

**ANNUAL PERFORMANCE REPORT
FOR
WEST BENGAL SENIOR SERVICE OF ENGINEERS
&
WEST BENGAL SERVICE OF ENGINEERS
&
WEST BENGAL SUBORDINATE ENGINEERING SERVICE
&
WEST BENGAL GENERAL SERVICE**

NAME OF OFFICER :

DESIGNATION :

IN THE SERVICE :

DATE & YEAR OF JOINING THE SERVICE :

REPORT FOR THE YEAR / PERIOD ENDING : 31ST March , 20____

(1)
**Performance Report
For**

Service : _____

Report for the year / period ending on 31st March, 20_____

PART – I

**PERSONAL DATA
(To be filled by the Officer Reported upon)**

1. Name of Officer :
2. Date of Birth :
3. Date & Year of joining the Service :
4. Present post and date of joining : Date: Post:
thereto
5. Posts held within the reporting year : Date: Post:
6. Date of submission on Annual Declaration of Assets for the previous year (as stood on 1st January_____) as per the provisions of West Bengal Service (Duties Rights and Obligations) Rule, 1:

Signature of the officer Reported upon

(2)

PART – II

(To be filled by the Officer Reported upon)

(Please read carefully the instructions given at the end of the form before filling the entries)

1. **Brief Description of duties.**

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2. Please specify your achievements as per your perception :

Sl. No.	
01.	
02.	
03.	
04.	
05.	
06.	
07.	
08.	
09.	
10.	
11.	

Signature of the officer Reported upon

(3)

3. Please state briefly the shortfalls in respect of your achievements. Please specify constraints or handicaps that you faced.

4. Details of the training programme (s) if any, attended during the year under review.

Place:

Date:

Signature of the Officer Reported Upon

NAME IN BLOCK LETTERS

Designation
(During the period of report)

To be filled in by the Reporting Officer

(Please read carefully the instructions given at the end of the form before filling the entries)

A) NATURE AND QUALITY OF WORK.

1. Please state whether you agree with the answers relating to achievement and shortfalls. If not, state the reasons.

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B) ATTRIBUTES.

Please record assessment with one of the following words : Outstanding / Very Good / Good / Average / Below average.

Sl No.	Item	Assessment
01.	Personality	
02.	Capacity for sustained work	
03.	Tact and ability to work with others	
04.	Ability to control subordinates	
05.	Reliability in carrying out instructions	
06.	Ability to state a case	
07.	Initiative	
08.	Power of taking responsibility	
09.	Power to inspire confidence in general public	
10.	Devotion to duty	
11.	Knowledge of his work	

Signature of the Reporting officer

(5)

C) GENERAL :

1. State of health

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2. Integrity :

(Please see Note below the instruction)

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3. General Assessment :

(Statement of the Reporting Officer)

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Overall Grading : [Outstanding / Very Good / Good / Average / Below Average]

Place:

Date:

Signature of the Reporting Officer

NAME IN BLOCK LETTERS

Designation
(During the period of report)

REMARKS OF THE REVIEWING OFFICER

Do you agree with the assessment of the officer given by the reporting authority? (In case of disagreement, please specify the reasons; is there any things you wish to modify or add in respect of item B of Part-III ?)

Place:

Date:

Signature of the Reviewing Officer

NAME IN BLOCK LETTERS

Designation
(During the period of report)

(7)

PART-V

REMARKS OF THE ACCEPTING OFFICER

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Place:

Date:

Signature of the Accepting Officer

NAME IN BLOCK LETTERS

Add. Attendance Report of the officer
as per Finance Departments order

Designation
(During the period of report)

1. The officers reported upon and the Reporting Officer shall take special care to submit their respective reports within one month of the completion of the reporting period.
2. The report is an **important document**. It provides the basic and vital inputs for assessing the performance of an officer and for his / her further advancement in his / her career. The officer reported upon, the Reporting authority, the Reviewing Authority and the accepting Authority should, therefore, undertake the duty of filling out the form **with a high sense of responsibility**.
3. Performance appraisal through report should be used as a tool for human **resource development**, Reporting Officers should realize that the objective is to **develop an officer** so that he / she realizes his / her true potential. It is not meant of be a **fault-finding process** but a development one. The Reporting officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
4. The columns should be filled with due care and attention and after devoting **adequate time**. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
5. If the Reviewing Authority is satisfied that the Reporting Authority had made the **report without due care and attention** he shall record a remark to that effect in Part IV. The Government shall **enter the remarks in the Confidential Roll of the Reporting Authority**.
6. Every answer shall be given in a specific manner in the space provided for the purpose.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resources development, the Reporting Officer and the officer reported upon should meet during the course of the year at **regular intervals to review the performance** and to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraise in regard to his / her performance, conduct, behavior and potential.

9. Assessment should be confined to the appraisee's performance **during the period of report only.**
10. Some posts of the same rank may be more exacting than others : The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to be attributes.

NOTE :

The following procedure should be followed in filling up the column relating to integrity.

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the report.
 - (c) If the doubts suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.