



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

**Annual performance report for non-teaching employees (Grade II and Grade III)
for the Year _____**

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

Name : _____

Designation and Date from which present post was held : _____

Place of posting : _____

Brief Description of the Duties being performed indicating the positions held and the tasks required to be performed during the period of assessment including various achievements made / constraints if any experienced:

Signature

Signatory's name _____
(Block letters)

Dated _____

Designation _____

Part- II
(Assessment by the Reporting Officer)

(Period of reporting should be more than six months)

1. Whether you agree with the self assessment described by the employee at Part I :

Yes

No (please give reasons)

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



Very Good

Very poor

| | | |
|----|--|--|
| 1 | Integrity | |
| 2 | Knowledge of Statutes and regulations | |
| 3 | Responsibility and devotion to duty | |
| 4 | Knowledge of office procedure | |
| 5 | Punctuality | |
| 6 | Power of expression in writing and in discussion | |
| 7 | Promptness of disposal of cases | |
| 8 | Initiative | |
| 9 | Readiness to take new responsibilities | |
| 10 | Team work | |
| 11 | 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