

MUKAND LAL NATIONAL COLLEGE, YAMUNA NAGAR

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF
NON-TEACHING STAFF WORKING IN THE NON-GOVT. AFFILIATED COLLEGES**

For the Year - _____

Reporting Officers shall fill this form carefully. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.

1. Name
2. Designation
3. Date of Birth
4. Date of Appointment
5. Nature of Appointment.....
(Regular, Temporary or Ad hoc)
6. Scale of Pay
7. Actual Pay
8. Industry
9. Handwriting and Neatness
10. Punctuality and Regularity
11. Reputation for Honesty
12. Capacity for work and Intelligence
13. Acquaintance with Rules and orders
14. Knowledge and skill in dealing with.....
Accounts matters
15. Quickness in disposal of business
16. Proficiency in Typewriting and Shorthand
17. Capacity for working with others
18. Defects, if any, pointed out
(i) Orally.....
(ii) In writing.....
19. Fitness for Promotion
20. General Remarks, if any.....
21. Signature and Date of Reporting
Officer with Designation

Remarks by Reviewing authority