

SATYAJIT RAY FILM & TELEVISION INSTITUTE

**Annual Performance Appraisal Report
of
Group 'C' Officers**

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) Brief resume of the work done by you :
during the year/period fromto.....
bringing out any special achievement
during the year/period. In the event of shortfall
in achievement furnish reasons.(This resume
is to be furnished within the space provided,
limited to 300 words and is required to be signed

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			
	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on "personal attributes"			

c) **Assessment of functional competency (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
Overall Grading on functional competency			

Part IV

GENERAL

1. State of health:

2) Integrity:

(Please comment on the integrity of the officer)

[The reporting officer shall make the remarks against the integrity column in one the three options mentioned below: -

- Beyond doubt
- Since the integrity of the officer is doubtful, a secret note is attached
- Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.]

3) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength, extraordinary achievements, significant failures [ref: (1) & (2) of Part – II] and attitude towards weaker sections

4) Overall numerical grading on the basis of weightage given in Section (a), (b) and (c) in Part – III of the Report.

Signature of the Reporting Officer

Place

Name in Block Letters.....

Date.....

Designation.....

Period of Report.....