

SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES, LUCKNOW
FORM FOR ANNUAL CONFIDENTIAL REPORT
(FOR CLASS -I OFFICERS)

REPORT FOR THE YEAR/PERIOD ENDING -----

PART- I

(PERSONAL DATA)

(To be filled by the Officer himself)

1. Name of the Officer : -----
2. Designation : -----
3. Present post held & date of appointment thereto : -----
4. Period of absence from duty on leave, training etc. During the year with details thereto : -----

(Signature of the Officer/Employee)

PART- II

SELF APPRAISAL IN ABOUT 300 WORDS

(If space is not sufficient the officer may write his self appraisal in a separate sheet)

Signature of the Officer

PART-III
(Assessment by the Reporting Officer)

- State of health : -----
- Attendance : -----
- General assessment regarding work : -----
1. Knowledge of work entrusted : -----
2. Quality of work performed : -----
3. Commitment to work assigned : -----
4. Devotion to duty : -----
5. Initiative : -----
6. Willingness to accept responsibility : -----
7. Relation with colleagues and patients/public : -----
8. Punctuality & availability on seat : -----
9. If the employee has been issued warning during : -----
the period or any other disciplinary action taken,
the details about it
10. Any special achievement during the period : -----
11. Integrity (Certified/Not Certified) : -----
12. Recommendation for probation : -----
(Termination/Extension)
13. Any other : -----
14. Overall Rating : Poor/Average/Good/Excellent/Outstanding : -----
- (D) (C) (B) (A) (A+)

Signature of Head of the Deptt.
(With Rubber Stamp)

