



UNIVERSITY OF KASHMIR, SRINAGAR

(FORM OF ANNUAL PERFORMANCE REPORT)

Department / Office : _____

Report for the Year / Period Jan - Dec : _____

Ending : _____

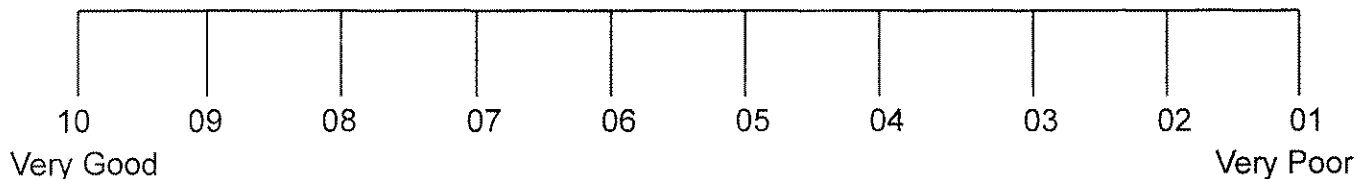
Part I : Personal Data

(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. | (✦) | <input type="checkbox"/> |
| 2. | Integrity | | <input type="checkbox"/> |
| 3. | Training / Courses attending, if any | | <input type="checkbox"/> |
| 4. | Punishments awarded, if any. | | <input type="checkbox"/> |
| 5. | State of Health. | | <input type="checkbox"/> |
| 6. | a. | Knowledge of statutes and regulations of the area of work in which engaged. | (✦) <input type="checkbox"/> |
| | b. | Ability to apply the relevant statutes and regulations correctly. | (✦) <input type="checkbox"/> |
| | c. | Knowledge of office procedure. | (✦) <input type="checkbox"/> |
| | d. | Thoroughness and attention in detail. | <input type="checkbox"/> |
| | e. | Power of expression (on paper and in discussion). | (✦) <input type="checkbox"/> |
| | f. | Quality of work. | <input type="checkbox"/> |

✦ Not applicable to Class IV employee.

7. General assessment of officer / officials.

- a. Intelligence
- 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**