

**CHAUDHARY SARWAN KUMAR  
HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA  
PALAMPUR - 176 062**

**FORM OF CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF CLASS -  
IV STAFF OF CHAUDHARY SARWAN KUMAR HIMACHAL PRADESH KRISHI  
VISHVAVIDYALAYA**

<b>REPORT FOR THE YEAR/ PERIOD ENDING</b>		<b>:</b>	
<b>1. Name</b>	<b>:</b>		
<b>2. Post Held</b>	<b>:</b>		
<b>3. Age</b>	<b>:</b>		
<b>4. Present Pay Scale</b>	<b>:</b>		
<b>5. Education Qualification</b>	<b>:</b>		
<b>6. Branch Which/Officer to whom attached</b>	<b>:</b>		
<b>7. Date of present posting</b>	<b>:</b>		
<b>8. Conservations on</b>	<b>:</b>		
i) Intelligence	<b>:</b>		
ii) Amenability to discipline	<b>:</b>		
iii) Honesty and Integrity	<b>:</b>		
iv) Punctuality	<b>:</b>		
v) Devotion to duty	<b>:</b>		
<b>9. Is he/she fit for promotion?</b>	<b>:</b>		
<b>10. Are you prepared to retain him under you?</b>	<b>:</b>		
<b>11. Can he read and write Punjabi/Hindi/English</b>	<b>:</b>		
<b>12. Overall grading : OUTSTANDING or VERY GOOD or GOOD or FAIR or POOR</b>			

**Dated:**

**Signature of the Reporting Officer**

**Name in Block letters** \_\_\_\_\_

**Designation** \_\_\_\_\_