

**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: \_\_\_\_\_