

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NATIONAL CAPITAL TERRITORY  
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002  
[Research, Training and Evaluation (RTE)]

F.44(20)/Performa/2020/RTE/DSW | 17417-17477

Dated: 08 FEB 2021

To,  
All District Offices/ Institutions/ Branches of HQ

**Sub: - Format for Performance appraisal of Contract/Outsourced Employees working with Department of Social Welfare**

Effective utilization of manpower needs thorough and effective work appraisal, whether he/she is regular employee or contract/outsourced. In the same continuation and bring uniformity in the department regarding the assessment a list of Performance Appraisal Forms are attached hereby.

This tool will help the department to review and asses the performance and overall contribution of these above mentioned employees. It will further help the Department to take better decision regarding their service continuation etc.

The following Performance Appraisal Forms are placed in tabular form and uploaded on the website of the department for reference:-

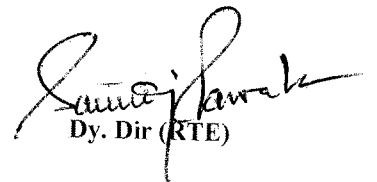
Sr. No	Performance Appraisal Form No.	Type of Employees
01	A	Welfare Officer, Psychiatric Social Worker
02	B	Care Taker/House Aunties/Nursing Orderly/Aya/MTS/Cook/Kitchen Helper
03	C	Teaching Staff
04	D	Assistant Computer Programmer
05	E	Data Entry Operator
06	F	Occupational Therapist, Clinical Psychologist, Physiotherapist
07	G	Doctor

All the concerned are requested to submit the appraisal report in the prescribe format, half yearly to Research, Training & Evaluation (RTE) branch, so that the same can be further forwarded to Admin. branch for further necessary actions such as extension of services etc.

**# Kindly note that these appraisal formats are mandatory for getting extension of respective officials working on contract/outsourced basis.**

Any delay in submitting the appraisal report will be viewed seriously by higher authorities.

Encl: As above,

  
Dy. Dir (RTE)

Copy for information to:

1. PS to Secretary, Dept. of Social Welfare, GLNS Complex, Delhi Gate-02.
2. PA to Director, Dept. of Social Welfare, GLNS Complex, Delhi Gate-02.
3. ✓ Sr. System Analyst with a request to upload this document on website of the Department.

529/CC  
8/2/21

Doctor

9

Employee Name:

Father's/Husband Name:

Name of incharge:

Name of Branch/Institution:

Review Period:

Date:

Illustrate the duties assigned to him/her:

Instructions: Rate the employee's performance during the review period as per following scale:

Rating scale:

- 5 Excellent (consistently exceeds standards)
- 4 Outstanding (frequently exceeds standards)
- 3 Satisfactory (generally meets standards)
- 2 Needs improvement (frequently fails to meet standards)
- 1 Unacceptable (fails to meet standards)

	5	4	3	2	1
<b>Planning and organizing:</b> The ability to analyze work, set goals, develop plans of action, utilize time.					
<b>Clinical Care</b>					
<b>Problem solving skill</b>					
<b>Decision-making:</b>					
<b>Initiative and creativity:</b>					
<b>Overall knowledge to perform work:</b>					
<b>Relationship with patients:</b>					
<b>Achieving the task (quantitative)</b>					
<b>Achieving the task (qualitative)</b>					
<b>Attendance:</b>					
<b>Integrity:</b>					
<b>Overall Conduct</b>					

Employee signature:  
Signature

Superintendent/ incharge

**Occupational Therapist/Physiotherapist/Clinical Psychologist**

F

**Employee Name:**

**Father's/Husband Name:**

**Name of incharge:**

**Name of Branch/Institution:**

**Review Period:**

**Date:**

Illustrate the duties assigned to him/her:
--

**Instructions: Rate the employee's performance during the review period as per following scale:**

**Rating scale:**

- 5 Excellent (consistently exceeds standards)**
- 4 Outstanding (frequently exceeds standards)**
- 3 Satisfactory (generally meets standards)**
- 2 Needs improvement (frequently fails to meet standards)**
- 1 Unacceptable (fails to meet standards)**

	5	4	3	2	1
Job knowledge.					
Problem solving skill					
Planning and organising the task.					
Initiative and creativity:					
Achieving the task (quantitative)					
Achieving the task (qualitative)					
Communication with target group:					
Cooperation: To work harmoniously with others in getting a job done.					
Attendance:					
Integrity:					
Overall Conduct					

**Employee signature:**

Signature

**Superintendent/ incharge**

**Data Entry Operator (Computers)/Office Assistant**

**E**

**Employee Name:**

**Father's/Husband Name:**

**Name of incharge:**

**Name of Branch/Institution:**

**Review Period:**

**Date:**

<p><b>Illustrate the duties assigned to him/her:</b></p>
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**Instructions: Rate the employee's performance during the review period as per following scale:  
Rating scale:**

- 5 Excellent (consistently exceeds standards)**
- 4 Outstanding (frequently exceeds standards)**
- 3 Satisfactory (generally meets standards)**
- 2 Needs improvement (frequently fails to meet standards)**
- 1 Unacceptable (fails to meet standards)**

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Job knowledge</b>					
<b>Computer skill</b>					
<b>Typing speed</b>					
<b>Accuracy</b>					
<b>Dedication to work</b>					
<b>Handling of work</b>					
<b>Teamwork</b>					
<b>Self-disciplined /Sense of duty</b>					
<b>Cooperation: To work harmoniously with others in getting a job done.</b>					
<b>Attendance:</b>					
<b>Integrity:</b>					
<b>Overall Conduct</b>					

**Employee signature:**

**Signature of Branch Incharge**

**Assistant Programmer (Computers)**

D

**Employee Name:**

**Father's/Husband Name:**

**Name of incharge:**

**Name of Branch/Institution:**

**Review Period:**

**Date:**

<p><b>Illustrate the duties assigned to him/her:</b></p>
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**Instructions: Rate the employee's performance during the review period as per following scale:**

- 5 Excellent (consistently exceeds standards)**
- 4 Outstanding (frequently exceeds standards)**
- 3 Satisfactory (generally meets standards)**
- 2 Needs improvement (frequently fails to meet standards)**
- 1 Unacceptable (fails to meet standards)**

	5	4	3	2	1
<b>Job knowledge</b>					
<b>Teamwork</b>					
<b>Planning and organizing: The ability to analyze work, set goals, develop plans of action, utilize time.</b>					
<b>Self-responsibility: Handling of work in absence of seniors.</b>					
<b>Problem solving skill/Efficiency</b>					
<b>Decision-making: The ability to make decisions and the quality and timeliness of those decisions.</b>					
<b>Initiative and creativity:</b>					
<b>Cooperation: To work harmoniously with others in getting a job done.</b>					
<b>Attendance:</b>					
<b>Integrity:</b>					
<b>Overall Conduct</b>					

**Employee signature:**

**Sr. System Analyst Signature**

c

**Special Teacher**

**Employee Name:**

**Father's/Husband Name:**

**Name of incharge:**

**Name of Branch/Institution:**

**Review Period:**

**Date:**

Illustrate the duties assigned to him/her:

**Instructions: Rate the employee's performance during the review period as per following scale:**

**Rating scale:**

- 5 Excellent (consistently exceeds standards)
- 4 Outstanding (frequently exceeds standards)
- 3 Satisfactory (generally meets standards)
- 2 Needs improvement (frequently fails to meet standards)
- 1 Unacceptable (fails to meet standards)

	5	4	3	2	1
Ability to understand the target group:					
Knowledge of Subject:					
Teaching/Communication skill:					
Problem solving skill					
Listening skill:					
Organisational skill:					
Discipline skill:					
Extracurricular activities:					
Preparation of subject for class:					
Attendance:					
Integrity:					
Overall Conduct					

**Employee signature:**

**Principal/Academic incharge Signature**

**Care Takers/House Aunties/Nursing Orderly/Aya/MTS/Cook/Kitchen Helper**

**Employee Name:**

**Father's/Husband Name:**

**Name of incharge:**

**Name of Branch/Institution:**

**Review Period:**

**Date:**

<p><b>Illustrate the duties assigned to him/her:</b></p>
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**Instructions: Rate the employee's performance during the review period as per following scale:**

**Rating scale:**

- 5 Excellent (consistently exceeds standards)**
- 4 Outstanding (frequently exceeds standards)**
- 3 Satisfactory (generally meets standards)**
- 2 Needs improvement (frequently fails to meet standards)**
- 1 Unacceptable (fails to meet standards)**

	5	4	3	2	1
<b>Knowledge of job assigned to him/her:</b>					
<b>Quality of work/Output: Whether the work achieved</b>					
<b>Courteousness towards target group:</b>					
<b>Ability to work in a team:</b>					
<b>Attendance:</b>					
<b>Integrity:</b>					
<b>Overall Conduct</b>					

**Employee signature:**

**Branch incharge/Superintendent Signature**

**Welfare Officer/Psychiatric Social Worker**

**A**

**Employee Name:**

**Father's/Husband Name:**

**Name of incharge:**

**Name of Branch/Institution:**

**Review Period:**

**Date:**

Illustrate the duties assigned to him/her:
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**Instructions: Rate the employee's performance during the review period as per following scale:  
Rating scale:**

- 5 Excellent (consistently exceeds standards)
- 4 Outstanding (frequently exceeds standards)
- 3 Satisfactory (generally meets standards)
- 2 Needs improvement (frequently fails to meet standards)
- 1 Unacceptable (fails to meet standards)

	5	4	3	2	1
<b>Planning and organizing:</b> The ability to analyze work, set goals, develop plans of action, utilize time.					
<b>Directing and controlling:</b> The ability to create a motivating climate, achieve teamwork, measure work in progress, take corrective action.					
<b>Problem solving skill</b>					
<b>Decision-making:</b> The ability to make decisions and the quality and timeliness of those decisions.					
<b>Initiative and creativity:</b>					
<b>Overall knowledge to perform work:</b>					
<b>Cooperation: To work harmoniously with others in getting a job done.</b>					
<b>Attendance:</b>					
<b>Integrity:</b>					
<b>Overall Conduct</b>					

**Employee signature:**

**Superintendent/ incharge Signature**