

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Confidential Report in respect of Officers 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 – III : ASSESSMENT OF REPORTING OFFICER

Length of service under Reporting Officer :

- (i) During the period under review
- (ii) Total duration

2. (a) General comments on the results achieved and the quality of performance and application of knowledge: delegated authority, conceptual and professional skills on the job (Keeping in view the work reported by the Officer under Part-II: Self Resume)

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(b) Areas of disagreement (if any) giving reasons

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3. Comment clearly and in unambiguous terms on the following attributes of the officer in relation to his/her performance. (Give scores)

Outstanding	Very Good		Good		Average			Below Average		
Upto 10	9	8	7	6	5	4	3	2	1	0

- (i) Commitment to the task assigned:
- (ii) Devotion to duty:
- (iii) Capacity to get work done:
(Managerial capacity)
- (iv) Relations with his/her colleagues,
superiors & subordinates) :

(v) Intellectual honesty:

(vi) Creativity & Innovative qualities:

4. Integrity: Certified/Doubtful/Can't say
(In case your response is doubtful/can't say, add a separate note explaining situation)

5. Has the Officer been reprimanded for
Indifferent work or for other causes.
If so, please give brief particulars

6. (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.
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(c) Any adverse comments which you
Would like to be communicated to
the official under report.

7. Suitability for promotion to next higher grade:

8. Overall assessment with remarks, if any:
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Signature of the Reporting Officer

Name in block letters

Designation

Date

PART – IV : REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

Does the Reviewing Officer agrees with the remarks of the Reporting Officer recorded in Part III of the performa? If no, then kindly give areas of disagreement (if any)

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2. Final Assessment:
(Kindly encircle and write in your own handwriting also)

- i. Outstanding
- ii. Very Good
- iii. Good
- iv. Average
- v. Below Average

Signature of the Reviewing Officer

Name in the block letters

Designation

Date