

Performance Appraisal Report

1. Employee ID (Treasury ID)	
2. Name	
3. Designation	
4. Present Place of working	
5. Qualification	
a) Academic	
b) Professional	
6. Knowledge of	
a) English	
b) Telugu	
c) Computer	
d) Capacity in drafting & Noting	
7. How many files usually is attending per day	
8. Performance indicators	
a) No. of currents received during his/her stay in the station	
b) No. of currents disposed of	
c) Balance/Pending	
i) Pending below 01 month	
ii) Pending above 01 month & below 06 months	
iii) Pending above 05 months & below 01 year	
iv) Pending above 01 year	
d) Reasons for not taking of action on pending currents	
e) Status/implementation of e-Office	
f) Implementation of Bio-Metric attendance	
9. Special tasks if any	
10. In case Typist	
a) How many fair copies are attending per day	
11. Remarks	

Station:

Signature of the individual

Date:

Signature of the Drawing and Disbursement Officer
& Designation