

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

Form of Confidential Report of Horticulture Supervisor, Jr. Scientific Assistant, Technical Assistant, Agri. Sub Inspector, Observers (Met.), Lab Assistant, Field Assistant, Data Entry Operator, Computer Operator.

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

1	Name & Designation	:	
2	Date of Birth	:	
3	Present Grade	:	
4	Date of Continuous appointment to the present post	:	
5	Section / Office (s) in which employed during the year under report and period of service in each department	:	
<u>ASSESSMENT BY THE REPORTING OFFICER</u>			
6	Particulars kind of class of work on which the individual was employed during the period under report	:	
7	Regularity and punctuality and Attendance	:	
8	Knowledge of the job in which employed and quality of work	:	
9	Contact and behaviour with the other employees and public	:	
10	Whether touring is systematic and adequate (for manual supervisors and Horticulture Supervisor)	:	
11	Brief mention of any outstanding notable work, if any, mention special recommendations	:	
12	Fitness for Promotion	:	
13	General assessment of integrity, character and temperament, including relations with others/fellow employees amenability and discipline etc.	:	
14	Grading: ('POOR', or 'FAIR', or 'GOOD', or 'VERY GOOD', or 'OUTSTANDING')		

**Signature of the Reporting Officer
(Name & Designation in Block Letters)**

Remarks of the Head of the Department

Signature of Accepting Authority