



CENTRAL UNIVERSITY OF KARNATAKA

CENTRAL UNIVERSITY OF KARNATAKA, GULBARGA

CONFIDENTIAL REPORT
OF

NAME :

DESIGNATION :

FROM :

FORM OF CONFIDENTIAL REPORT OF
NON-TEACHING STAFF

Report for the year/period from

PART-I
PERSONAL DATA

(To be filled in by the Administrative Section concerned of the Office)

1. Name of the Official :
(in capital letters)
2. Designation/Post held :
3. Date of Birth :
4. Whether the Official belongs to
Scheduled Caste/Scheduled Tribe? :
5. Date of continuous appointment to
the present grade viz. :
6. Whether permanent/temporary/officiating :
7. Section(s) in which served during :

the period under report
8. Period of absence from duty on
leave, training etc. during the year/period :

PART-II

SELF APPRAISAL

(To be filled in by the Official Reported upon)

1. Brief description of duties:

2. **Brief resume of the work done by you during the year/period from _____ bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons.**

(The resume is to be furnished within the space provided, limited to 100 words and is required to signed)

Date:

(Signature)

PART-III

ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Do you agree with the statement made in Part-II?
If not, the extent of disagreement and reasons therefore _____

_____.
2. State of Health _____
3. General intelligence and keenness to learn _____
4. Standard of maintenance of registers and other documents assigned to him/her and promptness to closing submission of registers and returns _____

_____.
5. Knowledge of office procedure _____
6. Knowledge of Rules, Regulations and Instructions in general and with particular reference to the work allotted to him _____
_____.
7. Quality of the work
 - (a) Ability to apply the relevant Rules and Regulations correctly _____
 - (b) Capacity of examining cases thoroughly _____
 - (c) Quality of Noting and Drafting _____
 - (d) Promptness in Disposal of work _____
8. Amenability of discipline _____
9. Punctuality in attendance _____
10. Relation with fellow employees, public relation (*wherever applicable*)

_____.

11. Integrity (Please see Note below instructions) _____

12 Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, Please give particulars.

13 Has the official done any outstanding or notable work meriting commendations? Briefly mention them.

14. Grading
(Outstanding/Very good/Good/Average/Below average)
(An official should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the Reporting Officer : _____

Name in Block Letters : _____

Designation : _____
(during the period of report)

Place: _____

Date: _____

Part – IV

REMARKS OF REVIEWING OFFICER

1. Length of the service under the Reviewing Officer.....

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2. Are you satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

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3. Do you agree with the assessment of the Official given by the Report Officer? (In case of disagreement, please specify the reasons)

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Is there anything you wish to modify or add?

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4. In the Official reported upon is a member of Scheduled Caste/ Scheduled Tribe. Please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Official has been fair and just.

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5. General Remarks with specific comments about the meritorious work of the Official including the grading.

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6. Has the official any special characteristics, and/or any abilities, which justify his/her selection for special assignment or/out of turn promotion? If so, specify.

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Signature of the Reviewing Officer

Name of Block Letter

Designation during the period of report

Place :

Date :