

बिहार सरकार
कारा एवं सुधार सेवाएँ निरीक्षणालय
गृह विभाग।

प्रेषक,

राजीव वर्मा,
संयुक्त सचिव-सह-निदेशक (प्रशासन)
बिहार, पटना।

सेवा में,

निदेशक, प्रोबेशन चर्चा
कारा एवं सुधार सेवाएँ,
बिहार, पटना।

पटना, दिनांक2016

विषय:- बिहार प्रोबेशन सेवा के पदाधिकारियों के लिए कार्य मूल्यांकन प्रतिवेदन अभिलेखित करने हेतु नया प्रपत्र का अग्रसारण।

महाशय,

उपर्युक्त विषय के संबंध में सरकार द्वारा अनुमोदित विषयांकित नया प्रपत्र की प्रति आवश्यक कार्यार्थ संलग्न कर भेजी जा रही है।

अनु0:-यथोक्त।


विश्वासभाजन,

ह0/-

संयुक्त सचिव-सह-निदेशक (प्रशासन)
बिहार, पटना।

ज्ञापांक:- कारा/स्था0 (अधी0)-01-09/20121106..... दिनांक:-19.2.16.....

प्रतिलिपि:-आई0टी0 मैनेजर, गृह विभाग, बिहार, पटना को अनुलग्नक सहित सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।


19.2.16
संयुक्त सचिव-सह-निदेशक (प्रशासन)
बिहार, पटना।

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**Performance Appraisal report
for
Bihar Probation Service Officers**

Name of Officer _____

Report for the year _____

Period _____

Section-1**Basic Information** (To be filled in by the Administrative Department)**Performance Appraisal Report for the period from _____ to _____**

1. Name of the officer reported upon :

2. Year of allotment:

3. Date of Birth :

4. Present Grade :

5. Present Post :

6. Date of appointment to present post :

7. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

8. Period of absence on leave, etc.

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

9. Training Programs attended

Date from	Date to	Institute	Subject

10. Award/Honours:

11. Details of PARs of Bihar Probation Service officers not written by the officer as reporting / reviewing authority for the previous year

12. Date of filing the property return for the year ending December

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Date :

Signature on behalf of _____
Admin. Dept.

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extra ordinarily challenging task or major systemic improvement? If so, please give a verbal description (within 100 words) :

4. What are the factors that hindered your performance?

Section III

Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen task as filled out in section II. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

5. Assessment of work output (This assessment should rate the officer *vis-à-vis* his peers and not the general population. Grade should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade, Weightage to this Section will be 40%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Accomplishment of planned work			
ii	Quality of output			
iii	Accomplishment of exceptional work/ unforeseen tasks performed			
	Overall Grading on 'Work output'			

6. Assessment of personnel Attributes (on a scale of 1-10, Weightage to this section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii	Leadership qualities			
viii	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

7. Assessment of Functional Competency (on a scale of 1-10, Weightage to this section will be 30%)

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Knowledge of laws/rules/procedures/IT skill and awareness of the local norms in the relevant area			
ii	Strategic planning ability			
iii	Decision making ability			
iv	Initiative			
v	Co-ordination ability			
vi	Ability to motivate and develop subordinates/work in a team			
	Overall Grading on 'Functional competency'			

8. Integrity

Please comment on the integrity of the officer:

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9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

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10. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Criminology	<input type="checkbox"/>	Financial management
<input type="checkbox"/>	Sociology and Psychology	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	General Administration	<input type="checkbox"/>	Human Rights
<input type="checkbox"/>		<input type="checkbox"/>	

11. Overall grade (on a score of 1-10)

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Date :

Signature of Reporting Authority _____

Section IV -**Review:**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/ or significant failures of the officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

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3. Pen picture by the Reviewing Officer. Please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

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4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Criminology	<input type="checkbox"/>	Financial management
<input type="checkbox"/>	Sociology and Psychology	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	General Administration	<input type="checkbox"/>	Human Rights
<input type="checkbox"/>		<input type="checkbox"/>	

5. Overall grade (on a scale of 1-10)**Date :****Signature of Reviewing Authority** _____

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1-10)

Date :

Signature of Accepting Authority _____