

OFFICE OF THE
Principal District & Sessions Judge/Principal Judge Family
Court/District & Sessions Judge/Chief Judicial Magistrate/Civil
Judge(Jr. Dvn)/JMFC

**ANNUAL PERFORMANCE APPRaisal REPORT FOR NON-MINISTERIAL STAFF (GRADE-III)
AND GRADE-IV OF NAGALAND DISTRICT COURT EMPLOYEES**

[RECORD ASSISTANT/ PROCESS SERVER/ SR. DRIVER/ DRIVER/
MTS(SWEEPER/CHOWKIDAR/PEON/MALI)]

Report for the year/period from _____ to _____

PERSONAL DATA

PART-I

1. Name of the Officer: _____
2. Designation: _____
3. Date of birth(DD/MM/YY) _____
(In words _____)
4. Educational Qualification: _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto:
Post _____ Date _____
7. Section in which the incumbent is presently working : _____
8. Period of absence from duty during the year:
(Leave/Training) _____

PART-II

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below does not apply, the Reporting Officer should mention this fact against the relevant items)

1. Regularity & punctuality in attendance.
2. Intelligence, keenness & industry :-
3. Energy, skill, promptness and accuracy in dealing with his allotted job.
4. Communication skill :-
5. Integrity (tick mark whichever is applicable)
 - a) Beyond doubt
 - b) Nothing adverse
 - c) Doubtful
 - d) Lack of integrity (mention in brief)
6. Capacity to work in team spirit :-
7. Behaviour towards his/her superiors/colleagues :-
8. Has he/she been reprimanded for indifferent work during the period under report? If so, brief particulars thereof.
9. Whether any complaint/ departmental enquiry is pending, if so, a brief description thereof.
10. State of Health :-
11. General assessment - (Give an overall assessment of the with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties etc.)
12. Grading :- "Outstanding"/"Very Good"/"Good"/"Satisfactory"/"Average"/"Below Average"/"Poor"

Signature with designation of the Reporting Officer:

Name:

Date:

Designation:

PART-III

REMARKS OF THE REVIEWING OFFICER:

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various achievements/significant failures of the officer reported upon

(Ref Part-II)

YES	/	NO
------------	---	-----------

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Reviewing Officer: [Outstanding/Very Good/ Good/ Average/ Below Average]

Signature of the Reviewing Officer:

Name in Block Letters

Date:

Designation:

PART-IV

REMARKS OF THE ACCEPTING OFFICER:

1. Do you agree with the assessment made by the Reporting Officer and Accepting Officer with respect to the work output and the various achievements/significant failures of the officer reported upon
(Ref Part-II and III)

YES	/	NO
------------	---	-----------

2. [In case of disagreement, please specify the reasons, is there anything you wish to modify or add]

3. Overall Grading by the Accepting Officer: [Outstanding/Very Good/Good/ Average / Below Average]

Signature of the Accepting Authority:

Name in Block Letters

Designation:

Date: