

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