

# Sri Guru Granth Sahib World University Fatehgarh Sahib

## Annual Confidential Report on Work and Conduct of **Category A** Employees/Officers

Year.....

1. Name.....

2. Post/Designation .....

3. Branch with which employee is attached .....

4. Increase in academic qualification during evaluation period .....

5. Assessment Parameters	Poor	Average	Good	Very Good	Excellent	Marks
(a) Ability to perform the assigned tasks	2	4	6	8	10	
(b) Knowledge of rules and regulations	2	4	6	8	10	
(c) Ability to take work from subordinates: Can motivate the employees to get good results? Can he guide them in this direction?	2	4	6	8	10	
(d) Diligence and interest in work. How he keeps him aware of the new developments and how can he perform different types of work?	2	4	6	8	10	
(e) Response towards the following:						
1) Punctuality	1	2	3	4	5	
2) Discipline	1	2	3	4	5	
f) Integrity	1	2	3	4	5	
g) Level of initiative and Efforts	2	4	6	8	10	
h) Behavior towards the following:						
1) Senior	1	2	3	4	5	
2) Fellow colleagues/ Visitors/ Students	1	2	3	4	5	
(i) Ability to improve the work assigned so as to obtain good results	2	4	6	8	10	
(j) Does the employee readily accept new responsibilities and takes initiatives to learn new techniques for doing work	1	2	3	4	5	
(k) Does he earn respect from his subordinates	1	2	3	4	5	
(l) Ability to overcome the problems encountered during work	1	2	3	4	5	
(m) Ability to do official work in Punjabi language	2	4	6	8	10	
Total Marks Obtained						
Overall Assessment: Please tick (✓) the relevant box	0-30	31-50	51- 70	71-90	91 and above	

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**Signature of the Evaluating Officer**

**(With stamp)**

**Date:** .....

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**Signature of the Reporting Officer**

**(with stamp)**

**Date:** .....

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**Signature of the Approving authority (with stamp)**

**The officers responsible for writing, inspecting and approving the Annual Confidential Report are as follows:**

<b>Category of Employee</b>	<b>Reporting Authority</b>	<b>Inspecting Authority</b>	<b>Approving Authority</b>
Superintendent	The next senior officer under which he works.	Registrar	Vice-Chancellor
Assistant Registrar	Deputy Registrar/ Registrar	Registrar	Vice-Chancellor
Deputy Registrar and Finance officer	Registrar	Registrar	Vice-Chancellor
Other Category 'A' Officers	Registrar	Registrar	Vice-Chancellor
Steno-typist	Superintendent	Assistant Registrar	Registrar
Steno-grapher	Superintendent	Assistant Registrar	Registrar
Personal Assistant	Superintendent	Assistant Registrar	Registrar
Clerk/ Junior Assistant	Superintendent	Assistant Registrar/ Deputy Registrar/ concerned officer	Registrar
Other Category 'B' Employees	Superintendent	Registrar	Registrar
Category employees 'C'	Superintendent	Registrar	Registrar

#### **Note**

1. The reports of the officials/ employees of the above-mentioned categories working in different offices will be written by the Heads of the respective departments/ Branches/ Offices.
2. The reporting of Category B and Category C employees working in the teaching departments will be done by the teacher-in-charge, evaluated by head & approved by Dean Academic Affairs. For the employees who are working directly under the department Head, the reporting will be done by the Head, and evaluated and approved by Dean Academic Affairs.
3. If any case does not fall under the above, then the decision will be made by the Vice-Chancellor.

# Sri Guru Granth Sahib World University Fatehgarh Sahib

## Annual Confidential Report on Work and Conduct of **Category B** Employees

Year.....

1. Name..... 2. Father's name .....
3. Post/Designation ..... 4. Date of Joining the Department/Branch .....
5. Branch in which the employee is posted .....
6. Increase in academic qualification during assessment period .....

7. Assessment Parameters	Poor	Average	Good	Very Good	Excellent	Marks
(a) Perseverance and hard work	2	4	6	8	10	
(b) The ability of the employee to perform assigned tasks?	3	6	9	12	15	
(c) Whether the employee properly maintains and utilizes the records/ Machines/Items (For Technical Staff Regarding upkeep of machines /laboratory equipment's /buses etc.)?	2	4	6	8	10	
(d) Whether the employee is fully conversant with the rules and regulations; whether he is fully aware of the changes in the rules and regulations from time to time?	2	4	6	8	10	
(e) How well he handles the incoming and outgoing files?	2	4	6	8	10	
(f) Keeping the record neat and tidy in writing	1	2	3	4	5	
(g) Expertise in Punjabi usage in daily work	2	4	6	8	10	

8. Trustworthiness	Poor	Average	Good	Very Good	Excellent	Marks
(a) How the employee accepts instructions and how well he works on these instructions?	1	2	3	4	5	
(b) How much supervision is required for him/her to complete the assigned task? Note: The one who needs the least supervision, will get more Marks	1	2	3	4	5	
(c) Punctuality and Discipline	1	2	3	4	5	
(d) Integrity	1	2	3	4	5	

9. General behavior and personal character	Poor	Average	Good	Very Good	Excellent	Marks
(a) Conduct during work and off-duty conduct (Behaviour of Health Center/ Transport employees towards patients & Passengers)	1	2	3	4	5	
(b) Method of handling visitors/enquiries.	1	2	3	4	5	
(c) Whether employee readily accepts additional responsibilities. Does he show	1	2	3	4	5	

interest in learning new techniques?						
(d) Personality and Behavior etc.	1	2	3	4	5	
Total (7-9)						

10. Additional Parameters for evaluating the performance of Supervisor/Project Supervisor/Technical Staff/Senior Assistant	Poor	Average	Good	Very Good	Excellent	Marks
(a) Does the employee take initiative towards organizing & completion of tasks of his branch?	3	6	9	12	15	
(b) Does he get cooperation from his subordinates?	3	6	9	12	15	
(c) Can a confidential work be assigned to the employee?	1	2	3	4	5	
(d) Clarity & conciseness in presenting the case	3	6	9	12	15	
Total (7-10)						

#### 11. Overall Evaluation (Please mark correct (✓) in the relevant box)

Clerk	0-30	31-55	56-75	76-95	96 and above	
Supervisor / Technical staff/ Senior / Junior Assistant	0-40	41-80	81-110	111-135	136 and above	

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**Signature of the Inspecting Officer**

**(with stamp)**

**Date: .....**

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**Signature of the Reporting Officer**

**(with stamp)**

**Date: .....**

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**Signature of the Approving authority (with stamp)**

#### **Note:**

1. If for certain category of employees, the use of certain fields is not required, then in those fields 'Not applicable' should clearly be written and the maximum marks in that box are deducted from the total marks allotted for the overall evaluation. On the basis of the remaining maximum marks, the ratio should be calculated for each cell.
2. While filling the Annual confidential report of technical staff working in Science Departments/ Transport branch and other Departments, the marking should be done in column 9 (a).

**The officers responsible for writing, inspecting and approving the Annual Confidential Report are as follows:**

<b>Category of Employee</b>	<b>Reporting Authority</b>	<b>Inspecting Authority</b>	<b>Approving Authority</b>
Superintendent	The next senior officer Under which he works.	Registrar	Vice-Chancellor
Assistant Registrar	Deputy Registrar/ Registrar	Registrar	Vice-Chancellor
Class I Officer	Registrar	Registrar	Vice-Chancellor
Steno-typist	Superintendent	Assistant Registrar	Registrar
Steno-grapher	Superintendent	Assistant Registrar	Registrar
Personal Assistant	Superintendent	Assistant Registrar	Registrar
Clerk/ Junior Assistant	Superintendent	Assistant Registrar/ Deputy Registrar/ concerned officer	Registrar
Other Class B Employees	Superintendent	Registrar	Registrar
Class C employees	Superintendent	Registrar	Registrar

#### **Note**

1. The reports of the officials/ employees of the above-mentioned categories working in different offices will be written by the Heads of the respective departments/ Branches/ Offices.
2. The reporting of Category B and Category C employees working in the teaching departments will be done by the teacher-in-charge, evaluated by head & approved by Dean Academic Affairs. For the employees who are working directly under the department Head, the reporting will be done by the Head, and evaluated and approved by Dean Academic Affairs.
3. If any case does not fall under the above, then the decision will be made by the Vice-Chancellor.

# Sri Guru Granth Sahib World University, Fatehgarh Sahib

## Annual Confidential Report on Work and Conduct of **Category C** Employees

Year .....

1. Name.....
2. Father's name .....
3. Post/Designation .....
4. Date of Joining the Department/Branch .....
5. Branch in which employee is posted .....
6. Increase in academic qualification during assessment period .....
7. Ability to read and write Punjabi/Hindi/English

	Ability to Read	Ability to Write	Ability to Read and Write
Punjabi			
Hindi			
English			

8. Assessment Parameters	Poor	Medium	Good	Very Good	Excellent	Marks
(a) Perseverance and hard work	2	4	6	8	10	
(b) Ability to perform the given work	3	6	9	12	15	
(c) Punctuality and Discipline	2	4	6	8	10	
(d) Intelligence						
(e) Integrity	1	2	3	4	5	
(f) Behavior towards colleagues	1	2	3	4	5	
(g) Personal traits (character, conduct, etc.)	1	2	3	4	5	
Total Marks (S.No.8)						
9. For Technical Staff etc.						
(a) Ability to operate and upkeep machines and laboratory equipment	3	6	9	12	15	
(b) knowledge of work requirements	2	4	6	8	10	
Total Marks (S.No.8 and 9)						
10. Overall assessment (Tick the appropriate box)						
(a) Peon/Sweeper	0-15	16-25	26-35	36-42	43 and above	
(b) Technical Staff etc.	0-23	24-37	38-53	54-64	65 and above	

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**Signature of the Evaluating Officer**

**(With stamp)**

**Date:** .....

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**Signature of the Reporting Officer**

**(With stamp)**

**Date:** .....

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**Signature of Approving Authority (with stamp)**

**Note:** If for any category of employee, the use of certain fields is not required, then in those field ‘Not applicable’ should clearly be written and the maximum marks in that box be deducted from the total marks allotted for the overall evaluation. On the basis of the remaining maximum marks, the ratio should be calculated for each cell.

2. While filling the Annual confidential report of technical staff working in Science Departments/ Transport branch and other Departments, the marking should be done in column 9 (a).

<b>Category of Employee</b>	<b>Reporting Authority</b>	<b>Inspecting Authority</b>	<b>Approving Authority</b>
Superintendent	The next senior officer under which he works.	Registrar	Vice-Chancellor
Assistant Registrar	Deputy Registrar/ Registrar	Registrar	Vice-Chancellor
Deputy Registrar and Finance officer	Registrar	Registrar	Vice-Chancellor
Class I Officer	Registrar	Registrar	Vice-Chancellor
Steno-typist	Superintendent	Assistant Registrar	Registrar
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Personal Assistant	Superintendent	Assistant Registrar	Registrar
Clerk/ Junior Assistant	Superintendent	Assistant Registrar/ Deputy Registrar/ concerned officer	Registrar
Other Class B Employees	Superintendent	Registrar	Registrar
Class C employees	Superintendent	Registrar	Registrar

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3. If any case does not fall under the above, then the decision will be made by the Vice-Chancellor.