

PERFORMANCE APPRAISAL REPORT

(To be filled 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 the service to which belong :
- 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 Grade Scale of pay :

- 12) Date of eligible for placement in the Senior
Grade 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, driver 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) : :
- 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 :
Activities, Examination, etc. :
(b) Involvement in University and college Examinations :
(c) Spirit of obedience to the higher authority :
- 8) Comments on the performance of the Senior Lecturer :

9) Special academic achievement of the Teacher/

Librarian, if any :

10) Performance of duties (as per UGC regulation, 2010)

Year wise

:

Year	Total Working days	Class Allotted	Class Taken	Class Taken %

- 11) Recommended about 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 the service of the incumbent under the Reviewing Authority :
3. General opinion of the Reviewing Authority :

Signature of Reviewing Authority

(President of G.B.)