Self Appraisal Report

	EMP ID (Treasury ID)	
1	Name of the Employee	
2	Designation	
3	Present Place of working	
4	Qualification	
	a) Academic	
	b) Professional	
5	Knowledge of	
	a) English	
	b) Telugu	
	c) Computer	
	d) Capacity in drafting & noting	
6	How many files usually is attending per day	
7	Performance	
	a) How many currents received (01.01.2016 to 31.05.2016)	
	b) How many files disposed of / Attended within time limit (01.01.2016 to 31.05.2016)	
	c) % of Pending	
8	Special tasks if any	
9	In case of Typists,	
	a) How many fair copies are attending per day	
10	Remarks	

Station:

Date:

Signature of the individual