



**ANNUAL PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF**

**PART – A (To be filled by Staff Member)**

**Calendar Year: 2025**

<b>Sl. No.</b>	<b>Particulars</b>	
1	Name:	
2	Date of Joining:	
3	Designation:	
4	Department / Section:	
5	Academic / Technical Qualification:	
6	Details of Educational Course being Pursued:	
7	Detail of Present duty:	

Date :

Signature of Staff Member



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### PART – B

(To be filled by Reporting Officer)

Name:							
Designation:							
Date of appointment:							
Department/Section:							
Category	UTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
<b>1.PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organise work and carry it out							
1.3 Ability and willingness to take up additional load in time of emergency							
1.4 Creative and Innovative							
1.5 Ability to learn new skills							
<b>2.PERFORMANCE</b>							
2.1 Maintenance of files and records							

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2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERYGOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
<b>TOTAL POINTS:</b>	<b>/150</b>						



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<b>4. OVERALL EVALUATION</b>						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any significant contribution made by the employee:						
6. Special remarks if any of the Reporting Officer:						
Date:			Signature of the Reporting Officer			
7. Remark if any of Reviewing officer:						
Date:			Signature of the Reporting Officer			

COMPUTATION OF OVERALL EVALUATION	POINTS	PERCENTAGE OF POINTS
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39
<b>Total Points 150</b>		