

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Confidential Report in respect of Staff of the University

Report for the year/period ending.....

Part – I : PERSONAL INFORMATION
(To be filled by Administration/ Establishment Section)

1. Name of the Officer
2. Post held
3. Date of Birth
4. Scale of Pay
5. Date of joining the University
with designation
6. Date of appointment to the
present post
7. Whether Pent./Temp./Contract
8. Current posting (Section)
9. Category - SC/ST/OBC/General
10. Qualification (s)
11. Addition of any qualification
during the period under review:

Part – II
ASSESSMENT OF REPORTING OFFICER

1. Length of service under Reporting Officer :
 - (i) During the period under Review
 - (ii) Total Duration
2. State of general health of the employee : V. Good/ Good/ Average/ Poor
3. General intelligence and keenness :
4. Is any technical knowledge required like operation of any equipment etc. for discharge of his/ her duties, (like P.C./ Typewriter/ Photocopier etc.) :
5. Does he/ she possess adequate knowledge to handle the equipment(s)
6. Please state briefly the nature and quantum of work done (during period under review) :
7. Quality of work :-
 - (i) Ability to understand the work
 - (ii) Capability to examine the assigned Work thoroughly
 - (iii) Perfectness in disposal of work
8. Level of knowledge of office procedures V. Good/ Good/ Adequate/ Poor
9. Amenability of discipline
10. Level of supervision required : Very little/ Reasonable/ Adequate/ Very frequent

11. Relation with fellow employees :
superiors and subordinates

12. Integrity : Certified/ Doubtful/ Can't say

(in case your response is doubtful / can't say, add a separate sheet explaining the situation)

13. Was the employee reprimanded for work :
or for other causes during the period under
report, if so please give particulars.

14. Has the employee done any outstanding :
or notable work meriting commendation ?
Briefly mention them.
(Add separate sheet, if space is inadequate)

15. (a) Is the officer reported upon suited for this particular job?

(b) Aptitude and potentials of the officer reported upon and
Suggestion for possible placement, lines of growth and
Development including training.

(c) Any adverse comments which you would like to be
Communicated to the official under report.

16. Suitability for promotion to next high grade :

17. Overall assessment with remarks, if any :

.....
(SIGNATURE OF REPORTING OFFICER)

Place
Date

Name :.....
Designation

PART – III : REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer
2. Does the Reviewing Officer agrees with Assessment of the Reporting Officer under Part-II of the proforma ? If no, then give the areas of disagreement.
3. Final Assessment:
 - i. Outstanding
 - ii. Very Good
 - iii. Good
 - iv. Average
 - v. Below Average

Signature of the Reviewing Officer

Name in the block letters

Designation

Date