UNIVERSITY OF KASHMIR, SRINAGAR

(FORM OF ANNUAL PERFORMANCE REPORT)

Department / Office :
Report for the Year / Period Jan - Dec :
Ending :
Part I: Personal Data (To be filled in by the Office)
1. Name of the officer / official :
2. Designation:
3. Contact No. Phone Mobileemail
4. Date of first Appointment in the University :
5. Date from which working on the present post :
6. (Leave other than Casual leave) if any availed of by the officer / official during the period:

Part II : Assessment by the initiating Officer
Please rate the abilities on the following attributes using the 10 points scale as below.
10 09 08 07 06 05 04 03 02 01
Very Good Very Poor
1. Not applicable to Class IV employee Control over Subordinates (★)
2. Integrity
3. Training / Courses attending, if any
4. Punishments awarded, if any.
5. State of Health.
6. a. Knowledge of statutes and regulations of the area of work in which engaged. (+)
b. Ability to apply the relevant statutes and regulations correctly. (+)
c. Knowledge of office procedure. (+)
d. Throughness and attention in detail.
e. Power of expression (on paper and in discussion). (+)
f. Quality of work.
♦ Not applicable to Class IV employee

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b). ₁	Power of understanding		egy II ble	to i
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c	d.	Sense of responsibility.			$\mathcal{A}^{(i)}$
E	e.	Punctuality in disposal of case	0	and is now.	11111
Í	f.	Judgement.	ryd or belill ad aft		
	g.	Initiative and drive.	and the second	to after their affice	
	h.	Deligence.		Court	<u> </u>
	i.	Professional Competence.	slidoM	Mo Frone	
	i. j.	Sincerity / commitment to wo	rk.	ers as hilografia	i lia
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•	a.	Subordinates (•		
	b.	Colleagues.	teaning prince 'le	oris y Common of	1. J.
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	C.	Superiors	nan pankama pinami		,
	d.	Public.	. 30 700 00	<u> </u>	
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