

GOVERNMENT of NCT of DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

2nd Floor, Maharana Pratap, ISBT Building,
Kashmere Gate, Delhi - 110006

F.17(44)/Admn/Misc. Matter/2024/ 20483-87

Dated: 12/MAR/2025

CIRCULAR

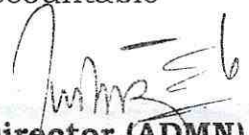
Sub: Submission of Appraisal Report in respect of Contractual/ Outsourced Staff for FY 2024-25.

In order to send proposal to Finance Department for Extension of the engagement of Contractual Employees deployed in different Homes/ Institutions/ Projects/JJBs/Services for the FY 2025-26, their performance appraisal reports are mandatory.

All the HOOs/DDOs/CDPOs/Branch In-Charges of the Institutions/ Projects/JJBs/Services are required to provide the appraisal report in the prescribed proforma **within 07 days**.

Please note that failure to submit the reports on time will result in delayed extensions, and the concerned officers will be held accountable

Encl.: Appraisal Proforma

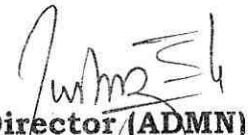

Dy. Director (ADMN)
DWCD (HQ)

F.17(44)/Admn/Misc. Matter/2024/ 20483-87

Dated:

Copy to:

1. OSD to Director (WCD) for information.
2. Branch In-charges in WCD (HQ).
3. All CDPOs- ICDS Projects.
4. HOOs of all Homes/Institutions/JJBs/CWCs.
5. Dy. Director (IT), DWCD for uploading on the Department's website.
6. Guard File.


Dy. Director (ADMN)
DWCD (HQ)

12 MAR 2025

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PERFORMANCE APPRAISAL REPORT
CONTRACTUAL/OUTSOURCED STAFF

1. Personal details of the Officials:

Name of the Official	
Father's/Husband's name	
Period of the Report	
Date of Birth	
Date of Appointment	
Designation	
Contractual/Outsourced	
Present place of posting	
Previous place of posting	

2. Self Appraisal of the Official:

Sr. No.	Information	Particulars	To be filled by the Official	To be Verified by the Reporting Officer
1	Typing Skill	Hindi English		
2	English writing Capability (if applicable)	Poor Average very Good Excellent		
3	Noting, Drafting skill (if applicable)	Poor Average very Good Excellent		
4	Knowledge of Service Rules, Financial Rules or any another relevant Rules	YES/NO		
5	Information in r/o Office Memorandum/Circular/Order issued time to time by DoPT,	YES/NO		

	Services Department and Financial Department			
6	Knowledge of Computer	Poor Average very Good Excellent		
7	Period of absence from duty with prior approval	No. of Days		
8	Period of absence from duty without prior approval	No. of Days		
9	Show Cause/Memo/notice issued in this period	YES/NO (if yes, how many)		
10	Any deviation in work, non- compliance of direction	YES/NO		

3. Any Extraordinary work/Achievements by the Official (if Any):

Sr. No.	Work/Achievement	Remarks

4. Assessment of work output. (to be filled by Reporting Officer)

Sr. No.	Points for Assessment	Numerical Grading by the Reporting Officer (1 to 10)
1	Proficiency in Typing (if applicable)	
2	Proficiency of work in maintenance of prescribed registers, charts, files etc.	

3	Attitude of work	
4	Sense of Responsibility	
5	Maintenance of Discipline	
6	Communication Skills	
7	Analytical Ability	
8	Ability to work in Team	
9	Ability to meet deadline	
10	Inter-Personal relations	
11	Knowledge of Rules/regulations/procedure in the area of function and ability to apply them correctly	
12	Coordination ability	
13	Proficiency in working on computer	
14	Noting, Drafting	
15	Relation with the public	
16	Integrity	
17	Punctuality	
18	Quality of output	
OVERALL GRADING		

5. Important Note:

"To verify the self appraisal made by the Official/Officer, a skill test (Written/Orally) may be conducted by the Higher Authority at any time."

6. Report from Reporting Officer in Max. 100 words:

7. Details of Reporting Officer:

Reporting Officer Name	
Designation	
Mobile Number	
Email	

**Signature of Reporting Officer
(with Name and Stamp)**

8. Rating Performance Appraisal:

- Non-Satisfactory(1-4)
- Satisfactory (5-6)
- Good (7)
- Very Good (8-9)
- Excellent (10)