

CONFIDENTIAL

FORM No.6  
(See Rule 12)



UNIVERSITY OF COLLEGE: A.C.S. college Shamkarnagar.

Confidential Assessment and Self-Assessment Reports of  
Non-Teaching/No-Technical/Technical Employees

Serial No. \_\_\_\_\_

Year ending 31" March, 2023,

File No. \_\_\_\_\_

Name: Shri/St./Kumari.: Bhusavale. H.S.

Department of Office (including Section): \_\_\_\_\_

### INSTRUCTIONS

1. Report should be submitted annually and for the period ending 31" March,
2. Report should be signed in full and dated by the Reporting Officer. His Name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the Report.
4. If the employees has served under the reporting authority for less than six months, the officer's under whom he has previously served should be consulted and their opinions incorporated in the report indicating how far the replies to the questions are based on personal knowledge and how for on reports of other officers.
5. Anything specially meritorious or adverse to the employee should be mentioned, even if no specifically provided for.
6. Serve notice will be taken of perfunctory, cryptic and incomplete prejudicial reports.
7. All Adverse/ outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification of remarks from the reporting officer.



**PERSONAL INFORMATION**  
(To be filled in by the employee concerned)



Name:- Narayan Father's Name Sambhaji

Surname Bhusawale

Date of Birth as recorded in the service  
Book/S.S.C. Certificate / School Leaving Certificate :- 01.10.1967

Place of Birth :- Adampur Ta Bilai

Village/Town/Taluka/District/State

Nationality and Religion :- S.C.

Whether belongs to Scheduled Castes/ Scheduled  
Tribes /Nomadic Tribes/ Other Back ward  
Classes etc.  
Home Town

(With residential Address). :- At post. Duppa.  
ta Nadgaon  
post Nanded

Permanent Address (Local):-  
— 11 —

Date of Joining University services and 15.06.1992

Designation at the time of first appointment Peon

Intermediary positions held between initial

Appointment and present position if any	Position	Period	from
(i)	peon.		
(ii)			
(iii)			

Mother Tongue :- marathi.

Language known :- marathi. Houdi

Qualification and degree, :- V.L.St.

University. :- Z.P. Local school.

Confidential Assessment Report regarding ability and character



Name :- Bhuvanale Narayan Sambhaji

Period of Report :-

Post of Posts held during the

Period of report, :- 2022-23

Department/Office/Section :- office peon

Leave taken during the period

E.L./C.L./ Other Leave :-

PERFORMANCE ASSESSMENT

Sr. No	Item	V. Good A	Good B	Fair C	Average D	Below Average E
I	Technical Adequacy...					
	1. Industry		✓			
	2. Application					
	3. Initiative		✓			
	4. Neatness					
	5. Accuracy					
	6. Punctuality in work		✓			
	7. Methodical and systematic working					
	8. Promptness in disposal		✓			
	9. Regularity in attendance					
	10. Relations with Superiors					
	11. Relations with colleagues		✓			
	12. Relations with members of public					
	13. Dependability					
	14. Capacity to get work done					
II	General Impression		✓			
	1. General impression and grasp					
	2. Leadership qualities					
	3. Level of knowledge (related to the section/ department)		✓			
	4. Tech. ability (where ever relevant)		✓			
	5. Sp. Complementary aptitude qualities etc. other than job requirements.		✓			



Sr. No	Item	V. Good A	Good B	Fair C	Average D	Below Average E
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### III Recommendation

- |  |                      |
|--|----------------------|
| a) Administrative ability including judgment, initiative, promptness and drive             |                      |
| b) Fitness to continue in the present post   |                      |
| c) Fitness for promotion   | yes                  |
| d) Any other item not covered but which you would like to record please specify the aspect | yes                  |
| e) Recommendation observation of the reporting officer                                     | work is satisfactory |

Date :- 31.3.2023

Signature  
Superintendent  
Name and Designation of the Reviewing Officer

Note: Items covered by I, II and III may not be applicable to all categories or employees and in all cases, whose assessment in respect of particular item is not necessary, the Reporting officer should state in the column as NA (not applicable). Assessment has to be done five points scale i.e. Very Good, Good, Fair, Average and Below Average. Place Mark "" in appropriate columns to arrive at final assessment

### OBSERVATION OF REVIEWING OFFICE ON THE REPORT (To be filled in by the Reviewing Officer)

1. Length of service under Reviewing Officer during the period under report
2. Do you agree with the Reporting officer or do you wish to modify or add to his assessment
3. Observation of remarks to the employees and clarification from the Reporting officer sought if any.
4. Communication of remarks to the employees and clarification from the reporting officer sought, if any

Date :- 31.3.2023

Name and designation of the Reviewing officer

(Signature)  
H.C. PRINCIPAL  
Shri Madhukarrao Bapurao Patil  
Khatgaonkar College, Shankarnagar  
T. Silioli Dist. Nanded.

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FORM No.6  
(See Rule 12)

UNIVERSITY OF COLLEGE: A.C.S. college shankar nagar

Confidential Assessment and Self-Assessment Reports of  
Non-Teaching/No-Technical/Technical Employees

Serial No. \_\_\_\_\_

Year ending 31" March, 2023

File No. \_\_\_\_\_

Name: Shri/St./Kumari.: shri muly s.y.

Department of Office (including Section): Lab. Assistant.

### INSTRUCTIONS

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5. Anything specially meritorious or adverse to the employee should be mentioned, even if no specifically provided for.
6. Serve notice will be taken of perfunctory, cryptic and incomplete prejudicial reports.
7. All Adverse/ outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification of remarks from the reporting officer.



PERSONAL INFORMATION  
(To be filled in by the employee concerned)



Name:- Shankar Father's Name \_\_\_\_\_

Surname Muly

Date of Birth as recorded in the service  
Book/S.S.C. Certificate / School Leaving  
Certificate. :- 22.07.1969

Place of Birth :- Narangal, Deglur.  
Village/Town/Taluka/District/State

Nationality and Religion :- Hindu.

Whether belongs to Scheduled Castes/ Scheduled  
Tribes /Nomadic Tribes/ Other Back ward  
Classes etc.  
Home Town

(With residential Address). :- At. post Narangal  
TD - Deglur.

Permanent Address (Local):- do

Date of Joining University services and  
Designation at the time of first appointment  
Intermediary positions held between initial

4.07.1994

Lab Attendance Assistant.

Appointment and present position if any	Position	Period	from
(i)	Lab. Assist.	4.7.1998	— till date
(ii)			
(iii)			

Mother Tongue :- Marathi.

Language known :- Marathi, Hindi, English

Qualification and degree, :- Bsc.

University. :- B.A.M.U.





Confidential Assessment Report regarding ability and character

Name :- Shri mule shankar yadnarsao

Period of Report :-

Post of Posts held during the

Period of report,

:- 2022-23

Department/Office/Section

:- science

Leave taken during the period

E.L./C.L./ Other Leave

:-

PERFORMANCE ASSESSMENT

Sr. No	Item	V. Good A	Good B	Fair C	Average D	Below Average E
I	Technical Adequacy...					
	1. Industry		✓			
	2. Application					
	3. Initiative					
	4. Neatness					
	5. Accuracy					
	6. Punctuality in work		✓			
	7. Methodical and systematic working					
	8. Promptness in disposal					
	9. Regularity in attendance		✓			
	10. Relations with Superiors					
	11. Relations with colleagues		✓			
	12. Relations with members of public					
	13. Dependability					
	14. Capacity to get work done					
II	General Impression					
	1. General impression and grasp					
	2. Leadership qualities		✓			
	3. Level of knowledge (related to the section/ department)					
	4. Tech. ability (where ever relevant)		✓			
	5. Sp. Complementary aptitude qualities etc. other than job requirements.		✓			



Sr. No	Item	V. Good A	Good B	Fair C	Average D	Below Average E
III Recommendation						
	a) Administrative ability including judgment, initiative, promptness and drive					
	b) Fitness to continue in the present post					
	c) Fitness for promotion					
	d) Any other item not covered but which you would like to record please specify the aspect	Yes				
	e) Recommendation observation of the reporting officer	Yes				
					work is satisfactory	

Date :- 31.3.2023


Signature  
Superintendent  
Name and Designation of the Reviewing Officer

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(To be filled in by the Reviewing Officer)

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4. Communication of remarks to the employees and clarification from the reporting officer sought, if any

Date :- 31.3.2023

  
(Signature)

Name and designation of the Reviewing officer  
Shri. Madhukarrao Bapurao Patil  
Khatgaon College, Shankarnagar  
Tq. Bholi Dist. Nanded.

