



**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF
(Period of Appraisal: From January 2020 to December 2020)**

#	Description	Response
Employee Details		
1	Employee Name	
2	Department	
3	Designation	
4	Qualification	
5	Certifications, if any	
6	Date of Joining	
7	Total experience	
8	DSU experience	
9	Basic and Gross salary	
10	PAN Card Number, if any	
11	Aadhar Card Number	
12	Phone / mobile number	
13		
Records of Leave during the Appraisal period		
14	Number of CLs availed	
15	Number of ELs availed	
16	Special Leave Availed	
17	Number of Days on Loss of Pay	
18	Number of RH availed	
19	Were you served any memo / notice for coming late / going early / unauthorized avail of leave?	
20		
Performance and Skill details		
21	Has the past year been good / bad / satisfactory or otherwise for you, and why?	
22	What do you consider to be your most important achievements of the past year?	
23	What elements of your job do you find most difficult?	
24	What elements of your job interest you the most, and least?	
25	Are you involved in any other work of the organization besides daily work? and how?	

30	What action could be taken to improve the performance in your current position by you, and your boss? How do you plan to acquire them?		
	Please rate	Communication Skills – Written	Good / Average / Poor
		Communication Skills – oral	Good / Average / Poor
		Computer Usage Skills	Good / Average / Poor
		IT Skills	Good / Average / Poor
	Do you work under pressure / stress, if yes, provide specific tasks		
	Do you take the assistance of others for problem solving?		
	Please rate	Leadership	Good / Average / Poor
		Integrity	Good / Average / Poor
		Adaptability	Good / Average / Poor
Personal Behaviour Details			
	Please rate	Personal appearance and character	Good / Average / Poor
		Neatness and Cleanliness	Good / Average / Poor
		Striving for new skills / knowledge	Good / Average / Poor
		Promptness to do work	Good / Average / Poor
Additional Comments / suggestions for improvements at DSU			
Self-Appraisal Score (Poor = 0 To 25, Satisfactory =26 To 50, Good =51 To 75, Excellent =76 To 100)		Excellent / Good / Average / Poor	
Signature of the staff with date			
Comments of the reporting authority along with signature with date			
Comments of the Review Committee along with signature with date			