

Self Performance Appraisal Form
(To be filled by Appraise)

Name of the Company : PEW/MTSPL/SI (Tick)

Financial Year : _____ (Month From _____ To _____)

Name & Designation : _____

Place of posting : _____

Service Sector : Field/Office/Factory

Name of the reporting Authority : _____

1 Brief Description of Nature of Work:-

2 Physical/FinanceTargets/Achievements:-

Sl No	Task	Target	Achevement	% Achevement

3 Significant Work, If any:

4 Streangth & weakness:

Signature of Employee

Date. __/__/____.

Remarks of Reporting Authority

1 Name of Reporting Authority: _____

2 Period of Report (Full / Partial) _____

3 Assesment of work output-(Rating 1 To 5) (Min-1, Max-5)

Description	Rating	Description	Rating
Attitude to work		Co-ordination Ability	
Sense of reporting		Ability to work in team	
Communication Skill		Knoldge of rules/procedure	
Leadership Quality		Liaisoning Skill	
Decission Making Ability		Quality of work	

4 Deficiencies or Short comings, If any

5 Integrity

6 Overall Grading: (Please Sign in appropriate Box)

Outstanding
(Grade-5)

Very Good
(Grade-4)

Good
(Grade-3)

Average
(Grade-2)

Below Average
(Grade-1)

Signature

Date: __/__/____.

Remarks of Reviewing Authority

1 Name of the Authority: _____

2 Period of Report (Full / Partial) _____

3 Please Indicate if you are agree with the grading of reporting authority and give your comment.

4 Overall Grading: (Please Sign in appropriate Box)

Outstanding (Grade-5)	Very Good (Grade-4)	Good (Grade-3)	Average (Grade-2)	Below Average (Grade-1)

5 Recommendation for Promotion or increment@ _____%

Signature

Remarks of Accepting Authority

Period From: _____

Comment: Proposal Approved

Proposal Rejected

Proposal Partialy Approved

Signature