

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 work			
(iii) Analytical ability			
(iv) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

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			
(vi) Capacity to work in team spirit			
(vii) Capacity to work in time limit			
(viii) Inter-personal relations			
Overall Grading on 'Personal Attributes'			

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'			