



THE JUTE CORPORATION OF INDIA LTD.
(A Govt. of India Enterprise)

ANNUAL PERFORMANCE REPORT

EMP. ID : _____

Name of Officer : _____

Designation : _____

Date of Birth : _____

Report for the year / Period ending: _____

**PERFORMANCE & POTENTIAL APPRAISAL FORM
OF
EXECUTIVES BELOW DEPUTY MANAGER LEVEL**

FOR THE PERIOD / YEAR ENDING: _____

1) Personal Data: *(To be filled in by the Appraise / Personnel Department)*

Name: _____

Employee ID: _____

Designation: _____

Posted at: _____

2) Qualification (Academic & Professional)

Date of Joining: _____

Date of Birth: _____

Date of Retirement: _____

3) Additional qualification(s) acquired/course(s) attended during the year

Note: Copies of testimonials to support additional qualifications acquired/courses attended during the year

Name of the Officer:

Emp. ID:

Period:

4) Period of absence from duty on leave, training etc. during the year.

i) On leave (other than the Casual Leave) or other reasons:

Nature of leave	From	To	Reasons
a)			
b)			
c)			
d)			
e)			

ii) On training

Course attended	From	To	Name of the Training Centre/Institution
a)			
b)			
c)			

5) Brief description of duties and responsibilities

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Name of the Officer:

Emp. ID:

Period:

6) Achievements

Please specify Functional Responsibilities / Assignments vis-à-vis major Achievements for the year under review (i.e. _____)

Functional Responsibilities / Assignments	Achievement

7) Please indicate significantly higher achievements, if any, in relation to the responsibilities indicated under item 6 above and your contribution thereto.

:

Name of the Officer:

Emp. ID:

Period:

- 8) **Please state briefly the shortfalls, if any, with reference to the responsibilities referred to under item 6 hereinbefore. Also please specify the constraints, if any, non-achieving the assignments.**

- 9) **Please state whether the annual return on immovable property for the prescribed calendar year was filed within the prescribed date. If not, that date of filing the return should be given.**

Name of the Officer:

Emp. ID:

Period:

PERFORMANCE YEAR END PERFORMANCE REVIEW

The KPAs and measures after incorporating changes, if required, will be recast from the item 6 (responsibilities) and year-end review will be carried out.

Key Performance Areas	Measures/ Indicators	Max. Marks	Actual Achievement Given by Appraisee	Marks Awarded		Signature of the Reviewing Officer
				By Reporting Officer	By Reviewing Officer	
1						
2						
3						
4						
5						
6						
TOTAL						

Total Performance marks for the year
- (Prorated to total marks of 100)

$\frac{\text{Total marks obtained} \times 100}{\text{Total maximum marks}}$

Signature of Appraisee

Signature of Reporting Officer

Signature of Reviewing Officer

* The column 'Marks Awarded' will be filled only by the Appraiser

:

Name of the Officer:

Emp. ID:

Period:

Appraiser's comments on Potential Suitability

The Appraiser will indicate suitability of the Apraisee for higher positions or horizontal movement in different functions/Organizations and/or suitability for any specific or particular Sector or further continuance, and also the Appraisee's "State of Health" and "Integrity"

Signature

PERFORMANCE AND POTENTIAL PROFILE

Overall Grading *
(A+, A, B+, B, C)

Date: _____

Signature of Reporting Officer

Name: _____

Designation: _____

* 85% & above ... Outstanding (A+), 75% - Less than 85% ... Very Good (A), 65% - Less than 75% ... Good (B+), 50% - Less than 65% ... Average (B) and Below 50% ... Below Average (C)

REMARKS OF THE REVIEWING OFFICER

1.	Length of service under the Reviewing Officer	
2.	Is the Reviewing Officer satisfied that the Reporting authority has made his/her evaluation report with due care and attention and after taking into account all the relevant material?	
3.	Does the Reviewing Officer agree with the assessment of the Officer given by the Reporting authority? Is there anything the Reviewing authority wishes to modify or add? <i>(Reasons be specified in case of disagreement)</i>	
4.	General remarks with specific comments about the general remarks given by the Reporting authority and remarks about meritorious work of the Officer including grading	
5.	i) Fit ii) Not yet fit (if so, give reasons) iii) Unfit	
6.	Has the Officer any special characteristics, and/or any abilities, which would justify his/her selection for special assignment or out of turn promotion? If so, please specify	
7.	Please specify the particulars of adverse remarks, if any, conveyed to the reported Officer. If so, a copy of the letter, communicating the said remarks, be attached with the ACR for record and reference.	
8.	Overall Grading * (A+, A, B+, B, C)	

Date: _____

Signature of Reviewing Officer

Name: _____

Designation: _____

* 85% & above ... Outstanding (A+), 75% - Less than 85% ... Very Good (A), 65% - Less than 75% ... Good (B+), 50% - Less than 65% ... Average (B) and Below 50% ... Below Average (C)

:

Name of the Officer:

Emp. ID:

Period:

Comments of Accepting Authority

Date: _____

Signature of Accepting Officer

Name: _____

Designation: _____

Space for Administrative Use

Name of the Officer:

Emp. ID:

Period:

Brief of job experience and major achievements in last two years prior to the year of review (e.g., if the APR is for FY 2015-16 then, furnish here below the above sought information for FY 2013-14 and FY 2014-15)

Year (20____-____) :
Year (20____-____) :

Date:

Signature _____

Name _____

Designation _____

<u>Remarks of Reporting Officer</u>