

FORM OF ANNUAL CONFIDENTIAL REPORT OF LABORATORY ATTENDANTS DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

Report for the year..... ending 31st March.....

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of continuous appointment to the present grade	
5.	Section/Office in which employed during the year under report and period of service.	

ASSESSMENT BY THE REPORTING OFFICER

6.	Particulars, kind or class of work on which the individual was employed during the period under report. Regularity & punctuality in attendance.	
7.	Regularity and punctuality in attendance.	
8.	Knowledge of the job on which employed and quality of work.	
9.	Contract & behavior with the public	
10.	Maintenance of Laboratory and Lab wares for upkeep and cleanliness, give comments activity-wise.	
11.	Brief mention of any outstanding or notable work if any, mentioning special recommendations	
12.	Fitness for promotion	
13.	General assessment of integrity character and temperament including relation with fellow employees amenable discipline etc.	
14.	Knowledge in Hindi	

GRADING :-

“Outstanding” “Very Good” “Good” “Fair” “Poor”

Signature of Reporting Officer
Name(in Block Letters)
Designation