

**ANNUAL PERFORMANCE EVALUATION REPORT FOR GRANT OF INCENTIVE  
AWARD FOR THE NON-TEACHING EMPLOYEE / BEST SUPPORTING STAFF**

Name of the Award \_\_\_\_\_

Assessment Year : 2017  
(1<sup>st</sup> January to 31<sup>st</sup> December 2017)

<b>1. Particulars of the employee:</b>				
a) Name				
b) Department				
c) Institution				
d) Date of Birth				
e) Qualifications				
<b>2. Particulars of the employment:</b>				
a) Date of appointment				
b) Date of joining and post ( <b>initial</b> )				
c) Date of regularization of services				
d) Date of joining and designation ( <b>present post</b> )				
<b>3. Performance Indicators:</b>				
a) Quality & Efficiency of Work				
b) Job knowledge				
c) Communication Skills				
d) Punctuality				
e) Attendance				
<b>4. Human Relations</b>				
a) Relationship with the colleagues				
b) Relationship with Public				
c) Relationship with Superiors				
<b>5. Character Traits:</b>				
a) Loyalty				
b) Integrity				
c) Honesty				
<b>6. Particulars of Training Programs attended:</b>				
<b>Sl. No.</b>	<b>Title of the Program</b>	<b>Date</b>	<b>Venue</b>	<b>Duration</b>

**Recommendations of the Principal:**

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Principal

**Eligibility criteria for recommending the employee for the Awards:**

- The employee shall be a regular employee.
- The employee should have put in at least five years of service in the Institution.
- The employee should not have been received similar awards by KAHER in the past.
- The employee should not have been initiated any disciplinary action against him / her.
- Any relaxation should be justified.