

**Annual Performance Appraisal Report of Office Attendant /
Lab Attendant / Workshop Attendant/ Library Attendant /
Kitchen Attendant/ Hostel Attendant**

For the Year/Period Ending _____

1. Name in Full: _____
2. Designation: _____
3. ID No: _____
4. Date of Birth: _____
5. Date of continuous appointment to the present post: _____
6. Educational & Technical Qualifications: _____
7. **Observations on:**
 - i) Intelligence:
 - ii) Energy and reliability:
 - iii) Punctuality in attendance:
 - iv) Behavior : Does he/she show proper courtesy and good manners
towards colleagues towards Guests/Outsiders:
 - v) Amenability to discipline:
 - vi) Knowledge and ability to operate office auto-machine :
 - a. Photocopier/Xerox
 - b. Computer/Printers
 - c. Lab Equipments
 - d. Kitchen Equipments
 - e. Others

* (Strike out which is not relevant out of a,b, c ,d under VI)

8. Has he/she been responsible for any outstanding work during the period under review meriting special commendation? If so what?

9. Assessment of integrity (if anything adverse has come to your notice please specify same) :

10. General Remarks:

Signature of the Reporting Officer:

Name in Block Letters:

Designation:

Date:

Remarks of the Reviewing Officer:

Signature of the Reviewing Officer:

Name in Block Letters:

Designation:

Date: