

DAYANAND COLLEGE OF COMMERCE, LATUR

PROFARMA “B”

Confidential Assessment Report regarding ability & Character of the Non Teaching Staff

A) TO the written by the head of the Department / Section

- 1) Name of the Employee
.....
- 2) Status Temporary / Probationary /
.....
- 3) Period of Report
.....
- 4) Department / Office / Section
.....
.....
- 5) Leave Taken during the period EL / CL /
Other Leave
.....

B) PERFORMANCE ASSESSMENT

Sr. No.	Items	Excellent	V.Good	Good	Fair	Average	Below Average
		A	B	C	D	E	F

a) TECHNICAL ADEQUACY :

- 1) Industry
.....
- 2) Application
.....
- 3) Initiative
.....
- 4) Neatness
.....
- 5) Accuracy
.....
- 6) Factuality in work
.....
- 7) Methodical & Systematic Working
.....
- 8) Promptness in Disposal
.....
- 9) Regularity in attendances
.....
- 10) Relation with superiors
.....
- 11) Relation with colleagues
.....
- 12) Relation with public
.....
- 13) Dependability
.....
- 14) Capacity to get work done
.....

b) GENERAL IMPRESSION

- 1) Leadership Qualities
.....
- 2) Integrity and Character
.....
- 3) Administrative Ability
Including judgment & drive
.....
- 4) Obedience
.....
- 5) Do you agree with the self assessment
if not give reasons by employee
.....

6) GECOMMENDATIONS-

- 1) Punishment writing given if any
- 2) Fitness to continuous of confirmation in the Post
- 3) Fitness for promotion
- 4) Any other observation or good point
To be recorded

Place -Latur

Signature

Date : / /20

Head of the Department

**d) Observation of the Reviewing officer on the above Report
(to be filled by the reviewing Officer)**

- 1) Length of service under the Revising Officer during the period under report
- 2) Do you agree with the reporting Officer observations are do you With do modify them or add to his Assessment of the employee
- 3) Observations on remarks given to the employee by the Reporting officers & notification though from the Reporting Officer , if any
- 4) Communication of remains is the employee & Notification rough from the employee, if any
- 5) Final Recommendations

Place -Latur

PRINCIPAL

Date : / /20