

**Government of Himachal Pradesh Education Department**  
**Annual Confidential Report of School D.P.E/ P.E.T./ N.D.S.I.**

**Part – I**

Year .....Name of the School .....

1. Name ( in block letters). \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Qualifications \_\_\_\_\_
5. Game in which you have specialized \_\_\_\_\_
6. Date of appointment \_\_\_\_\_
7. Grade of pay \_\_\_\_\_
8. Previous three stations along with exact date  
(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_
9. Period of absence from duty  
(Leave or training) (Leave of all kinds) \_\_\_\_\_
10. Permanent home address of the employee.  
(Give complete details of address) \_\_\_\_\_
11. Whether he/she has worked in Tribal/  
sub cadre hard area, if yes, mention period \_\_\_\_\_
12. whether departmental exam passed or not \_\_\_\_\_

**Part – II**

13. What has been your most outstanding  
contributions towards the school \_\_\_\_\_
14. Does Physical Education Programme  
cater to all pupils of the school \_\_\_\_\_
15. Do you hold physical efficiency test for the  
students. \_\_\_\_\_  
What is the frequency of holding these test  
Monthly/ Quarterly/ Half Yearly/ Yearly \_\_\_\_\_

16. What were the various activities of physical education under taken. (as mentioned in education code)

- (a) Indigenous activities
- (b) Recreational activities
- (c) Gymnastic activities

17. Whether teachers diary is being maintained.

18. Results of the year under report.

Classes taught	No. of periods allotted	No. of periods taken	No. of students appeared in exam.	No. of students passed	%age	Board %age	Remarks for variation

19. Record of sports activities.

Name of the Tournament	Game/ cultural activities	Position	Individual events with position
1. Block & Zonal Tournament			
2. Distt. Tournament			
3. State Tournament			
4. National Tournament			

Signature of the officials

### **Remarks of the Reporting officer**

(Note :- Assessment of this part should not be indicated by tick marking but should be clearly expressed in suitable words. No column of the proforma be left blank.)

20. Do you agree with the report submitted by the officials?
21. If he/she is an efficient worker & does the duty with due diligence.
22. Does he/she maintain teachers diary.
23. Does he/she take keen interest during evening activities.
24. Has he/she prepared outstanding players & athletes by providing special coaching.
25. His/her attitude towards students, colleagues & parents.
26. Does he/she take interest in use of Hindi language in official work.
27. His attitude towards the members of S.C. & S.T. community.
28. Amenable to discipline.
29. Relation with colleagues.
30. Integrity.
  - a. Nothing has come to my knowledge which case any reflection on the integrity. His/ her general reputation for honesty is good and I certify his/her integrity.
  - b. His/ her reputation is of doubtful nature.
  - c. He/she has yet to establish his/her reputation.
31. Any special achievement during the year under report.
32. Whether departmental inquiry/court case vigilance case is pending against the employee, if yes, brief details be given.
33. Over all assessment
  - (a) Excellent
  - (b) Very good
  - (c) Good
  - (d) Average
  - (e) Poor

Reporting officer  
Principal/Headmaster  
Sr. Sec. School/High School  
Middle School

**Remarks of the Reviewing officer**

34. Do you agree with the remarks of the reporting officer?

35. Any other remarks.

36. Over all assessment

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

Signature of Reviewing Officer  
Name in the block letters .....  
Designation .....

**Remarks of the next superior officer or Head of the Department.**

Signature .....  
Name in the block letters .....  
Designation .....

