



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under Ministry of Education, Govt. of India.

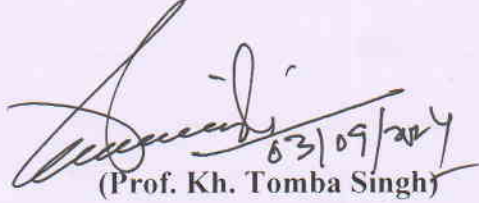
NOTICE

Imphal, the ^{3rd} September, 2024

NOTE TO ALL HEADS OF DEPARTMENTS.

No.NITM.28/(3-Reg)/Order/2023/R-537 : As per directions and approval from the competent authority of the Institute, the performance report of all non-faculty contractual staff should be submitted to the undersigned on or before 10/09/2024 for further processing.

Therefore, all HoDs/Section heads are hereby directed to collect the performance report of all concerned non-faculty contractual staff working in your department/section and submit their performance reports for the period from 15/09/2023 to 03/09/2024 on or before the deadline.


(Prof. Kh. Tomba Singh)
Registrar, NIT Manipur

Copy to:

1. Chairman, BoG, NIT Manipur, for kind info.
2. P.S. to Director, NIT Manipur, for kind info.
3. All HODs/Sections Head, NIT Manipur for info.
4. Notice Board, NIT Manipur.
5. CF/GF.

NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR
Performance Report for period from 15/09/2023 to 03/09/2024

Name of the Employee (In CAPITAL letters): _____

Scale of Pay/Consolidated: _____

Present post and date of appointment thereto: _____

ASSESSMENT BY THE REPORTING OFFICER

1. Observation on:

Mark out of 5

1.	Intelligence, keenness & industry	:		
2.	Accuracy and speed in work output	:		
3.	Knowledge of procedure and regulations	:		
4.	Readiness to accept responsibility	:		
5.	Amenability to discipline	:		
6.	Integrity	:		
7.	Punctuality in attendance for discharging duties	:		
8.	Relations with fellow workers	:		
9.	Behavior towards the public	:		
10.	Any other observations on points of special significance (to be specified) in relations to the work on which employed.	:		

2. General assessment of personality, character and temperament:

3. Overall grading: _____ Outstanding/very Good/Good/Fair/Poor

Date:

Signature of the Reporting Officer

Place:

Name in Block Letters:

Designation:

During the period of Report: