

Public Administration Circular : 08/98(1)

My No : AR.15/1/1  
Ministry of Public Administration,  
Home Affairs and Plantation Industries,  
Independence Square, Colombo 7.

30.04.1998

To all Secretaries of Ministries and  
Heads of Departments

**Performance Appraisal for Non-Staff Grade Officers**

In terms of para 05 of the Public Administration Circular No:07/98 of 13.03.1998, performance appraisal forms to be used in respect of all non-staff grade officers in the Public Service are prescribed, and enclosed herewith.

- Form B - Clerical Services (Clerical Officers performing supervisory duties)
- Form C - Clerical Services (Subject Clerks)
- Form D - Stenographers/Typist's Service
- Form E - Shroffs' Service
- Form F - Bok Keepers' Service
- Form G - Store Keepers' Service
- Form H - Translators' Service
- Form I - Minor Emoloyees' Services
- Form J - All other categories of non-staff grade officers who are not covered by any of the above forms

02. This programme is effective in respect of all non-staff grade officers in Public Service with effect from 01.01.1998. The performance appraisal period for non-staff grade officers who should perfect these forms in terms of pars 03 of the Public Administration Circular N0.07/98 will be the twelve month period immediately proceeding the annual increment date of each officer.

03. Part One of the form contains the 'self-appraisal' which should be completed by the appraisee and Part Two should be completed by the respective appraiser.

04. It is emphasized that the performance appraisal evaluation of officers in the above grades should be conducted by a 'staff officer'. Approval of the annual increments of the officers concerned should be based on these assessments and the appraisal forms should be filed in respective personal files of appraises concerned.

05. The Combined Service Circulars No: 01/97, 01/97(1) and 01/97 (11) issued in connection with the performance appraisal of non-staff grade officers are hereby cancelled.

Dixon Nilaweera  
Acting Secretary  
Ministry of Public Administration,  
Home Affairs and Plantation Industries

**PERFORMANCE APPRAISAL REPORT - GENERAL CLERICAL SERVICE**  
**CLERICAL OFFICERS PERFORMANCE SUPERVISORY DUTIES**

Ministry :                      Department :                      Division :

**PART 1 - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect of

which appraisal is made : Form : ..... To : .....

(One year's period prior to the date of increment is applicable)

01. **Bio-data**

- 1.1 Name:
- 1.2 Date of Birth:
- 1.3 Total Period of Service:
- 1.4 Date of increment:
- 1.5 Class and Grade

02. **Scope of Duties**

- 2.1 Have you been provided with a specific duty list or job description?  
Yes/No
- 2.2 State in brief the responsibilities connected with your work.  
.....  
.....  
.....

03. **Supervisory Functions**

- 3.1 Number of officers under your supervision .....
- 3.2 Have you assigned duties to them properly? Yes/No
- 3.3 Have you provided them with duty lists/job description Yes/No
- 3.4 Do you provide necessary guidance to them? Yes/No
- 3.5 Do you take action to identify their training needs? Yes/No
- 3.6 Do you provide them with on the job training? Yes/No
- 3.7 Do you arrange external training programmes for them? Yes/No
- 3.8 Do you examine the registers and call up daries which are  
to be maintained by them regularly? Yes/No
- 3.9 Have you devised a proper system to supervise their duties? Yes/No
- 3.10 Do you take timely action in respect of any weakness  
in connection with their duties? Yes/No

04. **Application of Office Systems**

- 4.1 Have you adopted a proper procedure for distribution of the tappol among officers? Yes/No
- 4.2 Do the files moving between staff officers and subject clerks pass through you? Yes/No
- 4.3 Do you make necessary minutes and prepare letters? Yes/No
- 4.4 Has a lay-out of the office/division been prepared? Yes/No
- 4.5 Have you taken necessary action in respect of the security of the office/division Yes/No
- 4.6 Have you provided adequate welfare facilities to the officers in the office/division? Yes/No
- 4.7 Have you organized suitable acting arrangements to prevent any breakdowns of work processes in the office/division Yes/No

05. **Productivity**

- 5.1 Are you a member of a productivity improvement circle? Yes/No
- 5.2 Do you take necessary action to maintain the functioning of productivity circles of the division at a high standard? Yes/No
- 5.3 What part of your daily office time is used for productive work? 100%,75%,50%,25% Yes/No
- 5.4 Do you think that your work is always in arrears? Yes/No
- 5.5 If the answer to 5.4 above is 'yes' what are the reasons? Yes/No  
.....  
.....  
.....

06. **Public Relations**

- 6.1 Do you have direct contacts with general public and/or the officers of other divisions? Yes/No
- 6.2 Do you think that you are maintaining satisfactory public relations? Yes/No
- 6.3 Were there any occasions where the public and/or the officers in other divisionis were not satisfied with your service? Yes/No
- 6.4 If the answer to 6.3 above is 'yes' what are the reasons? Yes/No  
.....  
.....  
.....

07. **Training**

- 7.1 Training received
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....

7.2 If you need training indicate the field for which you need training

1. ....
2. ....

.....  
Signature of Appraisee

Date : .....

**PART II-( To be perfected by the supervising staff officer (Appraiser)**

(Use the words Excellent/Good/Satisfactory/Unsatisfactory for Appraisal)

01. **Performance**

1.1 **Supervisory Functions**

- 1.1.1 Assignment of work to the officers subjected supervised -
- 1.1.2 Interest taken to provide training to them -
- 1.1.3 The manner in which he provides the guidance to the subordinates. -
- 1.1.4 The effectiveness of the supervision -
- 1.1.5 Taking suitable action in respect of any weakness revealed on the supervision -

1.2 **Application of office systems**

- 1.2.1 Willingness and interest for the application of proper office systems -
- 1.2.2 Use of effective and advanced office systems -
- 1.2.3 Assistance rendered to the Staff Officers through them -
- 1.2.4 Co-ordination maintained within the division -
- 1.2.5 Co-ordination maintained with other divisions -
- 1.2.6 Written communication skills -
- 1.2.7 Maintaining registers and call-up diaries -
- 1.2.8 Economy in using resources -

1.3 **Scope of Duties**

- 1.3.1 Knowledge of work -
- 1.3.2 Discharging of routine/assigned duties without delay -
- 1.3.3 Dynamism -
- 1.3.4 Contribution of the officer in achieving the organizational objectives -
- 1.3.5 Overall quality of the work -

02. **Public Relations**

- 2.1 Public relations and courtesy
- 2.2 Inter-personal relationships

3. **General Conduct**

- 3.1 Punctuality in attendance -
- 3.2 Availability of the officer at working place -
- 3.3 The effect on work of availing of leave -
- 3.4 Assistance rendered by the officer after office hours when required -
- 3.5 Particulars of warnings/punishments or commendations received by the officer during the period of appraisal -

4. **Special Attributes**

- 4.1 Attitude to work
- 4.2 Commitment to serve
- 4.3 Leadership
- 4.4 Impartiality
- 4.5 Exemplary behavior
- 4.6 Creativity

5. **Appraisal and observation**

- 5.1 Overall appraisal -Excellent/Good/Satisfactory/Unsatisfactory
- 5.2 Observations

.....

Signature of Appraiser  
Name  
Designation

Date :.....

The above appraisal made in respect of the officer was brought to his/her notice and was noted by him/her.

.....

Signature of Appraiser

.....

Signature of Appraisee

**PART III (To be perfected by the Moderator)**

Observations and conclusions of the moderator regarding the appraisal

- 1. Conclusion : Excellent/Good/Satisfactory/Unsatisfactory
- 2. Observations:

Date : .....

.....  
Signature of Moderator

**PERFORMANCE APPRAISAL REPORT - GENERAL CLERICAL  
SERVICE  
(CLERKS INCHARGE OF SUBJECTS)**

Ministry:

Department :

Division :

**PART I - Self Appraisal (To be perfected by the Appraisee)**

Blank spaces or delete words not applicable)

.....in respect of which

Appraisal is made From : ..... to : .....

(One year’s period to the date of increment is applicable)

**Bio-Data**

1.1 Name :

1.2 Date of Birth :

1.3 Total period of service :

1.4 Date of increment:

1.5 Class and Grade:

**Scope of Duties**

2.1 Have you been provided with a specific duty list or job description?

Yes/No

2.2 State in brief the responsibilities connected with your work

.....  
.....  
.....

**Written communication - Correspondence**

Is preparation of replies to letters part of your duty?

Yes/No

if ‘yes’

3.1 Average number of letters received per day:

.....

3.2 Average number of letters replied per day:

.....

3.3 Number of letters remaining with work not completed

within a week

.....

**Written Communication - Minuting**

4.1 Whether a summary of the relevant subject is included in your minute? Yes/No

4.2 Is sufficient analysis regarding the state of the problem included in your minute?

Yes/No

4.3 Do you submit suggestions and alternatives regarding the decisions that could be taken in relation to the problem?

Yes/No

4.4 Do the Staff Officers usually satisfied with your minutes?

Yes/No

05. **Filing**

If you make use of files in connection with your duties,

- 5.1 Number of files in your charge .....
- 5.2 Number of active files at present .....
- 5.3 Do you maintain the following registers properly?
  - 5.3.1 Subject file register Yes/No/Not applicable
  - 5.3.2 Files containing legal principles Yes/No/Not applicable
  - 5.3.3 Files containing procedures Yes/No/Not applicable
  - 5.3.4 Circular files Yes/No/Not applicable
  - 5.3.5 Precedent Files Yes/No/Not applicable
  - 5.3.6 Specimen Draft Files Yes/No/Not applicable
  - 5.3.7 Register of incoming documents Yes/No/Not applicable
  - 5.3.8 Register of files sent out Yes/No/Yes/No/Not applicable
  - 5.3.9 Movement Cards Yes/No/Not applicable
  - 5.3.10 Index Cards Yes/No/Not applicable
  - 5.3.11 Call up diaries Yes/No/Not applicable

06. **Accounts Work**

If accounts work is a part of your duties,

- 6.1 What are the Accounts Registers and files under your charge?  
.....  
.....  
.....
- 6.2 Average number of vouchers received per day .....
- 6.3 Whether all the vouchers received daily are dealt with on the same day Yes/No
- 6.4 Number of vouchers per day which take more than one day to process, if any? Yes/No
- 6.5 Whether monthly reports are submitted on due dates Yes/No
- 6.6 If you deal with salary preparation, state the number of officers in respect of whom you have to prepare salaries is? Yes/No
- 6.7 Whether the deductions from the salary and payments due to external institutions are made within the specified time period Yes/No
- 6.8 Whether the information on requests made by external divisions/institutions are provided in time? Yes/No

07. **Public Relations**

If you have direct contacts with the general public in connection with your duties, answer the questions below

- 7.1 Do you think that you maintain a satisfactory relationship with the public? Yes/No
- 7.2 Were there any occasions when the public was not satisfied? Yes/No
- 7.3 If the answer for 7.2 above is 'yes' what are the reasons? Yes/No  
.....  
.....

08. **Productivity**

- 8.1 Are you a member of a productivity improvement circle? Yes/No
- 8.2 What part of your daily office time is used for productive work?  
100%,75%, 50%, 25% .....%
- 8.3 Do you think that your work is always in arrears? Yes/No
- 8.4 If the answer for 8.3 above is 'yes' what are the reasons?  
.....  
.....  
.....
- 8.5 The cleanliness & attractiveness of the way you keep your tables, chairs and other furniture/equipment?  
Very Good/Good/Unsatisfactory
- 8.6 Are you keeping your files, circulars, books and other documents in such a manner that they can be traced quickly?  
Very Good/Good/Unsatisfactory
- 8.7 State briefly your suggestions to increase the productivity of your work  
.....  
.....  
.....

09. **Training**

- 9.1 Training received
  - 1.
  - 2.
  - 3.
- 9.2 State the fields in which training is required
  - 1.
  - 2.

Date : ..... Signature of the Appraisee

**PART II - (to be perfected by the supervising staff officer (Appraiser)**  
**(Use the words Excellent/Good/satisfactory for appraisal)**

01. **Performance**

- 1.1 Written Communication
  - 1.1.1 Maintenance of files -
  - 1.1.2 Skill in drafting letters -
  - 1.1.3 Skill in drafting reports -
  - 1.1.4 Skill in minuting -
  - 1.1.5 Dealing with urgent and important document -
  - 1.1.6 Action on the reports to be sent and called -



1.1.7 Maintenance of registers and documents relevant for the office as mentioned in 5.3 of part I

Note :- State in brief the deficiencies, if any :

.....  
.....  
.....

1.2 **Accounts (Only if Applicable)**

- 1.2.1 Accuracy of accounts
- 1.2.2 Cleanliness of minutes
- 1.2.3 Maintenance of vote ledgers systematically
- 1.2.4 Maintaining Bank Reconciliation upto date
- 1.2.5 Maintenance of Deduction Registers
- 1.2.6 Making recovers properly
- 1.2.7 Balancing of accounts as specified by regulations and circulars
- 1.2.8 Making regular reconciliation
- 1.2.9 Sending reports in time
- 1.2.10 Sending debit slips and credit slips of inter-departmental transactions without delay

1.3 **Scope of Duties**

- 1.3.1 Knowledge of work
- 1.3.2 Whether routine duties/assigned duties are completed with out delay
- 1.3.4 The manner in which the officer is engaged in his work productively
- 1.3.5 Contribution of the officer in achieving the organizational objectives
- 1.3.6 Overall quality of the work

02 **Public Relations**

- 2.1 Public relations and courtesy
- 2.2 Inter-personal relationships

03. **General Conduct**

- 3.1 Punctuality in attendance
- 3.2 Availability of the officer at work place
- 3.3 The effect on work of availing of leave
- 3.4 Particulars of warning/punishments or commendations received by the officer during the period of appraisal

.....  
.....  
.....

04 **Special Attributes**

- 4.1 Commitment to duty and attitudes -
- 4.2 Leadership and readiness to bear responsibilities -
- 4.3 Impartiality
- 4.4 Creativity

**05. Appraisal and Observations**

5.1 Overall appraisal Excellent/Good/Satisfactory/Unsatisfactory

5.2 Observations

Date :

Signature of Appraiser

Name :-

Designation :-

The above appraisal made in respect of the officer was brought to his/her notice and was noted by him/her.

.....  
Signature of Appraisee

.....  
Signature of Appraiser

**PART III - (To be perfected by the Moderator)**

**Observations and Conclusions of the moderator regarding the Appraisal.**

1. Conclusions: Excellent/Good/Satisfactory/Unsatisfactory

Date :

.....

Signature Moderator

Name :-

Designation :-

FORM D

**PERFORMANCE APPRAISAL REPORT - STENOGRAPHERS AND  
TYPISTS SERVICE**

Ministry :

Department :

Division :

**PART I - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect or which

Appraisal is made From : ..... To : .....

(One year's period to the date of increment is applicable)

01. **Bio-data**

- 1.1 Name :
- 1.2 Date of Birth:
- 1.3 Total period of service:
- 1.4 Date of increment:
- 1.5 Class and Grade :

02. **Scope of duties**

2.1 Have you been provided with a specific duty list or Job description? Yes/

No

2.2 State in brief the responsibilities connected with your work.  
 .....  
 .....  
 .....

03. **Performance**

3.1 Typist's service

- 3.1.1 What kind of documents do you receive for typing?  
(letters/schedules/printed forms/other) .....
- 3.1.2 Number of letters normally received per day .....
- 3.1.3 Number of letters normally typed per day .....
- 3.1.4 Number of letters per day not completed by the  
end of the day .....
- 3.1.5 Do you compare the typed letter with the draft  
after typing .....

3.2 **Stenographers' Service**

- 3.2.1 The time per day normally spent in taking down dictation .....
- 3.2.2 Average number of dictations received per day .....
- 3.2.3 Average number of pages taken down per day .....
- 3.2.4 The time normally spent to type and submit all these dictation .....
- 3.2.5 The time normally spent per day for re-typing drafts .....
- 3.2.6 Number of dictations which are left untyped or delayed .....
- 3.2.7 Whether your service is mostly used for taking down dictation form staff officers for covering discussions, seminars or meetings .....
- 3.2.8 How many staff officers do you assist .....

04. **Public Relations**

If you have direct contact with the general public in connections with your duties answer the questions below.

- 4.1 Do you think that you maintain a satisfactory relationship with the public? Yes/No
- 4.2 Were there any occasions when the Public was not satisfied Yes/No
- 4.3 If the answer for 4.2 above is 'Yes', what are the reasons  
.....  
.....  
.....

05. **Productivity**

- 5.1 Are you a member of a Productivity Improvement Circle? Yes/No
- 5.2 What part of your daily office time is used for Productive work 100%, 75%, 50%, 25% .....%
- 5.3 Do you think that your work is always in arrears? Yes/No
- 5.4 If the answer for 5.3 above is 'yes' what are the reasons  
.....  
.....
- 5.5 The cleanliness and attractiveness of way you keep your Tables, chairs and other furniture/equipment?  
Very good/Good/Unsatisfactory
- 5.6 Are you keeping your files, Circulars, books and other document such manner that they can be traced quickly?  
Very good/Good/Unsatisfactory
- 5.7 State briefly your suggestions to improve the productivity of your service?  
.....  
.....

06. **Training**

- 6.1 Training received
  - 1. ....
  - 2. ....
  - 3. ....

6.2 State the fields in which training is required

- 1 .....
- 2. ....

Date :.....

.....  
Signature of the Appriasee

**PART II (to be perfected by the supervising staff officer (Appraiser)  
(Use the words Excellent/Good/Satisfactory/Unsatisfactory for appraisal)**

01. **Performance**

1.1 **Scope of Duties**

- 1.1.1 Knowledge of work. -
- 1.1.2 Whether routine duties/assigned duties are completed without delay -
- 1.1.3 The manner in which the officer is engaged in his work productively -
- 1.1.4 Dynamism
- 1.1.5 Contribution of the officer in achieving the organizational objectives. -
- 1.1.6 Overall quality of the work. -

1.2 **Public Relations**

- 1.2.1 Public Relations and courtesy -
- 1.2.2 Inter-personal relationships -

02. **General Conduct**

- 2.1 Punctuality in attendance -
- 2.2 Availability of the officer at work place -
- 2.3 The effect on work of availaing of leave -
- 2.4 Particulars of warnings/punishments or connections received by the officer during the period of appraisal -
- .....
- .....
- .....

03. **Special Attributes**

- 3.1 Commitment to duty and attitudes -
- 3.2 Leadership and readiness to bear responsibilities -
- 3.3 Impartiality -
- 3.4 Creativity

-

04. **Appraisal and observations**

- 4.1 Overall appraisal : Excellent/Good/Satisfactory/Unsatisfactory.
- 4.2 Observations

Date :.....

.....  
Signature of Appraiser  
Name :  
Designation

The above appraisal made in respect of the officer was brought to his/her notice was noted by him/her.

.....  
Signature of Appraisee

.....  
Signature of Appraiser

**PART III - (To be perfected by the moderator)**

Observations and conclusions of the moderator regarding the appraisal,

- 1. Conclusions :Excellent/Good/Satisfactory/Unsatisfactory
- 2. Observations

Date :

.....  
Signature of Moderator  
Name :  
Designation

**PERFORMANCE APPRAISAL REPORT - SHROFFS' SERVICE**

Ministry :

Department :

Division :

**PART I - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect or which

Appraisal is made From :..... To : .....

(One year's period to the date of increment is applicable)

**01. Bio-data**

- 1.1 Name :
- 1.2 Date of Birth:
- 1.3 Total period of service:
- 1.4 Date of increment:
- 1.5 Class and Grade :

**02. Scope of duties**

2.1 Have you been provided with a specific duty list or Job description? Yes/No

2.2 State in brief the responsibilities connected with your work.

.....

.....

.....

**03. Performance**

- 3.1 Number of vouchers received per day for making payments .....
- 3.2 Number of receipts per day .....
- 3.3 The amount transacted (approximately) .....
- 3.4 Is there an officer to assist you Yes/No
- 3.5 The balance per day after making payments .....
- 3.6 Whether money for the unpaid lapsed vouchers are banked  
within given time Yes/No
- 3.7 Whether those unpaid vouchers are entered in a surcharge  
register Yes/No
- 3.8 Whether the petty cash book is reconciled daily Yes/No
- 3.9 Whether action is taken to deposit accumulated money in the  
safe for its protection and bank it on the following day. Yes/No
- 3.10 Whether receipts are entered after issuing receipts Yes/No
- 3.11 Do you submit your payments, receipts and cash are  
hand daily for the inspection by the Accountant? Yes/No
- 3.12 Whether every voucher forwarded to you for transaction  
is received with proper approval Yes/No

04. **Public Relations**

If you have direct contacts with the general public in connection with your duties, answer the questions below

- 4.1 Do you think you maintain a satisfactory relationship with the public? Yes/No
- 4.2 Where there any occasions when the public was not satisfied? Yes/No
- 4.3 If the answer for 4.2 above is 'Yes', what are the reasons?

.....  
.....

05. **Productivity**

- 5.1 Are you a member of a Productivity Improvement Circle? Yes/No
- 5.2 What part of your daily office time is used for productive work? 100%,70% 50%, 25% .....%
- 5.3 Do you think that your work is always in arrears? Yes/No
- 5.4 If the answer for 5.3 above is "Yes, what are the reasons?"

.....  
.....

- 5.5 The cleanliness & attractiveness of the way you keep your tables, chairs and other furniture/equipment? Very Good/Good/Unsatisfactory
- 5.6 Are you keeping your files, Circulars, boos and other documents in such a manner that they can be traced quickly? Very Good/Good/Unsatisfactory
- 5.7 State briefly your suggestions to increased the productivity of your works?

.....  
.....  
.....

06. **Training**

- 6.1 Training received
  - 1. ....
  - 2. ....
  - 3. ....

- 6.2 State the fields in which training is required.
  - 1. ....
  - 2. ....

Date :.....

.....  
Signature of Appraisee



PART II - {to be perfected by the supervising staff officer (Appraiser)}  
(Use the words Excellent/Good/Satisfactory/Unsatisfactory for Appraisal)

01. **Performance**

- 1.1 Scope of duties
  - 1.1. Knowledge of work -
  - 1.1.2 Whether routine duties/assigned duties are completed without delay -
  - 1.1.3 The manner in which the officer is engaged in his work productively -
  - 1.1.4 Dynamism -
  - 1.1.5 Contribution of the officer to achieving the organizational objectives -
  - 1.1.6 Overall quality of the works -

1.2 **Public Relations**

- 1.2.1 Public relations and courtesy -
- 1.2.2 Inter-personal relationship -

02. **General Conduct**

- 2.1 Punctuality in attendance -
- 2.2 Availability of the officer at work place -
- 2.3 The effect on work of availing of leave? -
- 2.4 Particulars of warnings/punishments or commendations received by the officer during the period under appraisal -
- .....
- .....
- .....

03. **Special Attributes**

- 3.1 Commitment to duty and attitude -
- 3.2 Leadership and readiness to bear responsibility -
- 3.3 Impartiality -
- 3.4 Creativity -

04. **Appraisal and observations**

- 4.1 Overall appraisal           Excellent/Good/Satisfactory/Unsatisfactory
- 4.2 Observations

Date :.....

.....  
Signature of Appraiser  
Name:

The above appraisal made in respect of the officer was brought to his/her notice and was noted by him/her.

.....  
Signature of Appraisee

.....  
Signature of Appraiser

**PART III (To be perfected by the moderator)**

Observations and conclusions of the moderator regarding the appraisal

1. Conclusion : Excellent/Good/Satisfactory/Unsatisfactory
2. Observations:

Date : .....

.....  
Signature of Moderator  
Name :  
Designation :

**PERFORMANCE APPRAISAL REPORT - BOOK KEEPERS' SERVICE**

Ministry :

Department :

Division :

**PART I - Self Appraisal (To be perfected by the Appraise)**

(Fill blank spaces or delete words not applicable)

Period in respect or which

Appraisals made

From:.....

To :.....

(One year's period prior to the date of increment is applicable)

01. **Bio-data**

1.1 Name :

1.2 Date of Birth:

1.3 Total period of service:

1.4 Date of increment:

1.5 Class and Grade :

02. **Scope of duties**

2.1 Have you been provided with a specific duty list or Job description? Yes/No

2.2 State in brief the responsibilities connected with your work.

.....  
.....  
.....

03. **Performance**

3.1 Accounting duties

3.1.1. Number of Account Registers and Files under your charge .....

3.1.2 Number of loan applications received per day .....

3.1.3 Number of applications processed per day .....

3.1.4 Procedure adopted to complete the balance, if any .....

3.1.5 Number of debtors, the wages clerk is to be informed of to make deductions from their salaries .....

3.1.6 Whether there are receipts from external institutions?  
If so, state the number of institutions?

3.1.7 Particulars of other accounts prepared by you I.

I

II.

III

IV

V.

04. **Filing**

If you make use of files, in connection with your duties,

- 4.1 Number of files in your charge .....
- 4.2 Number of active files at present .....
- 4.3 Do you maintain the following registers properly? .....
- 4.3.1 Subject file Register Yes/No/Not Applicable
- 4.3.2 Call up diary Yes/No/Not Applicable
- 4.3.3 Files containing legal principles Yes/No/Not Applicable
- 4.3.4 Files containing procedures Yes/No/Not Applicable
- 4.3.5 Circular Files Yes/No/Not Applicable
- 4.3.6 Precedent Files Yes/No/Not Applicable
- 4.3.7 Specimen Draft Files Yes/No/Not Applicable
- 4.3.8 Register of incoming documents Yes/No/Not Applicable
- 4.3.9 Register of files sent out Yes/No/Not Applicable
- 4.3.10 Movement Cards Yes/No/Not Applicable
- 4.3.11 Index Cards/Index Registers Yes/No/Not Applicable

05. **Written Communication -Correspondence**

- Is preparation of reply to letters a part of your duty? Yes/No
- If 'yes'
- 5.1. Average number of letters received per day .....
- 5.2. Average number of letters replied per day .....
- 5.3. Number of letters remaining with work not completed within a week .....

06. **Written Communication - Minuting**

- Is minuting in files a part of your duty? Yes/No
- 6.1. Whether a summary of the relevant subject is included in your minute? Yes/No
- 6.2. Is sufficient analysis regarding the status of the problem included in your minute? Yes/No
- 6.3. Do you submit suggestions and alternatives regarding the decisions that could be taken in relation to the problem? Yes/No
- 6.4. Do the Staff Officer is usually satisfied with your minute? Yes/No

07. **Public Relations**

If you have direct contacts with the general public in connection with your duties answer the question below?

- 7.1. Do you think you maintain a satisfactory relationship with the public? Yes/No
- 7.2. Were there any occasions when the public was not satisfied? Yes/No
- 7.3. If the answer for 7.2. above is "Yes" what are the reasons  
.....  
.....  
.....

08. **Productivity**

- 8.1. Are you a member of a Productivity Improvement Circle? Yes/No
- 8.2. What part of your daily office times used for productive work?  
100%,75%,50%,25% .....%
- 8.3. Do you think that your works always in arrears? Yes/No
- 8.4. If the answer for 8.3. above is “Yes” what are the reasons?  
.....  
.....  
.....
- 8.5. The cleanliness & attractiveness of the way you keep your tables,  
chairs and other furniture/equipment? Very good/Good/Unsatisfactory
- 8.6. Are you keeping your files, circulars, books and other documents in  
such a manner that they can be traced quickly? Very good/Good/Unsatisfactory
- 8.7. State briefly your suggestions to increase the productivity of your  
work  
.....  
.....  
.....

09. **Training**

- 9.1. Training received
1. ....  
2. ....  
3. ....
- 9.2. State the fields in which training is required
1. ....  
2. ....

Date :.....

.....  
Signature of the Appraisee

**PART II {to be perfected by the supervising staff officer (Appraiser)}**  
(Use the words Excellent/Good/Satisfactory/Unsatisfactory)

01. **Performance**

**1.1. Written Communication**

- 1.1.1 Maintenance of files -  
1.1.2 Skill in drafting letters -  
1.1.3. Skill in drafting reports -  
1.1.4. Skill in minuting -  
1.1.5. Dealing with urgent and important documents -  
1.1.6. Acting on the reports to be sent and called for -

1.1.7 Maintenance of registers and documents relevant for the officers as mentioned 4.3 of part I -

Note: State in brief the deficiencies, if any

.....  
.....  
.....

1.2 **Accounts (Only if applicable)**

- 1.2.1 Accuracy of accounts -
- 1.2.2 Cleanliness of minutes -
- 1.2.3 Maintenance of Vote ledgers systematically -
- 1.2.4 Maintenance Bank Reconciliation up-to date -
- 1.2.5 Maintenance of Deduction Registers -
- 1.2.6 Making recovers properly -
- 1.2.7 Balancing of accounts as per regulations and circulars -
- 1.2.8 Making regular reconciliation -
- 1.2.9 Sending reports in time -
- 1.2.10 Sending Debits slips and Credit slips of inter -departmental transactions without delay -

1.3 **Scope of duties**

- 1.3.1 Knowledge of work
- 1.3.2 Whether routine duties/assigned duties are completed without delay -
- 1.3.3 The manner in which the officer is engaged in his work productively -
- 1.3.4 Dynamism -
- 1.3.5 Contribution of the officer in achieving the organizational objectives -
- 1.3.6 Overall quality of the work -

02. **Public Relations and courtesy** -

- 2.1 Public relations and courtesy -
- 2.2 Inter-personal relationship -

03. **General Conduct**

- 3.1 Punctuality in attendance -
- 3.2 Availability of the officer at work place -
- 3.3 The effect on work of availing of leave -
- 3.4 Particulars of warnings/punishments or commendation received by the officer during the period of appraisal -

04. **Special Attributes**

- 4.1 Commitment to duty and attitudes -
- 4.2 Leadership and readiness to bear responsibility -
- 4.3 Impartiality -
- 4.4 Creativity -

-

05. **Appraisal and Observations**

5.1 Overall appraisal - Excellent/Good/Satisfactory/Unsatisfactory

5.2 Observations

Date : .....

.....  
Signature of Appraiser  
Name:  
Designation :

The above appraisal made in respect of the officer was brought to his/her notice and was noted by him/her

.....  
Signature of Appraisee

.....  
Signature of Appraiser

**PART III - (to be perfected by the moderator)**

Observations and conclusions of the moderator regarding the Appraisal.

1. Conclusion : Excellent/Good/Satisfactory/Unsatisfactory
2. Observations

Date :.....

.....  
Signature of moderator  
Name:  
Designation:

**PERFORMANCE APPRAISAL REPORT - COMBINED STOREKEEPERS'  
SERVICE**

**Ministry :**                              **Department :**                              **Division :**

**PART I - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect or which

Appraisals made              From :.....              To : .....  
(One year's period to the date of increment is applicable)

**01. Bio-data**

- 1.1 Name :
- 1.2 Date of Birth:
- 1.3 Total period of service:
- 1.4 Date of increment:
- 1.5 Class and Grade :

**02. Scope of duties**

- 2.1 Have you been provided with a specific duty list or Job description?      Yes/No
- 2.2 State in brief the responsibilities connected with your work.  
.....  
.....  
.....

**03. Performance**

- 3.1 Are you in-charge of a store?      Yes/No
- 3.2 Number of orders/applications received per day      .....
- 3.3 Are issued for orders received daily made on the same day      Yes/No
- 3.4 Whether adequate stock of goods is always maintained to meet the demand      Yes/No
- 3.5 For how long the goods kept in the store as buffer-stock sufficient?      .....
- 3.6 What is the value of the buffer-stock?      .....
- 3.7 What is the amount of daily receipts/issues?      .....
- 3.8 Are daily issued and receipts entered in inventory books daily      Yes/No
- 3.9 What is the amount of defective and unserviceable goods received by the store monthly?      .....
- 3.10 Have you taken adequate measures regarding the security of the store?      Yes/No
- 3.11 The number of staff you have to control      .....



04. **Filing**

If you make use of files in connection with your duties.

- 4.1 Number of files in your charge : .....
- 4.2 Number of active files at present .....
- 4.3 Do you maintain the following registers properly?
  - 4.3.1 Subject file Register Yes/No/Not applicable
  - 4.3.2 Call-up diary Yes/No/Not applicable
  - 4.3.3 Files containing legal principles Yes/No/Not applicable
  - 4.3.4 Files containing Procedures Yes/No/Not applicable
  - 4.3.5 Circular Files Yes/No/Not applicable
  - 4.3.6 Precedent Files Yes/No/Not applicable
  - 4.3.7 Specimen Draft Files Yes/No/Not applicable
  - 4.3.8 Register of incoming documents Yes/No/Not applicable
  - 4.3.9 Register of files sent out Yes/No/Not applicable
  - 4.3.10 Movement Cards Yes/No/Not applicable
  - 4.3.11 Index Cards/Index Registers Yes/No/Not applicable

05. **Public Relations**

If you have direct with the general public in connection with your duties, answer the question below.

- 5.1 Do you think that you maintain satisfactory public relationship with the public? Yes/No
- 5.2 Were there any occasions when the public was not satisfied? Yes/No
- 5.3 If the answer for 5.2 above is "Yes" what are the reasons?  
.....  
.....  
.....

06. **Productivity**

- 6.1 Are you a member of a productivity improvement Circle? Yes/No
- 6.2 What part of your daily time is used for productive work?  
100%,75%,50%,25% .....%
- 6.3 Do you think that your work is always in arrears? Yes/No
- 6.4 If the answer for 6.3 above is "Yes" what are the reasons?  
.....  
.....  
.....
- 6.5 The cleanliness & attractiveness of the way you keep your tables, chairs and other furniture/equipment Very Good/Good/Unsatisfactory
- 6.6 Are you keeping your files, circulars books and other documents in such a manner that they can be traced quickly? Very Good/Good/Unsatisfactory
- 6.7 State briefly your suggestions to increase the productivity of your work.  
.....  
.....  
.....  
.....

07. **Training**

7.1 Training received

- 1. ....
- 2. ....
- 3. ....

7.2 State fields in which training is required

- 1. ....
- 2. ....

.....  
Signature of the Appraisee

Date:.....

**PART II - { to be filled by the supervising staff officer (Appraiser)}**  
(Use the words Excellent/Good/Satisfactory/Unsatisfactory)

01. **Performance**

- 1.1 Scope of duties
  - 1.1.1 Knowledge of work -
  - 1.1.2 Whether routine duties/assigned duties are completed -
  - 1.1.3 The manner in which the officer is engaged in his work productively -
  - 1.1.4 Dynamism -
  - 1.1.5 Contribution of the officer in achieving the organizational objectives -
  - 1.1.6 Overall quality of the work -

02. **Public Relations**

- 2.1 Public relations and courtesy -
- 2.2 Inter-personal relationships -

03. **General Conduct**

- 3.1 Punctuality in attendance -
- 3.2 Availability of the officer at work place -
- 3.3 The effect on work of availing of leave -
- 3.4 Particulars of warnings/punishments or commendations received by the officer during the period appraisal -

04. **Special Attributes**

- 4.1 Commitment to duty and attitudes -
- 4.2 Leadership and readiness to bear responsibilities -
- 4.3 Impartiality -
- 4.4 Creativity -

05. **Appraisal and observations**

5.1 Overall appraisal-Excellent/Good/Satisfactory/Unsatisfactory

5.2 Observations

Date: .....

.....  
Signature of Appraiser  
Name :  
Designation:

The above appraisal was brought to the notice of the employee concerned and was noted by him/her.

.....  
Signature of Appraisee

.....  
Signature of Appraiser

**PART III - (To Perfected by the moderator)**  
**Observations and conclusions of the moderator regarding the Appraiser**

1. Conclusions - Excellent/Good/Satisfactory/Unsatisfactory

2. Observations

Date :.....

.....  
Signature of moderator  
Name :  
Designation :

**PERFORMANCE APPRAISAL REPORT - TRANSLATORS' SERVICE**

Ministry :

Department :

Division :

**PART I - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect of which

Appraisals made From:..... To :.....

(One year's period prior to the date of increment is applicable)

01. **Bio-data**

- 1.1 Name :
- 1.2 Date of Birth:
- 1.3 Total period of Service:
- 1.4 Date of increment:
- 1.5 Class and Grade :

02. **Scope of duties**

- 2.1 Have you been provided with a specific duty list or Job description? Yes/No
- 2.2 State in brief the responsibilities connected with your work.  
.....  
.....

03. **Performance**

- 3.1 Average number of pages received per day for translation .....
- 3.2 Average number of pages that are translated per day .....
- 3.3 Procedure adopted, if the documents received daily can not be translated on the same day .....
- 3.4 Do you compare the translation with the original and satisfy yourself on the correctness .....

04. **Public Relations**

If you have direct contacts with the general public in connection with you duties answer the question below.

- 4.1 Do you think that you maintain a satisfactory relationship with the public? Yes/No
- 4.2 Were there any occasions when the public was not satisfied? Yes/No
- 4.3 If the answer for 4.2 above is "yes" what are the reasons?  
.....  
.....  
.....

05. **Productivity :**

- 5.1 Are you a member of a productivity improvement Circle? Yes/No
- 5.2 What part of your daily office time is used for productive work?  
100%,70%,50%,25% .....%
- 5.3 Do you think that your work is always in arrears? Yes/No
- 5.4 If the answer for 5.3 above is “Yes” what are the reasons?  
.....  
.....  
.....
- 5.5 The cleanliness & attractiveness of the way you keep your tables,  
chairs and other furniture/equipment?  
Very Good/Good/Unsatisfactory
- 5.6 Are you keeping your files, circulars, books and other documents in  
such a manner that they can be traced quickly?  
Very Good/Good/Unsatisfactory
- 5.7 State briefly your suggestions to increase the productivity of your  
work?  
.....  
.....  
.....

06. **Training**

- 6.1 Training received
  - 1. ....
  - 2. ....
- 6.2 State the fields in which training is required
  - 1. ....
  - 2. ....

Date :.....

.....  
Signature of the Appraiser

**PART II -{ to be perfected by the supervising staff officer (Appraiser)}**

(Use the words Excellent/Good/Satisfactory/Unsatisfactory)

01. **Performance**

- 1.1 Scope of duties
  - 1.1.1 Knowledge of work -
  - 1.1.2 Whether routine duties/assigned duties are completed  
without delay -
  - 1.1.3 The manner in which the officer is engaged in his work  
productively -
  - 1.1.4 Dynamism -
  - 1.1.5 Contribution of the officer to achieving the organizational  
objectives -
  - 1.1.6 Overall quality of the work -

- 1.2 Public Relations
  - 1.2.1 Public relations and courtesy
  - 1.2.2 Inter-personal relationship

02. **General Conduct**

- 2.1 Punctuality in attendance
  - 2.2 Availability of the officer at work place
  - 2.3 The effect on work of availing of leave
  - 2.4 Particulars of warnings/punishments or commendation received by the officer during the period of appraisal
- .....
- .....
- .....

03. **Special Attributes**

- 3.1 Commitment to duty and attitudes -
- 3.2 Leadership and readiness to bear responsibilities -
- 3.3 Impartiality -
- 3.4 Creativity -

04. **Appraisal and Observations**

- 4.1 Overall appraisal excellent/Good/Satisfactory/Unsatisfactory
- 4.2 Observations

Date : .....

.....  
 Signature of Appraiser  
 Name :  
 Designation

The above appraisal made in respect of the officer was brought to his/her notice and was noted by him/her

.....  
 Signature of Appraisee

.....  
 Signature of Appraiser

**PART II (To be perfected by the Moderator)**

Observations and conclusions of the moderator regarding the Appraisal

1. Conclusion : Excellent/Good/Satisfactory/Unsatisfactory

.....  
Signature of Moderator

Name :

Designation :

Date : .....

**PERFORMANCE APPRAISAL REPORT - MINOR EMPLOYEES'**  
**SERVICES**

**Ministry :**

**Department :**

**Division :**

**PART I - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect or which

Appraisals made From:..... To :.....

(One year's period prior to the date of increment is applicable)

**01. Bio-data**

- 1.1 Name :
- 1.2 Date of Birth:
- 1.3 Designation:
- 1.4 Class and Grade :
- 1.4 Period of full service:
- 1.5 Date of increment:

**02. Scope of duties**

- 2.1 Have you been provided with a specific duty list or Job description?  
Yes/No
- 2.2 Write down in brief the main responsibilities and functions connected with your work.

2.2.1 Responsibilities  
 .....  
 .....

2.2.2  
 .....  
 .....

**03. Public Relations**

- 3.1 Do you have direct with the Public and/ or officers of other divisions/Institutions in connection with your duties? Yes/No
- 3.2 Do you think that you maintaining satisfactory relationship with the public? Yes/No
- 3.3 Were there any occasions which the public and or other officers were not satisfied with your service?
- 3.4 If the answer for 3.3 above is 'yes' what are the reasons?

.....  
 .....



04. **Training**

4.1 Training received

1. ....
2. ....

4.2 State the fields which training is required:

1. ....
2. ....

Date : .....

.....  
Signature of Appraisee

PART II - [To be perfected by the supervising staff officer (Appraiser)]

(Use the words, Excellent/Good/Satisfactory/ Unsatisfactory for appraisal)

01. **Performance**

- 1.1 Knowledge of the work -
- 1.2 Performance of day to day/assigned duties -
- 1.3 Dynamism -
- 1.4 Contribution of the employee in achieving the targets/objectives  
of the organization -
- 1.5 Overall quality of the work -
- 1.6 Economy in using resources -

02. **Public Relations**

- 2.1 Public relations and courtesy -
- 2.2 Inter-personal relationship -

03. **General Conduct**

- 3.1 Punctuality in attendance -
- 3.2 Whether the officer is always available in office -
- 3.3 The effect on work of availing of leave -
- 3.4 Assistance rendered by him after office hours when required -
- 3.5 Obedience -

04. **Special Attributes**

- 4.1 Attitude to work -
- 4.2 Commitment to service -
- 4.3 Creativity -
- 4.4 Trustworthiness -
- 4.5 Alertness -

05. Appraisal and Observations

5.1 Overall appraisal - Excellent/Good/Satisfactory/Unsatisfactory

5.2 Observations

.....  
Signature of Appraiser

Name :

Designation :

Date : .....

The above appraisal made in respect of the officer was brought to his/her notice and was noted by him/her.

.....  
Signature of Appraisee

.....  
Signature of appraiser

**PART II - (To be perfected by the moderator)**

**Observations and conclusions of the moderator regarding the Appraisal.**

1. Conclusion : Excellent/Good/Satisfactory/Unsatisfactory
2. Observations

.....  
Signature of moderator  
Name :  
Designation ;

date : .....

**PERFORMANCE APPRAISAL REPORT - OTHER NON -STAFF GRADE OFFICERS WHO ARE NOT COVERED NU FORMS 'B' - T**

Ministry :

Department :

Division :

**PART I - Self Appraisal (To be perfected by the Appraisee)**

(Fill blank spaces or delete words not applicable)

Period in respect or which

Appraisals made

From:..... To :.....

(One year's period prior to the date of increment is applicable)

01. **Bio-data**

1.1 Name :

1.2 Date of Birth:

1.3 Designation:

1.4 Class and Grade :

1.4 Period of full service:

1.5 Date of increment:

02. **Scope of duties**

2.1 Have you been provided with a specific duty list or Job description?

Yes/No

2.2 State in brief, the main responsibilities and functions connected with your work.

2.2.1 Responsibilities

.....  
.....  
.....

2.2.2 Functions

.....  
.....  
.....

03. **Performance**

3.1 Are you satisfied with the work performed by you during this period?

Yes/No

3.2 Write down in brief, difficulties and obstacles faced by you, if any:

.....  
.....  
.....

3.3 State briefly the proposals you make for the improvement of your performance:

.....  
.....  
.....

04. **Public Relations**

4.1 Do you have direct contacts with the general public and/ or officers in other divisions/ institutions in connection with your duties? Yes/No

4.2 Do you think that you maintain satisfactory public relations? Yes/No

4.3 Were there any occasions when the Public and/ or officers were not satisfied with your service? Yes/No

4.4 If the answer for 4.3 above is "Yes" what are the reason?

.....  
.....  
.....

05. **Training**

5.1 Training received

- 1. ....
- 2. ....
- 3. ....

5.2 State the fields in which training is required

- 1. ....
- 2. ....

.....  
Signature of the Appraisee

Date :.....

**PART II - {to be filled by the supervising staff officer (Appraiser)}**

(Use the words Excellent/Good/Satisfactory/Unsatisfactory)

-

01. **Performance :**

- 1.1 Knowledge of work -
- 1.2 Whether routine duties/assigned duties are completed without delay -
- 1.3 Dynamism -
- 1.4 Contribution of the officer in achieving the organizational objectives -
- 1.5 Overall quality of the work -
- 1.6 Economy in using resources -
- 1.7 Efficiency displayed in performing the specific duties indicated in 2.2.2 in Part I of this report -

04. **Public Relations**

If you have direct contacts with the general public in connection with your duties, answer the questions below

- 4.1 Do you think you maintain a satisfactory relationship with the public? Yes/No
- 4.2 Were there any occasions when the public was not satisfactory? Yes/No
- 4.3 If the answer for 4.2 above is 'Yes' what are the reasons?  
.....  
.....  
.....

05. **Productivity**

- 5.1 Are you a member of a Productivity Improvement Circle? Yes/No
- 5.2 What part of your daily office time is used for Productive work? 100%,70%,50%.25% .....%
- 5.3 Do you think that your work is always in arrears? Yes/No
- 5.4 If the answer for 5.3 above is "yes" what are the reasons?  
.....  
.....  
.....
- 5.5 The cleanliness & attractiveness of the way you keep your tables, chairs and other furniture/equipment? Very Good/Good/Unsatisfactory
- 5.6 Are you keeping you files, Circulars, books and other documents in such a manner that they can be traced quickly? Very Good/Good/Unsatisfactory
- 5.7 State briefly your suggestions to increased the productivity of your works?  
.....  
.....

06. **Training**

- 6.1 Training received
  - 1. ....
  - 2. ....
  - 3. ....
- 6.2 State the fields in which training is required
  - 1. ....
  - 2. ....

Date : .....

.....  
Signature of Moderator