

**SANATAN DHARMA COLLEGE, AMBALA CANTT**

ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF NON-TEACHING STAFF WORKING IN THE NON-GOVT. AFFILIATED COLLEGES FOR THE YEAR- \_\_\_\_\_

REPORTING OFFICERS SHALL FILL THIS FORM CAREFULLY. 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.

1.	Name	
2.	Designation	
3.	Category of Official (Class II/Class III/ Class IV)	
4.	Date of Birth	
5.	Date of Appointment	
6.	Nature of Appointment (Regular/Temporary/Contractual)	
7.	Scale of Pay	
8.	Actual Pay (as on _____)	
9.	Industry (Hardworking/Lazy/Ignorant)	
10.	Handwriting and Neatness (V.Good/Good/Poor)	
11.	Punctuality and Regularity (Punctual & Regular/Not Punctual/Irregular)	
12.	Reputation for Honesty (Honest/Dishonest)	
13.	Capacity for work and Intelligence (High Potential/Average Potential/ Low- potential) (High IQ/Average IQ/ Low IQ)	
14.	Acquaintance with Rules and orders (V.Good/Good/ Average/Poor)	
15.	Knowledge and skill in dealing with Accounts matters (V.Good/ Good/Average/ Poor/ N/A)	
16.	Quickness in disposal of business (Very quick & efficient/Slow/Inefficient)	
17.	Proficiency in Typewriting and Shorthand (Excellent/V.Good/Good/Poor/N/A)	
18.	Capacity for working with others (Good/Average/Poor)	
19.	Integrity (High/Average/Low)	
20.	Defects, if any, pointed out Orally ..... In writing .....	
21.	Fitness for Promotion (Fit/Unfit)	
22.	General Remarks	
23.	Overall Assessment (Excellent/V.Good/Good/Average/Below Average)	

.....  
Signature of Employee

.....  
Signature and Date of  
Reporting Officer with Designation

1. I endorse the above remarks.
2. I generally agree with the above views subject to the observation given below.
3. I do not agree with the above remark in column ..... due to following observation/ reason:

Observation: .....

.....

Signature and Date of  
Reviewing Authority with Designation

P.T.O.

The Annual Confidential Reports of the different employees shall be written and reviewed as under :-

<i>Sr. No.</i>	<i>Designation</i>	<i>Reporting authority</i>	<i>Reviewing Authority</i>
(i)	<b>Supdt./Head Clerk, Stenographer</b>	Principal	President, Governing Body
(ii)	<b>Library Staff</b> Asstt. Librarian, Restorer, Lib. Attendant	Librarian	Principal
(iii)	<b>Laboratory Staff</b> Lab. Attendant/ Assistant	Head of the concerned Department	Principal
(iv)	<b>Office Staff</b> Clerks, Class-IV employees e.g. Chowkidars, Sweepers etc. attached with the office	Supdt./ Head Clerk	Principal
(v)	<b>Type-writing Instructor</b>	Head of the Dept. (Com.)	Principal