

# DAV UNIVERSITY, JALANDHAR

## PERFORMANCE REVIEW REPORT ON NON-TEACHING OFFICERS/ STAFF

FOR THE PERIOD FROM JULY ..... TO JUNE .....

### PART-I

#### (SELF-ASSESSMENT FORM)

(To be completed by the employee to be reported upon)

1. Name: \_\_\_\_\_
2. Employee ID: \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Date of birth: \_\_\_\_\_
6. Date of Appointment: \_\_\_\_\_
7. Pay Scale: \_\_\_\_\_
8. Educational Qualification: \_\_\_\_\_

9. Nature of duties performed:

10. Any special achievement/ award/ appreciation: \_\_\_\_\_  
\_\_\_\_\_

11. Any other information: \_\_\_\_\_  
\_\_\_\_\_

Dated:

Signature of the Employee

**PART-II**

**(To be filled by the Reporting Officer)**

Staff Name to be reported upon: \_\_\_\_\_ Department: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Length of service under Reporting Officer from \_\_\_\_\_ to \_\_\_\_\_

Trait	Score	Remarks
1. Punctuality (0-5 Points)		
2. Discipline (0-5 Points)		
3. Conduct (0-5 Points)		
4. Trustworthiness (0-5 Points)		
5. Initiative (0-5 Points)		
6. Coordination (0-5 Points)		
7. Professional Skills (0-5 Points)		
8. Work Efficiency (0-5 Points)		
9. Target-oriented Approach (0-5 Points)		
10. Power of expression and drafting (0-5 Points)		
<b>Total Score (50 points)</b>		

Any comments on Part-I as filled by the employee: \_\_\_\_\_

Signature of the Reporting Officer

Name in full: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**To be filled by the Registrar**

State, with details, if the employee has been punished/ reprimanded/ warned during the period under report:

Signature of the Registrar

Name in full: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

PART-III

REMARKS OF REVIEWING / ACCEPTING OFFICER

[Empty rectangular box for remarks]

Signature of Reviewing / Accepting Officer

Name in Capitals \_\_\_\_\_

Designation \_\_\_\_\_

Date: