

# Institute of Human Resources Development

(Established by Government of Kerala)

Praja'e Towers, Vazhuthacaud P O, Thiruvananthapuram- 695 014. Kerala.

Ph: +91 471 2322985, +91 471 2322501 Fax: +91 471 2322035

web: www.ihrd.ac.in. mail: director@ihrd.ac.in



*No.EA4/10820/2016/IHRD (2)*

*Dated, 07.07.2016*

From

The Director

To

The Heads of all associate Institutions

*Sir,*

*Sub:- IHRD – Promotion to the post of Senior office Assistant – Performance Evaluation Report in respect of qualified Office Assistants and Staff details/Vacancy position of Senior office Assistants – called for – reg*

*Read:- This office circular No.EA4/10820/2016/IHRD (1) dated 07.07.2016*

As per the Government approved Special Rules of IHRD, the appointment to the post upto the level of Junior Superintendent in the ministerial category is to be done by promotion from the respective feeder category strictly on the basis of seniority and the latest Performance Evaluation Report.

As of now there are some vacancies existing in the cadre of Senior Office Assistant in IHRD and Office Assistant is the feeder category of the said post. The seniority list in respect of Office Assistants under IHRD service as on 15.02.2012 had been published for revalidation, vide reference cited (2) above. Hence you are directed to forward the Performance Evaluation Report in the enclosed format, in respect of the Office Assistants in your institution who are qualified for promotion as per the revised Special Rules, alongwith attested copies of their certificates of Accounts Tests and MOP. You are also directed to furnish the Staff details/vacancy position in the category of Senior Office Assistant, as per the revised Staff Pattern, in respect of your institution.

**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**

This may be treated as urgent and the duly filled in format of Performance Evaluation Report of Office Assistants alongwith its enclosures and Staff details/vacancy statement of Senior Office Assistants should be sent to this office not later than 30<sup>th</sup> July 2016.

*Yours faithfully*  
Sd/-  
DIRECTOR

*Encl:- As Stated above*

*Approved for issue*

  
*Administrative Officer*

No: EA4/10820/2016/HRD

PERFORMANCE EVALUATION REPORT

In respect of

Sri./Smt.....

1.	Name of Employee & Designation	
2.	Date of birth	
3.	Qualification	
4.	Details of commencement of regular service in the present designation	
5.	No. of years experience in office work under IHRD	
6.	Date of passing of Account Test (Lower)	
7.	Date of passing of MOP	
8.	Date from which the employee is working in the present institution	
9.	Details of leave other than casual leave availed of by the employee during the last two years.	
10.	Nature of duties and responsibilities assigned	
11.	Quality of output in work	
12.	Knowledge of sphere of work	
13.	Whether he/she is effective in the day to day work	
14.	Initiative on the part of the employee	
15.	Attitude to work	

16.	<i>Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.</i>	
17.	<i>Interpersonal relationship and team spirit</i>	
18.	<i>Health</i>	
19.	<i>Integrity</i>	
20.	<i>Punctuality</i>	
21.	<i>General assessment</i>	
22.	<i>Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)</i>	
23.	<i>General Remarks</i>	

*Certified that the assessment of Performance of  
Sri./Smt..... is accurate to the best of  
my knowledge and belief.*

*Place:*

*Date:*

*Signature :*

*Name :*

*Designation :*

*Institution :*