

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI : COOCHBEHAR

OPEN PERFORMANCE REPORT (OPR)
(FOR NON-TEACHING STAFF)

1. Name of the Employee (IN BLOCK LETTER) :
Prospective Promotee
2. Designation :
3. Name of the Department/ Unit :
where posted
4. Date of joining in the present post :
5. Date of confirmation/ permanency :
6. Date of last upgradation (Promotion :
/ CAS)
7. Present Pay Band and Scale :
8. Grade Pay (with documents) :
9. Present Basic Pay :
10. Date of Birth (as recorded in the :
University)
11. Caste :
12. Whether any departmental enquiry :
or Court case pending (if yes, give
details)

Signature of the Employee

To be filled by the Head of the Department/ In-charge/ Controlling Officer*

13. Efficiency (Excellent / Good/ Average) :
14. Sincerity (Excellent / Good/ Average) :
15. (a) Regularity (Excellent / Good/ Average) :
16. (b) If there is any unauthorized leave, :
statement may be submitted separately **
17. Service for last 5 years (Satisfactory / Non :
Satisfactory)
18. Overall impression of the Controlling :
Officer

Signature of the Head of the Department