

RajCOMP Info Services Ltd.
(A Government of Rajasthan undertaking)
1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.

Form No.1

(Applicable for Officers appointed in the Grade Pay of Rs.5400/- & above)

ANNUAL PERFORMANCE APPRAISAL

For the year ending 31st March, _____

PART-I

(To be filled by the Officer to be reported upon)

1. Name _____ S/o W/o D/o _____
2. Designation _____ 3. Date of Birth _____
4. Home District _____ 5. Qualification _____
6. Length of period served under the Reporting Officer _____
7. Length of period spent on Leave _____
8. Post held during the year _____
9. Training Received during the year

Period	Particulars of Training	Place

10.	S.No.	Key result areas	Targets	Actual Achievements	Reason, if any, for not achieving targets & details of efforts made
	1.	Physical Target			
		i.			
		ii.			
		iii.			
	2.	Financial Target			
		i.			
		ii.			
		iii.			
	3.	Incase no targets have been fixed, detailed note in not more than 150 words be given on nature of tasks assigned and efforts made:-			

Date : _____

(Signature of the Reportee)

Name _____

Designation _____

PART-II

- Note : 1. Please put your initials in the appropriate column against each factor. Study the various ingredients of a factor, before making an assessment.
2. Wherever the rating has been mentioned "unsatisfactory" or adverse remarks have been mentioned, the necessary documents in support of the remarks be enclosed with the APAR'S.

S.No.	Factor	Out standing	Very Good	Good	Satis- factory	Unsatis- factory
1	2	3	4	5	6	7
1.	Output of work					
2.	Proficiency in Professional work:					
	(a) Theoretical knowledge					
	(b) Practical knowledge					
3.	Leadership qualities					
4.	Management ability					
5.	Ability to take initiate					
6.	Decision making ability					
7.	Quality of Monitoring & Review					
8.	Knowledge of Rules, Codes Manuals, Instructions & Procedures					
9.	Relationship with colleagues and subordinates.					
10.	Dealing with public & public representatives.					

11. Assessment of Integrity:

Has any thing come to your knowledge which reflects adversely on the Officer's integrity or his ability to honestly execute his duties?

Yes () No ()

If yes, please given details :

12. Overall rating : (After considering your assessment of the Reportee in the item mentioned from S.No.1 to 11). Please mark ✓ with your initials in the appropriate column and mark X in the rest of the columns.

Out standing	Very good	Good	Satisfactory	Unsatisfactory

Date: _____

(Signature of the Reporting Officer)
Name _____
Designation _____

(Remarks of the Reviewing Officer)

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-

4. Overall rating :

Date : _____

Designation _____

(Remarks of the Countersigning Authority)

Date : _____

Designation _____

Statement/Declaration of Immovable Property of First Appointment for the Year _____

(As on 1st _____)

Name of District, Sub-division, Taluka and village in which property is situated	Name and details of properties Housing and Land other building	Present Value	If not in own name, state in whose name held and his/her relationship to the member	How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acquisition and the details of person/persons whose from whom acquired.	Annual Income from the Property	Remarks
1	2	3	4	5	6	7

Signature _____

Date _____