

**PERFORMANCE APPRAISAL REPORT**

*(To be filled up as per clause 26 of Assam college Employees (Provincialisation) Rules, 2010) Report for  
the year/period ending to  
(To be submitted under sealed cover)*

**PART-I:**

**(PERSONAL DATA)**

- 1) Name of the employee :
- 2) Name of service to which belongs :
- 3) Educational Qualification :
- 4) Professional Qualification :
- 5) Name of the Institution / College with full Address :
- 6) Date of birth :
- 7) Date from which appointment has approved as Teacher / Librarian by the D.H.E., Assam :
  - a) In the U.G.C. scale of pay :
  - b) In the fixed pay (if any) :
  - c) Without condition / with condition :
- 8) Date of confirmation :
- 9) Whether the Teacher / Librarian had any Break in service or granted extra-ordinary Leave without pay in the service period :
- 10) Any special knowledge /experience /training: Which facilitate to discharge the all allotted work of the officer / employee :
- 11) Date of obtaining senior scale / selection Grade scale of pay :
- 12) Date of eligible for placement in the senior Scale/Selection Grade scale/Associate scale of pay :

certified that the particulars furnish above are correct.

*Signature of Recording Authority  
(Principal)*

**PART-II:**

*(ASSESSMENT BY THE REPORTING AUTHORITY)*

1) Name (s) and Designation of the Reporting Authority :

2) Period of service of the incumbent under The Reporting Authority

*(separate forms to be used by different reporting officer)*

3) State of Health :

What is your opinion about his / her

(a) Aptitude, initiative, drive and efficiency for :

(i) Arrangement for works :

(ii) Exception of work :

(b) Intelligence :

(c) Attendance / conduct and amenability to discipline :

(d) Character with particular reference to Reliability and integrity :

(e) Capacity of supervision, inspection and To create term spirit (whether applicable) :

(f) General remarks, if any :

4) Character and conduct of the Lecture / Librarian :

5) Relationship with :

a. Principal :

b. Teaching staff :

c. Library staff :

d. Office staff :

e. Students :

f. Others :

6) Regularity and punctuality in attending college as well as classes :

7) (a) spirit of co-operation in the corporate life extension activities, examination, etc. :

(b) Involvement in University and College examinations :

(c) Spirit of obedience to the higher authorities :

8) Comments on the performance of the Senior Lecturer as well as a teacher :

9) Special academic achievement of the Teachers / Librarian, if any :

10) Performance of duties (as per UGC Regulation, 2010) year wise :

11) Recommendation about his / her fitness or Otherwise for advancement for next higher rank :

Year	Total working days	Class allotted	

*Signature of Recording Authority  
(Principal)*

PART-III

OPINION OF THE REVIEWING AUTHORITY

- 1) Name and designation of the Reviewing Authority :
- 2) Period of service of the incumbent under the Reviewing Authority
- 3) General opinion of the Reviewing Authority : Good

*Signature of Recording Authority*

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY

*Signature .....*  
*Name & Designation of Accepting Authority*