

**MINISTRY OF STATISTICS & PROGRAMME
IMPLEMENTATION**



ANNUAL PERFORMANCE APPRAISAL REPORT

INDIAN STATISTICAL SERVICE (ISS OFFICERS)

JTS/STS/JAG/JAG(NF)/SAG LEVEL

Name of the ISS Officer: _____

Report for the period : _____

11. Training Programs attended

Date from	Date to	Institute	Subject

12. Awards/Honours (for the period under report)

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13. Date of filing the property return for the year ending December _____

Signature on behalf of
Admn/Personnel Deptt.

Date :

PART - I (A)

Declaration by the officer reported upon -

I have gone through the entries made in part-I and state following-

- * Entries in Part-I are correct as per my knowledge
- * Following detail(s) of part-I need(s) revision as per following-

(Signature of officer reported upon)

- * Strike out whichever is not applicable.

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**ANNUAL PERFORMANCE APPRAISAL REPORT
ISS OFFICERS
JTS/STS/JAG/JAG(NF)/SAG LEVEL**

REPORT FOR THE PERIOD _____

**PART-I
PERSONAL DATA**

(To be filled by Department/Office)

1. Name of the Officer _____
2. Date of Birth _____
3. Date of Entry in Govt. Service _____
4. Date of Entry in ISS _____
5. Present Post held & present place of posting _____
6. Date of Continuous Appointment to the present grade/post _____
7. Present Basic Pay, Pay Band and Grade Pay _____
8. Academic Qualifications _____
9. Reporting and Reviewing Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

Period	Type	Remarks
On Leave (specify type)		
Others (specify)		

PART-II

SELF APPRAISAL

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual work plan and achievement:

Tasks to be performed	Deliverables ^[1]		Actual Achievement ^[2]
	Initial ^[3]	Mid year ^[4]	

[1] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

[2] Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

[3] Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

[4] Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

-: 4 :-

3. What are the factors that hindered your performance? ^[5]

^[5] In case deliverables were not decided within stipulated time, may be mentioned here.

4. Please indicate specific areas in which you feel the need to upgrade your skills through training programs :

5. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a description (within 100 words):

