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No.F.3(C-93) SE-E(Conf.)/2019
Government of Tripura
Education (School) Department
Agartala, West Tripura

Dated, June 11th 2019

MEMORANDUM

Subject:- Submission of Annual Confidential Reports (ACRs).

Annual Confidential Report (ACRs) of the government employees are written with a view to adjudge their performance every year in their work, conduct, character and capabilities. The system of writing confidential reports has two main objectives. First and foremost is to improve performance of the subordinates in their present job. The second is to assess their potentialities and to prepare them for the jobs suitable to their personality. Confidential reports are of immense importance in the career of a government employee. The ACRs provide the basic and vital inputs for assessing the performance of an employee and his/her advancement in career as also to serve the data for judging his/her merits for confirmation, promotion, selection grade. Crossing efficiency bar, continuance in service beyond the certain age or completion of certain years' of service. The columns of ACRs are therefore, to be filled by the concerned employees, Reporting, Reviewing and Accepting authorities in an objective and impartial manner.

2. It has been decided that ACRs of all categories of Groups 'A', 'B' and 'C' teaching and Non-teaching employees including Contract and ad-hoc teachers working under the Education (School) Department, Tripura shall be written and maintained annually for each financial year, i.e. 1st April to 31st March. Separate formats for this purpose are enclosed as annexure. ACRs to be kept in the custody of designated officers. Registers and files to be maintained in all offices to ensure safe custody.
3. The following guidelines to be followed for this purpose :-
(a) Time Schedule for preparation and submission of ACRs :-

Sl.No	Category	Time Schedule	Remarks
1	Self Appraisal	Submission of written copy by employee concerned to the Reporting Authority within 31 st May every year.	Duplicate copy to be submitted for retaining one copy in personal file.
2	Comments of Reporting authority.	Submission of report with Grading by Reporting Authority to Reviewing Authority by 30 th June every year.	
3.	Comments of Reviewing authority	Submission of report by Reviewing Authority to Accepting Authority within 31 st July every year.	
4.	Views of the Accepting Authority.	By 31 st August every year.	

Note :- For current year i.e. ACR of 2018-19 academic year, all dates stand extended by two months.

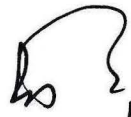
(b) Authorities for different categories of employees :-

Sl. No	Categories of employees	Authorities			ACRs to be kept in the custody of.
		Reporting Authority	Reviewing Authority	Accepting Authority	
1	All Teaching staff (UGT/ KBT/ GT (Elementary)/ GT (Secondary)/ PGT/ SSA,C/T (Pry & Upp. Pry)/RMSA,PGT including Ad-hoc teachers.	H.M./ AHM/ TIC of concerned schools.	Inspector of Schools / HO & DDOs.	DEOs	DEO Office
2	Dy.I.S. and HM/TICs of J.B., SB Schools and Clerical staffs posted at I.S.& Dy.I.S. Offices.	Inspector of Schools	Deputy Director/ OSDs of DEO Offices.	DEO	DEO Office
3	HMs of Primary Units of self drawal High and H.S. Schools and AHMs of self drawal High and H.S. Schools and Clerical staff posted in self drawal schools.	H.M./DDO of concerned schools.	Deputy Director/ OSD of DEO Offices.	DEO	DEO Office
4	HMs of High and H.S. Schools & Inspector of Schools .	DEO	Addl. Director	Director	Directorate
5	Deputy Director/ Dist. Inspector of Schools/ OSDs.	Joint Director/ DEO	Addl. Director	Director	Directorate
6	Joint Director/DEO	Addl. Director	Director	Secretary	Directorate
7	Clerical staff of Directorate/SCERT	HO & DDO	Joint Directors	Director, SCERT/ Addl. Director	Directorate / SCERT.

Contd....P/3

4. Formats for 5(Five) categories of employees are enclosed herewith for filing up the Annual Confidential Reports and submission to the respective authorities in scheduled time as prescribed above.
5. All concerned are directed to collect the formats and submit the filled up formats to the respective authorities in time.

The matter is very urgent.


10.6.19
(U.K.Chakma)
Addl. Secretary to the
Government Tripura.

To

The Director, SCERT, Agartala./The HO & DDO, Directorate of Secondary/Elementary Education/District Education Officers of West/Sepahijala/Khowai/Gumati/South/Dhalai/Unakoti and North Tripura District/P.O.,TTAADC, Khwumlung for information and with a request to circulate the formats to all DDO's and IS's under their control for taking necessary action.

Copy to:-

1. The P.S.to the Secretary, Education (School) Department for kind information of the Secretary.

GOVERNMENT OF TRIPURA
EDUCATION [SCHOOL] DEPARTMENT

FORM OF ANNUAL CONFIDENTIAL REPORTS

[Applicable for Under Graduate Teachers(UGTs)/Kok-Borok Teachers(KBTs)/
Graduate Teachers(Elementary)/SSA C/T(Pry)/SSA C/T(Upper Pry) including
Ad-hoc teachers under the Elementary Education Directorate)

Part - I [Self Appraisal]

Report for the year _____ w.e.f. _____ to _____.

1. Name of the Teacher :-
2. Designation :-
3. Name of the School to which attached :-
4. Date of Birth :-
5. Date of posting at present school :-
6. Date of appointment in present post :-
7. Date of first joining in service & name of post :-
8. Educational (Highest) & Professional qualification :-
9. Basic Pay, Pay Band, Grade Pay, Level etc.) in present post :-
10. Place of posting during last three years :-
11. Classes taught during last year :-

Classes & Sections	Class-	Class-	Class-	Class-
Weekly classes -				
Subject taught				
Total students				
Average attendance				
Number of students promoted to next classes				
Number of students obtained above 60% marks.				

11(a). Total number of periods allotted to you, per week, in the school class routine -

12. Which subject you prefer in teaching? -

13. In which languages you are conversant :- (please tick right)

Bengali	English	Hindi	Kok Borok	Mizo/ Lusai	Manipuri	Chakma	Others

14. Academic Performance during last year :-

(i) Month-wise status of class teaching :-

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec
Class allotted												
Class taken												
Remedial Class taken.												
No. of students attended												

ii) Brief description about organizing co-curricular activities including games and sports :-

iii) Innovations and experiments conducted related to teaching methods or technique:-

iv) Special responsibility held by you in school:-

v) What efforts have been taken to discourage the students in Private tuition in the light of RTE Act. 2009 ? :-

vi) Are you maintaining Lesson Plan and Teacher Diary regularly? :-

vii) Suggestions, if any for academic improvement:-

15. Whether you were long absent from duties? Is there any D.P. is pending against you?

Signature of the Teacher with date of submission.

PART-II
Assessment of the Reporting Authority

1. Do you agree with self appraisal? :-
2. Mental Capacity :-
3. State of health:-
4. Works, habits and attitude:-
5. Stability:-
6. Social conduct:-
7. Integrity and character:-
8. Knowledge about the Subject (s) taught:-
9. Examination work, oral tests, assigned home work and correction made there of (in number) :-
10. His/Her role in character building of pupils:-
11. Suggestions made to the individual employee for improvement:-
12. General assessment (Scale of grading) :-

Sl. No.	Measurement areas	Marks allotted	Marks obtained	Overall grading
i)	Teaching ability/Pedagogy	5.00		
ii)	Punctuality in attendance & Discipline.	2.00		
iii)	Knowledge in the subject	1.00		
iv)	Addl. responsibility in other activities of the school.	1.00		
v)	Attitude towards students	1.00		
	Total	10.00		

N.B.: - Grading criteria on total marks obtained :- (a) Outstanding – more than 8.50, (b) Very good-between 7.50 to 8.50, (c) Good- between 6.00-7.50, (d) Satisfactory – between 5.00 to 6.00 and (e) Does not meet expectations- below 5.00.

Signature of the Reporting Officer with
Full name, designation and date.

PART-III
Remarks of the Reviewing Authority

1. Comments on the performance/ grading given by the reporting officer :-

2. Remarks on achievement against the work :-

3. Comments on the integrity and character :-

4. **Grading :-** Whether agrees with the Reporting Officer ? :- Yes/No.
If not, then to give own grading with justification for down grading or up-grading.

Signature & date with Seal

PART-IV
Remarks of the Accepting Authority

1. Comments on the grading, :-

Signature & date with Seal.

GOVERNMENT OF TRIPURA
EDUCATION (SCHOOL) DEPARTMENT

FORM OF ANNUAL CONFIDENTIAL REPORTS

(Applicable for Non-Teaching staffs) i.e. LDCs/UDCs/Accountants/Head Clerks/OSs/ Others working in Schools and Offices under the Elementary /Secondary Education Directorate)

Part - I [Self Appraisal]

Report for the year _____ w.e.f.
_____ to _____.

1. Name of the staff :-
2. Designation :-
3. Name of the Office to which attached :-
4. Date of Birth :-
5. Date of posting at present place :-
6. Date of appointment in present post :-
7. Date of entry into service and name of post :-
8. Educational (Highest) & Professional qualification :-
9. Basic Pay, Pay Band, Grade Pay, Level etc.) in present post :-
10. Place of posting during last three years :-
11. Brief description of duties /Self appraisal :-
12. Duties assigned in school/office :-
13. Are you acquaintance with Office Procedure and Service Rules ? :-
14. What is your role in improvement of work culture in offices ? :-
15. Whether you have participated in departmental training on official procedures, please, specify. :-

Signature of the Officers with date of submission.

PART-II
Assessment of the Reporting Authority

1. Do you agree with self appraisal? :-
2. Mental Capacity:-
3. State of health:-
4. Work, habits and attitude:-
5. Stability:-
6. Punctuality and Sincerity :-
7. Social conduct:-
8. Integrity and character:-
9. Knowledge about the official work:-
10. General assessment (Scale of grading) :-

Sl. No.	Measurement areas	Marks allotted	Marks obtained	Overall grading
i)	Computer/Type	1.00		
ii)	Efficiency in work	3.00		
iii)	Dealings with stakeholders	1.00		
iv)	Knowledge about the Rules and procedures of official procedure	3.00		
vi)	Punctuality and Sincerity	2.00		
	Total	10.00		

N.B.: - Grading criteria on total marks obtained :- (a) Outstanding – more than 8.50, (b) Very good-between 7.50 to 8.50, (c) Good- between 6.00-7.50, (d) Satisfactory – between 5.00 to 6.00 and (e) Does not meet expectations- below 5.00.

Signature of the Reporting authority with
Full name, designation and date.

PART-III
Remarks of the Reviewing Authority

1. Comments on the performance/ grading given by the reporting officer :-

2. Remarks on achievement against the work :-

3. Comments on the integrity and character :-

4. **Grading** :- Whether agrees with the Reporting Officer ? :- Yes/No.
If not, then to give own grading with justification for down grading or up-grading.

Signature & date with Seal.

PART-IV
Remarks of the Accepting authority

1. Comments on the grading, :-

Signature & date with Seal.

GOVERNMENT OF TRIPURA
EDUCATION (SCHOOL) DEPARTMENT

FORM OF ANNUAL CONFIDENTIAL REPORTS

[Applicable for Graduate Teachers (Secondary)/Post Graduate Teachers and RMSA PGTs including Ad-hoc teachers under the Secondary Education Directorate)

Part - I (Self Appraisal)

Report for the year _____ w.e.f. _____ to _____.

1. Name of the Teacher :-
2. Designation :-
3. Name of the School to which attached :-
4. Date of Birth :-
5. Date of posting at present school :-
6. Date of appointment in present post :-
7. Date of first joining in service & name of post :-
8. Educational (Highest) & Professional qualification :-
9. Basic Pay, Pay Band, Grade Pay, Level etc.) in present post :-
10. Place of posting during last three years :-
11. Classes taught during last year :-

Classes & Sections	Class-	Class-	Class-	Class-
Weekly classes -				
Subject taught				
Total students				
Average attendance				
Number of students promoted to next classes				
Number of students obtained above 60% marks.				

11(a).Total number of periods allotted to you, per week, in the school class routine -

12. Which subject you prefer in teaching? –
 13. In which languages you are conversant :- (please tick right)

Bengali	English	Hindi	Kok Borok	Mizo/ Lusai	Manipuri	Chakma	Others

14. Academic Performance during last year :-
 (ii) Month-wise status of class teaching :-

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec
Class allotted												
Class taken												
Remedial Class taken.												
No.of students attended												

ii) Brief description about organizing co-curricular activities including games and sports :-

iii) Innovations and experiments conducted related to teaching methods or technique:-

iv) Special responsibility held by you in school:-

v) What efforts have been taken to discourage the students in Private tuition in the light of RTE Act. 2009 ? :-

vi) Are you maintaining Lesson Plan and Teacher Diary regularly? :-

vii) Suggestions, if any for academic improvement:-

15. Whether you were long absent from duties? Is there any D.P.is pending against you?

Signature of the Teacher with date of submission.

PART-II
Assessment of the Reporting Authority

1. Do you agree with self appraisal? :-
2. Mental Capacity:-
3. State of health:-
4. Works, habits and attitude:-
5. Stability:-
6. Social conduct:-
7. Integrity and character:-
8. Knowledge about the Subject (s) taught:-
9. Examination work, oral tests, assigned home work and correction made there of (in number) :-
10. His/Her role in character building of pupils:-
11. Suggestions made to the individual employee for improvement:-
12. General assessment (Scale of grading) :-

Sl. No.	Measurement areas	Marks allotted	Marks obtained	Overall grading
i)	Teaching ability/Pedagogy	5.00		
ii)	Punctuality in attendance & Discipline.	2.00		
iii)	Knowledge in the subject	1.00		
iv)	Addl. responsibility in other activities of the school.	1.00		
v)	Attitude towards students	1.00		
	Total	10.00		

N.B.: - Grading criteria on total marks obtained :- (a) Outstanding – more than 8.50, (b) Very good- between 7.50 to 8.50, (c) Good- between 6.00-7.50, (d) Satisfactory – between 5.00 to 6.00 and (e) Does not meet expectations- below 5.00.

Signature of the Reporting Officer with
Full name, designation and date

PART-III
Remarks of the Reviewing Authority

1. Comments on the performance/ grading given by the reporting officer :-

2. Remarks on achievement against the work :-

3. Comments on the integrity and character :-

4. **Grading:** - Whether agrees with the Reporting Officer? :- Yes/No.
If not, then to give own grading with justification for down Grading or up-grading.

Signature & date with Seal.

PART-IV
Remarks of the Accepting Authority

1. Comments on the grading :-

Signature & date with Seal.

GOVERNMENT OF TRIPURA
EDUCATION (SCHOOL) DEPARTMENT

FORM OF ANNUAL CONFIDENTIAL REPORTS

(Applicable for Deputy I.S./I.S./OSD/DIS/Deputy Director/District Education Officers/Joint Director/ under the Elementary /Secondary Education Directorate)

Part - I (Self Appraisal)

Report for the year _____w.e.f.
_____ to _____.

1. Name and Designation of the Officer :-
2. Name of the Office to which attached :-
3. Date of Birth :-
4. Date of posting at present Office :-
5. Date of appointment in present post :-
6. Date of entry into service and name of post :-
7. Educational (Highest) & Professional qualification :-
8. Basic Pay, Pay Band, Grade Pay, Level etc.) in present post :-
9. Place of posting during last three years :-
10. Highlights of works done :-
11. Submission of Annual Immovable Property Return for year of last :-
12. School inspections made during last year and action taken report :-

Target of school visit (in nos.)	No. of schools/ offices visited during last one year.	Major findings	What action taken to remove the defects/ shortcomings

13. Are you acquainted with the provisions of RTE Act 2009, Leave Rules and other Service Rules? :-

14. What is your role in improvement of work culture in offices and academic improvement in schools? :-

15. Any Special work assigned and taken up during the year?

16. Organization of Seminar/Workshop/Training/Motivational programme :-

17. Academic achievement of students of Classes IX-XII during last year (to be reported for the schools as per jurisdiction of the concerned officer, i.e. Block/MC/NP level High and H.S. Schools by the I.S.'s, all High and H.S. Schools in the District by the District Level Officers, all High and H.S. Schools in the State by the Joint Director and assigned Block/District etc. by other Officers etc.) :-

Year	Class	No. of schools	Total no.of students	No. of students appeared in annual exam.		No. of students promoted to next classes	Number of students obtained above 60% marks.			
	IX									
	XI									
	Madhyamik					H.S.(+ 2 stage)				
	Total Students in class X	Sent up for Final Exam.	Total passed and %	1 st Div.	2 nd Div.	Total Students in class XII	Sent up for Final Exam.	Total passed and %	1 st Div.	2 nd Div.

18. Suggestions, if any for improvement of quality of education :-

Signature of the Officers with date of submission.

PART-II
Assessment of the Reporting Authority

1. Do you agree with self appraisal? :-
2. Mental Capacity:-
3. State of health:-
4. Works, habits and attitude:-
5. Stability:-
6. Ability to organize and leadership:-
7. Inter-personal relationship:-
8. Integrity and character:-
9. Academic/Pedagogical ability & administrative capacity:-
10. Drafting & Noting:-
11. Communication Skills (Oral and Written) :-
12. Quality on Motivation of staff :-
13. General assessment:-

Sl. No.	Measurement areas	Marks allotted	Marks obtained	Overall grading
i)	Teaching /Pedagogical ability	1.00		
ii)	Inspection of Schools and steps taken for removing the weakness.	3.00		
iii)	Organization and Leadership .	1.00		
iv)	Knowledge about the Rules and procedures of official procedure	3.00		
vi)	Punctuality and Sincerity	2.00		
	Total	10.00		

N.B.: -Grading criteria on total marks obtained :- (a) Outstanding – more than 8.50, (b) Very good-between 7.50 to 8.50, (c) Good- between 6.00-7.50, (d) Satisfactory – between 5.00 to 6.00 and (e) Does not meet expectations- below 5.00.

Signature of the Reporting Officer with
Full name, designation and date

PART-III
Remarks of the Reviewing Authority

1. Comments on the performance/ grading given by the reporting officer :-

2. Remarks on achievement against the work :-

3. Comments on the integrity and character :-

4. **Grading** :- Whether agrees with the Reporting Officer ? :- Yes/No.
If not, then to give own grading with justification for down grading or up-grading.

Signature & date with Seal.

PART-IV
Remarks of the Accepting Authority

1. Comments on the grading, if any :-

Signature & date with Seal.

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GOVERNMENT OF TRIPURA
EDUCATION (SCHOOL) DEPARTMENT

FORM OF ANNUAL CONFIDENTIAL REPORTS

(Applicable for H.M.(Pry.)/H.M.(S.B.)/ AHM (High)/H.M.(High)/ AHM(H.S.)/ H.M.(H.S.) and Teacher in Charge (TIC) of all categories schools under the Elementary /Secondary Education Directorate)

Part - I [Self Appraisal]

Report for the year _____ w.e.f.
_____ to _____.

1. Name of the HM/AHM /TIC:-
2. Designation :-
3. Name of the School to which attached :-
4. Date of Birth :-
5. Date of posting at present school :-
6. Date of appointment in present post :-
7. Date of entry into service and name of post :-
8. Educational (Highest) & Professional qualification :-
9. Basic Pay, Pay Band, Grade Pay, Level etc.) in present post :-
10. Place of posting during last three years :-
11. Brief description of duties :-
12. Submission of Immovable Property Return, year of last submission :-
13. Class -teaching during last year :-

Classes & Sections	Class-	Class-	Class-	Class-
Weekly classes -				
Subject taught				
Total students				
Average attendance				
Number of students promoted to next classes				
Number of students obtained above 60% marks.				

14. Students attendance (Last year) :-

Class	Students enrolled	Average Monthly attendance	No. of students Promoted in next classes	Average percentage of marks obtained by students	Steps taken for improvement of student attendance	Steps taken for improvement of results.
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
XI						

15. Results of Board Examination :- (Last three years)

Year	Madhyamik					H.S.(+ 2 stage)				
	Total Students in class X	No. of students sent up for Final Exam.	Total passed	1 st Div.	2 nd Div.	Total Students in class XII	No. of students sent up for Final Exam.	Total passed	1 st Div.	2 nd Div.

❖ Important achievement, if any :-

16. Academic & Co-curricular Performance :-

- i) Brief description about organizing co-curricular activities including games and sports :-

- ii) Whether Lesson Plan and Teachers Diaries are checked by you regularly and singed with your observations? :-

- 10/5
- iii) What steps have you been taken to maintain the school premises neat and clean regularly ? :-

 - iv) What efforts have been taken to discourage the students in Private Tuition in the light of RTE Act. 2009 ? :-

 - iv) Are the Books of Accounts of Govt. and Non-Govt.funds are maintained properly and updated regularly? :-

 - v) Are you acquainted with the Leave Rules, Service Conduct Rules and others Financial Rules?

 - vi) What efforts have been taken by you for overall development of the school with the help of SMC and parents? :-

Signature of the H.M./AHM/TIC with date of submission.

PART-II
Assessment of the Reporting Authority

1. Do you agree with self appraisal? :-
2. Mental Capacity:-
3. State of health:-
4. Works, habits and attitude:-
5. Stability:-
6. Ability to organize and leadership:-
7. Inter- personal relationship :-
8. Integrity and character:-
9. Academic/Pedagogical ability & administrative capacity:-
10. His/Her role in character building of pupils:-
11. Proficiency in correspondence :-
12. General assessment :-

Sl. No.	Measurement areas	Marks allotted	Marks obtained	Overall grading
i)	Teaching /Pedagogical ability	1.00		
ii)	Students attendance	1.50		
iii)	Cleanliness, Transperancy in accounting system.	1.50		
iv)	Results of the school	3.00		
v)	Relationship with students, teachers and parents	1.00		
vi)	Puctuality and Sincerity	1.00		
vii)	Institutional planning	1.00		
	Total	10.00		

N.B.:-Grading criteria on total marks obtained :- (a) Outstanding – more than 8.50, (b) Very good-between 7.50 to 8.50, (c) Good- between 6.00-7.50, (d) Satisfactory – between 5.00 to 6.00 and (e) Does not meet expectations- below 5.00.

Signature of the Reporting Officer with
Full name, designation and date.

PART-III

Remarks of the Reviewing Authority

1. Comments on the performance/ grading given by the reporting officer :-

2. Remarks on achievement against the work :-

3. Comments on the integrity and character :-

4. Grading :- Whether agrees with the Reporting Officer ? :- Yes/No.
If not, then to give own grading with justification for down grading or up-grading.

Signature & date with Seal.

PART-IV

Remarks of the Accepting Authority

1. Comments on the grading, :-

Signature & date with Seal.

GOVERNMENT OF TRIPURA
EDUCATION [SCHOOL] DEPARTMENT

FORM OF ANNUAL CONFIDENTIAL REPORTS

[Applicable for Graduate Teachers (Secondary)/Post Graduate Teachers and RMSA PGTs including Ad-hoc teachers under the Secondary Education Directorate)

Part - I [Self Appraisal]

Report for the year _____ w.e.f. _____ to _____.

1. Name of the Teacher :-
2. Designation :-
3. Name of the School to which attached :-
4. Date of Birth :-
5. Date of posting at present school :-
6. Date of appointment in present post :-
7. Date of first joining in service & name of post :-
8. Educational (Highest) & Professional qualification :-
9. Basic Pay, Pay Band, Grade Pay, Level etc.) in present post :-
10. Place of posting during last three years :-
11. Classes taught during last year :-

Classes & Sections	Class-	Class-	Class-	Class-
Weekly classes -				
Subject taught				
Total students				
Average attendance				
Number of students promoted to next classes				
Number of students obtained above 60% marks.				

11(a).Total number of periods allotted to you, per week, in the school class routine -

12. Which subject you prefer in teaching? –

13. In which languages you are conversant :- (please tick right)

Bengali	English	Hindi	Kok Borok	Mizo/ Lusai	Manipuri	Chakma	Others

14. Academic Performance during last year :-

(ii) Month-wise status of class teaching :-

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec
Class allotted												
Class taken												
Remedial Class taken.												
No.of students attended												

ii) Brief description about organizing co-curricular activities including games and sports :-

iii) Innovations and experiments conducted related to teaching methods or technique:-

iv) Special responsibility held by you in school:-

v) What efforts have been taken to discourage the students in Private tuition in the light of RTE Act. 2009 ? :-

vi) Are you maintaining Lesson Plan and Teacher Diary regularly? :-

vii) Suggestions, if any for academic improvement:-

15. Whether you were long absent from duties? Is there any D.P.is pending against you?

Signature of the Teacher with date of submission.

PART - II
Assessment of the Reporting Authority

1. Do you agree with self appraisal? :-
2. Mental Capacity:-
3. State of health:-
4. Works, habits and attitude:-
5. Stability:-
6. Social conduct:-
7. Integrity and character:-
8. Knowledge about the Subject (s) taught:-
9. Examination work, oral tests, assigned home work and correction made there of (in number) :-
10. His/Her role in character building of pupils:-
11. Suggestions made to the individual employee for improvement:-
12. General assessment (Scale of grading) :-

Sl. No.	Measurement areas	Marks allotted	Marks obtained	Overall grading
i)	Teaching ability/Pedagogy	5.00		
ii)	Punctuality in attendance & Discipline.	2.00		
iii)	Knowledge in the subject	1.00		
iv)	Addl. responsibility in other activities of the school.	1.00		
v)	Attitude towards students	1.00		
	Total	10.00		

N.B.:-Grading criteria on total marks obtained :- (a) Outstanding – more than 8.50, (b) Very good-between 7.50 to 8.50, (c) Good- between 6.00-7.50, (d) Satisfactory – between 5.00 to 6.00 and (e) Does not meet expectations- below 5.00.

Signature of the Reporting Officer with
Full name, designation and date

PART-III

Remarks of the Reviewing Authority

1. Comments on the performance/ grading given by the reporting officer :-

2. Remarks on achievement against the work :-

3. Comments on the integrity and character :-

4. Grading: - Whether agrees with the Reporting Officer? :- Yes/No.
If not, then to give own grading with justification for down Grading or up-grading.

Signature & date with Seal.

PART-IV

Remarks of the Accepting Authority

1. Comments on the grading :-

Signature & date with Seal.