

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

**FORM OF CONFIDENTIAL REPORT SUPERINTENDENT (EC)/SENIOR
ASSISTANT/SENIOR CLERK**

BRANCH/DEPARTMENT : _____
REPORT FOR THE YEAR/ PERIOD ENDING : _____

1	Name	:	
2	Date of Birth	:	
3	Present grade	:	
4	Date of continuous appointment to the present grade	:	
5	Whether permanent or temporary	:	
6	Section(s) in which served during the year under report and period of service in each	:	
<u>ASSESSMENT BY THE REPORTING OFFICER</u> <u>(SUPERINTENDENT/SECTION OFFICER)</u>			
7	Reference and paging of notes and correspondence	:	
8	Keeping files and papers in tidy conditions	:	
9	Maintaining properly the Assistant's Diary and standing Guard Files	:	
10	Promptness and accuracy in disposing of work	:	
11	Intelligence, keenness and industry	:	
12	Knowledge of procedures and regulations	:	
13	Aptitude for particular types of work	:	
14	Skill in drafting	:	
15	Relation with fellow employees	:	
16	Amenability to discipline	:	
17	Punctual attendance	:	
18	Has he been responsible for any outstanding work during the year under report? If so, what?	:	
19	Has he been reprimanded for indifferent work or for other report? If so, give brief particulars	:	

20	Remarks as to defects in character, indebttness etc. which may militate against efficiency and suitability for particular types of work	
21	General assessment of good and bad qualities GRADING: ('POOR', or 'FAIR', or 'GOOD', or 'VERY GOOD', or 'OUTSTANDING')	:

Signature of the Reporting Officer

Name in Block letters: _____

Designation: _____

Remarks of the Reviewing Officer (Assistant Registrar or Corresponding Officer).

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated).

(I) Fitness for promotion to grade of Superintendent/Assistant

Signature of the Reviewing Officer

Name in Block letters

Designation

Signature of the Next Superior Officer
(With remarks, if any)
(Accepting Authority)

Name in Block letters

Designation

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