

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR NON TEACHING STAFF

DEPARTMENT -------------------------------------------------------------------------------------

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

**PART-V - REVIEWING OFFICER**

**(Please read carefully the guidelines before filling the entries)**

1. Length of service under the Reviewing Officer -
2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initials your entries

**Yes No**

1. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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1. The attitude of reporting officer in assessing the performance / Officer / Staff
2. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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1. Over all numerical grading on the basis of weightage given in Part-III of the Report.

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**Signature of the Reviewing Officer**

Date: Name in Block Letter:

Designation: