



Sant Baba Bhag Singh University

ANNUAL SELF-ASSESSMENT

FOR

PERFORMANCE BASED APPRAISAL FORM (PBAF)

(For Non-Teaching Staff)

Appraisal Period: July 01, ----- to June: -----

Note: Please mention each and every information only for the appraisal period.

(Attach additional sheet, if necessary)

Part –I

(To be filled by the Employee)

1. Name & Designation: _____
2. Father's Name: _____
3. Qualification: _____
4. Post held during the period: _____
5. Date of Birth & Age: _____
6. Qualification acquired and training undergone, if any, during the period: _____
7. Date of Entry into Service: _____
8. Duties discharged during the period (details to be furnished): _____
9. Disciplinary Proceedings / Absence without Leave, if any, details to be furnished: _____
10. Special duties entrusted, if any, during the period.
Whether discharged: _____
11. Significant Achievements if any: _____
12. Would you like to share any areas of Improvement for the Department & The Institution: _____

Part-II
(To be filled by the Department/Office Head/Incharge)

- 1 .Name: _____
2. Designation: _____
3. Department/Office : _____

S. No	Aspects	Rating				
		Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below Average (1)
1	Punctuality					
2	Regularity					
3	Handwriting and Neatness in Working					
4	Acquaintance with Rules and Regulations					
5	Efficiency in work					
6	Quickness in Dispatch work					
7	Integrity and Conscientiousness					
8	Capacity and intelligence					
9	Technical knowledge					
10	Honesty and Integrity					
11	Discipline					
12	Knowledge of Subject					
13	Manner and power of working with others					
14	Organizing and supervising ability					
15	Fitness for promotion					

General Remarks:

Signature of the Department/Office Head/Incharge