



**ANNUAL CONFIDENTIAL REPORT FORM FOR ASSISTANTS/S.CLERKS/J.CLERKS
WOMEN UNIVERSITY OF AZAD JAMMU & KASHMIR, BAGH**

Name of College/Institute/Dep/Office _____
Report for the period from _____ to _____

PART 1

Name _____ Date of birth _____

Designation: _____ BPS _____ Basic Pay _____

Date of entry into University service _____ Qualification _____

Training Course, attended, if any, _____

Nature of duties on which employed _____

PART -II

Sr. No	(a) Performance	A1	A	B	C	D	Remarks
01	Referencing and paging of notes and correspondence						
02	Keeping of files and papers in tidy conditions.						
03	Maintenance of records (including recording and indexing)						
04	Skill in noting and drafting where applicable						
05	Has he/she a sound knowledge of Rules and Regulations pertaining to the work entrusted to him						
06	Other duties; e.g Cashier duties preparation of bills, statements and returns, etc.						
07	Regularity and punctuality in attendance.						
08	Standard of work (a) quality (b) out put						
09	Other Clerical duties e.g. typing, diary/dispatch, Disbursement of cash, statements/returns. etc.						

Note:- The rating should be recorded by initialing the appropriate box.

'A1' Very Good 'A' Good 'B' Average 'C' Below Average 'D' Poor

PART- III

(Appraise in the present grade by initialing appropriate column below)

GRADING	Reporting Officer	Countersigning Officer (one)	Countersigning Officer (Second)
i) Very Good (A1)			
ii) Good (A)			
iii) Average (B)			
iv) Below Average (C)			
v) Poor (D)			
FITNESS FOR PROMOTION			
Fit for Promotion in his turn			
Not Fit for Promotion			
Unlikely to Progress Further			

PART-IV

GENERAL REMARKS OF THE REPORTING OFFICER

Date: _____

Signature: _____

Name: _____

Designation: _____

PART-V

REMARKS OF THE COUNTERSIGNING OFFICER (one)

Date: _____

Signature: _____

Name: _____

Designation: _____

PART-VI

REMARKS OF THE SECOND COUNTERSIGNING OFFICER

Date: _____

Signature: _____

Name: _____

Designation: _____

