



OFFICE OF THE CHIEF DIRECTOR HRM&D

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ANNEXURE A1

NO.	WHAT TO CHECK ON A DOCUMENT FOR COMPLIANCE	YES	NO
1.	Is it a departmental approved excel composite score sheet template? Does the school's name, EMIS number, Circuit and District appear on E1?		
2.	Are the templates original? (NOT COPIES)		
3	Post level 4 D3		
4	Post level 3 C3		
5	Post level 2 B3		
6	Post level 1 A2		
7	Summary Annexure E1		
8	Is the correct annual appraisal period reflected on score sheet(October-December)		
9	Is the persal number the same on scoresheet and E1, correct with 8 digits?		
10	Is there school and district stamps on Post level 4 D3?		
11	Has the Circuit Manager signed on D3 and annexure E1?		
12	Are the development needs summarised on annexure E1?		
13	Do totals on the composite score sheet tally with annexure E1?		
14	Is there a list of non-evaluated educators below teachers on E1 with reasons?		
15	Do all SMT members and Senior/Chief Therapists have signed workplans for 2024		
16	Have the composite score sheets been signed by appraiser/appraisee/principal and resource person if available?		
17	Did all Educators conducted Mid Year Appraisals in 2024?		
18	Have score sheets of Therapists/ counsellors/ psychologists been included in schools with school-based therapists/ counsellors/ psychologists?		

SUBMITTED BY _____

RECEIVED BY _____