



GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)

ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF OFFICIALS/OFFICERS (Other than Group-D) FOR THE YEAR-_____

(Period from _____)

Note :-

1. Reporting officer(s) shall fill this form carefully. No column is to be left blank. In columns which are not relevant, may write 'Not Applicable'
2. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.
3. No advisory remarks are to be entered in this Report.
4. There must be consistency, as far as possible, in overall assessment and remarks/assessment in various columns.
5. Column No.1 to 5 are to be filled in by the office.

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1. Name :
 2. Designation :
 3. Scale of Pay :
 4. Actual Pay :
 5. Department/Branch :
 6. Industry :
 7. Handwriting and Neatness :
 8. Punctuality and Regularity :
 9. Reputation for Honesty:
 10. Capacity for Work and Intelligence:
 11. Acquaintance with Rules and Order :
 12. Whether the Officer/Official deliver the service or dispose of the case in a given time frame?
(Reply in 'Yes' of 'No') :
 13. Knowledge and Skill in dealing with Accounts Matter :
 14. Proficiency in Typewriting and Shorthand :
 15. Capacity for working with others:
 16. Power of Management and Control :

(Applicable in respect of Supervisory Staff Only)

17. Defects, if any, pointed out :

(i) Orally :

(ii) in writing :

18. Punishments awarded, if any :

19. Whether the Officer/Official remains at Headquarter or not :

20. Fitness for promotion :

21. General Remarks, or some special trait, if any. :

22. Overall assessment/grading :

(Outstanding/Excellent, Very Good, Good, Average or Below Average)

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Sign. of 1st Reporting Officer

With date & Stamp

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Sign. Of 2nd Reporting Officer

With date & Stamp

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Sign. of 3rd Reporting Officer

With date & Stamp

Remarks, if any of Accepting Authority.....

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Sign. of Accepting Authority

with Designation and date

Note :- 'Average' and 'Below Average' will be treated as an 'adverse' even if the report does not contain any other adverse entry, and these will be conveyed to the officials concerned as adverse remarks.



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(A State University Established under Haryana Act 17 of 2017)

ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF GROUP-D FOR THE YEAR-_____

(Period from _____ to _____)

Reporting Officer shall fill this form carefully. Any special remarks for which a place cannot be found, or which are required to be made before the next year's report is filled, can be entered on the back of the form. There must be consistency as far as possible in overall assessment and remarks/assessment under various columns.

1. Name :
2. Designation :
3. Scale of Pay :
4. Actual Pay :
5. Department/Branch :
6. Industry :
7. Punctuality and Regularity :
8. Reputation for Honesty:
9. Capacity for work :
10. Quickness in performing the duties assigned:
11. Capacity for working with others:
12. Defects, if any, pointed out :
 - (i) Orally :
 - (ii) in writing :
13. Fitness for promotion :

14. General Remarks, or some special trait, if any. :

15. Overall assessment/grading :

(Outstanding/Excellent, Very Good, Good, Average or Below Average)

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Sign. of 1st Reporting Officer

With date & Stamp

.....

Sign. Of 2nd Reporting Officer

With date & Stamp

.....

Sign. of 3rd Reporting Officer

With date & Stamp

Remarks, if any of Accepting Authority.....

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Sign. of Accepting Authority

with Designation and date

Note :- 'Average' and 'Below Average' will be treated as an 'adverse' even if the report does not contain any other adverse entry, and these will be conveyed to the officials concerned as adverse remarks.