

# LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

ANNUAL PERFORMANCE APPRAISAL FORM (Non-Teaching Staff)

(2019-20)

NAME								SHASHI MISHRA											
DESIGNATION								Accountant											
DEPARTMENT/CENTRE/SECTION								Account Section											
YEAR OF ASSESSMENT																			
CATEGORY	GOOD	SATISFACTORY	NEUTRAL	UNSATISFACTORY	POOR	CALCULATED SCORE	VERIFIED BY HEAD*												
	5	4	3	2	1														
<b>1. PROFESSIONAL COMPETENCE</b>								(Put a tick under the appropriate option)											
1.1 Knowledge of rules, regulation and procedure								✓											
1.2 Ability and willingness to take up additional load in times of exigencies								✓											
1.3 Creativity and innovation								✓											
1.4 Computer Proficiency								✓											
<b>2. PERFORMANCE</b>																			
2.1 Maintenance of Files/Records								✓											
2.2 Accuracy & Speed of work								✓											
2.3 Neatness & tidiness of work								✓											
2.4 Completion of work on schedule								✓											
2.5 Diligence and sense of responsibility								✓											
<b>3. PERSONAL</b>																			
3.1 Attendance								✓											
3.2 Punctuality								✓											
3.3 Interaction with colleagues								✓											
3.4 Integrity and Behavior								✓											
<b>TOTAL SCORE</b>																			
<b>4. *OVERALL EVALUATION (By Reviewing Officer)</b>																			
GOOD				SATISFACTORY				NEUTRAL				UNSATISFACTORY				POOR			

*Shashi*  
31/10/20

5. Any outstanding contribution (By the Employee) :

6. Special remarks if any (By Reviewing Officer):\*

Date :

SIGNATURE OF THE COORDINATOR

*COMPUTATION OF OVERALL EVALUATION	65 Points
Good	55 to 65
Satisfactory	45 to 54
Neutral	35 to 44
Unsatisfactory	25 to 34
Poor	15 to 24

\* To be filled by the Reviewing Officer

*31/10/20*