

HIMACHAL PRADESH EDUCATION DEPARTMENT

Annual Confidential Reports of Librarian/Assistant Librarian for the year _____

1. Full Name. _____
(With academic and professional qualification).
2. Date of birth. _____
3. Designation in full. _____
4. Dates of continuous appointment in the present grade. _____
5. Grades of pay on 1st April 2000 _____
6. Whether permanent, quasi-permanent or temporary.

7. Position in the latest seniority list.

8. Nature of work on which employed.
(Acquisition classification catering, references services counter work, periodicals, maintenance of book binding record children Library service, Mobile Library service etc.) _____

9. Has he/she maintained reputation for honesty during the year under report (if you are doubtful or your answer is in the negative, give reasons.) _____

10. How long has he/she served under you. _____
11. Has his/her work been satisfactory if not, what are the specific defects.

12. Has his/her conduct been satisfactory if not, what are the specific defects.
13. Attitude towards:
(a) Library service in general. _____

(b) Readings.

- _____
14. General behaviour. _____
15. Have the defects in his/her work conduct attitude or
behaviour brought to the notice of the officer
_____ concerned was any improvement in respect of
_____ defects complained of in the last report been communicated to him.

16. Intelligence, Industry and Keeness. _____
17. Amenability to discipline. _____
18. Punctual attendance. _____
19. General remarks (No. reference regarding _____
promotion should be made.)
20. Does he/she take interest in use of Hindi
Language. in official work. _____
21. His/her attitude towards the members of
S.C. and S.T. community. _____

Head of Office.

Remarks of the next superior officer or Head of the Department.

Signature.....
Name in the block letters.....
Designation.....