid-term appraisal outcome b. the provincial assesment and
Task c:	Task c:	c. having discussed the above with the Appriasee, in the presence of the Appraiser
Task d:	Task d:	I confirm the provincial assessment/revise the provi- assessment as follows.
sional	3. Assessment(Provisional) Having considered the comments of the Appriasee in regard to his/her performance and having verbally explained my comments on performance and the reasons therefore, I assess that the performance of the Appraisee is unsatisfactory/satisfactory/above average/excellent	

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Name & titleof Appraisee Signature & Date Name & Title of Appraiser Signature & Date Name & Title of Moderator Signature & Date