

# UNIVERSITY OF THE PUNJAB

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BRANCH

## Annual Confidential Report on Clerical Establishment

1. Name (in full) with Designation	
2. Father's name	
3. Present grade and pay.	
4. Date of birth.	
5. Period to which the entries relate.	
6. Date of first appointment.	
7. Length of Service. (a) in the University Office. (b) in the Branch/Department. (c) in the present grade.	
8. Nature of work on which employed.	
9. Attendance.	
10. Habits.	
11. Efficiency.	
12. Whether he is (a) a good accounts clerk. (b) a good correspondence clerk. (c) a good tabulator. (d) an all round good clerk. (e) fit to be promoted.	
13. Does he maintain good control over the staff working under him?	For Assistants
14. Is he careful over the training of his subordinates?	
15. Does he keep on good terms with other Sections of the same Branch and with other Branches of the Office?	
16. He is a sound knowledge of Rules and Regulations pertaining to the work entrusted to him?	
17. Is he full acquainted with general orders issued from the higher authorities and brings them to the notice of the officers as occasion demands?	

<p>18. General remarks, <i>e.g.</i>, are there any points in which he specially excels or in which he is deficient?</p>	
<p>19. (a) Does he deserve his next increment ?          (b) Is he fit for promotion to the next higher post?          (c) Is he fit being confirmend in his present post?</p>	

Signature of Admin. Officer.....

REMARKS BY THE ASSTT. (REGISTRAR/CONTROLLER/TREASURER)  
(not necessary in case of Teaching and non-teaching Departments)

Signature with date.....

REMARKS BY THE DEPUTY REGISTRAR/CONTROLLER/TREASURER)

Signature with date.....

REMARKS BY THE HEAD OF THE DEPARTMENT/REGISTRAR/TREASURER  
CONTROLLER OF EXAMINATIONS

Signature with date.....