



CIVIL AVIATION AUTHORITY
PERFORMANCE APPRAISAL REPORT
(PAY GROUP 02 – 04)

CAAF-004-HRCP-1.0

(Human Resource Career Planning & Performance Management)

Period of Report - From _____ To _____ Occasion Annual
 Special

Type of Appointment REGULAR CONTRACT Location _____

PART-I (PERSONAL DATA)
(To be filled by Appraisee)

1. Name	2. CAA No.	3. Pay Group
4. Designation	5. Trade	6. Date of Birth
7. Qualification	8. Date of Appointment/ Promotion in Present PG	

9. Nature of Duties on which deployed _____

10. Date _____ Signature of the Appraisee _____

PART-II (TRADE PROFICIENCY & GENERAL ABILITY)
(To be filled by Appraiser)

	9	8	7	6	5	4	3	2	1	
11. Job Knowledge	<input type="checkbox"/> Has extensive knowledge of the trade. Goes out of his way to keep up to-date.	<input type="checkbox"/> <input type="checkbox"/> Good knowledge of his trade. Well informed & eager.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has sufficient knowledge to meet all ordinary requirements satisfactorily.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has limited knowledge but makes some efforts to improve.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Lacks knowledge, makes no effort to improve.					
12. Team Spirit	<input type="checkbox"/> Extremely cooperative and creates excellent team spirit.	<input type="checkbox"/> <input type="checkbox"/> Works in perfect harmony with others.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A good team player.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Prefer to work alone, sometimes shows reluctance to work as a team.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Uncooperative and obstructive team player.					
13. Sense of duty and responsibility	<input type="checkbox"/> Highly conscientious and devoted to duty.	<input type="checkbox"/> <input type="checkbox"/> Has a high sense of duty.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Responsible & dedicated to work.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inclined to place Self before service.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has no sense of responsibility and devotion to work.					
14. Time Management Skills	<input type="checkbox"/> Exceptionally reliable in producing results on time.	<input type="checkbox"/> <input type="checkbox"/> Highly dependable in carrying out assignments.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Willing to assume responsibility, usually dependable.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inclined to evade responsibility.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Irresponsible and unreliable.					
15. Punctuality & Attendance	<input type="checkbox"/> Not only regular and punctual but puts in additional time when necessary.	<input type="checkbox"/> <input type="checkbox"/> Always regular and punctual.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Usually regular and punctual.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Allows private life to interfere with attendance.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Erratic, irregular, not punctual.					
16. Discipline	<input type="checkbox"/> Maintains very high standard of discipline.	<input type="checkbox"/> <input type="checkbox"/> A good disciplinarian.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Maintains satisfactory standard of discipline.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Unable to maintain acceptable standard.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has no sense of discipline					
17. Attitude towards quality, health, safety & environment (QHSE).	<input type="checkbox"/> Extremely dedicated in responding to QHSE matters immediately and maintaining standard.	<input type="checkbox"/> <input type="checkbox"/> Dedicated towards QHSE & always strives to maintain the standards.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Maintain QHSE standards.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shows casual attitude towards QHSE matters.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Has no idea of QHSE, and does not try to improve it.					

18. Total Score _____

19. Overall Ranking				
Outstanding (59 – 63)	Very Good (47 – 58)	Good (29 – 46)	Needs Improvement (15 – 28)	Inadequate Performance (07 – 14)



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PART-III (TRAINING)
(To be filled by Appraiser)

20. SR. #	NAME OF TRAINING/COURSES ATTENDED DURING THE REVIEW YEAR	DURATION		GRADE OBTAINED	NAME OF INSTITUTION
		From	To		

21. Identify the training requirement to improve performance gaps.

22. Individual's future development needs.

PART-IV (SUMMARY OF PERFORMANCE)
(To be filled by Appraiser)

23. SUITABILITY FOR PROMOTION & RETENTION

- a) Recommended for promotion to next Pay Group FIT UNFIT Recently Promoted/Appointed
- b) Retention after 25 years service (to be reported on completion of 20 years service) FIT UNFIT
- c) Retention on completion of exiting contract period FIT UNFIT

24. REMARKS BY APPRAISER :-

Signature _____

Name (in block letters) _____

Designation _____

Date

25. REMARKS BY APPRAISER'S MANAGER/APM:-

Signature _____

Name (in block letters) _____

Designation _____

Date

26. To be seen and signed by the Appraisee if the total scores is less than 21 and any assessment in 1 and 2 or any adverse remarks in any paragraph.

Certified that I have SEEN adverse assessment/remarks.
STATEMENT ATTACHED
 No Yes

Date

Signature of the Appraisee

Changes in the Performance Appraisal Report are not allowed. No form will be accepted if any change(s) is/are made either in the format or in any content of the form.

For use at HQ HR CP&PM
EXAMINED
Sig. _____ Date _____