

SOUTH BENGAL STATE TRANSPORT CORPORATION
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)
DR. B.C.ROY AVENUE,DURGAPUR-1,PASCHIM BURDWAN
BELGHORLA DIVISION
5/5, B.T.ROAD, BELGHORIA,KOLKATA-700056

Memo No.: BDO/ 649(20) /SBSTC/2023

Date:04.10.2023

To
1-20)The Depot-In-Charge :Durgapur/Asansol/Burdwan/Bankura/
Rampurhat/Barnaporichay,Baharampur/Kalna/Suri/Belghoria/Howrah/
Haldia/Digha/Arambag/Falta/Midnapur/Purulia/Jhargram/Khirpai/
Bandwan/Manbazar

Sir/Madam,

Sub: Submission of Annual Performance Appraisal Report

In terms of the Circular issued vide memo number 83(44)/ SBSTC/2021 dated 17.4.2021 all the Head of the Departments/ Depot Managers/ Depot-in-Charges are directed to appraise the performance of their subordinates for each calendar year and submit the same to the respective Divisional managers by January of the following year.

In view of the above the undersigned is directed to again request all the Head of the Departments/ Depot Manager/ Depot-in-Charges to appraise the performance of the regular employees working under his control,for the years 2021-2022, 2022-2023 ,in the specified format, and arrange to submit the same to the respective Divisional managers by 30th October,2023. Annual Performance Appraisal Report may please be downloaded from the official website (www.sbstc.co.in) of the Corporation.

The Divisional Managers are requested to send the sealed envelop of the Annual performance Appraisal Report to the respective Administrative department for taking further action.

This is urgent.

Yours faithfully,


APO/Belghoria Division,
SBSTC

Memo No. BDO/649(20)/5/SBSTC/2023

Date:04.10.2023

Copy forwarded for information and necessary action to :

- 1) The Deputy Managing Director(Technical) , SBSTC, Durgapur,
- 2-3) The Divisional Manager, Durgapur/ Belghoria,4) The Divisional Manager (officiating), Jangal Mahal,5) The Sr. Administrative Officer, SBSTC


APO/Belghoria Division,
SBSTC

SOUTH BENGAL STATE TRANSPORT CORPORATION
DR. B.C.ROY AVENUE, DURGAPUR-713201



ANNUAL PERFORMANCE APPRAISAL REPORT

(Office / Maintenance/ Store/ Purchase/ Civil / EDP/ Traffic Section)

Part A

(To be filled in by the Employee / Appraise)

1. Name & Employee Code :
2. Designation :
3. Date of Birth [DD/MM/YY] :
4. Qualification :
- a) Academic :
- b) Tech / Professional Qualification :
5. Date of joining in present post :
6. Present place of posting :
7. Whether health is any constraint :
- is discharging his/her schedule job as assigned to the post
8. Any departmental proceeding :
- initiated or finalised within last three years

(Signature of the employee in full)

Part B

(To be filled in by the Appraiser)
(Performance of duties in present Post)

[Use tick (✓) mark]

Trait	Poor	Average	good	Very good	Outstanding
1. Job Knowledge					
2. Accuracy in the job					
3. Attitude to work					
4. Sense of responsibility					
5. Communication skill (Written & oral)					
6. Punctuality					
7. Conduct in inter-personal work & team-work					

Total Marks obtained:

(Poor-1; Average-2; Good-3; Very Good-4; Outstanding -5;)

General remarks:
.....
(including a statement of integrity and reliability and a note if any concerning special qualifications not included above)

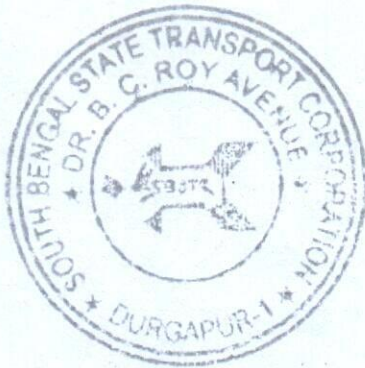
Date:

Signature
Sectional Head & Designation
(APPRAISER)

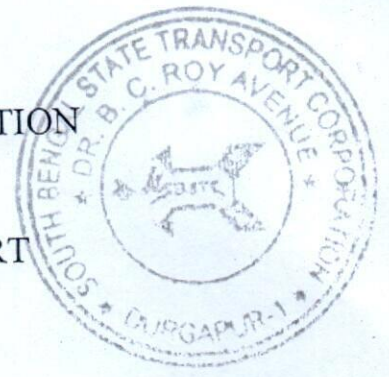
Remarks of counter-signing Officer:

Date:

Signature
(Controlling Officer & Designation)



SOUTH BENGAL STATE TRANSPORT CORPORATION
DR. B.C.ROY AVENUE, DURGAPUR-713201



ANNUAL PERFORMANCE APPRAISAL REPORT

(For Supervisors / Officers)

Part A

(To be filled in by the Employee / Appraise)

1. Name & Employee Code :
2. Designation :
3. Date of Birth [DD/MM/YY] :
4. Qualification :
- a) Academic :
- b) Tech / Professional Qualification :
5. Date of joining in present post :
6. Present place of posting :
7. Whether health is any constraint :
- is discharging his/her schedule job as :
- assigned to the post
8. Any departmental proceeding :
- initiated or finalised within last :
- three years

(Signature of the employee in full)

Part B

(To be filled in by the Appraiser)
(Performance of duties in present Post)

[Use tick (✓) mark]

Trait	Poor	Average	good	Very good	Outstanding
1. Job Knowledge					
2. Planning & Controlling					
3. Analytical Ability					
4. Decision making skill					
5. Creative Ability					
6. Initiative					
7. Accuracy					
8. Sense of responsibility					
9. Communication skill (Written & oral)					
10. Inter-personal relationship					

Total Marks obtained:

(Poor-1; Average-2; Good-3; Very Good-4; Outstanding-5;)

General remarks:

.....
(including a statement of integrity and reliability and a note if any concerning special qualifications not included above)

Date:

Signature
Certifying Officer & Designation

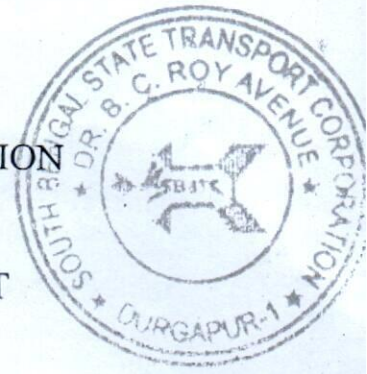
Remarks of counter-signing Officer:

Date:

Signature
(Head of the Corporation & Designation)



SOUTH BENGAL STATE TRANSPORT CORPORATION
DR. B.C.ROY AVENUE, DURGAPUR-713201



ANNUAL PERFORMANCE APPRAISAL REPORT
(Driver / Conductor)

Part A

(To be filled in by the Employee / Appraise)

1. Name & Employee Code :
2. Designation :
3. Date of Birth [DD/MM/YY] :
4. Qualification :
- a) Academic :
- b) Tech / Professional :
5. Date of joining in present post :
6. Present place of posting :
7. Whether health is any constraint :
- is discharging his/her schedule job
- as assigned to the post
8. Any departmental proceeding :
- initiated or finalised within last
- three years

(Signature of the employee in full)

Part B

(To be filled in by the Appraiser)
(Performance of duties in present grade)

[Use tick (✓) mark]

Trait	Poor	Average	good	Very good	Outstanding
1. Driving habits of driver					
2. Conduct with passengers of the conduct					
3. KMPL / EPKM (..... KM/Year)					
4. Kms covered					
5. Accuracy in the job					
6. Inter-personal relation					
7. Communication skill					
8. Sense of responsibility					
9. Punctuality					

Total Marks obtained:

(Poor-1; Average-2; Good-3; Very Good-4; Outstanding -5;)

General remarks:

.....
(including a statement of integrity and reliability and a note if any concerning special qualifications not included above)

Date:

Signature
Sectional Head & Designation
(APPRAISER)

Remarks of counter signing Officer:

Date:

Signature
(Controlling Officer & Designation)

