

**SELF ASSESSMENT REPORT OF THE ASSESSED OFFICER FOR THE PERIOD
FROM 01.01.14 TO 31.12.14**

I	1	Name and designation of the officer reported on 31.12.14																													
	2	Grade pay and Present pay																													
	3	Date of birth																													
	4	Date of entry into service																													
	5	Date of appointment/ promotion to the present post (Grade)																													
	6	Length of service under the reporting officer																													
II	QUALIFICATION																														
	a	Educational Qualification																													
	b	Special Qualification																													
	c	Training undergone during the year ending 01.01.14 to 31.12.14																													
III	a	Nature of duties involved																													
		<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Details of Work</th> <th>Target</th> <th>Achievement</th> <th>Percentage of Achievement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Artificial Insemination</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Treatment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>FMD CP 7</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>1. Priceless Sheep and Goat asset verification work 2. KPT Camp work – 3 Camps</p> <table border="1"> <tr> <td>Date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Place</td> <td></td> <td></td> <td></td> </tr> </table> <p>3. NPRE search work – Visits 4. PPR vaccination work - Dose 5. Livestock Insurance Scheme 2013-14 - Cattle 6. SFDS 14-15 – beneficiaries 7. Rural Bakcyard Poultry Development 14-15- Beneficiaries 8. NLM 14-15 Power Operated Chaff Cutter – beneficiaries</p>		Sl. No.	Details of Work	Target	Achievement	Percentage of Achievement	1	Artificial Insemination				2	Treatment				3	FMD CP 7				Date				Place			
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1	Artificial Insemination																														
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Place																															
	b	Nature of any special task assigned																													

	c	Contribution made by the officer in both the above categories	
	d	Any additional qualification obtained during the period in question which would help in the better discharge of duties involved	

Signature of Assessed Officer.

REMARKS OF ACCEPTING AUTHORITY

- i) Length of service under the :
Accepting Authority
- ii) State clearly whether the :
Accepting Authority fully
agrees with the remarks of
the Reporting Officer. If any
modification is made by him
on the remarks of the
Reporting Authority, the
reasons for such modification
shall be indicated

Signature of the Accepting Authority

Name in BLOCK LETTERS :

Designation :

Date :

Acknowledgement by the Officer concerned for having seen the report for the period from to

I have perused the report in full. I am satisfied with the report / propose to make representation against the grading awarded / adverse remarks. (Strike-off the sentence which is not relevant).

Signature. :

Name in BLOCK LETTERS:

Designation :

Date :

ANNEXURE – 1

FORMAT OF ANNUAL CONFIDENTIAL REPORT ON GROUP A & B OFFICERS FOR THE PERIOD FROM _____ TO _____.

1. a) Name of the Officer Reported upon :
b) Designation :
2. Date of appointment to the present post :
:
3. Length of service under the Reporting Officers :
4. Details of leave, training attended during :
:
5. a) Whether the above officer filed the : property return as per Tamil Nadu Government Servant's conduct Rules, 1973
b) Whether self assessment report :
furnished by the officer
6. Physical capacity

			Reporting officer (Refer guidelines 4.1 to 4.11 in Annexure II)	Reviewing officer (Refer guidelines 5.1 & 5.2)	Initial of Reviewing Authority
7	Assessment of “Work Output” (Weightage to this section would be 40%)				
	i) Accomplishment of planned work/subjects allotted	:			
	ii) Quality of output	:			
	iii) Analytical ability	:			
	iv) Accomplishment of exceptional work/unforeseen tasks performed	:			
	Overall Grading on “Work output” (Average value of (i) to (iv))				
8.	Assessment of “Personal Attributes (Weightage to this section would be 30%)				
	i) Attitude to work	:			
	ii) Sense of responsibility	:			
	iii) Maintenance of Discipline	:			
	iv) Communication skills	:			
	v) Leadership qualities	:			
	vi) Capacity to work in team spirit	:			
	vii) Capacity to work in time limit	:			
	viii) Inter-personal relations	:			
	Overall grading on “Personal Attribute” (Average value of (i) to (viii))	:			

			Reporting officer (Refer guidelines 4.1 to 4.11 in Annexure II)	Reviewing officer (Refer guidelines 5.1 & 5.2)	Initial of Reviewing Authority
9.	Assessment of “Functional Competency” (Weightage to this section would be 30%)				
	i) Knowledge of Rules/Regulations/ Proceedings in the area of function and ability to apply them correctly	:			
	ii) Strategic planning ability	:			
	iii) Decision making ability	:			
	iv) Coordination ability	:			
	v) Ability to motivate and develop subordinates	:			
	Overall grading on “Functional Competency” (Average value of (i) to (v))	:			

10. Integrity :

(Please comment on the integrity of the officer)

11. Pen Picture by Reporting Authority :

(Please comment on the overall qualities of the officer including areas on strengths and lesser strengths and his attitude towards weaker sections)

12. Overall grading :

(Average value of columns 7, 8 & 9)

Signature of the Reporting Authority :

Name of Block Letters :

Designation

Date :