

CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR (HP)

Form for Annual Confidential Report on the work and conduct of **Superintendent/
Section Officer**

ACR for the year/Period of _____

PART-I (PERSONAL DATA)

1. Name of Officer and designation of Officer:
2. Pay Scale of the post held:
3. Date of continuous appointment to the present grade:
4. Whether permanent/temporary:
5. Sections in which employed during the year and period of service in each.:
6. Details of leave taken during the year:

Signatures of the Officer

PART-II

ASSESSMENT BY THE REPORTING OFFICER (ASSISTANT REGISTRAR)

(In making Assessment Report, the Reporting Officer should keep in view speed and quality of performance)

7. State of Health:
8. General assessment:
 - (i) This assessment of Offices' personality, his good qualities and shortcomings should in particular touch on the following points: viz, proper supervision and distribution of work amongst his staff, maintaining of order and discipline and checking of late attendance, capacity for prompt disposal of work and submission of cases in proper order, capacity to train, help, advise his staff and handle his subordinates, knowledge of rules, regulations and procedures, initiative and ability to handle intricate cases independently).

- (ii) If the Officer has been reprimanded for Indifferent work or for other causes during the period under report, brief particulars should be given. If the Officer has done any outstanding, or notable work meriting special commendation, brief mention should be given):

Signatures of Reporting Officer

Name & Designation

PART-III (REMARKS OF REVIEWING OFFICER)

9. Length of service under Reviewing Officer:

10. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the outstanding work of the Officer:

11. (a) Fitness for promotion to next higher grade in his turn:

- (i) Fit
- (ii) Not yet fit
- (iii) Unfit

(b) Has the Officer any special characteristics and/or any outstanding merits or abilities which could justify his advancement and special selection for higher appointment out of turn? If so, please mention these characteristics briefly:

© Recommendations regarding suitability for other spheres of work viz:

12. Overall Grading

“Outstanding”, “Very Good”, “Good”, “Fair”, “Poor”

Signatures of Reviewing Officer

Name and Designation:

13. Remarks of Next Superior Officer/Accepting Authority:

Signatures of Accepting Authority

Name and Designation: