

**DIBRUGARH UNIVERSITY****SELF-APPRAISAL REPORT**

(To be submitted by the officer applying for Promotion under PPS)

[Additional sheet(s) be attached, if required]

1. Name of the Officer :
2. Father's Name :
3. Present designation :
4. Date of birth :
5. Date of joining in the University service :
6. No. of days of Earned leave, Casual leave, Medical leave etc. availed (year-wise) during the last five years with purpose (to be submitted on an additional sheet) :
 - (i) Casual leave :
 - (ii) Earned leave :
 - (iii) Medical leave :
 - (iv) Duty leave :
 - (v) Any other :
7. Participation in Training (in-house and external) :
8. Nature of duties and responsibilities performed during last 8 (eight) years :
9. Efficiency in performing duties and responsibilities :
10. Contribution to the corporate life of the University, other than his/ her allotted official duties (if any) :
11. Maintenance of discipline and punctuality :
12. Development of skill/ qualification in IT finance, administration, examination etc.) :
13. Achievements in the field of art, culture, literature, sports etc. (if any) :
14. Justification for promotion :
15. Disciplinary proceedings faced, if any :

I hereby declare that above information is true to the best of my knowledge and belief.

Signature of the Officer

Signature
(Receiving Officer)

DIBRUGARH UNIVERSITY



PERFORMANCE APPRAISAL REPORT

1. Name :
2. Designation :
3. Present pay as on :
- From

Excellent	: 10 points	Kindly use points as indicated whenever possible except under 0 to 5
Very Good	: 9 -do-	
Good	: 8 -do-	
Fairly Good	: 7 -do-	
Fair	: 6 -do-	
Average	: 5 -do-	
Below Average	: 3 -do-	
Unsatisfactory	: 0 -do-	

Item for Report/ Assessment	Comments of Controlling Officer	Assessment/ observation by the Registrar	Observation by the Vice-Chancellor
1	2	3	4
A. Attendance :	(a)		
(a) punctuality	(b)		
(b) regularity	(a)		
B. Attitude towards	(b)		
(a) students	(c)		
(b) colleagues	(d)		
(c) teachers	(a)		
(d) higher officer	(b)		
C. Skill of communication	(c)		
(a) oral communication	(c)		
(b) drafting file note for higher officer			
(c) understanding of rules & regulation			
D. Commitment of the officer	(a)		
(a) to the University	(b)		
(b) to the work	(c)		
(c) others			
E. Leadership quality	(a)		
(a) in managing the office/ staff	(b)		
(b) expeditions disposal of official assignments	(c)		
(c) foresightedness			
F. Organizing ability			
G. Special recommendations/ comments (if any)			

Signature of the
Controlling Officer

Signature of the Registrar/
and recommending Officer

Signature of the
accepting Officer

Note : When an officer is allotted points below 5 (five), i.e., on any item, the same should be intimated to him/ her accordingly.