

Employee Performance Appraisal

Period of Report from..... on.....

Part- I

BY THE REPORTING OFFICER (i.e.) IMMEDIATE SUPERVISOR

1. Name..... 2. Age.....

3. Post held..... 4. Pay.....

5. Education qualifications.....

1. Can he/she read & write
English/Dzongkha.....

2. Period of absence during the
year.....

3. Observations on:
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i) State of Health

ii) Intelligence

iii) Interest in his work

iv) Skill and proficiency in the trade engaged

v) Amenability to Discipline

vi) Punctuality & Regularity

vii) Honesty & Integrity

viii) Devotion to Duty

ix) Sense of Responsibility

4. Is he/she fit for promotion, if so, to which grade?

5. Are you prepared to retain him/her under you?

6. Mention any skill or proficiency acquired

7. General remarks on his/her work & conduct

Date:

Signature of Reporting Officer

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Name.....

Designation.....

Part II

REMARKS OF THE REVIEWING OFFICER

Signature.....

Name.....

Designation.....

Date:.....

Part III

REMARKS OF THE ACCEPTING AUTHORITY

Signature.....

Name.....

Designation.....

Date:.....