



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. Of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078



No. F.1(6)(31)/2022/P-III/ 8968

Dated the 10th Mar., 2023

CIRCULAR

A new format/ proforma has been devised with the approval of the Competent Authority, a copy of which is enclosed herewith for ready reference. This format / proforma shall be uniformly applicable for all the teaching and non-teaching contractual employees.

All the Branch heads i.e. Dean, Director, HOD, COF, COE, etc. are requested to have this format / Proforma circulated among all the contractual employee working under them to fill up the Part - I and submit the same for assessment / appraisal by the next reporting officer / Branch head i.e. Dean/ Director/ HOD/ COF/ COE etc., as the case may be atleast one month before the completion of his/ her tenure of contract. The reporting office/ branch head shall record his / her observations within 07 days and forward the same in sealed cover to the Personnel Department atleast 15 days in advance prior to the lapse of the contract period with specific recommendations on the desirability and suitability of the officer for the extension of his/her contractual period.

(NAVEEN KUMAR BUDHIRAJA)
ASSISTANT REGISTRAR (PERS.-II)

Encl. as above.

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Copy forwarded to the following for information & necessary action:-

1. All Deans/ Director, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations – I & II, GGS Indraprastha University.
4. OSD to Vice-Chancellor, GGS Indraprastha University.
5. Library In-Charge, UIRC, GGS Indraprastha University.
6. Superintendent Engineer, UWD, GGS Indraprastha University.
7. All Dy. Registrars / Finance Officers/ Assistant Registrars/ PRO/ Branch In-charges, GGS Indraprastha University.
8. AR to O/o Hon'ble Vice Chancellor, GGSIP University
9. AR to O/o Registrar, GGSIP University
10. In-charge, UITS Cell for uploading the Order on the University's website.
11. Guard file.

(NAVEEN KUMAR BUDHIRAJA)
ASSISTANT REGISTRAR (PERS.-II)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, Delhi-110078

PERFORMANCE APPRAISAL FORMAT OF CONTRACTUAL EMPLOYEES

PART I

1. Name of the Official/ Officer:
2. Designation:
3. Date of appointment:
4. Duration of contract appointment:
5. Length of service under Performance Appraisal:
6. Self appraisal by the Official/ Officer:

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(SIGNATURE OF OFFICIAL/OFFICER)

PART II

- 1. State of general health of the employee:
- 2. Work assigned with target, if any:
- 3. Daily output:
- 4. Punctuality:
- 5. Attitude towards work:
- 6. Comprehend to understand the subject matter:
 - (i)Capability to examine the assigned work thoroughly
 - (ii)Perfectness in disposal of work
- 7. Leave availed:
- 8. General intelligence and keenness :
- 9. Relations with fellow employees/
Superiors / general public:
- 10. Has the official has been warned orally for;
Indifferent work attitude, if any, or for any other reasons
during the appraisal period report, if yes,
the details thereof:
- 11. Integrity:
(in case your response is doubtful / can't say, add a separate sheet explaining the situation)
- 12. General observations about his/ her performance:
- 13. Fitness for Extension with remarks/observation, if any:
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- (Note: The recommendations should be
Based on the parameters reported above)*
- 14. Overall assessment with remarks, if any:

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(SIGNATURE OF REPORTING OFFICER)

Place:
Date:

Name:
Designation: