

**FORM - I**  
**( See rule - 4)**

**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.**

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**Section I - Basic Information.**

*(To be filled in by the Administration Division / Personnel Department)*

1. Name of the Officer reported upon: \_\_\_\_\_

2. Service \_\_\_\_\_ 3. Year of entry \_\_\_\_\_ 4. Date of Birth \_\_\_\_\_

5. Present Grade \_\_\_\_\_ 6. Present post \_\_\_\_\_  
(with Pay Scale / Pay Band + Grade Pay) ( Actual designation with place of posting)

7. Date of appointment to present post \_\_\_\_\_

**8. Reporting, Reviewing and Accepting Authorities:**

	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**9. Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**10. Training Programs attended**

Date from	Date to	Institute	Subject

**11. Awards / Honours**

12. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting / reviewing authority for the previous year.

13. **Date of filing the property return for year ending December / 2012:**\_\_\_\_\_

(Note: Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted.)

14. Date of last prescribed medical examination (for officers over : **dispensed with vide**  
40 years of age) (Attach copy of Part 'C' of Report). **No.A.28011/ 1/2002- P&AR**  
**(GSW)/Pt. dated 16.12.2011**

Date : \_\_\_\_\_

Signature on behalf of \_\_\_\_\_  
Admn. / Cadre Controlling Deptt. (i.e. DP&AR(SSW))

## Section – II – Self Appraisal

1. **Brief description of duties :**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. **Annual work plan and achievement :**

<b>Tasks to be performed</b>	<b>Deliverables <sup>1(1)</sup></b>	<b>Actual Achievement <sup>2(2)</sup></b>

<sup>1(1)</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

<sup>2(2)</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

3. **During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):**

4. What are the factors that hindered your performance?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

*For the current assignment*

*For your future career*

**Please Note :** You should send an updated CV, including educational qualifications acquired / training programs attended / publications / special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. **Declaration :**

Have you filed your immovable property return, as due. If yes, please mention date.	Yes / No	Date
Have you undergone the prescribed medical check up?	Yes / No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes / No	

7. Whether any order for your transfer and posting was issued by the Government during the period under report.

Yes/No

7.(a) If yes, please indicate order No & date and date of joining at the new place of posting .

Date : \_\_\_\_\_

**Signature of officer reported upon \_\_\_\_\_**  
**( with full name, Designation & Place of Posting)**