

GOVERNMENT OF KERALA
DEPARTMENT OF PRISONS & CORRECTIONAL SERVICES

ANNUAL PERFORMANCE APPRAISAL REPORT

FORM NO.1

FOR LOWER SUBORDINATE OFFICERS

(Assistant Prison Officer cum Driver, Assistant Prison Officer, Deputy Prison Officer
inclusive of Gate Keeper & Prison Officer)

NAME OF OFFICER :

Designation :

Name of Present Institution :

Period of Assessment

Station & Post	From			To		
	Day	Month	Year	Day	Month	Year
1.						
2.						
3.						

GOVERNMENT OF KERALA
DEPARTMENT OF PRISONS & CORRECTIONAL SERVICES
Confidential Report on Lower Subordinate Officers

(Assistant Prison Officer cum Driver, Assistant Prison Officer & Deputy Prison Officer inclusive of Gate Keeper & Prison Officer)

For the period from..... To

(To be filled up by the officer reported upon)

PART - A

PEN:

Passport Size photo in Uniform without cap

1. Name & Designation of the Officer :
(Name in Block Letters)
2. Date of Birth & Age :
3. Post held during the period of Assessment :
4. Whether post held is :
Temporary/Officiating/Regular
5. Whether probation in the present post has :
been declared or not, if not the reason thereof
6. Whether confirmed in the present post :
7. Date of assumption of charge in the present post :

8. Educational & other Qualifications acquired

(a) General	:	
(b) Professional (Special)	:	
(c) Departmental	:	

9. Health and Physical Status

(a) Height (cm)	:	
(b) Weight (Kg)	:	
(c) Chest (cm)	:	

10. Major ailments, if any :
11. Indebtedness status :

12. Period of absences from duty, if any, during the period of assessment

Sl. No.	From	To	Type (Specify)	Remarks
1.				
2.				
3.				

13. Training program attended during the period

Sl. No.	From	To	Institute	Subject
1.				
2.				
3.				

14. Whether knows how to work on e-prisons and :
iAPS

15. (a) Details of departmental disciplinary proceedings/judicial proceedings if any, pending during the period of reporting

(b) Punishments awarded during the entire period of service.

16. Details of Rewards/Commendations/Medals/Cash awardsreceived during the period of reporting

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17. Special achievements/Special assignments given by Head of Institution or Department in the field of reforms, developmental activities, farming, commercial units, civil works, industries etc.

18. Date of last prescribed medical check-up done :

19. Date of filing property return for the year ending December :

20. Additional self-assessment, if necessary (Add separate sheet)

Date:

Name &Signature

Confidential Report on Lower Subordinate Officers
(To be filled up by the reporting officer)

PART - B

<p>Instructions: In awarding numerical Grades, it should be assigned on a scale of one to ten in whole numbers with 1 referring to the lowest grade and 10 to be the highest grade. It is expected that any grading of (1-2) for poor and (9-10) for excellent output/attributes, performance are rare occurrences and hence needed to be justified.</p> <p align="center">(Write N/A where an aspect is irrelevant to the assignment).</p>					
Rating	10-9	8-7	6-5	4-3	2-1
Grading	Excellent	Very good	good	Satisfactory	Poor

I. Assessment of Knowledge (on a scale of 1 - 10)

	Domain	Grades
1.	Acts and Rules, regulations related to Prisons and Correctional Administration.	
2.	Drill and musketry	
3.	Custody, Care, Correction and rehabilitation of Prisoners	
4.	Human rights in general and Prisoner's rights in particular	
5.	Basic Theories of Criminology, Penology and Sentencing systems	
6.	Office procedure and Procurement Rules	
7.	Dynamic Security and Collection of Intelligence	
8.	Technical knowledge of gadgets and equipment, e-prisons/iAPS management, technology of security equipment.	
Overall Grading on 'Knowledge'		

II. Assessment of Functional Competency (on a scale of 1 - 10)

	Attributes	Grades
1.	Maintenance of Discipline among prisoners	
2.	Ability to supervise, train and empathise with prisoners	
3.	Ability to perform office work	
4.	Ability to deal with emergencies and crisis situations	
5.	Ability to prevent and take prompt action with reference to prison offences	
6.	Giving training	
7.	Prevention of corruption	
Overall Grading on Functional Competency		

III. Assessment of Personal Attributes (on a scale of 1 - 10)

	Attributes	Grades
1.	Initiative and attitude towards work	
2.	Intelligence	
3.	Sense of responsibility	
4.	Health and physical capacity	
5.	Promptness, Industry and Zeal	
6.	Personality and bearing	
7.	Emotional stability	
8.	Punctuality	
9.	Communication skills	
10.	Capacity to work time limit	
11.	Discipline	
12.	Transparency and impartiality	
Overall Grading 'Personal Attributes'		

IV. Assessment of Interpersonal Relations (on a scale of 1 - 10)

	Interactions	Grades
1.	Behaviour towards	
	(i) Public	
	(ii) Seniors	
	(iii) Colleagues	
	(iv) Subordinates	
	(v) Prisoners	
2.	Attitude towards SC/ST issues	
3.	Gender sensitivity	
	(i) towards women	
	(ii) towards transgender	
4.	General reputation and Conduct	
Overall Grading on 'Interaction'		

V. Integrity of the officer

(Please comment on the integrity of the officer)

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VI. Overall assessment (on a scale of 1 to 10)

(Justify the same, if the grade is excellent or poor)

VII. General remarks by the Reporting Officer

(with reference to the quality and quantity of work, use of delegated powers, preserving old prison records and antiques of historical importance)

Name of Reporting officer:

Designation during the period of reporting:

Date:

Signature
With designation
Seal

VIII. Overall grading & Remarks of the Reviewing Officer on a scale of 1 to 10

(if the overall grading is modified either as Excellent or poor justify with reasons for the same.)

Name of Reviewing Officer:
Designation during the period of report:

Date:

Signature with designation seal

IX. Overall grading & Remarks of the Accepting Authority on a scale of 1 to 10

Date:

Signature with
Name and designation seal