

**ANNUAL PERFORMANCE EVALUATION REPORT  
FOR THE OFFICERS OF MANAGERIAL GROUP OF  
PUNJAB AGRICULTURAL RESEARCH BOARD (PARB)  
FOR THE CALENDAR YEAR 2009  
(From )**

**1. PERSONAL INFORMATION OF THE INCUMBENT**

Name		
Age / Date of Birth (dd/mm/yy)		
Title of the Job		
Pay Scale		
Academic Qualifications		
Work Experience in PARB (In Years)		
Period of Contract for the present position/job		

**2. JOB DESCRIPTION**

Prescribed Qualification, Skills and Experience for the Job	
Nature of Responsibilities (with assigned targets, if any)	

**3. SELF ASSESSMENT (to be completed by the incumbent)**

**Part-A: Planned Activities**

Sr. No.	Activity	Achievements	Reasons for not achieving goals, if any

**Part-B: Additional Assignments**

Sr. No.	Assignment	Achievements	Reasons for not achieving goals, if any
		a)	

**Part-C: Self-motivated Initiatives / Special Achievements**

<b>Sr. No.</b>	<b>Initiative</b>
1	
2	

**Part-D: Comments and Suggestions for Improving Work Efficiency**

<b>Sr. No.</b>	<b>Comments/Suggestions</b>
1.	
2.	
3.	
4.	

**Part-E: Next Year Plans**

<b>Sr. No.</b>	<b>Salient Features of Plan(s)</b>
<b>Plan of Activities As per Job Description</b>	
1.	
2.	
3.	

**Part-F: Do you request for contract extension? Yes**

**If yes, give justification**

**Signatures** -----

**Date** -----

#### **4. APPRAISER'S ASSESSMENT**

**(To be completed by Project Manager in case of Research Associate - after discussion with the concerned employee)**

##### **Part-A: Appraisal made on the basis of employee's self assessment**

<b>Sr. No.</b>	<b>Component</b>	<b>Weightage</b>	<b>Score (0-10)</b>	<b>Weighted Score (Weightage x Score)</b>	<b>Signatures/ Initials</b>
<b>1</b>	<b>Part-A: Planned activities</b>	<b>2.5</b>			
<b>2</b>	<b>Part-B: Additional assignments</b>	<b>1.5</b>			
<b>3</b>	<b>Part-C: Self motivated initiatives</b>	<b>1.5</b>			
<b>4</b>	<b>Part-D: Comments and suggestions for improvements</b>	<b>0.5</b>			
<b>5</b>	<b>Part-E: Next year plans</b>	<b>1.5</b>			
<b>Weighted Score Part-4/A (Maximum 75)</b>					

##### **Part-B: Overall Assessment**

Sr. No.	Parameter	Score (0-5)	Signatures/ Initials
1	<b>Leadership</b> (Ability to lead and manage people, influence, and guide subordinates to create team spirit)		
2	<b>Decision Making</b> (Readiness to make decisions in tough and difficult situation, accurate judgment of the situation, and solve problems based on reliable analysis)		
3	<b>Resource Management</b> (Ability to plan ahead with proper prioritization and management of resources and tasks)		
4	<b>Integrity</b> (Professional, financial, confidentiality, and ethical)		
5	<b>Communication Skills</b> (Proficiency in verbal and written communication with clear concise, unambiguous, and persuasive expressions)		
6	<b>Job Commitment</b> (Readiness to accept responsibilities, self motivation, cope with job demands, and can take criticism and manage it positively)		
7	<b>Job Knowledge</b> (Degree of knowledge and skills for the job and understand the underlying laws, rules, regulations, principals and standards)		
8	<b>Creative Thinking</b> (Initiative and drive to handle and tackle new problems through creative and alternative approaches)		
9	<b>Handling Complexity</b> (Ability to cope with complex and multiple assignments)		

	simultaneously)		
10	<b>Time Pressure</b> (Ability to meet deadlines effectively under heavy workload and conflicting/rapidly changing priorities)		
11	<b>Dedication</b> (Degree of dedication to work)		
12	<b>Flexibility</b> (Receptivity to new ideas and adaptability to change)		
13	<b>Training Skills</b> (Performance as a trainer in terms of providing guidance and delegations to subordinates and colleagues)		
14	<b>Cooperation with Subordinates</b> (Ability to cooperate effectively and harmoniously with subordinates)		
15	<b>Cooperation with Colleagues</b> (Ability to cooperate effectively and harmoniously with colleagues)		
16	<b>Cooperation with Superiors</b> (Ability to cooperate effectively and harmoniously with superiors)		
17	<b>Cost Consciousness</b> (Implementation of budgetary controls, efforts to achieve financial discipline and avoidance of waste)		
18	<b>Hunt for Improvement</b> (Consistent role in reviewing/re-defining work procedures and urge for improvements)		
19	<b>Work Quality</b> (Ability to demonstrate and maintain quality of work/performance)		
20	<b>Work Ethics</b> (Attitude towards punctuality, safety and office property)		
<b>Total Score Part-4/B</b>			

<b>(Maximum 100)</b>		
<b>Weight for Part-4/B @ 20%</b> <b>(Weighted Score Part-4/B x 0.2)</b> <b>(Maximum 20)</b>		

**Part-C: Pen-Picture of the officer**

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**OVERALL PERFORMANCE SCORE MATRIX**

Weighted Score (Part-A) = ----- (out of 75)

Weighted Score (Part-B) = ----- (out of 20)

Pen Picture (Part-C) = ----- (out of 05)

**Total = ----- (out of 100)**

Rating	Total points earned
Outstanding	91-100
Very good	81-90
Good	71-80
Satisfactory	61-70
Unsatisfactory	Below 60

**Usefulness for retention in PARB service**

USEFUL	NOT USEFUL

**Name of Appraising Authority** -----

**Designation** -----

**Signature with Stamp** -----

**Date** -----

**Remarks of the Countersigning Authority**

**Name of Countersigning Authority** -----

**Designation** -----

**Signature with Stamp** -----

**Date** -----