

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

**No. KST: CO: ADM- Rules: 133: 3159: 183: 89-90 Date: 13-7-1989  
Circular No. 748**

(Issued by Rules Section)

Sub-KSRTC Employees (Performance Appraisal Reports)  
Regulations, 1985-implementation there of –

Ref- Government Order No.FTD 94 TRE 85 dated 13-4-1989,

1 The Government of Karnataka vide order No. FTD 94 TRE 85 dated 13-4-1989 has accorded approval to the KSRTC Employees (Performance Appraisal Reports) Regulations, 1985.

2 The Board of Directors in Resolution No. 6067 dated 16-5-1989 has accorded approval to implement the said Regulations with effect from 1-1-1989 in the Corporation.

3 Copy of the KRSTC Employees (Performance Appraisal Reports) Regulations, 1985 is enclosed herewith. All the Heads of Department, Regional Managers and the Unit Heads shall circulate the Regulations to all the employees working under them and take necessary action to implement the same with effect from 1-1-1989 in the Corporation.

4. In this connection, the following guidelines are issued-

- a) The Performance Appraisal Reports in respect of all Class- I and II Officers and Class—III employees shall be written by the authorities specified in Regulations-5 (J) in Proforma A, B and C prescribed in Regulation-4 (a) for 15 months from 1-1-1989 to 31-3-1990 in the beginning and it shall be written within one month of the close of the year for each financial year from April to March thereafter and transmitted to the higher authorities specified in Regulation-5(J).
- b) In view of Regulation-4 (a) writing of Annual Confidential Reports of Class- I and II Officers and Class –III Employees as per Circular Nos. 171 dated 6-4-1971 and 277 dated 27-2-1975 shall be discontinued with effect forms 1-1-1989.

- c) As per Regulation-4 (b) the probationers Progress Reports both promotees and recruits shall be written by the concerned authorities in proforma 'D' and 'E' once in every 6 months and forwarded to the Appointing Authorities through proper channel.
- d) In view of Regulation-4(b), writing of probationers Progress reports once in 6 months prescribed in Circular No.227 dated 13-6-1973 and 587 dated 28-7-1984 read with letter No. KST: CO: ADM: RULES: 33: 2058: 1620: 84:85 dated 1-9-1984 shall be discontinued with effect from 1-1-1989. However, this will not apply in case, the Progress Reports in the existing form already written in respect of probationers beyond 1-1-1989. In the other cases, the probationers progress reports inclusive of the period earlier to 1-1-1989 shall be written once in 6 months in the form 'D' and 'E' of the Regulations.
- e) The Chief Controller of Printing and Stationery shall make arrangements to print and supply adequate number of forms A, B, C, D and also the register as in form 'F' to all the Units and Departments of the Corporation immediately for implementation of the Regulations with effect from 1-1-1989.
- f) However, the Heads of Department, Regional Managers and Unit Heads shall make arrangements to get required number of forms cyclostyled for their immediate use till such time the forms are printed and supplied by the Chief Controller of Printing and Stationery.

Receipt of this circular shall be acknowledged.

Sd/-  
**(N.A. MUTHANNA)**  
Chairman and

Encls : Regulations as above.  
Managing Director.

Copy to-

The Director (Personnel/Executive Director/General Manager (Technical)/Heads of Department/Regional Managers/Unit Head for information and necessary action.

The Editor, "Sarige Sampada" KSRTC Central Offices, B'lore.

The Administrative Officer/Asst. Administrative Officer/Training Manager, KSRTC., Central Offices, Bangalore.

The Senior Personal Secretary to the Chairman/Vice Chairman and Managing Director/Chief Security and Vigilance Officer.

The Personal Secretary to Director (Personnel)/ Chief Personnel Manager/ Stenos to Deputy Chief Personal Manager for information and necessary action.

**PROCEEDINGS OF THE GOVERNMENT OF  
KARNATAKA.**

Subject:- K. S. R. T .C Employees (Performance Appraisal Reports) Regulations, 1985 Approval of-

Read:- Letter No. KST/CO/ADM/Rules: 133: 2373: 713: 85-86 dated 9-10-1985 from the Vice- Chairman and Managing Director KSRTC, Bangalore.

**Order No. FTD 94 TRE 85 Bangalore Dated 13th April 1989.**

WHEREAS the Karnataka State Road Transport Corporation in its resolution 5419 Dt. 5-7-1985 resolved to approve the regulations KRSTC Employees (Performance Appraisal Report) Regulations, 1985.

AND WHEREAS, the said Corporation had requested. for necessary approval of the Government to the said regulation.

NOW THEREFORE, in exercise of the powers conferred by Section 45 of the RTC Act. 1950 (Central Act 64 of 1950), the Government of Karnataka hereby accords approval to the KSRTC Employees (Performance Appraisal Reports) Regulations, 1985.

A copy of the said regulation approved by the Government is annexed to this order.

BY ORDER AND IN THE NAME OF THE  
GOVERNOR OF KARNATAKA

Sd/-  
**(CHANDRAMOULESWARALINGAM)**  
Under Secretary to Government,  
Food and Transport Department.  
(Transport)

To

The Compiler, Karnataka Gazette, Bangalore for information and with a request to publish in the next issue of the Gazette and supply 100 copies to this department.

Copy to:-

The Chairman and Managing Director, Karnataka State Road Transport Corporation, Bangalore.

The Private Secretary to the Minister for Transport.

The P.A to Secretary to Government, Food & Transport Department. The Weekly Gazette/Spare Copies.

Annexure to G.O. No. FTD 94 TRE 85 Dated the 13th April 1989

**Karnataka State Road Transport Corporation Employees  
(Performance Appraisal Reports) Regulations, 1985**

1. Title and Commencement:- (1) These Regulations shall be called "Karnataka State Road Transport Corporation Employees (Performance Appraisal Reports) Regulations, 1985".

(2) They will come into force with immediate effect.

2. Definitions:- In these regulations unless the context otherwise requires-

- (i) "Chairman" means the Chairman of the Karnataka State Road Transport Corporation;
- (ii) "Managing Director" means the Managing Director of the Karnataka State Road Transport Corporation;
- (iii) "Corporation" means the Karnataka State Road Transport Corporation established under Section 3 of R.T.C Act. 1950.
- (iv) "Employees" means any person employed by Corporation in accordance with the KSRTC Cadre and Recruitment Regulations, 1982 and includes those employees who were in the employment of the Corporation on the date of formation of the Corporation and those who were recruited thereafter;
- (v) "Forms" means forms appended to these regulations;
- (vi) "Heads of Department" means both Major and Minor Departmental Heads of the Karnataka State Road Transport Corporation;
- (vii) "Regional Manager", means the Regional Manager of each of the regions of K. S.R.T.C.,
- (viii) "Unit Head" means Unit Head of the operating Division. C.E Unit, Regional Workshops and Mechanical Engineer(Operations), and K.S.T. Press;

- (ix) "Vice Chairman" means the Vice-Chairman of Karnataka State Road Transport Corporation;
- (x) "Appointing Authority" means the authority empowered to appoint the employee in accordance with the KSRTC Cadre and Recruitment Regulations, 1982.

3. Purpose of the Reports:- In respect of every employee of the Corporation an Appraisal Report shall be recorded assessing as correctly as possible such officer's physical, mental and moral suitability for his office and for promotion, his ability to apply intelligently the law and procedure prescribed to cases coming before him, his treatment of his subordinates, and behaviour towards his superiors and colleagues in other departments and his relation with the public.

4. Form of Reports:-

- a). The Appraisal Report of the confirmed employees shall be recorded for each financial year from 1st April to 31st March in the following proforma:-
  - 1) Class- I and II Officers ----- Form 'A'
  - 2) Class-III Supervisory Employees ----- Form 'B'
  - 3) Class- III non supervisory Employees ----- Form 'C'
- b). The Appraisal report of employees on probation, both promotees and direct recruits, shall be recorded once in every six months commencing from the date of their appointment or promotion, as the case may be, till the completion of probationary period in the following proforma:-
  - 1) Class- I and II Officers ----- Form 'D'
  - 2) Class- III and IV employees (Direct recruits & Promotees) ----- Form 'E'
- c). A final Appraisal Report shall be submitted after completion of the prescribed period of probation/extended period of probation, as the case may be.
- d). The Appraisal Reports in respect of the employees on probation shall be sent to the concerned Appointing Authority.

## 5. Preparation and Transmission of Reports:-

An Appraisal Report assessing the performance, character, conduct and qualities of every employee shall be written for each financial year by adhering to the procedure mentioned below:-

a. The report shall be written or typed by the reporting authority prescribed hereunder in sub clause (i) and to facilitate identification, the name of the reporting authority with his designation and date of recording the report shall be written in block letters below his signature.

b. An appraisal report shall also be written when either the reporting authority or the employee reported upon relinquishes charge of the post, but in such a case it shall be written at the time of relinquishment of the charge of the post or immediately thereafter.

c. The name and the designation of the employee in respect of whom the report is recorded, shall be written as it is entered in the service records:

d. Where the reporting authority has not seen, and the reviewing authority has seen, the performance of an employee for atleast 3 months during the period for which the Appraisal Report is to be written, the Appraisal Report of any such employee for any such period shall be written by the reviewing authority and where both the reporting authority and the reviewing authority have not seen, and the accepting authority has seen, the performance as aforesaid of any employees during such period, the Appraisal Reports shall be written by the accepting authority.

e. An Officer preparing an Appraisal Report shall record all relevant observations and opinions which he might have formed, which shall be a frank and full appraisal of Officers merits and defects giving as far as possible specific instances or reasons for the particular opinions he has expressed. The report shall be prepared with the greatest caution and no record or remarks shall be made lightly on the spur of the moment or bases on prejudice.

f. It shall not be competent for the reporting authority, reviewing authority or the accepting authority, as the case may be, to write an Appraisal Report when the authority writing the Appraisal Report is a Government Servant or an employee of the Corporation, after he retires from services, and in other cases after he demits office.



g. The Appraisal report shall be written by the competent authority in the prescribed form for every year within one month of the close of the year.

h. The Appraisal report shall be reviewed by the reviewing authority ordinarily within one month of it being written. While reviewing the Appraisal Report recorded by the reporting authority, the reviewing authority shall specifically state whether he agrees with the assessment of the reporting authority and if he does not agree with such assessment, he shall record his own assessment and also give reasons for disagreeing with the assessment of the reporting authority, if the officer to whom a report is to pass has no knowledge of the work of the officer reported upon, he shall record a statement accordingly;

i. The Appraisal Report after review shall be accepted with such modifications as may be considered necessary and counter-signed by the accepting authority ordinarily within one month of its review.

j. Reporting, reviewing and Accepting Authority of Appraisal Reports shall be as under:-

Sl. No.	Class of employee in respect of whom reports are to be given	Reporting Authority	Reviewing Authority	Accepting Authority	Where it shall be filed
1	2	3	4	5	6
1	CLASS -III NON-SUPERVISORY EMPLOYEES				
	a) In Units	a) An officer not below the rank of Class-II	Class-I junior officer and in his absence Unit Head	Unit Head	Unit Head
	b) In Central Offices	b) An officer not below the rank of Class-II	Class-I junior officer and in his absence Class-I ( Senior ) Officer, If not Head of Department	Head of Department in his absence Managing Director	Head of Department
2	CLASS—III SUPERVISORY EMPLOYEES VIZ., EQUIVALENT TO TRAFFIC INSPECTOR/STORE KEEPER/ CHARGEMAN/SUPERVISOR (ADM)/ACCOUNTS/STATISTICAL ETC.... AND ABOVE.				
	a) In units	a) An officer not below the rank of Class—II	Class-I(Junior)in his absence Unit Head	Head of Department	Head of Department
	b) In Central Offices	b) An Officer not below the rank of Class-II	Class-I (Junior) in his absence Class-(senior) Officer, if not Head of Department	Head of Department	Head of Department

**3. CLASS-II OFFICERS**

<p>a) In Units</p>	<p>b) An Officer not below the rank of Class-I (Junior) under whom the Officer is Head of Department working or unit Head if the officer is not working under any Class-I(Junior) Officer</p>	<p>1)Unit Head 2) Head of Department</p>	<p>Managing Director</p>	<p>Chief Personnel Manager</p>
<p>b) In Central Offices</p>	<p>b) Class-I(Junior Officer: in his Absence Class-I (Senior) under whom, the Officer is working and if not Head of Department</p>	<p>Head of Department</p>	<p>Managing Director</p>	<p>Chief Personnel Manager</p>
<p>c) Depot Managers</p>	<p>c) Divisional Traffic Officer/Divisional Mechanical Engineer/ An Officer not below the rank of Class—I (Junior) concerned to the Department to which the Depot Manager has a lien</p>	<p>1)Unit Head 2) Head of Department</p>	<p>Managing Director</p>	<p>Chief Personnel Manager</p>

CLASS—I (JUNIOR) OFFICER					
4	a) In Units	a) In Units	1) Regional Manager and 2) Head of Department	Managing Director.	Managing Director.
	b) In Central	b) Class- I(Senior) Officer; in his absence Head of Department	Head of Department	Managing Director.	Managing Director.
5	CLASS— I(Senior) OFFICER WORKING UNDER HEAD OF DEPARTMENT	Head of Department	Managing Director	Vice- Chairman	Managing Director.
6	HEADS OF DEPARTMENT / REGIONAL MANAGER	Managing Director	Vice- Chairman	Chairman	Managing Director.
7	UNIT HEADS OF OPERATING UNIT	Regional Manager	Managing Director	Vice- Chairman	Managing Director.
8	OTHER UNIT HEAD	Head of Department concerned	Managing Director	Vice- Chairman	Managing Director.
9	CONTROLLER OF PRINTING	Managing Director	Vice- Chairman	Chairman	Managing Director.

6) Special Reports:-

(a) Special Reports may be called for at any time on the work of any officer/Official by the Chairman, Vice- Chairman or the Managing Director. Such reports shall be prepared and sent through the appropriate channels and shall be confined to the question or questions raised.

(b) Any Special Reports about an employee's fitness for promotion or about his conduct may be included in the Appraisal Report file at the discretion of the Officer or authority in whose custody the Appraisal Report file is kept.

(c) Half- yearly Appraisal Reports as indicated in Clause-4 (b) in respect of all employees on probation, appointed in the various categories should be submitted in the Form 'D' and 'E' as the case may be by the respective authorities regularly till the date of confirmation to the posts held by them.

7) Punishments:-

The Order regarding suspension/ punishments passed against the employees shall not be recorded in Appraisal Reports, but a copy of such orders shall be placed in the employees Appraisal Reports file:

8) Remarks of VC and MD:-

The Vice- Chairman and Managing Director shall have the right to record their observations/remarks on the Appraisal Report of any employee of the Corporation after the report is written by the prescribed authorities,

9) Communication and Adverse Remarks/ Appreciation:-

a) All adverse remarks recorded and accepted in the Appraisal Reports or Special Reports shall be communicated in writing by the authorities mentioned in Clause 9 (d) ordinarily within three months of receipt of such report to the employees concerned. While communicating an adverse remark, the name Officer recording the adverse remark, shall not be communicated to the employee reported against. Where a report shows that an employee has made successful efforts to remedy the defects to which his attention had been drawn previously, it shall be communicated to him.

b) When an employee had done outstanding work in the course of a year and earned appreciation, it shall be communicated to him.

c) The fact of communication of adverse remarks under sub-clause (a) or appreciation under sub-clause (b) shall be recorded in the appraisal reports file.

d) The Following officers shall communicate the adverse remarks to the employees concerned:

- (i) Managing Director in respect of Class- I Officer, Heads of department including those on selection grade, unit heads and Regional Managers.
- (ii) Chief Personnel Manager in respect of Class-II Officers.
- (iii) Concerned heads of department in respect of Class—III Supervisory employees.
- (iv) Unit heads and Heads of departments concerned in respect of other Class-III non Supervisory employees.

#### 10. Representation against adverse remarks.

a) Every employee to whom the adverse remarks are communicated under clause (a)] of Regulation 9 may within six weeks from the date of receipt of such communication by him submit a representation, if any, to the officer mentioned in clause (b) of this Regulation against the adverse remarks.

Provided that for sufficient cause shown a representation submitted after the said period of six weeks may be received and taken into consideration at the discretion of the competent authority.

b) The Competent authorities to examine all representations against adverse remarks shall be.

- (i) For all Class- I Officers  
All Class-I (Senior)  
Officers including those on  
Selection Grade) -----Vice Chairman
- (ii) For Class—II Officers ----- Managing Director
- (iii) For all Class- III Supervisory  
employees and other Class-III  
employees working in  
Central Offices. ----- Concerned head of  
----- Department.

- |   |                                     |
|---|-------------------------------------|
| (iv) For All other Class- III employees working in Operating units            | ----- Regional Manager.             |
| (v) For other Class- III employee working in other units and Central Offices. | ----- Head of Department Concerned. |

Such authority may if necessary, consult the reporting authority, the reviewing authority and/or the accepting authority which confirmed the adverse reports.

c) If it is found by the competent authority that the remarks were justified and the representation was frivolous a note shall be recorded by the competent authority in the appraisal report of the employee in this behalf and communicated to him.

d) If the Competent Authority decides that there is no sufficient ground for interference the representation shall be rejected and the employee informed accordingly.

e) If the Competent Authority, however, decides that the remarks should be toned down, it shall make the necessary entry separately with the signature and date at the appropriate place of the report and no correction shall be made in the earlier entries themselves; and.

f) In the rare event of the Competent Authority coming to the conclusion that the adverse remarks were inspired by malice or were entirely incorrect or unfounded, it shall record its remarks in addition to adverse remarks already recorded by Reporting Authority/Reviewing Authority.

#### 11. Register to watch disposal of Reports.

A register in form 'F' shall be maintained by all Unit Heads, Regional Managers, Heads of Department and the Managing Director to watch the timely receipt of Appraisal Reports and their final disposal by the prescribed dates.

#### 12. Interpretation.

Where any doubts arises as to the interpretation of any of the provisions of these Regulations the matter shall be referred to the Chairman whose decision shall be final.

Sd/-  
(CHANDRAMOULESWARLINGAM)  
Under Secretary to Government  
Food and transport Department

## FORM A

### Karnataka State Road Transport Corporation

Annual Appraisal Report for Class I & II Officers.

Instructions to Reporting Officers.

1. Assessment should be indicated by a tick mark in the appropriate square and initialled.
  2. If the rating given is unsatisfactory, it must be supported by justification in the space provided. Justification should also be given in case of outstanding ratings.
  3. Do not rate any item not applicable, if any item is not applicable mark "N.A"
  4. Consider only one item at a time and rate only in relations to that item.
- 1) Name of the Officer:
  - 2) Designation
  - 3) Unit/Department
  - 4) Period to which the Report relates
  - 5) Health

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Items	Remarks to Justify extreme ratings on either side viz., outstanding or unsatisfactory
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#### 1. Job Knowledge

[Understanding of the duties and functions of the post to which officer is posted and of the policies and the procedures applicable to his work].

Knowledge of his own job and understanding of all the related jobs in the organization.



- a) Excellent
- b) Very Good
- c) Good
- d) Satisfactory
- e) Poor

## **2. Planning and Organising**

[Ability to plan and organise work in such a way As to make best use of available resources].

- a) Exceptional ability to anticipate job  
Need ahead of time and works in a  
logical order to get things done.
- b) Generally good in arranging work  
load ahead of time.
- c) Reasonably fair in anticipation and  
planning of jobs to be performed.
- d) Marginal ability to plan and organise  
the jobs.
- e) Unsatisfactory and not methodical in  
his work. Does not plan in advance

## **3. Decision Making**

[ Ability to identify problems, collect data, analyse alternative courses of action and take prompt but practical decision].

- a) Excellent.
- b) Good.
- c) Fair.
- d) Decisions occasionally-correct. Needs  
Developing analytical quality.
- e) Cannot take decisions: on his own,  
Depends on others.

#### **4. Leadership**

[Ability to organise, enthuse subordinates, Inspire and influence them and learn their genuine respect].

- a) Commands respect. Always successful in developing enthusiasm and team spirit.
- b) Develops high degree an enthusiasm and team spirit.
- c) Generally maintains enthusiasm and team spirit.
- d) Only marginally able to inspire and influence his subordinates.
- e) Does not inspire the team and is unable to create enthusiasm. Has to rely heavily on the authority of his position.

#### **4. Initiative**

[Ability to be self-reliant]

- a. Exceptionally good at applying mind to getting the job done.
- b. Gets things done and overcomes obstacles independently.
- c. Reasonably fair in thinking out things independently but requires instructions occasionally.
- d. Requires help and guidance.
- e. Always requires to be told, does not apply mind.

#### **6. Communication**

[Putting forward ideas effectively and to the point Both orally and in writing]

- a) Excellent clarity of thought and expression and keeps all concerned well informed.

- b) Shares information with all concerned.  
very good in expression.
- c) Reasonably clear.
- d) Tries to be clear.
- f) Keeps things to himself.

## **7. Supervision and Control**

[ setting performance standard and taking timely Corrective action].

- a) Always ensures getting performance of exceptionally high standards and takes prompt corrective action.
- b) Successfully maintains high performance standards
- c) Generally tries to get reasonably good performance.
- d) Gets performance of marginal standards.
- e) Has no quality to monitor and take any Corrective action

## **8. Cost Consciousness.**

[Efforts towards optimum utilization of available Resources and elimination of waste].

- a. Constantly tries to reduce costs on all items of expenditure e.g., operational and others by keeping a tight control on consumption of spare parts, KPL, EPKM, Type Mileage, expenditure on constructional works, use of stationery, telephone, postage, overtime payment etc.
- b) Conscious of eliminating waste and keeps good control on costs.

- c) Maintains a satisfactory control on costs.
- d) Aware of effective economy, but makes no special efforts.
- e) Wasteful in his work and totally unaware and not interested in cost reduction.

**9. Quality of Work**

[Thoroughness, accuracy and general excellence of output]

- a. Thorough and accurate in his work.
- b. Generally thorough and accurate needs minimal corrections.
- c. Produces work of acceptable quality.
- d. Barely upto the mark; needs supervision.
- e. Below required standard.

**9. Discipline and Integrity.**

[Self-disciplined and enforces discipline on his Subordinates, well behaved and committed to the job assigned to him and to the Corporation].

- a) Highly disciplined himself and maintains High standards of discipline amongst his Subordinates thoroughly committed to his job and loyalty to the Corporation above Board.
- b) A good disciplinarian, committed to Job and loyal to the job and to the Corporation.
- c) Maintains fairly good discipline himself and is loyal.
- d) Lacks in maintaining discipline occasionally but dependable.
- d) Does not maintain discipline himself and amongst his subordinates.

Loyalty to work and organization may be doubtful.

### **11. Inter-Personal Relations**

[A Relations with colleagues, subordinates].

- a. Very co-operative, respected and liked
- b. by colleagues.
- c. Gets on well with colleagues.
- d. Cordial relations with colleagues.
- e. Occasionally created frictions.
- f. Non co-operative, cannot function in group.

[B-Relations with superiors]

- a. Always displays respectful attitude.
- b. Gives respect.
- c. Displays fairly good attitude.
- d. Occasionally exhibits temper.
- e. Disrespectful attitude towards superiors.

### **12. Relations with Public**

[Consciousness to build and maintain a good public Image of the organization]

- a. Always contributes effectively to maintain a good public image while dealing with Press, members of public, high Government dignitaries Political leaders, social dignitaries etc.,
- b. Maintains good relations with public.

- c. Maintains satisfactory public relations.
- d. Needs improvement in his attitude and dealings with public.
- e. e. Not conscious of his responsibility towards creating good public relations.

**13. Labour Relations.**

[ Relations with unions, handling industrial disputes and Labour grievances, maintenance of Industrial harmony]

- a. Highly tactful in dealing with labour Foresees Labour disoutes and takes corrective action Without succumbing to undue pressures.
- b. Handles labour grievances and disputes with good tact.
- c. Uses fairly good/tact in dealing with labour matters.
- d. Needs assistance occasionally in maintaining Good relations with labour.
- e. Lacks tact as regards maintenance of Labour relations.

**14. (i) Character as regards honesty, integrity.**

- f. Above board.
- g. Honest
- h. Questionable.  
[if questionable, give comments]

**(ii) Temperament**

[Character as regards behaviours and personal traits].

- a). Upright and straight forward, puts forwards his views only when called for.
- b). Straight forward but gets influenced by others.
- c). Indulgence in lobbying and/or personal criticism.
- d). Indulgence in lobbying and/or often brings influence for personal gains.

**15. Assessment for Emotional and related characteristics under heavy stress or Strain.**

- a. Very well composed and dependable.
- b. Can be relied upon.
- c. Cannot judge.

**16. Adaptability to change and new ideas as regards improvements in working.**

- a. Always willing to adopt new ideas and Implements faithfully.
- b. Accepts new ideas but requires persuasion.
- c. Does not readily accept change or new ideas

**17. Achievements in Present Job**

List the officer's areas of strength based on specific Achievements during the year under report.

[In the case of officers on workshop and Traffic side invariably and in respect of officers from other Departments generally, the list may be supported By factual data as far as possible].

- 1.
- 2.
- 3.
- 4.
- 5.

### **18. Areas of Shortfall in Performance**

[List the areas where improvement is possible based on what he has not done well with factual data where possible].

- 1.
- 2.
- 3.
- 4.
- 5.

### **19. Inspection Tours**

[Adequate touring for inspection, taking corrective Action on the spot etc..]

- a. Highly effective and result oriented.
- b. Effective.
- c. Gets reasonably fair results by his inspection tours, but less frequency of tours.
- d. Undertakes excessive touring but results are only marginal.
- e. Not effective.

### **20. Developmental needs and Potential to Growth.**

- a. Is the officer by attitude and aptitude placed in the right job?

Yes.

No.

If no, to which particular department or job (i.e., field work, office work or Training job) he will be suitable? Give specific remarks.

- b. To assist the officer to attain his potential what specific training programmes are recommended.
- c. Is the Officer considered to be of more than ordinary attainment and abilities, and is capable of shouldering higher responsibility?



Yes

Need some more experience.

No.

**Additional items for officers above Class-I Senior**

**21. Professional/Technical knowledge.**

(Knowledge of his profession as a whole not Merely of the job assigned to him).

- a. A very high degree of knowledge of his Profession, keeps himself upto date with recent innovations, researches and technical know- how.
- b. Good.
- c. Adequate
- d. Not upto the mark
- e. Inadequate and needs improvement.

**22. Capacity to take an overall view (Conceptual ability)**

(Ability as a Manager to take an overall view of The organizational needs in his activities not confining Himself to the sphere of his own assignment).

- a. Always takes on overall view of the Organisational And developmental needs of Corporation At the time of decision making.
- b. Generally displays a fairly good overall view in decision making.
- c. Reasonably fair to all the wings of the Organization in decision making
- d. Can take into consideration the needs of other Departments only after persuasion.
- e. Confines himself to his own sphere.

Cannot Take an overall view.

**Overall assessment of performance. during the year**

1. Excellent.
  2. Good.
  3. Above average.
  4. Average.
  5. Indifferent.
5. General remarks.

(An overall impression of his work as to how he has managed his charge).

Place:  
Date:

Signature of the Reporting  
**Authority (Designation)**

**Remarks of the Reviewing Authority**

1. Do you agree with the above appraisal?                      Yes/No  
If no, elaborate.

Date:  
Place:

Signature  
Name and Designation of the  
Reviewing Authority

**Remarks of the Accepting Authority**

Date:  
Place:

Accepting Authority

**FORM 'B'**

**Karnataka State Road Transport Corporation  
Annual Appraisal Reports in Respect of Class—III Supervisory  
Employees for the period from 1st April..... to 31st March.....**

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1. Name and Designation

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2. Date of appointment & length  
Of service

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3. Section in which served during  
the year under report and period  
of service in each

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4. Particulars of un-authorized absence

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Assessment Report of the unit/  
Departmental Head

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5. State of health

Excellent/Good/Normal/  
Below Average/Poor

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6.	Knowledge of procedures, rules and regulations	Very Good/Good/Average Below Average/Poor
7.	Intelligence, zeal and Industry	Very Good/Good/Average Below Average/Poor
8.	Aptitude to work and promptness	Very Good/Good/Average Below Average/Poor
9.	Skill in noting and drafting	Very Good/Good/Average Below Average/Poor
10.	Behaviour towards his superiors	Very Good/Good/Average Below Average/Poor
11.	Relations with fellow employees	Very Good/Good/Average Below Average/Poor
12.	Conduct and Discipline	Very Good/Good/Average Below Average/Poor
13.	Punctuality and attendance	Very Good/Good/Average Below Average/Poor
14.	Has he been responsible for any outstanding work during the year under report? if so what ?	
15.	Integrity: (Please see below)	
16.	Initiative and capacity to take Responsibility	Very Good/Good/Average Below Average/Poor

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17. In case of Supervisors capacity to oraganise and supervise his subordinate staff.

Very Good/Good/Average  
Below Average/Poor

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18. Has he been reprimanded for indifference work or for other causes during the year under report? If so, give brief particulars including memos issued.

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19. General remarks and assessment

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**(Strike off whichever is inapplicable)**

Place:

Date:

Signature and designation of  
Reporting Authority

**Remarks of Reviewing Authority**

Reviewing Authority

Accepting Authority

**Sl. No. 15. INTERGRITY** This column should be carefully completed. Only if anything adverse has come to the notice of the Reporting Officer it should be noted down. Otherwise, words like ‘Doubtful’ or needs watching will not be any material help in judging the individual. If nothing adverse has come to the notice it may be written as nothing adverse to report.

**FORM ‘C’**

**Karnataka State Road Transport Corporation**

**Annual Appraisal Reports in Respect of Class—III Non Supervisory Employees for the period from 1st April..... to 31st March.....**

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1. Name and Designation

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2. Post held

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3. Date of Birth / Age

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4. Can he read and write  
Kannada / English

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5. Observations on:

(a) Punctuality and attendance

Very Good/Good/Average  
Below Average/Poor

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(b) Attitude and Aptitude/  
Skill to work

Very Good/Good/Average  
Below Average/Poor

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(C) Amenability to  
Discipline

Very Good/Good/Average  
Below Average/Poor

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(d) Honesty and Integrity  
(See Instructions Below)

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(e) Health

Very Good/Good/Average  
Below Average/Poor

---

(f) Behaviour towards  
Superiors

Very Good/Good/Average  
Below Average/Poor

---

6. Details of default cases,  
if any

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7. General remarks and  
Assessment of personality  
character and temperament.

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Place:

Date:

Signature of designation of  
Reporting Authority

Reviewing Authority

Accepting Authority

**Sl. No. 5(d). Honesty and Integrity:** This column should be carefully completed. Only if anything adverse has come to the notice of the Reporting Officer it should be noted down. Otherwise, words like “doubtful’ or needs watching will not be any material help in Judging an individual. If nothing adverse has come to the notice it may be written as ‘Nothing adverse to report’.

**FORM D**  
**Karnataka State Road Transport Corporation**  
**APPRAISAL REPORT**  
**IN RESPECT OF OFFICERS ON PROBATION**

(To be filled in once in every six months till the completion of the probationary period)

1. Name	Designation	Date of Appointment/ Promotion
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Unit/Department:

For the period from ..... To  
Good            Satisfactory            Unsatisfactory

2. Performance (including quality)  
Quality of results achieved considering the amount of effort, application and time taken.

3. Job Knowledge Knowledge of methods procedures in relation to the Job and any other knowledge of the policies and procedures of KSRTC. Required by the position.



4. Judgement Approach to problems and soundness of decision with capacity to anticipate problems and develop solutions in advance
5. Reliability Accomplishes agreed target or meets schedules punctuality without goading or giving room for anxiety.
6. Planning Successful planning in organising own work and efficient distribution of work to subordinates to meet and ensure overhaul schedules in time.
7. Initiative. Resourcefulness imagination and ability to develop new ideas, improved approaches to work problems.
8. Co-operation Willingness to extend co-operation to others and ability to receive co-operation from others.
9. Leadership Success in stimulating and motivating sub-ordinates, delegating responsibility efficiently and afford development of subordinates created harmonious work group.
10. Character and personality
11. Capacity for supervision
12. Capacity to organise work.

13. Leave availed (No. of days and  
C.L.            E.L.            L.W.A  
Period)

14. Nature of default/ Irregularities  
Committed if any.

(1) Whether it is desirable to  
terminate the service  
immediately.

(2) Whether it is necessary to  
institute enquiry before  
terminating service.

(3) Whether any other  
punishment would be adequate  
for the irregularity committed, if  
so, what is the  
recommendation.

Place:

Signature and designation of the

Date:

Reporting Authority.

1. Impression on the performance  
and responsibility undertaken  
compared to expected standards.

2. Recommendations of the  
Departmental Head/Unit head  
for confirmation or otherwise  
with Justification.

Place:

Signature and designation of the

Date:

Reporting Authority.

Note:- Do not guess any quality which is not observed and judged.

**FORM 'E'**  
**Karnataka State Road Transport Corporation**  
**APPRAISAL REPORT IN RESPECT OF CLASS III & IV EMPLOYEES**  
**ON PROBATION**

(To be filled in once in every six months till the completion of the Probationary period)

1.	Name	Designation	Date of Appointment
			Promotion Unit/ Department_____
		For the period from .....	To .....
		Good	Satisfactory
			Unsatisfactory
2.	Quantum of output		
3.	Quality of output		
4.	Expression-writing and oral		
5.	Attendance		
6.	Ability to get along with others.		
7.	Responsibility		
8.	Reliability		

9. Capacity
10. Judgment
11. Constructive power
12. Job knowledge
13. Character and personality
14. Leave availed (No. of days and period)                      CL.                      EL.                      LWA.
15. Nature of Default/ irregularities committed if any:
  - 1) Whether it is desirable to terminate the service immediately
  - 2) Whether it is necessary to institute enquiry before terminating service
  - 3) Whether any other punishment would be adequate for the irregularity committed, if so what is the recommendation
16. Capacity for supervision (only Good/Average/Below Average for Supervisory staff)
17. Capacity to organise work (only Good/Average/Below Average for Supervisory staff)

Place:  
Date:

Signature and designation of the  
Reporting Authority

1. Impression on the performance and the responsibility

undertaken compared to expected standards.

2. Recommendations of the Unit Head/ Departmental Head for confirmation or otherwise with justification.

Place:  
Date:

Signature and designation of the  
Reporting Authority

### FORM 'F'

#### Karnataka State Road Transport Corporation REGISTER TO WATCH THE RECEIPT AND DISPOSAL OF APPRAISAL REPORTS

Sl. No.	Name of the Officer / Official to be reported upon	Designation	Due Date	Date of receipts	Date when sent to the next higher authority	Adverse remarks. If any, communicated on	Remarks
1	2	3	4	5	6	7	8

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Sd/-  
CHANDRAMOULESWARALINGAM  
Under Secretary to Government  
Food and Transport Department.