



**Dr. Yashwant Singh Parmar University of Horticulture and Forestry,**  
**Nauni (Solan) -173230, Himachal Pradesh**  
**“Office of the Registrar, General Administrative Branch”**  
☎ 01792-252219, E-mail: [registrar@vspuniversity.ac.in](mailto:registrar@vspuniversity.ac.in)

No. UHF/Regr/GA/5-252/2023/- 23/69-214

Dated: 16-10-2023

To

The Professor Incharge  
Computer and Instrumentation Centre  
UHF, Nauni (Solan).

**Subject: Uploading of Annual Performance Appraisal Reports on the University website.**

Sir,

In continuation of this office letter No. UHF/Regr/GA/5-252/2023/18499 dated 20.09.2023 on the above cited subject and to enclose herewith the proformas of Annual Performance Appraisal Report in respect of following categories for uploading the same on the University website:-

Sr. No.	Category	Page Nos.
1.	Teachers	1 to 7
2.	Principal Farm Manager/Farm Manager	8 to 11
3.	Secretary to Vice Chancellor	12
<b>Ministerial Staff</b>		
4.	Clerk/Senior Clerk/Jr. Asstt.	13 to 15
5.	Senior Assistant/Superintendent (EC)	16 to 18
6.	JOA (IT)	19 to 21
7.	Superintendent	22 to 26
8.	Section Officer	27 to 31
9.	Assistant Registrar/Deputy Registrar	32 to 36
<b>Personal Staff</b>		
10.	Senior /Jr. Scale Stenographer/ Personal Assistant	37 to 39
<b>Engineering Staff</b>		
11.	Executive Engineer	40 to 44
12.	Assistant Engineer	45 to 48
13.	Senior Architect/Architect/Assistant Architect/Senior Draughtman/Head Draughtman	49 to 52
14.	Junior Engineer (Civil/Mech./Elec.)	53 to 55
15.	Draughtsman /Jr. Draughtman	56 to 57
<b>Technical Staff</b>		
16.	Technical Assistant/Laboratory Attendant/Junior Technician & Field Assistant	58

*(Signature)*

P.T.O.

Misc./class IV employees/B & C Technical employees		
17.	Drivers	59 to 60
18.	Class IV	61
19.	Grade B&C Technical Employees	62

Yours faithfully,

DA: As above

  
(Navender Kumar), HPAS  
Registrar

Endst. No. Even/- 23/69-214

Dated: 16-10-2023

**Copy of the above along with its enclosures is forwarded to the following with request to submit the APARs of staff/employees working under their control strictly on the prescribed format from next year onwards.**

1. All the Statutory Officers, UHF, Nauni (Solan).
2. The Dean, College of Horticulture and Forestry, Neri (Hamirpur)/Thunag (Mandi).
3. All the Head of the Departments, College of Horticulture/Forestry, UHF, Nauni (Solan).
4. All the Associate Directors/Incharge, Outstations/KVKs, UHF.
5. The Secretary to Vice Chancellor, UHF, Nauni (Solan).
6. The Personal Assistant to Registrar, UHF, Nauni (Solan).

  
Registrar

ANNUAL PERFORMANCE APPRAISAL REPORT OF TEACHERS FOR THE YEAR \_\_\_\_\_  
( JULY \_\_\_\_\_ TO JUNE \_\_\_\_\_)

**PART-I (PERSONAL DATA)**  
(TO BE FILLED BY THE HEAD OF DEPARTMENT)

1. Name:
2. Designation(s) duration and place(s)  
of posting during the year :
3. Nature of duties:  
(Teaching, Research and Extension)      Major      Minor
4. Period of absence from duty on  
Leave/ training/health reasons  
etc. except casual leave :

**Signature**

**PART-II**

TO BE FILLED BY THE TEACHER HIMSELF/HERSELF

- A.
1. Additional qualifications/training  
acquired in India or abroad
  - 2.Membership of professional  
societies /Journals/ offices held
  - 3.What were the priority areas of your work  
during the year (teaching, research, extension,  
administration, consultancy etc., starting  
with the highest)
    - i.
    - ii.
    - iii.
    - iv.

**B. Professional Accomplishments:****(A) TEACHING**

1. Teaching assignments during the year (including compulsory tours) – Mention theory or practical

**Undergraduate:**

Semester	Courses taught		Contact Hour(s)	No .of Students registered	Name(s) of teacher(s) if taught jointly	Advisory work contact hours
	Course No.	Credit hour(s)				
I.						
II.						

**Postgraduate:**

Semester	Courses taught		Contact Hour(s)	No. of students registered	Name(s) of teacher(s) if taught jointly	Advisory work contact hours
	Course No.	Credit hour(s)				
I.						
II.						

2. Thesis completed under your supervision (give title of the thesis and name of the students whether M.Sc. or Ph.D. including publications):

Sr. No.	Programme	Name of the student (s)	Title of thesis	No. of publications/ submitted publications
1.	M.Sc./MBA			
2.	Ph.D.			

3. Number of post-graduate students presently working with you:

Continuing  
from previous  
Year

Allotted  
during the  
year

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M.Sc.

Ph.D.

4. Number of the students' advisory / technical committees (give number)
- |       | Continuing<br>from previous<br>year | Allotted<br>during the<br>year |
|-------|-------------------------------------|--------------------------------|
| B.Sc. | -----                               | -----                          |
| M.Sc. |                                     |                                |
| Ph.D. |                                     |                                |
5. Internal/External Evaluation Works/Paper Setting/Exam/ Thesis Evaluation/Viva voce exam.
6. Details of Laboratory Development/ Course development/new teaching Innovations/aids etc
7. Any other teaching activity not covered above:

## (B) RESEARCH

- Field of research including the sub-discipline\*
- Research projects in operation:

Sr.No.	Title of the Project	PI or Co-PI	Funding Source	Budget (Lakhs)	Year of Start and duration

- Research contributions (new recommendations, publications, innovations patents, etc.)
  - List of Publications giving authors, title, year, journal alongwith NAAS rating
  - New findings/recommendations
  - Inventions/Innovations/Patents

- iv) Editor of Journals/Review of Research Papers/Projects:
- v) How many adhoc and other projects submitted for financial assistance to outside agencies and number of sanctioned projects including total amount sanctioned during the year
- vi) Any other research activity not covered above:

**NOTE: ATTACH SEPARATE SHEET, IF NECESSARY**

**(C) EXTENSION EDUCATION:**

1. Extension Education Assignments (Mention the Nature of duties)
2. Extension projects in operation:

Sr.No.	Title of the project	PI or CO-PI	Funding Source	Budget (Lakhs)	Year of Start and duration

3. Trainings organized:

Sr.No.	Name of programme	Period	
		From	To

4. Hours of lectures delivered in specialized extension programmes including the farmers' camps, demonstrations/Kisan Melas etc.

Name of the programme and the place	Period		No. of lectures delivered	No. of trainees/ participants
	From	To		

5. Radio/TV talks:
6. Other extension education activities(adaptive trials,  
Demonstration at Farmers field, national demonstrations):
7. Extension publications:  
List of extension publications /Popular  
articles/others (giving author,  
year, title, bulletin/magazine)
8. Any other activity not covered above:

**(D) MISCELLANEOUS ACTIVITIES:**  
(Administration, specialist committees/  
other professional activities/other assignments etc.)

**(E) SALIENT ACHIEVEMENTS:**  
(Giving suggestions for enhancing his/her efficiency and meeting professional needs)

(F) RECOMMENDATION(S) INCLUDED IN THE PACKAGE OF PRACTICES (IF ANY DURING PRECEDING YEAR)

(G) PLEASE INDICATE PREFERENCE FOR FUTURE RESPONSIBILITIES EITHER IN THE CURRENT JOB OR IN OTHER POSITION

**Dated:**

**Signature**



### **PART-III**

A(I) COMMENTS AND SUGGESTIONS OF THE IMMEDIATE SENIOR / PRINCIPAL INVESTIGATOR / PROJECT LEADER / STATION INCHARGE IN RESPECT OF PROJECTS BELONGING TO ICAR /OTHER OUTSIDE AGENCIES WHO HAS OBSERVED THE WORK OF THE TEACHER CONCERNED FOR A MINIMUM PERIOD OF SIX MONTHS.

A(II) COMMENTS AND SUGGSSTIONS OF THE DEAN STUDENTS' WELFARE IN CASE OF TEACHER/SCIENTIST DISCHARGING THE DUTIES OF HOSTEL WARDEN AS WELL AS INCHARGE OF NCC & NSS FOR A MNIMUM PERIOD OF SIX MONTHS.

(B) COMMENTS AND SUGGESTIONS OF THE HEAD OF DEPARTMENT (WITH OVERALL GRADING/RATING i.e. "OUTSTANDING", "VERY GOOD", "GOOD", "FAIR", "POOR", WITH JUSTIFICATION).

1. Punctuality:
2. Perfection:
3. Promptness in disposal of work:
4. Willingness to own responsibility:
5. Any other extra ordinary quality:

(C) COMMENTS AND SUGGESTIONS OF THE REVIEWING AUTHROTIES (THE WORK DONE BY PROFESSOR OR EQUIVALENT WILL BE JOINTLY REVIEWD BY A COMMITTEE COMPRISING DEAN OF THE COLLEGE CONCERNED, DIRECTOR OF RESEARCH, DIRECTOR OF EXTENSION EDUCATION, DEAN STUDENTS' WELFARE WITH OVERALL GRADING/RATING i.e. "OUTSTANDING", "VERY GOOD", "GOOD", "FAIR", "POOR")

A + B + C ABOVE: ADVERSE REMARKS, IF ANY (TO BE SUBSTANTIATED)

(D) COMMENTS OF ACCEPTING AUTHORITY

DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY,  
NAUNI (SOLAN) – 173230.

Annual Performance Appraisal Report of Principal Farm Manager

Department / Office of \_\_\_\_\_

Report for the year / period ending \_\_\_\_\_

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**PART-I – PERSONAL DATA**

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

- 1) Name of officer & designation:
- 2) Nature of duties:
- 3) Period of absence from duty, on leave /training/health etc.  
Except Casual Leave during the year/period:

Signature with stamp

**PART-II**

( To be filled by the Principal Farm Manager/Farm Manager reported upon)

Brief resume of the work done by the Principal Farm Manager/Farm Manager Reported upon during the period from \_\_\_\_\_ to \_\_\_\_\_ mention any special achievements during the period not exceeding 300 words).

Signature

Name: \_\_\_\_\_

Designation \_\_\_\_\_

### **PART-III – ASSESSMENT BY REPORTING OFFICER**

- 1) Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, mentioned by the officer? If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
- 2) State of health:
- 3) Amenability to discipline:
- 4) Punctuality:
- 5) General assessment of integrity,  
Character and temperament  
(If anything adverse has come to your notice, please specify):
- 6) Professional knowledge and skill about  
Farm procedures, rules and regulations:
- 7) Co-ordination, relationship with  
Colleagues and other staff
- 8) Management / supervision ability:
- 9) Readiness to accept  
Responsibility:
- 10) Application of technical knowledge  
in field and practical approach:
- 11) Initiative and promptness in taking  
Decisions and execution of work:
- 12) Capacity to lay out trials, gathering  
information for technical/annual reports,  
disposal of letters, maintenance of record(s) etc.:
- 13) Any other observation or point of :  
Special significance (to be specified) in  
relation to the work on which employed:

14) General Assessment

Nothing has come to my knowledge which  
Casts any reflection on the Integrity of  
Dr/ Shri/Smt \_\_\_\_\_  
His/her general reputation for honesty is  
Good/Not Good and I certify his integrity.

15) Over-all Grade: : (Outstanding / Very Good / Good / Fair / Poor)

Signature

Name in block letters \_\_\_\_\_

Designation \_\_\_\_\_ .

**PART-IV – REMARKS OF THE REVIEWING OFFICER**

- 1.. Do you agree with the remarks of the Reporting Officer in regard to his grading on the resume of the work done by the officer as contained in Part-II of the Report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.
- .2. Overall assessment :

Signature

Name in Block letter \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**V –COMMENTS OF ACCEPTING AUTHORITY**

**DR. YASHWANT SINGH PARMAR UNIVERISTY OF HORTICULTURE & FORESTRY,  
NAUNI (SOLAN)**

**CONFIDENTIAL REPORT OF OFFICERS**

(Note:- The report should comment generally on the way in which the officer has carried out his various duties during the year and should given an estimate of his personality, character and abilities, making particular mention of his capacity to maintain discipline among the staff, the handle different cases and to ensure smooth and efficient running of the office).

**Report for the period from:**

**Name of the officer:**

**How employed during the  
Year under report:**

**General remarks about his performance  
During the year under report:**

**Grading:**  
(Outstanding, Very Good, Good,  
Fair or Poor)

**Assessment of integrity:**  
(If anything adverse has come to your  
Notice, please specify it also):

**Signature of the Reporting officer**  
**Name in Block Letters:** \_\_\_\_\_  
**Designation** \_\_\_\_\_

**Dr. YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) -173230 (HP)**

FORM OF CONFIDENTIAL REPORT OF **CLERK**/SENIOR CLERK/ JUNIOR ASSISTANT  
***Office /Department***\_\_\_\_\_

Report for the year/period during: \_\_\_\_\_ to \_\_\_\_\_

**PART-I PERSONAL DATA**

1.	Name of Official	
2.	Date of birth	
3.	Date of continuous appointment to the present grade	
4.	Whether permanent/temporary	
5.	Section(s) in which served during the year/period under report and the period of service in each	
6.	Period of absence from duty on leave, training etc., during the year / period under report.	

**PART-II**

Brief statement of the work handled by the official during the year/period under report. <i>(To be filled by the Reporting Officer)</i>	
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**PART-III-ASSESSMENT BY REPORTING OFFICER**

7.	State of Health	
8.	General intelligence and keenness to learn.	

*Note: The assessment under columns 9 to 11 below should not be indicated by tick marking but should be expressed clearly in suitable words.*

9.	<b>Proficiency in typing:</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	

**Note:** Proficiency should be assessed in respect of both speed and accuracy:

10.	<b>Proficiency in his work viz., maintenance of prescribed registers and charts, etc. :</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Poor	

*Continued on page no. 2.....*

<b>11.</b>	<b>Industrious and keenness :</b>	
	(a) Puts in hard work and keen to do his job thoroughly	
	(b) Pay adequate attention to do his job satisfactorily.	
	(c) Is indifferent and required prompting and constant supervision to ensure completion of his work	

<b>12.</b>	Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts.	
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<b>13.</b>	<b>Promptness in disposal of work:</b>	
	(a) Very prompt	
	(b) Reasonably prompt	
	(c) Is slow and tends delay	

<b>14.</b>	<b>Amenability to discipline :</b>	
<b>15.</b>	<b>Punctuality in attendance :</b>	
<b>16.</b>	<b>Relations with fellow employees :</b>	
<b>17.</b>	<b>Integrity :</b>	<p><i>"Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt. _____</i></p> <p><i>His general reputation for honesty is good and I certify his integrity".</i></p>

<b>18.</b>	Has the official been reprimanded for Indifferent work or for other causes during the period under report? If so, please give brief particulars.	
<b>19.</b>	Has the official done any outstanding or notable work meriting commendation? Briefly mention them.	



<b>CATEGORISATION/GRADING:</b> Over all grading: ( <i>Outstanding/Very Good/Good/Fair/Poor</i> )	
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Signature of Reporting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART-IV- REMARKS OF THE REVIEWING OFFICER**

<b>20.</b>	Length of service under the Reviewing Officer	
<b>21.</b>	Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the reporting officer, please mention them. You may also sum up your view here.	
<b>22.</b>	Has the official any special characteristics and /or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	

Signature of Reviewing Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART -V-SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

Signature of Accepting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**Dr. YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) -173230 (HP)**

**FORM OF CONFIDENTIAL REPORT OF SENIOR ASSISTANT / SUPERINTENDENT (EX-CADRE)  
*Office/Department* \_\_\_\_\_.**

Report for the year/period during: \_\_\_\_\_ to \_\_\_\_\_

**PART-I PERSONAL DATA**

1.	Name of Official	
2.	Date of birth	
3.	Designation/post held	
4.	Date of continuous appointment to the present grade	
5.	Whether permanent/temporary	
6.	Section(s) in which served during the year/period under report and the period of service in each	
7.	Period of absence from duty on leave, training etc., during the year / period under report.	

**PART-II (To be filled by the Reporting Officer)**

<p>Brief statement of the work handled by the official during the year/period under report.</p> <p>Note: This should indicate whether the Official reported upon is employed on task involving initiative judgment or application of knowledge of rules and regulations or professional techniques or on tasks of a simple nature and routine character.</p>	
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**PART-III-ASSESSMENT BY REPORTING OFFICER**

8.	State of Health	
9.	General intelligence and keenness to learn.	

*Note: The assessment under columns 10 to 13 below should not be indicated by tick marking but should be expressed clearly in suitable words.*

10.	<b>Attention to routine aspects of work such as proper maintenance of Assistants diary, guard files, recording, indexing and weeding of files:</b>	
	(a) Pays adequate attention to all these aspects.	
	(b) Is indifferent to these aspects.	
	(c) Has to be constantly prompted and supervised.	

*Continued on page no. 2 .....*

<b>11.</b>	<b>Knowledge of office procedure:</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	
<b>12.</b>	<b>Knowledge of rules regulations and instructions in general and with particular reference to the work allotted to him:</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	
<b>13.</b>	<b>Quality of work:</b>	
	<b>i) Ability to apply the relevant rules and regulations correctly.</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	
	<b>ii) Capacity for examining cases thoroughly and comprehensively.</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	
	<b>iii) Ability of noting and drafting.</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	
	<b>iv) Promptness in disposal of work.</b>	
	(a) Very prompt	
	(b) Reasonably prompt	
	(c) Is slow and tends to delay	
<b>14.</b>	<b>Amenability to discipline :</b>	
<b>15.</b>	<b>Punctuality in attendance :</b>	
<b>16.</b>	<b>Relations with fellow employees :</b>	
<b>17.</b>	<b>Integrity :</b>	<p><i>“Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt._____</i></p> <p><i>His general reputation for honesty is good and I certify his integrity”.</i></p>

18.	Has the official been reprimanded for Indifferent work or for other causes during the period under report? If so, please give brief particulars.	
19.	Has the official done any outstanding or notable work meriting commendation? Briefly mention them.	

<b>CATEGORISATION/GRADING:</b> Over all grading: ( <i>Outstanding/Very Good/Good/Fair/Poor</i> )	
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20.	Whether the official takes interest in working in official Hindi language.	
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Signature of Reporting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART-IV- REMARKS OF THE REVIEWING OFFICER**

21.	Length of service under the Reviewing Officer	
22.	Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the reporting officer, please mention them. You may also sum up your view here.	
23.	Has the official any special characteristics and /or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	

Signature of Reviewing Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART -V-SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

Signature of Accepting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**Dr. YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) -173230 (HP)**

FORM OF CONFIDENTIAL REPORT OF **JUNIOR OFFICE ASSISTANT (IT)**  
“Office/Department \_\_\_\_\_”

Report for the year/period during: \_\_\_\_\_ to \_\_\_\_\_

**PART-I PERSONAL DATA**

1.	Name of Official	
2.	Date of birth	
3.	Date of continuous appointment to the present grade	
4.	Whether permanent/temporary	
5.	Section(s) in which served during the year/period under report and the period of service in each	
6.	Period of absence from duty on leave, training etc., during the year / period under report.	

**PART-II**

Brief statement of the work handled by the official during the year/period under report. (To be filled by the Reporting Officer)	
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**PART-III-ASSESSMENT BY REPORTING OFFICER**

7.	State of Health	
8.	General intelligence and keenness to learn.	

*Note: The assessment under columns 9 to 11 below should not be indicated by tick marking but should be expressed clearly in suitable words.*

9.	<b>Proficiency in typing:</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Average	
	(e) Poor	

Note: Proficiency should be assessed in respect of both speed and accuracy:

10.	<b>Proficiency in his work viz., maintenance of prescribed registers and charts, etc. :</b>	
	(a) Excellent	
	(b) Very Good	
	(c) Good	
	(d) Poor	

*Continued on page no. 2 .....*

<b>11.</b>	<b>Industrious and keenness :</b>	
	(a) Puts in hard work and keen to do his job thoroughly	
	(b) Pay adequate attention to do his job satisfactorily.	
	(c) Is indifferent and required prompting and constant supervision to ensure completion of his work	

<b>12.</b>	Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts.	
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<b>13.</b>	<b>Promptness in disposal of work:</b>	
	(a) Very prompt	
	(b) Reasonably prompt	
	(c) Is slow and tends delay	

<b>14.</b>	<b>Amenability to discipline :</b>	
<b>15.</b>	<b>Punctuality in attendance :</b>	
<b>16.</b>	<b>Relations with fellow employees :</b>	
<b>17.</b>	<b>Integrity :</b>	<p><i>"Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt. _____</i></p> <p><i>His general reputation for honesty is good and I certify his integrity".</i></p>

<b>18.</b>	Has the official been reprimanded for Indifferent work or for other causes during the period under report? If so, please give brief particulars.	
<b>19.</b>	Has the official done any outstanding or notable work meriting commendation? Briefly mention them.	

<b>CATEGORISATION/GRADING:</b> Over all grading: ( <i>Outstanding/Very Good/Good/Fair/Poor</i> )	
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Signature of Reporting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART-IV- REMARKS OF THE REVIEWING OFFICER**

<b>20.</b>	Length of service under the Reviewing Officer	
<b>21.</b>	Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the reporting officer, please mention them. You may also sum up your view here.	
<b>22.</b>	Has the official any special characteristics and /or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	

Signature of Reviewing Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART -V-SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

Signature of Accepting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**Dr. YASHWANT SINGH PARMAR UNIVESITY OF HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) -173230 (HP)**

**FORM OF CONFIDENTIAL REPORT OF SUPERINTENDENT**

***Office/Department*** \_\_\_\_\_.

Report for the year/period during: \_\_\_\_\_ to \_\_\_\_\_

**PART-I PERSONAL DATA**

1.	Name of Official	
2.	Date of birth	
3.	Designation/post held	
4.	Date of continuous appointment to the present grade	
5.	Whether permanent/temporary	
6.	Section(s) in which served during the year/period under report and the period of service in each	
7.	Period of absence from duty on leave, training etc., during the year / period under report.	

**PART-II (To be filled by the officer reported upon)**

<p>Brief statement of the work handled by the official during the year/period under report. <i>A brief summary of duties and responsibilities (not more than 50 words)</i></p>	
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**PART-III-ASSESSMENT BY REPORTING OFFICER**

8.	Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, mentioned by the officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your dis-agreement.	
9.	<b>State of Health</b> Please indicate whether :	
	(a) The officer physically energetic	
	(b) Mentally alert.	

*Continued on page No.2 .....*



*Note: The assessment under columns 10 to 20 below should not be indicated by tick marking but should be expressed clearly in suitable words.*

<b>10. Temperament:</b>	
(a) Is he calm and does he retain poise at times of Pressure of work?	
(b) Does he get provoked easily?	
(c) Is he able to tolerate difference of opinion?	

<b>11. Intelligence and understanding:</b>	
(a) Exceptional and has clear grasps of nay matter, however, complicated	
(b) If intelligent and grasps a point correctly with reasonable speed	
(c) Shows a barely adequate grasps	
(d) Very slow and/ or often misses the point	

<b>12. Knowledge of Rules, codes, Manuals, Instructions Procedures:</b>	
(a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals generally and a thorough and intensive knowledge of the work of the branch?	
(b) Has a sound knowledge both of the work of the branch and of the office as a whole?	
(c) Just enough	
(d) Not good enough	

<b>13. Quality of work</b>	
<b>Attention to detail, accuracy in presentation of fact and thoroughness in examination :</b>	
(a) Most reliable and comprehensive.	
(b) Considers all relevant details.	
(c) Is apt to be over concerned with petty details and losses perspective	
(d) Inclined to be superficial	

<b>ii) Judgment:</b>	
(a) His proposals are consistently sound and well thought of	
(b) Reliable	
(c) Takes a reasonable view	
(d) Unreliable, undecided, rigid, superficial or erratic	

<b>iii) Presentation of cases and expression on paper :</b>	
(a) Extremely clear, cogent and logical	
(b) Very Good and expresses himself clearly and concisely.	
(c) Just good enough	
(d) Does not have ability to present cases properly.	

*Continued on page No.3.....*

	<b>iv) Ability in noting and drafting :</b>		
	(a) Excellent		
	(b) Very good		
	(c) Good		
	(d) Average		
	(e) Poor		
	<b>v) Promptness in disposal of work</b>		
	(a) Very prompt		
	(b) Reasonably prompt		
	(c) Is slow and tends to delay		
	(d) Does not have ability to present cases properly.		
<b>14.</b>	<b>Ability in discussion and conversation :</b>		
	(a) Very effective and convincing		
	(b) Good and puts across his points clearly		
	(c) Expresses adequately		
	(d) Poor		
<b>15.</b>	<b>Quality of supervision:</b>		
	(a) Very thorough and of high order		
	(b) Good and useful		
	(c) Average and routine		
	(d) Poor		
<b>16.</b>	<b>Initiative and drive:</b>		
	(a) Excellent		
	(b) In good measure		
	(c) Adequate		
	(d) Lacking		
<b>17.</b>	<b>Readiness to assume responsibility:</b>		
	(a) Promptly comes forward and accepts responsibility if it comes		
	(b) Accepts responsibility if it comes		
	(c) Tends to evade		
	(d) Passes responsibility to other		
<b>18.</b>	<b>Control and management of staff:</b>		
	<b>(i) Ability to inspire confidence and to get the best of the staff :</b>		
	(a) Excellent		
	(b) Very good		
	(c) Good		
	(d) Average		
	(e) Poor		
	<b>(ii) Capacity to train, help and advise to staff and ability to handle his subordinates :</b>		
	(a) Excellent		
	(b) Very good		
	(c) Good		
	(d) Average		
	(e) Poor		

Continued on page No.4.....

<b>19.</b>	<b>Relationship with colleagues :</b>	
	(a) Wins and retains the highest regard of all	
	(b) Is generally liked and respected	
	(c) Not easy in his relationship, but gets by	
	(d) A difficult colleague	

<b>20.</b>	<b>Other observations:</b>	
	(this space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during other aspects not covered in the proforma given above which the reporting officer considers worth mentioning may also be indicated here)	

<b>21.</b>	<b>Integrity :</b>	<p>“Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt. _____</p> <p>His general reputation for honesty is good and I certify his integrity”.</p>
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<b>CATEGORISATION/GRADING:</b> Over all grading: ( <i>Outstanding/Very Good/Good/Fair/Poor</i> )	
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Signature of Reporting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART-IV- REMARKS OF THE REVIEWING OFFICER**

<b>22.</b>	Length of service under the Reviewing Officer	
<b>23.</b>	Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the officer as contained in Part-II of the Reports? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.	
<b>24.</b>	Overall assessment of performance and Qualities.	

Continued on page No.5.....

25.	Has the officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	
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Signature of Reviewing Officer

Name in block letter:

Designation and Date

**PART -V-SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

Signature of Accepting Officer

Name in block letter

Designation, Date and seal

**Dr. YASHWANT SINGH PARMAR UNIVESITY OF HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) -173230 (HP)**

**FORM OF CONFIDENTIAL REPORT OF SECTION OFFICER**

**Office/Department**\_\_\_\_\_.

Report for the year/period during: \_\_\_\_\_ **to** \_\_\_\_\_

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**PART-I PERSONAL DATA**

<b>1.</b>	Name of Official	:	
<b>2.</b>	Date of birth	:	
<b>3.</b>	Date of continuous appointment to the present grade	:	
<b>4.</b>	Whether permanent/temporary	:	
<b>5.</b>	Section(s) in which served during the year/period under report and the period of service in each	:	
<b>6.</b>	Period of absence from duty on leave, training etc., during the year / period under report.	:	

**PART-II** *(to be filled by the officer reporting upon)*

*Brief resume of the work done by the officer reported upon during the period from to brining out any special achievement during the period under report.*

(Note: The resume should not exceed three hundred words)

*Continued on page no.2.....*

**PART-III-ASSESSMENT BY REPORTING OFFICER**

7.	Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement if any, mentioned by the officer, If not, indicate briefly the reasons for disagreeing with it and the extent of your dis-agreement.	
8.	State of Health. Please indicate whether:	
	a). the officer physically energetic, and	
	b). mentally alert	

**Note:** The assessment under columns 9 to 16 below should not be indicated by tick marking but should be expressed clearly in suitable words.

9.	<b>Intelligent and understanding:</b>	
	(a) Exceptional and has clear grasps of any matter, however, complicated.	
	(b) Is intelligence and grasps a point grasps a point correctly with reasonable speed.	
	(c) Shows a barely adequate grasps	
	(d) Very slow and or often misses the point	

10.	<b>Knowledge of Rules, Codes, Manuals, Instructions and proceedings:</b>	
	(a) Has an exceptionally good grasp of the Work of the office as a whole and of the rules, codes, manuals generally and a thorough and intensive knowledge of the work of the branch	
	(b) Has a sound knowledge both of the work of the branch and that of the office as a whole.	
	(c) Just enough.	
	(d) Not good enough	
	(e) Just good enough	
	(f) Does not have ability to present cases properly	

11.	<b>Quality of work:</b>	
	<b>i) Attention to detail, accuracy in Presentation of fact and thoroughness in examination:</b>	
	(a) Most reliable and comprehensive	
	(b) Considers all relevant details.	
	(c) Is apt to be over concerned with Petty details and losses respective	
	(d) Inclined to be superficial	

	<b>ii) Judgment:</b>	
	(a) His proposal are consistently Sound and well thought of	
	(b) Reliable	
	(c) Takes a reasonable view	
	(d) Unreliable, undecided, rigid, superficial or erratic	

	<b>iii) Presentation of cases and expression on paper:</b>	
	(a) Extremely clear, cogent and logical	
	(b) Very good and expresses himself clearly and concisely.	
	(c) Just good enough	
	(d) Does not have ability to present cases properly	

	<b>iv) Presentation of cases and expression on paper:</b>	
	(a) Excellent	
	(b) Very good	
	(c) Good	
	(d) Average	
	(e) Poor	

	<b>v) Promptness in disposal of work:</b>	
	(a) Very prompt	
	(b) Reasonable prompt	
	(c) Is slow and tends to delay	

	<b>vi) Submission of various O&amp;M returns statements of arrears and pending cases and attention to recording, indexing and weeding offices::</b>	
	(a) Takes exceptional care in correct preparation and timely submission	
	(b) Reasonably good and prompt	
	(c) Not very regular and has consistently to be prompted and supervised.	
	(d) Indifferent on these matters	

<b>12.</b>	<b>Zeal, diligence and sense of responsibility :</b>	
	(a) Shows exceptional zeal and devotion to work, and has excellent initiative	
	(b) Is hard working and conscientious and shows adequate zeal and devotion to work, and also good initiative.	
	(c) Reasonably diligent and interested in his work with average imitative.	
	(d) Lacks sense of responsibility and is indifferent to work	

<b>13.</b>	<b>Control and management of staff :</b>	
	<b>i) Maintenance of order and discipline and Checking late attendance:</b>	
	(a) Very good	
	(b) good	
	(c) Average	
	(d) Poor	

	<b>ii) Ability to inspire confidence and to get the best out of the staff:</b>	
	(a) Excellent	
	(b) Very good	
	(c) Good	
	(d) Average	
	(e) Poor	

	<b>ii) Capacity to train, help and advise the staff and ability to handle his subordinates:</b>	
	(a) Excellent	
	(b) Very good	
	(c) Good	
	(d) Average	
	(e) Poor	

<b>14.</b>	<b>Punctuality and attendance :</b>	
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<b>15.</b>	<b>Other observations :</b> (This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific Points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be indicated here).	
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<b>16.</b>	<b>Integrity :</b>	<i>"Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt. _____          His general reputation for honesty is good and I certify his integrity".</i>
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<b>CATEGORIZATION/GRADING:</b> Over all grading: <i>(Outstanding/Very Good/Good/Fair/Poor)</i>	
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Signature of Reporting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_



**PART-IV- REMARKS OF THE REVIEWING OFFICER**

17.	Length of service under the Reviewing Officer	
18.	Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the officer as contained in Part-II of the Report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.	
19.	Overall assessment of performance and qualities	
20.	Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	

Signature of Reviewing Officer

Name in block letters\_\_\_\_\_

Designation and date\_\_\_\_\_

**PART -V-SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

Signature of Accepting Officer

Name in block letters\_\_\_\_\_

Designation and date\_\_\_\_\_

**Dr. YASHWANT SINGH PARMAR UNIVESITY OF HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) -173230 (HP)**

**FORM OF CONFIDENTIAL REPORT OF ASSISTANT /DEPUTY REGISTRAR**

**Office/Department**\_\_\_\_\_.

Report for the year/period during: \_\_\_\_\_ to \_\_\_\_\_

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**PART-I PERSONAL DATA**

<b>1.</b>	Name of Official	:	
<b>2.</b>	Date of birth	:	
<b>3.</b>	Date of appointment to the present post	:	
<b>4.</b>	Whether permanent/temporary	:	
<b>5.</b>	Name of officer with whom employed during the year and the period served with	:	
<b>6.</b>	Period of absence from duty on leave, training etc., during the year / period under report.	:	

**PART-II** *(to be filled by the officer reporting upon)*

*Brief resume of the work done by the officer reported upon during the period from  
to \_\_\_\_\_ brining out any special achievement during the period under report.*

(Note: The resume should not exceed three hundred words)

*Continued on page no.2 .....*

**PART-III-ASSESSMENT BY REPORTING OFFICER**

<b>7.</b>	Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement if any, mentioned by the officer, If not, indicate briefly the reasons for disagreeing with it and the extent of your dis-agreement.	
<b>8.</b>	State of Health.	

**Note:** The assessment under columns 8 to 17 below should not be indicated by tick marking but should be expressed clearly in suitable words.

<b>9.</b>	<b>Temperament :</b>	
	(a) Is he calm and does he retain poise at times of pressure of work?	
	(b) Does he gets proved easily?	
	(c) Is he able to tolerate differences of opinion?	

<b>10.</b>	<b>Knowledge of Rules, Codes, Manuals, Instructions and proceedings:</b>	
	(a) Has an exceptionally good grasp of the Work of the office as a whole and of the rules, codes, manuals generally and a thorough and intensive knowledge of the work of the branch	
	(b) Has a sound knowledge both of the branch and that of the office as a whole.	
	(c) Just enough.	
	(d) Not good enough	

<b>11.</b>	<b>Quality of work:</b>	
	<b>i) Attention to detail, accuracy in Presentation of fact and thoroughness in examination:</b>	
	(a) Most reliable and comprehensive	
	(b) Considers all relevant details.	
	(c) Apt to be over concerned with Petty details and losses perspective	
	(d) Inclined to be superficial	

	<b>ii) Judgment:</b>	
	(a) His proposal are consistently Sound and well thought of	
	(b) Reliable	
	(c) Takes a reasonable view	
	(d) Unreliable, undecided, rigid, superficial or erratic	

Continued on page no.3 .....

	<b>iii) Presentation of cases:</b>	
	(a) Extremely clear, cogent and logical	
	(b) Very good and expresses himself clearly and concisely.	
	(c) Just good enough	
	(d) Does not have ability to present cases properly	

	<b>iv) Ability in noting and drafting :</b>	
	(a) Excellent	
	(b) Very good	
	(c) Good	
	(d) Average	
	(e) Poor	

	<b>v) Promptness in disposal of work:</b>	
	(a) Very prompt	
	(b) Reasonable prompt	
	(c) Is slow and tends to delay	

<b>12.</b>	<b>Ability to Analyse facts, proposal, alternatives and visualize consequences and repercussions to help decision and policy making :</b>	
	(a) Very effective and convincing	
	(b) Very good	
	(c) Good	
	(d) Fair	
	(d) Poor	

<b>13.</b>	<b>Ability in discussion and conversation :</b>	
	(a) Very effective and convincing	
	(b) Good and puts across his points clearly	
	(c) Expresses adequately	
	(d) Poor	

<b>14.</b>	<b>Quality of supervision :</b>	
	(a) Very thorough and of a high order	
	(b) Good and useful	
	(c) Average and routine	
	(d) Poor	

<b>15.</b>	<b>Initiative and drive :</b>	
	(a) Excellent	
	(b) In good measure	
	(c) Adequate	
	(d) Lacking	

Continued on page no. 4.....

<b>16.</b>	<b>Readiness to assume responsibility :</b>	
	(a) Promptly comes forward and accepts responsibility	
	(b) Accepts responsibility if it comes	
	(c) Tends to evade	
	(d) Passes responsibility to others	
<b>17. Control and management of staff :</b>		
	<b>i) Ability to inspire confidence and to get the best of the staff :</b>	
	(a) Gets the best from them	
	(b) Gets along well	
	(c) Just manages	
	(d) Inadequate	
	<b>ii) Capacity to train, help and advise the staff and ability to handle his subordinates :</b>	
	(a) Excellent	
	(b) Very good	
	(c) Good	
	(d) Average	
	(e) Poor	
<b>18. Relationship with colleagues :</b>		
	(a) Wins and retains the highest regard of all	
	(b) Is generally liked and respected	
	(c) Not easy in his relationship, but gets by	
	(d) A difficult colleague	
<b>19.</b>	<b>Other observations :</b> (This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific Points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be indicated here).	
<b>20.</b>	<b>Integrity :</b>	<i>"Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt. _____          His general reputation for honesty is good and I certify his integrity".</i>
<b>CATEGORIZATION/GRADING:</b> Over all grading: (Outstanding/Very Good/Good/Fair/Poor)		

Signature of Reporting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART-IV- REMARKS OF THE REVIEWING OFFICER**

21.	Length of service under the Reviewing Officer	
22.	Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the officer as contained in Part-II of the Report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.	
23.	Overall assessment of performance and qualities	
24.	Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.	

Signature of Reviewing Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

**PART -V-SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

Signature of Accepting Officer

Name in block letters \_\_\_\_\_

Designation and date \_\_\_\_\_

*Note : Over all grading must be given on the basis of assessment recorded by the Reporting Officer and Reviewing Officer as contained in Part-III and IV of the report under reference.*

**DR. YASHWANT SINGH PARMAR UNIVERSITY HORTICULTURE AND  
FORESTRY, NAUNI (SOLAN) 173230 (HP)**

Office/Department\_\_\_\_\_

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**Form of Confidential Report on the Work and Conduct of Junior Scale  
Stenographer/Senior Scale Stenographer/Personal Assistant for the year**

\_\_\_\_\_

**Report for the period:**\_\_\_\_\_

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of continuous appointment to the present grade	
5.	Name of Officers with whom employed during the year and the period served with each	
6.	Period of absence from duty on leave, training etc. during the year	

**ASSESSMENT OF THE REPORTING OFFICER**

If any of the items mentioned below do not apply, the Reporting Officer should mention this fact against the relevant item(s)

7.	State of Health	
8.	Regularity and punctuality in attendance	
9.	Proficiency and accuracy in Stenographic work	
10.	Intelligence, keenness and Industry	
11.	Trust-worthiness in handling secret and top secret matters and papers	

12.	Maintenance of engagement, diary and timely submission of necessary papers for meetings, interviews etc.	
13.	General assistance in ensuring that matters requiring attention are not lost sight of	
14.	Initiative and tact in dealing with telephone calls and visitors	
15.	Fitness for promotion to the next higher scale	
(i)	Fit	
(ii)	Not yet fit	
(iii)	Unfit	
16.	Has the official has any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, please mention these characteristics briefly.	
17.	Recommendations regarding suitability for other spheres of work, viz.	
18.	Has he been reprimanded for indifferent work or for other cause during the period under report. If so, give brief particulars.	
19.	Remarks as to defects in character, indebttness, etc. which may militate against efficiency and suitability.	
20.	General assessment of personality character and temperament including relations with fellow	



	employees, amenability to discipline etc.	
21.	Integrity	"Nothing has come to my knowledge which casts any reflection on the integrity of _____. His general reputation for honesty is good and I certify his integrity"
22.	<b>CATEGORISATION/GRADING</b>  (Outstanding/Very Good/Good/ Fair/Poor)	

(Signature of the Reporting Officer)

Name in Block letters \_\_\_\_\_

Designation \_\_\_\_\_

Remarks of the Reviewing Officer

(Signature of the Reviewing Officer)

Name & Designation

REMARKS OF THE ACCEPTING AUTHORITY

Name of the Accepting Officer

Designation, Date and Seal

**DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI-173230 (SOLAN)**

**Confidential Report on the Conduct and Qualification of Executive Engineer**

Period: \_\_\_\_\_ to \_\_\_\_\_

Department/Office: \_\_\_\_\_

**PART-I (PERSONAL DATA)**

(To be filled by the officer reported upon and to be certified by the Reporting Officer)

1. Name of the Officer : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Date of continuous appointment to the present grade viz. : \_\_\_\_\_
4. Present post and date of posting thereto : \_\_\_\_\_
5. Period of absence from duty on leave, training etc. during the year : \_\_\_\_\_
6. Period for which reportee has served under : Years Months  
Estate Officer \_\_\_\_\_  
Vice-Chancellor \_\_\_\_\_
7. Work-load of the Division for : ₹ \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_
8. Actual Expenditure : ₹ \_\_\_\_\_
9. Up-to-date Academic/General Qualification : \_\_\_\_\_
10. Up-to-date Technical Qualification : \_\_\_\_\_
11. Whether departmental examination passed : \_\_\_\_\_

**PART-II (SELF APPRAISAL)**

12. Brief resume of work done by the Officer reported upon during the period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievement of his work during the Period ( to be filled by the Officer Reported upon)

**PART-III ASSESSMENT BY REPORTING OFFICER**

**13. Do you agree with the resume of work as :**  
**Indicated by the Officer in Part-II of the**  
**Report and in particular regarding the**  
**Special achievement, if any, indicate**  
**briefly the reasons for disagreeing with its**  
**and the extent of your disagreement.**

**14. State of Health :**

**NOTE: The assessment under Column 15 to 19 below should not be indicated by tick Marking, but should be Expressed clearly in suitable words.**

**15. Departmental Efficiency:**

- a) How has he managed the work during the**  
**year in regard to:**
- i. Speed :**
  - ii. Quality :**
  - iii. Economy :**
- b) Has he been able to exercise adequate :**  
**control over the expenditure with respect**  
**to budget allotments?**
- c) Are his decisions sound and practical? :**

**16. General Business Habits:**

- a) Are his relations with those working with :**  
**him generally cordial and does he display**  
**good temper and tact in dealing with those**  
**with whom he comes into contact?**
- b) Are cases disposed off promptly? :**
- c) Readiness to assume responsibility :**  
**(accepts the responsibility, tends to evade**  
**or passes responsibility to others)**

**17. Knowledge of Rules and Procedure:**

- a) Has he adequate knowledge of :  
departmental and accounts rules and  
procedure to be able to properly control  
the works and expenditure in the  
Division?
- b) Has he proved his fitness for the powers :  
delegated to him for technical sanctions  
acceptance of tender / work orders etc?

**18. General Qualifications:**

- a) Does he show adequate initiative and :  
drive and is he energetic?
- b) Is there anything in his work to show that :  
his efficiency as Govt. Officer is impaired  
by his constitution or habits.
- c) Does he possess active habits and does :
- d) Does he take adequate interest in training :  
of his Sub-Divisional Officers and Section  
Officers?
- e) Aptitude towards work, whether the :  
individual has put in "Real amount of hard  
work", "Average work" or "Casual work.  
Ability to write the C.B. properly and  
objectively.
- f) Has he carried out inspections of his Sub- :  
Divisions during the period under report?
- g) Does he show adequate initiative and :  
drive and is he energetic?

**19. Professional Ability:**

- a) Is he well conversed with the principals of :  
design and preparation of estimates?
- b) Is he efficient in Planning and execution of :  
works?
- c) Has he any special professional :  
attainments?
- d) Does he keep abreast with and apply :  
modern techniques?

**20. Other observations:** :

This space may be utilized for remarks complete, collaborate or supplement what has been indicated above. This would not, however, be used for merely repeating in vague terms who has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the reporting officer considers specially worth mentioning may also be indicated here.

**21. INTEGRITY:** :

This column should be filled as per instructions issued under Ministry of Home Affairs OM No. 51/4/64-ESTT(A) dated 21.6.1965

**Dated:**

**Signature of Reporting Officer**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**PART-IV**

**REMARKS OF REVIEWING OFFICER**

**22. Do you agree with the remarks of the Reporting Officer in Part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also summarily your view here :**

**23. Overall assessment of performance and qualities :**

**Dated:**

**Signature of Reviewing Officer**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**PART-V**

**REMARKS OF THE ACCEPTING AUTHORITY**

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**Dated:**

**Signature of Accepting Authority**

**Name:**

**Designation:**

**DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI-173230 (SOLAN)**

**REPORT ON THE CONDUCT AND QUALIFICATION OF ASSISTANT ENGINEER**

**Period:** \_\_\_\_\_ **to** \_\_\_\_\_

1. Name of the Officer reported on :
2. Rank of the officer reported :
3. Name of Reporting officer :

Period for which Assistant Engineer has served: Years \_\_\_\_\_ Months \_\_\_\_\_

**INSTRUCTIONS**

- (i) It is desirable that the instances bearing of opinions expressed should be given wherever practicable. They are more especially necessary wherever the report is unfavourable.
- (ii) It is expected that the Superintending Engineer will in general terms give their own opinion regarding the conduct and qualifications of Asstt. Engineer / Asstt. Executive Engineer and they will specially state how far they agree with the Executive Engineer's report.
- (iii) If the Engineer has served less than six months under the officer reporting the opinions of the Superintending and Executive Engineer under whom he has previously served should be obtained and attached to the report. If the reporting authority is transferred after a period of more than three months he should leave to his successors a full report in the prescribed form.
- (iv) Under "GENERAL REMARKS" such additional information should be given as may be necessary to assist the Chief Engineer to form an accurate opinion of the conduct and the qualifications of the officer reported upon.

**REPORT ON THE WORK, CONDUCT & QUALIFICATIONS OF \_\_\_\_\_**

**1. Name of Charge:**

- (a) Name of the Sub-Division :
- (b) Description of work on which the Officer has been engaged :

**2. Professional Ability:**

- (a) Is his technical knowledge sound? :
- (b) Has he sufficiency practical experience of construction of new works? :

- (c) Is he efficient in maintenance of buildings and roads etc.?
- (d) Has he any special professional attainments?
- (e) Does he show special aptitude for any particular class of works?
- (f) Does he show special aptitude for any particular class of works?

### **3. Departmental/Efficiency:**

- (a) Has he adequate knowledge of initial accounts and does he exercise sufficient supervision over them?
- (b) Does he exercise effective control over the work of his subordinates?
- (c) Does he personally carry out proper checking of their works?
- (d) Does he comply with Codal Rules regarding counting of and accounting for stocks?
- (e) Is he methodical and is his office in good order.
- (f) Have inspecting officers had occasion to find any serious fault with his work? (Refer specially to any cases in which his work was praised or adversely commented upon).
- (g) Are his arrangements for carrying out works satisfactory and are his methods economical or otherwise?
- (h) Are his reports reliable?

### **4. General qualifications:**

- (a) Mention specially whether he is
  - (i) Energetic
  - (ii) Observant and has Initiative and derive.
- (b) Has he good temperament?
- (c) Is he careful and painstaking in Instructing & Training his subordinates?
- (d) Has he passed his departmental Examination?



**5. Steps taken to remedy defects:** :

- (a) Has he taken steps during the year under :  
report to remedy defects, if any, to which his  
attention might have been drawn in the  
previous year?

**6. Promotion:**

- (a) Do you consider him to be an Office of more :  
than ordinary attainment and abilities?
- (b) Have you ever suggested his transfer from :  
under your control, if so, why?
- (c) Having regard to his work during the past year, :  
do you recommend him for an increment  
under the time scale? If so, state the grounds  
on which you consider that the increment  
should be withheld.
- (d) State whether you consider the Asstt. :  
Executive Engineer / Asstt. Engineer qualified  
to hold charge of a Division?

**7. General Remarks:**

- (a) Has he maintained reputation for integrity? :

Note: Deal fully with such evidence as is available of  
Inefficiency or corruption or other failings  
which impair his value. Any instance of corrupt  
practices should be specifically stated.

Dated:

**Signature of Reporting Officer**

Name :

Designation:

**REMARKS OF THE REVIEWING OFFICER**

8. Do you agree with the remarks of the :  
reporting Officer? If not, indicate the Extent of  
your disagreement. If you wish to add  
anything specific with regard to the work and  
conduct of the official over and above the  
remarks of the Reporting Officer, please  
mention them. You may also sum up your  
views here.

9. Overall assessment of performance & :  
qualities:

Dated:

**Signature of Reviewing Officer**

Name :

Designation:

**REMARKS OF THE ACCEPTING AUTHORITY**

Dated:

**Signature of Accepting Authority**

Name :

Designation:

**DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI-173230 (SOLAN)**

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF THE SENIOR ARCHITECT /  
ARCHITECT / ASSISTANT ARCHITECT / SENIOR DRAUGHTSMAN/HEAD DRAUGHTSMAN.**

**Period:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Department/Office:** \_\_\_\_\_

**PART - I (PERSONAL DATA)**

(To be filled by the officer reported upon and to be certified by the Reporting Officer)

- 1. Name of the officer**
- 2. Date of Birth**
- 3. Designation**
- 4. Period spent in the Post**
- 5. Up to date Academic / General Qualifications**
- 6. Up to date technical qualifications**
- 7. Whether departmental examination passed**

**PART - II (Self Appraisal)**

- 8. Brief resume of the work done by the Officer reported upon during the period under report, bringing out any special achievement of work (to be filled by the Officer Reported upon)**

(Note: Resume should not exceed 300 words)

### **PART – III ASSESSMENT BY REPORTING OFFICER**

9. Do you agree with the resume of work as indicated by the Officer in Part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for disagreeing with it and the extent of your disagreement
10. State of Health

NOTE: The assessment under Column 11 to 13 below should not be indicated by tick marking, but should be expressed clearly in suitable words.

**11. Departmental efficiency:**

- a) How has he managed the work during the year in regard to
- i. Speed
  - ii. Quality
  - iii. Economy
- b) Are projects and reports received from him carefully and lucidly prepared
- c) Are his decisions sound and practical?

**12. General Assessment:**

- a) Has he been regular and punctual?
- b) Is he good tempered?
- c) Does he possess organizing ability?
- d) Is he energetic and of active habits?
- e) Is he observant?
- f) Does he have initiative and drive?
- g) Is he resourceful?
- h) Was his behaviour towards seniors good?
- i) Was his behaviour towards juniors good?

**13. Knowledge:**

- a) Is he imaginative?

- b) Does he show any aptitude towards design?
- c) Has he a good knowledge of constructional details?
- d) Does he have a sound knowledge of materials?
- e) Is his drafting good?

**14. Other observations:**

(This space may be utilised for remarks, which complete, corroborate or supplement what has been indicated above. This should not however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered and the Reporting Officer considers specially worth-mentioning may also be indicated here)

**15. INTEGRITY:**

This column should be filled as per instructions issued under Ministry of Home Affairs OM No. 51/4/64-ESTT(A) dated 21.6.1965

Dated:

**Signature of Reporting Officer**

Name:

Designation:

**PART-IV**

**REMARKS OF REVIEWING OFFICER**

- 16. Do you agree with the remarks of the Reporting Officer in Part-III above? If not, indicate the Extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.**

17. Overall assessment of performance and qualities

Dated:

Signature of Reviewing Officer

Name:

Designation:

REMARKS OF THE ACCEPTING AUTHORITY

Dated:

Signature of Accepting Authority

Name:

Designation:

**DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI-173230 (SOLAN)**

## **Report on the Conduct and Qualifications of Junior Engineer (Civil / Mechanical/Electrical)**

**Period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Reporting Officer should fill this form correctly. Any special remarks for which a place can not be found or which required to be made before next year's report in filled can be entered on the back of this form.**

**Recommendation roll for the year ending**\_\_\_\_\_

**I. 1. Name of the official**

## 2. Designation

3. Grade of pay

4. Age (date of birth)

5. Length of service in the department

6. Length of service in the present grade

7. Office to which attached

8. Nature of work on which employed

## II. PROFICIENCY

## 9. Civil Engineering

## 10. Surveying and levelling

## 11. Drawing

## 12. Estimating

### 13. Office work and Accounts

## 14. Stock Maintenance

## 15. Tools and plants Maintenance

## 16. Dealing with contractors

## 17. Measurement and billing

### III. EXECUTION OF WORK

## 18. Efficiency

19. Economically
20. Rapidly
21. Character and Habits
22. Intelligency and Judgement
23. Tact
24. Temperament
25. Ability to command & dealing with subordinates
26. Ability to command and dealing with subordinates
27. Dealing with public
28. Relation for integrity
29. General trustworthiness & Zeal
30. General aptitude
31. General remarks
- IV. 32. Was any warning given for carelessness or lack of interest in his work?
33. Has he/she taken steps during the year under report to rectify defects, if any, to which is attention was drawn in the previous year?
- V. 34. Fitness for promotion (strongly recommended, recommended or not recommended)
- VI. 35. Whether the officer is fit for confirmation on the Post

### **INTEGRITY CERTIFICATE**

Nothing has come to my knowledge which casts any reflection on the integrity of

\_\_\_\_\_. His general reputation of honesty is good.

Date:

**Signature, Designation and  
Date of Reporting Officer**



**SIGNATURE OF THE REVIEWING OFFICER WITH REMARKS, IF ANY:**

**SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

(Signature of Accepting Authority)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI-173230 (SOLAN)**

**FORM OF ANNUAL RECOMMENDATION ROLL OF DRAUGHTSMAN/JR.DRAUGHTSMAN**

**Period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Department/Office:** \_\_\_\_\_

Reporting Officer should fill this form carefully. Any special remarks for which a place cannot be found or which require to be made before next year's report is filled can be entered on the back of this form.

Recommendation Roll for the year ending \_\_\_\_\_

1. Name of the official
2. Designation
3. Grade and Pay
4. Age (Date of birth)
5. Length of service in the Department (Date of appointment)
6. Length of service in the Present grade.
7. Office to which attached

**II. Proficiency in:-**

8. Preparation of original drawings
9. Preparing estimates.
10. Checking drawings
11. Checking estimates.
12. Tracing
13. Preparing designs, including calculation for structures.
14. Is he methodical and tidy in his work?
15. Does he keep his drawing instruments in proper order, and see that they are used with care?
16. Does he store his stationery carefully and keep control over the issues?
17. Does he keep his register of plans properly and keep them in proper order?
18. Does he look after his record of plans properly and keep them in proper order?
19. Does he check and supervision the work of his Assistants and control them?
20. Does he dispose of his cases quickly?

21. Character and habits
22. Intelligence and judgment
23. Tact
24. Assessment of integrity.(If anything adverse has come to your notice, please specify It also).
25. General trustworthiness and Zeal
26. General aptitude in the profession:
27. General Remarks
28. Was any warning given for carelessness or lack of interest in his work?
29. Has he taken steps during the year under report to remedy defects if any, to which his attention was drawn in the previous year?
30. Fitness for promotion (strongly) recommended or not recommended)

Dated:

**Signature of Reporting Officer**

Name :

Designation:

#### REMARKS OF REVIEWING OFFICER

Dated:

**Signature of Reviewing Officer**

Name :

Designation:

#### REMARKS OF THE ACCEPTING AUTHORITY

Dated:

**Signature of Accepting Authority**

Name:

Designation:

**Dr. Yashwant Singh Parmar University of Horticulture & Forestry,  
Nauni (Solan).**

**Form of Confidential Report of work & conduct in respect of Technical Assistant/ Laboratory Attendant/ Junior Technician & Field Assistant posts for the Year: \_\_\_\_\_**

**Office /Department**\_\_\_\_\_

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Scale of Pay : \_\_\_\_\_
5. Date of continuous appointment to the present post : \_\_\_\_\_

**ASSESSMENT BY THE REPORTING OFFICER:**

6.	Section/ Office in which employed during the year under report of service:	
7.	Particulars, kind or class of work in which individual was employed during the period under report:	
8.	Regularity and punctuality in attendance:	
9.	Knowledge of the job on which employed and quality:	
10.	Contact and behaviour with the public:	
11.	Brief mention of any outstanding or notable work, if any, mentioning special recommendation:	
12.	Fitness for promotion:	
13.	General assessment of integrity, character and temperament including relations with fellow employees and amenability to discipline etc.:	
14.	<b>Grading: Outstanding/ Very Good/ Good/ Fair &amp; Poor:</b>	

Date:

**Signature of the Reporting Officer**  
(Name in Block Letters with Designation)

Remarks of the Head of the Department:\_\_\_\_\_

Remarks of the Dean of the College/ Director of Research:\_\_\_\_\_

Remarks of the Accepting Authority:\_\_\_\_\_

**DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI-173230 (SOLAN)**

## FORM OF CONFIDENTIAL REPORT OF TRUCK/JEEP/BUS/CAR DRIVERS

**Period:** \_\_\_\_\_ **to** \_\_\_\_\_

- |       |  |   |
|-------|--|---|
| 1.    | Name in full   | : |
| 2.    | Date of Birth  | : |
| 3.    | Scale of Pay   | : |
| 4.    | Present Pay  | : |
| 5.    | Total service  | : |
| 6.    | Date of continuous appointment to the present post                         | : |
| 7.    | Educational & Technical Qualification                                      | : |
| 8.    | Observations:  |   |
| i.    | Intelligency   | : |
| ii.   | Energy and reliability   | : |
| iii.  | Punctuality / Attendance   | : |
| iv.   | Amenability to discipline  | : |
| v.    | Behavior   | : |
| vi.   | Technical Knowledge & ability  | : |
| vii.  | Does he keep the vehicle clean and tidy                                    | : |
| viii. | Is he capable of attending to petty repairs to the vehicle                 | : |
| ix.   | Is he economical in the use of Petrol, Lubricating oil etc.                | : |
| x.    | Does he take timely action for getting proper entries made in the log book | : |
| xi.   | Adherence to the traffic regulations and civil laws                        | : |

- xii. Number of accidents, if any during the year :
- (a) Minor
- (b) Major

9. Has he been responsible for any outstanding work during the period under review meriting special commendation, if so what?
10. Has he been reprimanded for indifferent work or other causes? If so, brief particulars may be given.
11. Assessment on integrity ( If anything adverse has come to your notice, please specify it also)
12. Remarks of the Controlling Officer :

Dated:

**Signature of Reporting Officer**

Name :

Designation:

**Remarks of the Reviewing Officer**

**REMARKS BY THE ACCEPTING OFFICER**

**DR YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI, SOLAN (HP)**

**Form of Confidential Report on the work and Conduct of Class-IV Staff**

**(Period \_\_\_\_\_ to \_\_\_\_\_)**

- |   |   |       |
|---|---|-------|
| 1. Name                                       | : | _____ |
| 2. Post held                                  | : | _____ |
| 3. Date of birth                              | : | _____ |
| 4. Scale of Pay                               | : | _____ |
| 5. Educational Qualifications                 | : | _____ |
| 6. Branch to which / Officer to whom attached | : | _____ |
| 7. Date of present posting                    | : | _____ |
| <b>8. Observations on:</b>                    |   |       |
| i) Intelligence                               | : | _____ |
| ii) Amenability to discipline                 | : | _____ |
| iii) Honesty and Integrity                    | : | _____ |
| iv) Punctuality                               | : | _____ |
| v) Devotion to duty                           | : | _____ |
| 9. Is he fit for promotion                    | : | _____ |
| 10. Are you prepared to retain him under you  | : | _____ |
| 11. Any other remarks                         | : | _____ |

**GRADING: (POOR OR FAIR OR GOOD OR VERY GOOD OR OUTSTANDING)**

**Signatures of Reporting Officer**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**SIGNATURE OF THE REVIEWING OFFICER WITH REMARKS, IF ANY:**

**SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

(Signature of Accepting Authority)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**DR YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY  
NAUNI, SOLAN (HP)**

**FORM OF CONFIDENTIAL REPORT OF THE WORK OF GRADE B & C TECHNICAL EMPLOYEES**

Period: \_\_\_\_\_ to \_\_\_\_\_

Report on the works:

- a) Name \_\_\_\_\_  
b) Designation \_\_\_\_\_

Reporting Authority \_\_\_\_\_

Aspect	Report by
--------	-----------

Industry & Conscientiousness :

Handwriting & neatness :

Capacity & Intelligence :

Acquaintance with rules and orders  
with special reference to accounts:

Quickness in the dispatch of  
business :

Manners & powers of working  
with others :

Punctuality & Regularity :

Reputation for Honesty :

Defects, if any :

Fitness for promotion (in this column it should  
also be stated whether the official has been  
able to satisfactorily discharge his duties)

Special aptitude :

Grading "Outstanding" "Very Good" "Good"  
"Average" and "Below Average"

Signature of the Reporting Officer

**SIGNATURE OF THE REVIEWING OFFICER WITH REMARKS, IF ANY:**

**SIGNATURE OF THE ACCEPTING OFFICER WITH REMARKS, IF ANY:**

(Signature of Accepting Authority)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_