

PANJAB UNIVERSITY, CHANDIGARH
(PERFORMANCE REVIEW REPORT ON CLASS 'B' OFFICERS FOR THE PERIOD
FROM _____ TO _____)

GENERAL INSTRUCTIONS :-(i) The officer writing/reviewing the report is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.
(ii) The reporting officer should mention specifically if during the year under report he had on any occasion counselled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

PART I-PERSONAL DATA (to be completed by the employee to be reported upon)

1. Name _____ Designation _____
Branch/Department _____
2. Date of birth _____ 3. Father's Name _____
4. Educational Qualifications _____
5. **Date of appointment :** (a) in Panjab University _____
(b) in the present grade _____ (c) nature of work on which employed during
the period of report _____ (branch)

Dated _____

Signature of the employee

PART II-ASSESSMENT BY THE REPORTING OFFICER (Please mention the Grade applicable)

TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
	A	B	C	D	
1. Attendance & Punctuality	Very regular and punctual	Regular	Reasonably regular	Not Punctual and poor leave record	
2. Discipline	Exceptionally well disciplined	Very good	Adequate	Prone to disregard office discipline & etiquette	
3. Intelligence and understanding	Exceptional and has clear grasp	Intelligent & grasps points correctly & quickly	Shows adequate grasp	Slow and often misses the point	
4. Initiative	Excellent	In good measure	Adequate	Lacking	
5. Cooperation	Exceptionally loyal and willing worker	Quick, Obedient and cooperative	Just adequate	Lacking	
6. Power of expression and drafting	Forceful & effective	Reasonably good in communication	Just adequate	Often confused and off the point	
7. Efficiency	Very efficient and accurate	Reasonably efficient & accurate	Requires constant Supervision	Tends to delay and somewhat indifferent	
8. Knowledge of procedures & regulations of the unit in which working and of the University in general	Has exceptional grasp of rules, regulations, manuals & precedents	Has sound knowledge of the work of the unit	Knows just enough	Not good enough	

TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
	A	B	C	D	
9. Trustworthiness in handling secret papers	Of a high order	In good measure	Adequate	Not very satisfactory. In the habit of loose talk	
10. Proficiency in Typing & Stenography (Applicable in case of typist, steno typist and stenographer)	Exceptionally good speed of 40/100, Neat in execution (2% mistakes, very clean presentation)	Reasonably good speed of 40/100 (3% mistakes, quite clean presentation)	Just adequate, speed of 40/100 (5% mistakes, fairly clean presentation)	Has scope for Improvement (less speed, more mistakes, shabby execution)	

11. Over all appraisal : Outstanding/Very good/Good/Average/Below average

12. OTHER OBSERVATIONS : In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)-General Instructions.

Signature of Reporting Officer

Name in Capitals _____

Dated : _____

Designation _____

PART III-REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals _____

Dated : _____

Designation _____

PART IV-REMARKS OF ACCEPTING OFFICER

Signature of Accepting officer

Name in Capitals _____

Dated : _____

Designation _____

PART V-FOLLOW UP ACTION (By the Establishment Branch)

- Reference and date of memorandum under which adverse remarks (if any) communicated to the employee being reported upon. _____
- Date of receipt of representation, if any. _____
- Brief particulars of final decision taken on the representation. _____