

## **REGULATION NO. 12**

### **Regarding Confidential Reports of Officers/Teachers/Subordinate staff.**

1. Annual confidential reports on the work of a University employee must be recorded by his/her superior officers for each financial year. The manner in which such reports in respect of Administrative/Executive officers/Teaching/Subordinate staff of each department will be initiated, by whom they will be recorded and where they will be kept is shown in Appendix. Reports on employees for whom half-yearly reports are prescribed will be written for the periods from 1st April to 30th September and from 1st October to 31st March every year. The reports of the teaching staff of school of studies/University Teaching Departments and other institutions run by the University should be submitted in the prescribed form (Form No. 5) . These forms will be printed by the University in the Personnel Department in sufficient numbers. The Registrar shall make the form available to the concerned Head of the department by August of every year.
2. When an employee has got more charges in work during a financial year, a separate report should be recorded by the competent authority regarding his work for each charge in which he has served for more than three months of the year.  

However, if the employee has not worked for more than three months in any charge during a financial year, his report will be written by the competent authority under whom he has worked for the maximum period during the financial year.
3. The heading of the form should be completed by the Head of the department in which employee is working.
4. Report should comment generally on the way in which the employee has carried out his duties during the period in question. In case of Administration and Executive officers a mention should be made about his relations with his fellow officers and general public. It should also contain an opinion or any point specially regarding the fitness to pass an efficiency bar. In case of an employee belonging to a technical section his professional ability should be specially mentioned.
5. While assessing the member of School of Studies/ University Teaching Department/ other institutions a mention should be made about his punctuality, standard of teaching, capacity to demand guide research, number of published research work during the year in question and other professional achievement should be mentioned.
6. A confidential report must be written with the utmost care. Reporting officers must avoid vague remarks and opinions and conclusions based on insufficient data or on hearsay. Care should be taken not to import personal likes and dislikes. Report should be thoroughly, based on figures and facts and subjective remarks should be avoided. If necessary, the reporting officers may get a summary statement about the work of the employee concerned.

7. No reporting officer should record an opinion on the work of a close relation of his. In the case of employees who are related to the reporting officer the report will be written by the authority superior to the reporting officer.
8. It will be the responsibility of the Registrar to ensure that the personnel section of the Administration department to see that Confidential personal files of the employees are maintained up-to-date and that all annual/half-yearly confidential reports are kept chronologically. The reports of Administrative/ Executive Officers and Teachers of School of Studies/ University Teaching Department and other Institutions are to be kept in the custody of the Registrar, while the other report will be kept by the Assistant Registrar (personnel Section ) Administration.

***Communications of adverse remarks :***

9. Only those remarks which can be remedied should be communicated, but while doing so, the substance of the entire report should be communicated within 3 months of reporting.

***Representation against adverse remarks -***

10. It is open to an employee to represent to the Kulpati against the adverse remarks communicated to him Representations against adverse entries should be made within 3 months of the date of communication. However, the Executive Council may, at its discretion, entertain a representation made beyond the time specified above, if there is satisfactory explanation for the delay.

**APPENDIX TO REGULATIONS**

S.NO.	Class of an employee for whom a report is to be made	Form to be prepared in the office of	First opinion to be entered authority by	Ist Reviewing authority	IInd Reviewing authority	Authority who is to communicate opinion if unfavourable	Where to be kept
1	2	3	4	5	6	7	8
<b>1-ADMINISTRATIVE DEPARTMENT</b>							
1.	Kulpati	Personnel Department	Kupadhipati	-	-	-	Kuladhipati
2.	Registrar	do	Kulpati	-	Kuladhipati	Kulpati	-
3.	Dy.Registrar	do	Registrar	-	Kulpati	Registrar	Registrar

4.	Finance Officer	do	do	-	do	do	do
5.	Assistant Registrar	do	Dy.Regtr.	Registrar	do	do	do
6.	Secy.To Kulapati	do		Kulpati	do	do	do
7.	Sr.Supdt.	do	Dy.Regtr.	Registrar	do	do	do
8.	P.A. to Kulpati	do	Secy.to V.C.	Kulpati	do	do	do
9.	PA/CA to Regtr.	do	Registrar	-		do	do
10.	Junior Supdt.	do	Asstt.Regtr.	Dy.Regtr.	Registrar	do	do
11.	U.D.C. Gr.I	do	Sr.Supdt.	Asstt.Regtr.	Dept.Regtr.	Registrar	Registrar
12.	U.D.C.Gr.II	do	do	do	do	-	do
13.	Steno to V.C.	do	Kulpati	-	-	-	do
14.	Steno to Regtr.	do	Registrar	-	-	-	do
15.	L.D.C.	do	Sr.Supdt.	Asstt.Regtr.	Dy.Regtr.	Registrar	do
16.	Class IV	do	do	do	do	do	do

## II- ENGINEERING DEPARTMENT

1.	University Engineering	Personnel Department	Registrar	Kulapati	-	-	Registrar
2.	Asstt.Engineer Junior Engineer	do	University Engineer	Registrar	-	-	do
3.	Sub-Engineer	do	Asstt. Engineer	Uni.Engineer	Registrar	-	do
4.	Draftsman/Tracer	do	do	do	do	-	do
5.	Electrician/Plumber/ Time Keeper/Driver/ Mali etc.	do	do	do	do	-	do

**III- PHYSICAL EDUCATION**

1.	Director Physical Edn.	Personnel Department	Registrar	-	Kulpati	Registrar	Registrar
2	Coach for Sports	do	Director Phy. Education	Registrar	-	do	do

**IV- LIBRARY DEPARTMENT**

1.	Librarian	Personnel Department	Kulpati Librarian/Regr. (When Librarian's post is vacant)	-	Kulpati	-	Registrar
2.	Asstt. Librarian	do	-	-	Kulpati	-	Registrar
3.	Catalouger	do	Asstt. Librarian	Librarian	Kulpati	-	do

**V- NSS DEPARTMENT**

1.	Co-ordinator	do	Registrar	-	Kulpati	-	do
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**VI- SCHOOL OF STUDIES/UNIVERSITY TEACHING DEPARTMENT  
VIKRAM SPACE PHYSICS CENTRE/OTHER INSTITUTIONS**

1.	Professor & Head of the Dept.	Personnel Department	Kulpati	-	-	-	Registrar
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2.	Professor	do	Head of the Department	Kulpati			Registrar
3.	Reader	do	do	do			do
4.	Lecturer	do	do	do			do
5.	Researc Astt.	do	Registrar	Registrar			do
6.	Lab. Asstt.	do	do	do			do
7.	Lab. Attendent	do	do	do			do

### FORM NO. 1

Form of Character Roll for Administrative/Executive Officers for the Half-Year/Year ending the .....

1. Name ( in Capitals )
2. Post held
3. Pay
4. Personality and bearing
5. Physical capacity
6. Intelligence and initiative
7. Capacity for control
8. Promptness
9. Conduct and character
10. Indebtedness (How for the individual is responsible for incurring the debts should be stated )
11. Punishments, censures or special commendations in the period under report
12. Date of communication to the official of any adverse remarks
13. Fitness for promotion/crossing of E.B.

### General Remarks

Station.....

Signature and Designation  
of the Reporting Officer.  
(Name in Block letters)

Date.....

**( REMARKS OF SCRUTINISING OFFICER )**

**FORM NO. 2**

**Form of Character Roll for Non-gazatted Supervisory Staff and other ministerial staff  
For the Half-year/Year ending the ...**

1. Name ( in Capitals )
2. Post held
3. Pay
4. Personality and bearing
5. Physical capacity
6. Intelligence and initiative
7. Capacity for control
8. Promptness
9. Conduct and character
10. Indebtedness (How for the individual is responsible for incurring the debts should be stated )
11. Punishments, censures or special commendations in the period under report
12. Date of communication to the official of any adverse remarks
13. Fitness for promotion/crossing of E.B.

**General Remarks**

Station.....

Signature and Designation  
of the Reporting Officer .  
(Name in Block letters)

Date.....

**( REMARKS OF SCRUTINISING OFFICER )**

**FORM NO. 3**

**Form of Character Roll for Class III Technical Staff  
For the Half - Year/ Year ending the .....**

1. Name
2. Date of appointment in the present post

3. Post held with date
4. Permanent/ Temporary
5. Duty
6. Integrity
7. Technical knowledge and performance
8. General Remarks

Station.....

Signature of Reporting Officer.

Date .....

Designation

**Reviewing Officer  
Designation**

**FORM NO. 4  
Form of Character Roll for Class IV servants.  
For the Half Year/Year ending the .....**

1. Name with father's / husband's name and residence (educational qualifications if any )
2. Post held permanent / temporary
3. Date of appointment
4. Where working
5. Period for which the remarks are entered
6. Conduct, behaviour and obedience
7. Punctuality
8. Bearing
9. Intelligence and fitness to do assigned tasks
10. General remarks including question of transfer and punishment etc.

Date.....

Signature & Seal of the  
Reporting Officer.

**FORM NO. 5  
Form of Character Roll for Teaching Staff  
Annual Confidential Report for the Year ending .....**

( To be filled by the Teacher )

1. Name ( in Capitals )
2. Designation
3. Degree/Diplomas/P. Studies
4. Publications
5. Hours of duty (average for a week )
  - (i) Teaching
  - (ii) Laboratory
  - (iii) Research
  - (iv) Administrative
  - (v) Others
6. Extra-curricular activities
  - (i) With staff
  - (ii) With students

( To be filled by the Head of the Department )

1. Ability
  - (i) Professional
  - (ii) Teaching
  - (iii) Research
2. Relations with
  - (i) Staff
  - (ii) With students
3. Opinion for duty, punctuality and social ability, any special remarks may be recorded.

**( REMARKS OF THE REVIEWING OFFICER )**

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