



Bihar Animal Sciences University, Patna
ANNUAL PERFORMANCE APPRAISAL REPORT
(FOR OFFICERS)

YEAR:

- 1 Name & designation of the Officer : _____
- 2 Scale of pay of the post : _____
- 3 Since when working on this post : _____
- 4 Details of leave taken during the year : _____

PART-I

Brief resume of the work done. : _____

DATE

SIGNATURE OF THE OFFICER

PART-II

Remarks of the Reporting Authority/Reviewing authority:

- 1 Do you agree with the resume of the work : _____
given in Part-I above _____
- 2 Personality : _____
- 3 Capacity of handle intricate problems, : _____
discipline & control _____
- 4 Knowledge of rules and regulations : _____
- 5 Capacity to take independent quick & : _____
judicious decisions _____
- 6 Relationship with other officers and staff : _____
- 7 Integrity : _____
- 8 Whether the officer was responsible for : _____
any outstanding work during the year, if
so, the details thereof _____
- 9 General remarks/assessment about : _____
performance during the year under report.
(If anything adverse has come to your
notice, please specify it also) _____

Signature of the Reporting Officer
(With Office Seal)
(Name in Block Letters _____)

REMARKS OF THE REVIEWING AUTHORITY:

Signature of the Reviewing Officer
Name in Block letters: _____
Designation: _____

PART-III

REMARKS OF THE ACCEPTING AUTHORITY:

Signature of the Accepting Officer
Name in Block letters _____