



**Bihar Animal Sciences University,
Patna
ANNUAL PERFORMANCE APPRAISAL REPORT
(FOR CLASS - IV STAFF)**

REPORT FOR THE YEAR	:	
Name of Unit:		
1. Name	:	
Employee's Code	:	
2. Post Held	:	
3. Age	:	
4. Present Pay Scale	:	
5. Education Qualification	:	
6. Department/Office in which posted to perform duty	:	
7. Date of present posting/transfer	:	
8. Observations on	:	
i) Intelligence	:	
ii) Amenability to discipline	:	
iii) Honesty and Integrity	:	
iv) Punctuality	:	
v) Devotion to duty	:	
9. Reading and writing ability in Hindi/English?	:	
10. Regularity and punctuality in attendance	:	
11. Suitable for promotion if due?	:	
12. Recommendation to continue duty under you?		
13. Overall grading (please tick any one): OUTSTANDING VERY GOOD GOOD FAIR POOR		

Dated:

Dated:

Signature of the Reporting Officer

Signature of the Reviewing/Accepting Officer

Name in Block letters _____

Name in Block letters _____

Designation _____

Designation _____