**ARMY INSTITUTE OF TECHNOLOGY**

**ANNUAL CONFIDENTIAL REPORT: NON TEACHING STAFF (ADMIN) (OTHER THAN GP ‘D’)**

 **(This report should be written by concerned Head of Branch / Rector Boys’ Hostel/ Warden Girls’ Hostel / Project Officer and reviewed by the Principal /**

**Joint Director/ Director)**

1. Name :

2. Date of Birth :

3. Type of Appointment :

4. Designation of Post Held :

5. Date from which Continuous Appointment is Held:

6. Basic Pay on 31 March of Year of Report and Pay Scale:

 :

7. Educational and Other Qualifications :

8. Brief Description of duties Allotted :

**Observations**:

|  |  |  |  |
| --- | --- | --- | --- |
| Serial No. | Factors | Grading\* | Observations |
| 9. | Intelligence |  |  |
| 10. | Initiative |  |  |
| 11. | Amenability to Discipline |  |  |
| 12. | Honesty and Integrity |  |  |
| 13. | Relations with Superiors |  |  |
| 14. | Relation with Other Staff |  |  |
| 15. | Devotion to Duty |  |  |
| 16. | Skill in the work employed |  |  |
| 17. | Whether maintains all Registers and accounts tidily and up-to date |  |  |
| 18. | Willingness to take Responsibilities |  |  |
| 19. | Punctuality in Attendance |  |  |

\* Outstanding – 9 to 10, Very Good – 8 to 8.9, Good – 7. to 7.9, Average – 5 to 6.9,

 Below Average – 4.9 or less.

20. Whether responsible for any outstanding work :

during the period under review meriting special

commendation.

Name:

21. Whether reprimanded / warned for any indifferent :

work or for other reasons during the period

22. **General Assessment of Good and Bad Qualities**

23. **Pen Picture**

24. **Grading**. Outstanding / Very Good/ Good/ Average / Below Average

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

25. Recommendation for retention in the post: Recommended / Not Recommended

 Signature of Initiating Officer

 Name

 Designation

 Date

**REMARKS OF THE REVIEWING OFFICER**

26. Assessment by Initiating Officer is Justified / Liberal/ Strict.23.

27. **Grading**. Outstanding / Very Good/ Good/ Average / Below Average

(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

28. Recommendation for retention in the post: Recommended / Not Recommended

 Signature of Reviewing Officer

 Name

 Designation

 Date

**REMARKS OF SUPERIOR REVIEWING OFFICER**

29. **Grading**

30. Recommendation for retention in the post:

 Signature of Superior Reviewing Officer

 Name

 Designation

 Date