

FORM OF ANNUAL CONFIDENTIAL REPORT ON TEACHERS

ANNUAL CONFIDENTIAL REPORT FOR THE

YEAR.....PERIOD

FROM.....TO.....

PART-I

(To be filled by the Teacher to be reported upon)

1. Name in full :
2. Date of Birth :
3. Qualification :
 - (a) Academic :
 - (b) Professional/Technical :
4. nature of appointment :
 - (a) Regular :
 - (b) Contract :
 - (c) Adhoc :
5. Date of joining Sikkim Government services :
6. Date of appointment or promotion to the present post, with name of the post : (a) Name of Post.....
:
: Date of appointment/promotion.
7. Present scale of pay
8. Basic pay as on 1st April of the year :
9. Total period of absence during the year :
 - (a) On Leave.....
 - (b) On training.....
10. State the classes being met :
11. State the subjects assigned :
12. Work load per week
Indicate in detail the result of the Student taught by you in the last /Board examination :

14. Details of the training attended during
The period under report, if any :

Name of the Course	Name of the Institute	Period of course
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15. State if any specialized work towards
Improving student's achievement
Undertaken . If yes ,give the details :
16. Give the list of books consulted during
The period under report towards
Academic professional improvement. :
17. Any other relevant information the
Teacher wishes to record :

Date.....

Signature of the Teacher
Reported upon

PART –II
(To be filled by the Reporting Officer)

1. Length of service under Reporting
Officer. :
2. Comment on part-I as filled by the
Teacher(Bio-date and details of
Service of the Teacher should be
Checked with reference to his service
Records) :
3. Proficiency in teaching(Subject taught)
4. Give your assessment commenting
Upon the following
(a) Knowledge of subject taught :
(b) Command and fluency over
English language in case of language teacher
(of his language)

- fullness. :
- (d) Organizing ability :
- (e) Class room control and confidence :
- 5. Share of responsibility in the conduct of
 - (a) Extra curricular activities :
 - (b) Remedial teaching :
- 6. Capacity and ability to response to carry out responsibilities assigned ;
- 7. Capacity to assume higher responsibility
- 8. Temperament :
- 9. Punctuality in attendance :
- 10. Relationship with
 - (a) General public :
 - (b) Colleagues :
 - (c) Students :
- 11. Attitude towards students(Comment On the teacher's understanding and Response to the problems of the Students and his/her effort to deal with Them) :
- 12. State, with details, if the teacher was Given any assignment other than the Routing assignment. If yes, state his Capability to undertake the assignment :
- 13. Administrative ability(applicable in Respect of Head of school only) :
- 14. State, with details, if the teacher has Been punished/reprimanded/warned During the period under report. :
- 15. State, with details ,if teacher has received any Commendation during the period Under report. :
- 16, State of Health

17. Integrity :

18. overall grading :
(Tick mark as appropriate and strike off the others) : Outstanding, very good/good/
: Average/Below average.

(A teacher should not be graded outstanding unless exceptional qualities and performance have been noticed, ground for giving such a grading be clearly brought out)

:
:

Place: Signature of the reporting authority
Name in full:
Designation:
(During the period of Report

PART-III
(Review by the Reviewing Authority)

1. Length of Service under the Reviewing Authority :
2. Do you agree with the remarks of the Reporting Authority recorded in Part_II
If no, indicate reasons therefore,
3. Do you have any special comment to Offer ?
4. Do you agree with the overall grading Done by the Reporting Authority< ;

Place: Signature of the reviewing authority
Date: Name in full
Designation
(During the period of Report)