

**GOVERNMENT OF KERALA**

**DEPARTMENT OF PRISONS & CORRECTIONAL SERVICES**

**ANNUAL PERFORMANCE APPRAISAL REPORT**

**FORM NO.2**

**FOR UPPER SUBORDINATE OFFICERS**

(Assistant Superintendent Gr.II & Gr.I/Superintendent, Sub Jail)

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 Upper Subordinate Officers**

(Assistant Superintendent Gr.II & Gr.I/Superintendent, Sub Jail)

For the period form..... To .....

(To be filled up by the officer reported upon)

**PART - A**

PEN:
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Passport Size photo in Uniform without cap
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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 awards received during the period of reporting

17. (a) Please specify major targets/goals/objectives that were set to you and/or set for yourself in the order of priority during the reporting period.

(b) Short falls/constrains with reference to the target/goals/objectives

18. Please indicate the special achievements compared to targets and your contributions there to

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

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

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

Date:

Name &Signature

## Confidential Report on Upper Subordinate Officers

**(To be filled up by the reporting officer)**

### PART - B

<p>Instructions: In awarding numerical <b>Grades</b>, 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>(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, Administration and Procurement Rules	
7.	Dynamic Security and Collection of Intelligence	
8.	Kerala Civil Service (Classification, Control & Appeal) Rules, 1960 (KCS(CC&A) Rules 1960 )/Manual of Disciplinary proceedings	
9.	Technical knowledge of gadgets and equipment, e-prisons/iAPS management, technology of security equipment.	
<b>Overall Grading on 'Knowledge'</b>		

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

	Attributes	Grades
1.	Prison Management	
2.	Maintenance of Discipline among prisoners	
3.	Supervision and control of staff	
4.	Ability to motivate the prisoners and staff	
5.	Office management	
6.	Crisis management	
7.	Dealing with emergencies and prevent and take prompt action with reference to prison offences	
8.	Giving training	
9.	Leadership	
10.	Prevention of corruption	
<b>Overall Grading on Functional Competency</b>		

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

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

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

	<b>Interactions</b>	<b>Grades</b>
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	
<b>Overall Grading on 'Interaction'</b>		

**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