

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

CONFIDENTIAL REPORT OF OFFICERS

REPORT FOR THE PERIOD FROM: _____

- 1 Name & designation of the Officer : _____
- 2 Scale of pay of the post : _____
- 3 Since when working on this post : _____
- 4 Details of leave taken during the year : _____

PART-I

Brief resume of the work done to be given by the officer himself in not more than 100 words. : _____

**SIGNATURE OF THE OFFICER
WITH DATE**

PART-II

Remarks of the Reporting Authority/Reviewing authority:

- 1 Do you agree with the resume of the work given in Part-I above : _____
- 2 Personality : _____
- 3 Capacity of handle intricate problems, discipline & control : _____
- 4 Knowledge of rules and regulations : _____
- 5 Capacity to take independent quick & judicious decisions : _____
- 6 Relationship with other officers and staff : _____
- 7 Integrity : _____

8 Whether the officer was responsible for any outstanding work during the year, if so, the details thereof

: _____
: _____
: _____

9 General remarks/assessment about performance during the year under report. (If anything adverse has come to your notice, please specify it also)

: _____
: _____
: _____
: _____

**Signature of the Reporting Officer
(With Office Seal)
(Name in Block Letters _____)**

REMARKS OF THE REVIEWING AUTHORITY:

**Signature of the Reviewing Officer
Name in Block letters: _____
Designation: _____**

PART-III REMARKS OF THE ACCEPTING AUTHORITY:

Signature of the Accepting Officer

Name in Block letters