

UNIVERSITY OF THE PUNJAB

BRANCH.....

Annual Confidential Report of **Administrative Officer** For the year ending 31, December,

1. Name (in full) with Designation		
2. Father's Name		
3. Date of Birth		
4. Period to which the entries relate (ACR for the year)		
5. Date of first appointment		
6. Present Grade and pay		
7. Length of service. (a) in the University Office (b) in the Branch / Department (c) in the present grade		
Points needing attention	Remarks by immediate officer	Remarks if any / by the Registrar / Vice-Chancellor
1. Attendance		
2. Has the Officer proved himself able to do the work of his appointment by showing due diligence and industry? What is his capacity for getting work out of his subordinates and his relations with them?		
3. Does he maintain good control over the staff working under him?		
4. Does he keep on good term with other officers and Branches pertaining to the work entrusted to him?		
5. Has he a sound knowledge of Rules and Regulations pertaining to the work entrusted to him?		
6. Has the Officer maintained a reputation for honesty during the period under report?		

**SIGNATURE & STAMP OF
HEADS OF THE DEPARTMENT**