



VASANTDADA SUGAR INSTITUTE
Personnel Section

Doc.No.VSI/Per/DM/01
Section No. 10.5
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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 1st April 31st to 31st 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

[Signature]
Principal

Reviewed and Approved by:

[Signature]
Head of the 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.

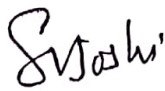
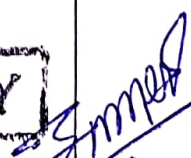
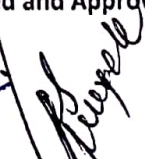
9. DOCUMENTED INFORMATION :

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

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 Implementation Committee Member	MASTER COPY	 Principal
		 Head of the Section

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