



# UNIVERSITY OF KASHMIR, SRINAGAR

## ( FORM OF ANNUAL PERFORMANCE REPORT )

Department / Office : \_\_\_\_\_

Report for the Year / Period Jan - Dec : \_\_\_\_\_

Ending : \_\_\_\_\_

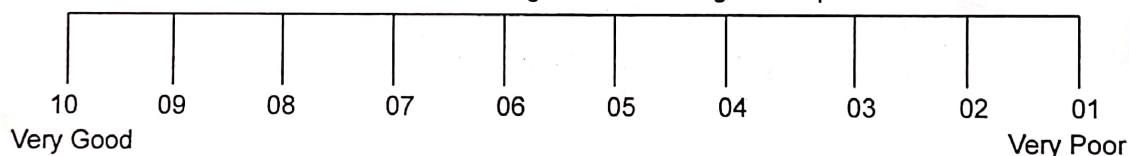
### Part I : Personal Data

(To be filled in by the Office)

1. Name of the officer / official : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Contact No. Phone \_\_\_\_\_ Mobile \_\_\_\_\_ email \_\_\_\_\_
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.



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. Thoroughness and attention in detail. ☐
  - e. Power of expression ( on paper and in discussion). (✦) ☐
  - f. Quality of work. ☐
- ✦ Not applicable to Class IV employee.

7. General assessment of officer / officials.

- a. Initiative
- b. Power of understanding
- c. Promptness in disposal of case.
- d. Sense of responsibility.
- e. Punctuality in disposal of case
- f. Judgement.
- g. Initiative and drive.
- h. Diligence.
- i. Professional Competence.
- j. Sincerity / commitment to work.
- k. Integrity.

## 8. Relation with

- a. Subordinates (✦)
- b. Colleagues.
- c. Superiors
- d. Public.

9. comments on official's / officer's / work conduct attitude & performance

10. Over-all rating : \_\_\_\_\_

Dated:-

**Seal & Signature of Initiating Officer**  
**Designation**

## Part III

11. Remarks of the reviewing Authority

Dated:-

Seal & Signature  
Designation

## Part IV

## 12. Declaration of the accepting Authority

Dated:-

Seal & Signature  
Designation