

YEAR: -----

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

**PERFORMANCE REPORT OF MULTI TASKING STAFF**

1. Name of the Official :
2. Designation :
3. Date of Birth :
4. Qualification :
5. Whether belong to SC/ST and OBC :
6. Date of regular appointment in the Present Level :
7. Whether permanent/temporary or Officiating :

**ASSESSMENT**

(To be graded as Outstanding/very good/good/Average/below Average only in Column No. 8-11 & 14 below)

8. General intelligence and Keenness :
9. Amenability to discipline :
10. Punctuality in attendance :
11. Relation with fellow employees/  
Public relation :
12. Has the official has been reprimanded : Yes/No  
For in difference work during the last  
Two years
13. Integrity :
14. Overall assessment of his work :

Note : \* Outstanding grading against  
S.No. 8-11& 14 may be given  
Only if there are specific reasons  
justifying this grading. These reasons  
must be recorded against the relevant  
entry which is graded a  
“Outstanding”

Signature of controlling officers