



ANNUAL CONFIDENTIAL REPORT
(Approved by EC vide Resolution No. R/EC-08/2009/259 dated 27.11.2009)

TO BE SUBMITTED TO REGISTRAR UNDER CLOSED COVER MARKED 'CONFIDENTIAL'

For the Period from to

- 1. Name in full
2. Date of birth (by Christian era)
3. Post held (Designation of post)
a) Date of joining in temporary/permanent post
b) Date of permanent absorption in the post of
c) Date of Confirmation in the post
4. Department or Branch to which attached
5. Nature of work done during the period
6. Work Report : (please tick the marks)

Table with 7 columns: Capacity to work (in the post), Excellent, Very Good, Good, Satisfactory, Poor. Rows include Initiative, Willingness, Proficiency, Turn out, Required technical/special knowledge, Physical, fitness, Knowledge on rules etc.

- 7. Conduct, amenability and discipline : (please tick the marks)

Table with 7 columns: Subject, Excellent, Very Good, Good, Satisfactory, Poor. Rows include Obedience, General conduct & discipline, Attendance.

- 8. Leave record : During the period of report :
a) Earned leave availed, No. of days :
b) Extra Ordinary leave availed, No. of days :
c) Sick leave availed, No. of days :
9. Qualification :
a) General Educational qualifications :
b) Technical qualifications (if any) :

10. Verification of Age (please tick) : Verified/Not verified
11. Overall performance of the employee :
(Total of all the item at 6 & 7)
12. Recommendation [For Promotion(including Scale promotion)/permanent absorption/ Confirmation/other] : Recommended/Not recommended (Please tick)

[Important] : Subject to fulfillment of other conditions for recommendation, the following condition(s) must be satisfied:

- (a) **For promotion** : not less than 4 in any of the item at 6 & 7 and not less than 60 in overall performance (item 11)
- (b) **For permanent absorption/confirmation** : not less than 4 in any of the item at 6 & 7 and not less than 50 in overall performance (item 11)]

Certified that Service Book and service Records are thoroughly examined in preparing this report.

Head of the Administrative/Academic Department
with office seal & date

Signature of the Controlling Officer,
with office seal & date

Report from Law & Disciplinary Cell

- 1) If any Disciplinary proceeding is pending against the employee – Yes/No
- 2) Punishment awarded during the last 3 years (given details)
- 3) If any legal proceeding against him/her is pending – Yes/No

Date :

Signature of the Law Officer

...