

SATYAJIT RAY FILM & TELEVISION INSTITUTE

**Annual Performance Appraisal Report
of**

Group 'A' & 'B' Officers (posted in Non-Academic Departments)

Report for the year / period ending on:

Part I : Personal Data (to be filled by Administration Section)

- a) Name & Designation of the Officer (in Block letters) :
- b) Whether the officer belongs to Scheduled Caste/
Scheduled Tribe :
- c) Date of Birth :
- d) Educational Qualifications :
(Details of Degrees, Educational Institutions
including Universities attended)
- e) Date of continuous appointment in the :
present grade
- f) Present post and date of appointment thereto :
- g) Period of absence from duty on leave, :
training etc. during the period reported
upon
- h) Any other remarks :

Part -II -Self-Appraisal (to be filled by the officer reported upon)

1) Brief description of duties:

2) Please specify targets/objectives /goals (in quantities or other terms) of work you set for yourself or were set for you, eight to ten items of works in the order of priority and your achievement against each target.

| Targets/ Objectives/goals | Achievement |
|------------------------------|-------------|
| | |

3 (A). Please state briefly the shortfalls with reference to the targets/objectives/goals refer to in item 2. Please specify constraints, if any, in achieving the targets.

3 (B). Please also indicate the items in which there have been significantly higher achievement and your contribution thereto

Date:

Signature

Part – III (to be filled up by Reporting Authority and Reviewing Authority)

[Numerical grading is to be awarded by the reporting and reviewing authority which should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest]

a) Assessment of work output (weightage to this Section would be 40%)

| | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|--|----------------------------|----------------------------|---------------------------------------|
| i) Accomplishment of planned work/work allotted as per subjects allotted | | | |
| ii) Quality of output | | | |
| iii) Analytical ability | | | |
| (iv) Accomplishment of exceptional work / unforeseen tasks performed | | | |
| Overall Grading on "Work Output" | | | |

b) Assessment of personal attributes (weightage to this Section would be 30%)

| | Reporting Authority | Reviewing Authority | Initial of Reviewing Authority |
|--------------------------------|----------------------------|----------------------------|---------------------------------------|
| i) Attitude to work | | | |
| ii) Sense of responsibility | | | |
| iii) Maintenance of Discipline | | | |
| iv) Communication skills | | | |
| v) Leadership qualities | | | |