

# **PERFORMANCE EVALUATION REPORT**

(For Contract / Ad-hoc Officers)

## **SECTION-I**

<b>Evaluation Period (06-Months)</b>	
<b>Name of Officer</b>	
<b>Date of Birth</b>	
<b>Date of Commencement of Service</b>	
<b>Designation</b>	
<b>Educational Qualification</b>	
<b>Other Qualification</b>	
<b>Trainings</b>	
<b>Section Assigned/Job Description</b>	

**SECTION-II**

(To be filled by Reporting Officer)

NB please initial / sign the relevant column

		<b>EXCELLENT</b>	<b>V.GOOD</b>	<b>GOOD</b>	<b>AVERAGE</b>	<b>POOR</b>
1	Attendance					
2	Appearance					
3	Understanding of Work Assigned					
4	Sense of Responsibility					
5	Expressions					
	i) Spoken					
	ii) Written					
6	Analytical Skills					
7	Ability to dispose of work timely					
8	Quality of Work					
9	Overall Grading					

**SECTION-III**

➤ Pen Picture (Please indicate strengths and weaknesses)


➤ Recommendations to retain as Ad-hoc employee.

YES / NO


**Name of Reporting Officer** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_