

PERFORMANCE APPRAISAL REPORT

(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)

Report for the year / period ending to

(To be submitted under sealed cover)

PART-I

(PERSONAL DATA)

- 1) Name of the employee :
- 2) Name of service to which belongs :
- 3) Educational Qualification :
- 4) Professional qualification :
- 5) Name of the Institution / College with full address :
- 6) Date of birth :
- 7) Date from which appointment has approved as Teacher / Librarian by the D.H.E., Assam :
 - (a) In the UGC Scale of pay :
 - (b) In the fixed pay (if any) :
 - (c) Without condition / with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher / Librarian had any break in service or granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge / experience / training which facilitate to discharge the all allotted work of the officer / employee :
- 11) Date of obtaining Senior Scale / Selection Grade Scale of pay :
- 12) Date of eligible for placement in the Senior Scale / Selection Grade Scale / Associate Scale of pay :

Certified that the particulars furnished above are correct.

Signature of Recording Authority
(Principal)

PART-II

(ASSESSMENT BY THE RECORDING AUTHORITY)

- 1) Name (s) and Designation of the Recording Authority :
- 2) Period of Service of the incumbent under the Recording Authority :
(Separate forms to be used by different recording officer)
- 3) State of Health :
What is your opinion about his / her :
(a) Aptitude, initiative, drive and efficiency for :
(i) Arrangement for works :
(ii) Exception of work :
(b) Intelligence :
(c) Attendance / conduct and amenability to discipline :
(d) Character with particular reference to reliability and integrity :
(e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
(f) General remarks, if any :
- 4) Character and conduct of the Lecturer / Librarian :
- 5) Relationship with :
a. Principal :
b. Teaching Staff :
c. Library Staff :
d. Office Staff :
e. Students :
f. Others :
- 6) Regularity and punctuality in attending college as well as classes :
- 7) (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :
(b) Involvement in University and College examinations :
(c) Spirit of obedience to the higher authorities :
- 8) Comments on the Performance of the Senior Lecturer as well as a teacher :
- 9) Special academic achievement of the Teachers / Librarian, if any :
- 10) Performance of duties (as per UGC Regulation, 2010) year wise :

Year	Total working days	Class allotted	Class taken
- 11) Recommendation about his / her fitness or otherwise for advancement for next higher rank :

Signature of Recording Authority
(Principal)

PART-III

OPINION OF THE REVIEWING AUTHORITY

- 1) Name and designation of the Reviewing Authority :
- 2) Period of service of the incumbent under the Reviewing Authority :
- 3) General opinion of the Reviewing Authority

Signature of Reviewing Authority
(President of G.B.)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature
Name & Designation of Accepting Authority
(President of G.B.)