



**VASANTDADA SUGAR INSTITUTE**  
Personnel Section

Doc.No.VSI/Per/DM/01  
Section No. 10.5  
Page No.: 1 of 2  
Issue No.: 02  
Revision No.0.0  
Date: 01.01.2018

**STANDARD OPERATING PROCEDURE**  
WRITING OF ANNUAL ASSESSMENT REPORTS OF STAFF FOR  
PERFORMANCE APPRAISAL AND ANNUAL INCREMENTS

**1. PURPOSE/OBJECTIVE/PROJECT/ACTIVITY:**

Employees work will be assessed for every financial year i.e. from 1<sup>st</sup> April 31<sup>st</sup> to 31<sup>st</sup> March every year. As per VSI Service (Amendment) Rule No.37.

**2. INPUTS/RESOURCES REQUIRED AND THEIR AVAILABILITY :**

- Issue of Appraisal Forms /Annual Assessment Report format.
- Collection of the Assessment Reports in stipulated time limit.
- Verification of Assessment Reports by Personnel Section.
- After verification the Assessment Reports sent to DG Office for final remarks.
- Release of Annual Increment by issuing orders as per Annual Assessment Report remarks.

**3. OUTPUTS EXPECTED :**

Proper work assessment of all permanent employees every year.

**4. RESPONSIBILITIES & AUTHORITIES :**

DG, Concerned Head of the Department / Section and Personnel Manager

**5. CRITERIA AND METHODS :**

- Issue of Assessment report.
- Collection of said form/reports.
- Submission of Assessment report to DG.
- Approval of DG.
- Issue increment orders.

Prepared, Issued and Controlled by

*Sr. Swashi*

Implementation Committee Member

Control Status

**MASTER COPY**

Reviewed and Approved by:

*[Signature]*  
Head of the Section

**Vasantdada Sugar Institute**

Manjari (Bk.), Tal. Haveli,

Dist. Pune - 412 307



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Personnel Section

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**6. RISKS & OPPORTUNITIES :**

Risks : Assessment should not be submitted by employee as casual way. HOD must be given remarks considering employees performance if they fail to do then no proper assessment will be on record.

Opportunities : Proper assessment by employee and HOD's remarks help management to assess performance of employee.

**7. EVALUATION OF THE PROCESS :**

Normally Annual Increment is released as a matter of course unless it is withheld as a penalty under the relevant provisions of disciplinary rules.

**8. IMPROVEMENT IN THE PROCESS :**

Remarks of immediate reporting officer/reviewing officers are considered while approving performance report.

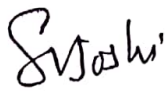
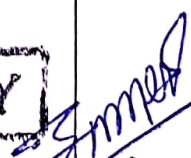
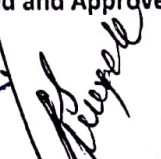
**9. DOCUMENTED INFORMATION :**

For Annual Assessment Report of Employees

- VSI/PERSONNEL/SELF ASSESS/FM-06

For Annual Assessment report of Gr.III & IV Employees

- VSI/PERSONNEL/SELF ASSESS-GR.III & IV/FM-07

Prepared, Issued and Controlled by	Control Status	Reviewed and Approved
 Implementation Committee Member	<b>MASTER COPY</b>	 Principal  Head of the Section

**Vasantdada Sugar Institute**

Manjari (Bk.), Tal. Haveli,

Dist. Pune - 412 307



**VASANTDADA SUGAR INSTITUTE**  
**PERSONNEL SECTION**

**SELF ASSESSMENT REPORT FOR THE PERIOD FROM 01.04.20 TO 31.03.20**

(To be filled in by the concerned Employee upto serial No.11 only)

1. Name of the Employee :		Designation :	
2. Department :			
3. Date of Joining	Present Pay Level	Present Basic Pay	
4. Nature of duties & objectives assigned during the period/year (To be mentioned in brief, not more than ten items)			

5. Targets given to you during the year *(To be mentioned in brief; not more than ten items)*

**Targets**

**Achievements**

6. Did you fulfill the targets? If not, give reasons.

7. Can you mention any specific item(s)/good work done by you / Par excellence / Awards / Prizes / Distinctions?

8. Research work done (in brief, if applicable) :

9. Papers published (*If applicable*) State No. of publications:

10. Participation in Seminars/Conferences/Symposiums (*if applicable*) :

11. How would you assess your own performance during the year?

**SIGNATURE OF THE EMPLOYEE**

**DATE :**

**Name :** \_\_\_\_\_

**REMARKS OF THE REPORTING OFFICER**

**Do you agree with the above Assessment Report? If not, give reasons.**

**Date :**

**Signature, Name & Designation of  
REPORTING OFFICER**

## ESTIMATE OF GENERAL ABILITY AND CHARACTER OF OFFICERS / EMPLOYEES

(To be filled in by the Reporting Officer for the period from 01.04.20 TO 31.03.20 )

1. Name of the Employee :						
2. Period of Report :						
3. Post/Posts held :						
4. Industry & Application :	Outstanding	Very Good	Good	Average	Below Average	
5. Capacity to get work : done by subordinates	Outstanding	Very Good	Good	Average	Below Average	Not applicable
6. Relations with :	Co-operative	Courteous	Helpful	Indifferent	Unfriendly	
a. Superiors						
b. Colleagues						
c. Subordinates						
d. Public						
7. General Intelligence :	Outstanding	Very Good	Good	Average	Below Average	
8. Administrative ability : Including judgment Initiative & drive	Outstanding	Very Good	Positively Good	Good	Average	Below Average
9. Technical/Professional Ability (if applicable) :						
10. Special Aptitude :						
11. Integrity & Character :						
12. Whether powers delegated or fully utilized?	Yes		Partly		No	
13. State of Health :	Very Good		Good		Not Good	

14. Areas of training required : (Please specify area of training if required)				
15. Fitness for field work :	Yes	No	Not Applicable	
16. Willingness to work on computer :	Yes	No	Not seen	Not Applicable
17. Fitness for promotion to higher :	Unfit	Fit in normal course (According to seniority)		
18. General Assessment :				
19. Grading :	A+ Outstanding	A Very Good	B+ Positively Good	B Good B- Average C Below Average

Date :

Signature, Name & Designation of  
REPORTING OFFICER

<b>REMARKS OF REVIEWING OFFICER</b>
1. Length of Service under Reviewing Officer :
2. Do you agree with Reporting Officer? : (If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment
3. Grading : A+ Outstanding A Very Good B+ Positively Good B Good B- Average C Below Average

Date :

Signature, Name & Designation of  
REVIEWING OFFICER

Countersigned

**DIRECTOR GENERAL**