

**NEW DELHI MUNICIPAL COUNCIL**  
**NDMC PALIKA KENDRA**  
**NEW DELHI**

**Annual Performance Appraisal Report for Officers of the**

**NDMC**

**Section Officer / A.A.O.**

Name of Officer : ..... Emp. Code No. ....

Report for the year/period ending : .....



2. Please specify targets/objectives/goals (in quantitative or other terms of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example Annual Action Plan for your Division/Deptt.)

Target/Objectives/Goals	Achievements

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on imovable property for the preceding calender year was filed within the prescribed date i.e. 31st January of the year following the calender year. If not, the date of filing the return should be given.

Date: .....

Signature of officer reported upon

### **PART - III REMARKS OF REPORTING OFFICER**

Numerical grading is to be awarded by 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.

(Please read carefully the guidelines before filling the entries)

(A) Assesment of work output (weightage to this Section would be 40%)

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para 2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Accomplishment of planned work/ work allotted as per subjects allotted			
ii) Devotion to duty			
iii) Analytical ability			
iv) Accomplishment of exceptional work/ unforeseen tasks performed			
v) Integrity			
<b>Overall Grading on 'Work Output'</b>			

(B) Assesment of Personal attributes (weightage to this Section would be 30%)

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para 2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Capacity to work in team spirit			
vi) Capacity to adhere to time schedule			
vii) Inter Personal relations			
viii) Overall bearing and personality			
<b>Overall Grading on 'Personal Attributes'</b>			

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

	<b>Reporting Authority</b>	<b>Reviewing Authority (Refer Para 2 of Part-5)</b>	<b>Initial of Reviewing Authority</b>
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			
vi) Initiative			
<b>Overall Grading on 'Functional Competency'</b>			

**PART - IV**

**GENERAL**

1) Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs.)

2) Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3) State of Health

4) Integrity

(Please comment on the integrity of the officer)

5) 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: 3 (A) & 3 (B) of Part-2) and attitude toward weaker sections.

6) Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

Signature of the Reporting Officer

Place : .....

Name in Block Letters : .....

Designation : .....

Date : .....

During the period of Report : .....