

**DIRECTORATE OF TECHNICAL EDUCATION, VOCATIONAL & INDUSTRIAL TRAINING
HIMACHAL PRADESH**

**WORK AND CONDUCT OF CONTRACTUAL EMPLOYEES IN THE DEPARTMENT OF TECHNICAL
EDUCATION, VOCATIONAL AND INDUSTRIAL TRAINING HIMACHAL PRADESH**

NAME OF INSTITUTION : _____

REPORT FOR THE YEAR /PERIOD : _____

| PART-I | | | | | |
|----------------------------------|--|-----------------------------------|--------------------------|------------------------|---------------|
| 1 | Name of the contractual employee | | | | |
| 2 | Contact Number of employee | | | | |
| 3 | Date of birth | | | | |
| 4 | Educational/Technical Qualifications | | | | |
| 5 | Post Held | | | | |
| 6 | Nature of engagement/appointment | | | | |
| 7 | Date of initial engagement/appointment to the present post | | | | |
| 8 | Pay | | | | |
| 9 | Duty Assigned | | | | |
| 10 | Subject wise result of the employee in case of instructional teaching/technical staff. | Subject/ Semester/year | Trainees appeared | Trainees passed | Pass % |
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| | | | | | |
| Signature of the Employee | | | | | |

PART-II-Report of I/C Branch/OI/c Branch/GI/HOD etc.

| | | |
|----|---------------------------------------|----------------|
| 11 | Assessment of Special aptitude | Remarks |
| | (i) Amenability of discipline | |
| | (ii) Capacity to impart training | |
| | (iii) Work and conduct | |
| | (iv) Quality of work | |

| | | |
|---|---|--|
| | (v) Status of manners | |
| | (vi) Status of power of working with others | |
| | (vii) Status of punctuality and regularity | |
| | (viii) Sense of responsibility | |
| | (ix) Quickness in the disposal of work | |
| | (x) intelligence and understanding | |
| Signature of I/c Branch/OI/c Branch/ GI/HOD etc. | | |
| PART-III Report /Recommendation of Principal | | |
| 12 | Is the service and conduct of the employee is satisfactory, if not reasons thereof. | |
| 13 | Report on over all performance of the employee in case of instructional/ non instructional teaching/technical staff (Outstanding/Very Good/Good/ Satisfactory/Poor) | |
| 14 | Recommendations of Principal with regard to service and conduct of the concerned contractual employee | |
| Signature of Principal with office seal/stamp | | |
| <p>It is certified that the Services and conduct of Shri _____ is satisfactory during the period/year under report and there is requirement of the services of said Shri _____ for next year in the public/academic/training interest. Therefore, it is recommended to renew/extend the period of contract in favour of Shri _____ for the next year also.</p> <p style="text-align: center;">Signature of Principal with office seal/stamp</p> <p style="text-align: center;">OR</p> <p>It is certified that the Services and conduct of Shri _____ is not satisfactory during the period/year under report. Therefore, the contract in favour of Shri _____ may not be renewed/extended.</p> <p style="text-align: center;">Signature of Principal with office seal/stamp</p> | | |
| Report/Remarks of the Accepting Officer (Head of Department) | | |
| a) Outstanding b) Very Good c) Good d) Satisfactory e) Poor | | Signature of Head of Department |

