

Instructions to fill

- 1) All officers working under the Principal should submit the annual confidential report in the new format which can be down loaded from the website.
- 2) Filled up application should be submitted to the HOD before 15/01/2015.
- 3) HOD should fill up the appraisal part and submit to Principal with his confidential remarks before 31/01/2015.
- 4) HOD should report the names of officers who fail to submit CR in time.
- 5) Those who do not submit CR may not be included in the list for subsequent DPC.
- 6) CR will be generated only for a whole calender year and part CR for promotion purpose will not be issued hereafter.
- 7) Print both sides of the paper.