

F.No.- CSU-LKO/2023-2024/A.P.R./ 16  
केन्द्रीय संस्कृत विश्वविद्यालय, लखनऊ परिसर  
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सूचना

दिनांक-19.05.2022

12.


समस्त अध्यापकों एवं कर्मचारियों को सूचित किया जाता है कि वे सत्र 2022-2023 का ए.पी.आर. फार्म पूर्णकर दिनांक-25.05.2023 तक कार्यालय में अवश्य प्रस्तुत करना चाहेंगे।

ए.पी.आर. का प्रोफार्मा परिसर की वेबसाइट पर उपलब्ध है। अतिथि एवं संविदा सहायकाचार्य के लिए अन्तिम तिथि 22.05.2023 निर्धारित है। (प्रोफार्मा संलग्न)

  
(प्रो० सर्व नारायण झा)  
निदेशक

प्रतिलिपि:-

1. समस्त के हस्ताक्षर के पश्चात् संबंधित संचिका
2. सूचना संचिका
3. अतिरिक्त प्रति।

  
निदेशक

**CENTRAL SANSKRIT UNIVERSITY**  
**(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)**

**Confidential Report in respect of Assistant Librarian/Library Assistant/Assistant Curator/Library  
Pt./Copyist/Instructor/Professional Assistant/ Library Attendent etc.  
Report for the Year/Period ending\_\_\_\_\_**

**Section-I**

1. Name of Officer:
2. Date of Birth:
3. Date of Joining Govt. Service:
4. Post held and the class of the post:
5. Scale of Pay:
6. Present basic salary:
7. Date of continuous appointment:
8. Whether Permanent/Quasi Permanent or temporary:
9. Section(s) in which worked during the year under:  
Report and the period of service in each Section.
10. Period of absence from duty on leave training etc:  
during the year under report
11. Please state your  
Academic Qualifications:  
Technical or Professional qualifications:  
Service examinations (if any) passed:
12. What is your Mother tongue?
13. Please state if you know any other language:

Language  
Speak  
Read  
Write

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## SECTION-II

Confidential Report in respect of Shri/Mrs./Miss \_\_\_\_\_ for the year \_\_\_\_\_

### ASSESSMENT BY THE REPORTING OFFICER

1. Certify the expression in

English-	Oral
	Written
Hindi-	Oral
	Written
Sanskrit-	Oral
	Written

2. Punctuality in attendance:

3. Has he/she done any outstanding work during the last 12 months?

4. Has he/she been warned, reprimanded, censured in writing or otherwise punished for indifferent work or for any other reasons? Please give brief details.

5. A brief statement of the work handled by the official during the period/year under Report (to be filled by the Reporting Officer).

**Note:** This should indicate whether the officer reported upon is employed on tasks involving initiative, judgement or application of knowledge of rules and regulations or professional techniques or on a task of a simple nature and routine character.

The Officer has been working under my supervision for \_\_\_\_\_

Years \_\_\_\_\_ Months \_\_\_\_\_

Signature of Reporting Officer

Name (in Block Letters):

Designation:

Date:

### REMARKS OF THE REVIEWING OFFICER

**Fitness for promotion**

Fit

Not yet Fit

Signature of Reviewing Officer

Name (in Block Letters)

Designation:

Date:

Signature of the next superior Officer: \_\_\_\_\_

Name (in Block letters): \_\_\_\_\_

Designation: \_\_\_\_\_