

RajCOMP Info Service Limited

1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.

Form No.2

(Applicable for Employees appointed in the Grade Pay below Rs.5400/-)

ANNUAL PERFORMANCE APPRAISAL

For the year ending 31st March, _____

PART-I

(To be filled by the Officer to be reported upon)

1. Name _____ S/o W/o D/o _____
2. Designation _____ 3. Date of Birth _____
4. Home District _____ 5. Qualification _____
6. Length of period served under the Reporting Officer _____
7. Length of period spent on Leave _____
8. Post held during the year _____
9. Training Received during the year _____

10. S.No.	Key result areas	Targets	Actual Achievements	Reason, if any, for not achieving targets & details of efforts made
1.	i. ii. iii.			
2.	Incase no targets have been fixed, detailed note in not more than 150 words be given on nature of tasks assigned and efforts made:-			

Date : _____

(Signature of the Reportee)

Name _____

Designation _____

PART-III

(Remarks of the Reviewing Officer)

1. Length of service under the Reviewing Officer: _____
2. Do you agree with the assessments made by the Reporting Officer?
Yes () No ()
Anything you wish to modify or add, please elaborate:-

3. Fitness for promotion :
- | | | |
|---------------|------------------------------------|--|
| Not Qualified | Qualified for promotion in
turn | Qualified for promotion out
of turn |
| () | () | () |

4. Overall rating :

Out standing	Very good	Good	Satisfactory	Unsatisfactory

Date : _____

(Signature of the Reviewing Officer)

Name _____

Designation _____

PART-IV

(Remarks of the Countersigning Authority)

Date : _____

(Signature of the Countersigning Authority)

Name _____

Designation _____

Statement/Declaration of Immovable Property of First Appointment for the Year -----

(As on 1st January _____)

Name of District, Sub-division, Taluka and village in which property is situated	Name and details of properties Housing and Land other building	Present Value	If not in own name, state in whose name held and his/her relationship to the member	How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acquisition and the details of person/persons whose from whom acquired.	Annual Income from the Property	Remarks
1	2	3	4	5.	6	7

Signature _____

Date _____