

DEPARTMENT OF SCHOOL EDUCATION ,  
GOVERNMENT OF JAMMU AND KASHMIR

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ANNUAL PERFORMANCE REPORT

Name :- \_\_\_\_\_

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

Office : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Educational Qualification : \_\_\_\_\_

Departmental Examination passed if any : \_\_\_\_\_

Period of Report : \_\_\_\_\_

1. Particulars/kind of class work on which the individual during the period under report : \_\_\_\_\_.
2. Conduct: \_\_\_\_\_.
3. Regularity and punctuality in attendance : \_\_\_\_\_
4. Trust worthiness/ Integrity : \_\_\_\_\_.
5. Zeal : \_\_\_\_\_.
6. Buisiness Habbit : \_\_\_\_\_.
7. General Demanor : \_\_\_\_\_.
8. Performance of duties: \_\_\_\_\_.
9. a) Knowledge of branch on which engaged : \_\_\_\_\_.
- b) Knowledge of codes , rules etc : \_\_\_\_\_.
- c) Ability in drafting letter and presenting whole : \_\_\_\_\_.
- d) Knowledge of work: \_\_\_\_\_.
- e) Ability to manage section/Department: \_\_\_\_\_.
10. Special aptitude for any particular Department and any special work done beyond routine work and recognition:- \_\_\_\_\_.
11. Fitness for promotion to the higher grade and for further advancement : \_\_\_\_\_.
12. General remarks if any taking all the above points in consideration: \_\_\_\_\_.

Seal & Signature of D D O

OFFICE OF THE PRINCIPAL GOVERNMENT HR SEC SCHOOL \_\_\_\_\_  
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No:- \_\_\_\_\_

Dated: \_\_\_\_\_

**INTEGRITY / WORK & CONDUCT CERTIFICATE**

The records of service of \_\_\_\_\_

Designation : \_\_\_\_\_ place of posting

\_\_\_\_\_ has been carefully scrutinized and  
it is certified that there is no doubt about his/her integrity.

He/she is not involved in any case in VOK, Crime, or any  
departmental enquiry, moreover the official is not under suspension at  
present.

The official has satisfied his superiors in the discharge of his/her  
duties. Further the work and conduct of the official has remained  
satisfactory. `

**Drawing & Disbursing Officer**

OFFICE OF THE PRINCIPAL \_\_\_\_\_

**VIGILANCE CLEARENCE FORMAT**

DEPARTMENT	
CPIS NO.	
NAME	
PARENTAGE	
PERMANENT ADDRESS	
PRESENT ADDRESS	
PRESENT DESIGNATION	
DATE OF BIRTH	
DATE OF APPOINTMENT	
MOBILE NO	
EMAIL ID	
PROPERTY RETURNS FILED	YES / NO

**PREVIOUS POSTINGS**

POST HELD	PLACE OF POSTING	FROM DATE	TO DATE	REMARKS IF ANY

PHOTOGRAPH

Attested by DDO

**SIGNATURE OF D. D. O**