# RajCOMP Info Service Limited 1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.

### Form No.2

(Applicable for Employees appointed in the Grade Pay below Rs.5400/-)

## ANNUAL PERFORMANCE APPRAISAL

For the year ending 31st March,

### PART-I

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

Designa	ation	3.	Date of Birth	
Home District			Qualification	
Length	of period served unde	er the Reporting C	Officer	
	of period spent on Le			
Post he	ld during the year			
Trainin	g Received during the	e year		
				A.
S.No.	Key result areas	Targets	Actual Achievements	Reason, if any, for not achieving targets & details of efforts made
1.	i.			
	ii.			
	iii.			
2.	Incase no targets ha given on nature of t	ve been fixed, det asks assigned and	tailed note in not mo l efforts made:-	re than 150 words be
				14
			\ \	of the Reportee)
·· —				n

### 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	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
1	2	3	4	5	6	7
1.	Work performance					
2.	Intelligence & Understanding					
3.	Discipline including Punctuality					
4.	Devotion to duty					
5.	Promptness is disposal					
6.	Ability to take initiative		а			
7.	Official conduct					
8.	Noting Drafting and ability to deal with correspondences					
9.	Ability to get along and behaviour with:-					
	(a) Superiors					24.
	(b) Colleauges					
	(c) Visitors					

4.	Devotion to duty				· .
5.	Promptness is dispo	sal			
6.	Ability to take initia	tive	п		
7.	Official conduct				
8.	Noting Drafting and ability to deal with correspondences				
9.	Ability to get along behaviour with:-	and			
	(a) Superiors				***
•	(b) Colleauges				
	(c) Visitors				
12.	n	After considering	.No.1 to 10). I	nent of the Reporte Please mark √ with in the rest of the o	n your initials in the
	Out standing	Very good	Good	Satisfactory	Unsatisfactory
					the Reporting Officer)

PART-III
(Remarks of the Reviewing Officer)

1. 2.	Do you agree wit	under the Review th the assessments sh to modify or ad	made by the Re	)	
	-				
3.	Fitness for promo Not Quali		lified for promo turn	tion in Qualif	fied for promotion out of turn
4.	( Overall rating :	)	(	)	( )
	Out standing	Very good	Good	Satisfactor	Unsatisfactory
					). -
		(Remarks of the	PART-IV Countersigning	Authority)	
Date :			(Signa Name Design		ntersigning Authority)

# Statement/Declaration of Immovable Property of First Appointment for the Year ------

(As on 1st January

						_
Remarks	7					
Annual Income from the Property	9					
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.	5.					
If not in own name, state in whose name held and his/her relationship to the member	4					
Present Value	3					
Name and details of properties Housing and Land other building	2		· (			
Name of District, Sub-division, Taluka and village in which property is situated						

	4.
0	Jate