

PAR Of Shri. Adil Kalubhai Bilakhia (22.06.2020 To 31.03.2021)**Section - III Appraisal**

1. Please state whether you agree with the response relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of extra ordinary contribution by the officer reported upon.

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3. Has the officer reported upon met with any significant failures in respect of his work or if any disciplinary action has been taken, during the year under report? If yes, Please furnish factual details

4. Assessment of work output: (Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade.)

(40 Marks)

No.	Activity	Reporting Authority	Reviewing Authority	If Deviation, Please tick the Checkbox
1	Accomplishment of planned work			<input type="checkbox"/>
2	Quality of Output			<input type="checkbox"/>
3	Accomplishment of extra ordinary work			<input type="checkbox"/>
4	Analytical ability			<input type="checkbox"/>

5. Assessment of Personal Attributes: (Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade.)

(30 Marks)

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No.	Activity	Reporting Authority	Reviewing Authority	If Deviation, Please tick the Checkbox
1	Attitude to work			<input type="checkbox"/>
2	Sense of responsibility			<input type="checkbox"/>
3	Inter-personal relation and emotional Stability			<input type="checkbox"/>
4	Communication skills			<input type="checkbox"/>
5	Moral courage			<input type="checkbox"/>
6	Leadership qualities			<input type="checkbox"/>

6. Assessment of Functional Competency: (Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade.)

(25 Marks)

No.	Activity	Reporting Authority	Reviewing Authority	If Deviation, Please tick the Checkbox
1	Knowledge of laws/rules/procedures/IT skills			<input type="checkbox"/>
2	Decision making ability			<input type="checkbox"/>
3	Initiative			<input type="checkbox"/>
4	Coordination ability			<input type="checkbox"/>
5	Ability to motivate and Team spirit			<input type="checkbox"/>

7. Assessment of Organizational Discipline:

(5 Marks)

No.	Activity	Reporting Authority
1	Filed or not filed the immovable property return before 31st January? If yes 2 Mark, otherwise 0 mark.	
2	Has the officer reported upon sent his/her PAR of the current year before 15th May to the reporting officer? If yes 1 mark, otherwise 0 mark.	
3	Has the officer reported upon sent PAR of the subordinate employees for the previous year to the concerned reviewing officer before 15th Jun? If 85% or more PAR's are sent, give 2 marks otherwise give 0 mark.	

8. Integrity: Please comment on the integrity of the officer

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9. Pen picture by Reporting Officer, Please comment (In about 100 words) on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards, weaker sections and ability for field/Secretariat.

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9.1. Did you mean anything adverse by the above pen-picture?

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10. Recommendation for domain assignment (Please tick mark any four)

Culture and Information	<input type="checkbox"/>	Establishment	<input type="checkbox"/>	Legislative and Court matter	<input type="checkbox"/>	Project Planning	<input type="checkbox"/>
Accounting	<input type="checkbox"/>	Field Work	<input type="checkbox"/>	Project Management	<input type="checkbox"/>	IT	<input type="checkbox"/>
Inquiry Matter	<input type="checkbox"/>	Service Matter	<input type="checkbox"/>	Co-ordination	<input type="checkbox"/>		

11. Overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100.)

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Section - IV Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes and extraordinary achievements and/ or significant failures in section III? (In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in that section and initial your entries).

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the Pen Picture written by the Reporting Authority.

3.1. Do you agree with reporting officer adverse pen-picture at the section 3?

3.2. Did you mean anything adverse by the above pen-picture? (Note: Please enter below the content of pen-picture which you meant adverse.)

4. Overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100 in Section 3) (If the reviewing officer differs from reporting officer)