

**PANJAB UNIVERSITY, CHANDIGARH**

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

**(only for C.V.O., F.D.O., C.O.E., Registrar, & S.V.C.)**

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,/REVIEWING /  
ACCEPTING OFFICER  
VICE-CHANCELLOR  
WITH OFFICIAL SEAL