

PANJAB UNIVERSITY, CHANDIGARH

**FORM FOR THE CONFIDENTIAL REPORT ON THE WORK OF
CLASS 'A' OFFICER**

Period covered by the report _____

Report on the work:

a) Name : _____

b) Designation: _____ Branch/Deptt. _____

GENERAL REMARKS:

The Reporting Officer should give his opinion in regard to the administrative ability and integrity of the officer with particular reference to initiative and drive, eye for details and capacity to take objective decisions.

Defects, if any:

GRADING: (Whether Outstanding, Very Good, Good, Average and Below Average).

Dated : _____

REPORTING OFFICER

Full Name _____

Official Seal

REVIEWING OFFICER

Dy. Registrar/F.D.O./C.O.E./

Registrar /V.C.

ACCEPTING OFFICER

C.O.E./Registrar/V.C.