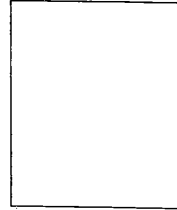


LINGAYA'S UNIVERSITY, FARIDABAD

**ANNUAL /SPECIAL CONFIDENTIAL REPORT FOR 2014-2015
(SUPPORTING STAFF)**



PART I (OFFICIAL RECORD)

1. NAME (IN FULL): _____
2. DESIGNATION: _____ 3. DEPARTMENT: _____
4. D.O.B. _____ 5. AGE AS ON 30TH APRIL 2015: _____
6. QUALIFICATION: _____
7. D. O. J. _____ 8. EXPERIENCE (A) TOTAL : _____ (B) LINGAYA'S _____
9. PRESENT SALARY: _____ 10. LAST SALARY FIXED UP DATE: _____
11. LAST PROMOTION DATE: _____
12. LEAVE AVAILED: (A) CL _____ (B) EL _____ (C) EOL _____ (D) OTHERS _____
13. ANY DEGREE/CERTIFICATION ADDED DURING THE YEAR:

14. FINAL RATING

SIGNATURE OF HEAD OF INSTITUTION
INCREMENT:
DATE:

SIGNATURE OF REGISTRAR (ADMIN/HR)
NAME:
DATE:

PART – II (TO BE FILLED BY APPRAISEE)

EMPLOYEE SHOULD WRITE HIS/HER MAJOR ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR.

SIGNATURE OF APPRAISEE

DATE:

PART III – GENERAL (1 – 5 SCALE) (TO BE FILLED BY REPORTING OFFICER)

SCALING A) EXCELLENT - 5 B) VERY GOOD - 4 C) GOOD - 3 D) BELOW AVERAGE - 2 E) POOR – 1

SPECIALIZED FIELDS (WRITE 2 PARAMETERS BASED ON JOB PROFILE AND RATE CORRESPONDING TO IT)

- a)
- b)
- c) OVERALL JOB PERFORMANCE
- d) GENERAL BEHAVIOR WITH COLLEAGUES, SUBORDINATES & SUPERVISOR
- e) RELIABILITY & TRUSTWORTHINESS
- f) PUNCTUALITY / MEETING DEADLINE
- g) COST CONSCIOUSNESS
- h) WILLINGNESS TO TAKE UP JOB /DUTIES NOT RELATED TO WORK
- i) FLEXIBILITY
- j) COMMUNICATION SKILLS

OVERALL RATING (TOTAL SCORE/10)

SIGNATURE OF REPORTING OFFICER

NAME:

DATE: