

S.J.M. Vidyapeetha (Regd.)

Sri Jagadguru Jayadeva Murugharajendra Dental College & Hospital, Chitradurga

CONFIDENTIAL REPORT

CONFIDENTIAL REPORT OF SRI.....

DESIGNATION.....FOR THE YEAR 20 -20 FOR THE PURPOSE OF SANCTIONING / WITHELDING THE ANNUAL INCREMENT OF THE OFFICIAL .

* FOR WORKSHOP & LAB STAFF.

** FOR OFFICE & LIBRARY STAFF

1. No. of labs / additional work allotted to the official * Work assigned to the official **	
2. Is he maintaining the mechnery/ equipment / material in a proper manner* Is the official executing the day to day work without pending **	
3. Number of signatures in the late attendance register	
4. No. of times the staff member fined	
5. No of memos issued to him	
6. Is he accurately maintaining the movement register regularly	
7. Is his behaviour satisfactory ?	
8. Remarks regarding sanctioning / withelding the increment	

I do hereby declare that the above information are true to the best of knowledge and I have filled the proforma carefully.

Dated :

Head of the Department

FOR OFFICE USE ONLY

RECOMMENDATIONS

As per the above Informations, I hereby Recommend for Sanctioning / . Withholding the Increment of the above official for the Year.....

Present Basic Pay :

Rate of Increment :

Pay after Increment :

Scale of Pay :

Date

Principal

Forwarded for sanctioning / Withholding the Increment of the above official for the year.

EXECUTIVE DIRECTOR

// ORDERS //

The annual Increment of the above official is hereby sactioned / withheld until further orders.

SECRETARY