**\*\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*GP** | **I** | **II** | **III** | **IV** |
|  **As**  | **on** |  |  |  |
| **DD** | **MM** | **YYYY** |

****

|  |
| --- |
|  |

**Region-**

**PERSONAL & CONFIDENTIAL**

**ANNUAL CONFIDENTIAL REPORT**

**PART (A) – (To be completed by individual/ Admin staff)**

 **Personal Particulars Leave Particulars (No of days availed)**

1. Name in full (in Capitals) - EL -
2. Date of Birth - CL -
3. Qualification - HPL -
4. Date of Joining - COM.Leave -
5. Present Post - From…………. To…………. E.O.L. -
6. Employment Status Permanent Contractual Maternity Leave -

 Paternity Leave -

(Signature of Admin Staff)

 **PART (B) – (To be completed by employee being assessed)**

7. Role/ Task Assigned

(i)

(ii)

(iii)

8. Achievements

 (i)

 (ii)

 (iii)

**PERSONAL & CONFIDENTIAL**

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**PART (C) – PERSONALITY ASSESSMENT**

9.  **(To be completed by Initiating Officer. PAD to be signed by employee being assessed)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment** | **Tick the assessment and enter grade from 1 to 4 ,** **1 being lowest , 4 being highest**  | **Grades****1 to 4** |
| **Personality** |  *Forceful Average Weak Unimpressive* |  |
| **Intelligence** |  *Sharp Brooding Average Dull* |  |
| **Initiative** |  *Leader Self-Starter Follower Disinterested* |  |
| **Energy** |  *Charged Active Keen Lazy* |  |
| **Integrity** |  *Matchless Situational Poor Dishonest* |  |
| **Application of Skills** |  *Thorough Efficient Average Poor* |  |
| **Dependability** |  *Excellent Sage Average Undependable* |  |
| **Discipline/ Conduct** |  *Strict Struggling Tardy In disciplined* |  |
| **Amenability to Change** |  *Energetic Active Rebellious Disinterested* |  |
| **Appearance** |  *Impressive Pleasing Warm Shabby* |  |
| **Teamwork** |  *Participative Collaborative Respectful Loner* |  |
| **\*Customer’s Assessment** |  *Energetic Pro- active Helpful Disinterested* |  |
| **\*Communication Skills** |  *clear Concise Considerate Inconsiderate* |  |
| **\*Managerial Ability** |  *Natural Striving Average Lacking* |  |
| **Performance in Primary Task/ Role** |  *Very good Good Average Below Average* |  |
| **(\*Not to be filled for Group IV) TOTAL** |  |

**PROFESSIONAL ABILITY (MAX 60)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Above 55\*** | **45 to 54** | **35 to 44** | **Below 35** |
| **Exceptional** | **Strong** | **Satisfactory** | **Needs Improvement** |
|  |  |  |  |

**PART (D) – PERFORMANCE APPRAISAL DISCUSSION**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Employee Signature of Initiating Officer

**PERSONAL & CONFIDENTIAL**

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**(To be completed by Reporting Officer)**

10 State of Health Good Poor

11. Disciplinary Action: Warning issued Pending action Not applicable

 12. **PEN PICTURE**

|  |
| --- |
|  |

13. Promotional Potential (PP) (Max: 10 upto one decimal)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Regional Manager

 **PART (E) – TO BE COMPLETED BY GENERAL MANAGER AS REVIEWING OFFICER**

14. **Agreement with initiating officers**

 **Assessment**

 Concur Do not concur

**Reason for differing views**:-

15. **Recommendation for Promotion:-**

 Accelerated Promotion Promotion when due Not yet suitable

 **Promotion Potential (PP)** (Max: 10 upto one decimal)

16. **Other Remarks, if any:-**

 Date -

Signature of the General Manager

**\*Note: -**Initiating officer for Group I to III - Regional Manager

 Initiating Officer for Group IV - Section In-Charge