



# MAHARAJA BIR BIKRAM UNIVERSITY

P.O.: Agartala College- 799 004, Tripura, India

## ANNUAL CONFIDENTIAL REPORT FOR EMPLOYEES OF MBB UNIVERSITY

(FOR NON-TEACHING EMPLOYEES)

For the Year 20 \_\_\_\_\_ to 20 \_\_\_\_\_

*[Sl. No. 1 to 5 as follows to be filled up by concerned employee only]*

1. Name: Shri/Smt:.....
2. Rank.....
3. Branch.....
4. Date of: (a) Birth.....  
(b) Entry to Government service.....
5. Present Grade.....

*[For compiling the report see Note (1), Note (2) & Note (3)]*

| Section:- Performing of duties Present Grade       |         |         |
|--|---------|---------|
|  | Marking | Remarks |
| 1. Knowledge<br>(a) Of Branch<br>(b) Of Department |         |         |
| 2. Personality and force of character              |         |         |
| 3. Judgement                                       |         |         |
| 4. Power of taking responsibility                  |         |         |
| 5. Initiative                                      |         |         |
| 6. Accuracy  |         |         |
| 7. Address and tact                                |         |         |
| 8. Power supervision staff                         |         |         |
| 9. Zeal and industry                               |         |         |
| 10. Health   |         |         |
| 11. Attendance (see note 2)                        |         |         |
| 12. Official conduct (Discipline see note 2)       |         |         |
| 13. (a) Capacity to note<br>(b) Capacity to draft  |         |         |

**Note (1):** insert in the Column A.B.C.D or E against each item to the following appointment against Sl. 1 to 10 & 13:

- A. OUTSTANDING
- B. VERY GOOD
- C. SATISFACTORY
- D. INDIFFERENT
- E. POOR

**Note (2):** An A or B or C or D is appropriate for Sl. No. 11 & 12.

- A. OUTSTANDING.      B. VERY GOOD.      C. SATISFACTORY.      D. POOR.

General Remarks including a statement on integrity and reliability and note of any special qualification not included above.

- a) General Assessment :
- b) Category Grading :
  - 1. Out Standing
  - 2. Very Good
  - 3. Good
  - 4. Satisfactory
  - 5. Poor (below average)

Signature of Reporting Officer  
Name (Block Letters):  
Designation :  
Date :

Remarks of Reviewing Officer,  
If any,

Signature of Reporting Officer  
Name (Block Letters) :  
Designation :  
Date :

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Remarks of Accepting Officer,  
If any,

Signature of Reporting Officer  
Name (Block Letters) :  
Designation :  
Date :

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**Note (3):** General Instructions-

This report is to be regarded as confidential but an E marking against any item must be communicated in duplicate by Head of the Sub-Department to the Officer concerned except in the following circumstances.

- (i) Where in the opinion of the Head of the Sub-Department communication is considered like to affect adversely the officers health.
- (ii) Where the marking is due to in-experience owing to less than one year service on the grade (except in case of unsatisfactory conduct, laziness etc.)
- (iii) Where the weakness has already been notified it is clear that no useful purpose can be served by repeated notification. In such case the officer should advise of the proposal to discontinue future notifications to the same effect as these he has previously received. Any charge, better or worse, should be notified to the Officer.
- (iv) Every effort should be made to arrive at just estimate of the qualities of the Officer at the time the report is made. Reporting Officer should reply on their own judgement and experience, and should in no circumstances have access to previous reports on the same Officer by other reporting Office.
- (v) The Officer should be required to sign and return to the Establishment Branch one copy of intimation of E markings as evidence that been notified, he may, if so desire add observations.

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