**ARMY INSTITUTE OF TECHNOLOGY**

**ANNUAL CONFIDENTIAL REPORT: TECHNICAL STAFF**

**(This report should be written by concerned Head of Branch and**

**reviewed by the Principal / Director)**

1. **Personal**

(a) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Date from which continuation appt has been held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e) Qualifications: \_\_\_\_\_\_\_\_\_\_\_\_\_

(f) Special Achievements during Appraisal Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. **Appraisal Period** : From : \_\_\_\_\_\_\_\_\_\_\_ To : \_\_\_\_\_\_\_\_\_\_\_\_

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3. **Assessment**

A. **Personal Qualities** B. **Demonstrated Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Factors | **Grading** |  | **Factors** | **Grading** |
| Adaptability/Courtesy |  |  | Job Related Knowledge |  |
| Ingenuity & Initiative |  |  | Application of Knowledge/ Skills |  |
| Interpersonal Relationship |  |  | Timeliness/Punctuality/Attendance |  |
| Willingness to Learn |  |  | Participation in College Activities |  |
| Willingness to take Responsibilities |  |  | Dedication to Work |  |
| Total (A) |  |  | Total (B) |  |

Total = (0.9 A + 1.1 B ) =

Overall grading = /10

(If outstanding please justify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Whether reprimanded / warned for any indifferent work or for other reasons during the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Pen Picture (in brief)

6. Recommendation for retention: Recommended / Not recommended.

in the post.

Date: Signature of HOD

Name

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7. **Remarks of Principal**

(a) Assessment by HOD is: Liberal / Justified / Strict

(b) Overall grading given by Reviewing authority

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outstanding | Very Good | Good | Average | Below Average |
| 90-100 | 80-89.9 | 70-79.9 | 50-69.9 | 49.9 or below |

(c) Recommendation for retention in the post. Recommended / Not recommended

Additional Comments:

Date : Signature of Principal

Name:

8. **Remarks of Director**

**(a) Grading**

(b) Recommendation for retention in the post. Recommended / Not recommended

Date: Signature of Director

Name: