



# ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

Annual performance report for non-teaching employees (Grade IV)  
for the Year \_\_\_\_\_

**PART – I**  
(To be filled in by the employee)

Name : \_\_\_\_\_

Designation and Date from which present post was held : \_\_\_\_\_

Place of posting : \_\_\_\_\_

Leaves taken during the year other than Casual Leaves : \_\_\_\_\_

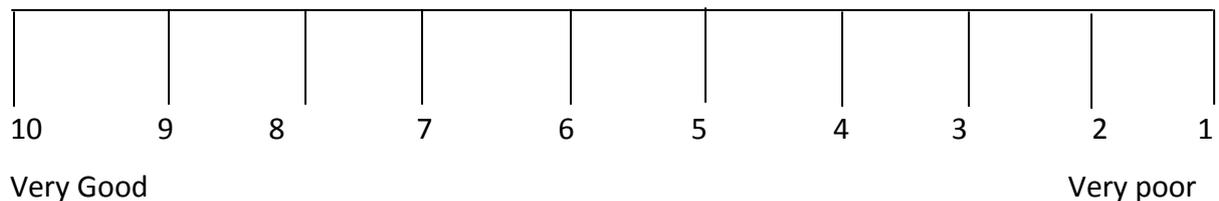
Signature of the employee

Signatory's name \_\_\_\_\_  
(Block letters)

**Part- II**  
**(Assessment by the Reporting Officer)**  
**(Period of reporting should be more than six months)**

Brief Description of the Duties being performed by the employee during the period of assessment:

2. Please rate the abilities on the following attributes using the 10 points scale as below.



1	Integrity	
2	Behavior	
3	Responsibility and devotion to duty	
4	Punctuality	
5	Initiative	
6	Readiness to take responsibilities	
7	Team work	
8	Overall rating	

General Remarks, if any :

Signature of the Reporting Officer  
 Signatory's name \_\_\_\_\_  
 (Block letters)

Dated \_\_\_\_\_

Designation \_\_\_\_\_

**PART – III****(TO be filled in by the Reviewing Officer)**

Remarks of the Reviewing Authority \_

Signature of the Reviewing Officer

Signatory's name \_\_\_\_\_  
(Block letters)

Dated \_\_\_\_\_

Designation \_\_\_\_\_

**PART – IV****(To be filled in by the Accepting Authority )**

Declaration of the Accepting Authority

Dated \_\_\_\_\_

Signature of the Accepting Authority