



Reporting Officer

Report of:.....

Designation:.....

Reporting Officer's Name:

Reporting Officer's Designation:

Length of service put in by the officer being reported under the Reporting Officer:

From:

• **PROFESSIONAL COMPETENCE**

- General Professional knowledge:
- Competence in clinical skills of laboratory skills pertaining to his/her discipline:.....
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• **TEACHING ABILITY**

- Interest in Teaching:
- Power of expression:
(Ability to express himself clearly and concisely)
- Punctuality & regularity assigned sessions/seminars/ lectures
.....
- Knowledge of current/ recent advances in his/her subject
.....

• **RESEARCH ABILITY**

- Research capability:
- Originality, Capacity to produce new and good ideas:

• **Quantum of contribution:**

• **ADMINISTRATIVE ABILITY**

- Organising ability:
- Initiative and drive:
- Capacity to work in a team:

General administrative efficiency

• **ASSESSMENT OF THE OFFICER'S OVERALL WORK IN HIS/HER PARTICULAR POSITION**

Exceptionally brilliant/ outstanding/Excellent/well average/ fairly competent but without special ability or initiative/insufficient initiative and capacity for work without constant supervision/Indifferent/ below average/Poor.

.....

• **GENERAL REMARKS**

Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add?

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Signature:

Designation:

Date: