

Performance Appraisal Form
[Assessment Year 2024-25]

Name (capital letters):

Designation:

Initial Date of Joining in NACP:

Date of joining under current contract:

Validity of Current Contract:

PART-A

SELF EVALUATION

- Please list your key deliverables for the year as specified in the annual work plan initiatives. Against each deliverable. mention your actual achievements (and constraints, if any)
- Also, mention other deliverables that were assigned/taken up during the course of the year.
- The below mention format is to be used, but as space would be inadequate, take as many sheets as required.

S.No.	Key Deliverables	Achievements

Additional Responsibilities & Other Areas of Contribution (Area which are not covered above)

Please mention constraints in your work during the review period, if any.

Signature of the Appraisee:

Date:

PART-B

PERFORMANCE BASED ASSESSMENT

B.A TO BE FILLED IN BY APPRAISER/IMMEDIATE SUPERIOR

I. PERFORMANCE SUMMARY AND TREND

(Summarize your view on appraisee's accomplishments and comment on performance trend during the year of assessment)

II. STRENGTHS

(Describe appraisee's strengths and how they have contributed to the current assignments)

III. ACTION FOR PERFORMANCE ENHANCEMENT

(Specify the areas which require improvement by the appraisee)

IV. Rating point on performance by Immediate Superior (Maximum 10)

[B.A]:

B.B. REVIEWER'S COMMENT ON OVERALL PERFORMANCE & POTENTIAL

Rating point on performance for Reviewer (Maximum 10) [B.B]:	
Signature of Reporting Officer/Supervisor/Immediate Superior	Signature of Reviewer (JKACS Divisional Head)

PART-C KNOWLEDGE AND COMPETENCY BASED ASSESSMENT

S.No.	Description	C.A (By Reporting Officer/Supervisor)	C.B Reviewer (JKACS Divisional Head)
		(Each Attribute is to be marked: Max. Mark - 10 for each Attribute)	
1.	Quality of Deliverables		
2.	Application of Professional Knowledge		
3.	Timeliness of Deliverables		
4.	Initiatives taken		
5.	Willingness to take extra responsibility		
6.	Attitude towards goal set for assigned work		
7.	Interpersonal Relations & Team work. Co-operation with Supervisors & Colleagues, Peer support.		

8.	Communication Skills (Written & spoken)		
9.	Punctuality, discipline and contribution to other tasks (beyond Division's work).		
10.	Efforts undertaken to improve knowledge and its application towards accomplishment of work assigned (papers, presentations, conferences etc.)		
	Aggregate Marks (Max.100)		
	Average of Marks (Aggregate Marks/10)	C.A=	C.B=

Signature of Reporting Officer/Supervisor/ Immediate Superior	Signature of Reviewer (JKACS Divisional Head)
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Overall Grading:
