

DEPARTMENT OF SCHOOL EDUCATION ,  
GOVERNMENT OF JAMMU AND KASHMIR

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ANNUAL PERFORMANCE REPORT

Name :- \_\_\_\_\_  
Designation:- \_\_\_\_\_  
Office : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Educational Qualification : \_\_\_\_\_  
Departmental Examination passed if any : \_\_\_\_\_  
Period of Report : \_\_\_\_\_

1. Particulars/kind of class work on which the individual during the period under report : \_\_\_\_\_.
2. Conduct: \_\_\_\_\_.
3. Regularity and punctuality in attendance : \_\_\_\_\_.
4. Trust worthiness/ Integrity : \_\_\_\_\_.
5. Zeal : \_\_\_\_\_.
6. Buisiness Habbit : \_\_\_\_\_.
7. General Demanor : \_\_\_\_\_.
8. Performance of duties: \_\_\_\_\_.
9. a) Knowledge of branch on which engaged : \_\_\_\_\_.  
b) Knowledge of codes , rules etc : \_\_\_\_\_.  
c) Ability in drafting letter and presenting whole : \_\_\_\_\_.  
d) Knowledge of work: \_\_\_\_\_.  
e) Ability to manage section/Department: \_\_\_\_\_.
10. Special aptitude for any particular Department and any special work done beyond routine work and recognition:- \_\_\_\_\_.
11. Fitness for promotion to the higher grade and for further advancement : \_\_\_\_\_.
12. General remarks if any taking all the above points in consideration: \_\_\_\_\_.

Seal & Signature of D D O