

NEW DELHI MUNICIPAL COUNCIL
NDMC PALIKA KENDRA
NEW DELHI

Annual Performance Appraisal Report for Officers of the

NDMC

JOINT DIRECTOR & HEAD OF DEPARTMENT

Name of Officer :

Report for the year/period ending :

Department/Office of

Report for year period ending :

Part - I Personal Data & duties & Responsibilities

(To be filled by the concerned Administrative Section)

**PART-I
SELF APPRAISAL**

1. Name of Officer
2. Date of Birth (DD/MM/YYYY)/...../..... (In words)
3. Date of continuous appointment to the present grade Date Grade
4. Present post and date of appointment thereto Post Date
5. Period of absence from duty (on training leave etc.) during the year. If he has under gone training, specify.

Part - II SELF APPRAISAL (To be filled in by the Officer reported upon)

1. Brief description of duties

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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