

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

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

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

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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: