

## HIMACHAL PRADESH EDUCATION DEPARTMENT

Annual Confidential Reports of Librarian/Assistant Librarian for the year \_\_\_\_\_

1. Full Name. \_\_\_\_\_  
(With academic and professional qualification).
2. Date of birth. \_\_\_\_\_
3. Designation in full. \_\_\_\_\_
4. Dates of continuous appointment in the present grade. \_\_\_\_\_
5. Grades of pay on 1st April 2000 \_\_\_\_\_
6. Whether permanent, quasi-permanent or temporary.  
\_\_\_\_\_
7. Position in the latest seniority list.  
\_\_\_\_\_
8. Nature of work on which employed.  
(Acquisition classification catering, references services counter work, periodicals, maintenance of book binding record children Library service, Mobile Library service etc.) \_\_\_\_\_  
\_\_\_\_\_
9. Has he/she maintained reputation for honesty during the year under report  
(if you are doubtful or your answer is in the negative, give reasons.) \_\_\_\_\_  
\_\_\_\_\_
10. How long has he/she served under you. \_\_\_\_\_
11. Has his/her work been satisfactory if not, what are the specific defects.  
\_\_\_\_\_
12. Has his/her conduct been satisfactory if not, what are the specific defects.
13. Attitude towards:  
(a) Library service in general. \_\_\_\_\_

(b) Readings.

- \_\_\_\_\_
14. General behaviour. \_\_\_\_\_
15. Have the defects in his/her work conduct attitude or  
behaviour brought to the notice of the officer  
\_\_\_\_\_ concerned was any improvement in respect of  
\_\_\_\_\_ defects complained of in the last report been communicated to him.  
\_\_\_\_\_
16. Intelligence, Industry and Keeness. \_\_\_\_\_
17. Amenability to discipline. \_\_\_\_\_
18. Punctual attendance. \_\_\_\_\_
19. General remarks (No. reference regarding \_\_\_\_\_  
promotion should be made.)
20. Does he/she take interest in use of Hindi  
Language. in official work. \_\_\_\_\_
21. His/her attitude towards the members of  
S.C. and S.T. community. \_\_\_\_\_

Head of Office.

Remarks of the next superior officer or Head of the Department.

Signature.....  
Name in the block letters.....  
Designation.....